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# **Zeta Pro™**

## **Enterprise Resource Planning (ERP)**

### **User Guide**

**Zeta Concepts, Inc.**

**Miami, Florida USA**

**(305) 227-0270**

**[www.zetapro.com](http://www.zetapro.com)**

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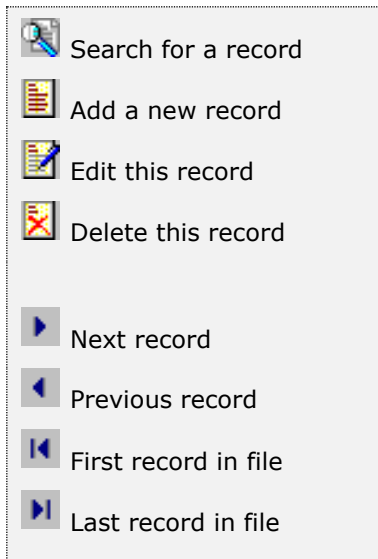
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# Zeta Pro™ Quick Setup

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First, some hints as how **Zeta Pro™** works before we go into the Quick Set Up.

When working in any **Zeta Pro™** window you will have several options accessible through the buttons at the bottom line, see the icon list. Several of these functions have a keyboard access. These tasks can be accomplished by clicking on the icons located on the bottom of the window or by clicking their corresponding keys



Search for a record icon or **F1** key

Add a new record icon or **F3** key

Edit this record icon or **F5** key

Delete this record or **F4** key

You can move around the list of records either using the cursor movement keys [↑↓], the scroll bar located to the right of the list, or with the record movement icons located on the bottom of the window.

## Search for a specific record you can start the search window by

- Click on the search icon on the bottom of the window, or
- Click the **F1** key on the keyboard

Navigate through the defined records, by means of the bottom movement icons.

Locate the needed record by means of the arrow keys [↑↓] and click **OK** to select it. To return without making a selection click **Cancel**.

## Add or create a new record you can

- Click on the Add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Fill in the appropriate data and click the **OK** button to save the new record or the **Cancel** button to discard it.

**Edit a record - first select it, then**

- Click on the Edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

Change or update the appropriate fields and click the **OK** button to save the new data or click the **Cancel** button to retain the original and discard your changes.

**Delete a record - first select it, then**

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or **No** to keep it.

As a security measure, you can only delete a record if it is **not active** and does **not have any transactions linked**.

**First time setup: Run Zeta Pro™**

Enter Business Name and Serial # (Import Key File).  
Business name has to match exactly as the License Key.

**User: SUPER** (Supervisor or Administrator)

**Password: SUPER**

You can change the **SUPER** password, but please remember it.  
Please go into each of the following options to set up **Zeta Pro™** system.

**Note:** The system is sensitive to the period, not to the date. If you want to execute any function for the next period, first you should close the current one.


**Please follow the order in the next pages.**

**After loading Zeta Pro™ select System menu option, will display the following options in next few pages, only Super user can access these options.**



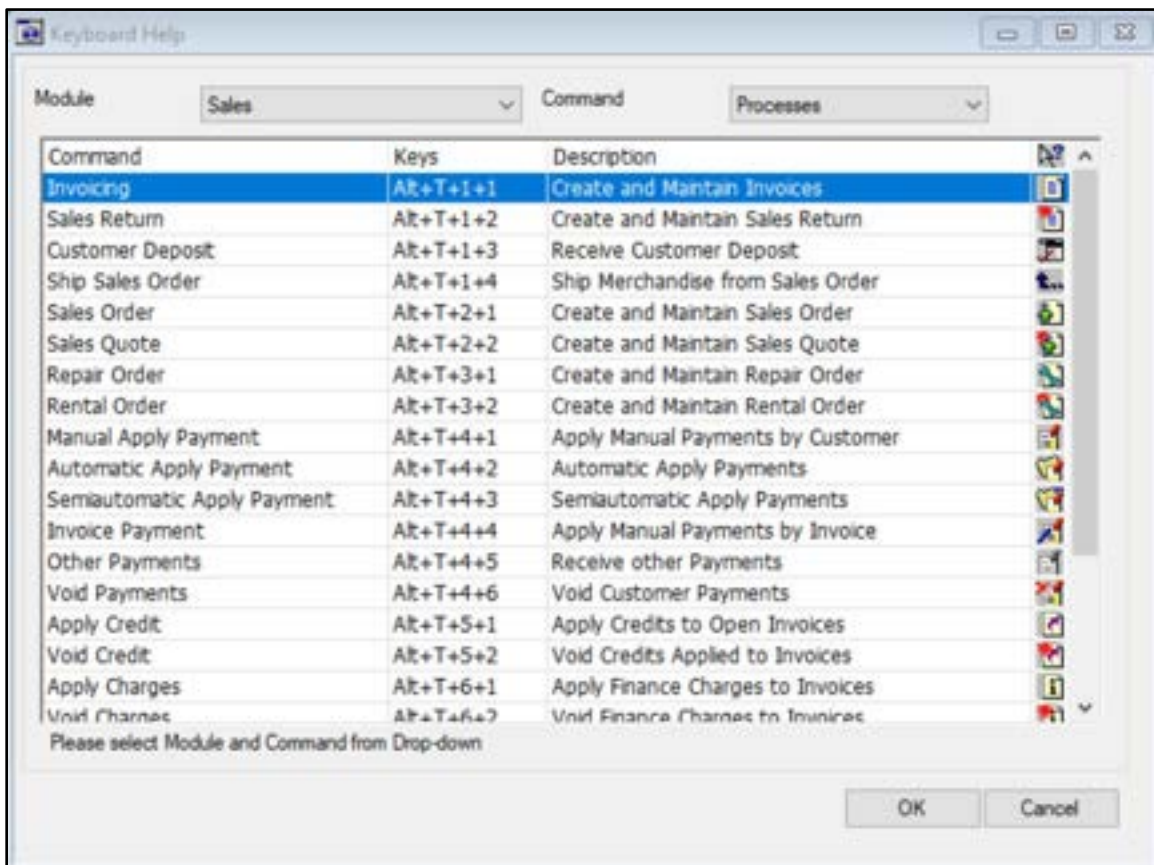
## System – Keyboard Shortcuts

The **System Keyboard Shortcuts** is where **Zeta Pro™** stores all the shortcuts for the system. You can display the windows, dialogs, or initiate a process using the menu options or by the Toolbar icons. In many cases, you can also access these functions by pressing individual keyboard keys or combinations of keys, as shortcuts. The shortcuts described at the **Keyboard Help** dialog window are operations to access the functions.

To work with the **Keyboard Help**, select **Using Help** from the **Help** menu or click on the **Keyboard Help icon** from any module. 

To access the module and the command after the dialog windows displays, select the **Module** you want to show from the drop-down: Finance, Sales, Purchasing, Inventory, Banks, Contacts, Assets, Data or Management; and at the same time select the **Command** from the drop-down: Processes, Maintenance, Reports, Settings, Windows or Changes. The dialog window will display the options or functions for that particular module, the Shortcut Keys, a short Description and the icon associated to the function.

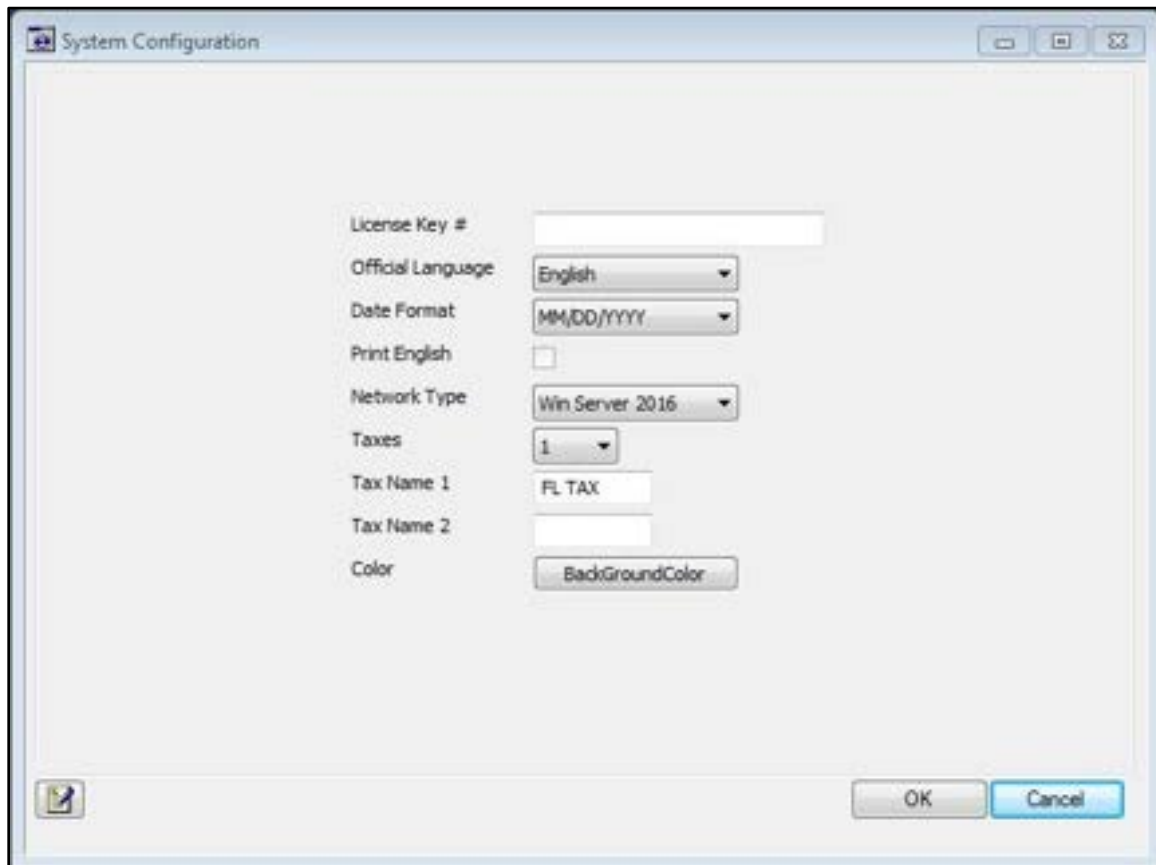
Shortcut example for Invoicing: Alt Key + T + 1 + 1, after pressing or clicking the keyboard shortcut: the system will display the **Create and Maintain Invoices** window ready to search or add a new invoice.



## System – System Configuration

The **System Configuration Setup** is where **Zeta Pro™** stores all the configuration information for the system.

- **License Key** was entered at the **Zeta Pro™** Installation – it can be updated from the **Business Setup Window**, just click the **Import License Key File** button
- **Official Language** – Select English, Spanish or Portuguese.
- **Date Format** – Select the Date format
- **Print English** – If the Official Language is not English - check this one if English is not the official language selected and want all reports printing in English only (screens in Spanish or Portuguese and printing in English)
- **Network Type** – Select the Windows Server Network type
- **Taxes** – Sale Tax - How many will be set up, (0 to 2), if 0 (zero) no Tax Name will open; depending on value Tax Name 1 or Tax Name 2 will open
- **Color** – select all the windows input for the Back Ground color, remember when changing the Back Ground color, the color White at all legends changes to the new color.



The screenshot shows a dialog box titled "System Configuration" with the following fields and controls:

License Key #	<input type="text"/>
Official Language	English
Date Format	MM/DD/YYYY
Print English	<input type="checkbox"/>
Network Type	Win Server 2016
Taxes	1
Tax Name 1	FL TAX
Tax Name 2	<input type="text"/>
Color	BackGroundColor

At the bottom right, there are "OK" and "Cancel" buttons. A small icon is visible in the bottom left corner of the dialog box.

## System – Business Setup

The **Business Setup** is where **Zeta Pro™** stores and manages all the information and financial transactions for your business.

- Business name, name was entered at **Zeta Pro™** Installation
- Input Address, City, State, Country, Zip Code, Phone and Fax number
- Input Website, Email and Fiscal ID to show in documents
- Check if business will be using Multicurrency, see [Type of Currency](#)
  - User can add different currencies – follow these steps
    - **F5 to Edit or Edit button** to edit Business Setup
    - Select the **Search button** next to Local Currency
    - Select the **Zoom button**, left lower corner of Currency window
    - **F3 or Add button** to add a new Currency
    - **OK to Save** new Currency (Will show in Currency List)
- Data and Report Subdirectory was setup by **Zeta Pro™** Installation
- Ring Alarm – see Contacts module
- 13 Periods – Fiscal Year of 12 or 13 periods, the system is sensitive to the period, no to the date
- Beginning Period of your business fiscal year (PERD = Period)
- Account Length – 4 to 10
- Department Length – 0 to 4 (0 – no department)
- User Limit – dictated by the License Key Number
- Date Limit – dictated by the License Key Number
- License No. – dictated by the License Key Number - for Technical Support

The screenshot shows the 'Business Setup' window with the following fields and values:

Name	ZETA CONCEPTS, INC.	Ring Alarm	<input type="checkbox"/>
Address 1	YOUR ADDRESS	13 Periods	<input type="checkbox"/>
Address 2		Beginning Period	PERIOD 01
City	MIAMI	Account Length	5
State	FLORIDA	Department Length	0
Country	USA	User Limit	5 / 4
Zip Code	33155	Date Limit	02/29/2028
Phone	305-227-0270	License No.	123
Fax	305-227-3340		
Website	WWW.ZETACONCEPTS.COM		
Email	SUPPORT@ZETACONCEPTS.COM		
Fiscal ID			
Multicurrency	<input type="checkbox"/>		
Local Currency	USD		
Foreign Currency	YEN		
Data Directory	C:\ZP2C9\GIS1\		
Report Directory	C:\ZP2C9\		

## **System – Users Setup**

The **Users Setup** is where **Zeta Pro™** uses to limit access to your business data. To see a file protected by passwords, each user must have not only his or her user name but also a unique secret password.

- User – the **Super** user and his password created at **Zeta Pro™** Installation. To add new users just select the Add icon at the bottom.
- Name – the name of the user
- Password – the secret password for this user
- Language – select either English, Spanish or Portuguese; take into account that only the screens will be in the selected language, all documents and reports printout will be in English (maybe for future version will print at the language selected). **Zeta Pro™** can support users with all three languages simultaneously.
- Screen Access – each user can have different access per screen depending on the flag selected (Add, Edit, Delete, and View)
- Change Password: to change the user password if selected, both password should match to save it
- Adding a new User, you will be prompted with four different levels, these are how users are created, and you can override the access after creation.
- **Level 1** - Has the same user rights as the Super, but cannot create a new user.
- **Level 2** - User can Add, Edit, View and Delete all windows. User cannot have access to any of the four (4) options of the **Settings** section in any module.
- **Level 3** - User can Add, Edit and View all windows, No deletion. User cannot have access to any of the four (4) options of the **Settings** section in any module. Exception to Level 3, user can delete Invoices, Sales Return, Sales Quotes and Orders, Repair Order, Rental Order, and Purchase Quotes and Orders. User can only view Customers and Vendors.
- **Level 4** – User can only View (read-only) all windows. User cannot have access to any of the first four (4) options of the **Settings** section in any module.

### **Adding a new User**

To add a new User you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Fill in the appropriate information and click the **OK** to accept and store the data or **Cancel** to discard your changes.

### **Editing a User**

To modify the user, move up or down through the list and select the desired user. Once selected you can:

- Click on the edit icon on the bottom of the window, or

- Click the **F5** key on the keyboard

When done with the changes, click the **OK** button to accept the new data or the **Cancel** button to discard your changes.

### **Deleting a User**

To delete a user, move up or down through the list and select the desired user. Once selected you can:

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

Answer **Yes** to confirm and delete or answer **No** to keep it.

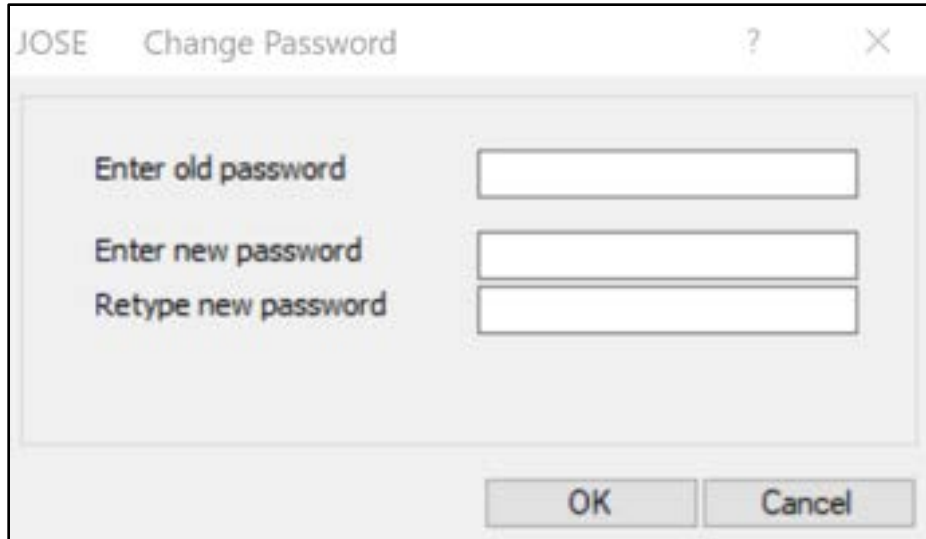
Deleted records cannot be recovered.

Please verify that you are deleting the correct user.

The screenshot shows a 'User Setup' dialog box. It includes the following elements:

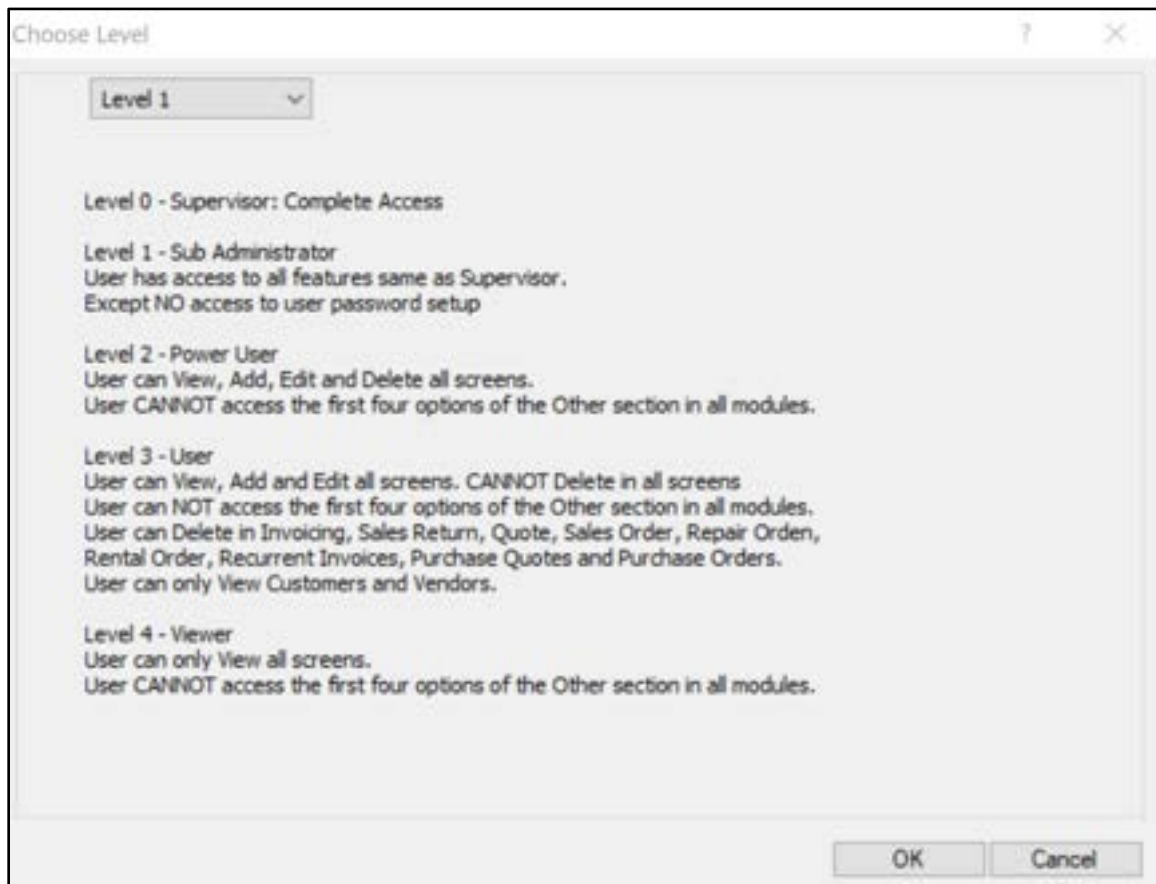
- User:** JOSE
- Name:** Jose Zouain
- Password:** (empty)
- Language:** Spanish
- Date:** 08/16/2019
- Screen Access:** Add , Edit , Delete , View
- Change Password:** (button)
- Bottom Bar:** Search, Save, Undo, Redo, Navigation (Home, Left, Right, End), OK, Cancel

Changing the current password, just click the **Change Password** button, a new window will display:



A dialog box titled "JOSE Change Password" with a question mark icon and a close button. It contains three input fields: "Enter old password", "Enter new password", and "Retype new password". At the bottom are "OK" and "Cancel" buttons.

Creating a new user **Zeta Pro™** has **four levels** besides the **Super User (Level 0)**, which are explained in detail in this screen. Selecting a level when creating a user will facilitate and automate the screen setup, see the following topics **Access Setup** and **Screen Setup**. Every time a new user is created, a set of screen attached to this user will be created.



A dialog box titled "Choose Level" with a question mark icon and a close button. It features a dropdown menu currently set to "Level 1". Below the menu, there are four sections describing user levels:

- Level 0 - Supervisor: Complete Access**
- Level 1 - Sub Administrator**  
User has access to all features same as Supervisor.  
Except NO access to user password setup
- Level 2 - Power User**  
User can View, Add, Edit and Delete all screens.  
User CANNOT access the first four options of the Other section in all modules.
- Level 3 - User**  
User can View, Add and Edit all screens. CANNOT Delete in all screens  
User can NOT access the first four options of the Other section in all modules.  
User can Delete in Invoicing, Sales Return, Quote, Sales Order, Repair Order, Rental Order, Recurrent Invoices, Purchase Quotes and Purchase Orders.  
User can only View Customers and Vendors.
- Level 4 - Viewer**  
User can only View all screens.  
User CANNOT access the first four options of the Other section in all modules.

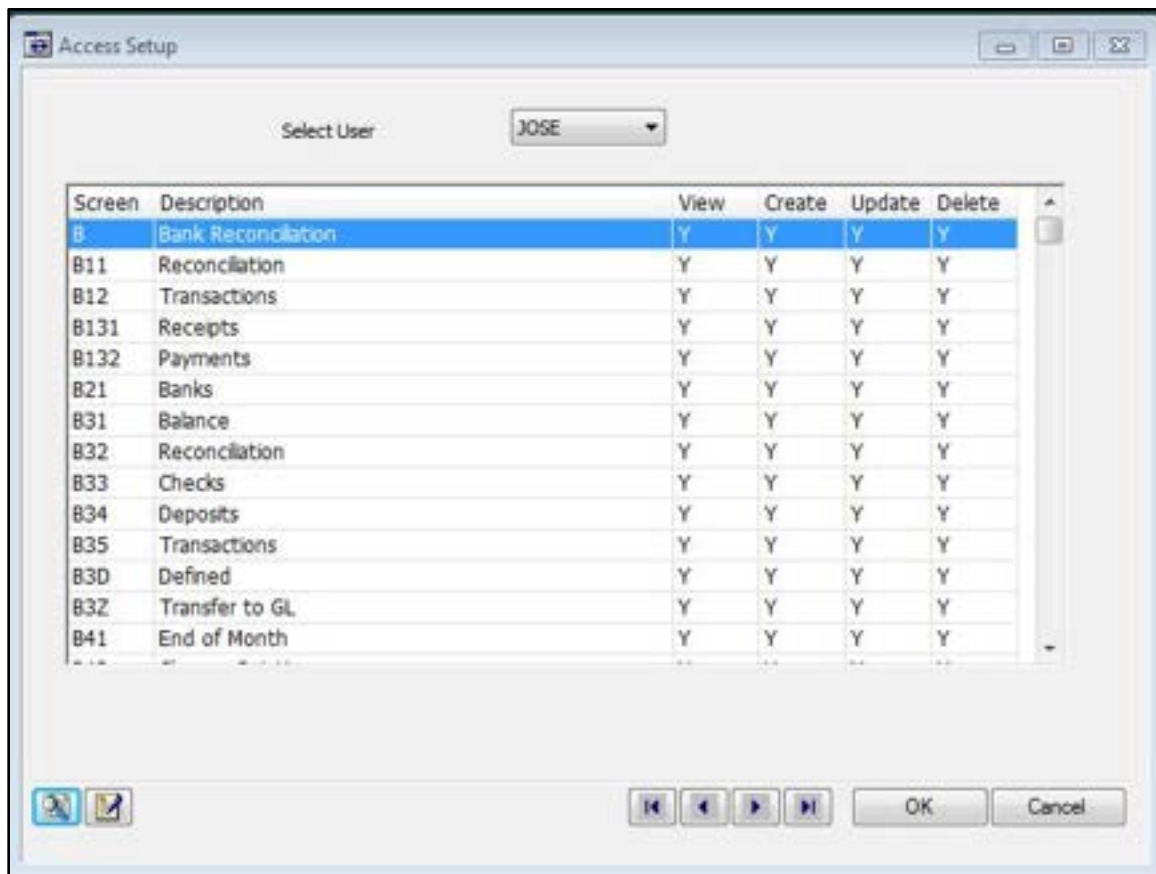
At the bottom are "OK" and "Cancel" buttons.

## System – Access Setup

The **Access Setup** is where **Zeta Pro™** uses to store and combines the screen ID with the user ID. In this section we can limit where each user can go and not go, by changing the flag of View, Add or Create, Edit or Update and Delete per screen. After creating a set of records for the new user, and selecting the corresponding level, the Admin (Super user) can change his or her access by selecting the user from the Drop-down User menu, the list of screens will display.

Modules by orders are:

- G – Finance
- C – Sales
- P – Purchasing
- I – Inventory
- B – Banks
- R – Contacts
- F – Assets
- Q – Data
- L – Management



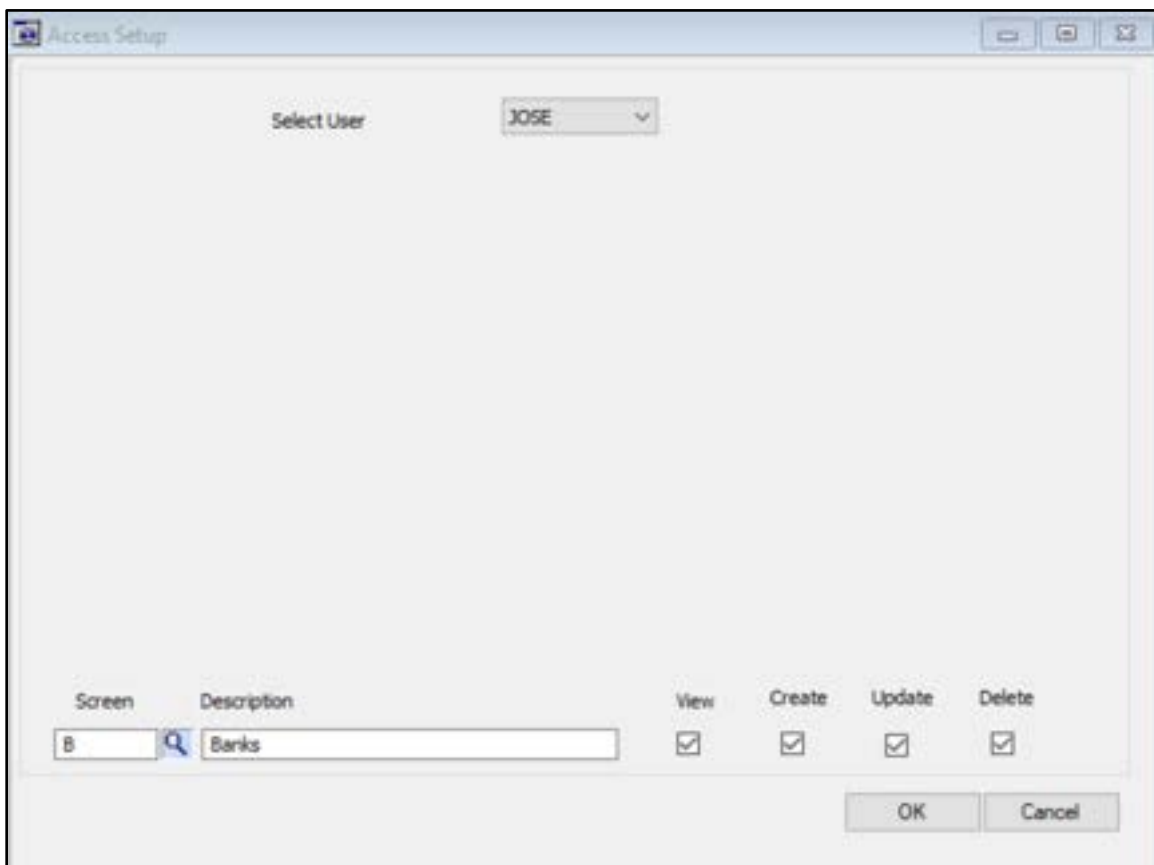
## Editing a User Screen

To modify the **User Screen**, move up or down through the list and select the desired screen. Once selected you can:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

The Admin (Super user) can change the flag of View, Add or Create, Edit or Update and Delete per screen by clicking the selection.

When done with the changes, click the **OK** button to accept the new data or the **Cancel** button to discard your changes.





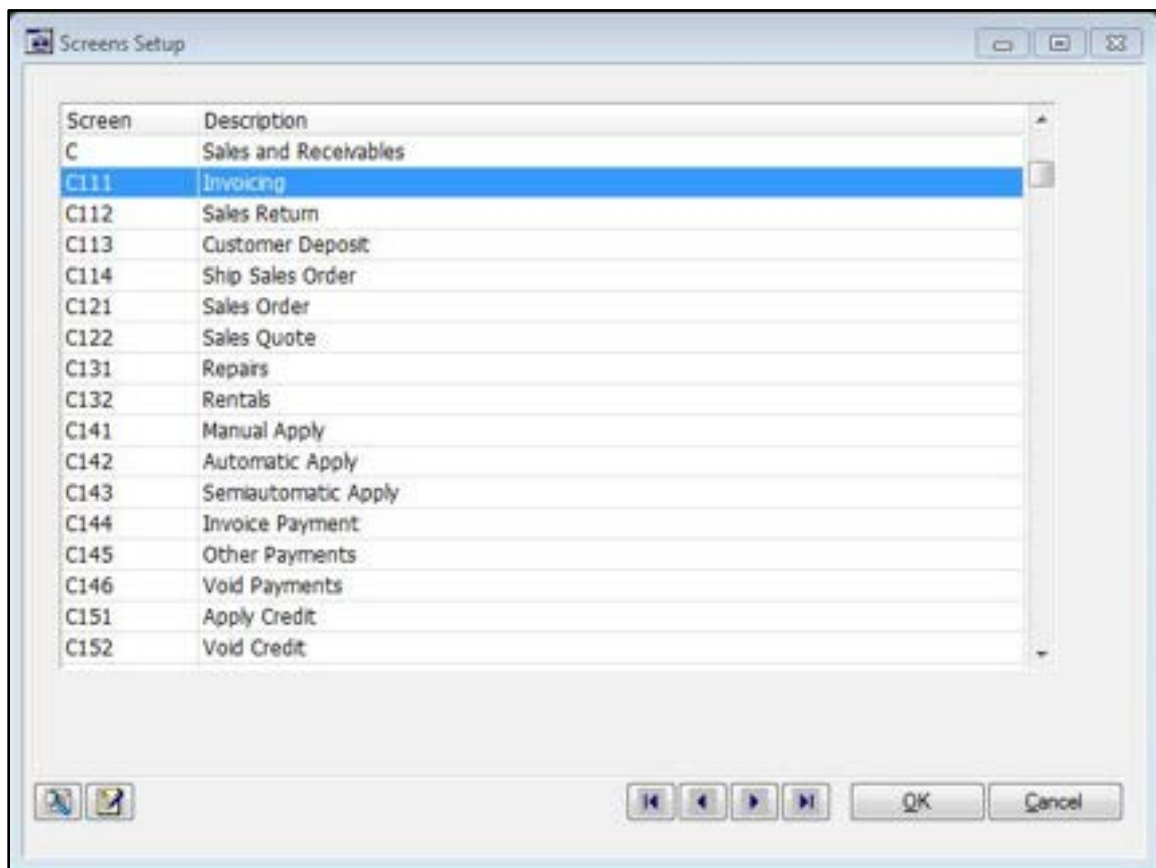
## System – Screen Setup

The **Screen Setup** is where **Zeta Pro™** stores and manage all the screens. Each screen has a **Screen ID** and a **Description**. The module identification letter, see prior page, composes the **Screen ID**, and each module has four unique sections:

1. Transactions
2. Maintenance
3. Reports
4. Settings

The following numbers after the module ID and the section ID are the submenu numbers assigned to the screen. Please familiarize with the screen names before assigning a user to the screens access setup. For example, you would like to limit a user to go Add an **Invoice**, this particular screen is **C111** or limit the user to **Apply Credit**, which is **C151**.

**Note:** Super user can only change the **Screen Description** for reference, be careful when doing this.



# **System Module Setup**

## **Finance**

First setup the Finance, **sample Chart of Account provided with new business setup**, review it. If you want history, have an accurate **Balance Sheet** for posting, either to prior year; or to current year, your account balances.

1. Settings - # 2 Change Set up see [Change Set Up](#)
2. Settings - # 4 Account Types (optional) see [Account Types](#)
3. Settings - # 5 Cash Account (optional) see [Cash Account](#)
4. Settings - # 6 Type of Currency (optional) - If using multicurrency see [Type of Currency](#)
5. Settings - # 7 Foreign Currency Exchange - if using multicurrency see [Foreign Currency Exchange Rate](#)
6. Maintenance - # 1 Chart of Account see [Chart of Account](#)
7. Maintenance - # 2 Department - if using department (optional)

**Sample Chart of Account Types provided with a new business setup.**

## **Banks**

1. Maintenance - # 1 Banks
2. Settings - # 2 Change Set Up

**Sample Bank Transaction Code provided with new business setup.**

## **Inventory**

- Settings - # 2 Change Set Up

Same as Create Data at the Purchasing module and Sales module

**A sample Inventory Item is provided and the sample following codes also provided with a new business setup: Line, Group, Class, Subclass, Category, Location, Unit of Measure, Item Code, Resources, and Adjustment Reasons.**

- **Line: 1000 and 9999**
- **Group: 0260, 0270, 0280 and 9999**
- **Class: 010, 0102, 0103 and 9999**
- **Subclass: 0101, 0102, 0103 and 9999**
- **Category: 0011, 0012, 0013, 0014, 0015, 0016, 0017, 0018, 0019, 0020 and 9999**

## **Purchasing**

1. Settings - # 2 Change Set Up
2. Settings - # 5 Create Data - **# 1 Inventory**  
Set up # 1 - Line; # 2 - Group; # 3 - Class; # 4 - Subclass;  
# 5 - Category; # 6 - Parts; # 7 - Location; # 8 - Measure; # 9 - Type;  
# 0 - Manufacturer; # A - Adjustment Reason

3. Settings # 5 Create Data - **# 2 Vendor**  
Set up # 1 – Vendor Class; #2 – Pay Term
4. Maintenance - # 4 Buyer
5. Maintenance - # 1 Vendor
6. Maintenance - # 2 Inventory

**Sample Vendor Pay Term and Vendor Class provided with a new business setup.**

## Sales

1. Settings – # 2 Change Set up
2. Settings # 5 Create Data - - **# 1 Inventory**  
Set up # 1 – Line; # 2 – Group; # 3 – Class; # 4 – Subclass;  
# 5 – Category; # 6 – Parts; # 7 – Location; # 8 – Measure; # 9 – Type;  
# 0 - Manufacturer; # A – Adjustment Reason
3. Settings – # 5 Create Data - **# 2 Customer**  
Set up # 1 – Class; # 2 – Region; # 3 – Industry; # 4 – Pay Type
4. Settings – # 5 Create Data - **# 3 Repair** (optional) - If using Repairs  
Set up # 1 – Repair Product; # 2 – Repair Failure; # 3 – Repair Activity;  
# 4 – Repair Expense
5. Maintenance - # 4 Salesman
6. Maintenance - # 6 Technician
7. Maintenance - # 1 Customer

**The sample following codes provided with a new business setup: Customer Industry, Customer State/Region, Customer Class and Customer Pay Type.**

**For the Repair Order the following codes provided with new business setup: Repair Failure, Repair Activity and Repair Expense.**

## Contacts

1. Contact – # 1 Contact (optional)
2. Contact - # 2 Notes (optional)

## Assets

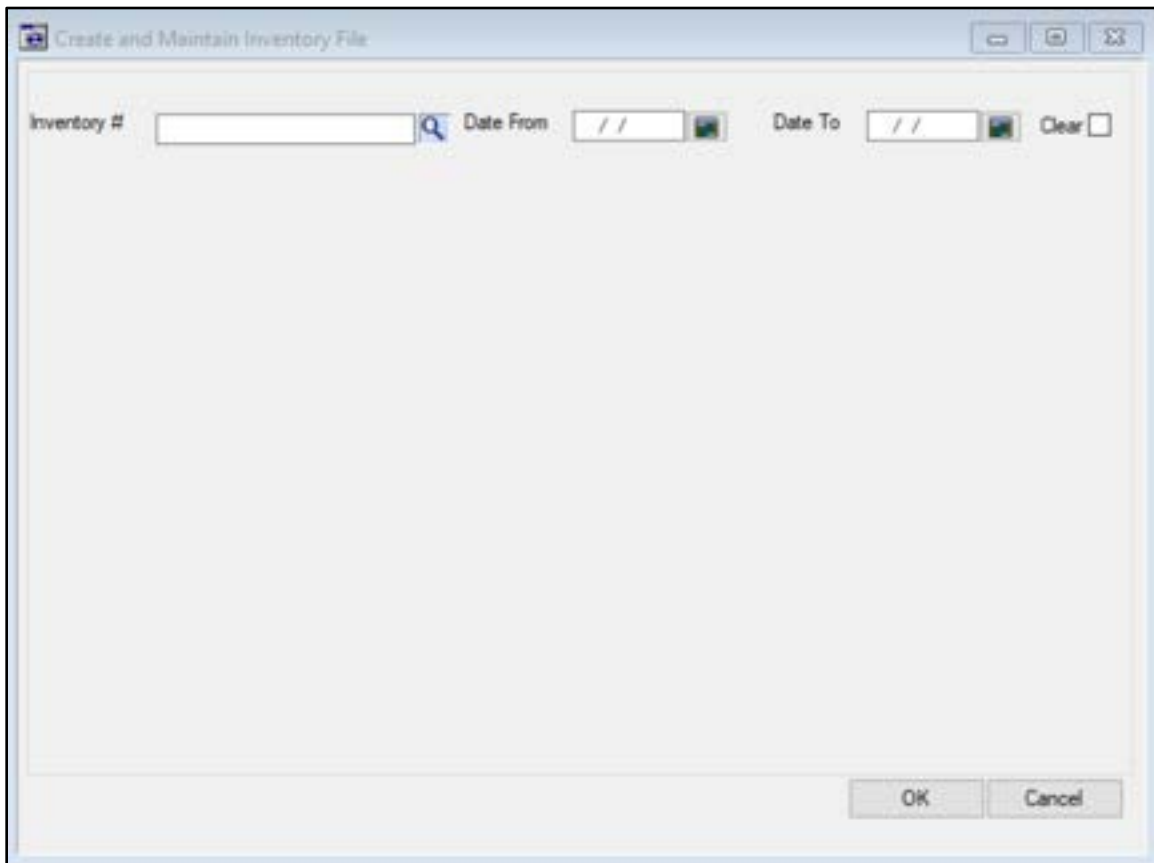
1. Settings – # 2 Change Set up
2. Settings – # 5 Create Data - - **# 1 Inventory**  
Set up # 1 – Line; # 2 – Group; # 3 – Class; # 4 – Subclass;  
# 5 – Category; # 6 – Parts; # 7 – Location; # 8 – Measure; # 9 – Type;  
# 0 - Manufacturer; # A – Adjustment Reason
3. Settings # 5 Create Data - **# 2 Vendor**  
Set up # 1 – Vendor Class; #2 – Pay Term
4. Settings – # 5 Create Data - **# 3 Assets** -  
Set up # 1 – Location; # 2 – Department; # 3 – Area; # 4 Resource Role;  
# 5 Consumption Units; # 6 Repair Failure

## System – Table Browsing

With **Zeta Pro™** version 10, we have introduced a new look to the system by including the **Table Browsing**, where the user can search and browse the tables with incredible speed and detail.

To help you with the data, the system will display the **Search window** with the following searchable fields to help in the process. For introduction, we have selected the Inventory table.

- **Inventory #** - allows you to select the entire inventory or just one – click on the lookup icon to select one.
- **Date From** – allows you to select a date (create date) with a calendar popup icon – click on calendar icon next to the field or the **F4** Key.
- **Date To** – allows you to select a date (create date) with a calendar popup icon – click on calendar icon next to the field or the **F4** Key.
- **Clear** – to clear the dates or the search selection, in this case the Inventory #.

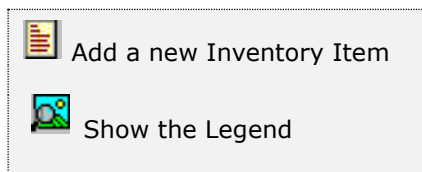


The system will display the search window with the **OK** and **Cancel** buttons. Click **OK** to proceed or click **Cancel** to abort and return to the selection option.

The user can combine any criteria, and only those fields entered by the user become part of the query. If no searchable field entered and by clicking the **OK** button, the system will display the search result with all the data.

Inventory #	Description	Price	On Hand	Booked
1001-106	PIN COTTER .062 X .500 LONG	4.00	900413	4
1001-801	PIN HITCH (0.047)	0.13	286	0
1001-815	PIN COTTER (.031 DIA .250L)	0.27	355	0
1001-817	PIN COTTER .031 DIA X .375 LONG	0.13	280	5
1001-831	PIN COTTER .062 DIA X .750 LONG	0.13	290	1
1001-833	PIN COTTER (.062 DIA 1.250)	0.20	358	11
1001-837	PIN COTTER (.062 DIA .500L)	0.20	659	10
1001-839	PIN COTTER .062 DIA X .375 LONG	0.13	166	18
1001-845	PIN COTTER (.094 DIA .750L)	0.33	407	5
1001-847	PIN COTTER (PGA-TL TORQUE BALLHEAD)	0.13	383	1
1001-851	PIN COTTER .62 DIA X .37	0.13	149	0
1001-853	PIN ASSY RB 1001-106	0.07	132	0
1001-855	PIN COTTER .062 DIA X .625 LONG	0.13	137	17
1001-857	PIN COTTER .062 DIA X .875 LONG	0.33	140	3
1001-867	PIN COTTER .125 DIA X 1.5	0.86	123	1
1001-873	PIN .062 DIA X .750	0.20	197	0

The user can select the inventory by **Double-clicking** on the selected row, or by selecting the row and clicking the **OK** button.



At the bottom of the Search window, you will find a set of icons that will show available functions.

The user from this window can also add a new inventory by clicking the **Add icon** to start a new inventory.

The **Browser Legend** will display different colors depending of the status:

**Inactive** – the inventory color is **Red** (1001-853)

**No Stock** – the inventory color is **Yellow**

**Active** – the inventory color is **White**

**Selected** – the inventory-selected color is **Dark Blue** (1001-106)

# FINANCE Module

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# FINANCE – Transactions

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## Journal Entry

*The Journal Entry allows to post transactions to any period of the current fiscal year and to post an adjustment to the prior fiscal year that has been closed.*

Before posting an entry to the Finance module, we will explain the different terms to use:

### The Journal

The journal is the place where we post the debit and the credit for each transaction. The journal works as a chronological financial record. A complete transaction shows **same** debit and credit amounts for an entry.

### Journal Entry

When you add a Journal Entry to Finance, the entry is not added directly. You have just created a journal entry. While the transactions remain as a journal entry, you can correct them as many times as you want.

After having reviewed and corrected the journal entries, you post them to the Finance module. After posting the entry, it cannot be corrected, you can offset them only by creating another entry. This is an example of a journal entry:

Description	Debit	Credit
Cash	100.00	
Sales revenues		100.00
Totals	100.00	100.00

This entry **records** a cash sale. Each line of the entry is a **detail line**. Both side of the transaction shows: the cash increase (shown as a debit) and the sales revenues increase (shown as a credit).

### Entries

The entries consist of accumulated journal transactions. You can include any number of detail lines in an entry. This is a convenient and efficient method to post journal entries to the Finance module.

- You can control the number of lines on any entry.
- You can begin the entry, leave it, and return later to finish the entry, if the entry is in balance, meaning debits and credits should be the same amount.

## Chart of Account

The chart of account is the complete group of accounts in the system. The chart of account's balance, called Trial Balance, includes all the amounts posted to the accounts.

The journal entries are transaction specific records, but the Finance module trial balances are account specific records.

- The journal entry transactions are posted to the Entry.
- The Trial Balance shows the activity of specific accounts.

This is an example of a transaction of the Trial Balance, using the previously shown journal entry:

	<b>Debits</b>	<b>Credits</b>	<b>Balance</b>
<b>Cash Account</b>			
Previous balance			0.00
Adding	100.00		
Current balance			100.00
<b>Sales Revenues</b>			
Previous balance			0.00
Adding		100.00	
<b>Current balance</b>			<b>100.00</b>

The Trial Balance keeps track of all your accounts.

- The system **applies** debits and credits to the accounts, as you post the journal entry to the Finance module.
- Each account always has a **current balance**, which the system uses to generate the financial reports.



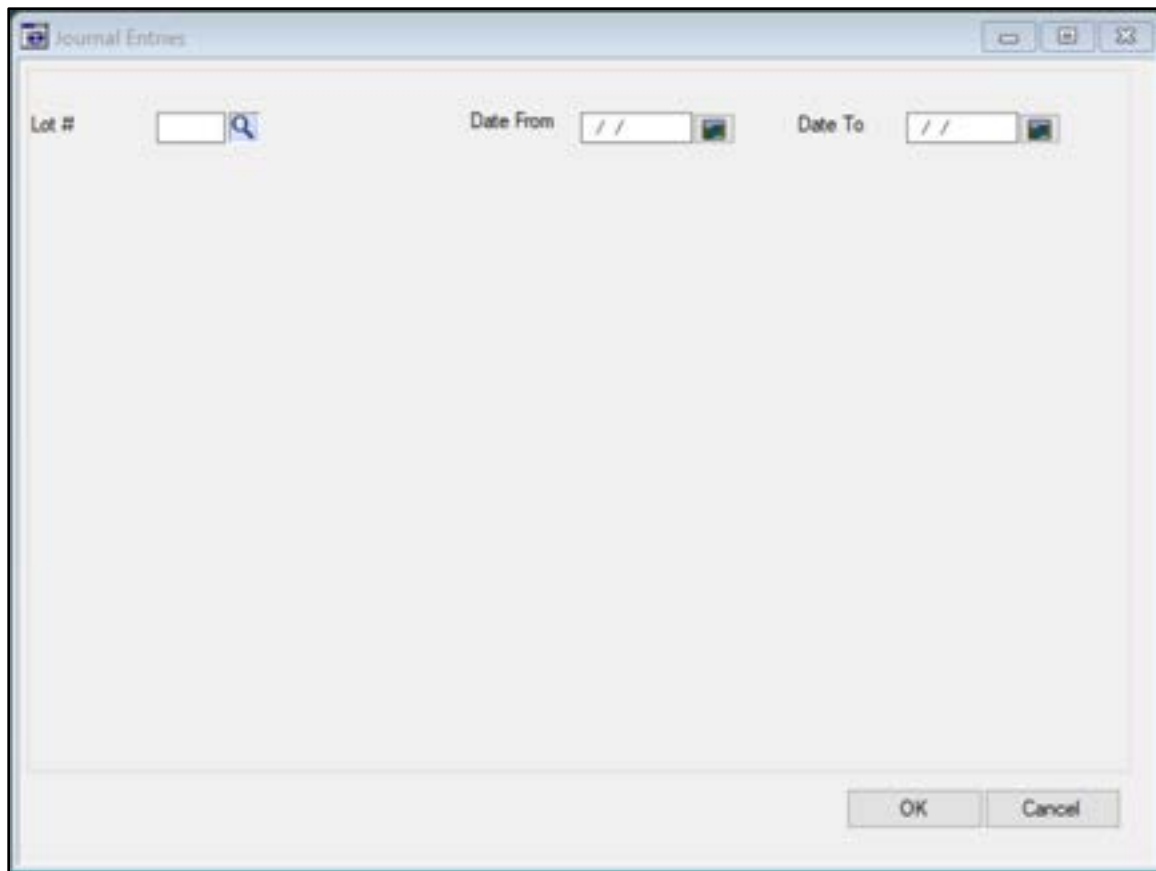
## **Working with Journal Entries**

Journal entries are handled by the system as “lots” of transactions. A lot can have from one to any number of transactions included. You will normally group your transactions according to your own needs and specifications, for example, “today sales”, “petty cash period movements”, “utility billing”, and so on. There is no restriction on how you group your data.

To work with journal entries, select **Journal Entries** from the **Transaction** menu or click on **Journal Entries icon**.

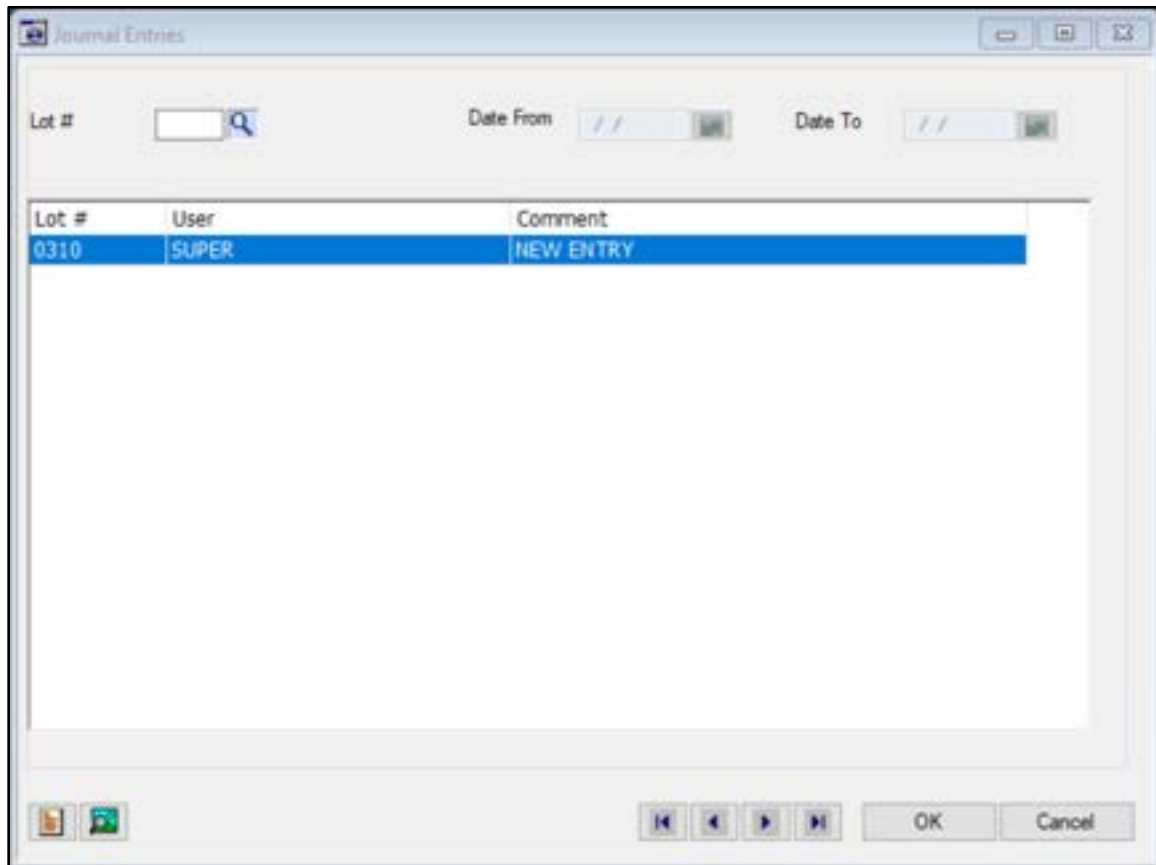
To help you with the data, the system will display the **Journal Entries Search window** with the following searchable fields to help in the process of selecting your journal entries:

- **Lot #** - allows you to select all the journal entries or just one.
- **Date From** – allows you to select a date (entry create date) with a calendar popup icon
- **Date To** – allows you to select a date (entry create date) with a calendar popup icon

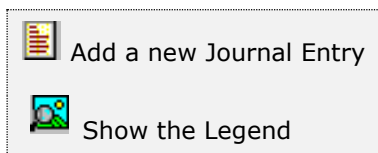
The image shows a screenshot of a software window titled "Journal Entries". The window has a standard Windows-style title bar with minimize, maximize, and close buttons. Below the title bar, there are three input fields: "Lot #" followed by a search icon (magnifying glass), "Date From" followed by a date format " //" and a calendar icon, and "Date To" followed by a date format " //" and a calendar icon. The main area of the window is empty. At the bottom right, there are two buttons: "OK" and "Cancel".

The system will display the search window with the **OK** and **Cancel** buttons. Click **OK** to proceed or click **Cancel** to abort and return to the selection option.

The user can combine any criteria, and only those fields entered by the user become part of the query. If no searchable field entered and by clicking the **OK** button, the system will display the search result with all the entries.



The user can select the journal entry by **Double-clicking** on the selected journal entry or by selecting the journal entry and clicking the **OK** button.



At the bottom of the Search window, you will find a set of icons that will show available functions.

The user from this window can also add a new journal entry by clicking the **Add icon** to start a new journal entry.

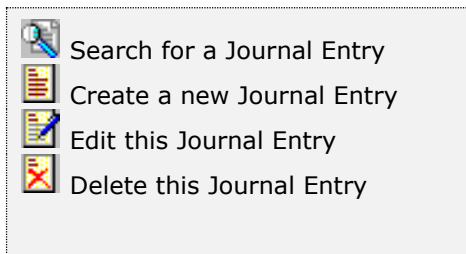
The **Browser Legend** will display different colors depending of the status:

**Active** – the journal color is **White**

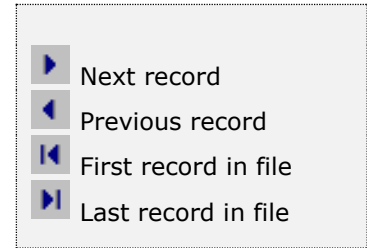
**Selected** – the journal-selected color is **Dark Blue** (0310)

You can also navigate through the records by means of the navigation icons.

After selecting the journal entry, the system will display the following window; at the bottom, you will find a set of icons that will show the available functions.



You can search, add, edit or delete records by means of the action icons. You can also navigate through the records by means of the navigation icons.



### **Adding a Journal Entry**

To start a new Journal Entry you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

This will automatically create a new Journal Entry Lot number and will take you to the User name field. You will need to complete the following information in order to complete the transaction:

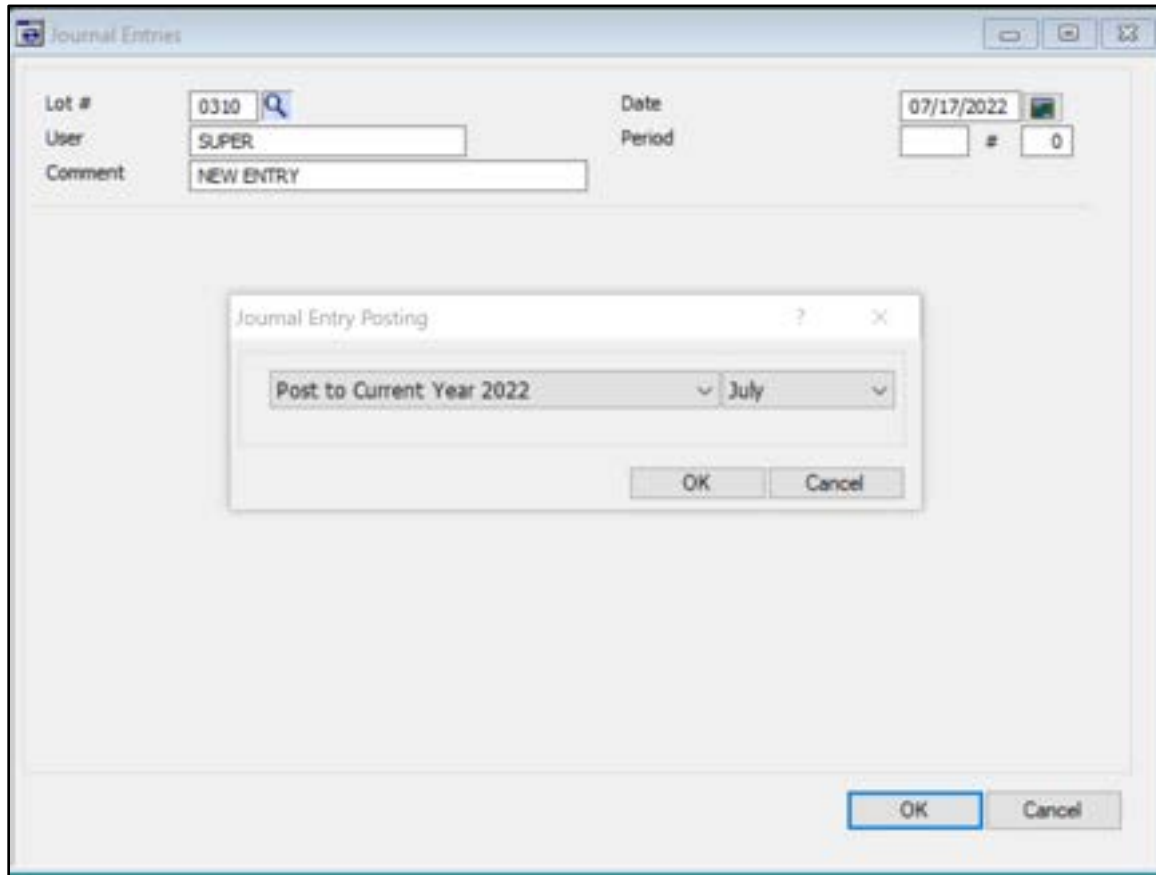
- Fill in the **user** name field. By default, the current operator will show.
- Fill in the **comment** field with a description for the entry.
- Specify the **date** for the transactions. By default, the system date shows. You can change it with your keyboard or you have a calendar popup to choose a date.
- The **period** and **number of entries** are completed by the system.

Click **OK** to accept the data and start the entry or click **Cancel** to discard the data and close the window.

- Choose the period.

If you accept the data, you will have to specify the year (previous or current) and period to post the data. The period can only be specified for the current fiscal year. If you select the previous year, the entry is posted only to the end of the prior fiscal year. This information **cannot** be change for the rest of the journal entry. If one or more transactions are from a different period, create a new journal entry for them.

Your next step is to fill in the detail for the entry, see **Working with Journal Entry detail**.



The screenshot shows the 'Journal Entries' application window. At the top, there are input fields for 'Lot #' (0310), 'Date' (07/17/2022), 'User' (SUPER), and 'Comment' (NEW ENTRY). A modal dialog titled 'Journal Entry Posting' is open in the center, featuring a dropdown menu set to 'Post to Current Year 2022' and another dropdown set to 'July'. The dialog has 'OK' and 'Cancel' buttons. The main window also has 'OK' and 'Cancel' buttons at the bottom right.

### **Working with Journal Entry detail**

The Journal Entry Detail is where you enter the data related to the transactions you want to post to the Finance module. The Finance module requires all the transactions in **balanced** form, which means that the total debits and total credits must have the same amount. The program keeps track of your entered amounts and notifies you if you are trying to close a Journal Entry with unbalanced debits and credits.

Every transaction has two or more lines of detail data depending on distribution of the transaction value among the Finance module chart of accounts. For every line of data, you will need to enter:

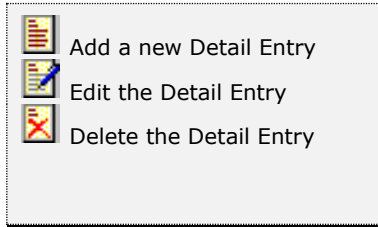
- **Account number** - This is a required field, you can only post data to **active** accounts; **Header** and **Inactive** accounts are rejected, as well as account numbers not already defined. If you need help to locate a specific account, click on the search icon located to the right of the account number field.
- **Description** - Optional field used to store descriptive data about this posting, up to 30 characters in length.
- **Reference** - Optional field used to store referral data for this posting, up to 10 characters in length. Usually you will enter a reference to the document that originated the transaction.

- **Date** - Required field where you indicate the transaction Date – You have a calendar popup to choose a date.
- **Debit and Credit** - Required Data - This is where you specify the value assigned to the account. You can specify a debit or a credit, but not both at the same time. The value you enter should be positive.

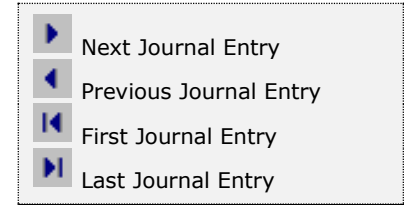
Account #	Description	Reference	Date	Debit	Credit
11021	CASH FOR SALE	JULY-2022	07/17/2022	100.00	0.00
41041	SALES PART	JULY-2022	07/17/2022	0.00	100.00

To work with the Journal Entry detail you must first create or select the desired entry. To maintain the detail you can:

- Click **OK** to proceed with the detail for the currently selected Journal Entry,
- Search for a Journal Entry (refer to [Searching for a Journal Entry](#)) and click **OK** to proceed or,
- Start a new Journal Entry (refer to [Adding a Journal Entry](#))



You can add, modify or delete entries. This actions can be performed by clicking on the respective icons located on the bottom of the window (table at left) or by moving by their corresponding keys.



## Searching and selecting detail lines

You can move the browser section in the Journal Entry Detail maintenance window when it is active (selected) either using the cursor movement keys [ $\uparrow$  $\downarrow$ ], or with the record movement icons located on the bottom of the window (see icon table).

## Adding a Detail Line

To add a new detail line to a journal entry you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

This will display the detail line input section on the bottom of the window. Fill in the appropriate information and click **OK** to accept and store the data or **Cancel** to discard your changes and return to the browser section.

After adding a detail entry the system will ask if you want to continue adding new lines of detail, select **Yes** to continue adding or **No** to return to the browse section.

The detail lines will be stored in the order you enter them.

## Editing a Detail Line

To modify the data of a detail entry, move up or down through the list and select the desired line. Once selected you can:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

The data corresponding to the selected line shows in the detail input section, on the bottom of the window, ready for you to change. When you are done with the changes, click **OK** to accept the new data or **Cancel** to discard your changes and return to the browse section.

### **Deleting a Detail Line**

To delete a detail line, move up or down through the list and select the desired line. Once selected you can:

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

Answer **Yes** to confirm and delete the line of Data or answer **No** to keep it.

Deleted records cannot be recovered, please verify that you are deleting the correct one.

### **Reviewing Journal Entries**

You can review your Journal Entries in one of three ways:

- Using the see [Editing a Journal Entry](#) to browse non posted Journal Entries
- Generating an on screen report of your Journal Entries or,
- Generating a hard copy report of your Journal Entries

With the last two procedures, you have the convenience to review posted (non-editable) Journal Entries as well as non-posted ones. You can also specify a range of data and, for posted Journal Entries, a range of posting periods.

To generate this report select the **Journal Entries** option from the **Reports** menu. The parameters selection window shows the following:

**Type** - This option is only Detail

**Sort** - Select how the records will be retrieved, your options are:

- **Posted Entry** - Only posted Journal Entries can be retrieved and you can specify which ones.
- **Posted Period** - Only posted Journal Entries can be retrieved and you can specify which periods.
- **Un-posted Entry** - Only un-posted Journal Entries can be retrieved and you can specify which ones.

**Data** - Select if you want All the data, just a Range or an Individual ones. If you select Range or Individual, the system will show a window where you can specify either the range or the individual ones to report. Both data depend on what you selected in **Sort** - For Posted Entry and Un-posted Entry you should specify Journal Entry numbers.

Click **OK** to generate the report or **Cancel** to close the window.

## **Searching for a Journal Entry**

To start searching for a specific Journal Entry you can:

- Browse through the existing records using the record movement icons on the bottom of the window (see icon table at right)
- Click on the search icon to the right of the Lot number field, or
- Click on the search icon on the bottom of the window or
- Click the **F1** key on the keyboard

Any of these actions will present you the Journal Entries search window where you will see a list of all the editable Journal Entries. You can move up or down, either using the mouse or the directional arrow keys [↑↓] to select the record you want.

To work with the selected record, click on the **OK** button. Click the **Cancel** button to return without making a selection.

## **Editing a Journal Entry**

To edit an existing Journal Entry, start the search function by clicking one of the search icons, locate the entry and select it.

You can only change the comment of the Entry. Do this by:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

Change the comment and click **OK** to accept the new data or **Cancel** to discard the changes.

If you want to edit the detail for the Entry, click **OK** once again and refer to **Working with Journal Entry detail**, otherwise click **Cancel** to start over.

## **Deleting a Journal Entry**

To delete an existing Journal Entry, start the search function by clicking one of the search icons, locate the entry and select it.

To delete the selected entry:

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A message shows alerting about your action. Select **Yes** to confirm and delete the entry with its corresponding detail, select **No** to retain the document.



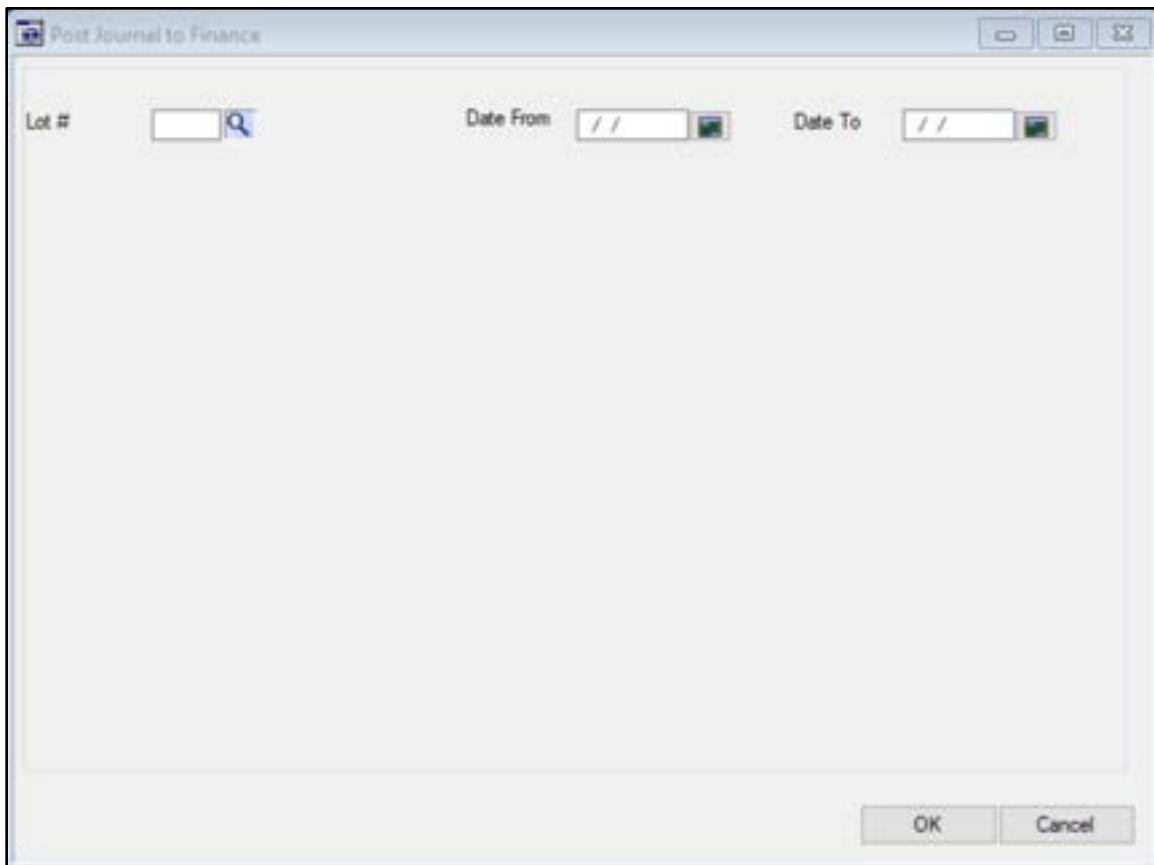
## **Posting Journal Entries**

*After entering and reviewing journal entries, you can post them to the Finance module. Posted entries cannot be changed.*

To work with journal entries, select **Post Entries** from the **Transaction** menu or click on **Post Journal Entries icon**.

To help you with the data, the system will display the **Post Journal Entries Search window** with the following searchable fields to help in the process of selecting your journal entries:

- **Lot #** - allows you to select all the journal entries or just one.
- **Date From** – allows you to select a date (entry create date) with a calendar popup icon
- **Date To** – allows you to select a date (entry create date) with a calendar popup icon



The screenshot shows a search window titled "Post Journal to Finance". It features three input fields at the top: "Lot #" with a magnifying glass icon, "Date From" with a calendar icon, and "Date To" with a calendar icon. The main area of the window is empty. At the bottom right, there are two buttons labeled "OK" and "Cancel".

The system will display the search window with the **OK** and **Cancel** buttons. Click **OK** to proceed or click **Cancel** to abort and return to the selection option.

The user can combine any criteria, and only those fields entered by the user become part of the query. If no searchable field entered and by clicking the **OK** button, the system will display the search result with all the entries.

The user can select the journal entry by **Double-clicking** on the selected journal entry or by selecting the journal entry and clicking the **OK** button.



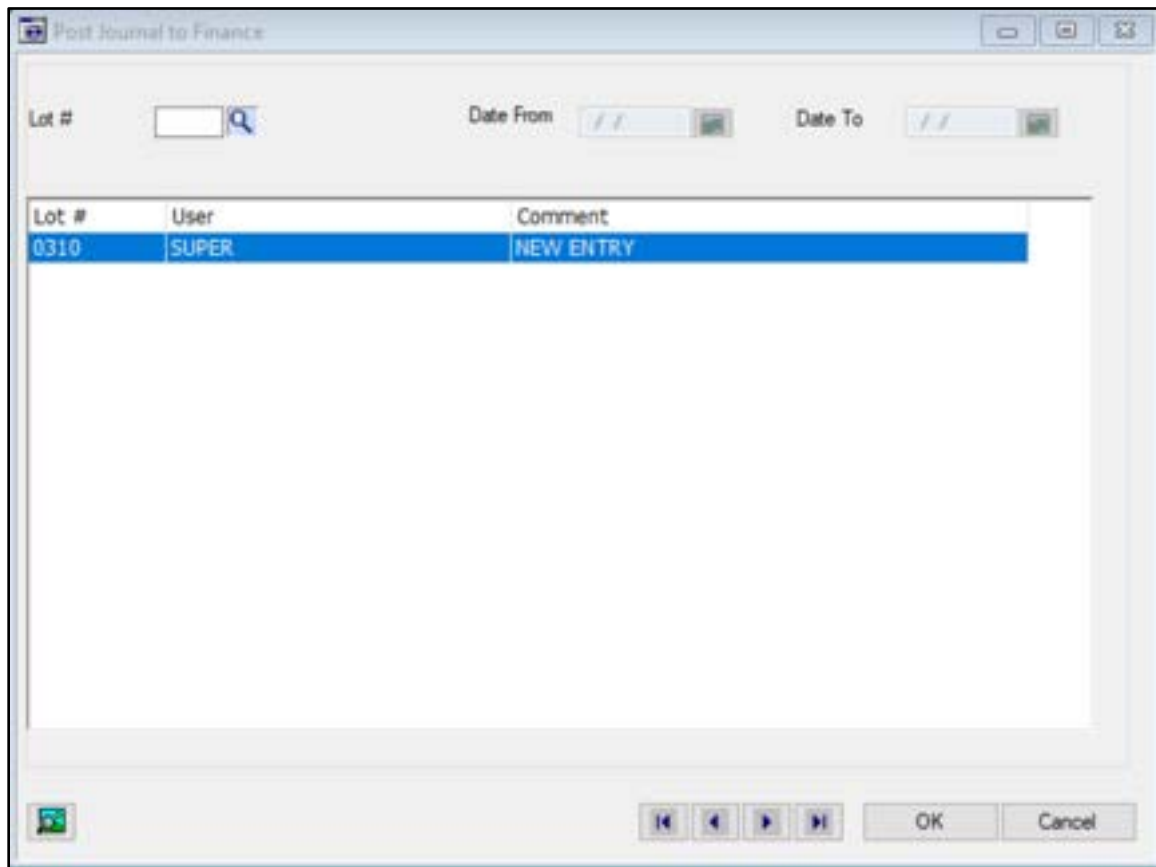
At the bottom of the Search window, you will find a set of icons that will show available functions.

The **Browser Legend** will display different colors depending of the status:

**Active** – the journal entry color is **White**

**Selected** – the journal-selected color is **Dark Blue** (0310)

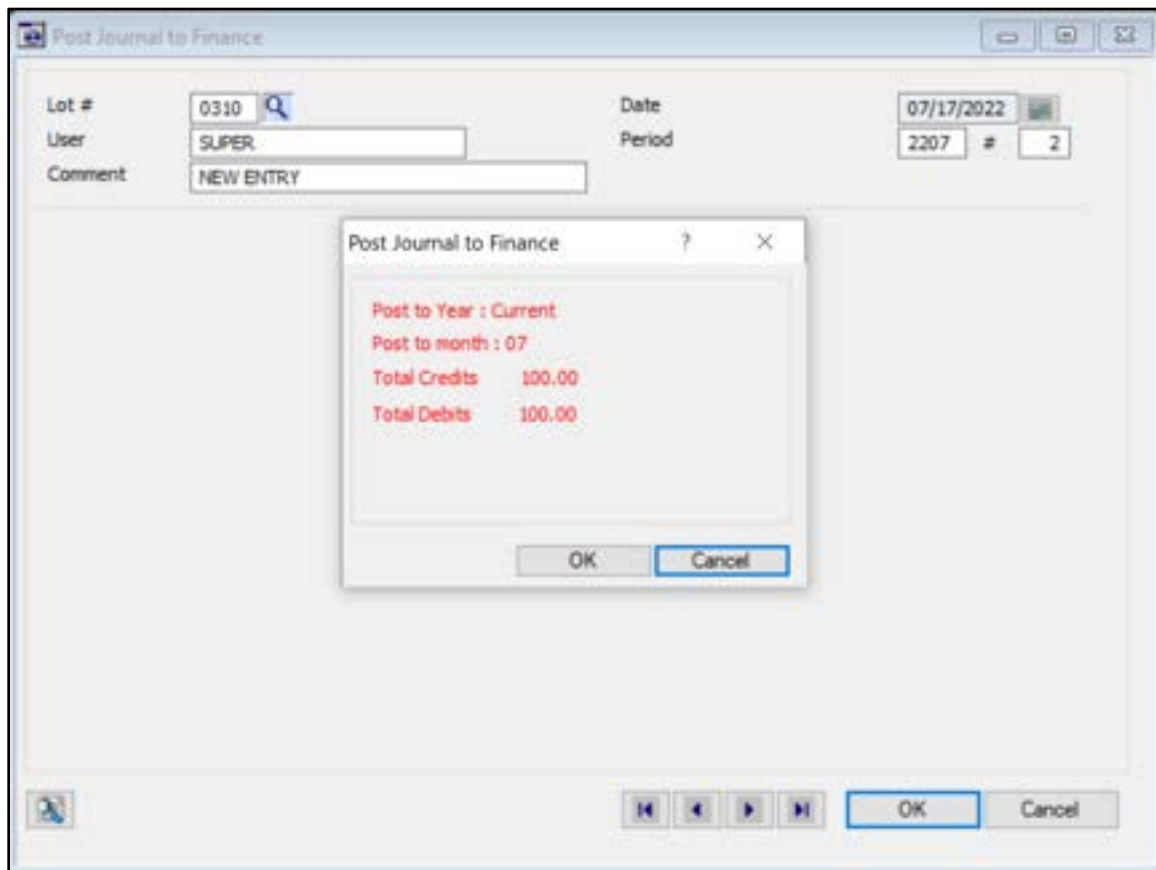
You can also navigate through the records by means of the navigation icons.



## Post Journal to Current Year

After selecting the journal entry, the system will display the following window, where you can select and process each of your pending Journal Entries. You must select and process each one separately. To post the journal to the current year, a window will show general data and totals about the entry.

To post the selected Journal Entry click **OK** to proceed or click **Cancel** to abort and return to the selection window.



## Post Journal to Prior Year

To Post to Prior Year, a window will show general data and totals about the entry.

It will also request the **Retained Earnings account**, which is in the account type range = 'F', for more information see [Account Types](#)

Enter the account or search for the account number clicking on the search icon, the search will be limited to the range mentioned above.

This account number is required because after closing a fiscal year, the system reduces to zero the balances of the revenues and expenses accounts (Income Statement) for the new fiscal year and calculates the net gain of the year that is closing.

The net amount of the journal entry is posted to the **Retained Earnings Account**. All subsequent journal entry posting of revenues and expenses to the prior year, should be posted to the **Retained Earnings Account**.

Click **OK** to proceed or click **Cancel** to abort and return to the selection window.

In any case, wait for the process to finish before continuing with another entry.

The screenshot displays the 'Post Journal to Finance' window. The main window contains the following fields:

- Lot #: 0313
- User: SUPER
- Comment: PRIOR YEAR POSTING
- Date: 07/18/2022
- Period: 2112 # 2

A smaller dialog box titled 'Post Journal to Finance' is overlaid on the main window, showing the following summary:

- Post to Year : Prior
- Post to month : 12
- Total Credits : 56.00
- Total Debits : 56.00

The dialog box also includes an 'Account #' field with a search icon and 'OK' and 'Cancel' buttons.

# Finance – Maintenance

---

## Chart of Account

*The complete group of accounts is called the Chart of Account; **Zeta Pro™** allows you to set up a chart of account correctly and post any financial transaction quickly and clearly.*

*The Generally Accepted Accounting Principle requires that each account category in the Chart of Account should be treated equally in any given situation. This way, the account should go in the correct place in order to receive the appropriate treatment.*

*When designing a Chart of Account for the business, consider the standard accounting practices in your industry and your own special reporting needs. If you already have a Chart of Account, you do not have to change it; just change the Account Type so that it fits your needs.*

Before creating an account, we will explain the different terms that must be use:

### Accounts

An account is a record keeping unit. Each account is set up to maintain the transactions for a specific type of financial category and has a unique account number, governed by the range of accounts of the category.

You can subdivide an account assigning different departments.

### Account category

The account categories fall inside two wide groups, Balance Sheet accounts and Income Statement accounts. The account category determines the type of accounting treatment given to that account.

The names of account categories can be edited through the option **Account Types** in the **Settings section**.

### Type

A letter that identifies each category.

### Account #

Is a unique identifier of the chart of account and it can have between 4 and 10 alphanumeric characters. The account number includes the account category.

You define the length at the **System Set Up** in **Business Setup**.

The first four characters should be numeric and they should fall inside the range of the account category. The other characters are not restricted.

**EXAMPLE:** If the range of numbers for the Fixed Assets account is from **1200** to **1499**, and the system has been set up for an account number length of eight characters, we can create the following accounts:

12001000,  
1300AAAA,  
1400AA00.

You **cannot** use 12AA1000, because the third and fourth characters are not numeric.

### **Department #**

Is a unique number and it can have between **0** to **4** alphanumeric characters. You define the length at the **System Set Up** in **Business Setup**.

Before assigning number to department on any of the account, you should **create** the **Department** in the **Maintenance** section of the **Finance** module.

### **Account Sorting**

The accounts are sorted **from left to right**, regardless of the length of the identifier; for example: 1000 appears before 200, 50000 before 60.

The numbers are sorted **before** the letters; for example: 1099 appears before 109A, and 9999 before A001.

If two or more accounts have the same account number, they will be sorted based on their assigned department numbers, for example: the accounts 10109, 10110-21, 10110-22 and 10111 are sorted in the order shown.

### **Description**

Is a unique description of the account, up to 35 characters.

### **Status**

Every account can have one of three types of status: active, inactive or header.

**Active** - accounts are completely functional accounts in which you can post debits and credits.

**Inactive** - accounts are accounts that are not active; you cannot post debits and credits to an inactive account. This status is use to delete an account from the Chart of Account, first changing their status to inactive and later deleting it.

You cannot delete an account that has posted transactions.

**Header** - accounts are those that define the financial subtotals in the preparation of reports. They do not contain debits or credits; neither will they carry a balance. With this feature, you can enjoy almost unlimited flexibility when organizing and categorizing your financial reports.

### **Level**

Applies only to accounts with the **header** status. For this version of **Zeta Pro™** the only valid level is **1**; in future versions could be increased.

**Header Accounts**

The **header** accounts are used to group and subtotals balances.

All the accounts that are **between** a header account and the following header account are included in the subtotal.

To see how a header account works, consider the following example:

Suppose that you have three cost centers, their account numbers are 401000, 402000 and 403000. To subtotal the three of them, you create a header account and your number it before the numbers of the three costs centers, like this (see the highlighted row):

Account #	Description	Status
400001	Cost Center	<b>Header</b>
401000	Cost Center A	<b>Active</b>
402000	Cost Center B	<b>Active</b>
403000	Cost Center C	<b>Active</b>
410001	Another group of accounts	<b>Header</b>

The system **begins** to subtotal when reading the first header account, in this case 400001, and finishes subtotalling when finding the next header account: 410001.

Each new account header begins **another** subtotal. Three rules to follow:

- Set up a **header** account for **each subtotal** that you want to have.
- The **range** from an account to the other should **cover** all the accounts that you want to include.
- The **range** of the header account should take in **consideration** future additions.

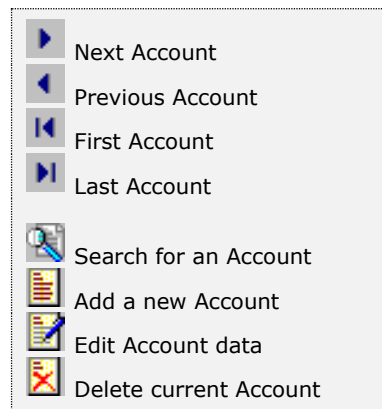
**Maintaining the Chart of Account**

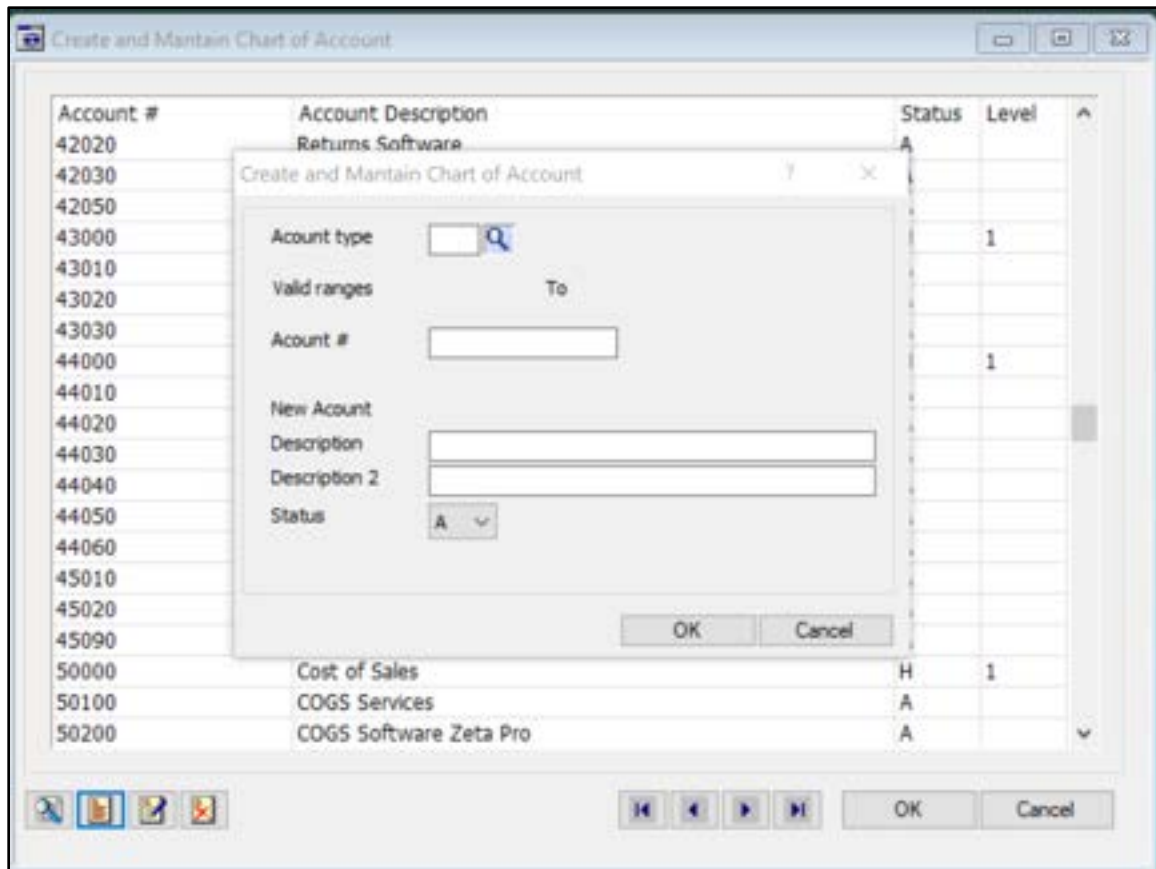
To work with this function, select **Chart of Account** from the **Maintenance** menu or click on the **Create and Maintain Chart of Account** icon.

This will show the main Chart of Account window where you can visualize all the defined accounts on your system.

You can move around the list of accounts either using the cursor movement keys[↑↓], the scroll bar located to the right of the list or with the record movement icons located on the bottom of the window, see icon table to the right. The currently selected account will be highlighted.

The entire normal maintenance task (searching, adding, modifying and deleting) can be accomplished by clicking on the icons located on the bottom of the window or by clicking their corresponding keys, see icon table at right.





### **Adding an Account**

To create a new account you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

This will start the account information window where you should fill the following information:

- **Account Type** - Enter the letter identifying the account category that corresponds to your new account number. You can search in the available account types by clicking on the search button just to the right of the field. The system will automatically show the range of account numbers for the category you entered.
- **Account #** - Enter your desired account number here. Be sure the first 4 characters are numeric and that they're between the range of values for the category (Account type) you selected. Remember that the account length is configured in Business Setup.
- **Department #** - Enter the desired department number or click the search button just to the right of the field.

**NOTE:** This field will appear only if your business has been setup to use departments. Check your Business setup if needed.



The system will automatically show the new complete account number, including the department, in the field 'New Account'.

- **Description** - Fill in the description for the account.
- **Description 2** - Fill in the second description for the account (if needed).
- **Status** - Choose the account status. If you choose '**H**' for header, the system will display the account level (fixed at 1 for this version).

Click **OK** to accept the data and create your new account or click **Cancel** to discard your changes and return to the main Chart of Account window.

### **Editing an Account**

To edit an existing account, first locate and select it. You can do this by moving with the cursor keys [↑↓] or using the scroll bar to the right of the list of accounts. When you have selected the desired account, start editing by:

- Click on the edit icon in the bottom of the window, or
- Click the **F5** key on the keyboard

This will show the Account editing window where you can change its **descriptions** or the **status** only.

Click **OK** to accept the changes or click **Cancel** to discard them and return to the Main Chart of Account window.

### **Deleting an Account**

To delete an existing account, first locate and select it. You can do this by moving with the cursor keys [↑↓] or using the scroll bar to the right of the list of accounts. When you have selected the desired account, verify that its status is set to **Inactive**. You **cannot** delete an active account. If the account status is not set to **Inactive**, first change it (see previous topic) and then delete the account by:

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear. Choose **Yes**, if you really want to delete the account or **No** to keep it.

**NOTE:** you **cannot delete** any account if you have posted transaction during the current or prior fiscal year.

## Departments

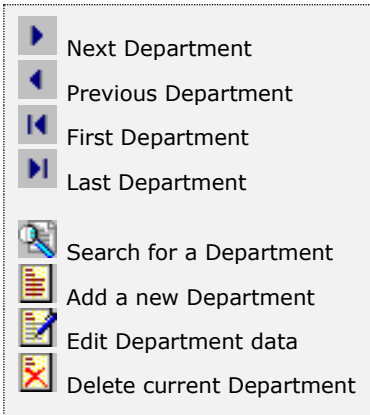
*Departments are used to group related data in the financial reports. They also let you control expenses, plan budgets and have a better control of your finances in general.*


**NOTE:** this section only applies if your business has been setup to use departments, by selecting the **Business Set Up** from the **System** menu and selecting the **Department Length** greater than zero (0).

To work with this function, select the **Department** option from the **Maintenance** menu or click on the **Create and Maintain Department** icon

You can move around the list of departments either using the cursor movement keys[↑↓], the scroll bar located to the right of the list or with the record movement icons located on the bottom of the window. The currently selected department will be highlighted.

The normal maintenance task can be accomplished by clicking on the icons located on the bottom of the window or by clicking their corresponding keys.



Department #  

Name

OK Cancel

### **Adding a Department**

To create a new department you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

This will start the department information window where you should fill the following information:

- **Department #** - Enter your desired department number here. Remember that the department number length is configure in Business Setup. If the department length is greater than 1, you should include any leading zeros, example for 2 digits 01,02, 03.
- **Name** - Fill in the description for the department, up to 30 characters.

Click **OK** to accept the data and create your new department or click **Cancel** to discard your changes and return to the main Department Maintenance window.

### **Editing a Department**

To edit an existing department, first locate and select it.

You can do this by moving with the cursor keys [↑↓] or using the scroll bar to the right of the list of departments.

When you have selected the desired one, you can:

- Click on the edit icon in the bottom of the window or,
- Click the **F5** key on the keyboard

This will show the department editing window where you can change its **name** only.

Click **OK** to accept the changes or click **Cancel** to discard them and return to the main Department Maintenance window.

### **Deleting a Department**

To delete an existing department, first locate and select it.

You can do this by moving with the cursor keys [↑↓] or using the scroll bar to the right of the list of departments.

When you have selected the desired one, you can:

- Click on the delete icon on the bottom of the window or,
- Click the **F4** key on the keyboard

A confirmation window will appear. Choose **Yes**, if you really want to delete the department or **No** to keep it.

**NOTE:** you **cannot delete** any department assigned to an account.

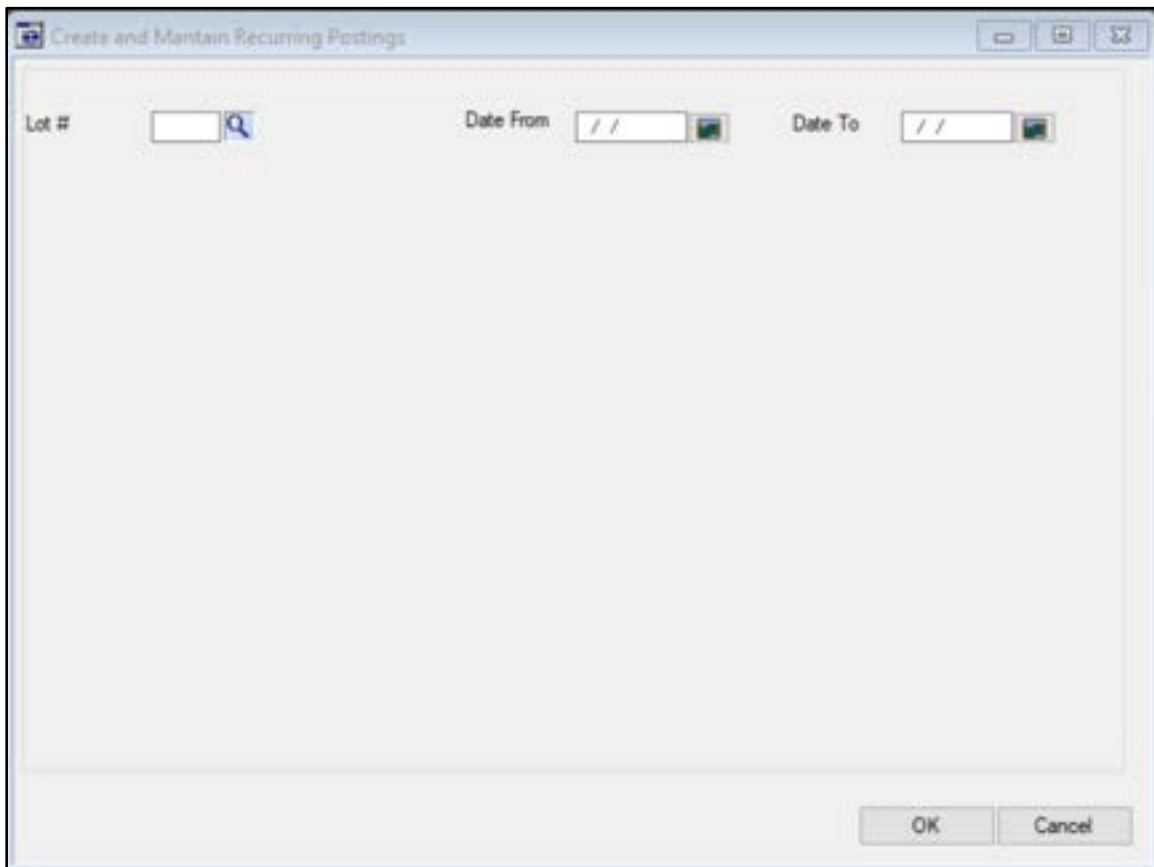
## **Recurrent Entries**

*The Recurrent Entries allows you to create Journal Entries that will be posted automatically to any period of the current fiscal year. Because they are created as part of the End of Period process, they will appear as the very first Journal Entries of the period.*

To work with this function, select **Recurrent Entries** from the **Maintenance** menu or click on **Create and Maintain Recurrent Entries icon**.

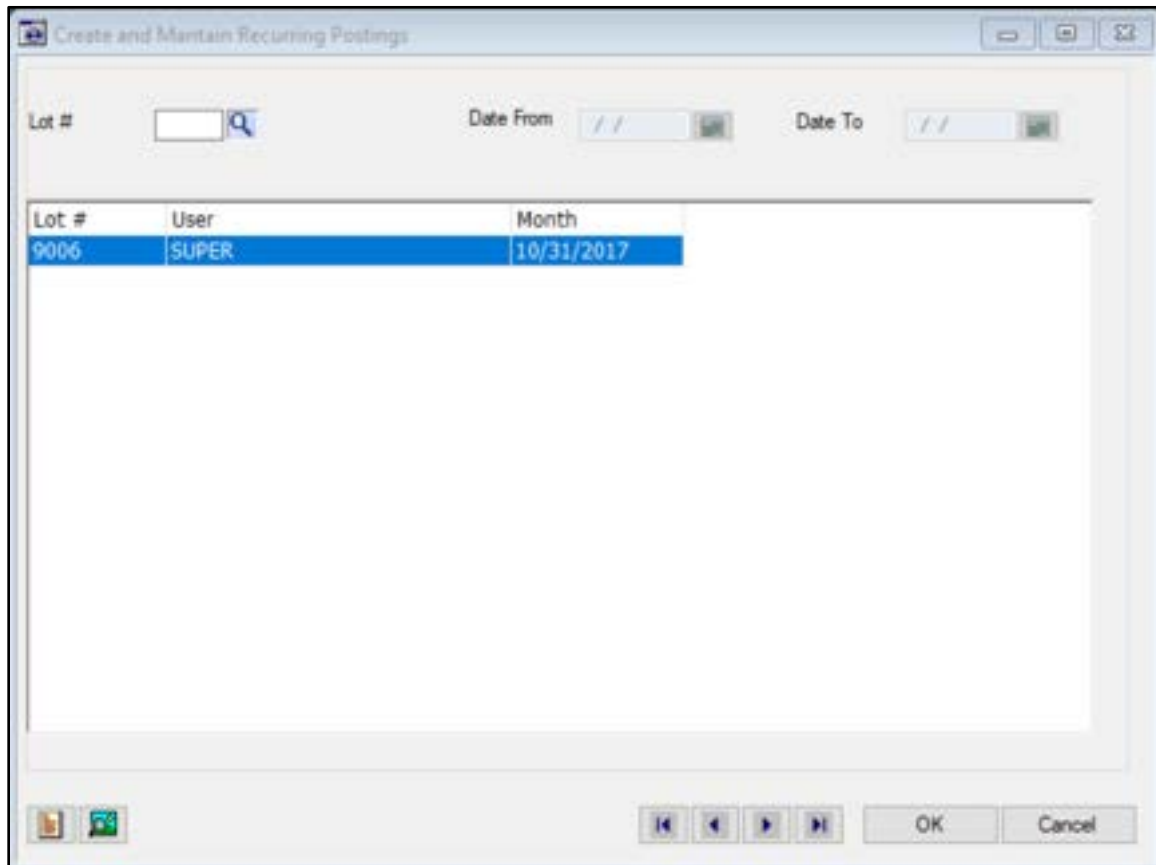
To help you with the data, the system will display the **Recurrent Entries Search window** with the following searchable fields to help in the process of selecting your recurrent entries:

- **Lot #** - allows you to select all the recurrent journal entries or just one.
- **Date From** – allows you to select a date (entry create date) with a calendar popup icon
- **Date To** – allows you to select a date (entry create date) with a calendar popup icon

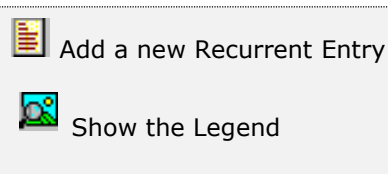


The system will display the search window with the **OK** and **Cancel** buttons. Click **OK** to proceed or click **Cancel** to abort and return to the selection option.

The user can combine any criteria, and only those fields entered by the user become part of the query. If no searchable field entered and by clicking the **OK** button, the system will display the search result with all the recurrent entries.



The user can select the recurrent journal entry by **Double-clicking** on the selected recurrent journal entry or by selecting the recurrent journal entry and clicking the **OK** button.



At the bottom of the Search window, you will find a set of icons that will show available functions.

The user from this window can also add a new recurrent journal entry by clicking the **Add icon** to start a new recurrent journal entry.

The **Browser Legend** will display different colors depending of the status:

**Active** – the journal color is **White**

**Selected** – the journal-selected color is **Dark Blue** (9006)

You can also navigate through the records by means of the navigation icons.

After selecting the journal entry, the system will display the following window; at the bottom, you will find a set of icons that will show the available functions.



You can search, add, edit or delete records by means of the action icons. You can also navigate through the records by means of the navigation icons.



Recurrent journal entries are handle as normal journal entries but are stored in their own area, and posted to the Finance module as part of the End of Period process.

A recurrent journal entry has the same data as a normal journal entry. The main difference is that instead of specifying the posting year and period, you specify the period where will be posted during the current fiscal year (13 periods or 12 periods per year).

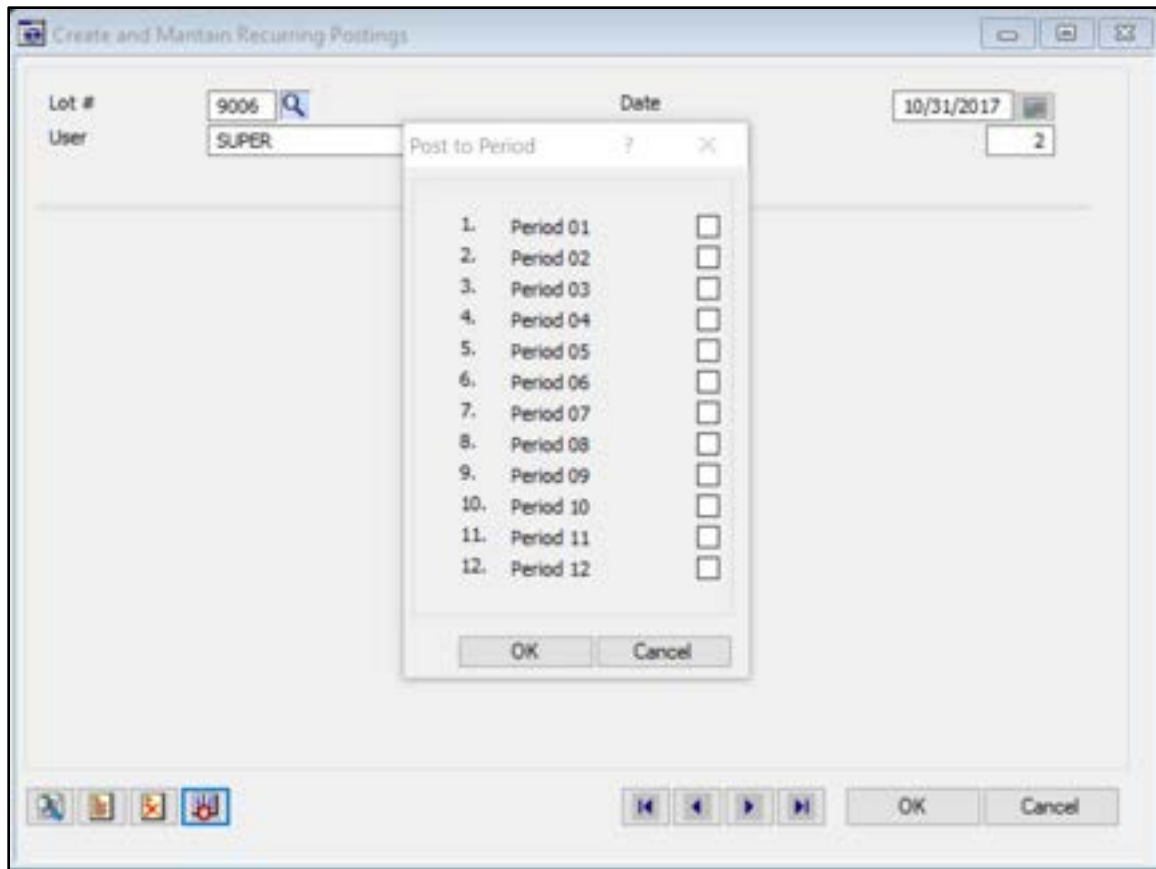
You **cannot** post a recurrent journal entry to a prior year

Within the recurrent entry maintenance window, you have several options:

- 1) You can start a new recurrent journal entry
- 2) You can edit or delete an existing one.

At the bottom of the window, you will find buttons to perform all of these actions (see the icon table).

Additionally, you will find a Period icon to indicate the period where the current entry will be posted, either in all or some periods.



### **Searching for a Recurrent Journal Entry**

To start searching for a specific journal entry you can:

- Browse through the existing records using the record movement icons on the bottom of the window.
- Click on the search icon to the right of the Lot number field, or click on the search icon on the bottom of the window or click the **F1** key on the keyboard.

You can move up or down, either using the mouse or the directional arrow keys [**↑↓**] to select the record you want.

To work with the selected record, click on the **OK** button or click the **Cancel** button to return without making a selection.

### **Adding a Recurrent Journal Entry**

To start a new recurrent journal entry you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

This will automatically create a new Recurrent Journal Entry Lot number (they always start with a **9** digit number) and will take you to the User name field.

You will need to complete the **user** name field before transaction data can be filled in; the current operator will show.

Click **OK** to accept the data and start the entry or click **Cancel** to discard the data and close the window.

By accepting the data, you will have to specify the periods that this Journal Entry will be posted. To do this you click on the **Period** icon on the bottom of the window. Check all the periods you need this Journal Entry posted on.

Your next step is to fill in the detail for the entry. Refer to [Working with Journal Entries](#).

### **Editing a Recurrent Journal Entry**

To edit an existing recurrent journal entry, start the search function by clicking one of the search icons, locate the entry and select it.

You can change the comment of the entry:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

You can also change the periods where this entry will be posted; to do this click on the period icon on the bottom of the window.

Click **OK** to accept the new data or **Cancel** to discard the changes.

If you want to edit the detail for the entry, click **OK** once again and refer to [Working with Journal Entries](#), otherwise click **Cancel** to start over.

### **Deleting a Recurrent Journal Entry**

To delete an existing recurrent journal entry, start the search function by clicking one of the search icons, locate the entry and select it (refer to [Searching for a Journal Entry](#))

To delete the selected entry:

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A message alerting about your action will show. Select **Yes** to confirm and delete the entry and corresponding Detail or select **No** to retain the entry.

### **Working with Recurrent Journal Entry Detail**

Recurrent journal entries have the same specifications and procedures for its detail section as normal journal entries. Please read [Working with Journal Entries](#) for a detailed explanation.



## Budget

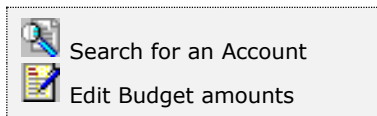
*The Budget is a projection of revenues and expenses based on the history of the business. Is the assignment or allocation of money to a particular activity for a specific time period. You can be "within" or "over" the budget, depending on the certainty of the projection. The difference between budgeted and spent is called the variance of the budget.*

You can maintain budgets for the **current** and **next** years.

To work with **current** year's budget, select **Budget, Current Year** from the **Maintenance** menu. To work with **next** year's budget, select **Budget, Next Year** from the **Maintenance** menu. This will show the Budget Maintenance window.

Within this window, you will see fields to enter the amounts projected for each period of the current or next year. As a reference, you will also see the corresponding amount for the prior or current year.

You configure what year you want as a reference selecting **Change Set Up** from the **Settings** menu. Select **Display prior year amount in budget** if you want to compare with prior year, otherwise, current year will be use.



You can search for the account you want to maintain and edit its budget Data - You can do this by clicking on the corresponding icon on the bottom of the window or by clicking the corresponding key (see icon list at left).

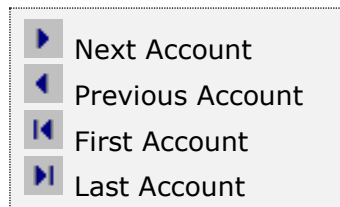
The following conditions must be met by an account to have budget data:

- The account must be assigned to a category used in **Income Statements**: revenues, costs, expenses and taxes (see [Account category](#)).
- The account must have an **active** status. An account with a **header** status never has a balance and an **inactive** account cannot receive postings.

### Searching for a Budget Account

To start searching for a specific account you can:

- Browse through the existing records using the record movement icons on the bottom of the window
- Click on the search icon to the right of the Account number field,
- Click on the search icon on the bottom of the window or
- Click the **F1** key on the keyboard.



Any of these actions will present you where you will see a list of all the defined accounts that can receive budget. You can move up or down, either using the mouse or the directional arrow keys [ $\uparrow$  $\downarrow$ ] to select the record you want.

To work with the selected record, click on the **OK** button or click the **Cancel** button to return without making a selection.

Current Year		Current Year Budget	
Period 01	0	Period 01	-10000
Period 02	0	Period 02	-10000
Period 03	0	Period 03	-10000
Period 04	0	Period 04	-10000
Period 05	0	Period 05	-10000
Period 06	0	Period 06	-10000
Period 07	0	Period 07	-10000
Period 08	0	Period 08	-10000
Period 09	0	Period 09	-10000
Period 10	0	Period 10	-10000
Period 11	0	Period 11	-10000
Period 12	0	Period 12	-10000
Total	0	Total	-120000

### **Editing Budget Data**

To edit the budget data for the currently selected account, you can:

Click on the edit icon on the bottom of the window, or

Click the **F5** key on the keyboard

This will allow you to fill all the needed data for every period. When you are finished, click **OK** to store the information or click **Cancel** to discard and return to select another account.

If you selected to store the information, a confirmation window will ask if the entered data is correct. Answer **Yes** if you want to make the changes permanent or **No** to discard them.

When you have finished working with budgets, click **Cancel** to close the window.

# Finance – Reports

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**Zeta Pro™** provides a full range of reports for your Finance information. This section groups the available reports in categories. These categories are **Maintenance Reports, Auditing Reports, Financial and Analysis Reports** and **Other Reports**. All the reports can be executed by selecting them from the **Reports** menu.

## Report data options

For most reports you can choose the **Type** of data to show, normally detail or summary; determine the order in which data should be shown or filtered (**Sort**) and the range of data to show (**Data**). Choosing some options will display an additional window where you will have to select or enter more information. In the next sections, you will find detailed explanations on how these options affect each report.

## Report output options

Each report, unless specified otherwise, can be directed to your choice of output devices or locations. The following options are standard:

- **Screen** - Shows the report in a preview window where you can navigate from page to page, zoom in or out the view or print a hard copy.
- **Printer** - Sends the report to the system configured **default printer**. If you want to print to a different one, go to your computer's control panel and set another one as default.
- **Export** - Creates a file from the report data in one of the available formats. See the next topic for a detailed explanation.

## Export a report

**Zeta Pro™** offers a great flexibility for exporting your reports to a wide range of file formats. This can allow you to send the reports via e-mail, save them for archiving for later review or simply to share or communicate the data with other collaborators. Please note that this topic does not cover all the available formats. Some of them are disabled or are for *advanced users* and require special information to carry out the task.

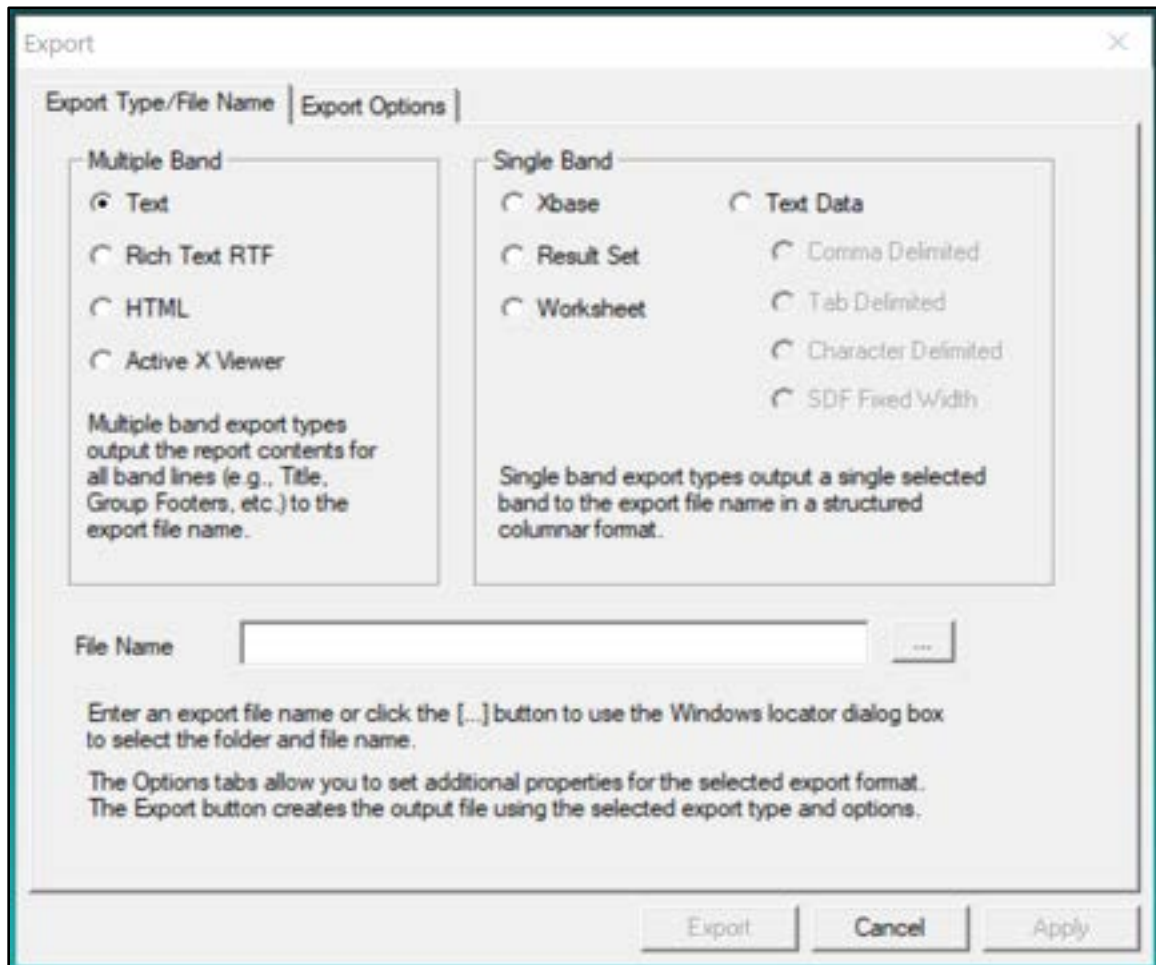
For all the export formats, you should click the **Edit** button to specify the filename and other needed parameters and then, click the **Export** button to execute the report. The recommended formats for **Multiple Band** export are:

- **Text** - Exports the report as a simple text (\*.TXT) file. Specify the filename, either with or without full path name and click **Export**.
- **Rich Text Format (RTF)** - You can use this format to send reports that can be open in Word or similar word processors. Specify the filename, either with or without full path name and click **Export**.
- **HTML** - Exports the report as a web page. Before specifying any option you should enter, the output filename (include the full path if necessary or Click the small browse button to the right of the field). If you do not want to view the file after export, clear the 'Open file in default browser after export' indicator.

- **Active X Viewer** - Exports the report as an Active X Viewer. When you select this export option, you can create a report file that will be written to a proprietary file format. To view a PDI file, you create an HTML container file. The HTML container includes a pointer to the ActiveX Viewer control (RRPRVIEW.CAB) along with a pointer to the generated PDI. When the HTML file is opened in a web browser that supports ActiveX such as Explorer the report is displayed in a viewer window. Specify the filename, either with or without full path name and click **Export**.

The recommended formats for **Single Band** export are:

- **Xbase** - Exports the report as a DBF table. Xbase export only includes the computed and data fields that are on the selected band line. It does not include any memo fields. Specify the filename, either with or without full path name and click **Export**.
- **Result Set** - Exports the report as a SQL result set file. Specify the filename, either with or without full path name and click **Export**.
- **Worksheet** - Exports the report as a (\*.XLS) file, use it to transfer your data to a Microsoft Excel Worksheet or similar spreadsheet programs. Either specify the filename, with or without full path name then, click **Export**.
- **Text Data** - Exports the report as a simple text file. Specify the filename, either with or without full path name and click **Export**.



## **Maintenance Reports**

This range of reports helps you keep track on how data is stored in the system.

### **Chart of Account**

The Chart of Account report shows the accounts created in the Finance module along with their type and status. You have the following options:

**Type** - Fixed, show detail

**Sort** - Fixed, by account

**Data** - You can select:

- **All** - All the records in the Chart of Account will print
- **Range** - Just the records between the range you specify will print
- **Individual** - Just the account selected will print

Click **OK** and select your output option to execute the report

### **Department**

The Department report shows the departments created:

**Type** - Fixed, show detail

**Sort** - Fixed, department

**Data** - You can select:

- **All** - All the records in the Departments file will print
- **Range** - Just the records between the range you specify will print
- **Individual** - Just the department selected will print

Click **OK** and select your output option to execute the report

## **Journal Entries**

The Journal Entries report shows all the journal entries, posted or not to the Finance module. This report serves as guide to review entries before posting them to the Finance module.

**Type** - Fixed, show detail

**Sort** - You can select:

- **Posted entry**: shows only posted journal entries by lot #
- **Un-posted entry**: shows only non posted journal entries by lot #
- **Posted period**: shows posted journal entries by period

**Data** - You can select:

- **All** - All the records for the selected sort will print.
- **Range** - Just the records between the range you specify, either journal entries number or period number, will print
- **Individual** - Just the journal entry or period selected will print

Click OK and select your output option to execute the report

## **Account Listing**

The Account Listing report shows detailed transactions for the accounts, all the debits and credits for the any specified period.

**Type** - Fixed, show detail

**Sort** - Fixed, account

**Data** - You can select:

- **All** - Data for all the accounts will print
- **Range** - Data for the account range you specify will print
- **Individual** - Just data for the selected account will print

**Date** - You can select

- **All periods** - Data for all periods will be included
- **Range of periods** - Just data for the range of periods selected will print

Click **OK** and select your output option to execute the report

## **Auditing Reports**

This range of reports helps you keep track on how data is stored in the system.

### **Trial Balance**

The Trial Balance report shows the balances of each chart of account for a specific period. You will know if the data stored in the files is correctly balanced. Incorrectly, balanced data can lead to incorrect financial reports.

**Type** - Fixed, show detail

**Sort** - Select the fiscal year to report: **current** or **prior**

**Data** - Fixed, All

**Other** - Select the period to report: **current** or **Other** - If other, you will have to specify which one

Click OK and select your output option to execute the report.

### **Recurring Posting**

The Recurring Posting report shows all the recurrent or repetitive journal entries created.

**Type** - Fixed, show detail

**Sort** - Fixed, entry

**Data** - You can select:

- **All** - All the records in the Recurring Journal Entry file will print.
- **Range** - Just the records between the range you specify will print
- **Individual** - Just the Recurring Journal Entry selected will print

Click **OK** and select your output option to execute the report.

## **Transfer Data**

The Transfer Data report shows the information posted to the Finance from other linked modules.

**Type** - Fixed, show detail

**Sort** - Fixed, account

**Data** - You can select:

- **All** - Data for all the accounts will print
- **Range** - Data for the account range you specify will print
- **Individual** - Just data for the selected account will print

**Other** - You can select

- **Finance** - Data from the Finance module will print
- **Sales** - Data transferred from the Sales module will print
- **Purchasing** - Data transferred from the Purchasing module will print
- **Inventory** - Data transferred from the Inventory module will print
- **Bank** - Data transferred from the Bank module will print
- **Assets** - Data transferred from the Assets module will print

**Date** - You can select

- **All periods** - Data for all periods will be included
- **Range of periods** - Just data for the range of periods selected will print

Click **OK** and select your output option to execute the report.



## **Financial and Analysis Reports**

These reports help you assess and analyze your business's financial behavior.

### **Balance Sheet**

The Balance Sheet shows the financial condition of the business in a specific moment: its assets, its liabilities and its equity.

**Type** - Select **detail** to print detailed account information, **summary** to print category information.

**Sort** - Select the fiscal year to report: **current** or **prior**

**Data** - Fixed, All

**Other** - Select the period to report: **current** or **Other** - If other, you will have to specify which one

Click OK and select your output option to execute the report.

### **Income Statement**

The Income Statement shows the result of the operation of the business for a specific period.

**Type** - Select **detail** to print detailed account information, **summary** to print category information.

**Sort** - Select the fiscal year to report: **current** or **prior**

**Data** - Fixed, All

**Other** - Select the period to report: **current** or **Other** - If other, you will have to specify which one

Click OK and select your output option to execute the report

### **Budget**

The Budget report shows a comparison of the real current data against the budgeted data for result type accounts.

**Type** - Fixed, detail

**Sort** - Fixed, current fiscal year

**Data** - Fixed, All

**Other** - Select the period to report: **current** or **Other** - If other, you will have to specify which one

Click OK and select your output option to execute the report.

## **Disbursement and Receipt**

The Disbursement and Receipt report shows a detailed movement of the cash account of the business, this report manages exclusively the cash accounts defined in option '**Cash account**' of the '**Settings**' menu.

**Type** - Fixed, show detail

**Sort** - Select **Disbursement** or **Receipt** to show the corresponding data

**Data** - You can select:

- **All** - Data for all the documents will print.
- **Range** - Data for the document range you specify will print
- **Individual** - Just data for the selected document will print

**Date** - You can select

- **All periods** - Data for all periods will be included
- **Range of periods** - Just data for the range of periods selected will print

Click OK and select your output option to execute the report.

## **Account Changes**

The Account Changes report shows the changes from one period to another in the accounts.

**Type** - Fixed, show detail

**Sort** - Fixed, account

**Data** - You can select:

- **All** - Data for all the accounts will print.
- **Range** - Data for the account range you specify will print
- **Individual** - Just data for the selected account will print

**Other** - Select the period you want to compare: **current period** or **other period**

**Other** - Select the period you want to compare to **current period** or **other period**

Click OK and select your output option to execute the report.

## **Individual Analysis**

The Individual Analysis report shows the account balance and the period posting. It also shows you the quarterly balances for the current year and for the prior year.

**Type** - Fixed, show detail

**Sort** - Fixed, account

**Data** - You can select:

- **All** - Data for all the accounts will print.
- **Range** - Data for the account range you specify will print
- **Individual** - Just data for the selected account will print

**Other** - Select the period you want to report: **current** or **other period**

Click OK and select your output option to execute the report

## **Other Reports**

These are special reports, normally prepared on demand for specific needs.

### **Defined reports**

The Defined report option shows the reports defined externally by the user and included in the System. The quantity of reports to include is unlimited. Is the option where all user-defined reports are listed.

When you select this option, a list of all defined reports will appear. Move around the list to select the report you want to execute and Click OK to select your output option.

# Finance - Settings

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## Closing Fiscal Periods

*The **Period End** option allows you how to close a fiscal period in the Finance. Likewise, it allows you how to close a fiscal year.*

This function reduces the Period to Date (PTD) amount to zero. The Year End process takes the amounts from the current (finishing) year to the next year, reducing the next year result accounts to zero.

The system is sensitive to the period, not to the date - If you want to execute any function for the next period, first you should close the current one.

Recommendations:

- Finish all the transactions for the period posting all pending Journal Entries.
- Transfer the data to Finance from other linked modules by executing the **Period End** process in each one.

Print reports to have a record of all the information of the current period, print the following reports for the **current period** only:

- Posted Journal Entries
- Account Changes Report
- Account Listing Report
- Individual Analysis Report
- Trial Balance
- Balance Sheet
- Income Statement

Make backup of the data before executing the Period End closing. If you have not done it, you will not be able to recover the previous data.

## **Period End Process**

**NOTE:** This option requires that nobody else will be using the system. Verify that you are the only user on the system before proceeding.

To work with this function, select **End of Period** from the **Settings** menu or click on **End of Period icon**.

Then answer **Yes** to continue or **No** to abort. There will be several confirmation windows before the actual process begins. Review the information that each one presents and answer accordingly.

Before starting the process, you will have the option to rebuild the data file indexes. We recommend you not to skip this step unless you are very sure about the integrity of your files.

Recurrent Journal Entries for the next period at the end of the process will be created.

## **Year End Process**

The **Year End** process is the same **Period End** process with the difference that the screen heading for the period 12 or 13 shows Year End Process.

Follow the instructions, notes and recommendations for Period End Process in the previous topic to execute the process.

You should follow the recommendations given there and:

- Post or delete all the pending Journal Entries.
- Make backup of the data before executing the Year End closing. If you have not done it, you will not be able to recover the previous data.

During the **Year End** process, in addition to the normal **Period End** tasks, the Income Statement account balances are reduce to zero (0) for the new year, accumulating the profit or the loss from the current year to the Retained Earnings account selected at the year-end closing. In addition, the current Chart of Account and the posted current year Journal Entries transactions are copied to the history. The new Chart of Account has only the initial balance and the prior year balances.

All the transaction records have only balances for each account.

## **Change Set Up**

The Change Set Up option establishes the Finance's essential information. You can initialize the information in minutes the data is group by type and most of the fields are self-explanatory.

Initialize this section first, before initializing any data in the **Maintenance menu**.

To work with this function, select **Change Set Up** from the **Settings** menu or click on **Change System Set Up icon**.

Change this information as seldom as possible. If you change certain information after you begin using the system, you can generate erroneous data.

Change System Set Up

Use Multicurrency for this Business

Use Second Account Description

Display Prior Year Amount in Budget

Initial Entry # 0001

Initial Recurrent # 9002

OK Cancel

To edit the options, click on the edit icon on the bottom of the window or click the **F5** key on the keyboard. To save the changes click the **OK** button or the **Cancel** button to abort the changes.

The options you can change are:

- **Use Multicurrency for this Business** - place a check mark if you want to use more than one currency. The system can use a foreign currency together with the local currency for pricing calculations and other tasks.
- **Use Second Chart of Account Description** - place a check mark if you want to use the second chart of account description for your financial statements. The system can use the original description or the second description for your Balance Sheet, Income Statement or Trial Balance.
- **Display Prior Year Amount in Budget** - place a check mark if you want to display the prior year amount or not in the Budget Statements.
- **Initial Entry #** - enter the initial Journal Entry number, updated by the system reflecting the next number used.
- **Initial Recurrent #** - enter the initial Journal Recurrent Entry number, updated by the system reflecting the next number used.

## **Reindex Files**

*This option shows about the process of Re-indexing Files. You should use this function every time you are adding, deleting or modifying the files externally to the system; when the system has been blocked by any reason; or if the system fails to locate information that you believe it has been previously entered.*

The system uses the indexes of the files like a directory to locate and to process the data files.

If you copy data from other files, the system will be unable to process the data because these do not have the included indexes.

When you reindex the files, you are telling the system to organize the data that are not in order, and if possible to order them (to recover them).

### **Reindex ALL Files**

**NOTE:** This option requires that nobody else be using the system.

To work with this function, select **Reindex Files**, then **Reindex ALL Files** from the **Settings** menu or click on **Recover All Indexes icon**. Then select **Yes** to continue or **No** to cancel.

A warning message displays that this option will recreate index files and optionally remove deleted record from your database, respond **Yes** or **No**, if you want or not to remove the deleted records. These are records previously marked for deletion in other options will be removed completely.

You can do this every time that you want, without damaging the system.

If you cannot recover the indexes, contact **Zeta Pro™ Technical Support**.

### **Reindex Selected Files**

**NOTE:** This option requires that nobody else be using the system.

To work with this function, select **Reindex Files**, then **Reindex Selected Files** from the **Settings** menu or click on **Recover Selected Indexes icon**.

A window with a list of files will show. Place a check mark on every file you want to reindex and Click OK to execute. Click Cancel to close the window.

You can do this every time that you want, without damaging the system.

If you cannot recover the indexes, contact **Zeta Pro™ Technical Support**.



## **Check Account Balance**

**NOTE:** This option requires exclusive use of the system.

To work with this function, select **Reindex Files**, then **Check Account Balance** from the **Settings** menu or click on **Check All Chart of Account Balances icon**.

This option corrects the balance in the Chart of Account of all the errors that, for reasons external to the system were created. To carry out this process the system checks the **posted journal entry transactions** against the **balance of each account**, making the necessary corrections.

## Account Types

*The Account Types are predefined accordingly with the Generally Accepted Accounting Principles (GAAP) they cannot be changed*

This option allows you to change the range of account numbers for each account type.

To work with this function select **Account Types** from the **Settings** menu or click on **Account Types icon**.

The main list of Account Types will show where you can select the one you want to change. To edit the currently selected Account Type, click on the edit icon on the bottom of the window or click the **F5** key on the keyboard.

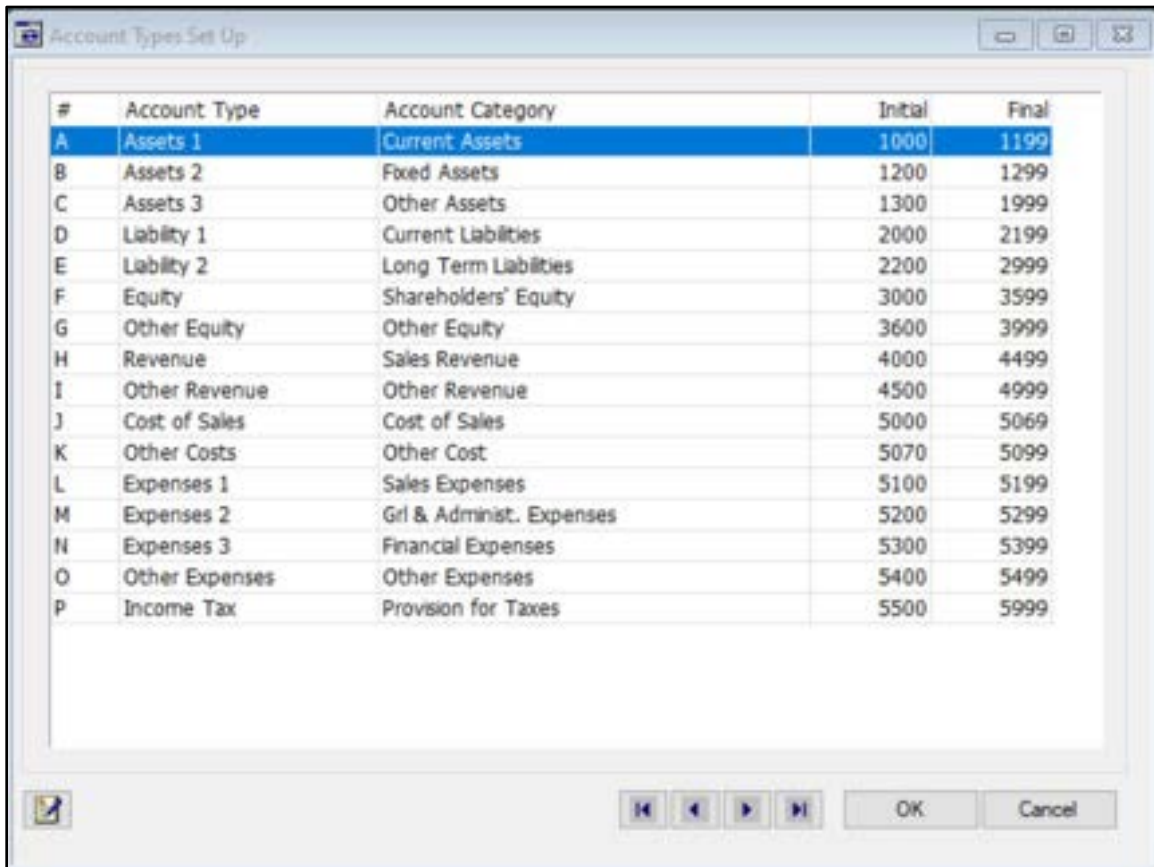
The editable fields will show:

- Account Category - A useful description for the account type
- Initial and final account number - The range of accounts allowed. Only the first four (4) digits should be entered.

### Restrictions:

- All categories should have an initial and final range, example: 3000 to 3499
- The ranges should not overlap from category to category

When all changes are completed, click **OK** to save them or click **Cancel** to discard.



#	Account Type	Account Category	Initial	Final
A	Assets 1	Current Assets	1000	1199
B	Assets 2	Fixed Assets	1200	1299
C	Assets 3	Other Assets	1300	1999
D	Liability 1	Current Liabilities	2000	2199
E	Liability 2	Long Term Liabilities	2200	2999
F	Equity	Shareholders' Equity	3000	3599
G	Other Equity	Other Equity	3600	3999
H	Revenue	Sales Revenue	4000	4499
I	Other Revenue	Other Revenue	4500	4999
J	Cost of Sales	Cost of Sales	5000	5069
K	Other Costs	Other Cost	5070	5099
L	Expenses 1	Sales Expenses	5100	5199
M	Expenses 2	Grl & Administ. Expenses	5200	5299
N	Expenses 3	Financial Expenses	5300	5399
O	Other Expenses	Other Expenses	5400	5499
P	Income Tax	Provision for Taxes	5500	5999

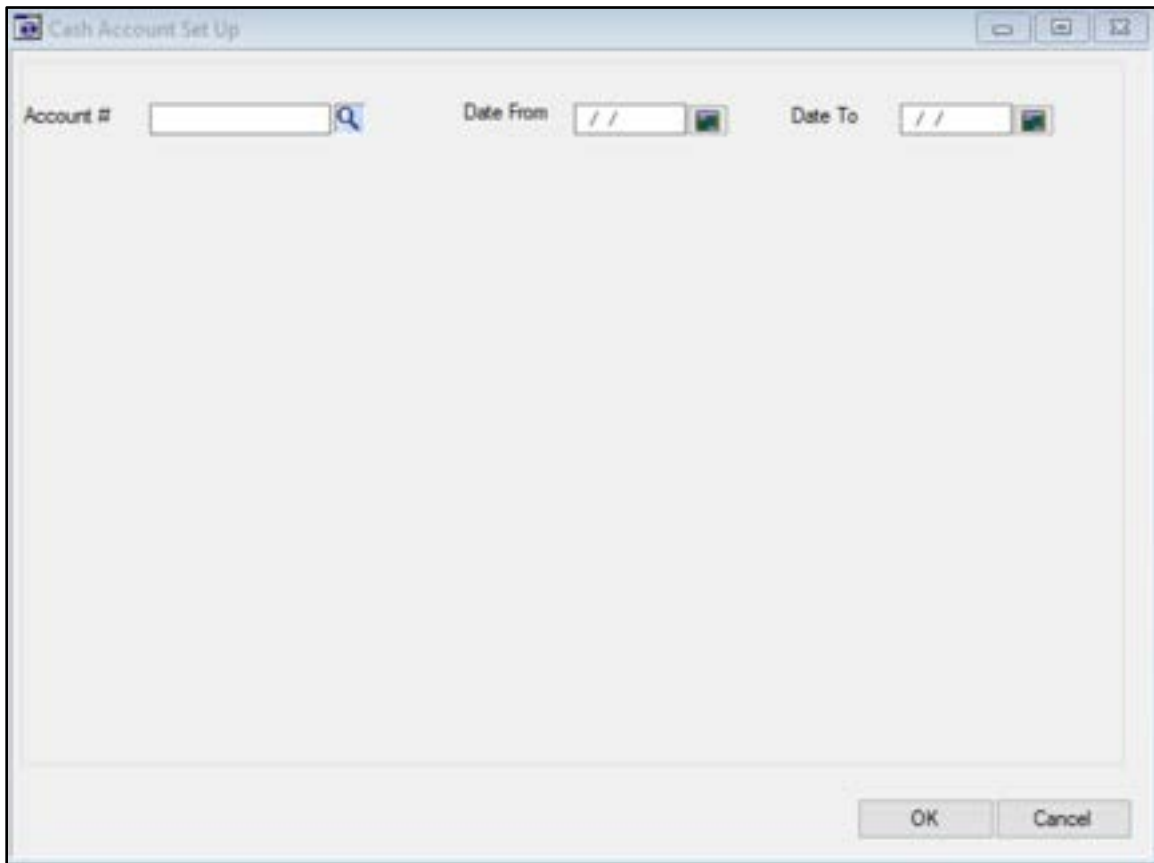
## **Cash Account**

This option shows how to create the different Cash Accounts to be use in the Cash Disbursement and Cash Receipt Report. This is an optional screen of data.

To work with this function, select **Cash Account** from the **Settings** menu or click on **Cash Account Set Up icon**.

To help you with the data, the system will display the **Cash Account Set Up Search window** with the following searchable fields to help in the process of selecting your cash account:

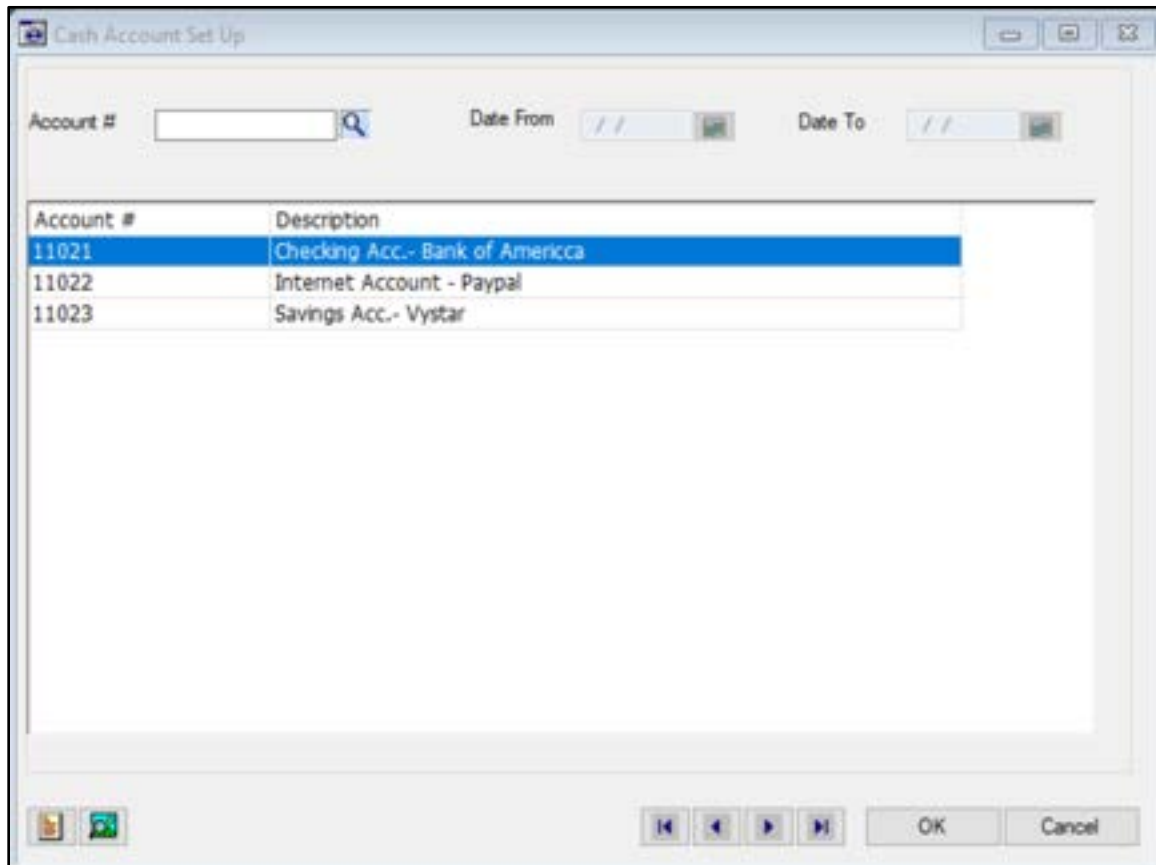
- **Account #** – allows you to select all the accounts or just one.
- **Date From** – allows you to select a date (cash account create date) with a calendar popup icon
- **Date To** – allows you to select a date (cash account create date) with a calendar popup icon



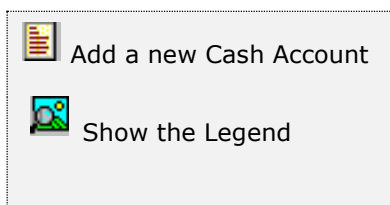
The screenshot shows a window titled "Cash Account Set Up". At the top, there are standard window control buttons (minimize, maximize, close). Below the title bar, there are three input fields: "Account #" followed by a search icon, "Date From" followed by a date selection icon, and "Date To" followed by a date selection icon. The main area of the window is empty. At the bottom right, there are two buttons: "OK" and "Cancel".

The system will display the search window with the **OK** and **Cancel** buttons. Click **OK** to proceed or click **Cancel** to abort and return to the selection option.

The user can combine any criteria, and only those fields entered by the user become part of the query. If no searchable field entered and by clicking the **OK** button, the system will display the search result with all the cash accounts.



The user can select the cash account by **Double-clicking** on the cash account or by selecting the cash account and clicking the **OK** button.



At the bottom of the Search window, you will find a set of icons that will show available functions.

The user from this window can also add a new cash account by clicking the **Add icon** to start a new cash account.

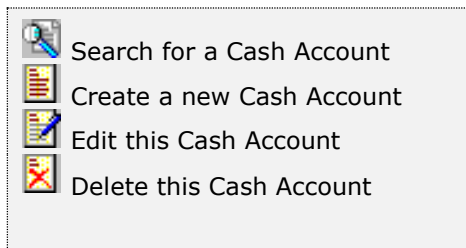
The **Browser Legend** will display different colors depending of the status:

**Active** – the cash account color is **White**

**Selected** – the cash account-selected color is **Dark Blue** (11021)

You can also navigate through the records by means of the navigation icons.

After selecting the cash account, the system will display the following window; at the bottom, you will find a set of icons that will show the available functions.



You can search, add, edit or delete records by means of the action icons. You can also navigate through the records by means of the navigation icons.



### **Lookup a Cash Account**

You will be at the browsing mode.

Clicking the Search or **Lookup Icon** will show you a list of all the Cash Accounts.

You can use the auto seek search or the arrows up and down [↑↓] for the entry you want to find. When found click **Enter** to select.

### **Adding a Cash Account**

Click **Add Icon** to **Add**.

A cash account must be previously created at the Chart of Account, at the **Maintenance section** in the option **Chart of Account**.

- **Account** – is the account code unique identification, up 14 characters.
- **Description** – is the description for the account, up 35 characters.
- **Created in** – is the date when the record was created, updated by the system.
- **Created by** – is the user that created the record, updated by the system.

Account #	11021
Description	Checking Acc. - Bank of America
Created in	08/12/1997
Created by	SUPER

### **Editing a Cash Account**

Go to the Account that you want to edit.

Click Edit Icon to Edit

You can only change the description. **Created in** and **Created by** fields, are updated by the system.

When you have finished editing, click **OK** to save or click **Cancel** to abort.

Click **Cancel** to exit the **Browsing** mode.

### **Deleting a Cash Account**

Go to the Account that you want to delete.

Click [↑↓] to move up or down through the list. Review the data.

You are only deleting the cash account from the Cash list, not from the Chart of Account.

Click the Delete Icon to Delete.

Click **Y** to delete or **N** to cancel the process.

Click **Cancel** to exit the **Browsing** mode.

## **Type of Currency**

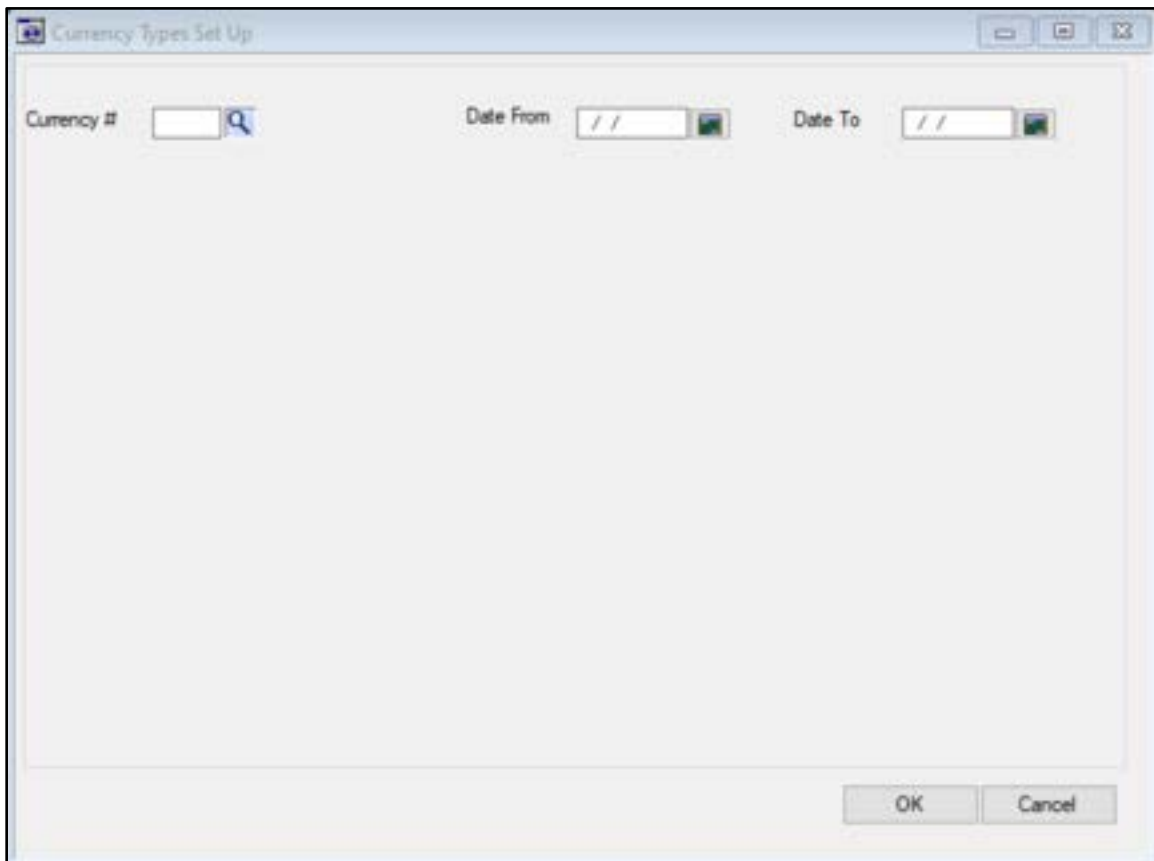
*Zeta Pro™ at setup creates four types of Currencies; you can add more if you wish. A Home Currency must be selected when multicurrency is in use.*

This option shows how to create the different Type of Currency. This is an optional screen of data if multicurrency is in use. Customer and Vendors can have transactions created in any number of currencies.

To work with this function, select **Type of Currency** from the **Settings** menu or click on **Currency Types Set Up icon**.

To help you with the data, the system will display the **Currency Types Set Up Search window** with the following searchable fields to help in the process of selecting your currency:

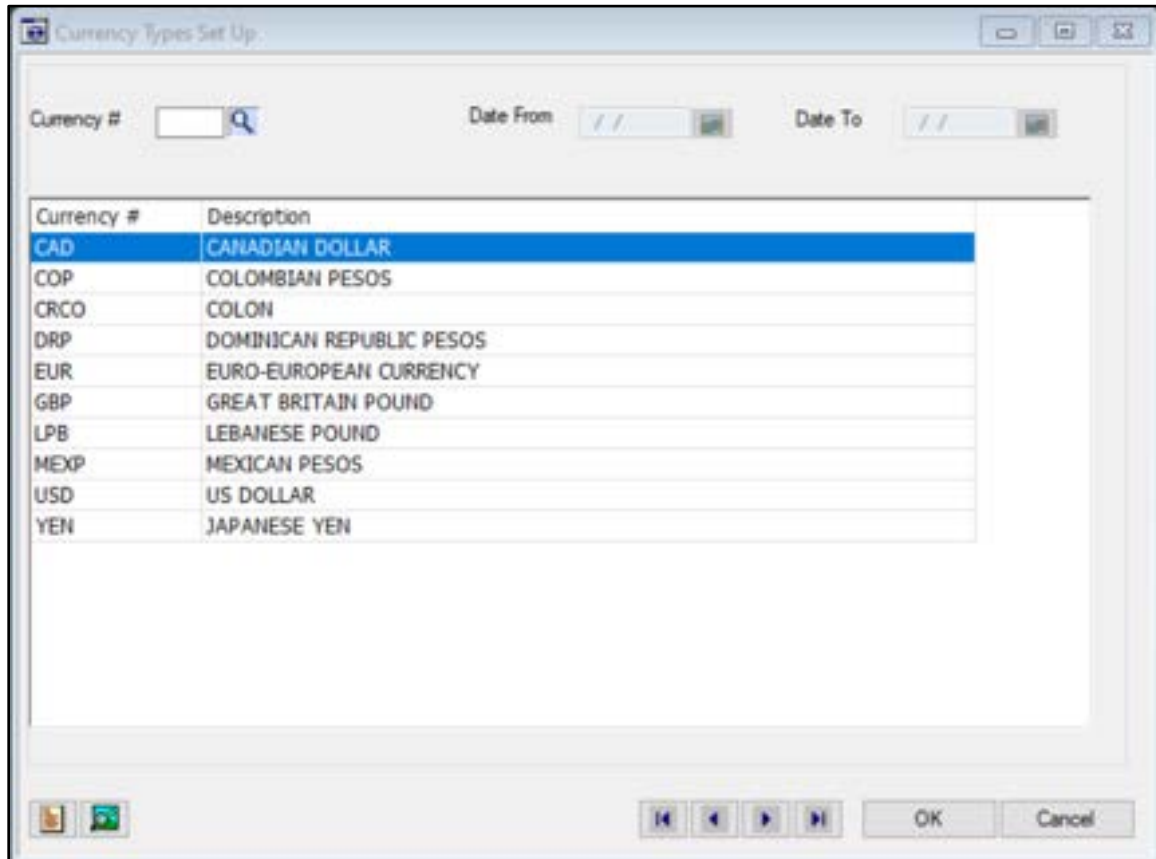
- **Currency#** - allows you to select all the currencies or just one.
- **Date From** - allows you to select a date (currency create date) with a calendar popup icon
- **Date To** - allows you to select a date (currency create date) with a calendar popup icon



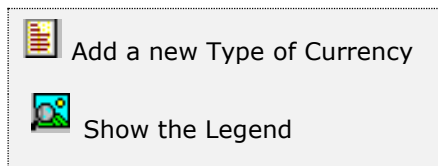
The screenshot shows a search window titled "Currency Types Set Up". At the top, there are three search fields: "Currency #" with a magnifying glass icon, "Date From" with a date selection icon, and "Date To" with a date selection icon. The main area of the window is empty. At the bottom right, there are "OK" and "Cancel" buttons.

The system will display the search window with the **OK** and **Cancel** buttons. Click **OK** to proceed or click **Cancel** to abort and return to the selection option.

The user can combine any criteria, and only those fields entered by the user become part of the query. If no searchable field entered and by clicking the **OK** button, the system will display the search result with all the types of currencies.



The user can select the type of currency by **Double-clicking** on the selected type of currency or by selecting the type of currency and clicking the **OK** button.



At the bottom of the Search window, you will find a set of icons that will show available functions.

The user from this window can also add a new type of currency by clicking the **Add icon** to start a new type of currency.

The **Browser Legend** will display different colors depending of the status:





**Active** – the type of currency color is **White**

**Selected** – the Type of currency-selected color is **Dark Blue** (CAD)



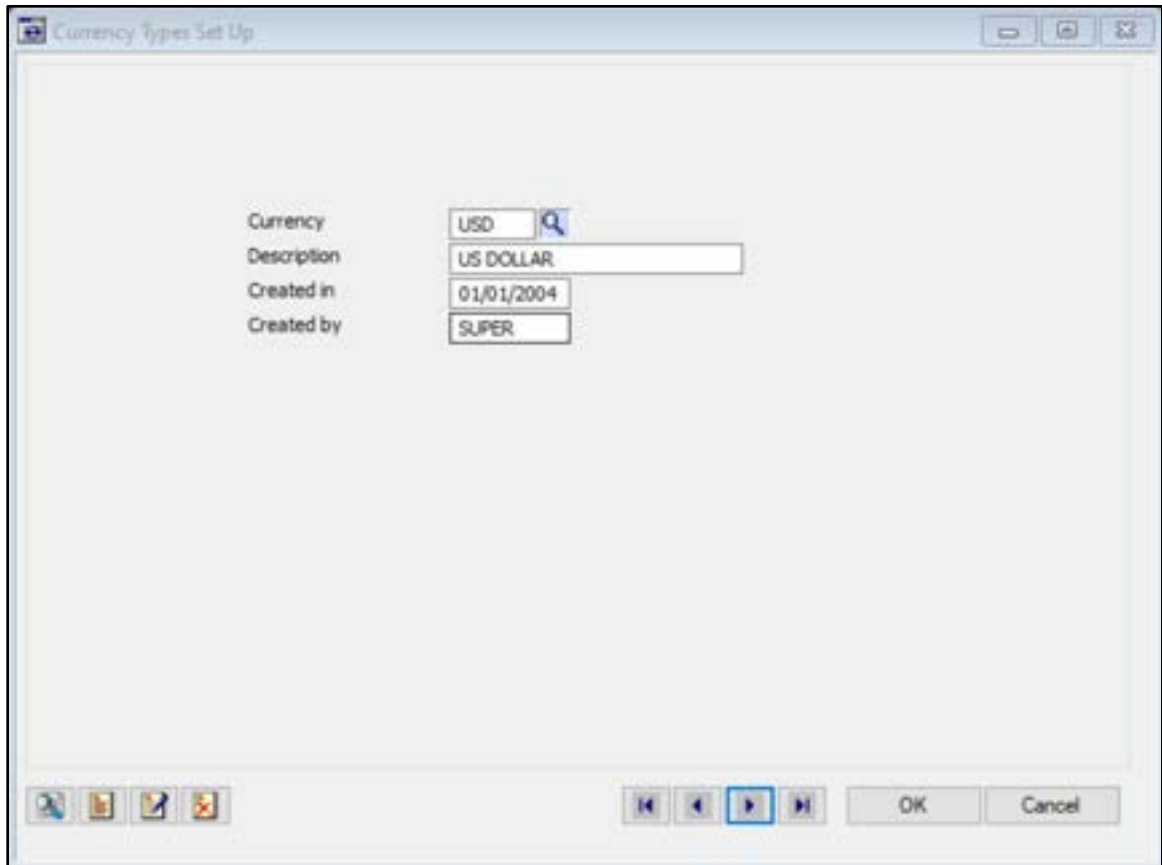
You can also navigate through the records by means of the navigation icons.

After selecting the currency type, the system will display the following window; at the bottom, you will find a set of icons that will show the available functions.

-  Search for a Currency Type
-  Create a new Currency Type
-  Edit this Currency Type
-  Delete this Currency Type

You can search, add, edit or delete records by means of the action icons. You can also navigate through the records by means of the navigation icons.

-  Next record
-  Previous record
-  First record in file
-  Last record in file



### **Adding a Currency**

Click **Add Icon** to **Add** a new Currency.

List of fields:

- **Currency** – is the currency code unique identification, up to four characters.
- **Description** – is the description for the currency, up to 35 characters.
- **Created in** – the date when the record was created, updated by the system.
- **Created by** – is the user that created the record, updated by the system.

### **Lookup a Currency**

You will be at the browsing mode. The bottom line will give you the available options.

Clicking the Search or **Lookup Icon** will show you a list of all the Currencies with their Description.

You can use the auto seek search or the arrows up and down [↑↓] for the entry you want to find. When found, click **Enter** to select.

### **Editing a Currency**

Go to the Currency that you want to edit.

Click [↑↓] to move up and down through the list. Click Edit Icon to Edit

You can only change the Description. **Created in** and **Created by** fields, are updated by the system.

When you have finished editing, click **OK** to save or click **Cancel** to abort.

Click **Cancel** to exit the **Browsing** mode.

### **Deleting a Currency**

Go to the Currency that you want to delete.

Click [↑↓] to move up or down through the list. Review the data.

You are only deleting the currency if no Exchange Rate is link to the currency.

Click Delete Icon to Delete.

Click **Y** to delete or **N** to cancel the process.

Click **Cancel** to exit the **Browsing** mode.

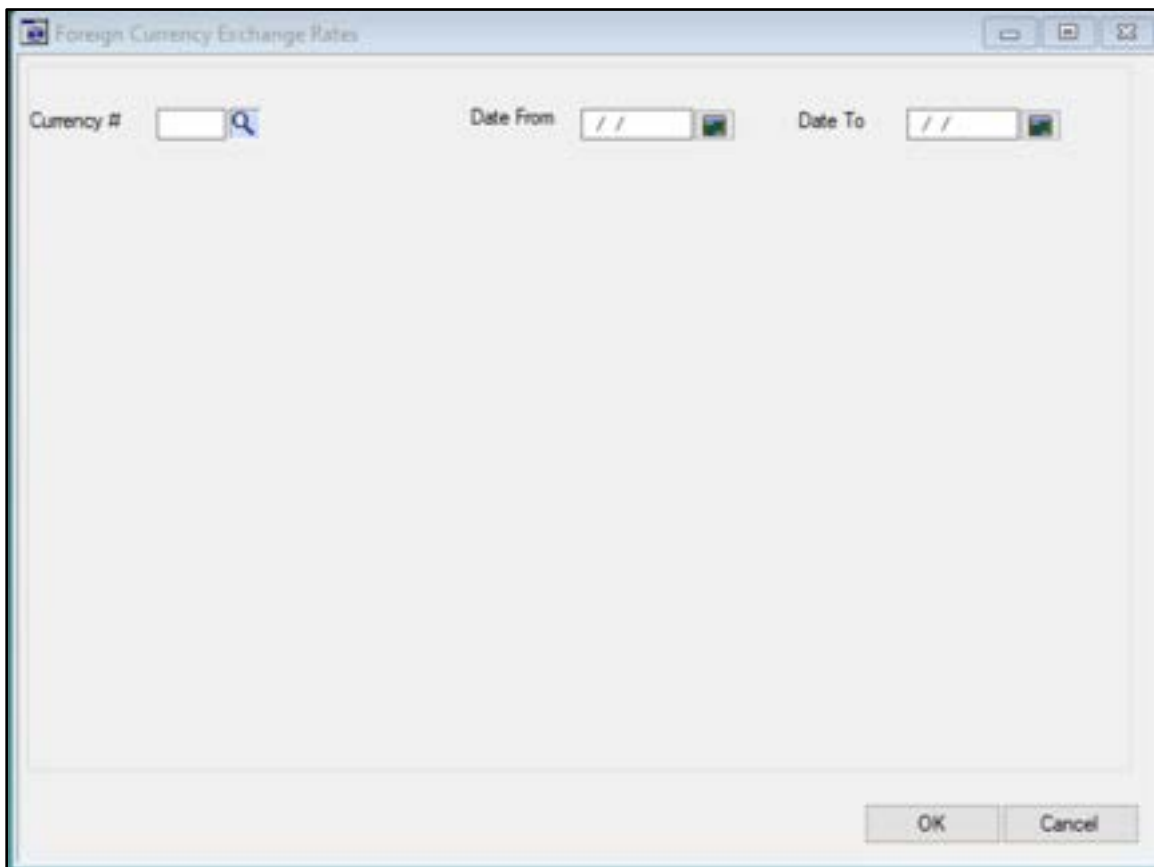
## **Foreign Currency Exchange Rate**

This option shows the different exchange rate for each currency. This is an optional screen of data if multicurrency is in use.

To work with this function, select **Foreign Currency Exchange** from the **Settings** menu or click on **Foreign Currency Exchange Rate icon**.

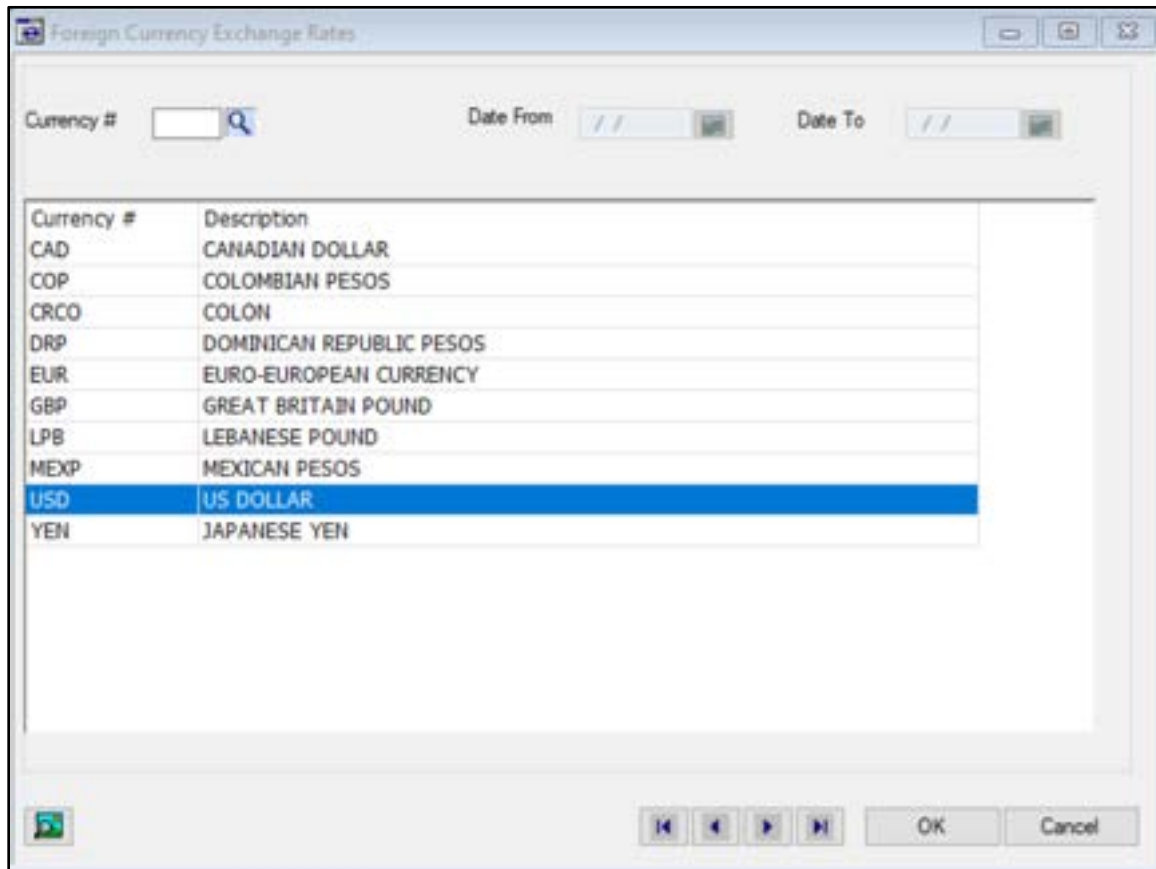
To help you with the data, the system will display the **Foreign Currency Exchange Rates Search window** with the following searchable fields to help in the process of selecting your currency:

- **Currency#** - allows you to select all the currencies or just one.
- **Date From** - allows you to select a date (currency create date) with a calendar popup icon
- **Date To** - allows you to select a date (currency create date) with a calendar popup icon

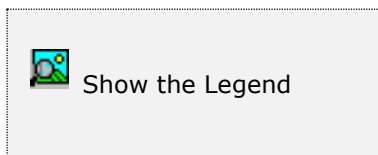


The system will display the search window with the **OK** and **Cancel** buttons. Click **OK** to proceed or click **Cancel** to abort and return to the selection option.

The user can combine any criteria, and only those fields entered by the user become part of the query. If no searchable field entered and by clicking the **OK** button, the system will display the search result with all the currencies.



The user can select the currency by **Double-clicking** on the selected currency or by selecting the currency and clicking the **OK** button



At the bottom of the Search window, you will find a set of icons that will show available functions.

The **Browser Legend** will display different colors depending of the status:

**Active** – the currency color is **White**

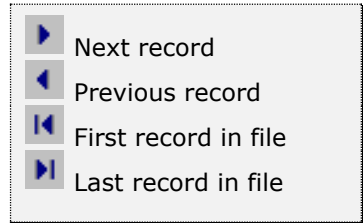
**Selected** – the selected currency color is **Dark Blue** (USD)

You can also navigate through the records by means of the navigation icons.

After selecting the currency, the system will display the following window; at the bottom, you will find a set of icons that will show the available functions.

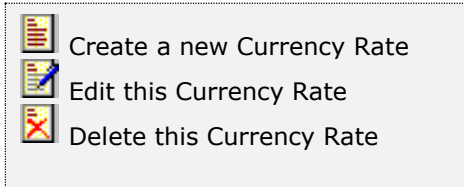


You can search records by means of the action icon. You can also navigate through the records by means of the navigation icons.



Click the **OK** button **again** to display the different exchange rates for this currency.

After selecting the currency, the system will display the following window; at the bottom, you will find a set of icons that will show the available functions.



You can add, edit or delete records by means of the action icons.

Foreign Currency Exchange Rates

Local Currency: USD

Description: US DOLLAR

Foreign Currency	Effective Date	Sell Rate	Purchase Rate	Tax Rate
COP	12/22/2019	3330.1900	3330.1900	3330.1900
DRP	11/17/2007	33.5000	33.5000	33.5000
DRP	03/09/2020	53.0000	53.0000	53.0000
EUR	02/19/2004	1.2788	1.2788	1.2788
EUR	02/13/2014	1.3655	1.3655	1.3655
EUR	04/25/2015	0.9196	0.9196	0.9196
LPB	12/22/2016	1510.5000	1510.5000	1510.5000

OK Cancel

### **Adding a Currency Exchange Rate**

1. Click the **Add Icon** to **Add** a new rate
2. Select the Foreign Currency; it cannot be the same Local Currency or an error message will show
3. Select Effective Date, Sell Rate, Purchase Rate and Tax Rate
4. Click the **OK** button to Add the new rate

Foreign Currency Exchange Rates

Local Currency: USD

Description: US DOLLAR

Foreign Currency	Effective Date	Sell Rate	Purchase Rate	Tax Rate
COP	12/22/2019	3330.1900	3330.1900	3330.1900
DRP	11/17/2007	33.5000	33.5000	33.5000
DRP	03/09/2020	53.0000	53.0000	53.0000
EUR	02/19/2004	1.2788	1.2788	1.2788
EUR	02/13/2014	1.3655	1.3655	1.3655
EUR	04/25/2015	0.9196	0.9196	0.9196
DRP	07/18/2022	57.0000	56.5000	56.5000

Foreign Currency: DRP

Effective Date: 07/18/2022

Sell Rate: 57.0000

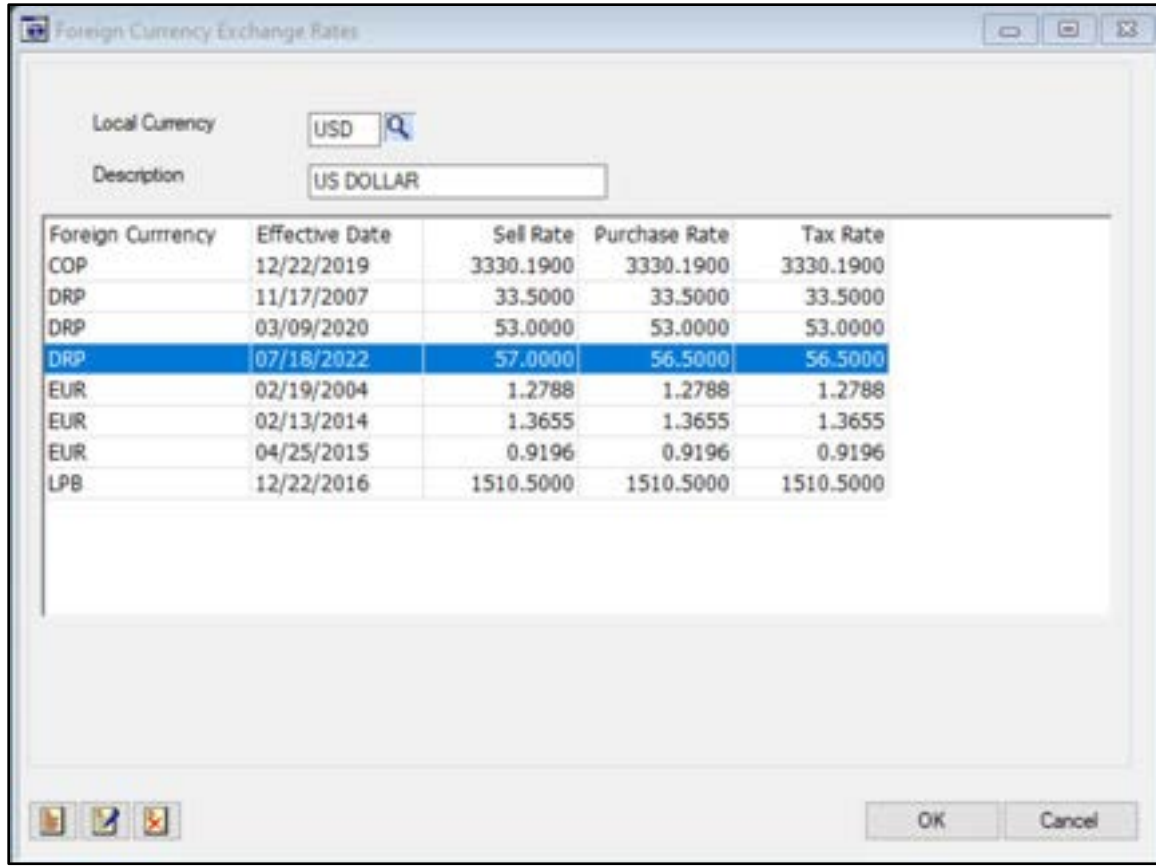
Purchase Rate: 56.5000

Tax Rate: 56.5000

OK Cancel

A Local Currency can have different exchange rates; only one exchange rate per day the system will accept, if you have the need to add a new exchange rate for that date, just edit the current exchange rate.

**Sample Currency Exchange Rate provided with a new business setup.**



Foreign Currency	Effective Date	Sell Rate	Purchase Rate	Tax Rate
COP	12/22/2019	3330.1900	3330.1900	3330.1900
DRP	11/17/2007	33.5000	33.5000	33.5000
DRP	03/09/2020	53.0000	53.0000	53.0000
DRP	07/18/2022	57.0000	56.5000	56.5000
EUR	02/19/2004	1.2788	1.2788	1.2788
EUR	02/13/2014	1.3655	1.3655	1.3655
EUR	04/25/2015	0.9196	0.9196	0.9196
LPB	12/22/2016	1510.5000	1510.5000	1510.5000

### **Editing a Currency Exchange Rate**

Go to the Exchange Rate that you want to edit.

Click [↑↓] to move up and down through the list.

Click **Edit Icon** to **Edit**

You can only change the Sell Rate, Purchase Rate or the Tax Rate.

When you have finished editing, click **OK** to save or click **Cancel** to abort.

Click **Cancel** to exit the **Browsing** mode.

### **Deleting a Currency Exchange Rate**

Go to the Exchange Rate that you want to delete.

Click [↑↓] to move up or down through the list.

Review the data.

You are only deleting the exchange rate for that date.

Click **Delete Icon** to **Delete**.

Click **Y** to delete or **N** to cancel the process.

Click **Cancel** to exit the **Browsing** mode.

# Sales Module

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# Sales – Maintenance

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## Classification and Auxiliary Data

As important as it is to have your information ready available, the way you see it can determine how good your decisions are. Because of this, **Zeta Pro™** offers the ability to order your Sales data in several different ways.

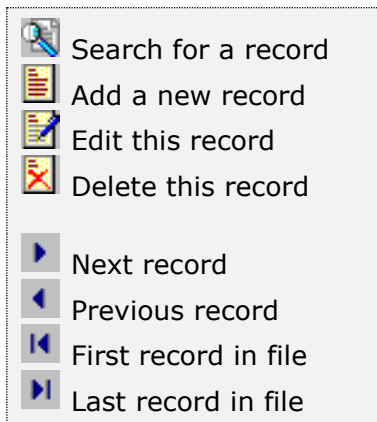
You should assign a **Salesman, Industry, Region, Customer Class and Payment Type** to your Customers when you are defining them, this can speed up your receivables definition process. In addition, you can change them later without affecting you data.

In **Zeta Pro™** if you are going to be using the **Repair Order** function you should pre-define a **Technician, Repair Product, Repair Failure, Repair Activity and Repair Expense**.

You need to define at least one record for each of the classification types, but you need only to fill completely those that can help you with the manipulation of the information.

The following topics cover the maintenance for the classification and auxiliary data; we will include the **Search window** for **Salesman** only, to reduce duplication. They behave the same way for all the other options.

The lookup name at the **Search window** will change for all other options, instead of **Salesman #** will say **Technician #** and so on.



When working in these windows you will have, several options accessible through the bottom line of buttons.

Several of these functions have keyboard access. In each topic, all possible options are explained in detail.

You will also have the record movement icons that allow stepping forward or backward in the file.

The following topics cover the maintenance for the classification and auxiliary data.

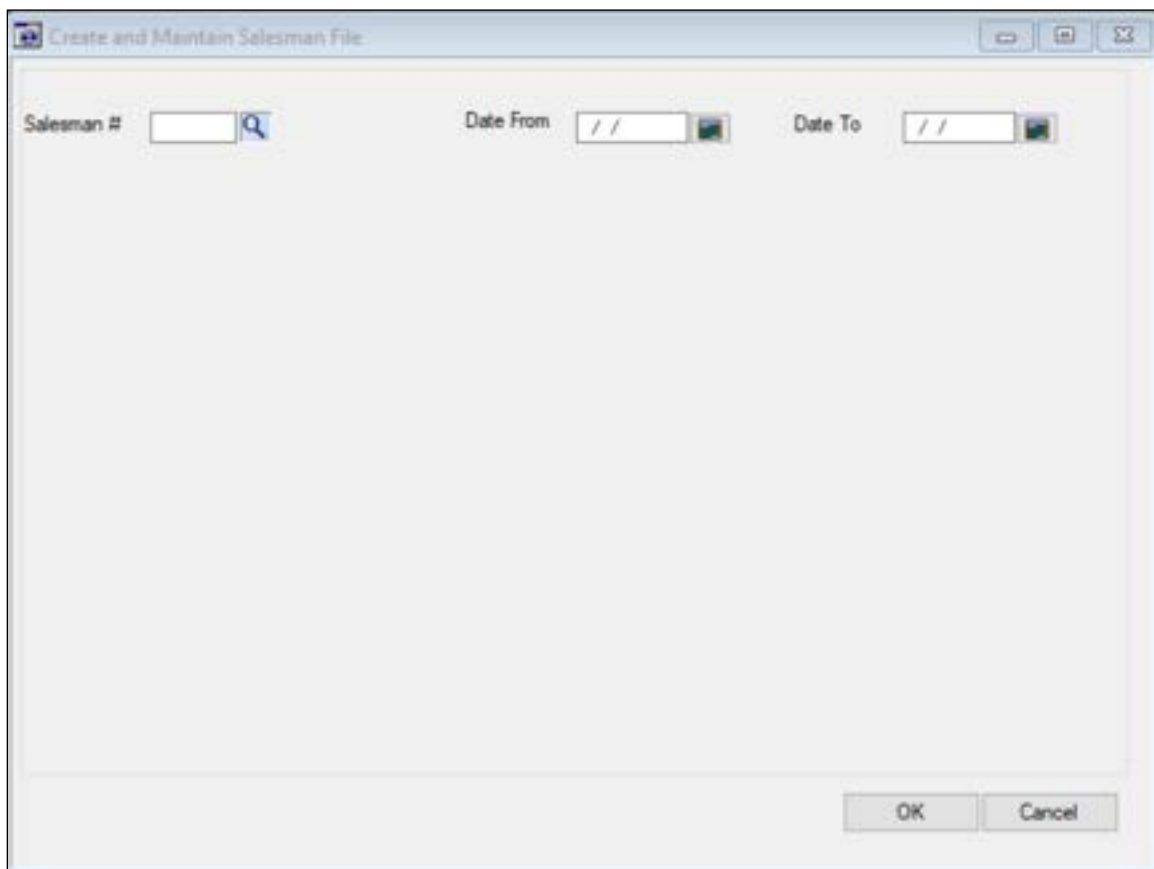
## **Salesman**

You can define as many salesman as you need with **Zeta Pro™**. At least one salesman should be define in the system. With a salesman, the system keeps track of his (her) sales.

To work with this function, select **Salesman** from the **Maintenance** menu or click on the **Salesman** icon. The data in this window has two pages: **Sales** and **Information**.

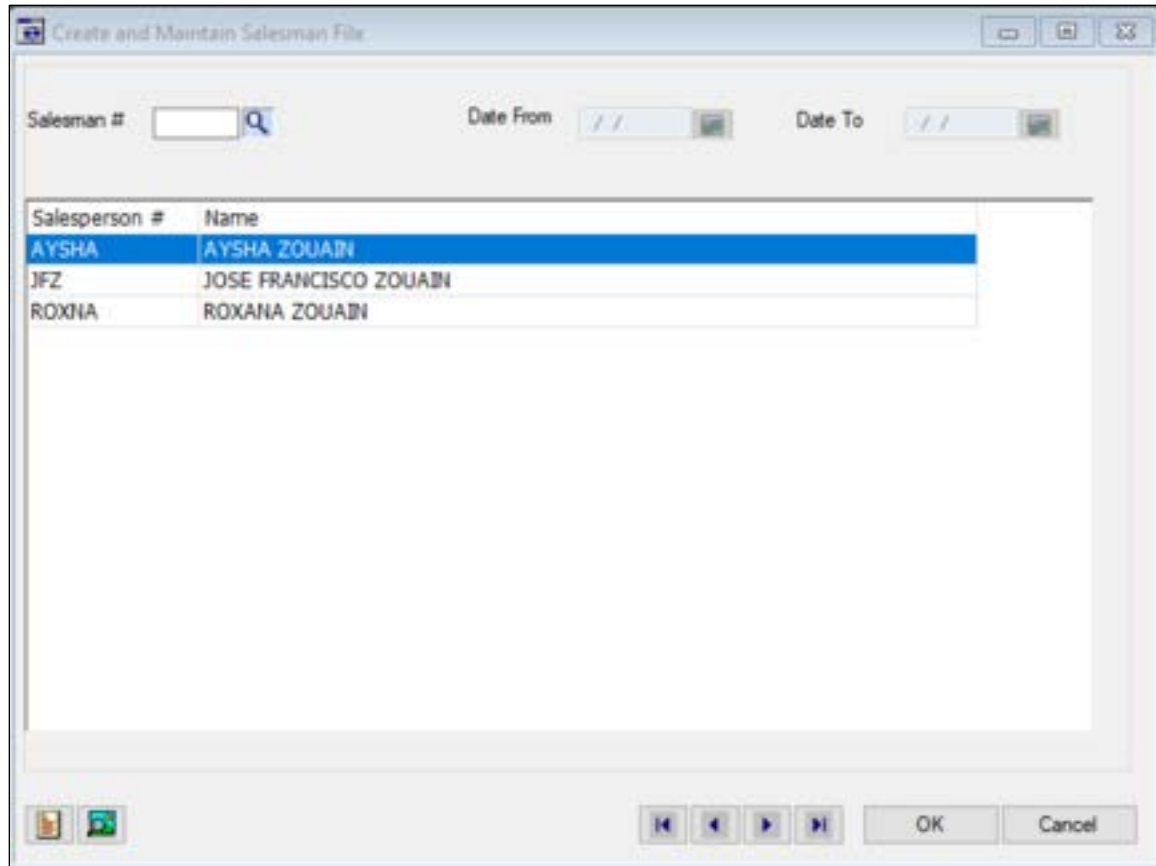
To help you with the data, the system will display the **Search window** with the following searchable fields to help in the process.

- **Salesman #** - allows you to select the entire salesmen or just one.
- **Date From** - allows you to select a date (create date) with a calendar popup icon
- **Date To** - allows you to select a date (create date) with a calendar popup icon

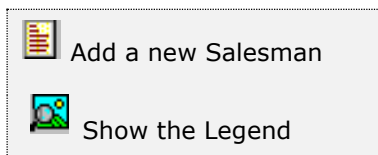


The system will display the search window with the **OK** and **Cancel** buttons. Click **OK** to proceed or click **Cancel** to abort and return to the selection option.

The user can combine any criteria, and only those fields entered by the user become part of the query. If no searchable field entered and by clicking the **OK** button, the system will display the search result with all the data classification.



The user can select the salesman by **Double-clicking** on the selected salesman or by selecting the salesman and clicking the **OK** button



At the bottom of the Search window, you will find a set of icons that will show available functions.

The user from this window can also add a new salesman by clicking the **Add icon** to start a new salesman.

The **Browser Legend** is the same for salesman or technician, it will display:

**Inactive** – the color is **Red**

**Active** – the color is **White**

**Selected** – the selected, color is **Dark Blue**

The **Browser Legend** for the entire data classification is the same:

**Active** – the color is **White**

**Selected** – the selected, color is **Dark Blue**

The **Sales** page has the following data:

- **Salesman #** - is the unique ID for a salesman up to five (5) characters
- **Active** – it indicates if the salesman is in **active** state. You can process sales orders, invoices, rental orders and repair order only if the salesman has an **active** status. On the other hand, you can only delete a salesman that has an **inactive** status
- **Name** – is the name of the salesman
- **ATD** – is the sales amount to date, updated by the system
- **Quotas** – is the period sales quotas amount for the current year (13 periods or 12 periods per year); user can update the sales quota.
- **Sales** – is the period sales amount for the current year (13 periods or 12 periods per year); updated by the system.

The screenshot shows a window titled "Create and Maintain Salesman File" with a tab labeled "Sales Information". The window contains the following data:

Salesman #: JFZ  
 Name: JOSE FRANCISCO ZOUAIN  
 Active:   
 ATD: 1027333.84

Quota		Sales	
Period 1	5000.00	Period 1	95.98
Period 2	5000.00	Period 2	47.99
Period 3	5000.00	Period 3	24.99
Period 4	5000.00	Period 4	0.00
Period 5	5000.00	Period 5	0.00
Period 6	5000.00	Period 6	0.00
Period 7	5000.00	Period 7	0.00
Period 8	5000.00	Period 8	0.00
Period 9	5000.00	Period 9	1600.00
Period 10	5000.00	Period 10	600.00
Period 11	5000.00	Period 11	0.00
Period 12	5000.00	Period 12	0.00
Total	60000.00	Total	2368.96

The **Information** page has the following data:

- **Address 1 and Address 2** – is the salesman’s street address
- **City, State, Zip Code, and Country** – is the salesman’s location
- **Phone** – is the salesman’s phone number
- **ID #** - is the salesman’s identification. It can be any number or ID
- **Commission %** - is the commission paid when selling, you can use only the commission %, or combined with the sales levels, see examples.
- The following four levels are linked directly at the **Sales** module at the **Settings** menu, **Change Set Up** option - **Sales Incentive Amount**.

The screenshot shows a software window titled "Create and Maintain Salesman File" with a tab labeled "Information". The form contains the following data:

Salesman #	JFZ	Active	<input checked="" type="checkbox"/>
Name	JOSE FRANCISCO ZOUAIN	ATD	1025133.84
Address 1	8300 S.W. 27TH TERR.		
Address 2			
City	MIAMI		
State	FLORIDA		
Zip Code	33155		
Country	USA		
Phone	305-227-0270		
I.D. #	001		
Commission %	50.00		
Level 1	JFZ	Level 3	
Level 2		Level 4	
Create in	09/10/1990		
Created by	SUPER		

- **Level 1** - is the commission percentage of 100% the salesman will be paid when a linked salesman makes a sale, regardless of the sales amount, based on the **Sales Incentive Amount**, if is \$200.00; commission is \$200.00
- **Level 2** - is the commission percentage of 50% the salesman will be paid when a linked salesman makes a sale based on Level 1 in the **Sales Incentive Amount**. Commission amount is for \$100.00, which is the 50% of the Sales Incentive Amount of \$200 for level 1.
- **Level 3** - is the commission percentage of 50% the salesman will be paid when a linked salesman makes a sale based on Level 2 in the **Sales Incentive Amount**. Commission amount is for \$50.00, which is the 50% of the Sales Incentive Amount of \$100 for level 2.

- **Level 4** - is the commission percentage of 50% the salesman is going to be paid when a linked salesman makes a sale based on Level 3 in the **Sales Incentive Amount**. Commission amount is for \$25.00, which is the 50% of the Sales Incentive Amount of \$50 for level 3.
- **Created in** – is the date when the record was created, updated by the system
- **Created by** – is the user that created the record, updated by the system

### **Setting Salesman Commission**

#### **Scenario 1:**

Salesman JFZ with the following values: **Commission: 50%** on total net profit sales (sales-cost)

#### **Sales Incentive Amount: \$200.00 in Sales Settings, Change Set Up**

Level 1 - Salesman AF linked to Salesman JFZ – \$200.00

Level 2 - Salesman CH, linked to Salesman JFZ – 50% of \$200.00 = \$100.00

Level 3 - Salesman GW linked to Salesman JFZ – 50% of \$100.00 = \$50.00

Level 4 - Salesman JM linked to Salesman JFZ – 50% of \$50 = \$25.00

This period all levels (Salesman AF, CH, GW and JM) and Salesman JFZ brings in sales.

- Salesman JFZ net profit sales is \$1,000.00. The commission field is 50%, he gets \$500.00 (1,000 – 500) plus \$375.00 for all level sales, for a total amount of \$875.00.
  - Level 1 - \$200.00
  - Level 2 - \$100.00
  - Level 3 - \$50.00
  - Level 4 - \$25.00

#### **Scenario 2:**

This period only two levels (Salesman GW and JM) and Salesman JFZ brings in sales.

- Salesman JFZ net profit sales is \$1,000.00. The commission field is 50%, he gets \$500.00 (1,000 – 500) plus 75.00 for a total amount of \$575.00
  - Level 3 - \$50.00
  - Level 4 - \$25.00

#### **Scenario 3:**

This period only two levels (Salesman GW and JM) and Salesman JFZ brings in NO sales.

- Salesman JFZ does not receives any commission

The different actions you can perform in this window are the following:

### **Searching for a Salesman**

To search for a specific salesman you can:

- Click on the search icon on the bottom of the window,
- Click the **F1** key on the keyboard

Navigate through the defined records, by means of the bottom movement icons.

Locate the needed record by means of the arrow keys [↑↓] and click **OK** to select it.

To return without making a selection click **Cancel**.

### **Adding a Salesman**

To create a new salesman you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Fill in the appropriate data and click **OK** to save the new record or click **Cancel** to discard it.

### **Editing a Salesman**

To edit a salesman data, first select it, then:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

Change the appropriate fields and click **OK** to save the new data or click **Cancel** to retain the original and discard your changes.

### **Deleting a Salesman**

As a security measure, you can only delete a salesman's record if it is **inactive** and does **not have transactions**.

To delete a salesman data, first select it, then:

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or **No** to keep it.

## **Technician**

You can define as many technicians as you need with **Zeta Pro™**. At least one technician should be define in the system. With a technician, the system keeps track of his (her) repair orders. Any personnel within the business who will be performing service or work related to activities must be set up as a **Technician**. The data in this window has two pages: **Sales** and **Information**.

To work with this function select, **Technician** from the **Maintenance** menu or click on the **Technician** icon, this will show the technician maintenance window.

The **Sales** page has the following data:

- **Technician #** - is the unique ID for a technician up to five characters
- **Active** – indicates if the technician is in **active** state. You can process repair orders and invoices only if the technician has an **active** status. On the other hand, you can only delete a technician that has an **inactive** status
- **Name** – is the name of the technician
- **ATD** – is the sales repair amount to date, updated by the system
- **Quota** – is the repair period quota amount for the current year (13 periods or 12 periods per year); user can update the repair quota.
- **Performance** – is the repair period performance amount for the current year (13 periods or 12 periods per year); updated by the system.

The screenshot shows a software window titled "Create and Maintain Technician File" with two tabs: "Sales" and "Information". The "Sales" tab is active. It contains the following fields and data:

- Technician #: JFZ
- Name: JOSE ZOUAIN
- Active:
- ATD: 0.00

Below these fields are two columns of input boxes:

Quota		Performance	
Period 1	0.00	Period 1	0.00
Period 2	0.00	Period 2	0.00
Period 3	0.00	Period 3	0.00
Period 4	0.00	Period 4	0.00
Period 5	0.00	Period 5	0.00
Period 6	0.00	Period 6	0.00
Period 7	0.00	Period 7	0.00
Period 8	0.00	Period 8	0.00
Period 9	0.00	Period 9	0.00
Period 10	0.00	Period 10	0.00
Period 11	0.00	Period 11	0.00
Period 12	0.00	Period 12	0.00
Total	0.00	Total	0.00

At the bottom of the window are navigation icons and buttons for "OK" and "Cancel".



The **Information** page has the following data:

- **Address 1 and Address 2** – is the technician’s street address
- **City, State, Zip Code, and Country** – is the technician’s location
- **Phone** – is the technician’s phone number
- **ID #** - is the technician’s identification. It can be any number or ID like social security number
- **Travel Expense Account** - each technician should be linked to a **non-perpetual and non-inventory** product. The Inventory entered in this field is used to calculate the **Travel Sale Price** billed in the Travel option of a Repair Order. The **Cost of the Travel** will come from the Technician Regular Rate
  - **ZZTRAVELOUTOFSTATE** – Inventory record setup:
    - **Item Type:** Sales
    - **Control Method:** Non Inventory
    - **Perpetual:** un-checked
- **Regular Rate** – input a regular rate amount for each technician (hourly rate cost). This cost is use for the **Repair Time and the Repair Travel option** of a Repair Order. This cost should include all amounts, which will be incurred (per hour) whenever the technician’s services are being used

The screenshot shows the 'Create and Maintain Technician File' dialog box with the 'Information' tab selected. The fields are as follows:

Technician #	JFZ	Active	<input checked="" type="checkbox"/>
Name	JOSE ZOUAIN	ATD	0.00
Address 1			
Address 2			
City	MIAMI		
State	FL		
Country	USA		
Zip Code	MY ZIP		
Phone	305-227-0270		
I.D. #			
Travel Exp Acc	ZZTRAVELOUTSTATE		
Regular Rate	70.00		
Overtime Rate	90.00		
Measure-Unit	HR		
Created by	SUPER		
Create in	09/21/2020		

- **Overtime Rate** – enter an overtime rate amount for each technician (hourly rate cost). This cost is use for the **Repair Time option** of a Repair Order. This

cost should include all amounts in excess of the regular or normal hours worked, which will be incurred (per hour) whenever the technician's services are being used

- **Measure-Unit** – is the code for the unit of measure used by the technician, an example could be "Hour". "
- Auxiliary Data Fields" later on this section details procedures for entering data into this field
- **Created in** – is the date when the record was created, updated by the system
- **Created by** – is the user that created the record, updated by the system

The different actions you can perform in this window are the following:

### **Searching for a Technician**

To search for a specific technician you can:

- Click on the search icon on the bottom of the window,
- Click the **F1** key on the keyboard

Navigate through the defined records, by means of the bottom movement icons.

Locate the needed record by means of the arrow keys [↑↓] and click **OK** to select it. To return without making a selection click **Cancel**.

### **Adding a Technician**

To create a new technician you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Fill in the appropriate data and click **OK** to save or click **Cancel** to discard it.

### **Editing a Technician**

To edit a technician data, first select it, then:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

Change the appropriate fields and click **OK** to save the new data or click **Cancel** to retain the original and discard your changes.

### **Deleting a Technician**

As a security measure, you can only delete a technician's record if it is **inactive** and does **not have transactions**.

To delete a technician data, first select it, then:

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or **No** to keep it.

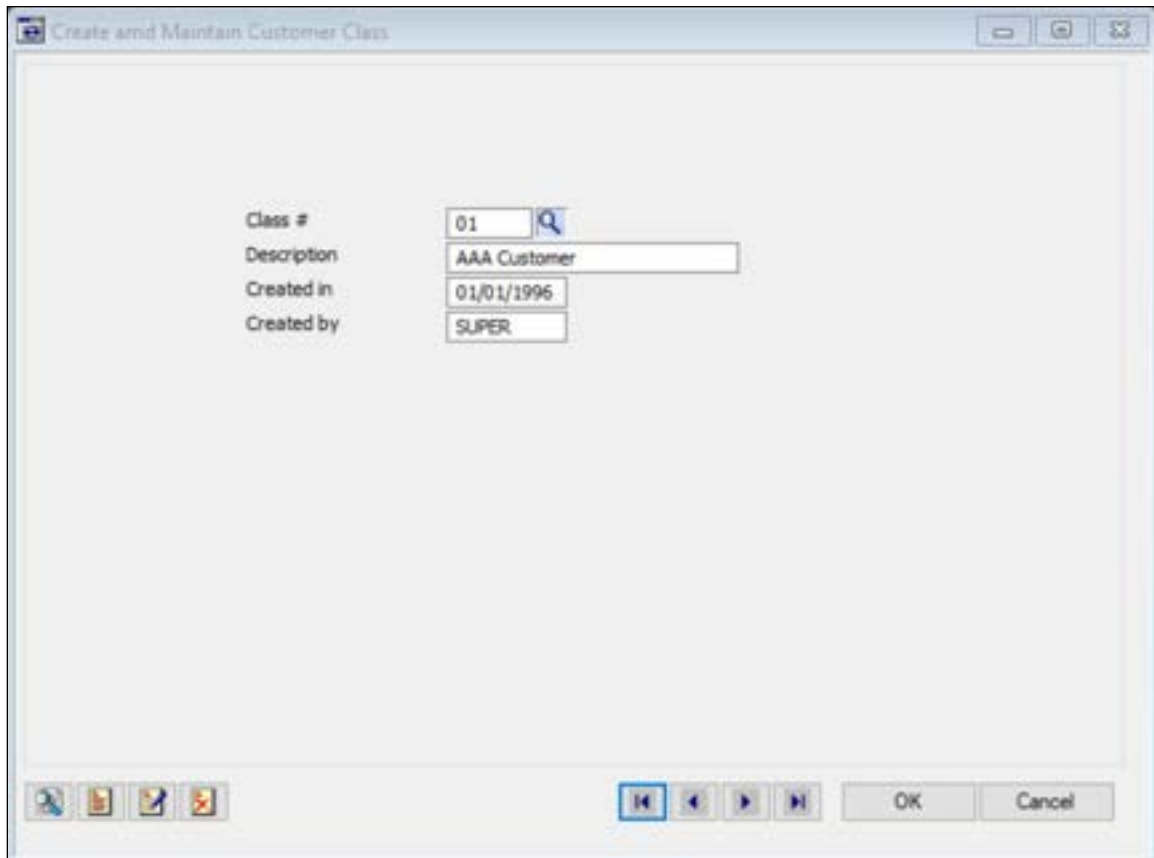
## **Customer Classes**

To help you classify your customers, **Zeta Pro™** allows you to define almost an unlimited quantity of customer classes. For example, you can classify your customers according to payment habits, their size or the amount of business they carry on with your business. It is up to you to define the meaning and the context where these classes are used. At least you should define one class.

To work with this function, select **Class** from the **Customer** submenu in the **Create Data** option of the **Settings** menu.

The following fields will be available:

- **Class** – is the customer class unique identification, up to two characters
- **Description** – is the description for the customer class
- **Created in** – is the date when the record was created, updated by the system
- **Created by** – is the user that created the record, updated by the system



Class #	01
Description	AAA Customer
Created in	01/01/1996
Created by	SUPER

### **Sample Customer Class provided with new business setup**

### **Searching for a Customer Class**

To search for a specific customer class you can:

- Click on the search icon on the bottom of the window,
- Click the **F1** key on the keyboard

Alternatively, navigate through the defined records, without displaying a search window, by means of the bottom movement icons.

Locate the needed record by means of the arrow keys [↑↓] and click **OK** to select it. To return without making a selection click **Cancel**.

### **Adding a Customer Class**

To create a new customer class you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Fill in the appropriate data and click **OK** to save the new record or click **Cancel** to discard it.

### **Editing a Customer Class**

To edit a customer class data, first select it, then:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

Change the appropriate fields and click **OK** to save the new data or click **Cancel** to retain the original and discard your changes.

### **Deleting a Customer Class**

To delete a customer class data, first select it, then:

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or **No** to keep it.

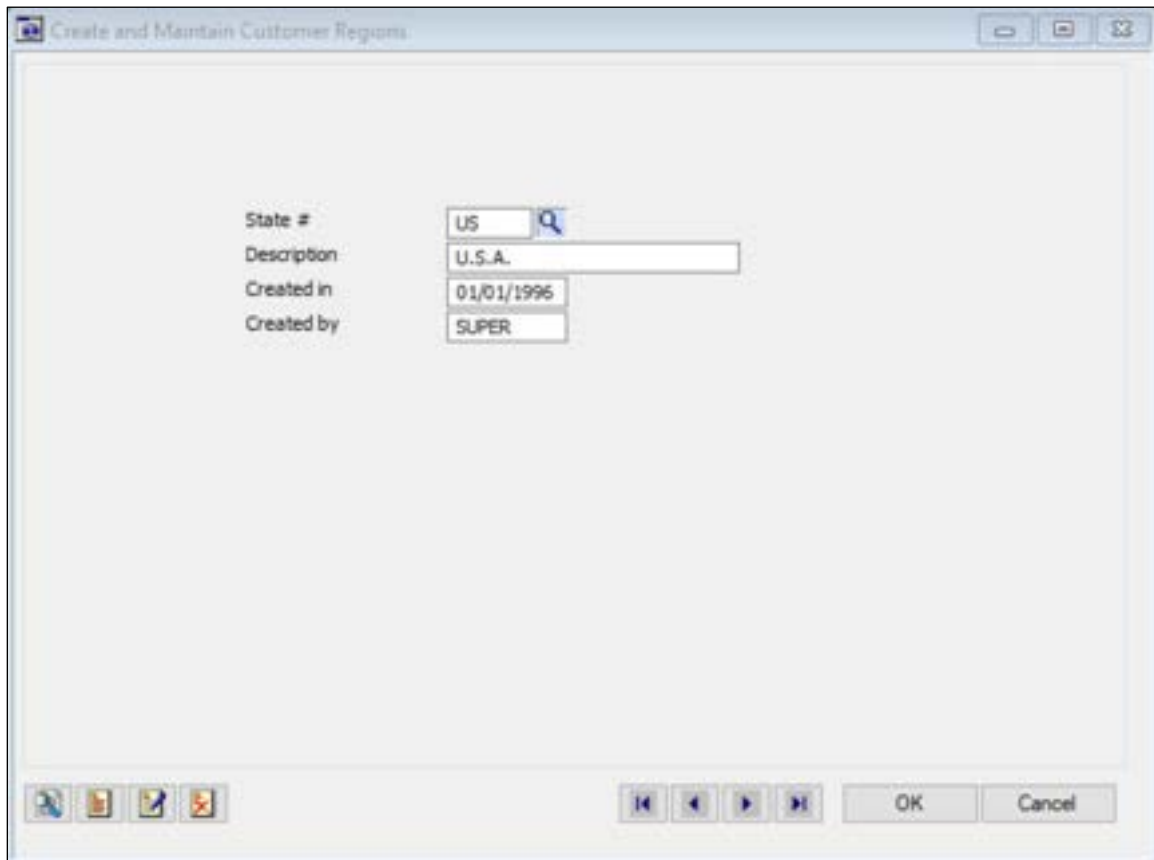
## Customer Regions

In **Zeta Pro™**, you can define almost an unlimited quantity of Regions or State or Locations to help classify your customers and your sales.

To work with this function, select **Region** from the **Customer** submenu in the **Create Data** option of the **Settings** menu.

The following fields will be available:

- **Region** – is the region unique identification, up to two characters
- **Description** – is the description for the region
- **Created in** – is the date when the record was created, updated by the system
- **Created by** – is the user that created the record, updated by the system



The screenshot shows a dialog box titled "Create and Maintain Customer Regions". It contains four input fields:

State #	US
Description	U.S.A.
Created in	01/01/1996
Created by	SUPER

The dialog box has standard window controls (minimize, maximize, close) at the top right and a toolbar with icons for search, save, and delete at the bottom left. At the bottom right, there are "OK" and "Cancel" buttons.

**Sample Customer State/Region provided with new business setup**

### **Searching for a Customer Region**

To search for a specific region you can:

- Click on the search icon on the bottom of the window, or
- Click the **F1** key on the keyboard

Alternatively, navigate through the defined records, without displaying a search window, by means of the bottom movement icons.

Locate the needed record by means of the arrow keys [↑↓] and click **OK** to select it. To return without making a selection click **Cancel**.

### **Adding a Customer Region**

To create a new region you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Fill in the appropriate data and click **OK** to save the new record or click **Cancel** to discard it.

### **Editing a Customer Region**

To edit a region data, first select it, then:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

Change the appropriate fields and click **OK** to save the new data or click **Cancel** to retain the original and discard your changes.

### **Deleting a Customer Region**

To delete a region data, first select it, then:

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or **No** to keep it.

## **Customer Industry**

In **Zeta Pro™**, you can define almost an unlimited quantity of industry sectors to help classify your customers and your sales.

To work with this function, select **Industry** from the **Customer** submenu in the **Create Data** option of the **Settings** menu.

The following fields will be available:

- **Industry** – is the industry sector unique identification, up to two characters
- **Description** – is the description for the industry sector
- **Created in** – is the date when the record was created, updated by the system
- **Created by** – is the user that created the record, updated by the system

The screenshot shows a dialog box titled "Create and Maintain Customer Industry". It contains the following fields and values:

Industry #	EX
Description	EXPORT
Created in	01/01/1996
Created by	SUPER

The dialog box includes a toolbar at the bottom with navigation buttons (Home, Back, Forward, End) and "OK" and "Cancel" buttons.

**Sample Customer Industry provided with new business setup.**

### **Searching for a Customer Industry**

To search for a specific industry sector you can:

- Click on the search icon on the bottom of the window, or
- Click the **F1** key on the keyboard

Alternatively, navigate through the defined records, without displaying a search window, by means of the bottom movement icons.

Locate the needed record by means of the arrow keys [↑↓] and click **OK** to select it. To return without making a selection click **Cancel**.

### **Adding a Customer Industry**

To create a new industry sector you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Fill in the appropriate data and click **OK** to save the new record or click **Cancel** to discard it.

### **Editing a Customer Industry**

To edit an industry sector data, first select it, then:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

Change the appropriate fields and click **OK** to save the new data or click **Cancel** to retain the original and discard your changes.

### **Deleting a Customer Industry**

To delete a industry sector data, first select it, then:

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or **No** to keep it.



## **Customer Pay Types**

In **Zeta Pro™**, you can define almost an unlimited quantity of payment types to help classify your customers and their transactions

To work with this function, select **Pay Type** from the **Customer** submenu in the **Create Data** option of the **Settings** menu.

The following fields will be available:

- **Pay Type** – is the payment type unique identification, up to two characters. Have in mind that payment types "01" and "07" have special meaning do not delete them. For a more detailed description, refer to the **Payment Types** in **Settings** page in [Customer Data](#)
- **Description** – is the description for the payment type
- **Created in** – is the date when the record was created, updated by the system
- **Created by** – is the user that created the record, updated by the system

The screenshot shows a dialog box titled "Create and Maintain Customer Pay Types". It contains the following fields:

Pay Type #	01
Description	Cash
Created in	01/01/1996
Created by	SUPER

At the bottom of the dialog, there are navigation buttons (Home, Previous, Next, End) and "OK" and "Cancel" buttons.

**Sample Customer Pay Type provided with new business setup**

### **Searching for a Customer Pay Type**

To search for a specific payment type you can:

- Click on the search icon on the bottom of the window, or
- Click the **F1** key on the keyboard

Alternatively, navigate through the defined records, without displaying a search window, by means of the bottom movement icons.

Locate the needed record by means of the arrow keys [↑↓] and click **OK** to select it. To return without making a selection click **Cancel**.

### **Adding a Customer Pay Type**

To create a new payment type you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Fill in the appropriate data and click **OK** to save the new record or click **Cancel** to discard it.

### **Editing a Customer Pay Type**

To edit a payment type data, first select it, then:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

Change the appropriate fields and click **OK** to save the new data or click **Cancel** to retain the original and discard your changes.

### **Deleting a Customer Pay Type**

To delete a payment type data, first select it, then:

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or **No** to keep it.

**IMPORTANT NOTE:** Remember **not to delete** Pay Types “01” and “07”.

## **Repair Product**

Those are products that you are servicing or repairing, or it can be a product that you carry or not in your inventory. Not sold to the customer but you have agreed to service the product.

To work with this function, select **Repair Product** from the **Repair** submenu in the **Create Data** option of the **Settings** menu.

The repair product is linked to the Repair Order header, see [Repair Orders](#)

The following fields will be available:

- **Product** – is the repair product unique identification, up to 20 characters
- **Description** – is the description for the repair product, up to 35 characters
- **Repair time** - (optional) is the estimated standard repair time for the product, example 2.50 hours
- **Created in** – is the date when the record was created, updated by the system
- **Created by** – is the user that created the record, updated by the system

The screenshot shows a window titled "Create and Maintain Repair Product". The window contains the following fields:

Product #	EG10P
Description	PO# EG6/10P ACTUATOR
Repair Time	0.00
Created in	01/01/2004
Created by	SUPER

At the bottom of the window, there are navigation buttons (Home, Back, Forward, End) and "OK" and "Cancel" buttons.

### **Searching for a Repair Product**

To search for a specific repair product you can:

- Click on the search icon on the bottom of the window, or
- Click the **F1** key on the keyboard

Navigate through the defined records, by means of the bottom movement icons.

Locate the needed record by means of the arrow keys [↑↓] and click **OK** to select it. To return without making a selection click **Cancel**.

### **Adding a Repair Product**

To create a new repair product you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Fill in the appropriate data and click **OK** to save the new record or click **Cancel** to discard it.

### **Editing a Repair Product**

To edit a repair product data, first select it, then:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

Change the appropriate fields and click **OK** to save the new data or click **Cancel** to retain the original and discard your changes.

### **Deleting a Repair Product**

To delete a repair product data, first select it, then:

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or **No** to keep it.

## **Repair Failures**

In **Zeta Pro™**, you can pre-define repair failure descriptions to help describe the most common reasons for merchandise return under warranty or for repair.

To work with this function, select **Repair Failure** from the **Repair** submenu in the **Create Data** option of the **Settings** menu.

The repair failure is linked to the Repair Order header, see [Repair Orders](#)

The following fields will be available:

- **Failure** – is the repair failure unique identification, up to four characters
- **Description** – is the description for the repair failure, up to 25 characters
- **Created in** – is the date when the record was created, updated by the system
- **Created by** – is the user that created the record, updated by the system

The screenshot shows a window titled "Create and Maintain Repair Failure". Inside the window, there are four input fields arranged vertically on the right side, corresponding to labels on the left:

Failure #	CHOL
Description	CHANGE OIL & FILTER
Created in	03/13/2010
Created by	SUPER

At the bottom of the window, there are navigation buttons (Home, Back, Forward, End) and "OK" and "Cancel" buttons.

### **Sample Repair Failure provided with new business setup**

### **Searching for a Repair Failure**

To search for a specific repair failure you can:

- Click on the search icon on the bottom of the window,
- Click the **F1** key on the keyboard

Navigate through the defined records, by means of the bottom movement icons.

Locate the needed record by means of the arrow keys [↑↓] and click **OK** to select it. To return without making a selection click **Cancel**.

### **Adding a Repair Failure**

To create a new repair failure you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Fill in the appropriate data and click **OK** to save the new record or click **Cancel** to discard it.

### **Editing a Repair Failure**

To edit a repair failure data, first select it, then:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

Change the appropriate fields and click **OK** to save the new data or click **Cancel** to retain the original and discard your changes.

### **Deleting a Repair Failure**

To delete a repair failure data, first select it, then:

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or **No** to keep it.

## **Repair Activity**

In **Zeta Pro™**, you can pre-define repair activity descriptions to help describe the most common reasons for the activity the technician will perform under the warranty or for the service rendered. You should setup a repair activity for each type or work you perform and for which you will charge a different rate amount.

To work with this function, select **Repair activity** from the **Repair** submenu in the **Create Data** option of the **Settings** menu.

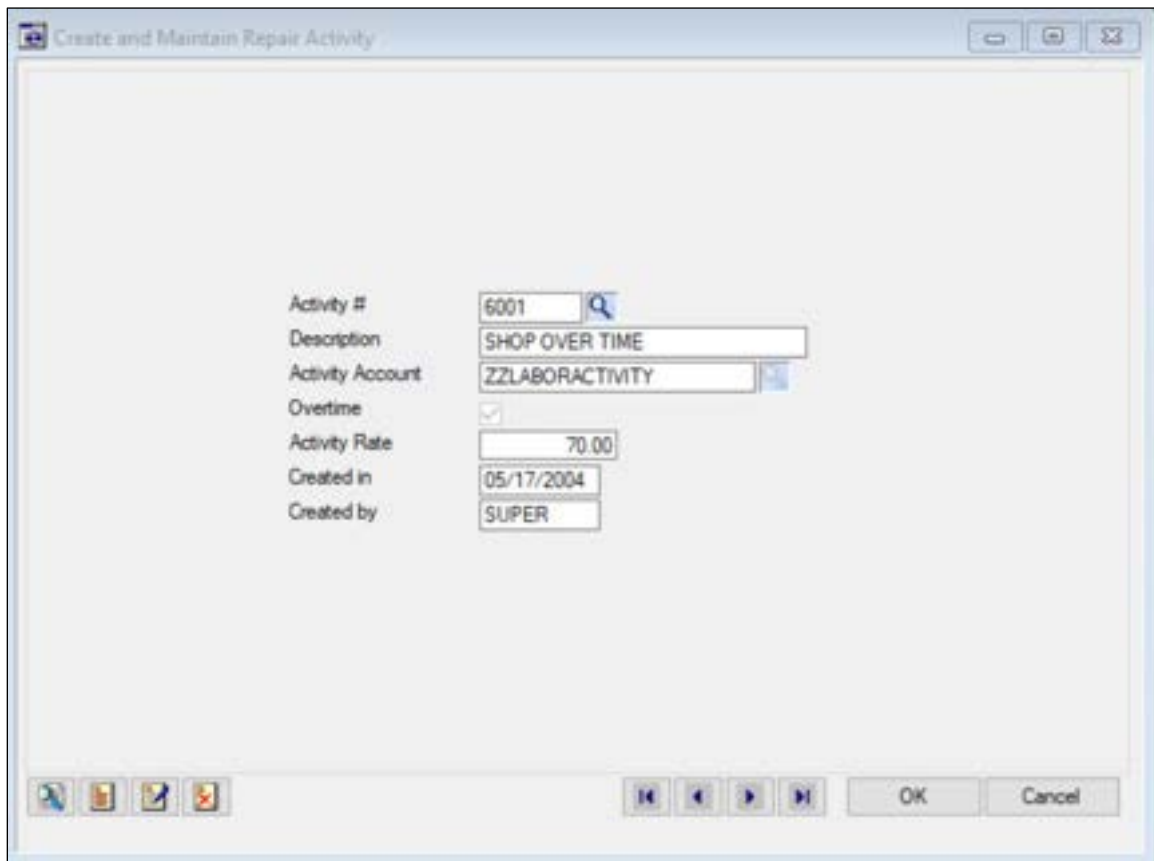
The repair activity is linked to the detail of the Repair Order, see [Repair Orders](#)

The following fields will be available:

- **Activity** – is the repair activity unique identification is up to 4 characters
- **Description** – is the description for the repair activity, up to 25 characters
- **Activity-Account** - each repair activity should be linked to an inventory product (**non-perpetual and non-inventor**y). The Inventory linked in this field will be used to record all revenues (sales) billed in the **Time option** of a Repair Order. The cost of this sale will come from the Technician Regular Rate or Overtime Rate depending on the Overtime flag of the Repair Activity record. Example: the Technician Bob whose regular rate is 40.00/hour and overtime rate is 55.00/hour; and when the Repair Activity 1005 is bill in a Repair Order, the sales amount comes from Activity-Rate for 100.00 and the cost will come from the Overtime Rate of the Technician file, in this case 55.00. In the table example, we use ZZ or double Z for the inventory product number; this way will show at the end of the inventory file
- **Overtime** - if checked, the overtime cost rate will apply to the repair activity from the Technician record
- **Activity-Rate** – enter an activity rate for each rate charged in the **Time option** of a Repair Order to the customer. For example, you should set up a rate for Shop Straight Time, Shop Overtime, Shop Night Shift Overtime, etc.
- **Created in** – is the date when was created, updated by the system
- **Created by** – is the user that created the record, updated by the system

<b>Activity #</b>	<b>Description</b>	<b>Activity-Account</b>	<b>Activity rate</b>
1000	Shop Straight Time	ZZLABORACTIVITY	65.00
1001	<b>Shop (over time) *</b>	ZZLABORACTIVITY	70.00
1002	Shop Night Shift S/T (straight time)	ZZLABORACTIVITY	75.00
1003	<b>Shop Night Shift O/T (over time) *</b>	ZZLABORACTIVITY	80.00
1004	Site Straight Time	ZZLABORACTIVITY	90.00
1005	<b>Site (over time) *</b>	ZZLABORACTIVITY	100.00
1006	Night Shift S/T (straight time)	ZZLABORACTIVITY	160.00
1007	<b>Site Night Shift O/T (over time) *</b>	ZZLABORACTIVITY	250.00
1020	Subcontract Labor	ZZLABORACTIVITY	150.00
2000	Lump Sum	ZZLABORACTIVITY	2,000.00

\* Overtime flagged

**Sample Repair Activity provided when new business setup.**

The screenshot shows a window titled "Create and Maintain Repair Activity". The window contains the following fields and values:

Activity #	6001
Description	SHOP OVER TIME
Activity Account	ZZLABORACTIVITY
Overtime	<input checked="" type="checkbox"/>
Activity Rate	70.00
Created in	05/17/2004
Created by	SUPER

The window also features a search icon (magnifying glass) next to the Activity # field, a search icon next to the Activity Account field, and a search icon next to the Overtime checkbox. At the bottom of the window, there are navigation icons (Home, Previous, Next, End) and buttons for "OK" and "Cancel".

**Searching for a Repair Activity**

To search for a specific repair activity you can:

- Click on the search icon on the bottom of the window, or
- Click the **F1** key on the keyboard

Navigate through the defined records, by means of the bottom movement icons.

Locate the needed record by means of the arrow keys [↑↓] and click **OK** to select it. To return without making a selection click **Cancel**.



### **Adding a Repair Activity**

To create a new repair activity you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Fill in the appropriate data and click **OK** to save the new record or click **Cancel** to discard it.

### **Editing a Repair Activity**

To edit a repair activity data, first select it, then:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

Change the appropriate fields and click **OK** to save the new data or click **Cancel** to retain the original and discard your changes.

### **Deleting a Repair Activity**

To delete a repair activity data, first select it, then:

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or **No** to keep it.

## **Repair Expense**

In **Zeta Pro™**, you can pre-define repair expenses to help describe the most common reasons for the expenses the technician will perform under the warranty or for the service. You should setup a repair expenses for each type or work you will have.

To work with this function, select **Repair activity** from the **Repair** submenu in the **Create Data** option of the **Settings** menu

The repair expense is linked to the detail of the Repair Order, see [Repair Orders](#)

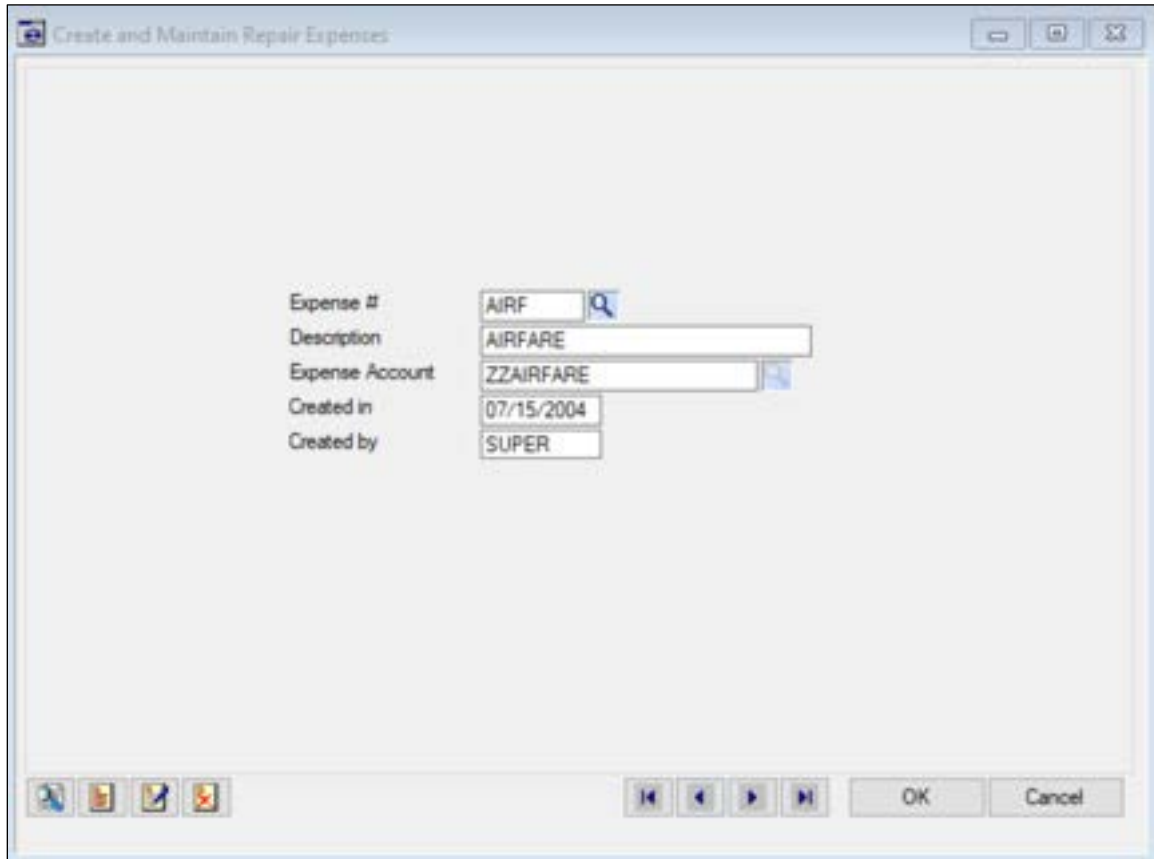
The following fields will be available:

- **Expense #** - is the repair expense unique identification is up to 4 characters
- **Description** – is the description for the repair expense, up to 25 characters; see the examples for Expense #, its description and Expense-Account associated
- **Expense-Account** - each expense should be linked to an inventory product (**non-perpetual and non-inventory**). The Inventory entered in this field will be used to record all revenues (sales) billed in the **Expense option** of a Repair Order. In the example above, we use ZZ or double Z for the inventory product, because this way, they will show at the end of the inventory file

<b>Expense #</b>	<b>Description</b>	<b>Expense-Account</b>
AIRF	Airfare	ZZAIRFARE
AUTR	Auto Rental	ZZAIRFARE
DAIA	Daily Allowance	ZZDALLOWANCE
EQUI	Equipment Rental	ZZEQUIPMENT
FRIC	Freight in Customs	ZZFREIGHT
FRID	Freight in Domestic	ZZFREIGHT
FROU	Freight Outgoing	ZZFREIGHT
HOEX	Hotel Expenses	ZZHOTEL
MIEX	Mileage Expenses	ZZHOTEL
MISC	Miscellaneous Expenses	ZZMISCELLANEOUS
OTRV	Other Travel Expenses	ZZTRAVELTIME
TOOL	Tools Expenses	ZZEQUIPMENT
TORN	Tools Rental Expenses	ZZEQUIPMENT
TRVL	Travel Expenses	ZZTRAVELTIME

- **Created in** – is the date when the record was created, updated by the system
- **Created by** – is the user that created the record, updated by the system

## Sample Repair Expense provided with new business setup



The screenshot shows a window titled "Create and Maintain Repair Expenses". The window contains a form with the following fields:

Expense #	AIRF
Description	AIRFARE
Expense Account	ZZAIRFARE
Created in	07/15/2004
Created by	SUPER

The window also features a search icon (magnifying glass) next to the Expense # field, a search icon next to the Expense Account field, and a search icon at the bottom left. At the bottom right, there are navigation icons (back, forward, home, end) and buttons for "OK" and "Cancel".

### Searching for a Repair Expense

To search for a specific repair expense you can:

- Click on the search icon on the bottom of the window, or
- Click the **F1** key on the keyboard

Navigate through the defined records, by means of the bottom movement icons.

Locate the needed record by means of the arrow keys [↑↓] and click **OK** to select it. To return without making a selection click **Cancel**.

### **Adding a Repair Expense**

To create a new repair activity you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Fill in the appropriate data and click **OK** to save the new record or click **Cancel** to discard it.

### **Editing a Repair Expense**

To edit a repair activity data, first select it, then:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

Change the appropriate fields and click **OK** to save the new data or click **Cancel** to retain the original and discard your changes.

### **Deleting a Repair expense**

To delete a repair activity data, first select it, then:

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or **No** to keep it.

## **Inventory Maintenance**

**Zeta Pro™** Sales module allows you to access and maintain your inventory data without the need to go into a separate module. This feature will save you time and effort. The following topics describe in detail the main maintenance tasks you can carry on from within the Sales module that pertain to your inventory.

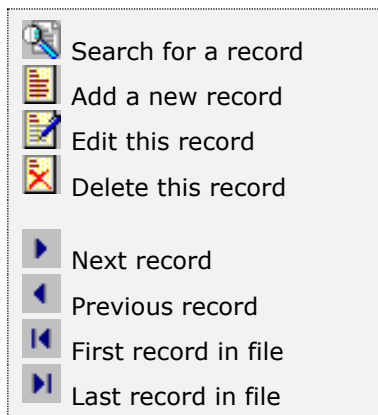
## **Inventory Data Classification**

As important as it is to have your information ready available, the way you see it can determine how good your decisions are. Because of this, **Zeta Pro™** offers the ability to order your inventory's data in several different ways. You can sort your reports by **Line, Group, Class, Subclass, or Categories**.

You assign a line, group, class, subclass and category to each item in your inventory when you are defining them so, preparing and defining them in advance can speed up your inventory definition process. You need to define at least one record for each of the classification types, but you need only to fill completely those that can help you with the manipulation of the information.

Additional Inventory classification is included in this section like **Parts or Kits, Location, Unit of Measure, Type Code and Adjustment Reason**. We have also included the **Resources** from the **Assets** module.

The Inventory module has defined ten (10) different inventory defaults to make the life of the user very easy when setting up new inventory items. These 10 different default values are Location, Line, Group, Class, Subclass, Category, Type Code, Volume-Unit, Weight-Unit and Measure-Unit. You can access these items through the **Inventory module** option in the **Change Set Up** submenu of the **Settings** menu.



When working in these windows you will have, several options accessible through the bottom line of buttons.

Several of these functions have keyboard access. All possible options are explained in detail in each topic.

The following topics cover the maintenance for the classification data. You can work with these items through the **Inventory** option in the **Create Data** submenu of the **Settings** menu.

The following topics cover the maintenance for the classification and auxiliary data; we will include the **Search window** for **Line** only, to reduce duplication. They behave the same way for all the other options.

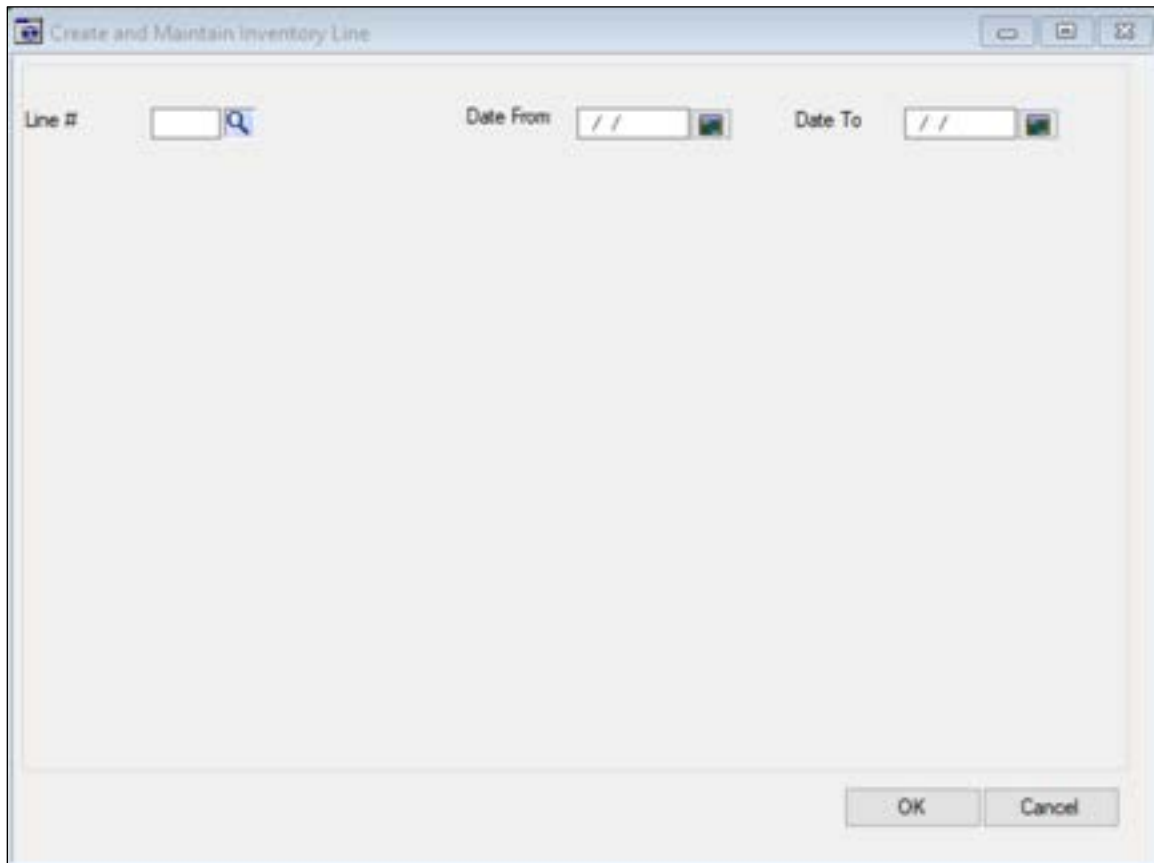
The lookup name at the **Search window** will change for all other options, instead of **Line #** will say **Group #** and so on.

## Line

To work with this function, select **Line** from the **Inventory** submenu in the **Create Data** option of the **Settings** menu.

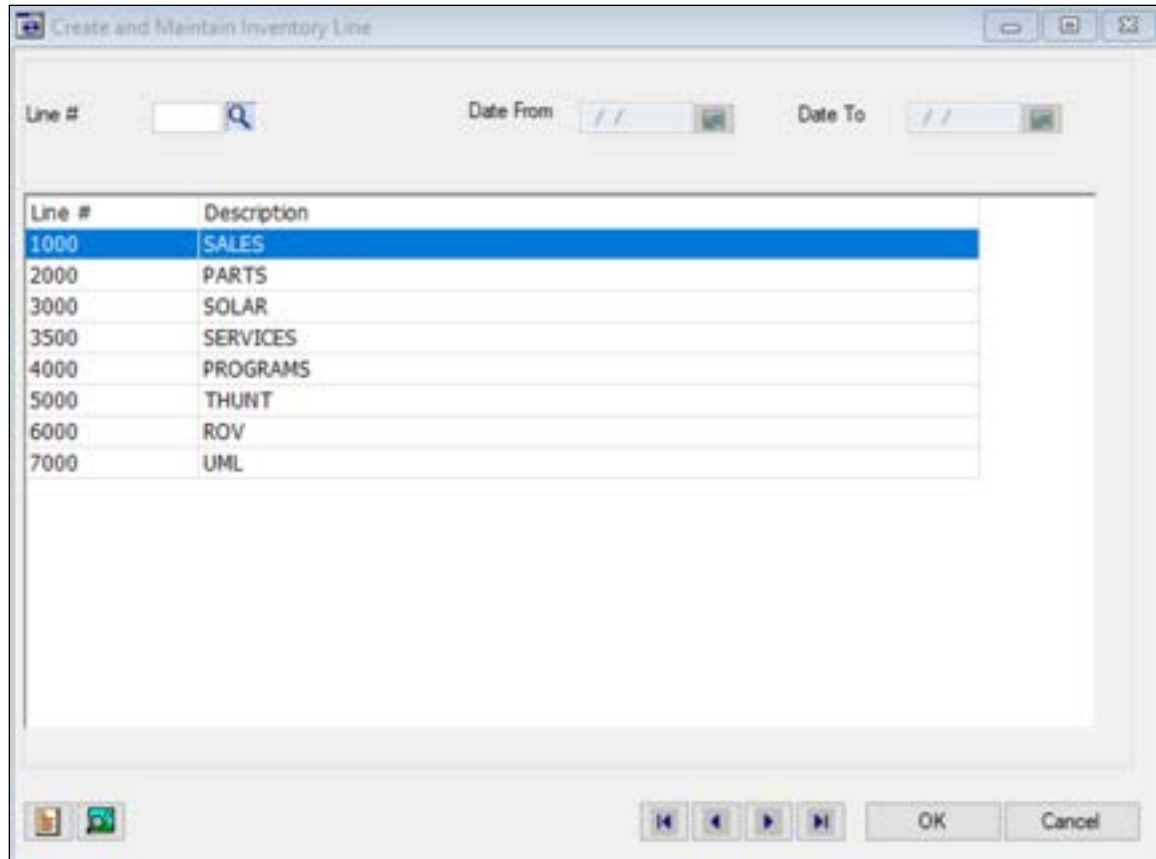
To help you with the data, the system will display the **Search window** with the following searchable fields to help in the process.

- **Line #** - allows you to select the entire line or just one.
- **Date From** – allows you to select a date (create date) with a calendar popup icon
- **Date To** – allows you to select a date (create date) with a calendar popup icon

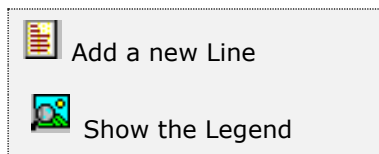
The image shows a software window titled "Create and Maintain Inventory Line". At the top, there are standard window control buttons (minimize, maximize, close). Below the title bar, there are three input fields: "Line #", "Date From", and "Date To". The "Line #", "Date From", and "Date To" fields each have a small search icon (magnifying glass) to its right. The "Date From" and "Date To" fields also have a small calendar icon to their right. The main area of the window is empty. At the bottom right, there are two buttons: "OK" and "Cancel".

The system will display the search window with the **OK** and **Cancel** buttons. Click **OK** to proceed or click **Cancel** to abort and return to the selection option.

The user can combine any criteria, and only those fields entered by the user become part of the query. If no searchable field entered and by clicking the **OK** button, the system will display the search result with all the data classification.



The user can select the line by **Double-clicking** on the selected line or by selecting the line and clicking the **OK** button.



At the bottom of the Search window, you will find a set of icons that will show available functions.

The user from this window can also add a new line by clicking the **Add icon** to start a new line.

The **Browser Legend** for the entire data classification is the same, except for **Parts**, please refer to Parts for more options.

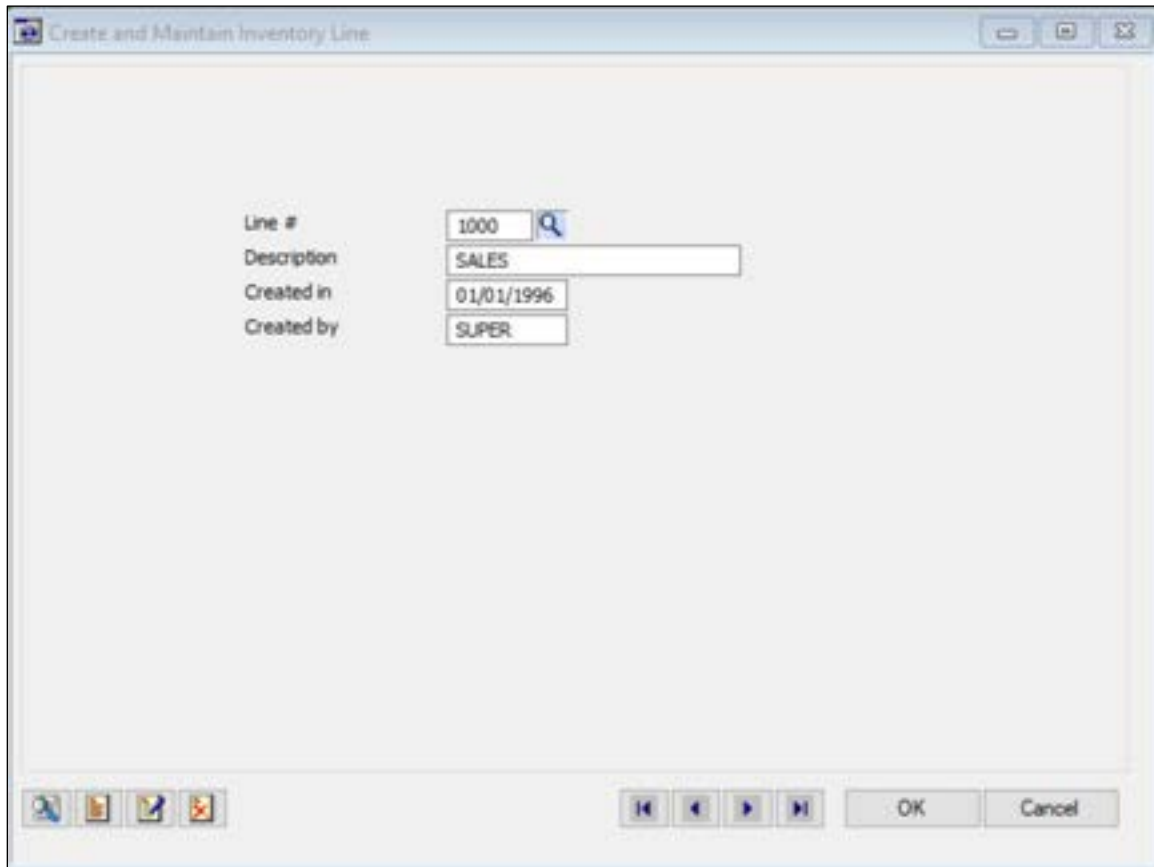
**Active** – the color is **White**

**Selected** – the selected, color is **Dark Blue**

The following fields will be available:

- **Line #** - is the Line unique identification up to 4 characters
- **Description** – is the description for the Line up to 25 characters
- **Created in** – the date when the record was created, updated by the system
- **Created by** – is the user that created the record, updated by the system

### Sample Line provided with new business setup



The screenshot shows a window titled "Create and Maintain Inventory Line". The window contains a form with the following fields and values:

Field	Value
Line #	1000
Description	SALES
Created in	01/01/1996
Created by	SUPER

The window also features a search icon (magnifying glass) next to the Line # field, a set of navigation icons (Home, Left, Right, End) at the bottom, and "OK" and "Cancel" buttons.

### Searching for a Line

To search for a specific line you can:

- Click on the search icon on the bottom of the window, or
- Click the **F1** key on the keyboard

Navigate through the defined records, by means of the bottom movement icons.

Locate the needed record by means of the arrow keys [↑↓] and click **OK** to select it. To return without making a selection click **Cancel**.



## **Adding a Line**

To create a new line you can

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Now you can fill the line code field (one to four alphanumeric characters) and the description field (up to 25 characters). The fields **Created in** and **Created by**, are automatically setup by the system.

To save the new data click **OK** or click **Cancel** to discard it.

## **Editing a Line**

To edit a line, first select it, then

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

You can now change the description text for the line. No other fields can be changed, click **OK** to accept and save the new description or click **Cancel** to retain the original.

## **Deleting a Line**

To delete a line, first select it, then

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or **No** to keep it

## Group

To work with this function, select **Group** from the **Inventory** submenu in the **Create Data** option of the **Settings** menu.

The following fields will be available:

- **Group #** - is the Group unique identification up to 4 characters
- **Description** – is the description for the Group up to 25 characters
- **Created in** – the date when the record was created, updated by the system
- **Created by** – is the user that created the record, updated by the system

The screenshot shows a dialog box titled "Create and Maintain Inventory Group". It contains the following fields and values:

Field	Value
Group #	AUTO
Description	AUTOMOBILE
Created in	06/07/2008
Created by	SUPER

The dialog box also features a search icon next to the "Group #" field, a set of navigation buttons (Home, Back, Forward, End) at the bottom, and "OK" and "Cancel" buttons.

**Sample Group provided with new business setup**

### **Searching for a Group**

To search for a specific group you can:

- Click on the search icon on the bottom of the window, or
- Click the **F1** key on the keyboard

Navigate through the defined records, by means of the bottom movement icons.

Locate the needed record by means of the arrow keys [↑↓] and click **OK** to select it. To return without making a selection click **Cancel**.

### **Adding a Group**

To create a new group you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Now you can fill the group code field (one to four alphanumeric characters) and the description field (up to 25 characters). The fields **Created in and Created by**, updated automatically by the system

To save the new data click **OK** or click **Cancel** to discard it.

### **Editing a Group**

To edit a group first select it, then:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

You can now change the description text for the group. No other fields can be changed, click **OK** to accept and save the new description or click **Cancel** to retain the original.

### **Deleting a Group**

To delete a group first select it, then:

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or **No** to keep it.

## Class

To work with this function, select **Class** from the **Inventory** submenu in the **Create Data** option of the **Settings** menu.

The following fields will be available:

- **Class #** - is the Class unique identification up to 4 characters
- **Description** – is the description for the Class up to 25 characters
- **Created in** – the date when the record was created, updated by the system
- **Created by** – is the user that created the record, updated by the system

The screenshot shows a dialog box titled "Create and Maintain Inventory Class". It contains the following fields and values:

Field	Value
Class #	CABL
Description	CABLES
Created in	12/11/2006
Created by	SUPER

**Sample Class provided with new business setup**

### **Searching for a Class**

To search for a specific class you can:

- Click on the search icon on the bottom of the window, or
- Click the **F1** key on the keyboard

Navigate through the defined records, by means of the bottom movement icons.

Locate the needed record by means of the arrow keys [↑↓] and click **OK** to select it. To return without making a selection click **Cancel**.

### **Adding a Class**

To create a new class you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Now you can fill the class code field (one to four alphanumeric characters) and the description field (up to 25 characters). The fields **Created in and Created by**, updated automatically by the system

To save the new data click **OK** or click **Cancel** to discard it.

### **Editing a Class**

To edit a class first select it, then:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

You can now change the description text for the product class. No other fields can be changed click **OK** to accept and save the new description or click **Cancel** to retain the original.

### **Deleting a Class**

To delete a class first select it, then:

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or **No** to keep it

## **Subclass**

To work with this function, select **Subclass** from the **Inventory** submenu in the **Create Data** option of the **Settings** menu.

The following fields will be available:

- **Subclass #** - is the Subclass unique identification up to 4 characters
- **Description** – is the description for the Subclass up to 25 characters
- **Created in** – the date when the record was created, updated by the system
- **Created by** – is the user that created the record, updated by the system

The screenshot shows a dialog box titled "Create and Maintain Inventory Subclass". It contains four input fields:

Subclass #	DRCT
Description	DIRECT SALE
Created in	05/23/2003
Created by	SUPER

The Description field is currently selected and highlighted. At the bottom of the dialog, there are navigation buttons (Home, Back, Forward, End) and "OK" and "Cancel" buttons.

**Sample Product Subclass provided with new business setup**

### **Searching for a Subclass**

To search for a specific subclass you can:

- Click on the search icon on the bottom of the window, or
- Click the **F1** key on the keyboard

Navigate through the defined records, by means of the bottom movement icons.

Locate the needed record by means of the arrow keys [↑↓] and click **OK** to select it. To return without making a selection click **Cancel**.

### **Adding a Subclass**

To create a new subclass you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Now you can fill the subclass code field (one to four alphanumeric characters) and the description field (up to 25 characters). The fields **Created in and Created by**, updated automatically by the system

To save the new data click **OK** or click **Cancel** to discard it.

### **Editing a Subclass**

To edit a subclass, first select it, then:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

You can now change the description text for the product subclass. No other fields can be changed. Click **OK** to accept and save the new description or click **Cancel** to retain the original.

### **Deleting a Subclass**

To delete a subclass, first select it, then:

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or **No** to keep it

## **Category**

To work with this function, select **Category** from the **Inventory** submenu in the **Create Data** option of the **Settings** menu.

The following fields will be available:

- **Category #** - is the Category unique identification up to 4 characters
- **Description** – is the description for the Category up to 25 characters
- **Created in** – the date when the record was created, updated by the system
- **Created by** – is the user that created the record, updated by the system

The screenshot shows a dialog box titled "Create and Maintain Inventory Category". It contains four input fields:

Category #	CONG
Description	CONSULTING
Created in	12/25/2013
Created by	SUPER

The dialog box has a title bar with a search icon and standard window controls. At the bottom, there are navigation buttons (back, forward, OK, Cancel) and a set of icons for file operations.

**Sample Product Category provided with new business setup**



### **Searching for a Category**

To search for a specific category you can:

- Click on the search icon on the bottom of the window, or
- Click the **F1** key on the keyboard

Navigate through the defined records, by means of the bottom movement icons.

Locate the needed record by means of the arrow keys [↑↓] and click **OK** to select it. To return without making a selection click **Cancel**.

### **Adding a Category**

To create a new category you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Now you can fill the category code field (one to four alphanumeric characters) and the description field (up to 25 characters). The fields **Created in** and **Created by**, updated automatically by the system

To save the new data click **OK** or click **Cancel** to discard it.

### **Editing a Category**

To edit a category first select it, then:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

You can now change the description text for the product category. No other fields can be change. Click **OK** to accept and save the new description or click **Cancel** to retain the original.

### **Deleting a Category**

To delete a category first select it, then:

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or **No** to keep it.

## **Inventory Parts**

**Zeta Pro™** allows you to have “Kit” inventory items, that is, several items sold, repaired or rented together as a unit. The parent item known as a **master** inventory item and its components are known as **inventory parts**.

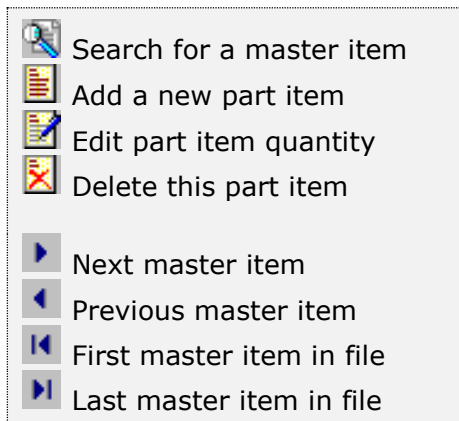
You can include another master item as a component or part of the master item you are defining.

When you process a master item in an Invoice, Sales Order, Repair Order or Rental Order, the system will show all the components, even the nested ones.

Before you can integrate the inventory parts into their master item, all of the parts and master must have been created as normal inventory items, as Standard or Serialized or Lotted. In addition, the **master** item must be **non-perpetual**.

To work with this function, select **Parts** from the **Inventory** submenu in the **Create Data** option in **Settings** menu.

The window has three sections: in the top one, you will set or choose your master item. In the middle section there is a table listing all the parts assigned to the master item. Here you will add, modify or delete the corresponding inventory parts.



At the bottom, you will find the action icons. The Lookup (F1) icon works only for the master item record and all the Settings for the parts item record.

The **Browser Legend** is different for parts from all the others data classification:

**Inactive** – the color is **Red**

**No Stock** – the color is **Yellow**

**Active** – the color is **White**

**Selected** – the selected, color is **Dark Blue**

Part #	Description	Quantity
8290-148	4024 SC	1
8923-093	KIT LINKAGE (.312 ROD)	1
2815-0009	PLATE MOUNTING	1
8256-060	4024 ACTUATOR CW	1
N 93190A624	SCREW HEX HD CAP 3/8-16X1 STAINLESS	4
N 91839A033	NUT FLEX-TOP 1/2-13 STAINLESS	4
N 92186A716	SCREW HEX HD CAP 1/2-13X1 1/2 STAINLESS	4
N 92147A031	WASHER SPRING-LOCK 3/8 STAINLESS	4
7610-0002	MANUAL KIT 2815-0007	1

### **Searching for a Master Inventory Item**

To search for a master inventory item you can:

- Click on the search icon on the bottom of the window, or
- Click the **F1** key on the keyboard, or
- Click on one of the search icons to the right of inventory number or description fields.

Locate the item you want to edit using the arrow keys [ $\uparrow$  $\downarrow$ ] and click **OK** to select it. Click **Cancel** to return without making a selection

Alternatively, you can navigate through the defined records, by means of the bottom movement icons.

### **Adding a New Part**

To add a new inventory item as part of a master one you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

The bottom area of the window will show fields where you can enter the inventory item number and the quantity. If you want, click on the search icon, next to the Part # field to select your item from the list of defined ones.

The new item cannot be the same as the master item to which you are adding it (the system will reject it automatically).

When you add an inventory item that has parts (another master item), the system will add the parts, and the master item (highlighted with **red color** to differentiate it as a master item).

Click **OK** to save the new part, it will be automatically added to the list, or click **Cancel** to discard your changes.

In the following picture you have a master item # **2825 - 0007** that has another master item # **2815 - 007**, all parts from this master item was added after the first master item, see the prior picture for parts of this master item # 2815-007.

### **Master Item 2825 - 0007**

Parts 9905-708  
9907-0005  
9907-167  
N A-722525FGFS  
N A-72P24F1

### **Master Item 2815-007**

Parts 8290 - 148  
8923 - 093  
2815 - 0009  
8256 - 060  
N 93190A624  
N 91839A033  
N 92186A716  
N 92147A031 (not shown)  
7610 - 0002 (not shown)

Inventory # 2825-0007

Description CABINET ASSY

On-Hand 0

Part #	Description	Quantity
9905-708	DSLCL FULL 120V OPEN DELTA 1-5VDC	1
9907-005	MSLC 120VAAC OPEN DELTA	1
9907-167	50SE GOVERNOR 24 VDC	1
N A-722525FGF5	ENCLOSURE CONTROLS ASSY	1
N A-72P24F1	PLATE ENCLOSURE	1
2815-0007	KIT 4024 ACTUATOR CW CAT 3968	1
8290-148	4024 SC	1
8923-093	KIT LINKAGE (.312 ROD)	1
2815-0009	PLATE MOUNTING	1
8256-060	4024 ACTUATOR CW	1
N 93190A624	SCREW HEX HD CAP 3/8-16X1 STAINLESS	4
N 91839A033	NUT FLEX-TOP 1/2-13 STAINLESS	4
N 92186A716	SCREW HEX HD CAP 1/2-13X1 1/2 STAINLESS	4

### **Editing a Part**

To edit the quantity for an inventory item part first select it, then:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

Change the quantity and click **OK** to accept and save the new data or click **Cancel** to retain the original.

### **Deleting a Part**

To delete an inventory item part first select it, then:

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or **No** to keep it.

**NOTE:** Deleting a part will only delete it from the list of **master** inventory item, not from the Inventory file.

## **Location**

To work with this function, select **Location** from the **Inventory** submenu in the **Create Data** option in **Settings** menu.

The following fields will be available:

- **Location #** - is the Location unique identification up to 5 characters
- **Description** – is the description for the Location up to 25 characters
- **Created in** – the date when the record was created, updated by the system
- **Created by** – is the user that created the record, updated by the system

The screenshot shows a dialog box titled "Create and Maintain Inventory Location". It contains the following fields:

Location #	MEAOF
Description	MIAMI OFFICE
Created in	06/10/2019
Created by	SUPER

The dialog box has standard window controls (minimize, maximize, close) in the top right corner. At the bottom, there are navigation buttons (back, forward, etc.) and "OK" and "Cancel" buttons.

**Sample Location provided with new business setup**

### **Searching for a Location**

To search for a specific location you can:

- Click on the search icon on the bottom of the window, or
- Click the **F1** key on the keyboard

Navigate through the defined records, by means of the bottom movement icons.

Locate the needed record by means of the arrow keys [↑↓] and click **OK** to select it. To return without making a selection click **Cancel**.

### **Adding a Location**

To create a new location you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Now you can fill the location code field (one to ten alphanumeric characters) and the description field (up to 35 characters). The fields **Created in and Created by**, updated automatically by the system

To save the new data click **OK** or click **Cancel** to discard it.

### **Editing a Location**

To edit a locations first select it, then:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

You can now change the description text for the product location. No other fields can be changed, click **OK** to accept and save the new description or click **Cancel** to retain the original.

### **Deleting a Location**

To delete a locations first select it, then:

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or **No** to keep it.

## Units of Measure

With **Zeta Pro™**, you can pre-define your units of measure. You should define at least one unit of measure, although you can define as many as you like.

You can define a quantity factor for each inventory item. The unit of measure can include conversion factors as volume, size or weight. In each case, you should always be consistent, because the system will not convert multiple levels of unit of measure.

To work with this function, select **Measure** from the **Inventory** option in the **Create Data** submenu of the **Settings** menu.

The following fields will be available:

- **Measure #** - is the Measure unique identification up to 5 characters
- **Description** – is the description for the Measure up to 20 characters
- **Conversion Factor** – is the quantity of unit required to convert into the Unit of Measure.
- **Created in** – the date when the record was created, updated by the system
- **Created by** – is the user that created the record, updated by the system

The screenshot shows a window titled "Create and Maintain Unit of Measure". The window contains the following fields and values:

Measure #	06POK
Description	6 IN A PACK
Conversion Factor	6
Created in	03/11/2018
Created by	SUPER

At the bottom of the window, there are navigation buttons (Home, Left Arrow, Right Arrow, End) and "OK" and "Cancel" buttons.

**Sample Unit of Measures provided with new business setup**



EXAMPLE: The sodas are sold in cans, in packages of 6 and packages of 12.  
You should add the following Unit of Measure.  
Measure CAS06, indicating that is equal to six (6) individual units (can).  
Measure CAS12, indicating that is equal to twelve (12) individual units (can)

The most important rule is always to use consistent definitions of units of measure.

### **Searching for a Unit of Measure**

To search for a specific unit of measure you can:

- Click on the search icon on the bottom of the window, or
- Click the **F1** key on the keyboard

Navigate through the defined records, by means of the bottom movement icons.

Locate the needed record by means of the arrow keys [↑↓] and click **OK** to select it.  
To return without making a selection click **Cancel**.

### **Adding a Unit of Measure**

To create a new unit of measure you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Now you can fill the unit of measure code field (one to five alphanumeric characters), the description field (up to 25 characters) and the quantity factor.

To save the new data click **OK** or click **Cancel** to discard it.

### **Editing a Unit of Measure**

To edit a unit of measure first select it, then

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

You can now change the description and the quantity factor for the unit of measure. No other fields can be change. Click **OK** to accept and save the new data or click **Cancel** to retain the original.

### **Deleting a Unit of Measure**

To delete a unit of measure first select it, then

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or **No** to keep it.

## Type Code

With **Zeta Pro™**, you can pre-define a group of products that share a common chart of account code for various type of inventory. Once the Type Code are been created, they are linked to the individual products in order to identify which accounts are to be used for the product's transactions.

When creating a Sales Order, Repair Order, Rental Order, Invoice, Purchase Order, Inventory Transfer or Inventory Adjustment transaction, the system looks at the item's type code to determine to which accounts to post.

This file specifies the Sales Revenue, Cost of Goods Sold, Sales Return and Inventory Asset account to be use for all transactions of products in this group.

To work with this function, select **Type Code** from the **Inventory** option in the **Create Data** submenu of the **Settings** menu.

Type Code #	NSPA		
Description	NON STOCK PRODUCTS		
	Chart of Account #	Account Description	
Sales	41051	Sales Non Stock	
Cost	50300	COGS Non Stock	
Return	42030	Returns Other	
Inventory	11072	Inventories-Non Stock Items	
Created in	03/15/2004		
Created by	SUPER		

### Sample Type Code provided with new business setup

- **Sales** – is the chart of account for the distribution of **Sales Revenue** amounts generated in sales and service transactions. The account type at the Finance module must be type **"H"** – **Revenue**
- **Cost** - is the chart of account for the distribution of **Cost of Goods Sold** amounts generated in sales and service transactions. The account type at the Finance module must be type **"J"** – **Cost of Sales**

- **Return** - is the chart of account for the distribution of **Sales Return** amounts generated in sales and service transactions. Used when a sale return to a customer is created in the Sales module. The account type at the Finance module must be type "**H**" – **Revenue**
- **Inventory** - is the chart of account for the distribution of **Inventory** assets amounts generated in sales and service transactions. The account type at the Finance module must be type "**A**" – **Assets 1**

### **Searching for a Type Code**

To search for a specific type code you can:

- Click on the search icon on the bottom of the window, or
- Click the **F1** key on the keyboard

Navigate through the defined records, by means of the bottom movement icons.

Locate the needed record by means of the arrow keys [↑↓] and click **OK** to select it. To return without making a selection click **Cancel**.

### **Adding a Type Code**

To create a new type code you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Now you can fill the type code field (one to four alphanumeric characters), the description field (up to 25 characters) and the four (4) chart of account for the product type. The fields **Created in** and **Created by**, updated automatically by the system.

To save the new data click **OK** or click **Cancel** to discard it.

### **Editing a Type Code**

To edit a type code, first select it, then:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

You can now change the description and the four chart of account for the product type. No other fields can be change. Click **OK** to accept and save the new data or click **Cancel** to retain the original.

### **Deleting a Type Code**

To delete a type code, first select it, then:

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete or **No** to keep the record.

## **Resources**

To work with this function, select **Resources** from the **Inventory** option in the **Create Data** submenu of the **Settings** menu.

This maintenance window is the same Resource maintenance window of the **Assets** module. With **Zeta Pro™**, you can pre-define all your resources in one place.

The following fields will be available:

- **Resource #** - is the unique ID that identifies the resource, up to 10 alphanumeric characters
- **Active** – indicates if the record is in “active” state. Only active resources can be subject to transactions (Work Orders, Inventory, etc.)
- **Name** – it contains the description for the resource, up to 35 characters.
- **Contact** – is the name of the person to contact when addressing issues with this resource, up to 35 characters. **Optional**
- **Position** – is the position the contact person holds with this resource. **Optional**
- **Role** – is the role unique ID of the contact from the role table
- **Address1, Address2, City, State, Zip Code and Country** – it contains information about the address for the resource. **Optional**
- **Phone** - is the resource’s phone number. **Optional**
- **Fax** - is the resource’s fax number. **Optional**
- **Cellular** - is the resource’s cellular number. **Optional**
- **Email** – is the contact email address. **Optional**
- **Cellular Email** - enter the contact cellular email address. **Optional**
- **Website** - enter the resource website address. **Optional**
- **Fiscal ID** – is the fiscal ID for the resource. **Optional**
- **Supervisor** – is the person or user that supervises or help manages this resource.
- **Is Supervisor** – indicates if the resource is a **Supervisor**. Only supervisor resources are assigned to equipment as supervisor
- **Is Custodian** – indicates if the resource is a **Custodian**. Only custodian resources are assigned to equipment as custodian
- **Is Manufacturer** – indicates if the resource is a **Manufacturer**. Only manufacturer resources are assigned to the inventory item as manufacturer.
- **Is Agency** – indicates if the resource is an **Agency**. Only agency resources are assigned to work accident detail page as agency.
- **Show in Work Order** – indicates if the resource can be assigned to the work order main page, can be as a supervisor, a technician, etc.
- **Regular Rate** - a regular rate amount must be included for each resource (hourly rate cost). This cost will be use for the **Repair Time and the Repair Travel option** of a work order at the Assets module. This cost should include

all amounts, which will be incurred (per hour) whenever the resource's services are being used

- **Overtime Rate** - an overtime rate amount must be included for each resource (hourly rate cost). This cost will be use for the **Repair Time option** of a work order at the Assets module. This cost should include all amounts in excess of the regular or normal hours worked, which will be incurred (per hour) whenever the resource's services are being used
- **Last Update by** - is the user that created the record, updated by the system
- **Last Update on** - the date when the record was created, updated by the system
- **Created by** - is the user that created the record, updated by the system
- **Created in** - the date when the record was created, updated by the system

Resource # JFZ

Name JOSE F. ZOUAIN

Contact

Position

Role MNGR MANAGER

Address 1 8567 CORAL WAY # 193

Address 2

City MIAMI

State FLORIDA Zip Code 33155

Country USA

Phone 305-227-0270 Extension

Fax

Cellular

eMail

Cel Mail

Website

Fiscal ID

Supervisor

Active

Is Supervisor

Is Custodian

Is Manufacturer

Is Agency

Show in WO

Regular Rate 0.00

Overtime Rate 0.00

Last Update by SUPER

Last Update on 10/26/2014

Created by SUPER

Create in 01/01/1989

**Sample Resource provided with new business setup.**

### **Searching for a Resource**

To search for a specific resource you can:

- Click on the search icon on the bottom of the window, or
- Click the **F1** key on the keyboard

Navigate through the defined records, by means of the bottom movement icons.

Locate the needed record by means of the arrow keys [↑↓] and click **OK** to select it. To return without making a selection click **Cancel**.

### **Adding a Resource**

To create a new resource you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Now you can fill the resource code and the rest of data. Refer to the descriptions and guidelines for the different fields.

To save the new data click **OK** or click **Cancel** to discard it.

### **Editing a Resource**

To edit a resource first select the resource, then:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

You can now change the description text for the resource and other fields. Click **OK** to accept and save the new description or click **Cancel** to retain the original.

### **Deleting a Resource**

To delete a resource first select the resource, then:

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or **No** to keep it.

## **Adjustment Reason**

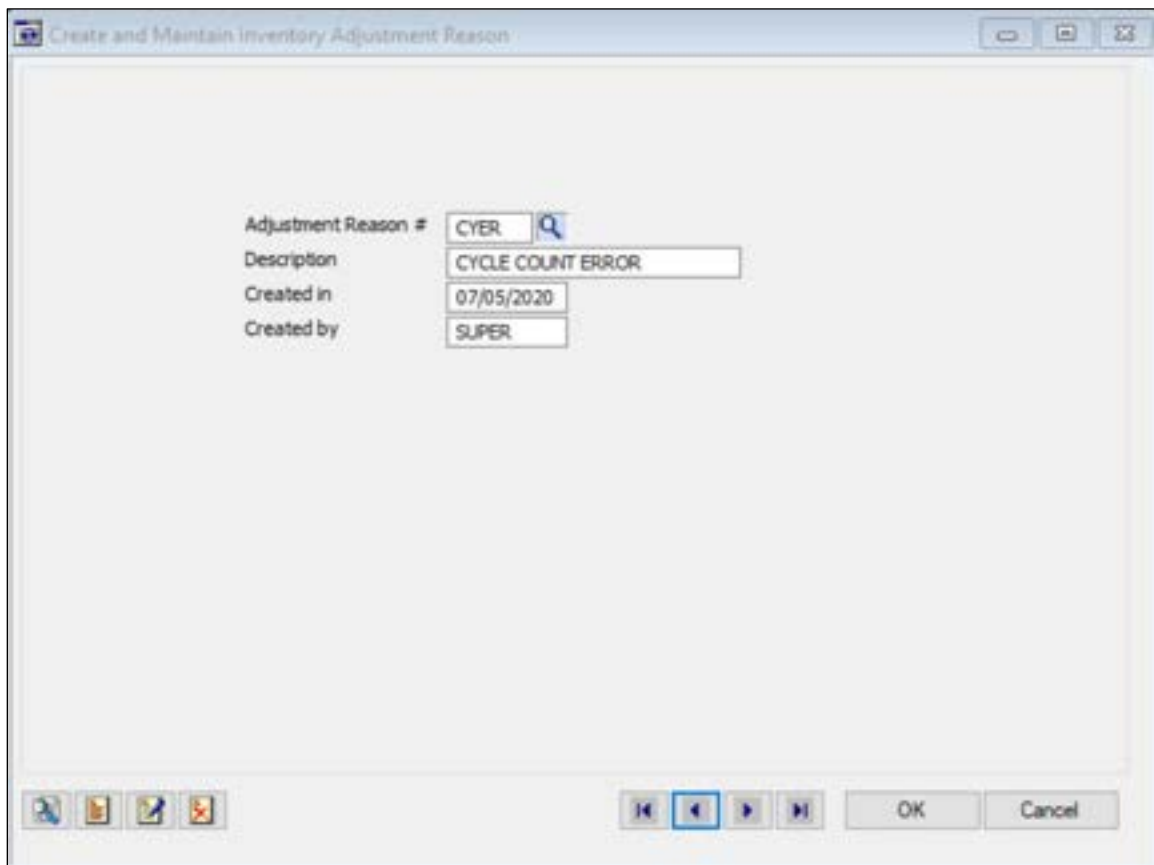
With **Zeta Pro™**, you can pre-define your adjustment reason. You should define at least one adjustment reason, although you can define as many as you like. **Zeta Pro™** will create different system automatic adjustment to adjust rounding in Purchase Order received (**SGIR**), or Inventory Adjustment (**SGIA**), or in Inventory Transfer (**SGIT**). Please create these System Generated Adjustment Reasons, **SGIR**, **SGIA**, and **SGIT**. The adjustment reasons are shown in:

1. Inventory Adjustments, see [Inventory Adjustments](#)
2. Transfer from Inventory to Inventory, see [Inventory Transfers](#)

To work with this function, select **Adjustment Reason** from the **Inventory** option in the **Create Data** submenu of the **Settings** menu.

The following fields will be available:

- **Adjustment Reason #** - is the reason unique identifier up to 4 characters
- **Description** – is the description for the reason up to 25 characters
- **Created in** – the date when the record was created, updated by the system
- **Created by** – is the user that created the record, updated by the system



The screenshot shows a software window titled "Create and Maintain Inventory Adjustment Reason". The window contains a form with the following fields:

Adjustment Reason #	CYER
Description	CYCLE COUNT ERROR
Created in	07/05/2020
Created by	SUPER

At the bottom of the window, there are navigation buttons (Home, Previous, Next, End) and "OK" and "Cancel" buttons.

**Sample Adjustment Reasons provided with new business setup.**

### **Searching for an Adjustment Reason**

To search for a specific adjustment reason you can:

- Click on the search icon on the bottom of the window, or
- Click the **F1** key on the keyboard

Navigate through the defined records, by means of the bottom movement icons.

Adjustment Reason examples:

- WHDM – Warehouse Damage
- CYER – Cycle Count Error
- RCCC – Receipt Cost Correction
- RCQC – Receipt Quantity Correction

Locate the needed record by means of the arrow keys [↑↓] and click **OK** to select it. To return without making a selection click **Cancel**.

### **Adding an Adjustment Reason**

To create a new adjustment reason you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Now you can fill the adjustment reason code (one to four alphanumeric characters) and the description field (up to 25 characters). The fields **Created in** and **Created by**, updated automatically by the system.

To save the new data click **OK** or click **Cancel** to discard it.

### **Editing an Adjustment Reason**

To edit an adjustment reason, first select it, then:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

You can now change the description text for the adjustment reason. No other fields can be changed. Click **OK** to accept and save the new description or click **Cancel** to retain the original.

### **Deleting an Adjustment Reason**

To delete an adjustment reason first select it, then:

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or **No** to keep it.



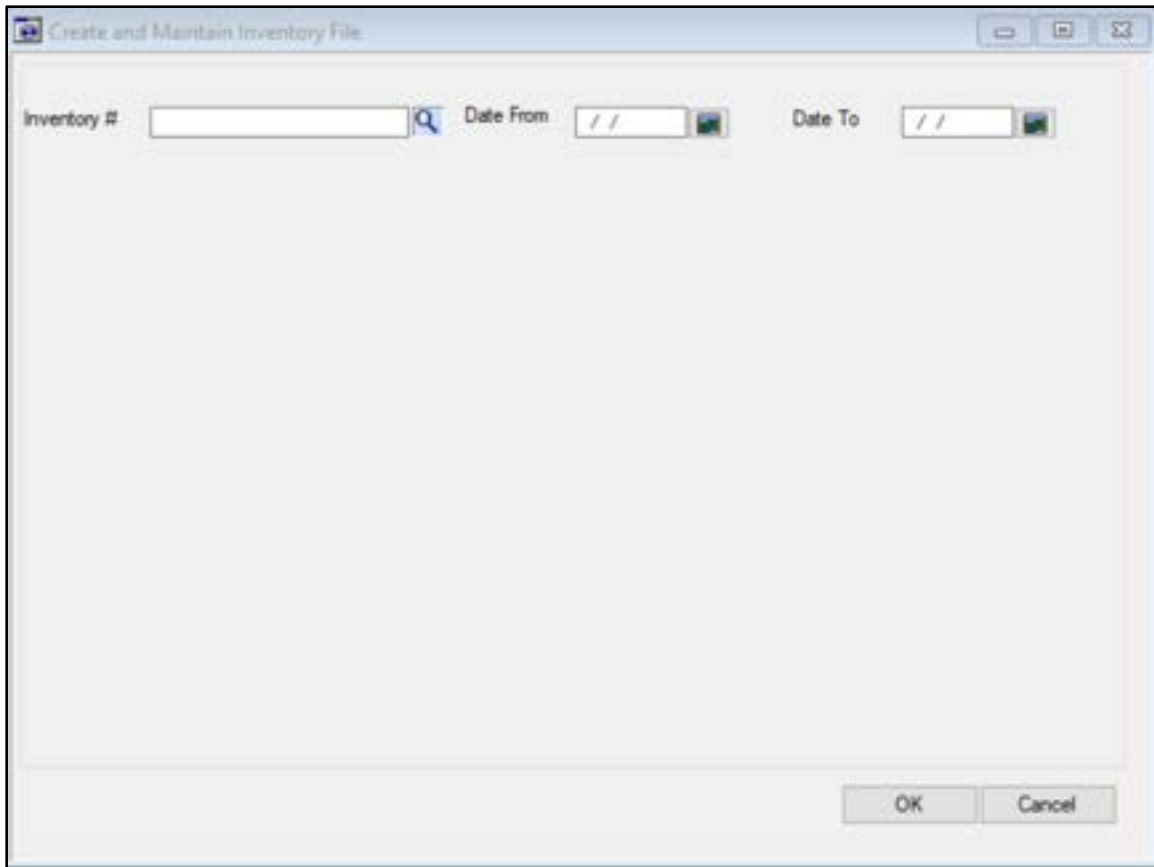
## **Inventory Item Data**

This is the main inventory maintenance function, is where you define all the features for each inventory item you will use in your system.

To work with this function, select **Inventory** from the **Maintenance** menu or click on **Create and Maintain Inventory File icon**.

To help you with the data, the system will display the **Inventory Search window** with the following searchable fields to help in the process.

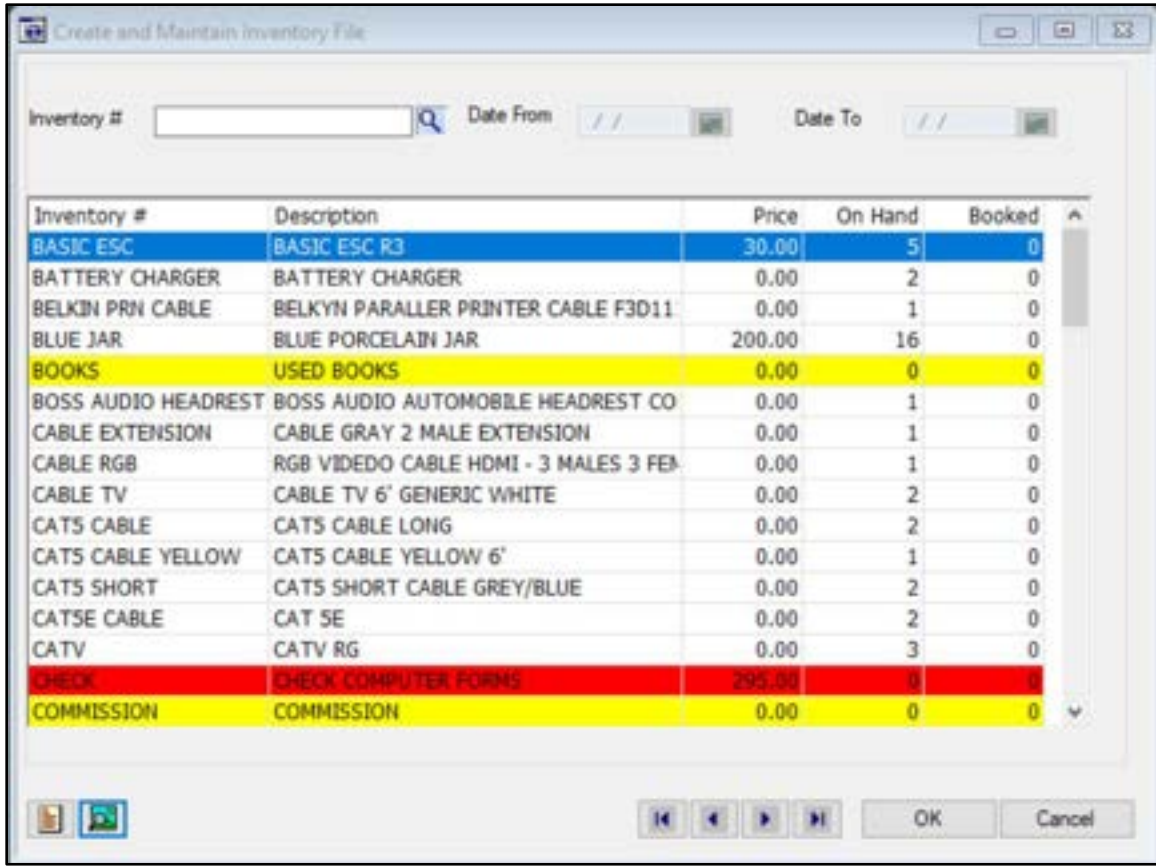
- **Inventory #** - allows you to select the entire inventory or just one.
- **Date From** - allows you to select a date (create date) with a calendar popup icon
- **Date To** - allows you to select a date (create date) with a calendar popup icon



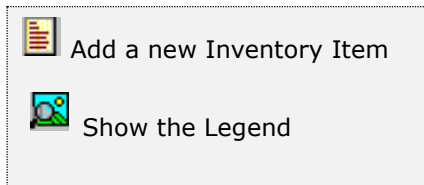
The screenshot shows a window titled "Create and Maintain Inventory File". At the top, there are standard window control buttons (minimize, maximize, close). Below the title bar, there are three input fields: "Inventory #" followed by a search icon, "Date From" followed by a date selection icon, and "Date To" followed by a date selection icon. At the bottom right of the window, there are two buttons: "OK" and "Cancel".

The system will display the search window with the **OK** and **Cancel** buttons. Click **OK** to proceed or click **Cancel** to abort and return to the selection option.

The user can combine any criteria, and only those fields entered by the user become part of the query. If no searchable field entered and by clicking the **OK** button, the system will display the search result with all the data.



The user can select the inventory by **Double-clicking** on the selected inventory or by selecting the inventory and clicking the **OK** button



At the bottom of the Search window, you will find a set of icons that will show available functions.

The user from this window can also add a new inventory by clicking the **Add icon** to start a new inventory.

The **Browser Legend** will display different colors depending of the status:

**Inactive** – the inventory color is **Red**

**No Stock** – the inventory color is **Yellow**

**Active** – the inventory color is **White**

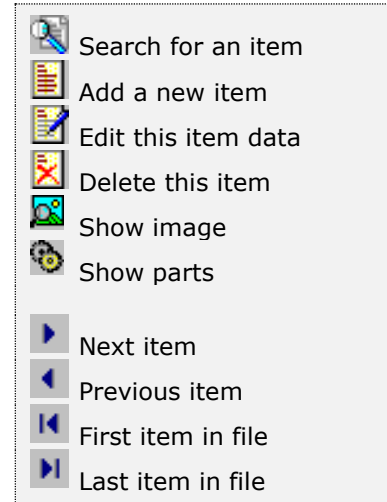
**Selected** – the inventory-selected color is **Dark Blue** (BASIC ESC)

**Sample Inventory Item Data provided with new business setup, ZZLABORACTIVITY for Repair Activity, ZZAIRFARE for Repair Expense and a regular item sample (widget)**

You have action icons located on the bottom of the window. They will allow you to search, add, edit or delete an item.

You will find two new icons: one for showing the items image (if there is one associated with it) and one for showing the item parts (if it is a Kit Item).

You also have the record movement icons that allow stepping forward or backward in the inventory item file.



To make the text easier to read, the following topics describe generalized procedures. Please refer to the described data fields if you need more information.

### **Inventory Image**

By clicking the icon **Show Image** the system displays the image associated to the item.



### **Average Costing of Inventory**

The average cost of a product is constantly being calculated with each receiving transaction. Each time inventory is received, the current on-hand (before receiving) units of stock is multiply by the current average cost for that product. The new receiving cost is then added to this value and the total value is then divided by the new quantity on-hand (after receiving).

This new average cost is stored and used for all transactions for this product; this average cost cannot be reproduced for a past moment in time for an inventory value report because is always current.

On-Hand = 100

Current average unit cost = \$10.00

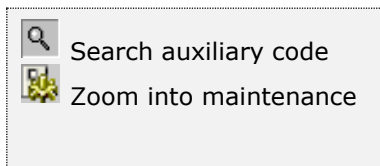
Current Extended average cost \$1,000.00

Receiving 100 at \$9.00 each is \$900.00

New unit average cost is \$9.50 = Calculation  $(1,000.00 + 900.00)/200$

### **Auxiliary Data Fields**

Several of the data fields used in the inventory item windows require that you enter a code previously defined in other places. Fields like line, class, and unit of measure are an example of these.



If you do not know the code of your data, you can click on the search icon located to the right of the field and get a lookup window where you can find your desired record. There will be times when you have not defined the appropriate record in advance. To avoid forcing you to exit your current item definition and jump to another task to define what you are missing, this search window provides a **zoom** icon. Click on it and the corresponding maintenance window for the record type will appear, letting you create a new one if needed. When you are finished creating or modifying the auxiliary record, click **OK** to return to your search window, with your new or modified record already selected on the list. Click **OK** once more and your new or modified record data will be entered in its corresponding field in the inventory window.

### **Searching for an Inventory Item**

To search for a specific inventory item you can:

- Click on the search icon on the bottom of the window,
- Click the **F1** key on the keyboard

Both of these methods will start a search on item number. If you want, you can start the search based on the description by clicking on the search icon to the right of the description field.

Navigate through the defined records, by means of the bottom movement icons.

Locate the needed record by means of the arrow keys [↑↓] and click **OK** to select it. To return without making a selection Click **Cancel**.

### **Adding an Inventory Item**

To create a new Inventory Item you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Now you can fill the Inventory code or number and the rest of data in the different pages. Refer to the descriptions and guidelines for the different fields.

To save the new data click **OK** or click **Cancel** to discard it.

### **Editing an Inventory Item**

To edit an inventory item first select it, then:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

Move to the appropriate page and change the required data. Refer to the descriptions and guidelines for the different fields.

Click **OK** to accept and save the new data or click **Cancel** to retain the original.

### **Deleting an Inventory Item**

As a security measure, you can only delete an inventory item if it is inactive and does not have any transactions.

To delete an inventory item first select it, then:

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or **No** to keep it.

To make it easier to work with the high number of fields needed to store the data, the inventory window has five pages: **Information, Settings, Notes, Sales, and Prices**.

## Information Inventory Page

The Information page contains the most relevant data for an item. Some data fields are informative while others can be change. Following is a list of the fields and their description (all fields are required and editable unless otherwise specified):

The screenshot shows the 'Create and Maintain Inventory File' window with the 'Information' tab selected. The form contains the following data:

Inventory #	HUB SWITCH	Active	<input checked="" type="checkbox"/>
Description	8 PORT 10-100 DUAL SPEED HUB ENCORE		
Substitute		On-Hand	1
Model	ENH708-05	Booked	0
UPC #		Available	1
Location	06608 OF_BBOX MS BLUE	Committed	0
Line	2000 PARTS	On Order	0
Group	HRWR HARDWARE	To Order	0
Class	NW NETWORK	In Shop	0
Subclass	HUB NETWORK HUB	Rented/Total	0 / 0
Category	NATL NATIONAL	Min./Max.	0 / 0
Sale Price	100.00	Profit / %	100.00 / 100.00
Cost	0.00	Vendor #	
Return Cost	20.00	Part #	
Last Cost	0.00		
Last Cost	//	Order PTD	0 0.00
Last Order	//	Sales PTD	0 0.00
Last Price	04/18/2019	Sales YTD	0 0.00

- **Inventory #** - is the main code that the system will use to identify your record. It should be unique for every item and can be up to 20 alphanumeric characters
- **Description** - is the name or description for your item, up to a length of 54 characters
- **Active** – it indicates if the inventory item is active and available for sale when checked. If you clear it, you cannot include the item in any transaction and it will not show in the lookup list when creating an invoice or any other document
- **Substitute** - (optional) is the code for the inventory item that can substitute the current one. Click on the search icon to the right of the field to select from the list of current inventory list
- **Model** - (optional) is up to twenty characters indicating the textual description of the model
- **UPC #** - (optional) is up to twenty characters indicating the item control number
- **Location** - is the code that identifies the location assigned to this inventory item.

- **Line** – is the product line unique identifier assigned to this inventory item, the Inventory Data Classification section details procedures for entering data into this field
- **Group** – is the product group unique identifier assigned to this inventory item, the Inventory Data Classification section details procedures for entering data into this field
- **Class** – is the product class unique identifier assigned to this inventory item, the Inventory Data Classification section details procedures for entering data into this field
- **Subclass** – is the product subclass unique identifier assigned to this inventory item, the Inventory Data Classification section details procedures for entering data into this field
- **Category** – is the product category identifier assigned to this inventory item, the Inventory Data Classification section details procedures for entering data into this field
- **Sale Price** - (optional) is the product sale price
- **Cost** - (optional) is the current unit cost. When you create an inventory item, you can input the initial cost if known. From there on, the cost value is updated continuously as your inventory stock changes. The value shown represents the **average cost** of your on-hand inventory. Once your inventory item is created, you can change the unit cost through the **Inventory Adjustment** function in **Maintenance** menu
- **Return Cost** - (optional) is the return cost value in a Sales Return. The item will take this cost if the return cost is greater than zero (0), otherwise it will take the average cost
- **Last Cost** – is the last cost in a purchase order received without any additional expenses added as updated by the system, this field cannot be changed
- **Last Cost (date)** – is the date the last cost was updated, this field cannot be changed is updated by the system
- **Last Order (date)** – is the date this item was last ordered in a purchase order as updated by the system, this field cannot be changed
- **Last Price (date)** – is the date the sale price was updated by the user after the create date, this field cannot be changed is updated by the system
- **On-Hand** – is the current on-hand quantity. When you create an inventory item, you can input the initial on-hand quantity and the system will automatically create an Inventory Adjustment entry. You will have the option to change the posting to the inventory adjustment account; otherwise will be posted directly to the Inventory cost
- **Booked**: is the quantity posted in sales order, repair order and rental order not shipped. This field cannot be changed is updated by the system.
- **Available** – is the quantity of the item you can sell, or rent or repair. Inventory On-Hand minus Booked. This field cannot be changed, is updated by the system
- **Committed** – is the quantity committed in a sales order or a repair order when there is no available quantity On-Hand. **Committed** quantity and **To Order** quantity are concurrently updated by the system and cannot be changed.

- **On Order** – is the quantity ordered to the vendor. This quantity increases when placing a purchase order and decreases when receiving the merchandise, it cannot be changed, is updated by the system.
- **To Order** – is the order quantity pending to the vendor at sales order or repair order creation and we do not have enough stock available (Booked minus On-Hand), the system generates quantities To Order. **To Order** quantity and **On Order** quantity are concurrently updated by the system and cannot be changed at creation of a purchase order or when making inventory adjustment. The **Committed** quantity will NOT be updated by a purchase order
- **In Shop-** is the quantity located at the repair shop and transferred from the inventory warehouse, is updated through a repair order and it cannot be changed.  
**Note:** This field can be turned off if you do not want to use this option, just go to **Change Setup** in menu **Settings** of the Sales module and uncheck **Disable Ship Inventory from Warehouse to Repair Shop**
- **Rented** – is the quantity of rented out items in units, is updated through a rental order, is increased when is delivered to the customer and reduced when is closed, either returned by the customer or not pickup, it cannot be changed
- **Total** – is how many times in quantity units the item has been rented, is updated through a rental order, it cannot be changed
- **Min/Max** – is the minimum and maximum quantities you should stock for this item. You can change these quantities manually or through the **Minimum and Maximum** process in the **Transactions** menu at the **Inventory module**
- **Profit/%** - is the profit calculated deducting the unit cost from the unit price. The profit amount and the percentage is displayed, is updated by the system and cannot be changed.
- **Vendor #** - is a ten-character field that identifies the primary vendor that most often supplies this item. When the system automatically generates purchase orders documents for this item, this vendor will be selected. Users may still purchase this item from any vendor, however system generated documents will use this vendor by default. Click on the search icon to the right of the field to select from the list of defined vendor-id
- **Part #** - this is the vendor's inventory part number for this item, up to 20 characters. This is a reference particularly to be use when ordering to the vendor, and when automatically generating purchase order documents
- **Order PTD** - quantity and amount accumulated from the sales, rental and repair orders for the current period (13 periods or 12 periods per year). No tax included in sales. This field cannot be changed
- **Sales PTD** - quantity and amount accumulated from the inventory items invoiced for the current period (13 periods or 12 periods per year). No tax included in sales. This field cannot be changed
- **Sales YTD** - quantity and amount accumulated from the inventory items invoiced since the start of the year up to date. No tax included in sales. This field cannot be changed



## Settings Inventory Page

The Settings page contains supplemental information about your inventory item. As with the information page, some fields are informative while others are editable. Following is a list of the fields and their description (all fields are required and editable unless otherwise specified):

The screenshot shows the 'Settings' tab of the 'Create and Maintain Inventory File' window. The 'Inventory #' field is 'HUB SWITCH' and 'Active' is checked. The 'Description' is '8 PORT 10-100 DUAL SPEED HUB ENCORE' and 'Description 2' is '8 PORT 10-100 DUAL SPEED HUB'. The 'Image' field is '8 Port Hub.jpg'. The 'Duty # / %' is ' / 0.0000'. 'Repair Time' is '0 Minutes'. 'Type Code' is 'NSPA'. 'Volume-Unit' is '0.0000' with 'EA' units. 'Weight-Unit' is '0.0000' with 'EA' units. 'Measure-Unit' is 'LB'. 'Vendor List Price' is '25.00', 'Vendor Price' is '25.00', 'Vendor Disc.' is '30.00', and 'Vendor D-Price' is '17.50'. 'Warr-Vendor' and 'Warr-Customer' are both '180 Days'. 'Created in' is '12/30/2006' and 'Created by' is 'SUPER'. 'Item Type' is 'Sales', 'Control Method' is 'Standard', 'Perpetual' is checked, 'Kits' is checked, and 'ABCZ' is 'B'. 'Manufacturer #' and 'Part #' are empty. 'Inventory Security', 'Lead Time', and 'Order Frequency' are all '0.00'. The 'Apply' section has 'Discount', 'Commission', and 'Taxable' checked, and 'Lot Expires' unchecked. The 'Change' section has 'Description', 'Price', 'Discount', and 'Notes' all checked.

- **Description 2** - (optional) is a second description for your item, up to 54 characters
- **Image** - (optional) is up to forty characters indicating the file name that contains an image for your inventory item. Click on the folder icon to the right of the field in edit mode to locate the image for this item. A good subdirectory to place all your images under the "SIS1" (business 01) will be SIS1\PIC
- **Duty # / %** - (optional) is the duty # assigned to this item and the duty percentage to calculate the duty rate.
- **Repair Time** - (optional) is the repair time in minutes for this item. This time is used with the Repair Order to calculate the performance of the Technician when repairing. See Summary Current Repair Order Productivity Report.
- **Type Code** - is the chart of account assigned to this group of inventory. The type code has four (4) accounts: Sales, Cost of Goods Sold (COGS), Sales Return and Inventory. Click on the search icon to the right of the field to select from the list of defined type codes

- **Volume-Unit** - is the physical volume of the smallest unit of this item. You do not have to enter a volume value to validate a product; however, a volume unit must be entered. Click on the search icon to the right of the field to select from the list of defined units-id
- **Weight-Unit** - is the product weight of the smallest unit of this item. You do not have to enter a weight value to validate a product; however, a weight unit must be entered. Click on the search icon to the right of the field to select from the list of defined units-id
- **Measure Unit** – is the code for the unit of measure used by this item, the Inventory Data Classification section details procedures for entering data into this field. Click on the search icon to the right of the field to select from the list of defined units-id
- **Vendor List Price** - (optional) is the vendor's list price, could be in local or foreign currency, this is your cost if the vendor does not give you any discount. You do not have to enter a vendor list price to validate a product; however, if the system is using by default Multicurrency, as set up in **Business Set Up of Settings, Change Set Up**, a currency unit at the right should be entered. Click on the search icon to the right of the field to select from the list of defined currency-id. This picture above is not using Multicurrency
- **Vendor Price** – is the vendor's list price in local currency calculated by the currency exchange rate when using multicurrency. If not using multicurrency, the vendor list price and the vendor price will show the same amount. If the system is using by default Multicurrency, as set up in **Business Set Up of Settings, Change Set Up**, the local currency unit at the right will show. This field is updated by the system and cannot be changed
- **Vendor Discount** – is the vendor's discount given to you on purchases of this item. Examples if vendor is giving you a 25 % discount enter as 25.00
- **Vendor Discount Price** – is the vendor-discounted price of the item in local currency. This field is updated by the system and cannot be changed
- **Warranty Vendor** – is the number of days from a vendor's invoice date for which you have warranty on this item. Be sure to specify the same type of units in warranties, vendor or customer. In other words, you can choose the type of unit used, days, weeks or months, but you should use the same unit for both warranty data requested. The number of days entered is added to the invoice date to determine a product's warranty expiry date
- **Warranty Customer** – is the number of days from a customer's invoice date for which you offer warranty on this item. Be sure to specify the same type of units in warranties, vendor or customer. In other words, you can choose the type of unit used, days, weeks or months, but you should use the same unit for both warranty data requested. The number of days entered is added to the invoice date to determine a product's warranty expiry date
- **Created in** – the date when the record was created, updated by the system
- **Created by** – is the user that created the record, updated by the system
- **Item Type (Sales, Rental or Part)** - indicates item type:
  - **Sale** item - are those items that will appear in a Sales Order, Sales Quote, Invoice, Sales Return and Repair Order. The **Prices Tab** will show the multi sales prices for the item if multi-price was setup

- **Rental** – are those items that will **only appear in a Rental Order**. The **Prices Tab** will show all the rental information for the item
- **Part** - are those items that will only appear in a **Work Order**, in the Fixed Asset module. The **Prices Tab** will show an empty tab. Do not confuse this item type with an Inventory that is Part of a kit.

**Note:** When creating a Purchase Order all item type above will show in a purchase order, meaning we can purchase for all item types.

- **Control Method - Zeta Pro™** has four (4) control methods: Standard, Serial, Lot and Non Inventory. Once the user selects the method and the new item is accepted, this field cannot be change. All items must be designated as one of the following:
  1. **Standard** are all the regular items that are not serialized, or lot, or non-inventory and uses the “purchase-selling” process
  2. **Serial** indicates that this item uses serial numbers, a unique number. You must specify a serial number for these products when making any type of inventory transactions. This means that you cannot receive or sell any serialized product without entering a serial number. The system will not accept a blank serial number. On-hand inventory is track not just for the product, but also for each serial number. When a stock query is perform for a serialized product, the system will tell you not only how many units are on-hand, but also what serial numbers are on hand.
  3. **Lot** indicates that this item uses lot numbers, a number for a group of products. As with serialized products, you must specify a lot number for these products when making any type of inventory transaction. Unlike serialized products, a quantity is associated with each lot number. When a lot product is receive, you must specify the lot number, how many of each lot you are receiving and expiration date. When selling or adjusting the inventory of lot item product, you must specify how many from each lot number you are selling or adjusting.
  4. **Non Inventory** are those non stock inventory items, those we rarely keep in stock, this type has a special feature that you can include the cost in any document in order to make short the “purchase-selling” process (the cost will appear in the screen so we can add the cost for this particular item). The meaning of the “purchase-selling” process is that we do not have to create a purchase order every time to post the cost and unit on hand. Just remember to have units on hand through inventory adjustment or create with enough units on hand if is setup as a **perpetual product**; otherwise you can set it up as a **non-perpetual** product not to track on-hand units.
- **Perpetual:** if **checked**, you want the system to keep a perpetual inventory, to track stock levels on this product in Sales Order, Rental Order, Repair Order, Invoices, Sales Return and Purchase Orders. If unchecked, it will display in color red at the screen, stock levels are not available on non-perpetual products. At the same time, non-perpetual products never affects the asset chart of account. All products such as freight, labor, mileage or any other type of products used to add additional charges to Sales Order or Repair Order should be set up as **non-perpetual**.

## **Inventory Journal Entry**

**Journal entries scenarios:** Entries are created automatically by the system every time a user invoices a product; the system creates a set of transactions, no user intervention is necessary.

Inventory transactions are created by all shipping or receiving process in the Sales, Purchasing and Inventory modules. When creating a detail line at a sales order, or invoice, or repair order, or rental order it creates an inventory transaction; at the same time, a purchase order receipt line creates an inventory transaction.

### **1. Sales of a Perpetual Product:**

A \$100 sale price of a perpetual product with a cost of \$50 uses three accounts of the Item Code set up (Sales Revenue, Cost of Goods Sold and Inventory) and the Accounts Receivables account from the customer record.

Account	Debit	Credit
Accounts Receivable	100.00	
Sales Revenues		100.00
Cost of Goods Sold	50.00	
Inventory		50.00

### **2. Sales Return of a Perpetual Product:**

A \$100 sale return of a perpetual product with a cost of \$50 uses three accounts of the Item Code set up (Sales Return, Cost of Goods Sold and Inventory) and the Accounts Receivables account from the customer record. The Sales Return account is use instead of Sales account only when returning merchandise.

Account	Debit	Credit
Sales Return	100.00	
Accounts Receivables		100.00
Inventory	50.00	
Cost of Goods Sold		50.00

### 3. Sales of a Non-Perpetual Product:

A \$30 sale price of a non-perpetual product with no cost, like internal freight, only uses the Sales Revenue account of the Item Code set up and the Accounts Receivable account from the customer record.

Freight Items should be setup as a Non-Perpetual and Non-Inventory. By posting the freight, this way is when you do not keep track of the individual freight cost per invoice. Example, we charge a fix amount for freight at all invoices shipped and at the Payables module, we charge the freight to Accounts Payable and Freight Cost.

Account	Debit	Credit
Accounts Receivable	30.00	
Freight Revenues		30.00

### 4. Sales of a Non-Perpetual Product and a Non-Inventory:

A \$30 sale of a non-perpetual product like external freight, which cost is entered at time of creation of the line. Non-perpetual product only uses the Sales Revenue account, plus the Account Receivable account from the customer record, but because is also a Non-Inventory product, we have to input the cost and it uses the debit and credits of the cost side.

Posting the freight this way you can keep track of the individual freight cost per invoice. Example, we charge the exact amount for the cost freight at all invoices shipped and, at the Payables module, we charge the freight to Accounts Payable and Freight Payable.

Account	Debit	Credit
Accounts Receivable	30.00	
Freight Revenues		30.00
Cost of Freight	10.00	
Freight Payable		10.00

### 5. Item Code set up for Non-Perpetual Product and a Non-Inventory

You should set up **Freight** as a product and call it when invoicing, the correct set up is as follow in the Item Code:

Sales	Freight Revenue
Cost of Goods Sold	Cost of Freight
Sales Return	Freight Return
Inventory	Freight Payable

When posting the freight payable invoice for your vendor you should post it to Accounts Payable (credit) against Freight Payable (debit). This debit will offset the credit from the Invoicing transaction; in this example will be 10.00.

- **Kits** - indicates if this is a master item, which has parts, it will display in color red at the screen, refer to [Inventory Parts](#) to define a list of products that will make up this kitted product. This field is for information only. This field cannot be change. A Kit product must be set up as **non-perpetual** item; stocks for kits are always maintained at the component level. Kits are picked or assembled at the time of the order. The price for a master item (Kit) is specific to the Kit. it is not a sum of the individual parts prices. Depending on which option was selected at the document level, either one of the following the print output will be different:
  - 1) Adding a Component
  - 2) Just this item or
  - 3) Adding a New Format
- **ABCZ** – is the code for ABC classification. Use **'Z'** if the classification is undefined.
- **Manufacturer #** - is a ten-character field that identifies the manufacturer that most often manufacture this item. Click on the search icon to the right of the field to select from the list of defined manufacturer-id. This field can be blank, otherwise it should be a valid manufacturer.
- **Part #** - this is the manufacture's inventory part number for this item, up to 20 characters. This is a reference particularly to be use when ordering to the vendor.
- **Inventory Security** – is the period that covers your needs with the merchandise that you have in the warehouse if suddenly your vendors stopped shipping by any reason, like one week, one month, etc.
- **Lead Time** – is the time the order takes to arrive to the warehouse from the vendor. If you have more than one vendor per inventory item, you will probably have different waiting time per vendor
- **Order Frequency** – is the time between your orders. This determines the frequency with which you reorder your merchandise, the more frequently you order, the less your inventory level will be:
  - For Inventory Security, Lead Time and Order Frequency make sure to specify the same unit value. In other words, you can decide the value of unit used, days, weeks or months, but you should use the same unit (value) for All -
- **Apply Discount** - if checked, discounts can be applied to this item
- **Apply Commission** - if checked, commissions will be calculated for this item
- **Apply Taxes (Taxable)** - if checked, the item is taxable
- **Apply Lot Expires** - only used for Lot items. If checked, the system will force to enter an expiry date when lot inventory is received in a purchase order or in any inventory function

- **Change Description** - if checked, indicates that the user can change the item description in the invoice, sales return, sales order, sales quote, purchase order, purchase quote, repair order or rental order
- **Change Price** - if checked, indicates that the user can change the item price in the invoice, sales return, sales order, sales quote, repair order or rental order
- **Change Discount** - if checked, indicates that the user can change the item discount in the invoice, sales return, sales order, sales quote, purchase order, purchase quote or repair order or rental order
- **Change Notes** - if checked, indicates that the item can have notes in the invoice, sales return, sales order, sales quote, purchase order, purchase quote, repair order or rental order

## Notes Inventory Page

The Notes page is where you can optionally fill the notes for this item and notes for the location fields, example: Aisle 6 – Bin 4. This is for reference only.

The screenshot shows a software window titled "Create and Maintain Inventory File" with a "Notes" tab selected. The window contains the following fields and controls:

- Inventory #:** HUB SWITCH (with a search icon) and an  for "Active".
- Description:** 8 PORT 10-100 DUAL SPEED HUB ENCORE (with a search icon).
- Notes:** A text area containing the text: "This Note will print in all Documents, depending if the fig is checked. Documents are: Invoices, Sales Return, Sales Order, Sales Quotes, Repair Order and Rental Order." Below the text area is a "Total Char." field with the value "170".
- Location:** A text area containing the text: "BIN M18 in Lower Rack". Below the text area is a "Total Char." field with the value "21".
- Bottom Bar:** A row of icons (search, print, save, delete, refresh) and a set of navigation buttons (Home, Previous, Next, End) followed by "OK" and "Cancel" buttons.



### Sales Inventory Page

The Sales page shows the accumulated quantities and amounts for invoiced items for each period (13 periods or 12 periods per year) of the previous and current year. Optionally, when you create a new inventory item, you can input known data in these fields. Once created cannot be changed and it is updated automatically by the system.

Information Settings Notes Sales Prices

Inventory # HUB SWITCH Active

Description 8 PORT 10-100 DUAL SPEED HUB ENCORE

Current Year		Prior Year		
Period 1	0	0.00	0	0.00
Period 2	0	0.00	0	0.00
Period 3	0	0.00	0	0.00
Period 4	0	0.00	0	0.00
Period 5	0	0.00	0	0.00
Period 6	0	0.00	0	0.00
Period 7	0	0.00	0	0.00
Period 8	0	0.00	0	0.00
Period 9	0	0.00	0	0.00
Period 10	0	0.00	0	0.00
Period 11	0	0.00	0	0.00
Period 12	0	0.00	0	0.00
Total	0	0.00	0	0.00

Navigation icons: Home, Back, Forward, Stop, OK, Cancel

## Prices Inventory Page

In the **Prices** page, you can easily setup your pricing policy for your Sales type inventory item. This page **only** shows the **Multilevel Pricing** chosen depending on the configuration in the **Sales** module (see information on **Change Set Up** for the Sales module). The current options are depending on the item type:

### Sales Item:

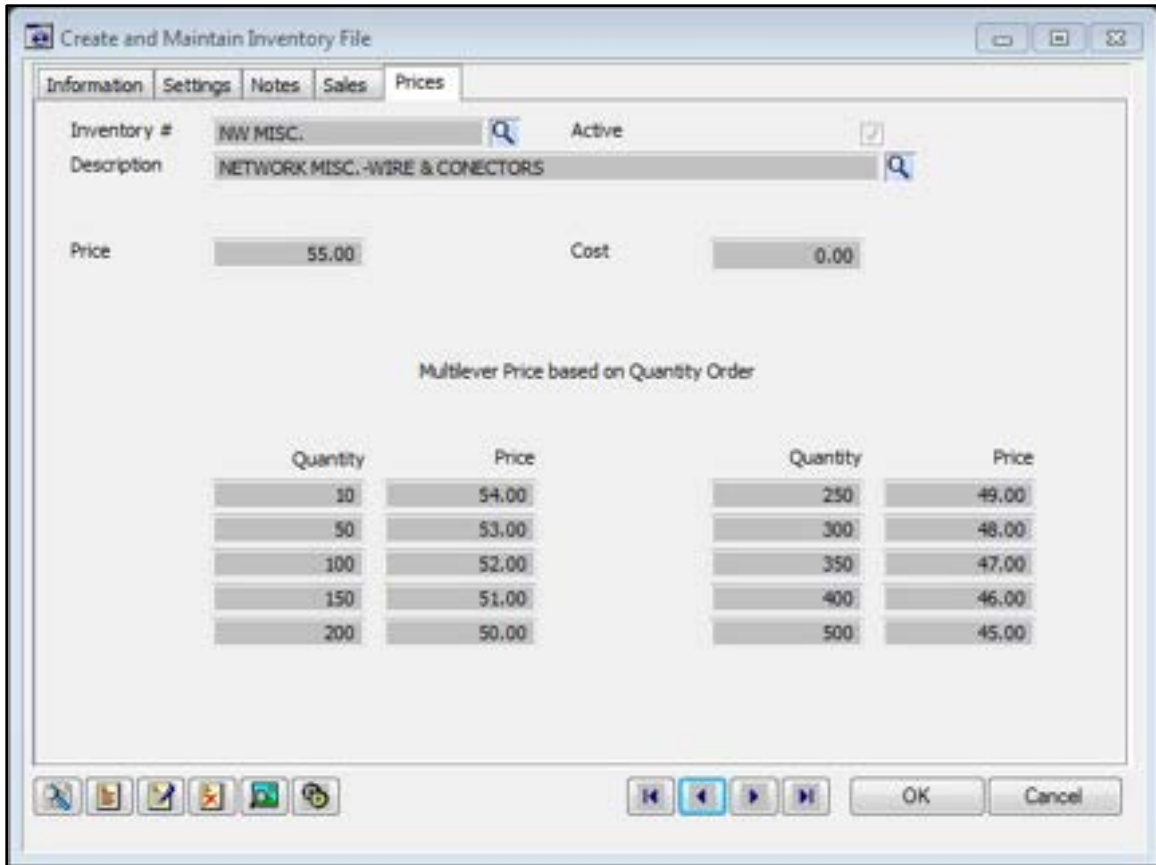
- **No Multilevel Pricing** - You will be using the standard list price (local or foreign) and no more prices are shown.

The screenshot shows a software window titled "Create and Maintain Inventory File" with a "Prices" tab selected. The window contains the following fields and controls:

- Inventory #**: HUB SWITCH (with a search icon)
- Active**:
- Description**: 8 PORT 10-100 DUAL SPEED HUB ENCORE (with a search icon)
- Price**: 100.00
- Cost**: 0.00
- Text**: No Multilevel Pricing

At the bottom of the window, there are navigation icons (back, forward, etc.) and "OK" and "Cancel" buttons.

- **Multilevel prices based on Quantity** - You can setup up to 10 prices based on the quantity ordered for each inventory item.



- **Multilevel prices based on Customer Code** - You have 10 codes or pricing categories. Assign a price to all the ones you need to use. When you do your **Customer Maintenance** in **Sales**, you can assign the appropriate pricing code to your customers.

The screenshot shows a software window titled "Create and Maintain Inventory File" with tabs for Information, Settings, Notes, Sales, and Prices. The "Prices" tab is active. The window displays the following information:

Inventory #  Active   
Description   
Price  Cost   
Multilevel Price based on Customer Code

	Price		Price
1	<input type="text" value="54.00"/>	6	<input type="text" value="49.00"/>
2	<input type="text" value="53.00"/>	7	<input type="text" value="48.00"/>
3	<input type="text" value="52.00"/>	8	<input type="text" value="47.00"/>
4	<input type="text" value="51.00"/>	9	<input type="text" value="46.00"/>
5	<input type="text" value="50.00"/>	10	<input type="text" value="45.00"/>

The window includes a toolbar at the bottom with icons for search, print, save, delete, and refresh, along with navigation buttons and "OK" and "Cancel" buttons.

**Rental Item:**

- **Hourly Rate** - the rental rate in one (1) hour unit
- **Daily Rate** - the rental rate in one (1) day unit, enter 8 hours per day
- **Weekly Rate** - the rental rate in one (1) week unit, enter 40 hours
- **Monthly Rate** - the rental rate in one (1) month unit, enter 160 hours
- **Min Hour** - the minimum hours a rental unit can be rented
- **Salvage amount** - the salvage amount of the rental item
- **Purchase Date and Amount** - purchase date and amount of the rental item
- **Service Date and Amount** - last service date and amount of the rental item
- **Next Service Day** - the next service of the rental item in day's unit
- **Delivery Amount** - the amount charged for delivery of the rental item
- **Service Due Date** - the next service due date of the rental item, date calculated by the system based on service date plus next service days
- **Deposit amount** - the deposit amount charged of the rental item
- **Hours rented** - the accumulated time in hour units of the rental item, if the rented item is a serialized item than this will be your hours rented of the item.
- **Insurance amount** - the insurance amount charged of the rental item

The screenshot shows a software window titled "Create and Maintain Inventory File" with tabs for Information, Settings, Notes, Sales, and Prices. The "Information" tab is active, displaying the following fields:

- Inventory #: ROV SERVICES (Active checkbox checked)
- Description: ROV SERVICES
- Price: 150.00
- Cost: 0.00

Below these fields is a "Rental Rates" section with a table:

	Hours	Rates	Dates	Amount
Hourly	1	150.00	Purchase 08/18/2017	4240.56
Daily	8	1000.00	Service 04/22/2019	0.00
Weekly	40	5000.00	Next/Delivery 90	50.00
Monthly	160	20000.00	Due/Deposit 07/21/2019	500.00
Min/Salvage	3	5000.00	Hours/Insurance 0	1000.00

At the bottom of the window are navigation icons and "OK" and "Cancel" buttons.

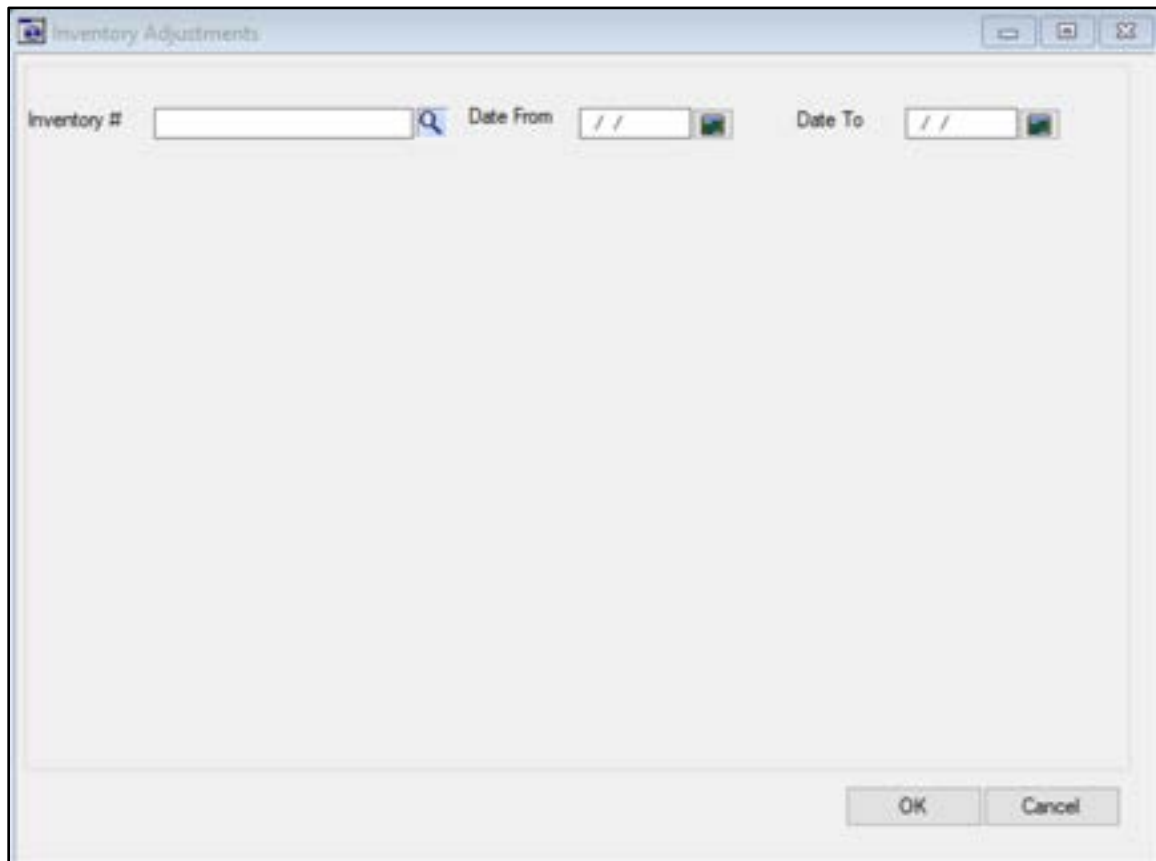
## **Inventory Adjustment**

With this option, you can directly enter the on-hand quantity as well as the cost for your inventory items. Use this option also to correct the information that the system holds about your items after you do a manual count and check out in your warehouse; or use it to enter the initial on-hand quantity and cost for newly created items, in case you did not fill this data during your creation process.

To work with this function, select **Inventory Adjustment** from the **Maintenance** menu or click on **Inventory Adjustment icon**.

To help you with the data, the system will display the **Inventory Search window** with the following searchable fields to help in the process.

- **Inventory #** - allows you to select the entire inventory or just one.
- **Date From** - allows you to select a date (create date) with a calendar popup icon
- **Date To** - allows you to select a date (create date) with a calendar popup icon

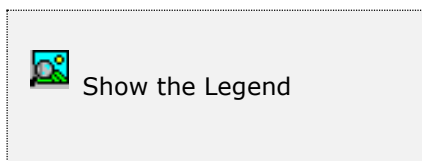
The image shows a screenshot of a software window titled "Inventory Adjustments". The window has a standard Windows-style title bar with minimize, maximize, and close buttons. Below the title bar, there are three input fields: "Inventory #" followed by a search icon, "Date From" followed by a date selection icon, and "Date To" followed by a date selection icon. The main area of the window is empty. At the bottom right, there are two buttons labeled "OK" and "Cancel".

The system will display the search window with the **OK** and **Cancel** buttons. Click **OK** to proceed or click **Cancel** to abort and return to the selection option.

The user can combine any criteria, and only those fields entered by the user become part of the query. If no searchable field entered and by clicking the **OK** button, the system will display the search result with all the data.

Inventory #	Description	Price	On Hand	Booked
DATA SWITCH	BELKIN DATA SWITCH A/B FOR PRINTER	0.00	1	0
DELORMEGPSHHELD	DELORME SWITCH GPS AND SONY HAND	0.00	1	0
DEPOSIT SLIP	DEPOSIT SLIP	97.00	0	0
DHL-ECON	DHL-ECONOMY SERVICE	0.00	0	0
FEDEXP-ECON	FEDERAL EXPRESS - ECONOMY SERVICE	20.00	0	0
HEADPHONE BLK SLVEI	BLACK HEADPHONE WITH SILVER	0.00	1	0
HEADPHONE WHT	WHITE HEADPHONE	0.00	1	0
HEADPHONE YLOW	YELLOW HEADPHONE	0.00	1	0
HUB SWITCH	8 PORT 10-100 DUAL SPEED HUB ENCORE	100.00	1	0
HW-SALESTOCK	HARDWARE SALE IN STOCK	0.00	0	0
KEYBOARD	COMPUTER KEYBOARD (1 SERIAL 1 PS2)	0.00	2	0
KVM SWITCH	4 PORT KVM SWITCH DLINK	0.00	1	0
MISC INCOME	REIMBURSEMENT	0.00	0	0
MONITOR CABLE	MONITOR CABLE	0.00	1	0
NS-EQUIPMENT	OPERATIONAL EQUIPMENT	0.00	0	0
NS-SALES STOCK	NON STOCK SALES	0.00	0	0

The user can select the inventory by **Double-clicking** on the selected inventory or by selecting the inventory and clicking the **OK** button



At the bottom of the Search window, you will find a set of icons that will show available functions.

The **Browser Legend** will display different colors depending of the status:

**Inactive** – the inventory color is **Red**

**No Stock** – the inventory color is **Yellow**

**Active** – the inventory color is **White**

**Selected** – the inventory-selected color is **Dark Blue** (HUB SWITCH)

After selecting the item, the upper section of the window lets you select or search the item and the middle section will allow to input and verify the adjustment quantity and cost.

### **Adjusting an Inventory Item**

First, search for your inventory item, clicking on the search icon to the right of the Inventory # field or on the bottom of the window.

Click **OK** to activate the edit mode, showing the middle section of the window.

In the **quantity** field, enter the new adjustment quantity. This quantity value is an **adjustment**, not the total On-Hand value. In other words, is the difference found from the On-Hand value reported by the system and the real On-Hand value. If the new On-Hand quantity is greater, than the adjustment value must be positive. If the new On-Hand quantity is less, the adjustment must be negative (value pre-ceded by a minus sign). The system will update the new On-Hand quantity on the second line as you type your adjustment.

You **cannot decrease** your inventory stock below the current On-Hand value. This will make your stock negative.

In the **cost** field, enter the new cost value, if needed. The default is the current calculated unit cost for your item. This value must always be zero or positive.

If you only need to adjust the unit average cost, enter zero (0) in quantity and the **new average cost per unit** in this field.

In the **comment** field, enter a brief comment for the transaction (up to 30 characters).

In the **date** field, enter the date for the transaction.

In the adjustment **Reason**, first search for your reason, clicking on the search icon to the right of the Reason field, this is a mandatory field.

### **Inventory Transfer to Finance**

**Zeta Pro™** will transfer directly the adjustment to the Inventory Adjustment account for the increase or decrease of the inventory quantity or cost adjusted.

You have the option to post this transaction to another account if you check the field **Change Inventory Adjustment Account**, letting you to enter the appropriate accounts at the bottom of the window. The system default value will show, if you need to, change them by entering the new account numbers or searching by clicking on the search icon to the right of the fields. This can be helpful when correcting data entry errors and the like. In any case, consult with your accountant.

Click **OK** to process the transaction.

**Note:** The system creates additional automatic adjustments (Transfer to Finance adjustment) in the adjustment file when the new adjusted cost multiplied by the new adjusted quantity is not equal to the new On-Hand total.



**Take for example, the following case:**

We have 10 units in stock with a total cost of 8.10 with an average unit cost of 0.81.

Now we have to increase the stock by 5 units at an average cost of 0.73.

The new total cost of our inventory item will be 11.75 ( $0.81 \times 10 + 0.73 \times 5$ ) which leads to a rounded average cost of 0.78 ( $11.75/15$ ).

With this new average cost, we have a difference of 0.05 from the original total cost of 11.75 and the new average cost of 11.70 ( $0.78 \times 15$ ).

In this case, the system will create an extra adjustment for the missing cost of 0.05, bringing the total cost to its real value and charging the appropriate chart of account.

The screenshot shows the 'Inventory Adjustments' window with the following data:

Inventory #	HUB SWITCH		
Description	8 PORT 10-100 DUAL SPEED HUB ENCORE		
On-Hand	1		
Booked	0		
Available	1		
Quantity	3	Cost	0.00
Quantity	4	Cost	0.00
Adjustment			0.00
New Total			0.00
Date	07/20/2022	Reason	CYER (CYCLE COUNT ERROR)
Inventory Account	11071	Inventories on Stock	
Inventory Adjustment Account	54010	Inventory Adjustment	

**Reduce Booking in an Inventory Item**

If you have **booked quantity** and decreases your inventory stock below the **Available** units (calculated from On-Hand quantity minus Booked quantity, the system will ask if you want to **remove the booked ones**. This process will start with the sales orders and, if needed, continue with the repair orders. In this case, the system will update the **Committed** value to reflect the missing quantity. In the case of the repair order, if needed it will also change the status of a repair order to **Missing Parts** status.

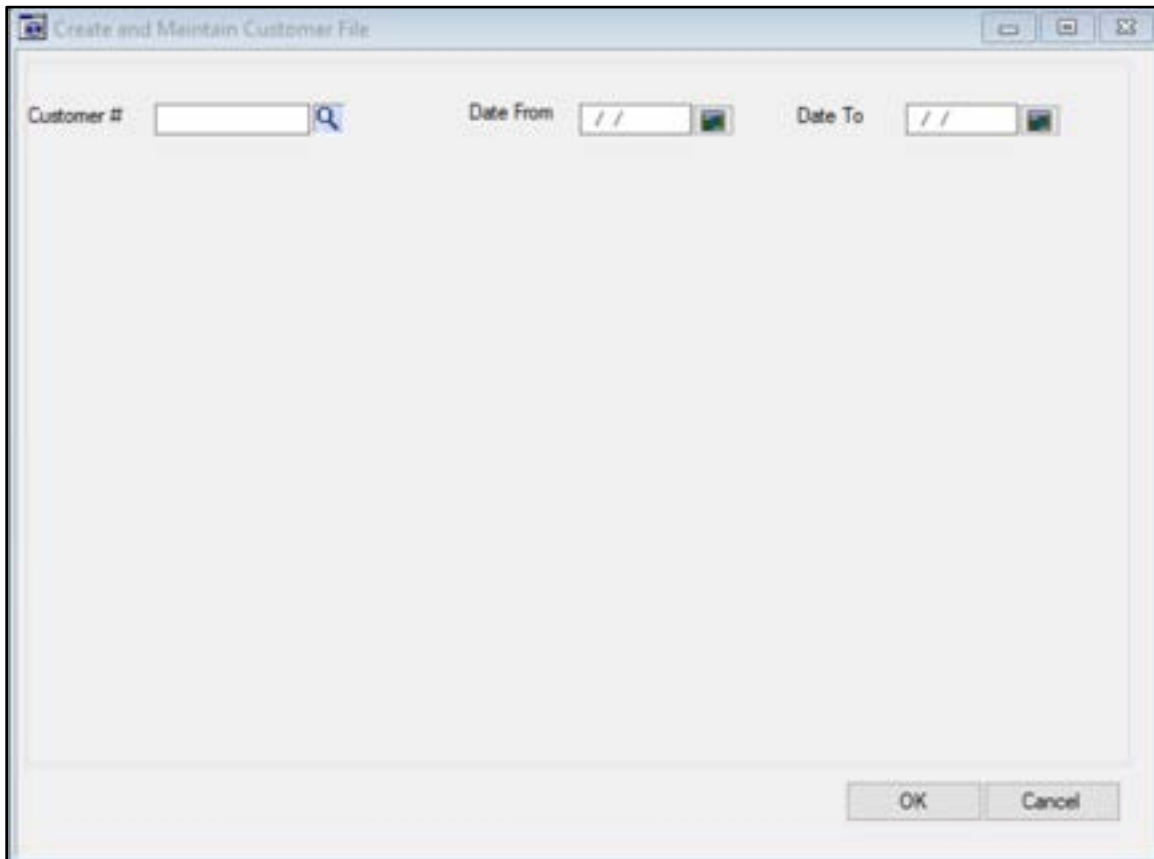
## **Customer Data**

This is the main customer maintenance function. Here is where you have all the characteristics for each customer that you will keep track in your system.

To work with this this function, select **Customer** from the **Maintenance** menu or click on **Create and Maintain Customer File icon**.

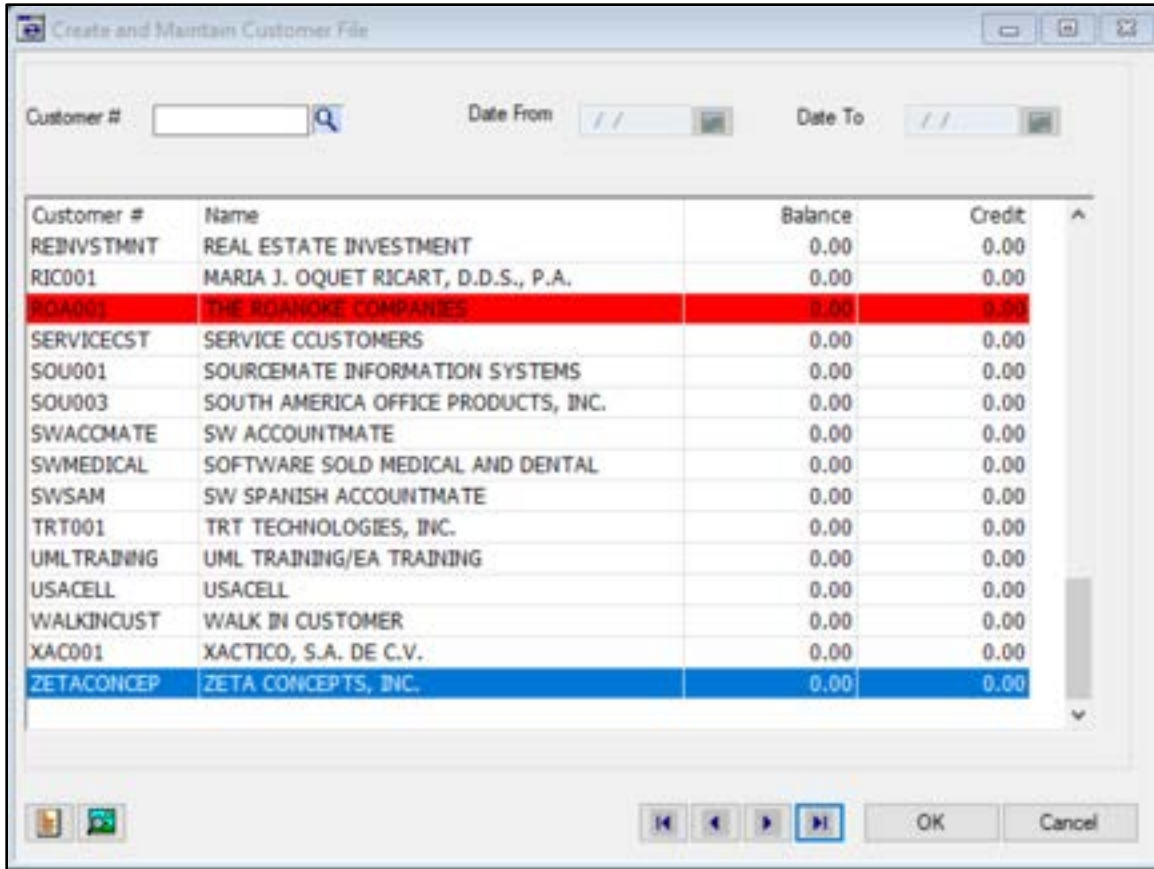
To help you with the data, the system will display the **Customer Search window** with the following searchable fields to help in the process.

- **Customer #** - allows you to select the entire customer or just one.
- **Date From** – allows you to select a date (create date) with a calendar popup icon
- **Date To** – allows you to select a date (create date) with a calendar popup icon

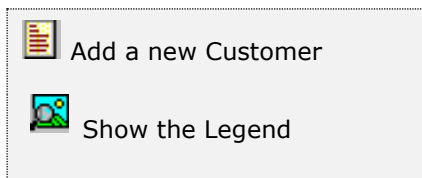


The system will display the search window with the **OK** and **Cancel** buttons. Click **OK** to proceed or click **Cancel** to abort and return to the selection option.

The user can combine any criteria, and only those fields entered by the user become part of the query. If no searchable field entered and by clicking the **OK** button, the system will display the search result with all the data.



The user can select the customer by **Double-clicking** on the selected customer or by selecting the customer and clicking the **OK** button



At the bottom of the Search window, you will find a set of icons that will show available functions.

The user from this window can also add a new customer by clicking the **Add icon** to start a new customer.

The **Browser Legend** will display different colors depending of the status:

**Inactive** – the customer color is **Red**

**Active** – the customer color is **White**

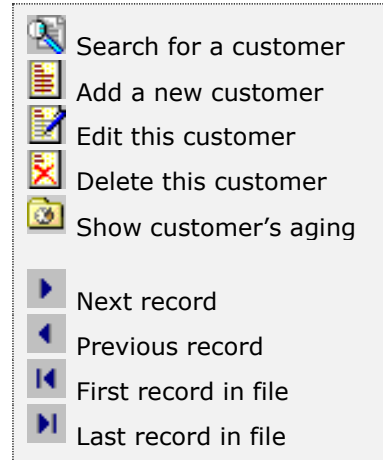
**Selected** – the customer-selected color is **Dark Blue** (ZETACONCEP)

To make the text easier to read, the following topics describe generalized procedures. Please refer to the described data fields if you need more information.

You have action icons located on the bottom of the window. They will allow you to search, add, edit or delete an item.

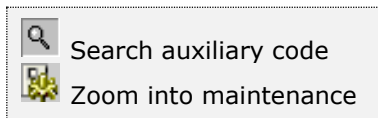
You will find an icon to show the customer's aging.

You also have the record movement icons that allow stepping forward or backward in the inventory item file.



### **Auxiliary Data Fields**

Several of the data fields used in the customer windows require that you enter a code previously defined in other places. Fields like region/state, customer class, and salesman are an example of these.



If you do not know the code of your data, you can click on the search icon located to the right of the field and get a lookup window where you can find your desired record. There will be times when you have not defined the appropriate record in advance. To avoid forcing you to exit your current item definition and jump to another task to define what you are missing, this search window provides a **zoom** icon. Click on it and the corresponding maintenance window for the record type will appear, letting you create a new one if needed. When you are finished creating or modifying the auxiliary record. Click **OK** to return to your search window, with your new or modified record already selected on the list. Click **OK** once more and your new or modified record data will be entered in its corresponding field in the customer window.

### **Searching for a Customer**

To search for a specific customer you can:

- Click on the search icon on the bottom of the window, or
- Click the **F1** key on the keyboard

Both of these methods will start a search. If you want, you can start the search based on the description by clicking on the search icon to the right of the description field.

Navigate through the defined records, by means of the bottom movement icons.

Locate the needed record by means of the arrow keys [ $\uparrow$  $\downarrow$ ] and click **OK** to select it. To return without making a selection click **Cancel**.

### **Adding a Customer**

To create a new customer you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Now you can fill the customer code and the rest of data in the different pages. Refer to the descriptions and guidelines for the different fields.

To save the new data click **OK** or click **Cancel** to discard it.

### **Editing a Customer**

To edit a customer first select it, then:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

Move to the appropriate page and change the required Data. Refer to the customer data for a description and guidelines of the fields.

Click **OK** to accept and save the new data or click **Cancel** to retain the original.

### **Deleting a Customer**

As a security measure, you can only delete a customer's record if it is inactive and does not have transactions.

To delete a customer first select it, then:

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or **No** to keep it.

### **Customer Aging**

To see a customer's aging, first select it, then:

Click on the **Aging** icon on the bottom of the window.

A new window will appear showing the customer's aging in ranges:

1 – 30, 31 – 45, 46 – 60, 61 – 90 and over 90 days due, along with the balances.

To close the aging window, click **OK** or click **Cancel**.

To make it easier to work with the high number of fields needed to store the data, the customer window has four pages: **information, settings, notes and sales**.

## Information Customer Page

The Information page contains the most relevant data for a customer. Some data fields are informative only while others are editable. Following is a list of the fields and their description (all fields are required and editable unless otherwise specified):

The screenshot shows a software window titled "Create and Maintain Customer File" with tabs for "Information", "Settings", "Notes", and "Sales". The "Information" tab is active, displaying a form for customer data. The form is divided into two main sections: a left column for general and contact information, and a right column for financial and operational data.

Field	Value
Customer #	ZETACONCEP
Name	ZETA CONCEPTS, INC.
Address	YOUR STREET
*Invoice*	
City	MIAMI
State	FLORIDA
Zip Code	ZIP CODE
Country	U.S.A.
Address	YOUR STREET
*Ship to*	
City	MIAMI
State	FLORIDA
Zip Code	ZIP CODE
Country	U.S.A.
Fiscal ID	9999-999999999-999
Contact	SUPPORT
Position	MANAGER
Email	support@zetaconcepts.com
Web Site	www.zetaconcepts.com
Active	<input checked="" type="checkbox"/>
Credit Limit	5000000000.00
Balance	588.24
Open Credit	481.76
Order PTD LC	4570.00
Order PTD FC	8000.00
Sales ATD	26115.76
Sales YTD	15549.76
Sales PTD	2549.76
Last Pymnt.	2000.00
Last Date	02/25/2017
Last Invoice	12/08/2023
Last Invoice	00011020
Phone	305-227-0270
Fax	
Salesman	JFZ

- **Customer #** - is the unique ID that identifies the customer, up to ten (10) alphanumeric characters
- **Active** – It indicates if the record is in active state. Only active customers can be subject of transactions (invoicing, sales, etc.)
- **Name** – it contains the name for the customer, up to 30 characters
- **Invoicing Address, City, State, Zip Code and Country** – it contains information about the invoicing address for the customer
- **Shipping Address, City, State, Zip Code and Country** – it contains information about the shipping to address for the customer. If blank, the invoicing address will be use. **Optional**
- **Fiscal ID** – is the fiscal ID for the customer. **Optional**
- **Contact** – is the name of the person that should be contacted when addressing issues with this customer. **Optional**
- **Position** – is the position the contact person holds with this customer

- **Email** - enter the contact email address. **Optional**
- **Website** - enter the business website address. **Optional**
- **Credit Limit** - enter the credit limit (in local currency if using Multicurrency) that applies to the customer. **Optional**
- **Balance** - it shows the current customer's balance. After creation cannot be changed, updated by the system.
- **Open Credit** - it shows the amount of the customer's open credit invoices. After creation cannot be changed, updated by the system.
- **Order PTD LC** - it shows the ordered amount through sales, repair or rental Orders, (PTD) Period-to-Date, in (LC) local currency. After creation cannot be change, updated by the system. No tax included in orders
- **Order PTD FC** - it shows the ordered amount through sales, repair or rental Orders, (PTD) Period-to-Date, in (FC) foreign currency. After creation cannot be change, updated by the system. No tax included in orders.
- **Sales ATD** – it shows the total amount of sales for the customer up to the current date, (ATD) Amount-to-Date - When you are creating a new customer, you can input the known value. After creation cannot be changed, updated by the system. No tax included in sales. **Optional**
- **Sales YTD** – it shows the amount of sales for the customer from the start of fiscal year up to the current date, (YTD) Year-to-Date - When you are creating a new customer, you can input the known value. After creation cannot be change, updated by the system. No tax included in sales. **Optional**
- **Sales PTD** - it shows the amount of sales for the customer from the start of the current period up to the current date, (PTD) Period-to-Date - When you are creating a new customer, you can input the known value. After creation cannot be changed, updated by the system. No tax included in sales. **Optional**
- **Last Payment** - it shows the amount of the last payment received from this customer. When you are creating a new customer, you can input the known value. After creation cannot be changed, updated by the system. **Optional**
- **Last Date** – it shows the date for the last payment received from this customer. When you are creating a new customer, you can input the known value. After creation cannot be changed, updated by the system. **Optional**
- **Last Invoice** - it shows the date for the last invoice for this customer. When you are creating a new customer, you can input the known value. After creation cannot be changed, updated by the system. **Optional**
- **Last Invoice** – it shows the last invoice number for this customer. When you are creating a new customer, you can input the known value. After creation cannot be changed, updated by the system. **Optional**
- **Phone** - it shows the customer's phone number. **Optional**
- **Fax** - it shows the customer's fax number. **Optional**
- **Salesman** - it shows the code for the assigned salesman. Click on the search icon to the right of the field to select from the list of defined salesman. **Optional**

## Settings Customer Page

The Settings page contains the following information:

The screenshot shows the 'Settings' tab of the 'Create and Maintain Customer File' window. The customer information is as follows:

Field	Value
Customer #	ZETAACONCEP
Name	ZETA CONCEPTS, INC.
Active	<input checked="" type="checkbox"/>
Chart of Account #	1200
Account Description	ACCOUNTS RECEIVABLE
Industry	SW Software Developer
State	FL FLORIDA
Class	AS AUTH SALES
Pay Type	07 Term
Price Code	01
Discount	10.00
Pay Term	2.00
Days	30
Net	0
FL TAX	7.000 FL
Hold Credit	<input type="checkbox"/>
Apply Charges	<input type="checkbox"/>
Apply Discount	<input type="checkbox"/>
Created in	04/11/2004
Created by	SUPER

### **A sample Pay Type provided when a new business is setup, see customer pay type window**

- **Accounts Receivable account #** - input or search (clicking on the search icon) the corresponding account number
- **Industry** - input or search (clicking on the search icon) the corresponding code
- **State** - input or search (clicking on the search icon) the corresponding code
- **Class** - input or search (clicking on the search icon) the corresponding code
- **Pay Type** - input or search (clicking on the search icon) the corresponding code. Code "01" and code "07" should **never** be deleted from the system

The code **01** has a special meaning: **Cash Payment**. When this form of payment is specified, the system will automatically generate payments and close any invoice or sales return when they are created. The same will happen with sales orders, repair orders or rental orders when they are marked as shipped

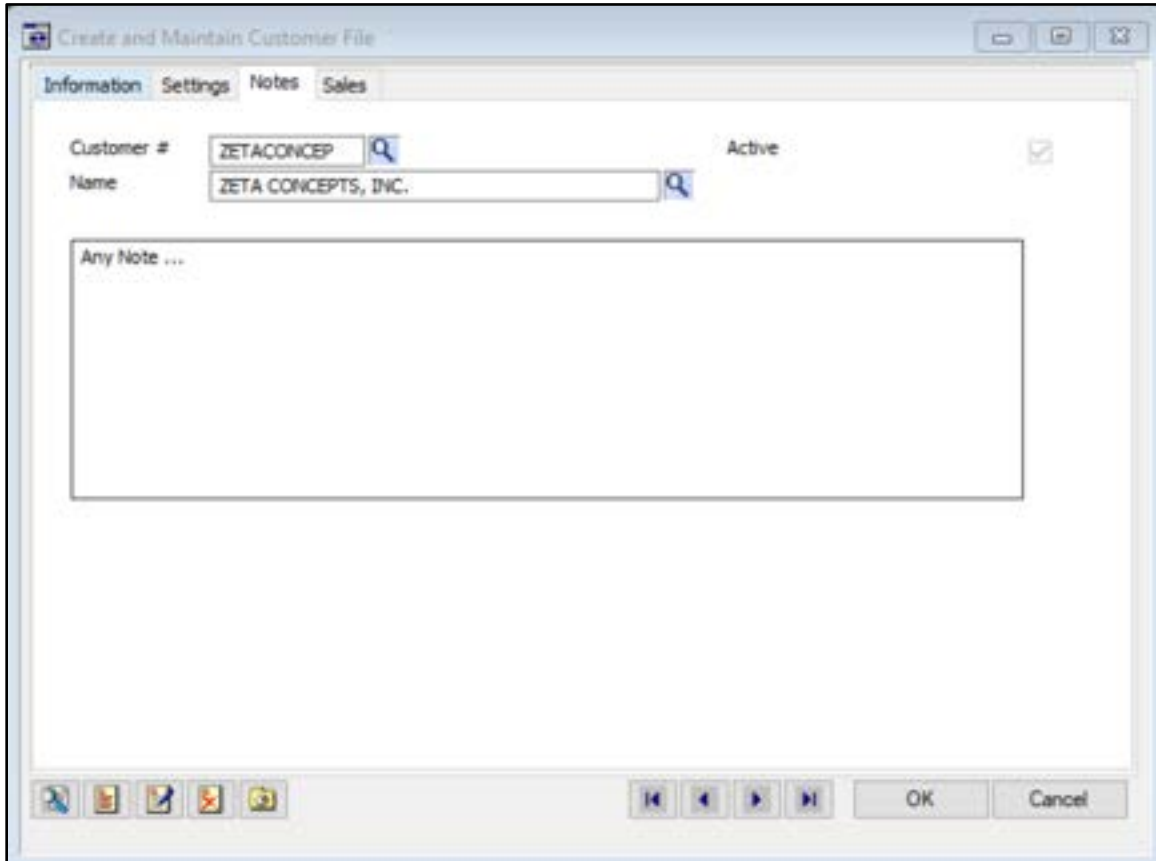
The code **07** has also a special meaning: **Term Payment** and its characteristics are specified in the fields **pay term**, **days** and **net**, described below



- **Price code** - select the pricing code you want to assign to the customer. Only applicable if **multi-level pricing** is in effect
- **Hold credit** – puts orders on hold if the customer is over the credit limit. A customer's credit is compare to his current A/R balance plus the total of all un-invoiced open orders in sales order, repair order and rental order. If the credit limit is set to 10,000 and his A/R is 6,000, then when all open orders for this customer reaches 4,000, the customer is considered to have exceeded his credit limit. The credit limit is evaluate as soon as you complete a line of a new document, such as invoice, sales order, repair order and rental order. As soon as a **line** is entered that puts the customer over his credit limit, the **Credit warning** message will display: **"Credit Limit 10,000 Orders: 4,000 Balance: 6,000"**
- **Apply Charges** - indicates if financing charges are applied to the customer's open balance. For future version
- **Apply Discount** - indicates if the customer receives a special discount in purchases
- **Discount** – indicates the discount percentage that applies to the customer
- **Pay Term, Days and Net** - specify the conditions that apply when the customer has been assigned a "pay type" code number **07** (term). This fields have the following meaning:
  - **Pay Term** - specifies the discount allowed.
  - **Days** - specifies the number of days allowed to apply the pay term discount.
  - **Net** - specifies the number of days allowed, after the discount period has expired, to apply only the net value.
- **Tax #1** - specifies the sales tax rate #1, as defined in **Settings, Change Set Up**
- **Tax #2** - specifies an additional sales tax, as specified in **Settings, Change Set Up**
- **Currency** - input or search (clicking on the search icon) the corresponding code for the currency-id for these customer transactions. If not using Multicurrency it will not show
- **Created in** – is the date when the record was created, updated by the system
- **Created by** – is the user that created the record, updated by the system

### Notes Customer Page

In the Notes page (optional), you can enter any text that relates to your customer.



### Sales Customer Page

In the Sales page (optional), you will find fields that shows the sales amount your customer has generated through the current and prior year. When you are creating a new customer, you can input all the known data. After creation these fields cannot be changed, are updated by the system.

The screenshot shows a software window titled "Create and Maintain Customer File" with a "Sales" tab selected. The window contains the following information:

- Customer #:** ZETACONCEP
- Name:** ZETA CONCEPTS, INC.
- Active:**

Current Year		Prior Year	
Period 1	0.00	Period 1	0.00
Period 2	0.00	Period 2	0.00
Period 3	0.00	Period 3	0.00
Period 4	0.00	Period 4	0.00
Period 5	0.00	Period 5	0.00
Period 6	-450.24	Period 6	0.00
Period 7	1000.00	Period 7	0.00
Period 8	0.00	Period 8	0.00
Period 9	0.00	Period 9	0.00
Period 10	0.00	Period 10	0.00
Period 11	0.00	Period 11	0.00
Period 12	566.29	Period 12	0.00
<b>Total</b>	<b>1116.05</b>	<b>Total</b>	<b>0.00</b>

At the bottom of the window, there are navigation icons and buttons for "OK" and "Cancel".

## **Multiple Shipping Addresses**

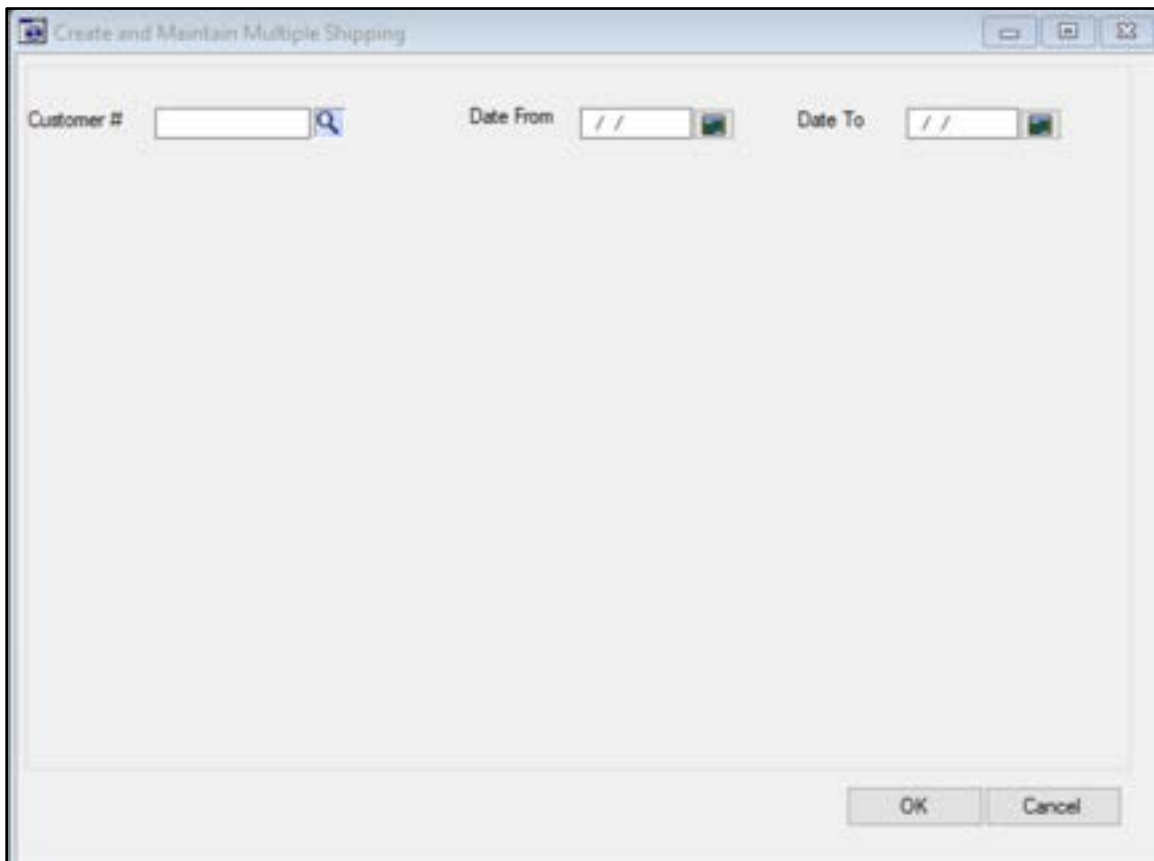
For those customers that have multiple premises and need you to ship to any one of them, **Zeta Pro™** provides the means to record countless shipping addresses.

To use this option you should have defined your customer first (see previous topics).

To work with this function, select **Multiple Address** from the **Maintenance** menu or click on **Create and Maintain Multiple Shipping icon**.

To help you with the data, the system will display the **Multiple Address Search window** with the following searchable fields to help in the process.

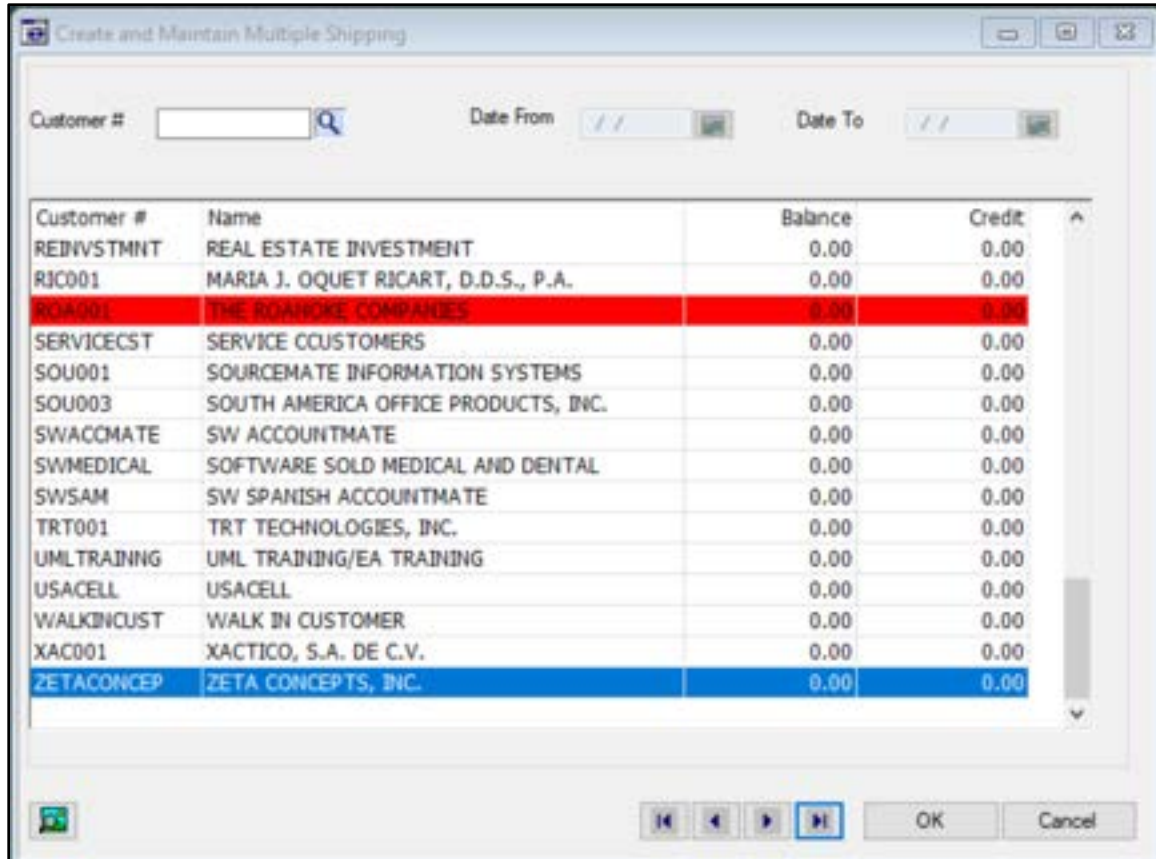
- **Customer #** - allows you to select the all the customers or just one.
- **Date From** - allows you to select a date (create date) with a calendar popup icon
- **Date To** - allows you to select a date (create date) with a calendar popup icon



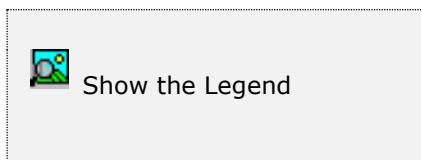
The screenshot shows a search window titled "Create and Maintain Multiple Shipping". It features three input fields at the top: "Customer #" with a magnifying glass icon, "Date From" with a calendar icon, and "Date To" with a calendar icon. The main area of the window is empty. At the bottom right, there are two buttons: "OK" and "Cancel".

The system will display the search window with the **OK** and **Cancel** buttons. Click **OK** to proceed or click **Cancel** to abort and return to the selection option.

The user can combine any criteria, and only those fields entered by the user become part of the query. If no searchable field entered and by clicking the **OK** button, the system will display the search result with all the data.



The user can select the customer by **Double-clicking** on the selected customer or by selecting the customer and clicking the **OK** button



At the bottom of the Search window, you will find a set of icons that will show available functions.









The **Browser Legend** will display different colors depending of the status:

**Inactive** – the customer color is **Red**

**Active** – the customer color is **White**

**Selected** – the customer-selected color is **Dark Blue** (ZETACONCEP)

After searching and selecting your customer, the system will show you the main shipping address (the one you entered in the customer record) and, on the lower half of the window, the space to show the other shipping addresses.

-  Search for an address
-  Add a new address
-  Edit this address's data
-  Delete this address
-  Next record
-  Previous record
-  First record in file
-  Last record in file

In this window, you can search, add, edit or delete records using either the keyboard shortcuts or the icons located on the bottom of the window.

You can also navigate through the defined records one at a time with the navigation icons (see list at left).

The data you will enter for each address, apart from the address code (1-5 alphanumeric characters) is the same used for the shipping address in the main customer record window: **Address, City, State, Zip Code, Country, Contact, Phone** and **Taxes**. To find more details about their contents, please refer to [Customer Data](#) earlier in this chapter.

### **Searching for a Shipping Address**

To search for a specific shipping address you can:

- Click on the search icon on the bottom of the window, or
- Click the **F1** key on the keyboard

Navigate through the defined records, by means of the bottom movement icons.

Locate the needed record by means of the arrow keys [↑↓] and click **OK** to select it or click **Cancel** to return without making a selection.

### **Adding a Shipping Address**

To create a new shipping address you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Fill in the appropriate data and click **OK** to save the record or click **Cancel** to discard it.

### **Editing a Shipping Address**

To edit a shipping address data, first select it, then:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

Change the appropriate fields and click **OK** to save the new data or click **Cancel** to retain the original and discard your changes.

### **Deleting a Shipping Address**

To delete a shipping address data, first select it, then:

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or click **No** to keep it.

## **Sales System Notes**


Sometimes the need arises for a more descriptive text about a transaction or item. Every formal document in **Zeta Pro™** (invoice, sales return, sales order, sales quote, rental order, repair orders and recurrent invoice) has reserved fields for you to include two types of notes: a beginning one and an ending one. If you enter any text in these fields, when you print the document, depending on the printout format, the former will print before the document detail and the later after it.

There are also times when you want to include some form of repetitive text in some documents. For example, in your sales quotes, you may include text guaranteeing prices and specifications. Some other times you will want to include promotional text or seasonal messages in your documents. These being repetitive tasks, can be handle very easily in **Zeta Pro™** by means of the **System Notes**, which can be included in your documents in place of an ending note.

To work with this function, select **Notes** and then **Sales System Notes** from the **Maintenance** menu.

To help you with the data, the system will display the **Notes Search window** with the following searchable fields to help in the process.

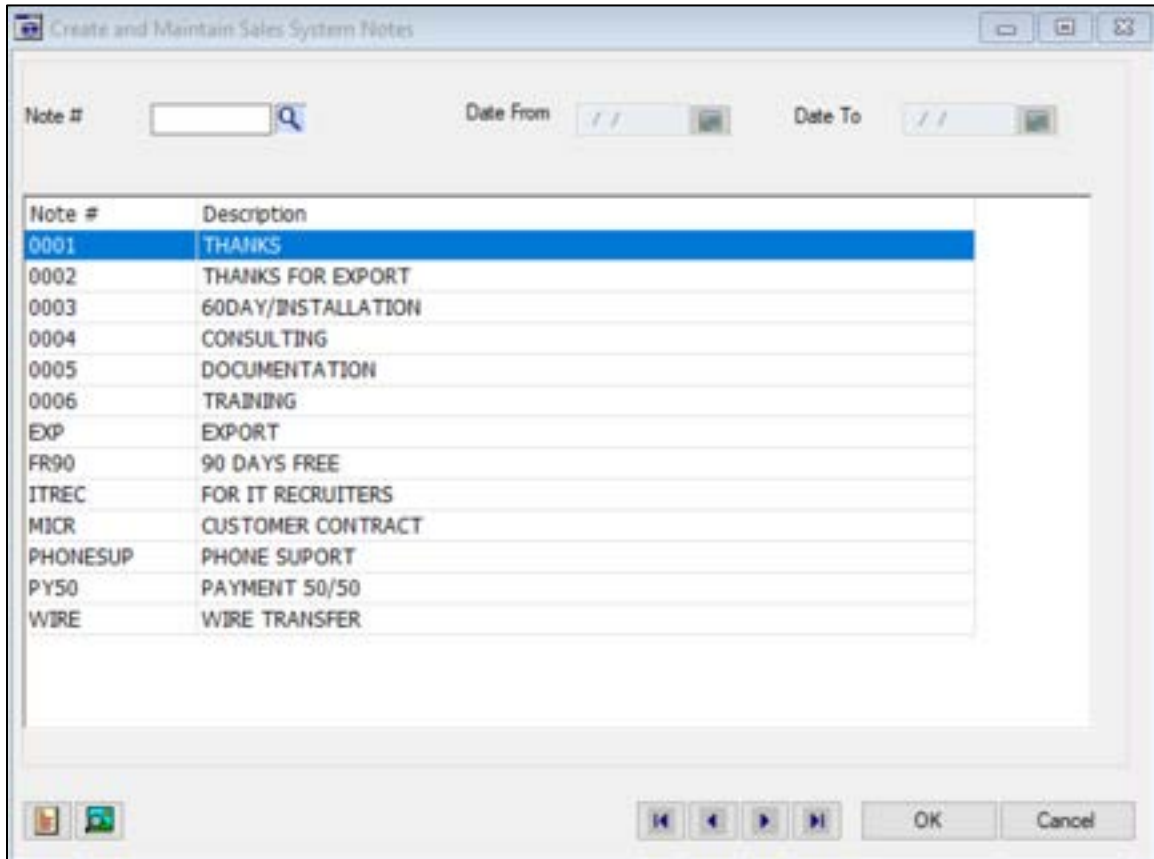
- **Note #** - allows you to select the all the notes or just one.
- **Date From** – allows you to select a date (create date) with a calendar popup
- **Date To** – allows you to select a date (create date) with a calendar popup



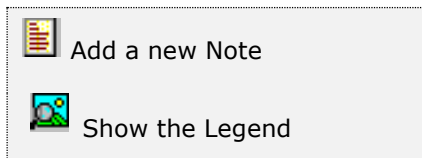


The system will display the search window with the **OK** and **Cancel** buttons. Click **OK** to proceed or click **Cancel** to abort and return to the selection option.

The user can combine any criteria, and only those fields entered by the user become part of the query. If no searchable field entered and by clicking the **OK** button, the system will display the search result with all the data.



The user can select the note by **Double-clicking** on the selected note or by selecting the note and clicking the **OK** button.



At the bottom of the Search window, you will find a set of icons that will show available functions.

The user from this window can also add a new note by clicking the **Add icon** to start a new note.

The **Browser Legend** will display different colors depending of the status:

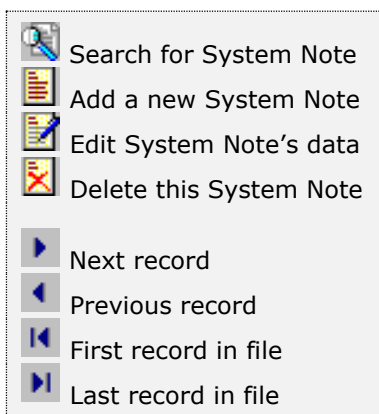
**Active** – the note color is **White**

**Selected** – the note-selected color is **Dark Blue** (0001)

The screenshot shows a software window titled "Create and Maintain Sales System Notes". At the top, there are three input fields: "Note" with the value "0001", "Description" with the value "THANKS", and "Date" with the value "01/01/1997". Below these fields is a large rectangular text area containing the text "THANK YOU VERY MUCH FOR YOUR BUSINESS". At the bottom of the window, there is a row of icons for search, add, edit, and delete, followed by navigation icons (first, previous, next, last) and "OK" and "Cancel" buttons.

### **Maintaining Sales System Notes**

The following topics describe how to perform the different actions in detail.



You can search, add, edit or delete records by means of the action icons located on the bottom of the window.

You can also navigate through the records by means of the navigation icons

### **Searching for a System Note**

To search for a specific System Note you can:

- Click on the search icon on the bottom of the window, or
- Click the **F1** key on the keyboard

Navigate through the defined records, by means of the bottom movement icons.

Locate the record by means of the arrow keys [↑↓] click **OK** to select it. To return without making a selection click **Cancel**.

### **Adding a System Note**

To create a new System Note you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Now you can fill the note code and, the description field (up to 25 characters) and the text for the note. The Date field is updated by the system.

To save the new data click **OK** or click **Cancel** to discard it.

### **Editing a System Note**

To edit a System Note, first select it, then:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

You can now change the description and the note text for the System Note. No other fields can be change. Click **OK** to accept and save the new description or click **Cancel** to retain the original.

### **Deleting a System Note**

To delete a System Note, first select it, then:

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

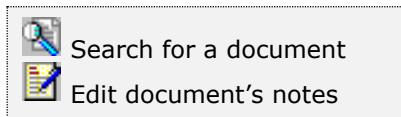
A confirmation window will appear, click **Yes** to delete the record or click **No** to keep it.

## **Maintaining Document Notes**

The best place to maintain your document notes is in the transaction maintenance window. Every one of these windows has a **Note** page where you can freely enter the needed text.

However, when you just want to change any text associated with a note in a specific document, you can do it without going into full document maintenance mode. To help you with this, **Zeta Pro™** has a special notes maintenance mode in every formal document (invoice, sales return, sales order, sales quote, rental order, repair orders and recurrent invoice).

All of these functions can be access from the **Notes** submenu in the **Maintenance** menu.



To maintain any of these document's notes, first select the appropriate option from the menu and then follow these steps:

1. Locate your document by clicking on any of the search icons, either on the bottom of the window or the ones besides the reference fields. If you use anyone of the icons located beside a reference field, document #, customer # or name your search will sort by this corresponding field. If you use the one at the bottom of the window, you will be allow to select which order to use. Select your document.
2. Click **OK** to display the notes corresponding to your document, if any.
3. Click on the **edit** icon on the bottom of the window to enter edit mode.
4. Modify the needed fields and click **OK** to save your changes.
5. When the notes are larger than shown at the box, with Page Up and Page Down you can see the full notes.

**NOTE:** With these functions, you can only change the text for the beginning and ending note. If your document has been associated to a **system note** and you want to change it to another **system note**, you will have to go into full document maintenance.

## Sales – Transactions and Processes

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### Invoicing

With **Zeta Pro™**, you can easily create your invoices.

To work with this function, select **Invoicing** from the **Invoicing** submenu in the **Transactions** menu or click on the **Create and Maintain Invoices icon**.

To help you with the data, the system will display the **Invoice Search window** with the following searchable fields to help in the process.

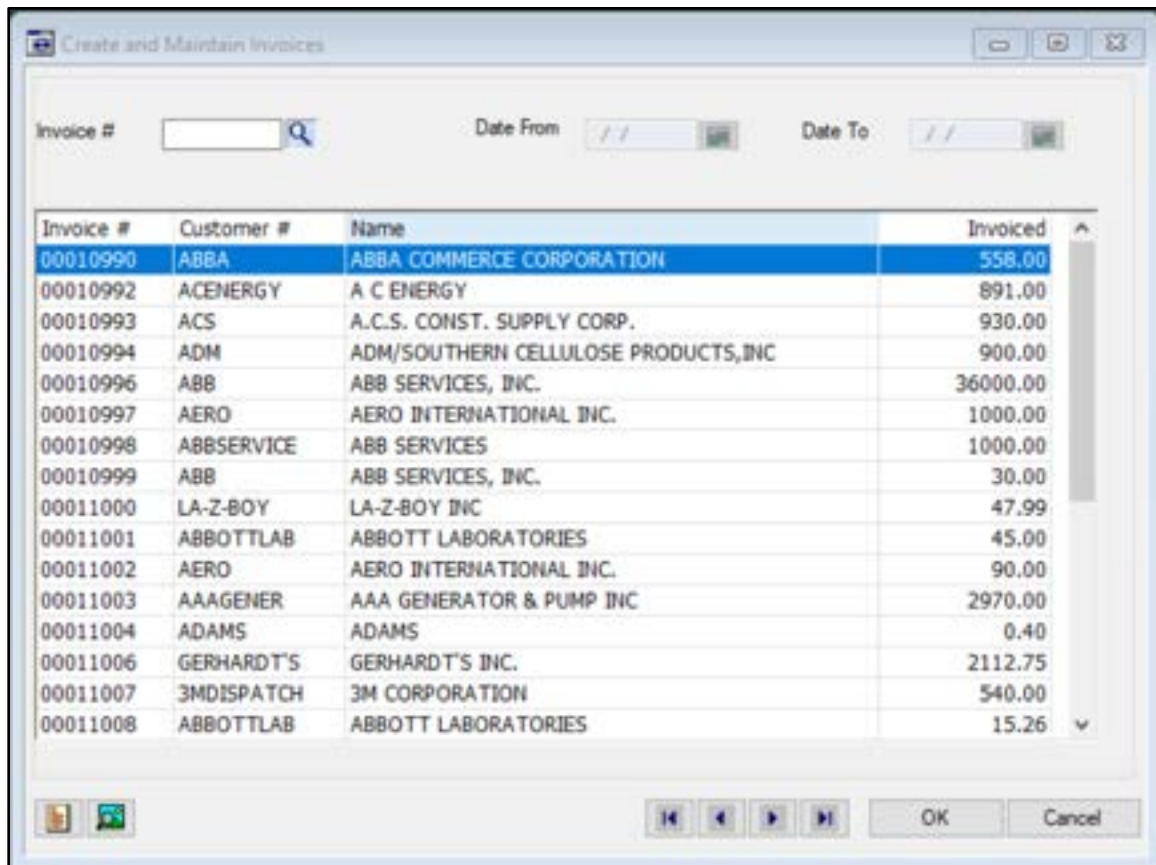
- **Invoices #** - allows you to select the all the invoices or just one.
- **Date From** - allows you to select a date (create date) with a calendar popup icon
- **Date To** - allows you to select a date (create date) with a calendar popup icon



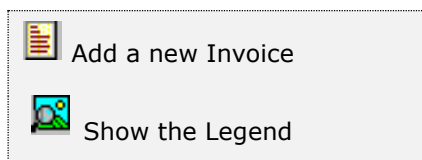
The screenshot shows a window titled "Create and Maintain Invoices". At the top, there are standard window control buttons (minimize, maximize, close). Below the title bar, there are three search fields: "Invoice #" with a magnifying glass icon, "Date From" with a calendar icon, and "Date To" with a calendar icon. The main area of the window is empty. At the bottom right, there are two buttons: "OK" and "Cancel".

The system will display the search window with the **OK** and **Cancel** buttons. Click **OK** to proceed or click **Cancel** to abort and return to the selection option.

The user can combine any criteria, and only those fields entered by the user become part of the query. If no searchable field entered and by clicking the **OK** button, the system will display the search result with all the data.



The user can select the invoice by **Double-clicking** on the selected invoice or by selecting the invoice and clicking the **OK** button



At the bottom of the Search window, you will find a set of icons that will show available functions.

The user from this window can also add a new invoice by clicking the **Add icon** to start a new invoice.

The **Browser Legend** will display different colors depending of the status:

**Active** – the invoice color is **White**

**Selected** – the invoice-selected color is **Dark Blue** (00010990)

### **Searching for an Invoice**

To search for a specific invoice you can:

- Click on the search icon on the bottom of the window,
- Click the **F1** key on the keyboard

Navigate through the defined records, by means of the bottom movement icons.

Locate the needed record by means of the arrow keys [↑↓] and click **OK** to select it. To return without making a selection click **Cancel**.

### **Creating a new Invoice**

To create a new invoice you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Now you can fill the customer code and the rest of data in the different pages. Refer to the descriptions and guidelines for the different fields.

To save the new data click **OK** or click **Cancel** to discard it.

### **Modifying an Invoice**

To edit an invoice first select the Invoice, then:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

Move to the appropriate page and change the required data, refer to the descriptions and guidelines for the different fields.

Click **OK** to accept and save the new data or click **Cancel** to retain the original.

### **Deleting an Invoice**

To delete an invoice first select the Invoice, then:

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or **No** to keep it

### **Printing Invoices**

You can print your invoices directly from the invoice maintenance window, one at a time, as you are creating them. Alternatively, through the **invoicing printing** function in the **reports** menu, where you can print single or multiple invoices.

To print your invoice directly from the invoice maintenance window, after you have finished entering data, click on the print icon. In the document selection window choose **Invoice** and in the copies window enter the number of copies you need to print.

Besides printing the Invoice, you can also print the **Delivery Receipt** and the **Packing List**.

### **Customer Aging**

To see a customer's aging, click on the **Customers Aging** icon on the bottom of the window.







A new window will appear showing the customer's aging in ranges 1 – 30, 31 – 45, 46 – 60, 61 – 90 and over 90 days due, along with the total balance.

To close the aging window, click **OK** or click **Cancel**.



### Invoice Page

The **Invoice** page holds your customer’s data, at on the bottom you will find a set of icons and a set of fields that will show the running totals for the invoice.

	Search for an Invoice
	Start a new Invoice
	Edit this Invoice
	Delete this Invoice
	Print this Invoice
	Customer Aging

You can search, add, edit or delete records by means of the action icons.

You can also navigate through the records by means of the navigation icons.

	Next record
	Previous record
	First record in file
	Last record in file

- **Invoice #** - it holds the assigned invoice number for the record. It is assigned by the system and cannot be changed
- **Customer #** - enter the customer ID. You can click on the search icon (to the right of the field) to select the customer from the list of currently customer. Upon entering or selecting a valid customer ID, the system will automatically

fill in the corresponding fields for the customer's record. You can change several of these fields, as noted below, if the need arises

- **Date** - is the effective date for the invoice
- **Name** – it contains the name for the customer, up to 30 characters. Filled in from the customer's record, you can change this field
- **Invoicing Address, City, State, Zip Code and Country** – it contains information about the invoicing address for the customer, filled in from the customer's record, you can change this field
- **Shipping Address, City, State, Zip Code and Country** – it contains information about the shipping to address for the customer. If blank, the invoicing address will be use, filled in from the customer's record, you cannot modify this field

If you customer has several shipping addresses, you can select one of them by specifying **Multiple** in the address drop-down and choose from the multiple address lookup. Selecting **Origin** (the default) from the address drop-down, the primary shipping address stored in the customer's record will be use

To define multiple shipping addresses, refer to [Multiple Shipping Addresses](#)

- **Contact** – is the name of the person that will be contacted when addressing issues with this customer. Filled in automatically by the system, either from the customer's main record or from one of the shipping address records
- **Phone** - is the phone of the person that will be contacted when addressing issues with this customer. Filled in automatically by the system, either from the customer's main record or from one of the shipping address records
- **ID #** - is the fiscal ID for the customer, updated automatically from the customer's record, you can change this field. **Optional**
- **Sales ATD** – it shows the total amount of sales for the customer up to the current Date - Filled in from the customer's data, you cannot change this field.
- **Sales YTD** – it shows the amount of sales for the customer from the start of fiscal year up to the current date, updated from the customer's data, you cannot change this field
- **Sales PTD** – it shows the amount of sales for the customer from the start of the current period up to the current date, updated from the customer's data, you cannot change this field
- **Credit Limit** - it shows the customer's credit limit, updated from the customer's data, you cannot change this field
- **Balance** – it shows the current customer's balance, updated from the customer's data, you cannot change this field
- **Open Credit** – it shows the amount of the customer's open credit invoices, updated from the customer's data, you cannot change this field
- **Currency** – it is the currency assign to the customer, updated from the customer's data, you can change this field. Will show if only using Multicurrency, otherwise it will not show
- **Exchange Rate** – it is the last exchange rates corresponding to the currency assign, updated from the Finance's foreign currency exchange rate table, you

cannot change this field. Will show if only using Multicurrency, otherwise it will not show

- **Salesman** – is the code for the assigned salesman, updated from the customer's data - Click on the search icon to the right of the field to select from the list of salesmen
- **Discount** – is the discount percentage that applies to this invoice, updated automatically from the customer's record, you can change this field
- **Pay Term conditions** – is the pay term conditions of this customer, if applicable, updated automatically from the customer's record, you can change these fields. If you need to change the payment type, refer to the data in the page **Payment and Notes**
- **Ship Via** – is how to ship the merchandise. **Optional**
- **F.O.B.** – is the FOB location. **Optional**
- **PO#** - is the customer's purchase order number, if applicable. **Optional**
- **Sales Tax Rate #1** - the rate #1, as defined in **Settings, Change Set Up**
- **Sales Code #1** - the code #1, as specified in **Settings, Change Set Up**
- **Sales Tax Rate #2** - the rate #2, as defined in **Settings, Change Set Up**
- **Sales Code #2** - the code #2, as specified in **Settings, Change Set Up**

**Note:** Depending on how many the Sales Tax are define, you will see one sales tax, two sales taxes or neither if you did not choose any.

**Invoice Detail Page**

The **Detail** page contains a list of items charged to this invoice. Every invoice should have, at least, one merchandise item sold to the customer.

When you add or modify an item record, the window layout will change to show the following fields where you can enter the information.

- **Inventory #** - enter your item number. To search, click on the search icon to the right of the field. Upon entering a valid inventory number, all the relevant data for the item will show
- **Description** – is the description for the item. You can change this if you have specified that the user can change the description from the item record
- **Cost** - enter the unit cost price for the item. Cost will only show if you have specified that the Inventory Type is **Sales** and the Control Method is **Non-Inventory**, this cost will be used to calculate the profit when invoicing instead of the average cost calculated on a **Standard** Control Method
- **Ship (Quantity)** - enter how many items will ship (sold). This value should be greater than zero and less or equal to the available quantity for the item (On-Hand minus Booked quantity) or it will be rejected by the system. Quantity shipped will be reduce from the On-Hand quantity
- **Discount** - enter the discount percentage, if applicable and allowed

The screenshot shows the 'Create and Maintain Invoices' window with the 'Detail' tab selected. The fields are populated with the following information:

- Invoice #: 00011004
- Customer #: ADAMS
- Name: ADAMS
- Inventory #: 1001-837
- Description: PBN COTTER (.062 DIA .500L)
- Ship: 10
- Discount: 0.00
- Price: 1.20
- Amount: 12.00
- Note: (Empty text area)
- Total Char.: 0

On-Hand	651	List Price	0.15	Line	1	LINE 1
In-Shop	0	Rented	0	Group	BOKS	BOOKS
Booked	10	Committed	0	Class	1	Class 1
On Order	564	Minimum	10	Subclass	1	Subclass 2
To Order	0	Maximum	10	Category	1	SPARE WOODWARD

Summary fields at the bottom:

- Subtotal: 17.25
- FL TAX: 0.00
- Discount: 0.00
- Total: 17.25

- **Price (Unit)** - enter the unit sales price for the item. You can change this if you have specified that the user can change the price from the item record
- **Amount** – it is the total sale amount for this item, ship quantity times price minus discount, updated by the system and cannot be changed
- **Note** – is an auxiliary field where you can enter notes about the item. You can change the note if you have specified that the user can change the notes from the item record

**Adding Component** – option will only show if you have specified the following three conditions:

- Inventory Type is **Sales**
- Control Method can be **Standard, Serial or Lot**
- Has **Kit**, the Kits checkbox has been flag - if this item is a Master or Parent item and has parts. You have three (3) selling options:
  1. **Adding Component** - will add the master item and all of parts to the invoice detail
  2. **Adding just this item** - will add only the master item to the invoice detail
  3. **Adding New Format** - will add the master item and all parts to the invoice detail; this format prints at the invoice detail all parts only

If the master item has a price, the price will be included to the total of the Invoice. After the system adds all parts and there are Missing Parts at the end of the process the system will show a message indicating it has created an error log in a text file (TXT) with missing parts

The rest of the fields under the Note, shows information of the item and is handle by the system automatically, you cannot change them.

### **Adding Inventory Items**

To add an inventory item to your invoice you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Fill all the needed fields as specified in the previous topic and click **OK** to save the record or click **Cancel** to discard your changes.

After adding a record, you will be ask if you want to continue adding more items. Answer appropriately and continue your work.

**Modifying Inventory Items**

To edit an inventory item first select it, then:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

Change the needed fields and click **OK** to save your changes or click **Cancel** to discard.

**Deleting Inventory Items**

To delete an inventory item first select it, then:

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or **No** to keep it.

## **Invoice Payment and Notes Page**

The **Payment and Notes** page lets you change the payment type and add beginning and ending notes. The beginning note will print before the start of the detail in your invoice and the ending (or the system note if you chose) at the end.

The screenshot shows the 'Create and Maintain Invoices' window with the 'Payment and Notes' tab selected. The 'Invoice #' field contains '00011004', 'Customer #' contains 'ADAMS', and 'Name' contains 'ADAMS'. The 'Subtotal' is 17.25, 'FL TAX' is 0.00, 'Discount' is 0.00, and 'Total' is 17.25. The 'Pay Type' is 07. There are two large text areas for 'Beginning Note' and 'Ending Note'. The 'Ending Note' field has a dropdown arrow. At the bottom right are 'OK' and 'Cancel' buttons.

For the ending note, you have the option to use a **system note** (see [Maintaining Sales System Notes](#)) with a pre-defined text or a specific text that you can enter directly on this page. Both notes are **optional**.

### **Additional Discount for Cash Invoices**

With **Zeta Pro™**, you can add additional discount to invoices, but only when creating paid invoices or with **Pay Type 01**. To start this task when you are at the **Payment and Notes** page and creating the invoice, select the Discount and enter a discount amount not greater than the Total amount. When entering a **Pay Type 01**, user must enter the **Bank ID** and the **Pay Reference** to complete the payment section, these are required fields.

Flag the Cash checkbox if the payment is in cash currency, this is optional.

## Serial Or Lot controlled Items

### Serial or Lot controlled Items Process for Documents

It is important to understand that every time a serial or lot item is sold via any of these document types, the system will create a transaction for audit purposes in the Serial/Lot transaction file.

Document	Code	Transaction File	Process	Additional Proc.
Purchase Order	PO	Increases	Assign Serial to Inventory	N/A
Invoice	IN	Reduces	Invoicing	N/A
Sales Order	SO	Booking	Sales Order	Invoicing
Repair Order	RO	Booking	Invoicing Repair	Invoicing
Rent Order	RN	Booking	Delivery to Customer	N/A
Rent Order	RN	Reduces Booking	Invoicing Rental	Invoicing

The process to add serial numbers to an invoice, sales order, repair order or rental order is to tag or check the serial line at the **Choose Serial/Lot Number** window.

The process to add Lot numbers to an invoice, sales order, repair order or rental order is different from serial numbers, and is by entering the allocated units to each line, which can never be greater than the pending unit of the line can.

See the following pages on how to work with serial or lot numbers, pay special attention to the error messages.

### Serial or Lot controlled Items Process for Non-Documents

- **Sales Return**– the serial/lot numbers are not assigned when the items are returned, the process to follow is after returning the items at the Sales Return, the system will display a warning message to assign the return item via the **Assign Serial to Inventory** at the Inventory module and select **Return** from drop-down – for future release.
- **Sales Quote** - the serial/lot numbers **are not assigned** when items are quoted, the process to follow is after the quote is approved as a Sales Order is to edit the detail line at the Sales Order and assign them. Sales Order with non-assigned serial/lot numbers cannot be shipped via the Ship Sales Order option.
- **Inventory Adjustment** – the inventory adjustment has two different options:
  1. Increasing the units of a serial/lot item, the process to follow is after adjusting the units and the system displaying a warning message to assign the increase the adjustment via the **Assign Serial to Inventory** at the Inventory module and select **Adjust** from drop-down – for future release.



2. Decreasing the units of serial/lot item, the process to follow is after adjusting the units and, the system displaying a warning message to assign the decrease in adjustment via the **Serial Adjustment to Inventory** in the **Maintenance** section of the **Inventory** module and manually delete the serial/lot number via the Delete button.
- **Inventory Transfer** – the inventory transfer has two different options:
    1. Transferring units from a serial/lot item to a non-serial/lot item. The process to follow is after transferring the units to a non-serial/lot item and the system displaying a warning message is to assign the decrease via the **Serial Adjustment to Inventory** in the **Maintenance** section of the Inventory module and manually delete the serial/lot number via the Delete button.
    2. Transferring units from a non-serial/lot item to a serial/lot item. The process to follow is after transferring the units to a serial/lot item and the system displaying a warning message is to assign the increase via the **Assign Serial to Inventory** at the Inventory module and select **Transfer** from drop-down – for future release.

### **Serial or Lot controlled Items at Period End Closing**

**Pay special attention at Period End process to the following:**

#### **Purchasing**

- User cannot finish the process if a serialized item in a Purchase Order was received and have not being assigned a serial number.

#### **Sales**

- User cannot finish the process of Shipping a Sales Order if have not being assigned serial numbers. In Sales Quote user does not assigns the serials, only at the Sales Order level, so when a Sales Quote is approved to be a Sales Order, the user must edit the Sales Order detail line to allocate the serials to the line.

#### **Inventory**

- User has not assign serial to Inventory Adjustment

## Working with Serial controlled Items

When you add or modify a serial controlled item record at the Document Detail, from an Invoice, a Sales Order, A Repair Order or a Rental Order, the window layout will display the fields where you can enter the same information as any other inventory item.

Invoice # 00011004  
 Customer # ADAMS  
 Name ADAMS  
 Inventory # SERIALITEM  
 Description SERIAL ITEM  
 Ship 10 Discount 0.00 Price 150.00 Amount 1500.00  
 Note  
 Total Char. 0  
 On-Hand 535 List Price 105.00 Line 1 LINE 1  
 In-Shop 0 Rented 0 Group 1  
 Booked 0 Committed 0 Class 1 Class 1  
 On Order 0 Minimum 0 Subclass 1 Subclass 2  
 To Order 0 Maximum 0 Category 1 SPARE WOODWARD  
 Subtotal 17.25 FL TAX 0.00 Discount 0.00 Total 17.25  
 OK Cancel

After entering the Inventory # and any other information, the user must click the **OK** button and the system will display a new window with all the available serial numbers for the user to select the total units. The user must flag the same count of units or the system will display an error message.

The user must flag only the same unit that is selling, looking at this example you can only flag 10 serial numbers. If you assign less than 10 or more than 10 and click the **OK** button the system will display the error message and will return you back to the serial selection screen.

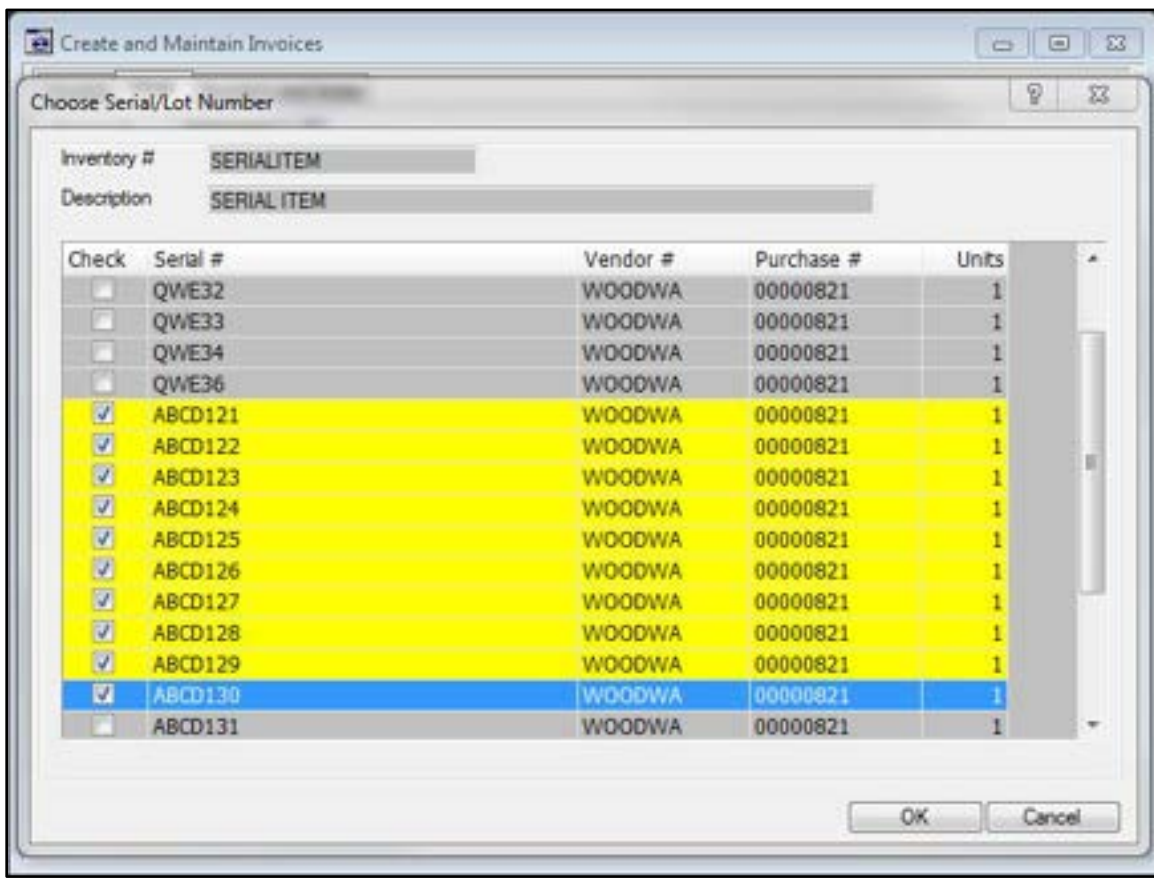
### **Invalid input, match units to document # 00011004 -> 10**

As soon as the user starts flagging -check marking- the serial number the system highlighted it in yellow, when you have completed flagging the necessary unit the user must click **OK** to complete the assigning process.

The serial selection screen list all the available serial numbers with the following columns:

- **Check** – to assign the serial # to the document
- **Serial #** - the serial number
- **Vendor #** - the vendor number from which the serial was purchased
- **Purchase Order #** - the purchase order from which the serial was purchased
- **Units** – the units purchased, you can only purchase one unique serial number

The unit assigned to the document number is highlighted in yellow.



If you want to change the serial numbers for another one, the system will display the same window with the serial number assigned highlighted in yellow, you can now update the serial number list and click **OK** with the changes.

**Note:** The add serial selection screen is the same as the update serial selection screen which lists all available serial numbers and the serial number assigned to the document in yellow.

## Working with Lot controlled Items

When you add or modify a lot controlled item record at the Document Detail, from an Invoice, a Sales Order, A Repair Order or a Rental Order, the window layout will display the fields where you can enter the same information as any other inventory item.

The screenshot shows the 'Create and Maintain Invoices' window with the following data:

Invoice #	00011004	Customer #	ADAMS	Name	ADAMS
Inventory #	LOTDRUG	Description	SAMPLE DRUG WITH LOT		
Ship	5	Discount	0.00	Price	100.00
				Amount	500.00
Note					
Total Char.	0				
On-Hand	427	List Price	120.00	Line	1 LINE 1
In-Shop	0	Rented	0	Group	1
Booked	0	Committed	0	Class	1 Class 1
On Order	2265	Minimum	50	Subclass	1 Subclass 2
To Order	0	Maximum	500	Category	M MISC
Subtotal	17.25	FL TAX	0.00	Discount	0.00
				Total	17.25

After entering the Inventory # and any other information, the user must click the **OK** button and the system will display a new window with all the available lot numbers for the user to select the total units. The user must allocate the same count of units or the system will display an error message.

The user must **allocate only the same unit that is selling**, looking at this example you can only allocate 5 units. If you assign less than 5 or more than 5 and click the **OK** button the system will display the error message and will return you back to the lot selection screen.

### Invalid input, match units to document # 00011004 -> 5

As soon as the user starts allocating, the units from any lot number the system highlighted it in yellow, when you have completed allocating the necessary unit the user must click **OK** to complete the assigning process.

The allocating process is different from the serial flagging process. The user can allocate from any available (pending) units, looking at this example you can only allocate 5 units. These 5 units were from Lot # 1002, but it could have been from any of the listed lots.

There is a **second rule** besides the total units, which is the user cannot exceed the pending units per lot, if the user clicks the **OK** button the system will display a different error message and will return you back to the lot selection screen.

For this particular example, the user has increase the lots sold to 25 and have allocated the following:

1002 – 5 allocated, see last screen showing 5 allocated at the end

3006 – 20 allocated, you can only allocate 19, and those are the available units

**Invalid input, allocated units greater than pending units – 20**

The lot selection screen list all available lot numbers with the following columns:

- **Lot #** - the lot number
- **Vendor #** - the vendor number from which the lot was purchased
- **Purchase Order #** - the purchase order from which the lot was purchased
- **Units** – the units purchased
- **Pending Units** – the units purchased minus the allocated units, example for Lot # 3002, 8 purchased and 3 allocated in other document, you can only allocate or have available 5 units.
- **Allocated** – the units available in this document

The unit allocated to the document number is highlighted in yellow.

Lot #	Vendor #	Purchase #	Units	PEND	Alloc.	Date Exp
1002	ZETA	00001788	40	40	5	01/06/2017
3002	ZETA	00001788	8	5	0	01/06/2017
3008	ZETA	00001788	48	45	0	01/06/2017
3005	ZETA	00001788	48	48	0	12/31/2017
3006	ZETA	00001788	20	19	0	06/30/2017

If you want to change the lot numbers for another one, the system will display the same window with the lot number assigned highlighted in yellow at the end of the list, you can now update the lot number list and click **OK** with the changes.

**Note:** The add lot selection screen is different from the update lot selection screen which lists all available lot numbers and the lot number assigned to the owner of the document in yellow.

In this example, you can see in the new window that the lot # 1002 is listed twice, because this lot has a total purchased of 40 units, where the user allocated 5 units originally when created the transaction, leaving 35 pending to allocate when the user modifies the transaction line:

1002 – 35

1002 – 5

Lot #	Vendor #	Purchase #	Units	PEND	Alloc.	Date Exp
1002	ZETA	00001788	40	35	0	01/06/2017
3002	ZETA	00001788	8	5	0	01/06/2017
3008	ZETA	00001788	48	45	0	01/06/2017
3005	ZETA	00001788	48	48	0	12/31/2017
3006	ZETA	00001788	20	15	0	06/30/2017
1002	ADMCORN	00010935	5	5	5	01/06/2017

## Sales Return

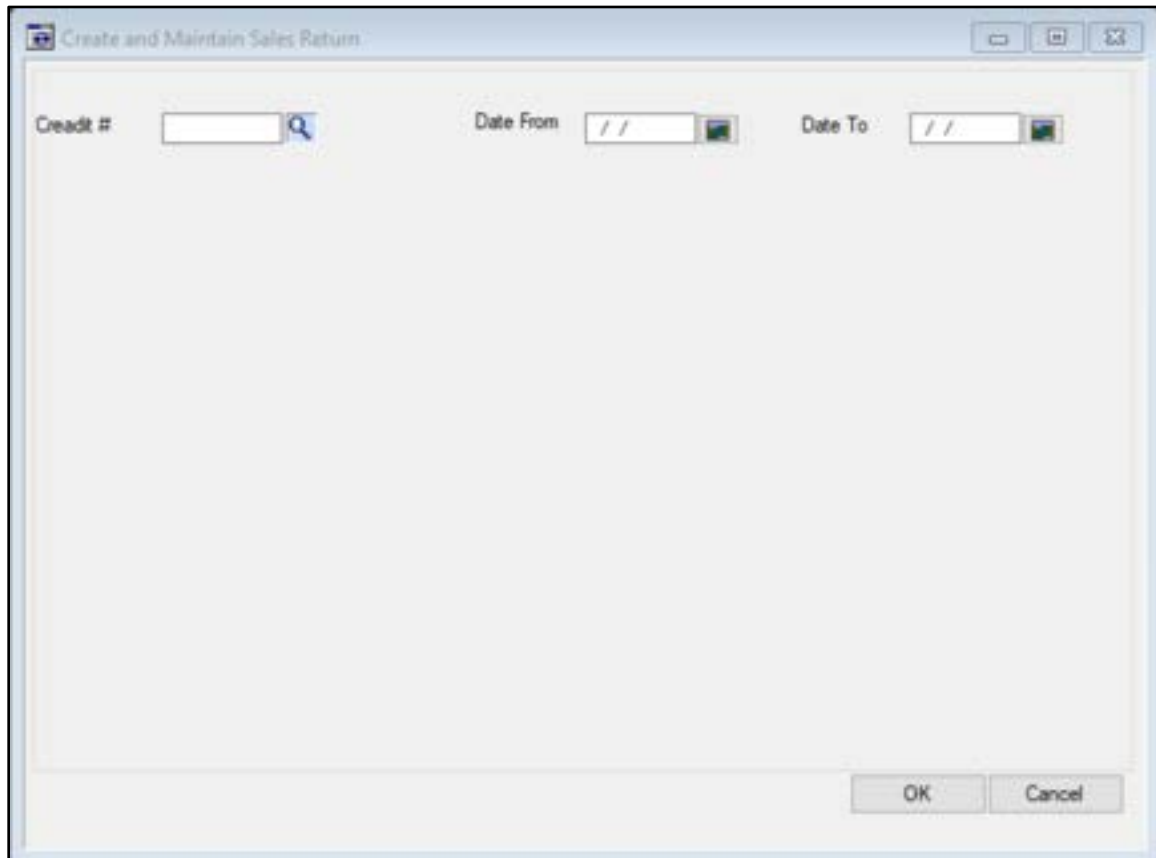
When customer returns merchandise for a refund or a credit, a credit note is issue to reduce the customer's balance. The credit note amount is reduce from the accounts receivable total and added to the total of the customer's open credit. In order to close the credit note, you should apply it to pending invoice (refer to [Open Credits](#)).

In **Zeta Pro™**, the Sales Return window resembles the Invoice window. You should enter the same kind of information. The main difference is that, for the system, with an invoice, we are shipping merchandise (and posting a debit) and with a Sales Return, we are receiving merchandise (and posting a credit).

To work with this function, select **Sales Return** from the **Invoicing** submenu in the **Transactions** menu or click on **Create and Maintain Sales Return icon**.

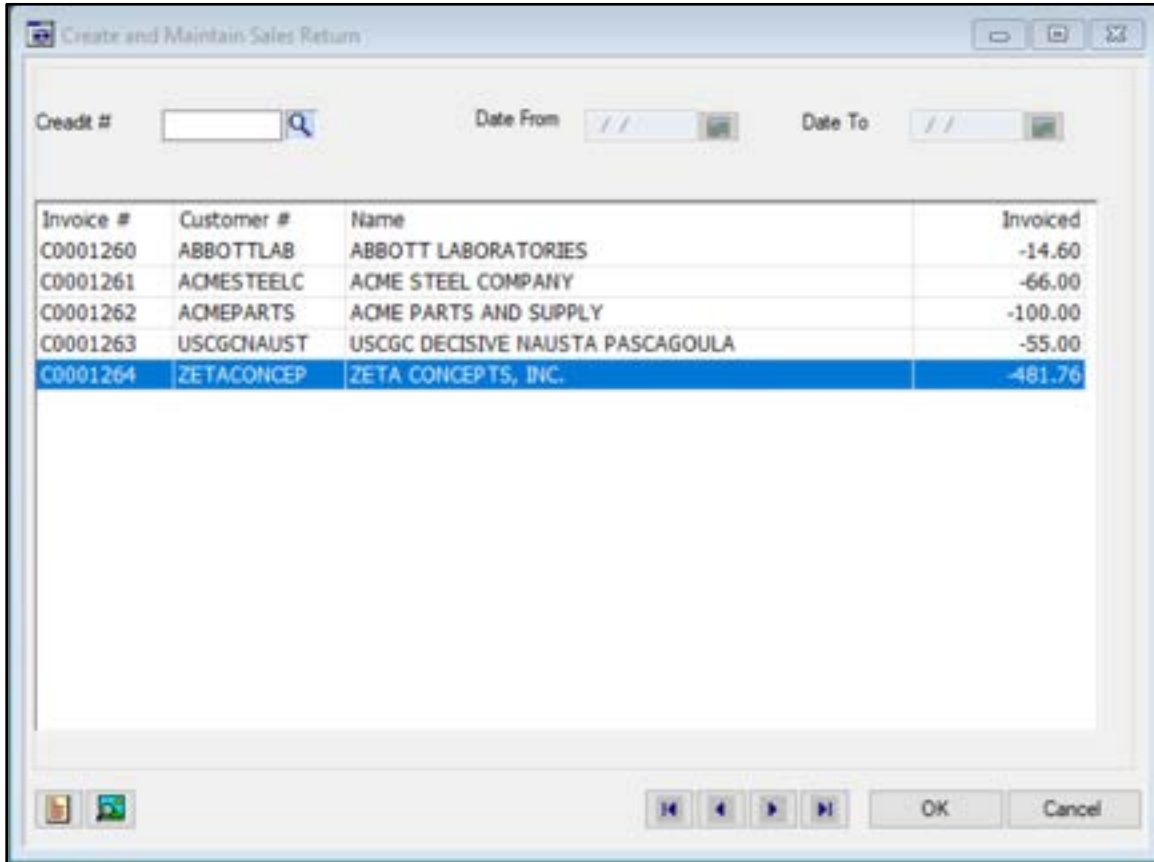
To help you with the data, the system will display the **Credit Search window** with the following searchable fields to help in the process.

- **Credit #** - allows you to select all the returns (credits) or just one.
- **Date From** – allows you to select a date (create date) with a calendar popup icon
- **Date To** – allows you to select a date (create date) with a calendar popup icon

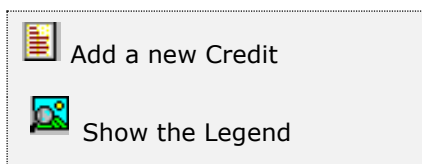


The system will display the search window with the **OK** and **Cancel** buttons. Click **OK** to proceed or click **Cancel** to abort and return to the selection option.

The user can combine any criteria, and only those fields entered by the user become part of the query. If no searchable field entered and by clicking the **OK** button, the system will display the search result with all the data.



The user can select the credit by **Double-clicking** on the selected credit or by selecting the credit and clicking the **OK** button



At the bottom of the Search window, you will find a set of icons that will show available functions.

The user from this window can also add a new credit by clicking the **Add icon** to start a new credit.

The **Browser Legend** will display different colors depending of the status:

**Active** – the credit color is **White**

**Selected** – the credit-selected color is **Dark Blue** (ZETACONCEP)



### **Searching for a Sales Return**

To search for a specific sales return you can:

- Click on the search icon on the bottom of the window,
- Click the **F1** key on the keyboard

Navigate through the defined records, by means of the bottom movement icons.

Locate the needed record by means of the arrow keys [↑↓] and click **OK** to select it or to return without making a selection click **Cancel**.

### **Creating a new Sales Return**

To create a new sales return you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Now you can fill the customer code and the rest of data in the different pages. Refer to the descriptions and guidelines for the different fields.

To save the new data click **OK** or click **Cancel** to discard it.

### **Modifying a Sales Return**

To edit an existing sales return first select the sales return, then:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

Move to the appropriate page and change the required data, refer to the descriptions and guidelines for the different fields.

Click **OK** to accept and save the new data or click **Cancel** to retain the original.

### **Deleting a Sales Return**

To delete an existing sales return first select the sales return, then:

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or **No** to keep it

### **Printing Sales Returns**

You can print your sales return credit directly from the sales return maintenance window, one at a time, as you are creating them, click on the print icon. In the copies window enter the number of copies you need to print

Alternatively, through the **credits printing** function in the **reports** menu, where you can print single or multiple credits.

To help you with the data, the **Sales Return maintenance window** has three pages: **Sales Return, Detail, and Payment and Notes**.

The following paragraphs describe the use and requirements for each of the fields.

**Sales Return Page**

The Sales Return page holds your customer’s data, at the bottom you will find a set of fields that will show the running totals for the document.

	Search for a Sales Return
	Start a new Sales Return
	Edit this Sales Return
	Delete this Sales Return
	Print this Sales Return

You can search, add, edit or delete records by means of the action icons.

You can also navigate through the records by means of the navigation icons.

	Next record
	Previous record
	First record in file
	Last record in file

- **Credit #** - it holds the assigned credit number for the record. It is assigned by the system and cannot be changed
- **Customer #** - enter the customer ID. You can click on the search icon (to the right of the field) to select the customer from the list of currently customer. Upon entering or selecting a valid customer ID, the system will automatically update the corresponding fields for the customer’s record. You can change several of these fields, as noted below, if the need arises
- **Date** – is the effective date for the sales return

- **Name** – it contains the name for the customer, up to 30 characters. Filled in from the customer's record, you can change this field
- **Invoicing Address, City, State, Zip Code and Country** – it contains information about the invoicing address for the customer. Filled in from the customer's record, you can change this field
- **Shipping Address, City, State, Zip Code and Country** – it contains information about the shipping to address for the customer. If blank, the invoicing address will be used, updated from the customer's record, you cannot modify this field

If you customer has several shipping addresses, you can select one of them by specifying **Multiple** in the address drop-down and choose from the multiple address lookup. Selecting **Origin** (the default) from the address drop-down, the primary shipping address stored in the customer's record will be use

To define multiple shipping addresses, refer to [Multiple Shipping Addresses](#)

- **Contact** – is the name of the person that should be contacted when addressing issues with this customer, updated automatically by the system, either from the customer's main record or from one of the shipping address records
- **Phone** – is the phone of the person that will be contacted when addressing issues with this customer, updated automatically by the system, either from the customer's main record or from one of the shipping address records
- **Sales ATD** – is the total amount of sales for the customer up to the current date, updated from the customer's data, you cannot change this field
- **Sales YTD** – is the amount of sales for the customer from the start of fiscal year up to the current date, updated from the customer's data, you cannot change this field
- **Sales PTD** – is the amount of sales for the customer from the start of the current period up to the current date, updated from the customer's data, you cannot change this field
- **Credit Limit** – is the customer's credit limit, updated from the customer's data, you cannot change this field
- **Balance** – is the current customer's balance, updated from the customer's data you cannot change this field
- **Open Credit** – is the amount of the customer's open credit invoices, updated from the customer's data, you cannot change this field
- **Currency** – is the currency assign to the customer, updated from the customer's data, you can change this field. Will show if only using Multicurrency, otherwise it will not show
- **Exchange Rate** – it is the last exchange rates corresponding to the currency assign, updated from the Finance's foreign currency exchange rate table, you cannot change this field. Will show if only using Multicurrency, otherwise it will not show
- **Salesman** - is the code for the assigned salesman, updated from the customer's data - Click on the search icon to the right of the field to select from the list of salesmen

- **Discount** – is the discount percentage that applies to this sales return, updated automatically from the customer’s record, you can change this field
  - **Pay Term conditions** – is the pay term conditions if this customer, if applicable, updated automatically from the customer’s record, you can change these fields. If you need to change the payment type, refer to data in page **Payment and Notes**
  - **Ship Via** – is how to ship the merchandise. **Optional**
  - **F.O.B.** – it is the FOB location. **Optional.**
  - **PO#** - is the customer’s purchase order number, if applicable. **Optional**
  - **Sales Tax Rate #1** – specifies the rate #1, as defined in **Settings, Change Set Up**
  - **Sales Code #1** – specifies the code #1, as specified in **Settings, Change Set Up**
  - **Sales Tax Rate #2** – specifies the rate #2, as defined in **Settings, Change Set Up**
  - **Sales Code #2** – specifies the code #2, as specified in **Settings, Change Set Up**
- Note:** Depending of the Sales Tax defined you will see one sales tax, two sales taxes or neither if you did not choose any

### **Sales Return Detail Page**

Every sale return should have, at least, one merchandise item returned from the customer.

When you add or modify an inventory record, the window layout will change to show the following fields where you can enter information.

- **Inventory #** - enter your inventory item number. To search, click on the search icon to the right of the field. Upon entering a valid inventory number, all the relevant data for the item will show
- **Description** – is the description for the item. You can change this if you have specified that the user can change the description for the item at invoicing time
- **Cost** - enter the unit cost price for the item. Cost will only show if you have specified that the Inventory Type is "**Sales**" and the Control Method is "**Non-Inventory**", this cost will be use to calculate the profit when invoicing instead of the average cost calculated on a "**Standard**" Control Method
- **Receive (Quantity)** - enter how many items will be receive (returned). This value should be greater than zero or will be rejected by the system. Quantity received will increase the On-Hand quantity.
- **Discount** - enter the discount percentage, if applicable and allowed
- **Price (Unit)** - enter the unit sales price for the item. You can change this if you have specified that the user can change the price for the item at invoicing time

- **Amount** – is the total return amount for this item, return quantity times price minus discount, updated by the system and cannot be changed
- **Note** – is an auxiliary field where you can enter notes about the item. You can change this if you have specified that the user can change the notes for the item at invoicing time.

**Adding Component** – this will only show if you have specified the following three conditions:

- Inventory Type is **Sales**
- Control Method can be **Standard, Serial or Lot**
- Has **Kit**, the Kits checkbox has been flag - if this item is a Master or Parent Inventory item and has parts. You have three (3) selling options:
  1. **Adding Component** - will add the master item and all of parts to the invoice detail
  2. **Adding just this item** - will add only the master item to the invoice detail
  3. **Adding New Format** - will add the master item and all parts to the invoice detail; this format prints at the invoice detail all parts only

If the master item has a price, the price will be included to the total of the Invoice. After the system adds all parts and there are Missing Parts at the end of the process, the system will show a message indicating it has created an error log in a text file (TXT) with missing parts.

The rest of the fields under the Note, shows information of the item and is handle by the system automatically, you cannot change them.

### **Adding Inventory Items**

To add an inventory item to your sales return you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Fill all the needed fields as specified in the previous topic and click **OK** to save the record or **Cancel** to discard your changes.

After adding a record, you will be ask if you want to continue adding more items. Answer appropriately and continue your work.

### **Modifying Inventory Items**

To edit an inventory item first select it, then:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

Change the needed fields and click **OK** to save your changes or click **Cancel** to discard it.

### **Deleting Inventory Items**

To delete an inventory item first select it, then:

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or **No** to keep it.

### **Sales Return Payment and Notes Page**

The Payment and Notes page lets you change the payment type and adds the beginning and ending notes. The beginning note will print before the start of the detail in your invoice and the ending (or the system note if you chose) at the end.

For the ending note, you have the option to use a **system note** (see [Maintaining Sales System Notes](#)) with a pre-defined text or a specific text that you can enter directly on this page.

Both notes are **optional**.

## **Customer Deposit**

This type of transaction refers to the amount that you receive from a customer in advance to cover the initial payment of a shipment or to reserve goods that will be invoice later. In other words, the amount received that is not actually related to an already issued invoice.

The amounts posted through these transactions are kept as open credits for the customer and should be applied later to their corresponding documents.

To work with this function, select **Customer Deposits** from the **Invoicing** submenu in the **Transactions** menu or click on **Receive Customer Deposit icon**.

The **Search window** for **Receive Customer Deposit**, behaves the same way as the customer search and to reduce duplication is not included.

The **Browser Legend** will display different colors depending of the status:

**Inactive** – the customer color is **Red**

**Active** – the customer color is **White**

**Selected** – the customer-selected color is **Dark Blue** (ZETACONCEP)

The screenshot shows the 'Receive Customer Deposit' window with the following data:

Field	Value
Customer #	ZETACONCEP
Name	ZETA CONCEPTS, INC.
Open Credit	481.76
Balance	588.24
Purchase Order #	
Description	
Amount Paid	0.00
Bank #	01
Reference	
Cash	<input type="checkbox"/>
Differed	<input type="checkbox"/>
Differed Date	12/13/2023
Create Deposit	<input type="checkbox"/>

The initial window layout shows only customer data, you can start a customer search by clicking the search icon on the bottom of the window, or you can navigate through the defined customers with the navigation icons.

Once you have found your customer, click **OK** to start entering the transaction information, as described below:

- **Purchase Order #** - enter the customer's purchase order, if applicable. **Optional**
- **Description** - enter a description for the transaction. **Optional**
- **Amount Paid** - enter the deposit amount. **Required**
- **Bank #** - enter the code for the bank. Click on the search icon to start a search window. **Required**
- **Reference** - enter the reference number for the document you receive (check number, transfer number, etc.)
- **Cash** – place a check mark if the payment you received is cash
- **Deferred** - place a check mark **only** if the payment is deferred for a later date
- **Deferred Date** – enter the deferred date if the payment is deferred for a later date
- **Create Deposit** – place a check mark if you want to create the bank deposit automatically, instead creating it through Create Deposit

**Note:** The transaction date is the system date.

After you have filled all the information, click **OK** to save the transaction. A final confirmation window will appear. Confirm to save or click cancel to return to the window to review your data.

### **Customer Deposit Journal Entry**

**Journal entries scenarios:** Entries are created automatically by the system every time a user creates a transaction, no user intervention is needed. In **Change Setup** in the Sales module, you will find the default Customer Deposit account. Usually is within the range of Current Liabilities.

An automatic accounting entry example of a **Customer Deposit** for \$ 100:

Description	Debit	Credit
Bank	100.00	
Customer Deposit		100.00
Totals	100.00	100.00



## Ship Sales Order

This transaction takes a previously created Sales Order and marks it as shipped, creating the corresponding invoice. You can create a whole shipment or a partial one. The system will keep track of your backorder quantities to prevent over shipment.

To work with this function, select **Ship Sales Order** from the **Invoicing** submenu in the **Transactions** menu or click on **Ship Merchandise from Sales Order** icon.

To help you with the data, the system will display the **Sales Order Search window** with the following searchable fields to help in the process.

- **Sales Order #** - allows you to select all the sales orders or just one.
- **Date From** – allows you to select a date (create date) with a calendar popup icon
- **Date To** – allows you to select a date (create date) with a calendar popup icon

The system will display the search window with the **OK** and **Cancel** buttons. Click **OK** to proceed or click **Cancel** to abort and return to the selection option.

The user can combine any criteria, and only those fields entered by the user become part of the query. If no searchable field entered and by clicking the **OK** button, the system will display the search result with all the data.

To reduce duplication of screens, will include a search window after the user clicks the **OK** button selecting all the data.

Sales Order...	Customer #	Name	Ordered	Shipped
00008043	ABBSERVICE	ABB SERVICES	10600.00	10600.00
00008044	ACCESSO	ACCESSO INTERNATIONAL, INC.	18600.00	18600.00
00008045	ABBSERVICE	ABB SERVICES	450.00	450.00
00008046	99	GCS SHOP	50.00	50.00
00008053	AAAGENER	AAA GENERATOR & PUMP INC	0.00	0.00
00008063	ABBA	ABBA COMMERCE CORPORATION	0.00	0.00
00008064	ABBA		0.00	0.00
00008065	ABB	ABB SERVICES, INC.	0.00	0.00
00008066	ABBSERVICE	ABB SERVICES	0.00	0.00
00008071	ABB	ABB SERVICES, INC.	0.00	0.00
00008072	KAISER	KAISER ALUMINIUM	0.00	0.00
00008073	KAL	KAL MALTZ	0.00	0.00
00008074	BEAR	BEAR ISLAND PAPER CO. L.L.C.	0.13	0.00
00008076	ZETA CONCEPT	ZETA CONCEPTS, INC.	283.12	0.00

The user can select the sales order by **Double-clicking** on the selected sales order or by selecting the sales order and clicking the **OK** button



At the bottom of the Search window, you will find a set of icons that will show available functions.

The **Browser Legend** will display different colors depending of the status:

**Totally Shipped** – the sales order color is **Red**

**Partially Shipped** – the sales order color is **Yellow**

**Ordered** – the sales order color is **White**

**Selected** – the sales order-selected color is **Dark Blue** (00008076)

Once you have found your sales order, click **OK** to review ordered data and execute the shipment. The window layout will change and show a list with all the items on the order. Every item will show its backorder quantity and, initially, the same ship quantity.

Inventory #	Description	Ship	B/O	Amount
1528-451	SPRING LARGE ACCUMUL	2	2	84.60
SERIALITEM	SERIAL ITEM	1	1	180.00

To change the ship quantity for an item, select it and click on the **Edit icon** in the bottom of the window or click the **F5** key on the keyboard. Enter the new ship quantity (can be zero (0) or a positive number less than or equal to the B/O (backorder quantity)).

Click **OK** to accept the new quantity or click **Cancel** to retain the original.

Any ship quantity that is less than the backorder quantity will show in a red background for easy identification.

When you are sure of the shipping quantities, click on the **Ship Sales Order icon** at the bottom of the window to execute the transaction. A window asking to confirm will appear. Answer **Yes** to generate the corresponding invoice and mark the appropriate items as shipped.

Before creating the invoice, a window will show asking whether to include freight charges. If you answer **Yes**, you will have to specify the charges to apply.

To include a Freight charge in the invoice, you should have a **Freight Inventory item** in your Inventory, **not checked as perpetual**.

- Click on the search icon to choose this item
- You can change the cost and price if needed
- The invoice created will include a line item

When the transaction is finished, a window will appear showing you the new invoice number assigned during the process.

Ship Merchandise from Sales Order

Sales Order # 00008076    Ordered 283.12    Shipped 0.00    Date 12/13/2023  
Customer # ZETACONCEP    Name ZETA CONCEPTS, INC.

Inventory #	Description	Ship	B/O	Amount
1528-451	SPRING LARGE ACCUMUI	2	2	84.60
SERIAL		2	2	180.00

Choose Freight Charge

Inventory # ZZFREIGHT  
Description FREIGHT  
Cost 25.00  
Price 50.00

OK    Cancel

Fields updated when the merchandise ships at the Item record and **Perpetual:**

- On-Hand quantity decreases by the quantity shipped
- Booked quantity decreases by the quantity shipped
- Available quantity decreases by the quantity shipped
- Order MTD quantity is reduced by the quantity shipped, so does Amount MTD
- Sales MTD quantity increases by the quantity shipped, so does Amount MTD
- Sales YTD quantity increases by the quantity shipped, so does Amount YTD
- Sales Page quantity increases by the quantity shipped, for the corresponding period so does the Amount

Detail Invoice line created from shipping sales order with freight line included:

The screenshot shows the 'Ship Merchandise from Sales Order' window. The window title is 'Ship Merchandise from Sales Order'. The main area contains a table with the following data:

Inventory #	Description	Ship	B/O	Amount
1528-451	SPRING LARGE ACCUMUI	0	0	0.00
SERIALITEM	SERIAL ITEM	0	0	0.00
ZZFREIGHT	FREIGHT	0	0	0.00

Below the table, a warning dialog box is displayed with the following text:

Warning!  
Invoice # 00011024 created from Sales Order # 00008076

The dialog box has an 'OK' button.

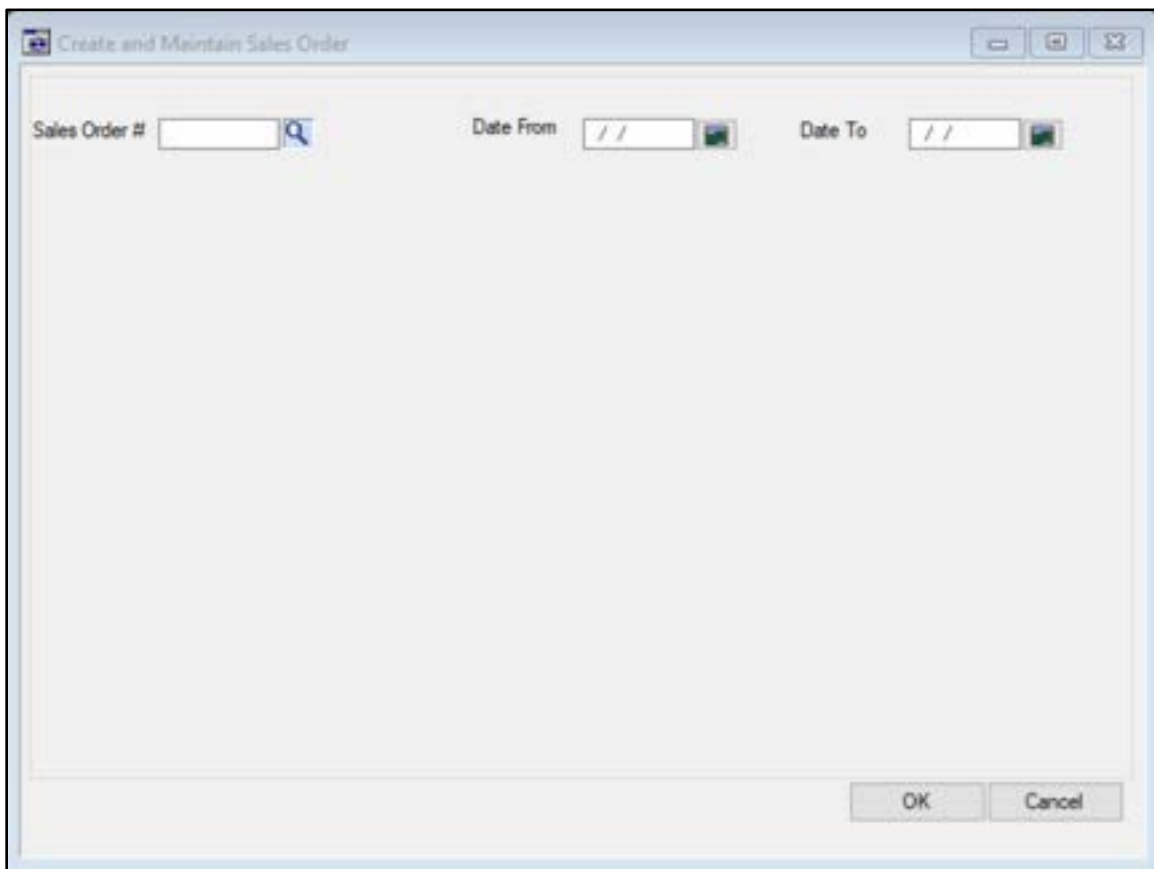
## **Sales Order**

Whenever a customer orders merchandise, you should create a sales order.

To work with this function, select **Sales Order** from the **Orders** submenu in the **Transactions** menu or click on **Create and Maintain Sales Order icon**.

To help you with the data, the system will display the **Sales Order Search window** with the following searchable fields to help in the process.

- **Sales Order #** - allows you to select all the sales order or just one.
- **Date From** - allows you to select a date (create date) with a calendar popup icon
- **Date To** - allows you to select a date (create date) with a calendar popup icon



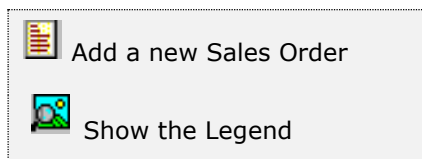
The screenshot shows a software window titled "Create and Maintain Sales Order". At the top, there are standard window control buttons (minimize, maximize, close). Below the title bar, there are three search criteria fields: "Sales Order #" followed by a text input box and a magnifying glass icon; "Date From" followed by a date input field (showing two slashes) and a calendar icon; and "Date To" followed by a date input field (showing two slashes) and a calendar icon. The main area of the window is empty. At the bottom right, there are two buttons labeled "OK" and "Cancel".

The system will display the search window with the **OK** and **Cancel** buttons. Click **OK** to proceed or click **Cancel** to abort and return to the selection option.

The user can combine any criteria, and only those fields entered by the user become part of the query. If no searchable field entered and by clicking the **OK** button, the system will display the search result with all the data.

Sales Order #	Customer #	Name	Ordered	Shipped
00008032	KAMEWA	KAMEWA AMERICA INC.	59.21	59.21
00008033	ADAMS		0.40	0.40
00008034	ABBSERVICE	ABB SERVICES	201.65	0.13
00008035	ABBA	ABBA COMMERCE CORPORATION	36.13	0.00
00008036	ADM CORN	ADM CORN PROCESSING	1400.00	1400.00
00008037	ZIEGLER	ZIEGLER	445.50	445.50
00008038	ZIEGLERINC	ZIEGLER INC.	7425.00	5940.00
00008039	ZIEGLERINC	ZIEGLER INC.	891.00	742.50
00008040	3MDISPATCH	3M CORPORATION	5040.00	4040.00
00008041	A. R. SAVAGE	A. R. SAVAGE & SON INC	636.00	636.00
00008042	AAAGENER	AAA GENERATOR & PUMP INC	2960.00	2960.00
00008043	ABBSERVICE	ABB SERVICES	10600.00	10600.00
00008044	ACCESSO	ACCESSO INTERNATIONAL, INC	18600.00	18600.00
00008045	ABBSERVICE	ABB SERVICES	450.00	450.00
00008046	99	GCS SHOP	50.00	50.00

The user can select the sales order by **Double-clicking** on the selected sales order or by selecting the sales order and clicking the **OK** button



At the bottom of the Search window, you will find a set of icons that will show available functions.

The user from this window can also add a new sales order by clicking the **Add icon** to start a new sales order.

The **Browser Legend** will display different colors depending of the status:

**Totally Shipped** – the sales order color is **Red**

**Partially Shipped** – the sales order color is **Yellow**

**Ordered** – the sales order color is **White**

**Selected** – the sales order-selected color is **Dark Blue** (00008035)

### **Searching for a Sales Order**

To search for a specific sales order you can:

- Click on the search icon on the bottom of the window,
- Click the **F1** key on the keyboard

Locate the needed record by means of the arrow keys [↑↓] and click **OK** to select it or to return without making a selection click **Cancel**.

### **Creating a new Sales Order**

To create a new sales order you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Now you can fill the customer code and the rest of data in the different pages. Refer to the descriptions and guidelines for the different fields.

To save the new data click **OK** or click **Cancel** to discard it.

### **Modifying a Sales Order**

To edit an existing sales order first select it, then:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

Move to the appropriate page and change the required Data - Refer to the description and guidelines of the fields.

Click **OK** to accept and save the new data or click **Cancel** to retain the original.

### **Deleting a Sales Order**

To delete an existing sales order first select it, then:

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or **No** to keep it

### **Printing Sales Order**

You can print your sales orders directly from the sales order window, one at a time by clicking on the print icon, as you are creating them. Alternatively, through the **sales order printing** function in the **reports** menu, where you can print single or multiple sales orders.

In the document selection window choose **Sales Order** and in the copies window enter the number of copies you need to print.

Besides printing the Sales Order, you can also print:

- **Delivery Receipt**
- **Packing List**
- **Proforma invoice**

### **Customer Aging**

To see a customer's aging, click on the **Customers Aging** icon on the bottom of the window. A new window will appear showing the customer's aging in ranges 1 – 30, 31 – 45, 46 – 60, 61 – 90 and over 90 days due, along with the total balance.







To close the aging window, click **OK** or click **Cancel**.

To help you entering the data the sales order window has three pages: **Sales Order, Detail** and **Payment, and Notes**.






## Sales Order Page

The **Sales Order** page holds your customer’s data; at the bottom, you will find a set of fields that will show the running totals for the order.

	Search for a Sales Order
	Start a new Sales Order
	Edit this Sales Order
	Delete this Sales Order
	Print this Sales Order
	Customer Aging

You can search, add, edit or delete records by means of the action icons.

You can also navigate through the records by means of the navigation icons.

	Next record
	Previous record
	First record in file
	Last record in file

- **Sales Order #** - is the assigned sales order number for the record, is assigned by the system and cannot be changed
- **Customer #** - enter the customer ID. You can click on the search icon (to the right of the field) to select the customer from the list of currently defined customers. Upon entering or selecting a valid customer ID, the system will automatically update the corresponding fields from the customer’s record. You can change several of these fields, as noted below, if the need arises

- **Date** – is the effective date for the sales order
- **Name** – is the name for the customer, up to 30 characters, updated from the customer's record, you can change this field
- **Invoicing Address, City, State, Zip Code and Country** – is the information about the invoicing address for the customer, updated from the customer's record, you can change this field
- **Shipping Address, City, State, Zip Code and Country** – is the information about the shipping to address for the customer. If blank, the invoicing address will be used, updated from the customer's record, you cannot modify this field

If you customer has several shipping addresses, you can select one of them by specifying **Multiple** in the address drop-down and choose from the multiple address lookup. Selecting **Origin** (the default) from the address drop-down, the primary shipping address stored in the customer's record will be use

To define multiple shipping addresses, refer to [Multiple Shipping Addresses](#)

- **Contact** – is the name of the person that should be contacted when addressing issues with this customer, updated automatically by the system, either from the customer's main record or from one of the shipping address records
- **Phone** – is the phone of the person that will be contacted when addressing issues with this customer, updated automatically by the system, either from the customer's main record or from one of the shipping address records
- **Sales ATD** – is the total amount of sales for the customer up to the current date, updated from the customer's data, you cannot change this field
- **Sales YTD** – is the amount of sales for the customer from the start of fiscal year up to the current date, updated from the customer's data, you cannot change this field
- **Sales PTD** – is the amount of sales for the customer from the start of the current period up to the current date, updated from the customer's data, you cannot change this field
- **Credit Limit** – is the customer's credit limit, updated from the customer's data, you cannot change this field
- **Balance** – is the current customer's balance, updated from the customer's data, you cannot change this field
- **Open Credit** - is the amount of the customer's open credit invoices, updated from the customer's data, you cannot change this field
- **Currency** – is the currency assign to the customer, updated from the customer's data, you can change this field. Will show if only using Multicurrency, otherwise it will not show
- **Exchange Rate** - is the last exchange rates corresponding to the currency assign, updated from the Finance's foreign currency exchange rate table, you cannot change this field. Will show if only using Multicurrency, otherwise it will not show
- **Salesman** – it is the code for the assigned salesman, updated from the customer's data - Click on the search icon to the right of the field to select from the list of salesmen

- **Discount** – is the discount percentage that applies to this sales order, updated automatically from the customer’s record, you can change this field
- **Pay Term conditions**- is the pay term conditions if this customer, if applicable, updated automatically from the customer’s record. You can change these fields. If you need to change the payment type, refer to data in page **Payment and Notes**
- **Ship Via** – is how to ship the merchandise. **Optional**
- **F.O.B.** – is the FOB location. **Optional**
- **PO#** - is the customer’s purchase order number, if applicable. **Optional**
- **Sales Tax Rate #1** – specifies the rate #1, as defined in **Settings, Change Set Up**
- **Sales Code #1** – specifies the code #1, as specified in **Settings, Change Set Up**
- **Sales Tax Rate #2** – specifies the rate #2, as defined in **Settings, Change Set Up**
- **Sales Code #2** – specifies the code #2, as specified in **Settings, Change Set Up**

**Note:** Depending of the Sales Tax defined you will see one sales tax, two sales taxes or neither if you did not choose any

## Sales Order Detail Page

The Detail page contains a list of the items charged to this sales order.

Every sales order should have, at least, one merchandise item ordered by the customer.

**Create and Maintain Sales Order**

Sales Order # 00008035  
 Customer # ABBA  
 Name ABBA COMMERCE CORPORATION  
 Inventory # N G290012  
 Description NAMEPLATE

Order 1 Discount 7.00 Price 10.56 Amount 9.82

Note  
 Total Char. 0

On-Hand	10	List Price	2.90	Line	1	LINE 1
In-Shop	0	Rented	0	Group	1	
Booked	1	Committed	0	Class	1	Class 1
On Order	0	Minimum	5	Subclass	1	Subclass 2
To Order	0	Maximum	10	Category	M	MISC

Subtotal 42.36 FL TAX 0.00 Discount 0.00 Total 42.36

OK Cancel

When you add or modify an inventory record, the window layout will change to show the following fields where you can enter information.

- **Inventory #** - enter your inventory item number. To search, click on the search icon to the right of the field. Upon entering a valid inventory number, all the relevant data for the item will show
- **Description** - is the description for the item. You can change this if you have specified that the user can change the description for the item at invoicing time
- **Cost** - enter the unit cost price for the item. Cost will only show if you have specified that the Inventory Type is "**Sales**" and the Control Method is "**Non-Inventory**", this cost will be use to calculate the profit when invoicing instead of the average cost calculated on a "**Standard**" Control Method.

- **Order (Quantity)** - enter how many items will ship or will be sold. This value should be greater than zero or it will be rejected by the system. Quantity ordered will increase the '**Booked**' quantity.
- **Discount** - enter the discount percentage, if applicable and allowed
- **Price (Unit)** - enter the unit sales price for the item. You can change this if you have specified that the user can change the price for the item at invoicing time
- **Amount** – is the total sale amount for this item, ship quantity times price minus discount, updated by the system and cannot be changed
- **Note** – is an auxiliary field where you can enter notes about the item. You can change this if you have specified that the user can change the notes for the item at invoicing time.
- **Adding Component** – this will only show if you have specified the following three conditions:
  - Inventory Type is **Sales**
  - Control Method can be **Standard, Serial or Lot**
  - Has **Kit**, the Kits checkbox has been flag - if this item is a Master or Parent Inventory item and has parts. You have three (3) selling options:
    1. **Adding Component** - will add the master item and all of parts to the invoice detail
    2. **Adding just this item** - will add only the master item to the invoice detail
    3. **Adding New Format** - will add the master item and all parts to the invoice detail; this format prints at the invoice detail all parts only

If the master item has a price, the price will be included to the total of the Invoice. After the system adds all parts and there are Missing Parts at the end of the process the system will show a message indicating it has created an error log in a text file (TXT) with missing parts

The rest of the fields under the Note, shows information of the item and is handle by the system automatically, you cannot change them.

### **Adding Inventory Items**

To add an inventory item to your sales order you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Fill all the needed fields as specified in the previous topic and click **OK** to save the record or **Cancel** to discard your changes.

After adding a record, you will be asked if you want to continue adding more items. Answer appropriately and continue your work.

### **Modifying Inventory Items**

To edit an inventory item first select it, then:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

Change the needed fields and click **OK** to save your changes or click **Cancel** to discard.

### **Deleting Inventory Items**

To delete an inventory item first select it, then:

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or **No** to keep it

### **Sales Order Payment and Notes Page**

The Payment and Notes page lets you change the payment type and add beginning and ending notes. The beginning note will print before the start of detail in your invoice and the ending (or the system note if you chose) at the end.

For the ending note, you have the option to use a **system note** with a pre-defined text or a specific text that you can enter directly on this page. Both notes are **optional**.

## **Sales Quote**

You can create sales quotes for your customers, when is approve you can convert them to sales orders with just one click.

To work with this function, select **Sales Quote** from the **Orders** submenu in the **Transactions** menu or click on **Create and Maintain Sales Quote icon**.

To help you with the data, the system will display the **Sales Quote Search window** with the following searchable fields to help in the process.

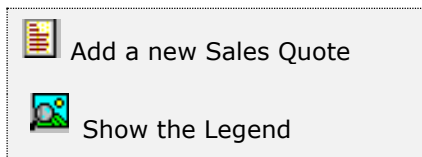
- **Sales Quote #** - allows you to select all the sales quotes or just one.
- **Date From** – allows you to select a date (create date) with a calendar popup icon
- **Date To** – allows you to select a date (create date) with a calendar popup icon

The system will display the search window with the **OK** and **Cancel** buttons. Click **OK** to proceed or click **Cancel** to abort and return to the selection option.

The user can combine any criteria, and only those fields entered by the user become part of the query. If no searchable field entered and by clicking the **OK** button, the system will display the search result with all the data.

To reduce duplication of screens, will not include a search window, which behaves the same way as the sales order.

The user can select the sales quote by **Double-clicking** on the selected sales quote or by selecting the sales quote and clicking the **OK** button



At the bottom of the Search window, you will find a set of icons that will show available functions.

The user from this window can also add a new sales quote by clicking the **Add icon** to start a new sales quote.

The **Browser Legend** will display different colors depending of the status:

**Quoted** – the sales quote color is **White**

**Selected** – the sales quote-selected color is **Dark Blue**

### **Searching for a Sales Quote**

To search for a specific sale quote you can start the search window by

- Click on the search icon on the bottom of the window,
- Click the **F1** key on the keyboard

Locate the needed record by means of the arrow keys [↑↓] and click **OK** to select it or to return without making a selection click **Cancel**.

### **Creating a new Sales Quote**

To create a new sales quote you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Now you can fill the customer code and the rest of data in the different pages. Refer to the descriptions and guidelines for the different fields.

To save the new data click **OK** or click **Cancel** to discard it.

### **Modifying a Sales Quote**

To edit an existing sales quote first select it, then:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

Move to the appropriate page and change the required data, refer to the **Sales Quote** description and guidelines of the fields.

Click **OK** to accept and save the new data or click **Cancel** to retain the original.

### **Deleting a Sales Quote**

To delete an existing sales quote first select it, then

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or **No** to keep it



### **Printing Sales Quotes**

You can print your sales quotes directly from the sales quote window, one at a time by clicking on the print icon, as you are creating them. Alternatively, through the **sales quote printing** function in the **reports** menu, where you can print single or multiple sales quotes.

### **Approving a Sales Quote**

When your customer approves your quote, you can easily convert it to a sales order. First, select the appropriate sales quote. Then, click on the Approve Sales Quote icon on the bottom of the window. A confirmation window will appear and, if **Yes** is selected, a final window will show the new Sales Order number assigned after the process. All inventory quantities will be Booked if available On-Hand with this process. The Sales Quote number will become the new Sales Order number.

### **Customer Aging**

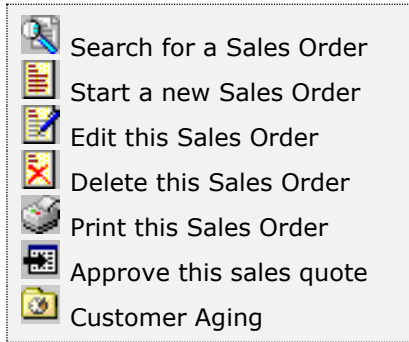
To see a customer's aging, click on the "Customers Aging" icon on the bottom of the window. A new window will appear showing the customer's aging in ranges 1 – 30, 31 – 45, 46 – 60, 61 – 90 and over 90 days due, along with the total balance.

To close the aging window, click **OK** or click **Cancel**.

To help you entering the data, the sales quote window has three pages: **Sales Quote**, **Detail**, and **Payment and Notes**.

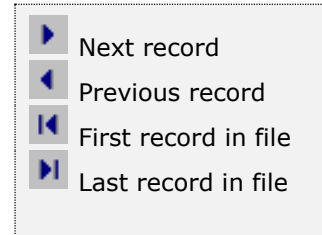
## Sales Quote Page

The Sales Quote page holds your customer's data, at the bottom; you will find a set of fields that will show the running totals for the quote.



You can search, add, edit or delete records by means of the action icons.

You can also navigate through the records by means of the navigation icons.



- **Sales Quote #** - is the assigned sales quote number for the record, is assigned by the system and cannot be changed
- **Customer #** - enter the customer ID. You can click on the search icon (to the right of the field) to select the customer from the list of currently defined customers. Upon entering or selecting a valid customer ID, the system will automatically update the corresponding fields from the customer's record. You can change several of these fields, as noted below, if the need arises
- **Date** – is the effective date for the sales quote
- **Name** – contains the name for the customer, up to 30 characters, updated from the customer's record, you can change this field
- **Invoicing Address, City, State, Zip Code and Country** – contains information about the invoicing address for the customer, updated from the customer's record, you can change this field
- **Shipping Address, City, State, Zip Code and Country** – contains information about the shipping to address for the customer. If blank, the invoicing address will be used, updated from the customer's record, you cannot modify this field

If you customer has several shipping addresses, you can select one of them by specifying **Multiple** in the address drop-down and choose from the multiple address lookup. Selecting **Origin** (the default) from the address drop-down, the primary shipping address stored in the customer's record will be use.

To define multiple shipping addresses, refer to [Multiple Shipping Addresses](#)

- **Contact** - is the name of the person that will be contacted when addressing issues with this customer, updated automatically by the system, either from the customer's main record or from one of the shipping address records
- **Phone** – is the phone of the person that will be contacted when addressing issues with this customer, updated automatically by the system, either from the customer's main record or from one of the shipping address records

- **Sales ATD** – is the total amount of sales for the customer up to the current date, updated from the customer’s data, you cannot change this field
- **Sales YTD** – is the amount of sales for the customer from the start of fiscal year up to the current date, updated from the customer’s data, you cannot change this field
- **Sales PTD** – is the amount of sales for the customer from the start of the current period up to the current date, updated from the customer’s data, you cannot change this field
- **Credit Limit** – is the customer’s credit limit, updated from the customer’s data, you cannot change this field
- **Balance** – is the current customer’s balance, updated from the customer’s data, you cannot change this field
- **Open Credit** – is the amount of the customer’s open credit invoices, updated from the customer’s data, you cannot change this field
- **Currency** – is the currency assign to the customer, updated from the customer’s data, you can change this field. Will show if only using Multicurrency, otherwise it will not show
- **Exchange Rate** – is the last exchange rates corresponding to the currency assign, updated from the Finance’s foreign currency exchange rate table, you cannot change this field. Will show if only using Multicurrency, otherwise it will not show
- **Salesman** – is the code for the assigned salesman, updated from the customer’s data - Click on the search icon to the right of the field to select from the list of salesmen
- **Discount** – is the discount percentage that applies to this sales quote. Filled in automatically from the customer’s record, you can change this field.
- **Pay Term conditions** – is the pay term conditions for this customer, if applicable, updated automatically from the customer’s record, you can change these fields. If you need to change the payment type, refer to data in page **Payment and Notes**
- **Ship Via** – is how to ship the merchandise. **Optional**
- **F.O.B.** – is the FOB location. **Optional**
- **PO#** - is the customer’s purchase order number, if applicable. **Optional**
- **Sales Tax Rate #1** - specifies the rate #1, as defined in **Settings, Change Set Up**
- **Sales Code #1**- specifies the code #1, as specified in **Settings, Change Set Up**
- **Sales Tax Rate #2** - specifies the rate #2, as defined in **Settings, Change Set Up**
- **Sales Code #2** – specifies the code #2, as specified in **Settings, Change Set Up**

**Note:** Depending of the Sales Tax defined you will see one sales tax, two sales taxes or neither if you did not choose any

## Sales Quote Detail Page

Every sale quote should have, at least, one merchandise item ordered by the customer.

When you add or modify an inventory record, the window layout will change to show the following fields where you can enter information.

- **Inventory #** - enter your inventory item number. To search, click on the search icon to the right of the field. Upon entering a valid inventory number, all the relevant data for the item will show
- **Description** – is the description for the item. You can change this if you have specified that the user can change the description for the item at invoicing time
- **Cost** - enter the unit cost price for the item. Cost will only show if you have specified that the Inventory Type is "**Sales**" and the Control Method is "**Non-Inventory**", this cost will be use to calculate the profit when invoicing instead of the average cost calculated on a "**Standard**" Control Method
- **Order (Quantity)** - enter how many items will ship or to be sold. This value should be greater than zero or will be rejected by the system. Quantity ordered will NOT increase the '**Booked**' quantity
- **Discount** - enter the discount percentage, if applicable and allowed
- **Price (Unit)** - enter the unit sales price for the item. You can change this if you have specified that the user can change the price for the item at invoicing time.
- **Amount** – is the total sale amount for this item, ship quantity times price minus discount, updated by the system and cannot be changed
- **Note** – is an auxiliary field where you can enter notes about the item. You can change this if you have specified that the user can change the notes for the item at invoicing time
- **Adding Component** – this will only show if you have specified the following three conditions:
  - Inventory Type is **Sales**
  - Control Method can be **Standard, Serial or Lot**
  - Has **Kit**, the Kits checkbox has been flag - if this item is a Master or Parent Inventory item and has parts. You have three (3) selling options:
    1. **Adding Component** - will add the master item and all of parts to the invoice detail
    2. **Adding just this item** - will add only the master item to the invoice detail
    3. **Adding New Format** - will add the master item and all parts to the invoice detail; this format prints at the invoice detail all parts only

If the master item has a price, the price will be included to the total of the Invoice. After the system adds all parts and there are Missing Parts at the end of the process the system will show a message indicating it has created an error log in a text file (TXT) with missing parts. The rest of the fields under the Note, shows information of the item and is handle by the system automatically, you cannot change them.

### **Adding Inventory Items**

To add an inventory item to your sales quote you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Fill all the needed fields as specified in the previous topic and click **OK** to save the record or click **Cancel** to discard your changes.

After adding a record, you will be asked if you want to continue adding more items. Answer appropriately and continue your work.

### **Modifying Inventory Items**

To edit an inventory item first select it, then:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

Change the needed fields and click **OK** to save your changes or **Cancel** to discard.

### **Deleting Inventory Items**

To delete an inventory item first select it, then:

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or **No** to keep it.

### **Sales Quote Payment and Notes Page**

The Payment and Notes page lets you change the payment type and add beginning and ending notes. The beginning note will print before the start of detail in your invoice and the ending (or the system note if you chose) at the end.

For the ending note, you have the option to use a **system note** with a pre-defined text or a specific text that you can enter directly on this page. Both notes are **optional**.

## **Recurrent Invoice**

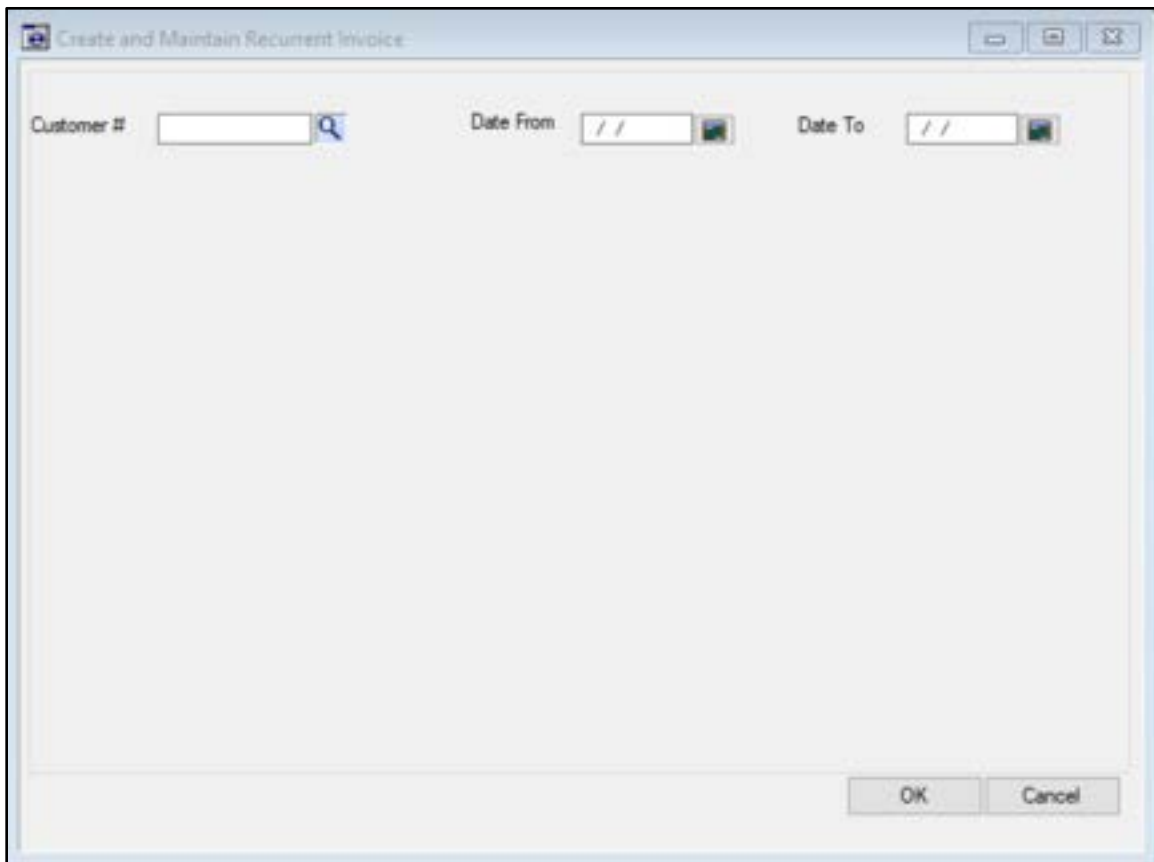
You can create recurrent invoices to your customers. Each recurrent invoice will be created automatically as one of the last tasks during the execution of End of Period process. This will take place only for the periods you have selected.

In **Zeta Pro™**, the recurrent invoices resemble the regular Invoice. You should enter the same kind of information. The main difference is that with an invoice, we are shipping merchandise and with a Recurrent Invoice, we are creating invoices for future periods.

To work with this function, select **Recurrent Invoice** from the **Maintenance** menu or click on the **Create and Maintain Recurrent Invoice icon**.

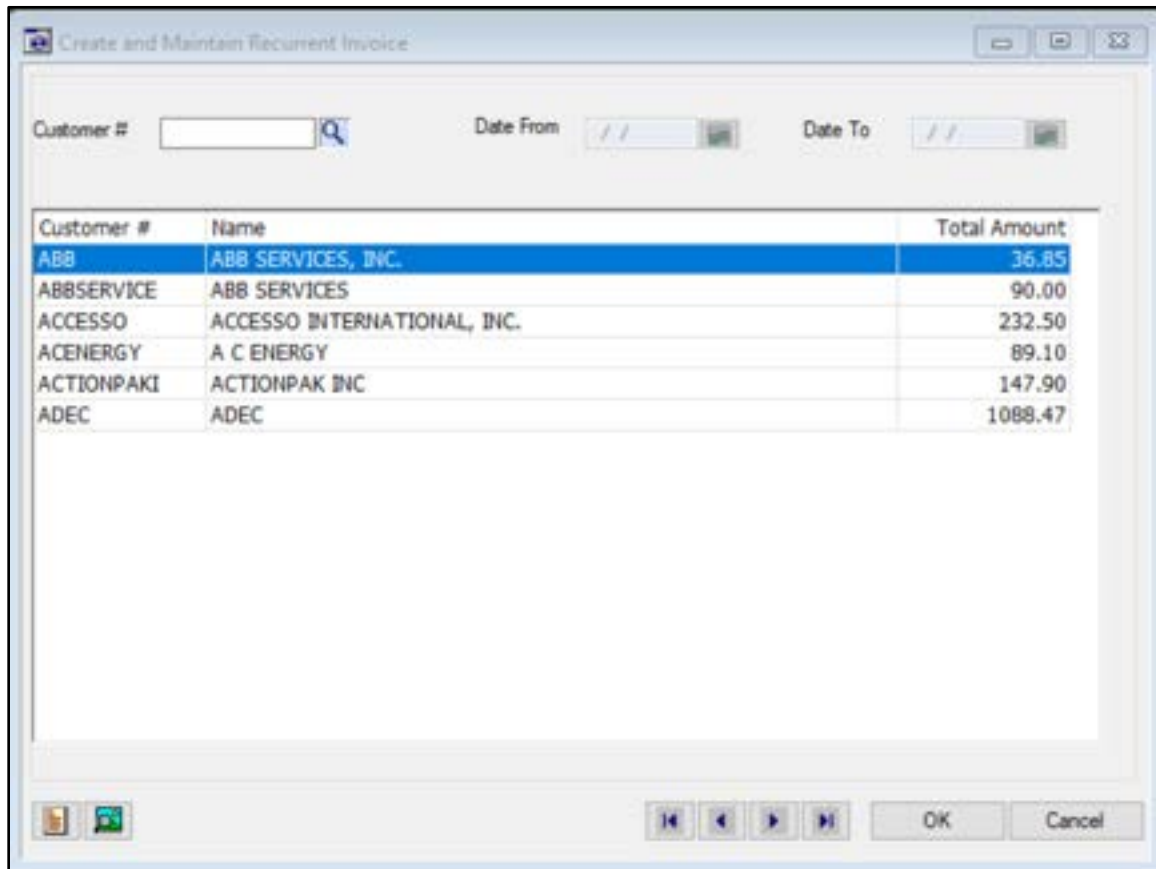
To help you with the data, the system will display the **Customer Search window** with the following searchable fields to help in the process.

- **Customer #** - allows you to select the all the customers or just one.
- **Date From** - allows you to select a date (create date) with a calendar popup icon
- **Date To** - allows you to select a date (create date) with a calendar popup icon

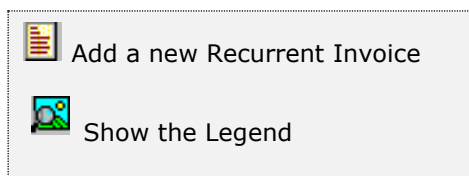


The system will display the search window with the **OK** and **Cancel** buttons. Click **OK** to proceed or click **Cancel** to abort and return to the selection option.

The user can combine any criteria, and only those fields entered by the user become part of the query. If no searchable field entered and by clicking the **OK** button, the system will display the search result with all the data.



The user can select the recurrent invoice by **Double-clicking** on the selected recurrent invoice or by selecting the recurrent invoice and clicking the **OK** button.



At the bottom of the Search window, you will find a set of icons that will show available functions.

The user from this window can also add a new recurrent invoice by clicking the **Add icon** to start a new recurrent invoice.

The **Browser Legend** will display different colors depending of the status:

**Active** – the recurrent invoice color is **White**

**Selected** – the recurrent invoice-selected color is **Dark Blue** (ABB)

### **Searching for a Recurrent Invoice**

To search for a specific recurrent invoice you can start the search window by

- Click on the search icon on the bottom of the window,
- Click the **F1** key on the keyboard

Alternatively, you can navigate through the defined records, by means of the bottom movement icons.

Locate the needed record by means of the arrow keys [↑↓] and click **OK** to select it. To return without making a selection click **Cancel**.

### **Creating a new Recurrent Invoice**

To create a new recurrent invoice you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Now you can fill the customer code and the rest of data in the different pages. Refer to the description and guidelines for the different fields.

To save the new data click **OK** or click **Cancel** to discard it.

### **Modifying a Recurrent Invoice**

To edit an invoice first select it, then:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

Move to the appropriate page and change the required Data - Refer to the description and guidelines of the fields.

Click **OK** to accept and save the new data or **Cancel** to retain the original.



### **Deleting a Recurrent Invoice**

To delete an invoice first select it, then:

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or **No** to keep it.

**NOTE:** when you delete a recurrent invoice, you are deleting the information that the system uses to generate real invoices during the End of Period process. Any invoice previously generated from this information is considered a formal document and will be retained.

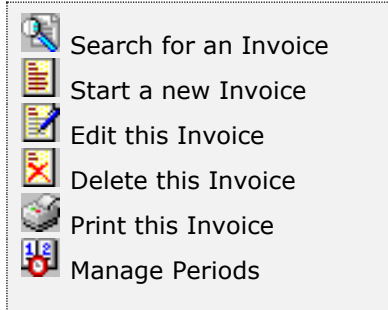
### **Printing Recurrent Invoices**

You can print your recurrent invoice directly from the recurrent invoice window, one at a time, as you are creating them. To print your recurrent invoice directly from the recurrent invoice window, after you have finished entering data, click on the print icon. In the copies window enter the number of copies you need to print.

To help you entering the data, the recurrent invoice window has three pages: **Recurrent Invoice, Detail, and Payment and Notes**. The following paragraphs describe the use and requirements for each of the fields.

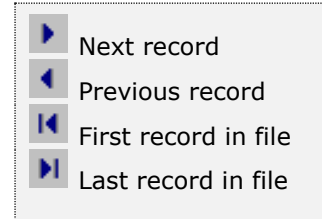
## Recurrent Invoice Page

The Recurrent Invoice page holds your customer's data, at the bottom; you will find a set of fields that will show the running totals for the document, including Subtotal, Taxes, if any, Discount and Total Amount of the Recurrent Invoice.



You can search, add, edit or delete records by means of the action icons.

You can also navigate through the records by means of the navigation icons.



- **Customer #** - enter the customer ID. You can click on the search icon (to the right of the field) to select the customer from the list of currently defined customers. Upon entering or selecting a valid customer ID, the system will automatically fill in the corresponding fields for the customer's record. You can change several of these fields, as noted below, if the need arises.
- **Date** – is the reference date for the document. When the invoice is created, will be stamped with the End of Period process date
- **Name** – contains the name for the customer, up to 30 characters, updated from the customer's record, you can change this field
- **Invoicing Address, City, State, Zip Code and Country** – contains information about the invoicing address for the customer, updated from the customer's record, you can change this field
- **Shipping Address, City, State, Zip Code and Country** – contains information about the shipping to address for the customer. If blank, the invoicing address will be used, updated from the customer's record, you cannot modify this field

If you customer has several shipping addresses, you can select one of them by specifying **Multiple** in the address drop-down and choose from the multiple address lookup. Selecting **Origin** (the default) from the address drop-down, the primary shipping address stored in the customer's record will be use

To define multiple shipping addresses, refer to [Multiple Shipping Addresses](#)

- **Contact** – is the name of the person that will be contacted when addressing issues with this customer, updated automatically by the system, either from the customer's main record or from one of the shipping address records
- **Phone** – is the phone of the person that will be contacted when addressing issues with this customer, updated automatically by the system, either from the customer's main record or from one of the shipping address records

- **Sales ATD** – is the total amount of sales for the customer up to the current date, updated from the customer's data, you cannot change this field
- **Sales YTD** – is the total amount of sales for the customer from the start of fiscal year up to the current date, updated from the customer's data, you cannot change this field
- **Sales PTD** – is the total amount of sales for the customer from the start of the current period up to the current date, updated from the customer's data, you cannot change this field
- **Credit Limit** – is the customer's credit limit, updated from the customer's data, you cannot change this field
- **Balance** – is the current customer's balance, updated from the customer's data, you cannot change this field
- **Open Credit** – is the amount of the customer's open credit invoices, updated from the customer's data, you cannot change this field
- **Currency** – is the currency assign to the customer, updated from the customer's data, you can change this field. Will show if only using Multicurrency, otherwise it will not show
- **Exchange Rate** – is the last exchange rates corresponding to the currency assign, updated from the Finance's foreign currency exchange rate table, you cannot change this field. Will show if only using Multicurrency, otherwise it will not show
- **Salesman** – is the code for the assigned salesman, updated from the customer's data - Click on the search icon to the right of the field to select from the list of salesmen
- **Discount** – is the discount percentage that applies to this invoice, updated automatically from the customer's record, you can change this field
- **Pay Term conditions** – is the pay term conditions if this customer, if applicable, updated automatically from the customer's record, you can change these fields. If you need to change the payment type, refer to data in page **Payment and Notes**
- **Ship Via** – is how to ship the merchandise. **Optional**
- **F.O.B.** – is the FOB location. **Optional**
- **PO#** - is the customer's purchase order number, if applicable. **Optional**
- **Sales Tax Rate #1** – specifies the rate #1, as defined in **Settings, Change Set Up**
- **Sales Code #1** – specifies the code #1, as specified in **Settings, Change Set Up**
- **Sales Tax Rate #2** – specifies the rate #2, as defined in **Settings, Change Set Up**
- **Sales Code #2** - specifies the code #2, as specified in **Settings, Change Set Up**

**Note:** Depending of the Sales Tax defined you will see one sales tax, two sales taxes or neither if you did not choose any

## **Recurrent Invoice Detail**

Every recurrent invoice should have, at least, one merchandise item sold to the customer.

When you add or modify an inventory record, the window layout will change to show the following fields where you can enter information.

- **Inventory #** - enter your inventory item number. To search, click on the search icon to the right of the field. Upon entering a valid inventory number, all the relevant data for the item will show
- **Description** – is the description for the item. You can change this if you have specified that the user can change the description for the item at invoicing time
- **Cost** - enter the unit cost price for the item. Cost will only show if you have specified that the Inventory Type is "**Sales**" and the Control Method is "**Non-Inventory**", this cost is used to calculate the profit when invoicing instead of the average cost calculated on a "**Standard**" Control Method
- **Order (Quantity)** - enter how many items will ship or to be sold. This value should be greater than zero or it will be rejected by the system. Quantity ordered will NOT decrease the '**On-Hand**' quantity, until the invoice is created by the period end process
- **Discount** - enter the discount percentage, if applicable and allowed
- **Price (Unit)** - enter the unit sales price for the item. You can change this if you have specified that the user can change the price for the item at invoicing time
- **Amount** – is the total sale amount for this item, ship quantity times price minus discount, updated by the system and cannot be changed
- **Note** – is an auxiliary field where you can enter notes about the item. You can change this if you have specified that the user can change the notes for the item at invoicing time
- **Adding Component** – this will only show if you have specified the following three conditions:
  - Inventory Type is "**Sales**"
  - Control Method can be **Standard, Serial or Lot**
  - Has **Kit**, the Kits checkbox has been flag - if this item is a Master or Parent Inventory item and has parts. You have three (3) selling options:
    1. **Adding Component** - will add the master item and all of parts to the invoice detail
    2. **Adding just this item** - will add only the master item to the invoice detail
    3. **Adding New Format** - will add the master item and all parts to the invoice detail; this format prints at the invoice detail all parts only

If the master item has a price, the price will be included to the total of the Invoice. After the system adds all parts and there are Missing Parts at the end of the process

the system will show a message indicating it has created an error log in a text file (TXT) with missing parts

The rest of the fields under the Note, shows information of the item and is handle by the system automatically, you cannot change them.

### **Adding Inventory Items**

To add an inventory item to your invoice you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Fill all the needed fields as specified in the previous topic and click **OK** to save the record or **Cancel** to discard your changes.

After adding a record, you will be asked if you want to continue adding more items. Answer appropriately and continue your work.

### **Modifying Inventory Items**

To edit an inventory item first select it, then:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

Change the needed fields and click **OK** to save your changes or click **Cancel** to discard it.

### **Deleting Inventory Items**

To delete an inventory item first select it, then:

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or click **No** to keep it.

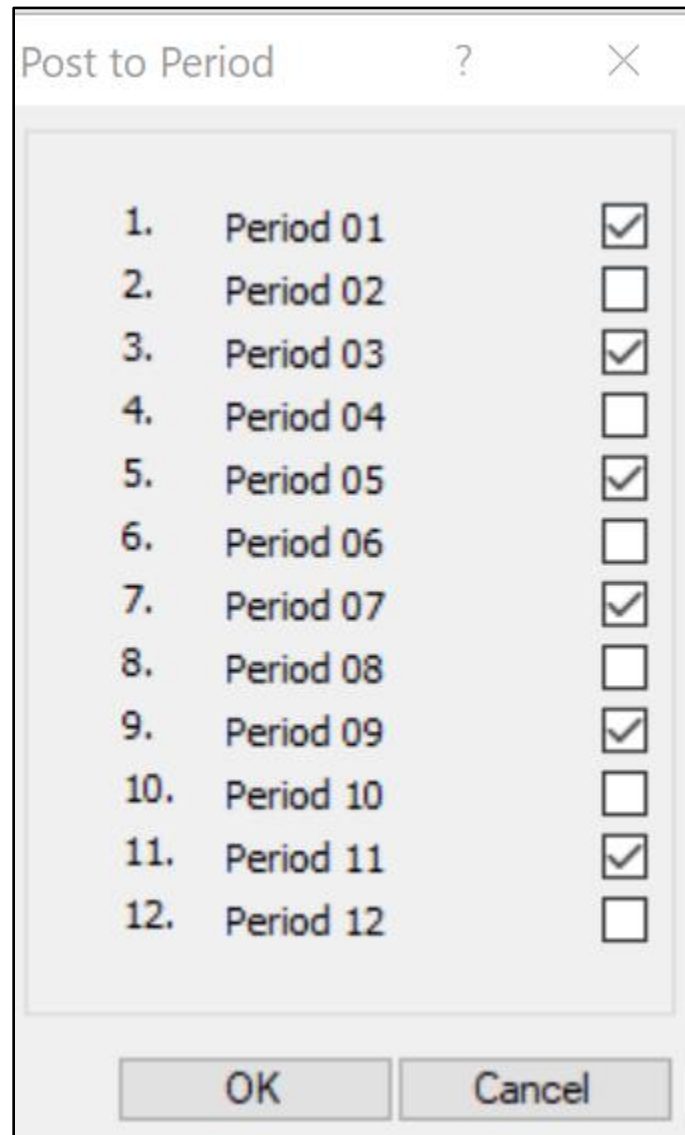
### **Recurrent Invoice Payment and Notes Page**

The Payment and Notes page lets you change the payment type and add beginning and ending notes. The beginning note will print before the start of detail in your invoice and the ending (or the system note if you chose) at the end.

For the ending note, you have the option to use a **system note** with a pre-defined text or a specific text that you can enter directly on this page. Both notes are **optional**.

### **Specifying billing periods for Recurrent Invoices**

For every recurrent invoice created, you must specify when you want to generate it. To do this, click on the **Period** icon on the bottom of the window. This will show a new window where you can place a check mark beside every period you need an invoice to be created at period-end process. Click **OK** to accept the selected periods or click **Cancel** to disregard the data and return.



The screenshot shows a dialog box titled "Post to Period" with a question mark icon and a close button (X). The dialog contains a list of 12 periods, each with a checkbox to its right. The checkboxes for Period 01, 03, 05, 07, 09, and 11 are checked, while the others are unchecked. At the bottom of the dialog are two buttons: "OK" and "Cancel".

Period	Selected
1. Period 01	<input checked="" type="checkbox"/>
2. Period 02	<input type="checkbox"/>
3. Period 03	<input checked="" type="checkbox"/>
4. Period 04	<input type="checkbox"/>
5. Period 05	<input checked="" type="checkbox"/>
6. Period 06	<input type="checkbox"/>
7. Period 07	<input checked="" type="checkbox"/>
8. Period 08	<input type="checkbox"/>
9. Period 09	<input checked="" type="checkbox"/>
10. Period 10	<input type="checkbox"/>
11. Period 11	<input checked="" type="checkbox"/>
12. Period 12	<input type="checkbox"/>

## **Repair Order**

Repair orders help you keep track of defective goods received from customers, either for normal repair service or due to warranty compliance repair (or exchange). The repair order includes a number of setup functions that control technicians and activities performed by the technicians. The personnel who will be performing the services or work should be set up as technicians, as also the main technician or master technician in charge of the project or in charge of the repair order must be also set up as a technician.

To work with this function, select **Repairs** from the **Services** submenu in the **Transactions** menu or click on **Create and Maintain Repair Order icon**.

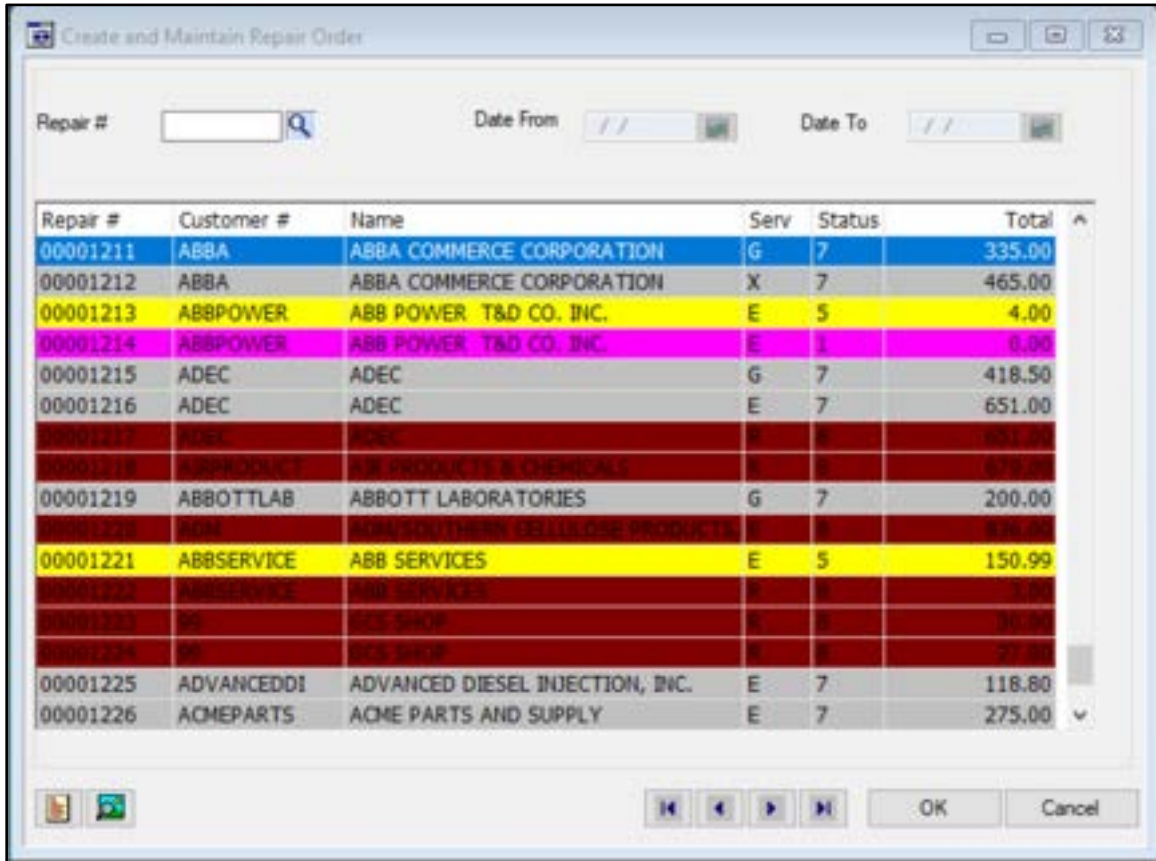
To help you with the data, the system will display the **Repair Search window** with the following searchable fields to help in the process.

- **Repair #** - allows you to select the all the repairs or just one.
- **Date From** - allows you to select a date (create date) with a calendar popup icon
- **Date To** - allows you to select a date (create date) with a calendar popup icon

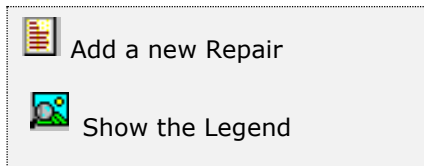


The system will display the search window with the **OK** and **Cancel** buttons. Click **OK** to proceed or click **Cancel** to abort and return to the selection option.

The user can combine any criteria, and only those fields entered by the user become part of the query. If no searchable field entered and by clicking the **OK** button, the system will display the search result with all the data.



The user can select the repair order by **Double-clicking** on the selected repair order or by selecting the repair order and clicking the **OK** button



At the bottom of the Search window, you will find a set of icons that will show available functions.

The user from this window can also add a new repair order by clicking the **Add icon** to start a new repair order.

The **Browser Legend** will display different colors depending of the status:

- Open** – the repair order color is **Magenta**
- Estimated** – the repair order color is **Cyan** (Light Blue)
- Approved** – the repair order is **Blue**
- Missing Parts** – the repair order color is **Red**



**Ready** – the repair order color is **Yellow**

**Repaired** – the repair order color is **Green**

**Closed and delivered** – the repair order color is **Grey**

**Closed and not picked up** – the repair order color is **Brown**

**Selected** – the repair order selected, color is **Dark Blue** (00001211)

## **Repair Order Services and Status**

### **Service options:**

**Estimate (E)** - the customer wants to repair the product but needs to know how much it will cost before authorizing the work

**Repair (R)** - the customer wants to repair the product

**Exchange (X)** - you will exchange the defective product with a working one

**Warranty (G)** – the product will be repair under warranty

### **Status options:**

**1- To be Estimated** – is the initial status of an **Estimate** service

**2- Estimated** – is the second step of the **Estimate Service**, you can change the Location of the repair product at the shop at the More Options Window, see **More Options**

**3- Approved and Booked** – is the initial status of all other Services, except the **Estimate Service**

**4- Missing Parts** – is when has been approved and parts are not available

**5- Ready for Repair** – is when all parts are booked and ready for repair

**6- Repaired** – is when the repair is done, you can change the final Location of the repair product at the shop at the More Options Window, see **More Options**

**7- Delivered – Closed** – the repair order is closed and invoice is created

**8- Not Picked Up – Closed** – is when the Repair order is closed by the supervisor due to customer did not pick up during the specified time; select icon **Close Order Not Pickup** at **More Options**

### Repair Order Process

Estimate and Repair are very similar, with the only difference that the **Estimate** has more steps, first you have to estimate the repair order and then you have to book it, at the other hand when you create a **Repair** service; the repair order items are booked right away.



**Exchange** and **Warranty** are a little bit different from the Estimate and Repair

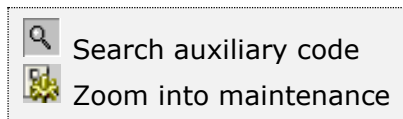
With an **Exchange** service, the tool or equipment is exchanged for another one, when you create the repair order you should charge the tool or equipment at no price to the customer, than you have to create an internal repair order to repair this tool.

The **Warranty** service is created as a normal repair order but when the invoice is created, created at cost to the business. Meaning when a tool or equipment is under warranty, the cost of the repair is charged at cost to the business. This is charged to a customer in your customer table, so if you are going to create repair orders under warranty, you should create your own **business as a customer**, to keep track of all warranties charged to yourself.

This service has more data to input like warranty ID, warranty date and Distributor ID, this last one has to be a customer created in your customer table, so you can also track you distributor, enter these data by clicking the **More Options icon** at the repair order.

### **Auxiliary Data Fields**

Several of the data fields used in the repair order pages are required that you enter a code previously defined in other places. Fields like repair product, failure, and technician are an example of these.



If you do not know the code of your data, you can click on the search icon located to the right of the field and get a lookup window where you can find your desired record. There will be times when you have not defined the appropriate record in advance. To avoid forcing you to exit your current task and jump to another one to define what you are missing, this search window provides a **zoom** icon. Click on it and the corresponding maintenance window for the record type will appear, letting you create a new one if needed. When you have finished creating or modifying the auxiliary record, click **OK** to return to your search window, with your new or modified record already selected on the list. Click **OK** once more and your new or modified record data will be entered in its corresponding field in the page.

The following topics describe the actions you can carry out within the repair order window.

### **Searching for a Repair Order**

To search for a specific repair order you can start the search window by

- Click on the search icon on the bottom of the window,
- Click the **F1** key on the keyboard

Alternatively, you can navigate through the defined records, by means of the bottom movement icons.

Locate the record by means of the arrow keys [↑↓] and click **OK** to select it. To return without making a selection click **Cancel**.

### **Creating a new Repair Order**

To create a new repair order you can

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Now you can fill the customer code and the rest of data in the different pages. Refer to the descriptions and guidelines for the different fields.

To save the new data, click **OK** or click **Cancel** to discard it.

### **Modifying a Repair Order**

To edit an existing repair order, first select the repair order, then

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

Move to the appropriate page and change the required Data - Refer to the description and guidelines of the fields.

Click **OK** to accept and save the new data or click **Cancel** to retain the original.

### **Deleting a Repair Order**

To delete an existing repair order, first select the repair order, then

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or **No** to keep it.

### **Printing a Repair Order**

You can print your repair orders directly from the header page, one at a time, as you are creating them. Alternatively, through the **repair order printing** function in the **reports** menu, where you can print single or multiple repair orders, see [Document Printing](#).

To print your repair order directly from the header page, after you have finished entering data, click on the print icon. In the document selection window choose **Repair Order** and in the copies window enter the number of copies you need to print.

In the same way, you can print in the **Choose to Print** window: **Delivery Receipt, Invoice** associated with this repair order, **Packing List, Proforma Invoice, Receipt, Transfer** and **Warranty**.

### **Customer Aging**






To see a customer's aging, click on the icon on the bottom of the window. A new window will appear showing the customer's aging in ranges 1 – 30, 31 – 45, 46 – 60, 61 – 90 and over 90 days due, along with the total balance.

To close the aging window, click **OK** or **Cancel**.

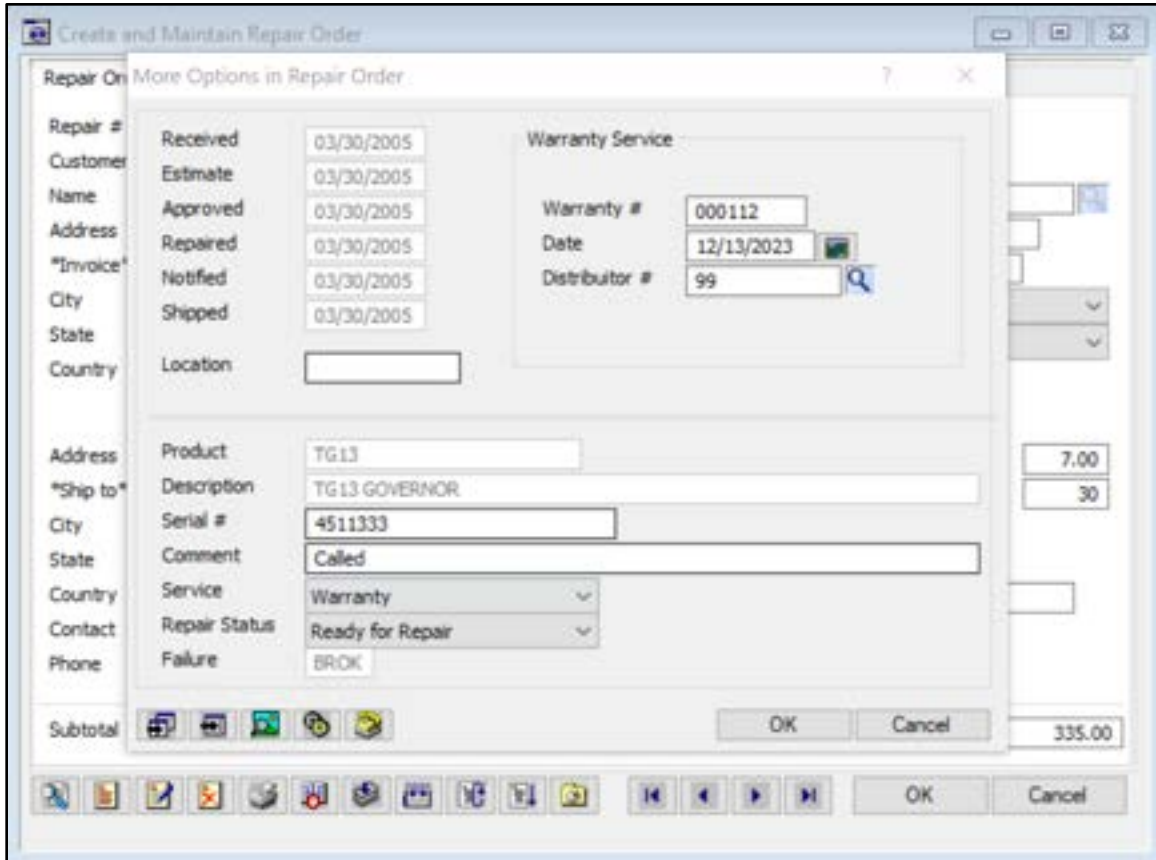
### **More Options in Repair Order**

The repair order **More Options** window has more information. The following paragraphs describe the use and requirements for each of the fields you will find.

- **Received** – is the receive date for the repair order. Display only.
- **Estimate** – is the date the repair order is estimated or quoted, updated automatically by the system and cannot be changed
- **Approved** – is the date the repair order is approved, updated automatically by the system and cannot be changed
- **Repaired** – is the date the repair is carried out, updated automatically by the system and cannot be changed
- **Notified** – is the date the customer is notified that the repair has been completed, updated automatically by the system and cannot be changed
- **Shipped** – is the date the repair order is billed to the customer, updated automatically by the system and cannot be changed
- **Location** – is the physical place where the product to be repaired is located
- **Product** - is the main product that the customer is delivering for repair or exchange. Do not confuse this with the detail section, which holds the parts or items needed to perform the repair or exchange. To add new repair products you can access this function, by selecting **Repair Product** from the **Repair** submenu in the **Create Data** option of the **Settings menu**. Display Only
- **Description** – is the description of the repair product from the repair product table. Display Only
- **Serial #** - is the product to be repaired serial number from the header page
- **Comment** – is the comment for the order from the header page
- **Service** – is the service that will be perform in the order from the header page. Display only
- **Repair Status** – is the flow how the work is going on in the order from the header page. Display only
- **Failure** – is the failure code in the order from the header page. Display only

	Close not Pickup
	Change to Warranty
	Show product Image
	Show product Parts
	Change Date Notify

**Five new icons: Close not Pickup** for closing the repair order when customer does not pick up. **Change to Warranty**, is to change the status to Warranty, or vice versa. **Show product Image**, is to show an image of a product. **Show product Parts** is for showing the product different parts (if is a Kit). Finally, **Change Date Notify** is to change the date when customer is notify.



- **Close not Pickup** - if the customer does not pick up the tool or engine during the specified time, using the **Icon** for this purpose the **Supervisor** can close the repair order, changing the status from **Repaired and Booked** to **Not Picked up – Order Closed**. The system will create the Invoice and will close the repair order. All invoices closed through this function when not picked up by the customer **will be charge** to your own business at cost. You should create your own business as a customer, to keep track of all repair orders charged to yourself
- **Change to Warranty** - in case the customer shows you that the tool or engine is under warranty after the fact, meaning that you already placed it as a repair not a warranty, using the **Icon** for this purpose the **Supervisor** can change the service to **Warranty**. This change in the repair order will be reflected when clicking **Create Invoice** Icon from the main window to

process the corresponding invoice. All invoices under warranty **will be charge** to your own business at cost. If you are going to create repair orders under warranty, you should create your own business as a customer, to keep track of all warranties charged to yourself

- **Show product Image** – is to show the image of the tool or engine, if there is one associated with it.
- **Show product Parts** – is to show the product parts, if it is a Kit or a Master Item. The system will show all associated parts of the tool or engine when you have created an inventory with the same Inventory # as the Repair Product #. If No inventory on-hand of this tool or engine will be carried, create the inventory # as **Non-perpetual**, in order not to keep track of the on-hand quantity. Additionally the **Control Method** should be **Standard** and the **Item Type** should be **Sale**
- **Change Date Notify** – is when you notify the customer that the repair is ready, you can use the **Icon** for this purpose, this changes the Notified Date - This is for information only

**NOTE:** We recommend when a tool or engine is added to the inventory as a result of a product not picked up by the customer, it should be added to the inventory preceded or at the end, with an **R** in the Inventory number, meaning it is a **Reconditioned item**.

### **Booking a Repair Order**

With services like Repair, Exchange or Warranty the system books the items automatically. In the **Estimate Service**, you need to go through the booking process. When your customer approves your Estimate and the status is equal to **Estimated** or **Approved**, you can easily book your repair order. First, select the appropriate repair order. Then, click on the **Booking** icon on the bottom of the window. A confirmation window will appear and, if **Yes** is selected, a final window will show the items booked after the process. All inventory quantities will be booked if available On-Hand with this process. The status will change automatically to **Ready and Booked**.

If instead any or several of the necessary parts to make a repair are not available, the system will change the status to **Missing Parts** and it will only book the available parts.

### **Sending parts To Shop in a Repair Order**

When the status is **Ready for Repair** and the job is ready to be done, you can transfer the parts from the warehouse stock to the repair shop. This is a two-part process, first print the Transfer to shop, and then the physical transfer of the parts.

First, select the appropriate repair order. Then, click on the **Print** icon on the bottom of the window and select to print **Transfer**, only those pending parts will print.

Then, click on the **To Shop** icon on the bottom of the window. A confirmation window will appear and, if **Yes** is selected, a final window will ask "Deliver Inventory from Warehouse to Repair Shop for Repair Order". All inventory quantities available will be delivery with this process and in the Inventory file will have quantities in the **In Shop** field. The status will still be **Ready for Repair**.

**NOTE:** If the **Disable Ship Inventory from Warehouse to Repair Shop** flag is on in the **Settings, Change Set Up**, the **To Shop Icon** will not be available and the **In Shop** field at the Inventory file will not be active.

### **Repair done in a Repair Order**

When the status is equal to **Ready for Repair** and the job is complete, the repair is done, you can complete the repair order. First, select the appropriate repair order. Then, click on the **Repair Done** icon on the bottom of the window. A confirmation window will appear and, if **Yes** is selected, a final window will ask, **Change status from Ready to Repaired**. The Repair Order will close with this process; you cannot Add, Edit or Delete any items from the repair order. The status will change automatically to **Repaired**.

### **Create Invoice from a Repair Order**

When the status is equal to **Repaired** and the repair order is close you can create the invoice. First, select the appropriate repair order. Then, click on the **Create Invoice** icon on the bottom of the window. A confirmation window will appear and, if **Yes** is selected, a final window will ask, **Create invoice from Repair Order**. The invoice is created from the Repair Order with this process and all items will be shipped. The status will change automatically to **Delivered – Closed**. You cannot edit the repair order after this process.

To help you entering the data, the Repair Order maintenance window has three pages: **Repair Order**, **Detail**, and **Payment and Notes**.



## Repair Order Page

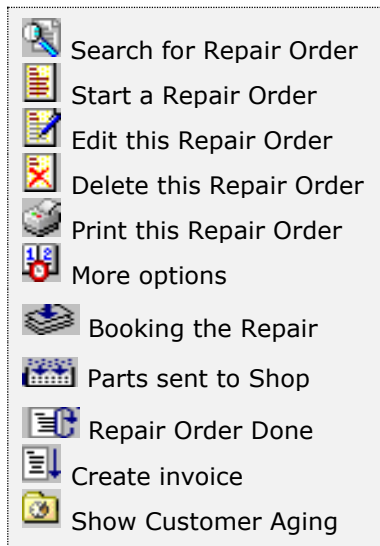
The Repair Order page holds your customer's Data. Also at the bottom, you will find a set of fields that will show the running totals for the repair order.

The technicians should perform the services as a repair activity, the technicians can be inked to activities to determine hourly and minimum rates, which will apply when **time** is calculated in the repair order.

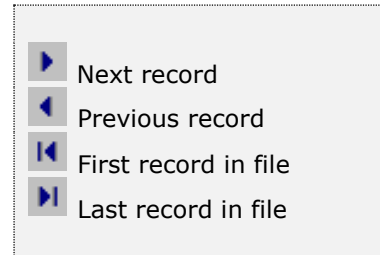
To add repair activities, select **Repair Activity** from the **Repair** submenu in the **Create Data** option of the **Settings menu**, see [Repair activity](#).

The different failures that the tool or equipment can have must be set up as **Repair Failure** from the **Repair** submenu in the **Create Data** option of the **Settings menu**, see [Repair Failures](#).

At the bottom of the Repair Order page, you will find a set of icons that will help you with the different task that you can perform.



You can search, add, edit or delete records by means of the action icons. You can also navigate through the records by means of the navigation icons.



The following paragraphs describes the use and requirements for each of the fields.

- **Repair Order #** - is the assigned repair order number for the record, updated by the system and cannot be changed
- **Customer #** - enter the customer ID. You can click on the search icon (to the right of the field) to select the customer from the list of currently defined customers. Upon entering or selecting a valid customer ID, the system will automatically fill in the corresponding fields for the customer's record. You can change several of these fields, as noted below, if the need arises
- **Date** – is the receive date for the repair order

The screenshot shows the 'Create and Maintain Repair Order' window. The 'Detail' tab is selected, displaying various fields for customer and product information. The 'Payment and Notes' tab is also visible. The summary bar at the bottom indicates a total of 335.00.

- **Name** – contains the name for the customer, up to 30 characters, updated from the customer's record, you can change this field
- **Invoicing Address, City, State, Zip Code and Country** – contains information about the invoicing address for the customer, updated from the customer's record, you can change this field
- **Shipping Address, City, State, Zip Code and Country** – contains information about the shipping to address for the customer. If blank, the invoicing address will be used, updated from the customer's record, you cannot modify this field

If you customer has several shipping addresses, you can select one of them by specifying **Multiple** in the address drop-down and choose from the multiple address lookup. Selecting **Origin** (the default) from the address drop-down, the primary shipping address stored in the customer's record will be use

To define multiple shipping addresses, refer to [Multiple Shipping Addresses](#)

- **Contact** – is the name of the person that will be contacted when addressing issues with this customer, updated automatically by the system, either from the customer's main record or from one of the shipping address records
- **Phone** – is the phone of the person to contact when addressing issues with this customer, updated automatically by the system, either from the customer's main record or from one of the shipping address records. You can change the phone for this order

- **Repair Product** - enter or search for the repair product ID, click on the search icon to the right of the field. This is the main product that the customer is delivering for repair or exchange. Do not confuse this with the detail section, which holds the parts or items needed to perform the repair or exchange. To add new repair products you can access this function, by selecting **Repair Product** from the **Repair** submenu in the **Create Data** option of the **Settings menu** or through the **Zoom icon** see [Auxiliary Data Fields](#).
- **Serial #** - enter the product serial number
- **Comment** - enter a comment for the order
- **Service** – you have to choose what kind of service will perform.

**Service options:**

- **Estimate (E)** - the customer wants to repair the product but needs to know how much it will cost before authorizing the work
- **Repair (R)** - the customer wants to repair the product
- **Exchange (X)** - you will exchange the defective product with a working one
- **Warranty (G)** - the product will be repaired under warranty condition
- **Status** – is the flow how the work is going on, updated by the system and cannot be changed

**Status options:**

- **To be Estimated**
- **Estimated**
- **Approved and Booked**
- **Missing Parts**
- **Ready for Repair**
- **Repaired**
- **Delivered – Closed**
- **Not Picked Up – Closed**
- **Failures** - enter or search for the failure code. To add new repair failures you can access this function, by selecting **Repair Failure** from the **Repair** submenu in the **Create Data** option of the **Settings menu** or through the **Zoom icon** see [Auxiliary Data Fields](#).
- **Currency** – is the currency assign to the customer, updated from the customer's data, you can change this field. Will show only if using Multicurrency, otherwise it will not show
- **Exchange Rate** – is the last exchange rates corresponding to the currency assign, updated from the Finance's foreign currency exchange rate table, you cannot change this field. Will show if only using Multicurrency, otherwise it will not show
- **Technician** - enter or search for the technician that will be in charge of the repair
- **Discount** - is the discount percentage that applies to this repair order, updated automatically from the customer's record, you can change this field

- **Pay Term conditions** – is the pay term conditions for this customer, if applicable, updated automatically from the customer’s record, you can change these fields. If you need to change the payment type, refer to data in page **Payment and Notes**
  - **Ship Via** – is how to ship the merchandise. **Optional**
  - **F.O.B.** - is the FOB location. **Optional**
  - **PO#** - is the customer’s purchase order number, if applicable. **Optional**
  - **Sales Tax #1** – specifies rate #1, as defined in **Settings, Change Set Up**
  - **Sales Code #1** – specifies code #1, as specified in **Settings, Change Set Up**
  - **Sales Tax #2** – specifies rate #2, as defined in **Settings, Change Set Up**
  - **Sales Code #2** – specifies code #2, as specified in **Settings, Change Set Up**
- Note:** Depends of the Sales Tax defined you will see one sales tax, two sales taxes or neither if you did not choose any

## Repair Order Detail Page

The **Detail** page contains a list of the items that will be use to perform the repair or exchange associated with this order. Refer to the following pages for a description on how to add, modify or delete this list.

Every repair order should have at least one item to repair or to exchange in the Repair Order Detail page. To add, modify or delete inventory items or products, time to repair, travel or any other expenses, select the **Detail** page, the window layout will change depending on the option chosen.

You have four options at the repair order detail page:

1. **Product** – it is the inventory items or parts needed for the repair
2. **Time** – it is the time it takes to make the repair by the technician
3. **Travel** – it is the travel time charged to the repair order
4. **Expenses** – it is any other expense, not travel, charged to the repair order

Option	Sale	Cost
<b>Product</b>	Inventory Sale Price	Inventory Cost
<b>Time</b>	Activity Rate	Technician regular or overtime rate depending on Activity flag
<b>Travel</b>	Inventory Sale Price	Technician regular rate only
<b>Expenses</b>	Inventory Sale Price	User input

## 1. Product or inventory item

Repair Order: Detail Payment and Notes

Repair # 00001211

Customer # ABBA

Name ABBA COMMERCE CORPORATION Repair - Product

Inventory # 1001-839

Description PIN COTTER .062 DIA X .375 LONG

Order 2 Discount 0.00 Price 5.00 Amount 10.00

Note

Total Char. 0

On-Hand	161	List Price	0.10	Line	1	LINE 1
In-Shop	0	Rented	0	Group	1	
Booked	18	Committed	0	Class	1	Class 1
On Order	0	Minimum	100	Subclass	1	Subclass 2
To Order	0	Maximum	200	Category	1	SPARE WOODWARD

Subtotal 335.00 FL TAX 0.00 0.00 Discount 0.00 Total 335.00

OK Cancel

- **Inventory #** - enter your inventory item number. To search, click on the search icon to the right of the field. Upon entering a valid inventory number, all the relevant data for the item will show
- **Description** - is the description for the item. You can change this if you have specified that the user can change the description for the item at invoicing time
- **Cost** - enter the unit cost price for the item. Cost will only show if you have specified that the Inventory Type is **Sales** and the Control Method is **Non-Inventory**, this cost will be use to calculate the profit when invoicing instead of the average cost calculated on a **Standard** Control Method
- **Order (Quantity)** - enter how many items will be use for repair. This value should be greater than zero or it will be rejected by the system. Quantity ordered if available and status approved, will be booked in the item
- **Backorder (Quantity)** - this value is calculated by the system and it shows the quantity in backorder or when is not available, you can only see this quantity in browse mode.
- **Discount** - enter the discount percentage, if applicable and allowed

- **Price (Unit)** - enter the unit sales price for the item. You can change this if you have specified that the user can change the price for the item at invoicing time
- **Amount** – it is the total sale amount for this item, order quantity times price minus discount, updated by the system and cannot be changed
- **Note** – is an auxiliary field where you can enter notes about the item. You can change this if you have specified that the user can change the notes for the item at invoicing time
- **Adding Component** – this will only show if you have specified the following three conditions:
  - Inventory Type is **Sales**
  - Control Method can be **Standard, Serial or Lot**
  - Has **Kit**, the Kits checkbox has been flag - if this item is a Master or Parent Inventory item and has parts. You have three (3) selling options:
    1. **Adding Component** - will add the master item and all of parts to the invoice detail
    2. **Adding just this item** - will add only the master item to the invoice detail
    3. **Adding New Format** - will add the master item and all parts to the invoice detail; this format prints at the invoice detail all parts only

If the master item has a price, the price will be included to the total of the Invoice. After the system adds all parts and there are Missing Parts at the end of the process the system will show a message indicating it has created an error log in a text file (TXT) with missing parts

The rest of the fields under the Note, shows information of the item and is handle by the system automatically, you cannot change them. These fields' only shows in this option only, it will not show in Time, Travel or Expenses.

## 2 – Time

The screenshot shows the 'Create and Maintain Repair Order' window. The 'Detail' tab is active. The form contains the following fields and values:

- Repair #: 00001211
- Customer #: ABBA
- Name: ABBA COMMERCE CORPORATION
- Date: 12/13/2023
- Technician #: SR
- Activity #: 6000
- Failure #: 0014
- Description: LABOR ACTIVITY
- Order: 5
- Discount: 0.00
- Price: 65.00
- Amount: 325.00
- Note: (Empty text area)
- Total Char.: 0
- Subtotal: 335.00
- FL TAX: 0.00
- Discount: 0.00
- Total: 335.00

- **Date** – is the date the technician is doing the repair
- **Technician** – is the technician that is doing the repair
- **Activity #** - input or search for the activity code. To add new repair activity you can access this function, by selecting [Repair Activity](#) from the **Repair** submenu in the **Create Data** option of the **Settings menu**
- **Failure #** – input or search for the failure code. To add new repair failures you can access this function, by selecting [Repair Failure](#) from the **Repair** submenu in the **Create Data** option of the **Settings menu**
- **Description** – is the description for the inventory item that is linked to the repair activity. You can change this if you have specified that the user can change the description for the item at invoicing time
- **Order (quantity)** - enter the unit hours used for the repair. This value should be greater than zero or the system will rejected it.
- **Discount** - enter the discount percentage, if applicable and allowed
- **Price (hour)** - is the rate per hour from the repair activity. The cost of the hourly rate comes from the technician record, it can be a straight cost amount or overtime cost amount depending on the activity charged. You can change the price if you have specified that the user can change the price for the item at invoicing time.



- **Amount** – is the total repair time amount for this item, updated by the system and cannot be changed

### 3 – Travel

The screenshot shows a software window titled "Create and Maintain Repair Order". It has two tabs: "Detail" (selected) and "Payment and Notes". The "Detail" tab contains the following fields:

- Repair #: 00001211
- Customer #: ABBA
- Name: ABBA COMMERCE CORPORATION
- Date: 12/13/2023
- Technician #: 00100
- Description: TRAVEL TIME
- Order: 1
- Discount: 0.00
- Price: 150.00
- Amount: 150.00
- Note: (empty text area)
- Total Char.: 0

At the bottom of the window, there is a summary section:

- Subtotal: 335.00
- FL TAX: 0.00
- Discount: 0.00
- Total: 335.00

Buttons for "OK" and "Cancel" are located at the bottom right of the window.

- **Date** – is the date the technician did the travel
- **Technician #** – is the technician that did the travel
- **Description** – is the description for the inventory item that is linked to the technician. You can change this if you have specified that the user can change the description for the item at invoicing time
- **Order (quantity)** - enter how many hours the technician has traveled as assigned to this repair. This value should be greater than zero or it will be rejected by the system
- **Discount** - enter the discount percentage, if applicable and allowed
- **Price (hour)** - enter the travel rate per hour, this rate comes from the inventory item that is linked to the technician. The cost of the hourly rate comes from the technician record; it is the only the straight cost amount. You can change the price if you have specified that the user can change the price for the item at invoicing time
- **Amount** – it is the total travel time amount for this item, updated by the system and cannot be changed

## 4 – Expenses

The screenshot displays the 'Create and Maintain Repair Order' window. The 'Detail' tab is active, showing the following information:

- Repair #:** 00001211
- Customer #:** ABBA
- Name:** ABBA COMMERCE CORPORATION
- Date:** 12/13/2023
- Technician #:** PS
- Expense #:** HOEX
- Description:** HOTEL ALLOWANCE
- Cost:** 0.00
- Order:** 1
- Discount:** 0.00
- Price:** 120.00
- Amount:** 120.00
- Note:** (Empty text area)
- Total Char.:** 0

Summary section at the bottom:

- Subtotal:** 485.00
- FL TAX:** 0.00
- Discount:** 0.00
- Total:** 485.00

- **Date** – is the expense date
- **Technician #** – is the technician that made the expense
- **Expense #** - input or search for the expense code. To add new repair expenses you can access this function, by selecting [Repair Expense](#) from the **Repair** submenu in the **Create Data** option of the **Settings menu**
- **Description** – is the description for the inventory item that is linked to the repair expense. You can change this if you have specified that the user can change the description for the item at invoicing time
- **Cost** - is the cost of the expense
- **Order (quantity)** - enter the units of expenses used for the repair. This value should be greater than zero or it will be rejected by the system
- **Discount** - enter the discount percentage, if applicable and allowed
- **Price** - enter the price amount you are charging for the repair expense to your customer. You can change this if you have specified that the user can change the price for the item at invoicing time
- **Amount** – is the total price amount for this item, updated by the system and cannot be changed

### **Adding Inventory Items**

To add an inventory item to your repair order you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard
- Choose from the Repair Input - Product

Fill all the needed fields as specified in the previous topic and click **OK** to save the record or **Cancel** to discard your changes.

After adding a record, you will be asked if you want to continue adding more items. Answer appropriately and continue your work.

### **Modifying Inventory Items**

To edit an inventory item first select it, then:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

Change the needed fields and click **OK** to save your changes or click **Cancel** to discard.

### **Deleting Inventory Items**

To delete an inventory item first select it, then:

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or **No** to keep it.

### **Repair Order Payment and Notes Page**

The Payment and Notes page lets you change the payment type (see and add beginning and ending notes. The beginning note will print before the start of detail in your repair order and the ending (or the system note if you chose) at the end.

For the ending note, you have the option to use a **system note** (see "Maintaining Sales System Notes") with a pre-defined text or a specific text that you can enter directly on this page. Both notes are **optional**.

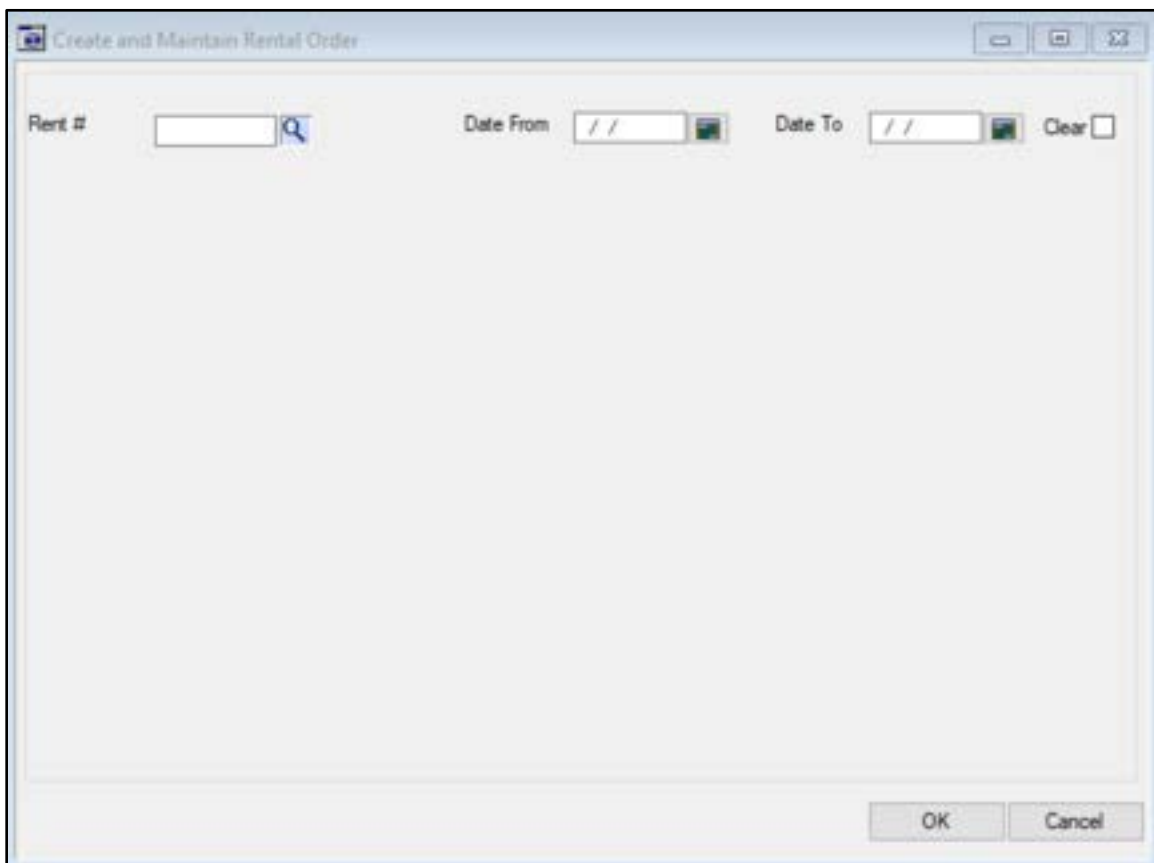
## **Rental Order**

Rental orders help you keep track of the rental items, either those normal rental without serial numbers or those rental items with serial numbers.

To work with this function, select **Rentals** from the submenu **Services** in the **Transaction** menu or click on **Create and Maintain Rental Order icon**.

To help you with the data, the system will display the **Repair Search window** with the following searchable fields to help in the process.

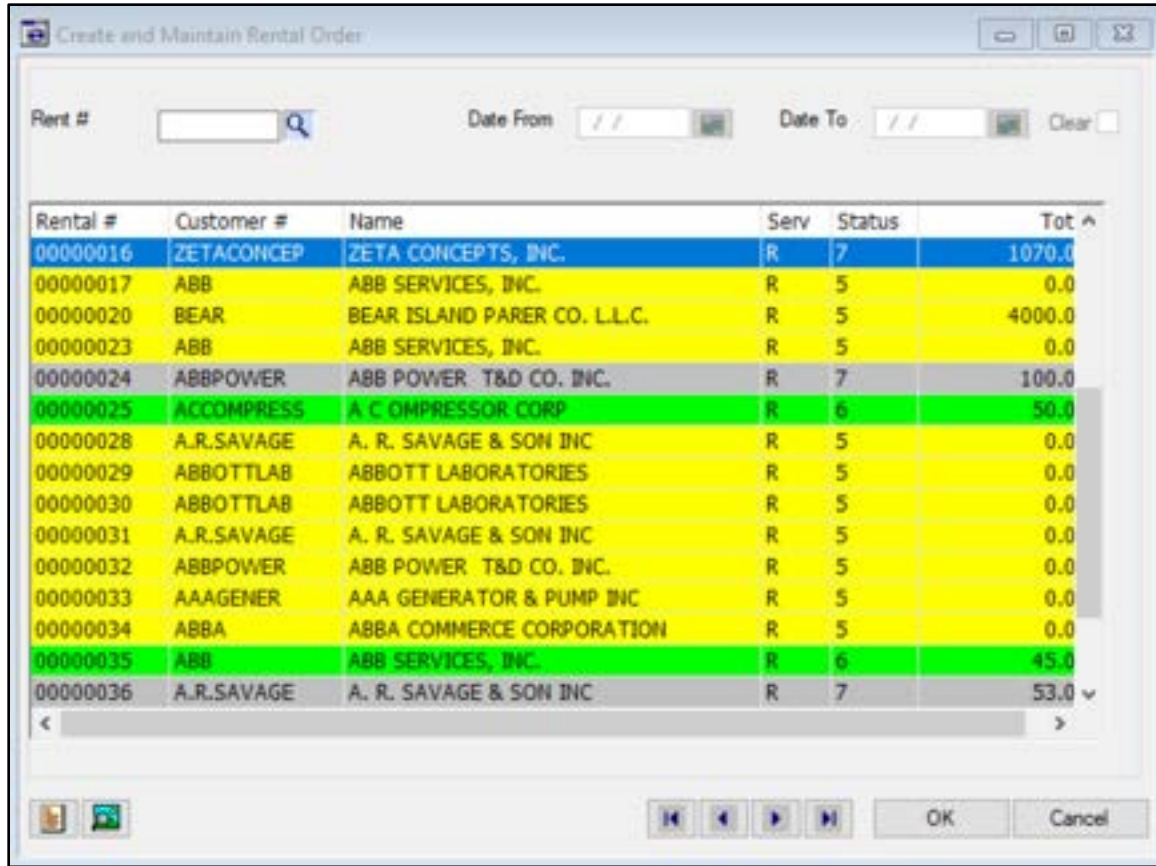
- **Rental #** - allows you to select the all the rentals or just one.
- **Date From** - allows you to select a date (create date) with a calendar popup icon
- **Date To** - allows you to select a date (create date) with a calendar popup icon



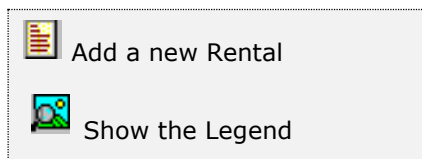
The screenshot shows a search window titled "Create and Maintain Rental Order". At the top, there are standard window control buttons (minimize, maximize, close). Below the title bar, there are three search criteria: "Rent #" with a text input field and a magnifying glass icon; "Date From" with a date input field (//) and a calendar icon; and "Date To" with a date input field (//) and a calendar icon. To the right of the "Date To" field is a "Clear" checkbox. At the bottom right of the window, there are "OK" and "Cancel" buttons.

The system will display the search window with the **OK** and **Cancel** buttons. Click **OK** to proceed or click **Cancel** to abort and return to the selection option.

The user can combine any criteria, and only those fields entered by the user become part of the query. If no searchable field entered and by clicking the **OK** button, the system will display the search result with all the data.



The user can select the rental order by **Double-clicking** on the selected rental order or by selecting the rental order and clicking the **OK** button.



At the bottom of the Search window, you will find a set of icons that will show available functions.

The user from this window can also add a new rental order by clicking the **Add icon** to start a new rental order.

The **Browser Legend** will display different colors depending of the status:

**Open** – the rental order color is **Magenta**

**Estimated** – the rental order color is **Cyan** (Light Blue)

**Approved** – the rental order is **Blue**

**Missing Parts** – the rental order color is **Red**

**Ready** – the rental order color is **Yellow**

**Delivered** – the rental order color is **Green**

**Closed and returned** – the rental order color is **Grey**

**Closed and not picked up** – the rental order color is **Brown**

**Selected** – the rental order selected, color is **Dark Blue** (00000016)

The Services and Status for the Rental Order are very similar to the Repair Order. The Rental Order same as the Repair Order creates an Invoice during the process, but Rental Order has a specific requirement, which only **Rental Item Type** in the **Inventory** file are rented in a rental order; based on this requirement, the user **cannot edit the Invoice created from a Rental Order**.

Another issue to consider in a Rental Order is to input the correctly rental rate and the unit rate at Rental Order page. The rental price comes from the Inventory Price Tab page.

- Rental Rate
  - Hourly
  - Daily
  - Weekly
  - Monthly
- Unit Rate – how many units of the rate (hours or weeks, etc.)

## **Rental Order Services and Status**

### **Service options:**

**Estimate (E)** – the customer wants to rent tool or equipment but needs to know how much it will cost before authorizing the work, or

**Rental (R)** - the customer wants to rent tool or equipment

### **Status options:**

**2- Estimated** – is the initial status of the **Estimate Service** is completed.

**3- Not used** at the **Rental Service**.

**4- Missing Rental** – is when the service rental and tool or equipment is not available. No partial rental is allowed, if missing a rental merchandise, remove it from the order and create a new order with that missing one, in order to have the current order **Ready to Rent**.

**5- Ready to Rent** – is the initial status of the rental service, is when all tool or equipment are booked and ready to rent.

**6- Delivered to Customer** – is when the tool or equipment is delivery to the customer.

**7- Returned – Closed** - is when the customer has returned the tool or equipment and the invoice is created, also the service is closed.

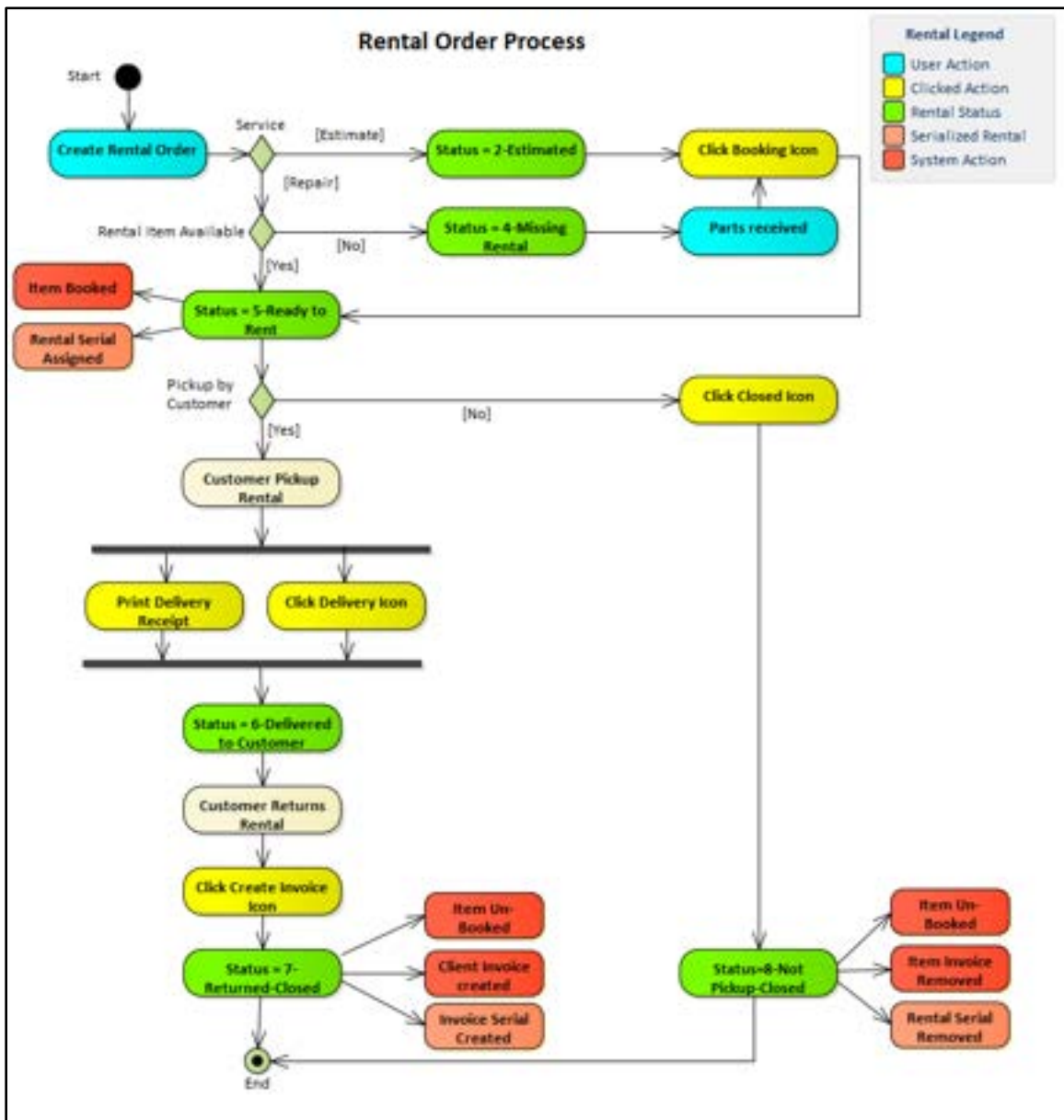
**8- Not Picked up – Closed** – is when the service is closed by supervisor due to the customer did not pick it up during the specified time.

### Rental Order Process

Take into consideration that we have added to the process when the tool or equipment has a serial number, see the Rental Legend at the graphic for **Serialized Rental**

When creating the rental order, the user selects the serial number and the serial is assigned to the order, **Status = 5 Ready to Rent**. At the same time when the invoice is created by the system is when the customer returns the rental. The system creates an invoice serial, so the item is assigned to the invoice and at the same time, the serial is un-booked to rent it again.

At the other hand when customer does not pick up the rental and we close the rental order, **Status = 8 Not Pickup – Close**. The system un-books the item and also removes the rental serial created when the rental order was created.



### **Searching for a Rental Order**

To search for a specific rental order you can start the search window by

- Click on the search icon on the bottom of the window,
- Click the **F1** key on the keyboard

Navigate through the defined records, by means of the bottom movement icons.

Locate the record by means of the arrow keys [↑↓] and click **OK** to select it. To return without making a selection click **Cancel**.

### **Creating a new Rental Order**

To create a new rental order you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Now you can fill the customer code and the rest of data in the different pages. Refer to the description and guidelines for the different fields.

To save the new data click **OK** or click **Cancel** to discard it.

### **Modifying a Rental Order**

To edit an existing rental order first select it, then:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

Move to the appropriate page and change the required data, refer to the description and guidelines for the different fields.

Click **OK** to accept and save the new data or **Cancel** to retain the original.

### **Deleting a Rental Order**

To delete an existing rental order first select it, then:

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or **No** to keep it

### **Printing Rental Orders**

You can print your rental orders directly from the header page, one at a time, as you are creating them, or through the **rental order printing** function in the **reports** menu, where you can print single or multiple rental orders see [Document Printing](#).

To print your rental order directly after you have finished entering data, click on the **Print icon**. In the **Choose to Print** window, select **Delivery Receipt, Invoice** or **Rental Order**. Choose the printer destination and the number of copies needed.



### **Customer Aging**

To see the customer's aging, first select it, see [Searching for a Customer](#), then click on the **Customers Aging** icon on the bottom of the window. A new window will appear showing the customer's aging in ranges 1 – 30, 31 – 45, 46 – 60, 61 – 90 and over 90 days due, along with the total balance.

To close the aging window, click **OK** or **Cancel**.

### **Booking a Rental Order**

When the customer approves the **Service Estimate** the status is **2 – Estimated**, you can easily book your rental order. First, select the appropriate rental order. Then, click on the **Booking** icon on the bottom of the window. A confirmation window will appear and, if **Yes** is selected, a final window will show the tool or equipment booked if available On-Hand with this process.

The status will change automatically to **5 – Ready to Rent**

If instead, any or several of the necessary tool or equipment to rent are not available, the system will change the status to **4 – Missing Rental** and it will only book the available merchandise or equipment.

**Note:** All **Service Rental** status is **5 – Ready to Rent**, if available On-Hand.

### **Delivery of a Rental Order**

Only when the status is equal to **5 – Ready to Rent** and is ready to be delivery to the customer, you can transfer the tool or equipment rental to the customer. This the time to change the rental rate and unit rate, before the status changes, otherwise when it changes status. both rental rate and rental unit will be disabled.

This is a two-part process, first print the **Delivery Receipt**, and then the physical transfer of the tool or equipment rental is done.

Then, click on the **Delivery** icon on the bottom of the window. A confirmation window will appear and, if **Yes** is selected a final window will ask **Deliver to Customer**. All tool or equipment rental available will be delivery with this process. The status will still be **6 – Delivered to Customer**.

### **Create Invoice from a Rental Order**

When the status is equal to **6 – Delivered to Customer** and the tool or equipment rental has been returned by the customer you are ready to create the invoice. First, select the appropriate rental order. Then, click on the **Create Invoice** icon on the bottom of the window. A confirmation window will appear and, if **Yes** is selected a final window will ask, **Create invoice from Rental Order**. The Invoice will be created from the Rental Order selected.

The status will change automatically to **7 – Returned – Closed**.

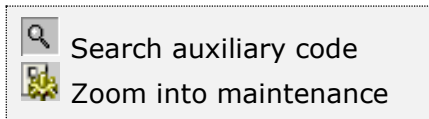
### **Closing a Rental Order Not Picked Up**

When the status is equal to **5 – Ready to Rent** and all the items are On-Hand, you can close the rental order when is not picked up by the customer. First, select the appropriate rental order, and then click on the **Close Order** icon on the bottom of the window. A confirmation window will appear and, if **Yes** is selected a final window will ask you **Change status to Not Picked Up-Close**. The Rental Order will be closed and you cannot Add, Edit or Delete any items from this rental order.

The status will change automatically to **8 – Not Picked Up - Closed**.

### **Auxiliary Data Fields**

Several of the data fields used in the rental order pages, are require that you enter a code previously defined in other places. Fields like rental items and salesman are an example of these.



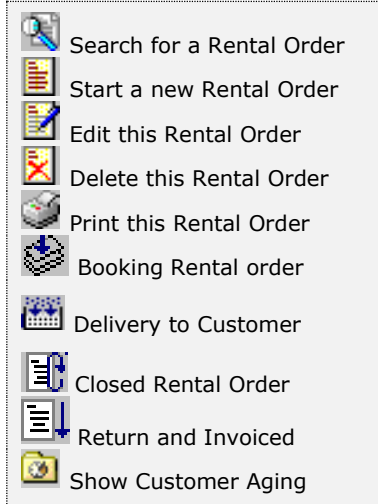
If you do not know the code of your data, you can click on the search icon located to the right of the field and get a lookup window where you can find your desired record. There will be times when you have not defined the appropriate record in

advance. To avoid forcing you to exit your current task and jump to another one to define what you are missing, this search window provides a **zoom** icon. Click on it and the corresponding page for the record type will appear, letting you create a new one if needed. When you are finished creating or modifying the auxiliary record, Click **OK** to return to your search window, with your new or modified record already selected on the list. Click **OK** once more and your new or modified record data will be entered in its corresponding field in the page.

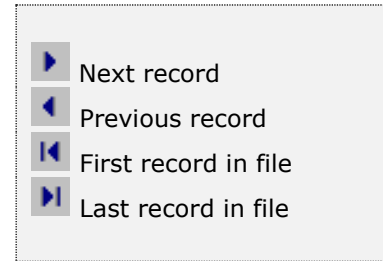
To help you entering the data, the Rental Order maintenance window has three pages: **Rental Order, Detail, and Payment and Notes**.

## Rental Order Page

At the bottom of the Rental Order Header page, you will find a set of icons that will help you with the different task that you can perform.



You can search, add, edit or delete records by means of the action icons. You can also navigate through the records by means of the navigation icons.



The following paragraphs describe the use and requirements for each of the fields.

The Rental Order page holds your customer's Data - At the bottom of the page, you will find a set of fields that will show the running totals for the rental order

- **Rental Order #** - is the assigned rental order number for the record, updated automatically by the system and cannot be changed
- **Customer #** - enter the customer ID. You can click on the search icon (to the right of the field) to select the customer from the list of currently defined customers. Upon entering or selecting a valid customer ID, the system will automatically fill in the corresponding fields for the customer's record. You can change several of these fields, as noted below, if the need arises
- **Rental Rate and Unit Rate** - enter the rental rate (hourly, daily, weekly or monthly) and the corresponding unit rate for the rental order, prices comes from the from the Inventory Price Tab page.
- **Name** - contains the name for the customer, up to 30 characters, updated from the customer's record. You can change this field
- **Invoicing Address, City, State, Zip Code and Country** - contains information about the invoicing address for the customer, updated from the customer's record. You can change this field
- **Shipping Address, City, State, Zip Code and Country** - contains information about the shipping to address for the customer. If blank, the invoicing address will be use, updated from the customer's record. You cannot modify this field

The screenshot displays the 'Create and Maintain Rental Order' window. The 'Detail' tab is selected, showing the following information:

- Rental #:** 00000016
- Customer #:** ZETACONCEP
- Name:** ZETA CONCEPTS, INC.
- Address:** YOUR STREET
- City:** MIAMI
- State:** FLORIDA
- Country:** U.S.A.
- Origin:** YOUR STREET
- Ship to:** YOUR STREET
- City:** MIAMI
- State:** FLORIDA
- Country:** U.S.A.
- Contact:** SUPPORT
- Phone:** 305-227-0270

The 'Payment and Notes' tab shows the following information:

- Order:** 08/09/2022
- Due:** 08/30/2022
- Delivery:** 08/30/2022
- Pickup:** 12/08/2023
- Service:** Rental
- Status:** Ready to Rent
- Salesman:** JFZ
- Pay Term:** 2.00 % 30 Net
- Ship Via:** Any Via
- F.O.B.:** FT. LAUDERDALE
- PO #:**
- FL TAX:** 7.000

A summary bar at the bottom indicates: Subtotal 0.00, FL TAX 70.00, Discount 0.00, and Total 1070.00.

If your customer has several shipping addresses, you can select one of them by specifying **Multiple** in the address drop-down and choose from the multiple address lookup. Selecting **Origin** (the default) from the address drop-down, the primary shipping address stored in the customer's record will be use

To define multiple shipping addresses, refer to [Multiple Shipping Addresses](#)

- **Contact** – is the name of the person that will be contacted when addressing issues with this customer, updated automatically by the system, either from the customer's main record or from one of the shipping address records
- **Phone** – is the phone of the person that will be contacted when addressing issues with this customer, updated automatically by the system, either from the customer's main record or from one of the shipping address records
- **Order Date and Time** - enter the order date for the rental order
- **Due Date and Time** – is the due date for the rental order, updated by the system, you cannot change this field
- **Delivery Date and time** - enter the delivery date for the rental order, updated by the system, if checked by the user, you can change this field
- **Pickup Date and time** - enter the pickup date for the rental order, updated by the system, if checked by the user, you can change this field
  - **Delivery and Pickup** - are mutually exclusive, meaning you select a delivery date or a pickup date by flagging either one. The delivery date

cannot be greater than the pickup date, and the pickup date cannot be greater than the delivery date.

- **Service** - choose what kind of service you will perform.

**Service options:**

- **Estimate (E)** – the customer wants to rent tool or equipment but needs to know how much it will cost before authorizing the work
- **Rental (R)** - the customer wants to rent tool or equipment
- **Status** – is the flow how the work is going on, updated by the system and cannot be changed

**Status options:**

- **Estimated**
  - **Missing Rental**
  - **Ready to Rent**
  - **Delivered to Customer**
  - **Returned–Closed**
  - **Not Picked up–Closed**
  - **Currency** – is the currency assign to the customer, updated from the customer's data - You can change this field. **Will show if only using Multicurrency**, otherwise it will not show.
  - **Exchange Rate** – is the last exchange rates corresponding to the currency assign, updated from the Finance's foreign currency exchange rate table. You cannot change this field. **Will show if only using Multicurrency**, otherwise it will not show.
  - **Salesman** – is the code for the assigned salesman, updated from the customer's data - Click on the search icon to the right of the field to select from the list of defined salesman.
  - **Discount** - is the discount percentage that applies to this rental order, updated automatically from the customer's record. You can change this field
  - **Pay Term conditions** – is the pay term conditions for this customer, if applicable, updated automatically from the customer's record. You can change these fields. If you need to change the payment type, refer to data in page **Payment and Notes**
  - **Ship Via** – is how to ship the merchandise. **Optional**
  - **F.O.B.** - is the FOB location. **Optional**
  - **PO#** - is the customer's purchase order number, if applicable. **Optional**
  - **Sales Tax #1** - specifies rate #1, as defined in **Settings, Change Set Up**
  - **Sales Code #1** - specifies code #1, as specified in **Settings, Change Set Up**
  - **Sales Tax #2** - specifies rate #2, as defined in **Settings, Change Set Up**
  - **Sales Code #2** - specifies code #2 , as specified in **Settings, Change Set Up**
- Note:** Depends of the Sales Tax defined you will see one sales tax, two sales taxes or neither if you did not choose any.

## Rental Order Detail Page

Every rental order should have, at least, one item rented to the customer. To add, modify or delete rental items, select the Detail page, where you add or modify an item, the window layout will change to show where you can enter information.

The screenshot shows the 'Create and Maintain Rental Order' window with the 'Detail' tab selected. The window contains the following information:

- Rental Order:** Rental # 00000016, Customer # ZETACONCEP, Name ZETA CONCEPTS, INC., Inventory # ROV RENTAL, Description ROV RENTAL.
- Order Summary:** Order 1, Discount 0.00, Price 1000.00, Amount 1000.00, Extended 1000.00.
- Inventory Status Table:**

On-Hand	10	List Price	0.00	Line	1500	LINE NAME
In-Shop	0	Rented	3	Group	UWRS	UW ROV SERVICE
Booked	3	Committed	0	Class	62	CLASS NAME
On Order	0	Minimum	0	Subclass	92	SUBCLASS NAME
To Order	0	Maximum	0	Category	999	CATEGORY NAME
- Summary:** Subtotal 1000.00, FL TAX 70.00, Discount 0.00, Total 1070.00.

- **Inventory #** - enter your rental item number, only items will show if you have specified that the Inventory Type is **Rental**. To search, click on the search icon to the right of the field. Upon entering a valid inventory number, all the relevant data for the item will show
- **Description** - is the description for the item. You can change this if you have specified that the user can change the description for the item
- **Order (Quantity)** - enter how many items are rented. This value must be greater than zero or it will be rejected by the system. Quantity ordered if available and status approved, will be booked in the item.
- **Backorder (Quantity)** - this value is calculated by the system and it shows the quantity in backorder or when is not available, you can only see this quantity in the browse mode.
- **Discount** - enter the discount percentage, if applicable and allowed
- **Price (Rate per Unit)** - enter the unit rental rate for the item. You can change this if you have specified that the user can change the rate for the item
- **Amount** - is the total rental rate for this item, order quantity times unit rate minus discount, updated by the system and cannot be changed

- **Extended** – is the total rental rate for this item for a specify Rental Rate in the Rental Order (hourly, daily, weekly or monthly), is the rental amount times the rental rate, updated by the system and cannot be changed
- **Note** – is an auxiliary field where you can enter notes about the item. You can change this if you have specified that the user can change the notes for the item at invoicing time
- **Rental Kit** – this will only show if you have specified the following three conditions:
  - Inventory Type is **Rental**
  - Control Method can be **Standard, Serial or Lot**
  - Has **Kit**, the Kits checkbox has been flag - if this item is a Master or Parent Inventory item and has parts.

The rest of the fields under the Note, shows information of the item and is handle by the system automatically, you cannot change them.

The rest of the fields show the status for the item and are handle by the system automatically. It is for your information only. You cannot change them.

### **Adding Inventory Items**

To add an inventory item to your invoice you can

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Fill all the needed fields as specified in the previous topic and click **OK** to save the record or **Cancel** to discard your changes.

After adding a record, you will be asked if you want to continue adding more items. Answer appropriately and continue your work.

### **Modifying Inventory Items**

To edit an inventory item first select it navigating through the list of items, then

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

Change the needed fields and click **OK** to save your changes or **Cancel** to discard.

### **Deleting Inventory items**

To delete an inventory item first select it navigating through the list of items, then

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or **No** to keep it

## **Rental Order Payment and Notes Page**

The **Payment and Notes** page lets you change the payment type and add beginning and ending notes. The beginning note will print before the start of detail in your rental order and the ending (or the system note if you chose) at the end.

For the ending note, you have the option to use a **system note** with a pre-defined text or a specific text that you can enter directly on this page. Both notes are **optional**.



## **Payments**

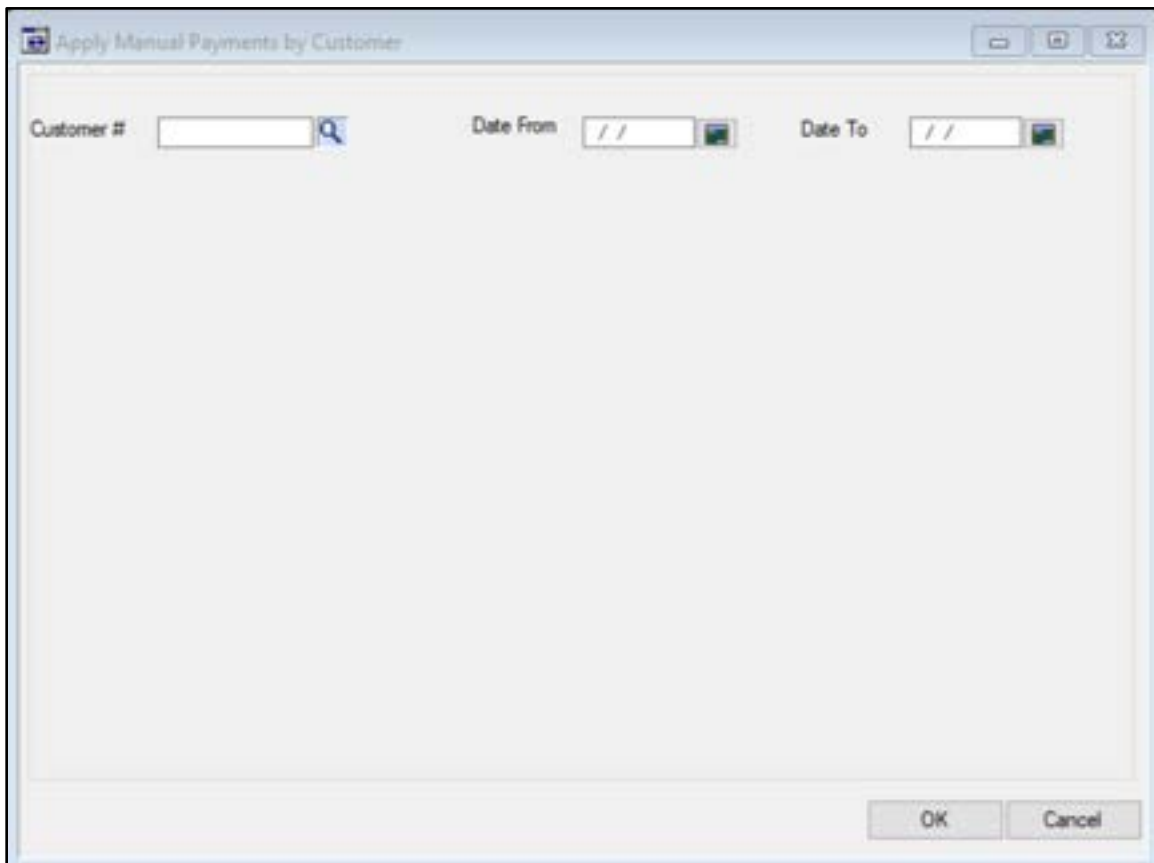
**Zeta Pro™** has a flexible way to handle your customers' payments. The system can handle them automatically, which means the amount will be paid to pending invoices in the order they appear in the files, until the payment is depleted. In this case, you will be using **Automatic Apply**.

You can do a manual apply payment, where you directly enter the invoice number that will be credited and generate the payment. You can register this type of payment in two ways: searching for the customer and then selecting the pending invoice, **Manual Apply** or, directly selecting the pending invoice without searching for the customer **Invoice Apply**. You can also select **Semiautomatic Apply**. In this case, you search for a customer and enter the payment data. After this, the system will show all the pending invoices and you can select which ones will be credited and how much to apply. Finally, you can handle all other payments not applied directly to an invoice through the **Other Payments** option.

Moreover, in case of an error, you can also **Void Customer Payments**.

To help you with the data, the system will display the **Customer Search window** with the following searchable fields to help in the process.

- **Customer #** - allows you to select the all the customers or just one.
- **Date From** – allows you to select a date (create date) with a calendar popup icon
- **Date To** – allows you to select a date (create date) with a calendar popup icon

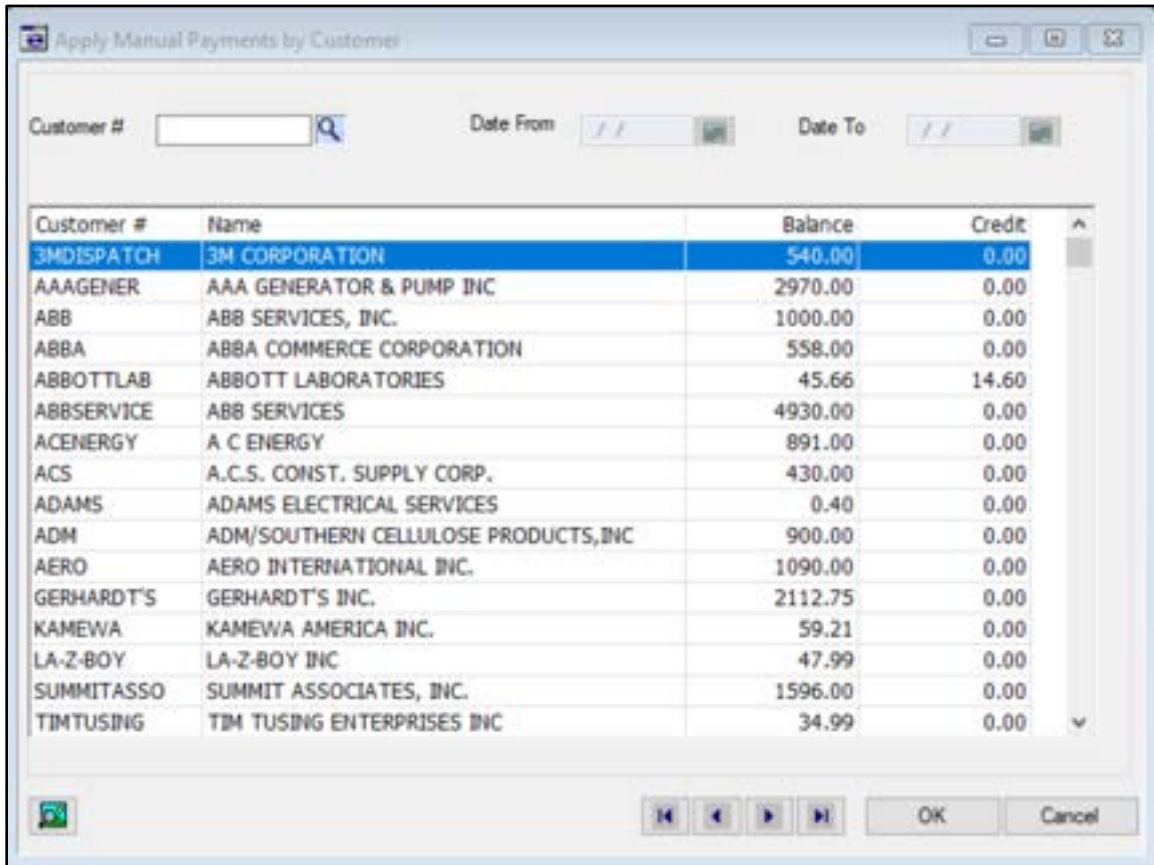


The screenshot shows a dialog box titled "Apply Manual Payments by Customer". The dialog has a light blue header bar with standard window controls (minimize, maximize, close) on the right. Below the header, there are three input fields arranged horizontally: "Customer #" followed by a search icon, "Date From" followed by a calendar icon, and "Date To" followed by a calendar icon. The main area of the dialog is empty. At the bottom right, there are two buttons: "OK" and "Cancel".

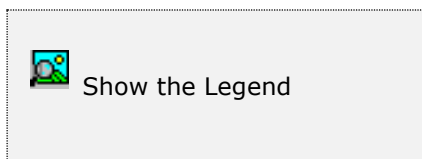
The **Customer Search window** will show at **Manual, Automatic, Semi-Automatic** payments and at **Void Customer Payment**.

The system will display the search window with the **OK** and **Cancel** buttons. Click **OK** to proceed or click **Cancel** to abort and return to the selection option.

The user can combine any criteria, and only those fields entered by the user become part of the query. If no searchable field entered and by clicking the **OK** button, the system will display the search result with all the data.



The user can select the customer by **Double-clicking** on the selected customer or by selecting the customer and clicking the **OK** button



At the bottom of the Search window, you will find a set of icons that will show available functions.

The **Browser Legend** will display different colors depending of the status:

**Active** – the customer color is **White**

**Selected** – the customer-selected color is **Dark Blue** (3MDISPATCH)

## **Payment Basic Data**

Apart from the customer number or invoice number, for every payment you will have to fill the following data (all the fields are required unless otherwise specified):

- **Bank #** - enter the code (or search for it) for the bank
- **Date** - enter the effective date for the payment.
- **Memo** – enter any description of the payment. Only appears if using **Automatic, Semiautomatic** or **Other Payments** method
- **Salesman #** – enter the code (or search for it) for the Salesman that brought in the payment, if applicable. Only appears if using **Automatic, Semiautomatic** or **Other Payments** method
- **Pay Reference** - enter a document reference (check or transfer number)
- **Amount** - enter the total amount for the payment. **Required**
- **Cash** – place a check mark if the total amount of the payment is cash
- **Discount** - enter the discounted amount. This field applies only to **Manual** or **Invoice Apply** method. This field is optional
- **Create Deposit** - place a check mark if you will create a deposit automatically for the total payment. This deposit is will be created for the bank account chosen. If you leave this field cleared, you will have to create a deposit manually (see Bank Deposits)
- **Balance** - is the balance for the invoice, after applying the payment amount and the discount. Only appears if using **Manual** or **Invoice Apply** method, updated by the system.

To work with this function, select **Payments** from the **Transaction** menu or click on the different icons for each payment type.

The following topics describe in detail how to perform each of these functions.

## Payment – Manual Apply

To work with this function, select **Manual Apply** from the **Payments** submenu in the **Transactions** menu or click on **Apply Manual Payments by Customer icon**.

To start this type of payment, after selecting the customer follow these steps:

- At the field **Invoice #** enter (or search for) the invoice number you want to credit the payment. Only one invoice at a time with this option can be selected. Once you have selected your invoice, its relevant data (original amount, taxes, discounts, paid amount, etc.) will show.
- Enter **Payment Basic Data**
- Flag **Cash**, if is a cash payment.
- Flag **Create Deposit**, if you want to generate a deposit for the payment.
- Flag **Discount Account**, if you want to change the account for the discount, a new line will display at the end to enter (or search) the discount account.
- After filling in the appropriate data click **OK** to continue or click **Cancel** to abort.
- Next, if you click **OK**, a confirmation window will show, after confirming the action, the payment will be applied.
- At the end of the process, the system will show the payment number assigned.

Invoice Details		Payment Details	
Invoice #	[Search Icon]	Invoice Date	[ ]
Invoiced	0.00	Discount Date	[ ]
Taxes	0.00	Suggested Discount	0.00
Charges	0.00	Suggested Taxes	0.00
Exchange Dif.	0.00	Total Received	0.00
Total Amount	0.00	Invoice Balance	0.00
Bank #		Date	
01 [Search Icon]		08/11/2022 [Calendar Icon]	
Pay Reference		<input type="checkbox"/> Cash	
Amount		<input type="checkbox"/> Create Deposit	
0.00		<input type="checkbox"/> Discount Account	
Discount			
0.00			
Balance			
0.00			

OK Cancel

### **Payment – Automatic Apply**

To work with this function, select **Automatic Apply** from the **Payments** submenu in the **Transactions** menu or click on **Automatic Apply Payment icon**.

To start this type of payment, after selecting the customer follow these steps:

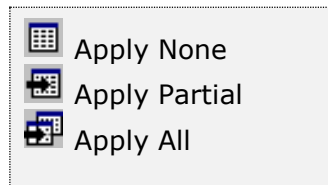
- Enter the **Payment Basic Data**
- Flag **Cash**, if is a cash payment.
- Flag **Create Deposit**, if you want to generate a deposit for the payment.
- After filling in the appropriate data click **OK** to continue or click **Cancel** to abort.
- Next, if you click **OK**, a confirmation window will show, after confirming the action, the payment will be applied.
- At the end of the process, the system will show the payment number assigned to the transaction.

## **Payment – Semiautomatic Apply**

To work with this function, select **Semiautomatic Apply** from the **Payments** submenu in the **Transactions** menu or click on **Semiautomatic Apply Payment icon**.

To start this type of payment, after selecting the customer follow these steps:

- Enter the **Payment Basic Data**
- Flag **Cash**, if is a cash payment.
- Flag **Create Deposit**, if you want to generate a deposit for the payment.
- After filling in the appropriate data click **OK** to continue or click **Cancel** to abort.
- The system will show the pending invoices. For every invoice you want to process, select it and click on the icon that corresponds to the action you want, see list of icons:



**Apply All** – if you click on this icon, the system will assign either, the full balance of the invoice or the remaining amount of the payment, whichever is less.

**Apply Partial** – if you click on this icon, you have to enter the amount to apply.

**Apply None** – if you click on this icon, is when you need to cancel the applied amount for an invoice.

For every invoice you apply an amount, the system will automatically reduce the payment available balance **in red at the upper section of the window**.

- After completing all the invoices, click **OK** to execute the function.  
If for any reason you did not apply the full payment amount, the system will request authorization to generate a credit to the customer for the unapplied value. Answer **No** if this is not correct and you will return to start the process again. If you answer **Yes**, the system will generate a pending credit for the customer. Refer to **Applying Open Credits** for more information.
- Next, if you click **OK**, a confirmation window will show. If you confirm the action, the payment will be applied and, if selected **Create Deposit**, a deposit will be generated.
- At the end of the process, the system will show the payment number assigned to the transaction.

## Payment – Invoice Apply

To work with this function, select **Invoice Payment** from the **Payments** submenu in the **Transactions** menu or click on **Apply Manual Payment by Invoice icon**.

To start this type of payment, after selecting the option follow these steps:

- In the field **Invoice #** enter (or search for) the invoice number you want to apply the payment. Only one invoice at a time can be selected with this option. Once you have selected your invoice, its relevant data (original amount, taxes, discounts, paid amount, etc.) will show.
- Enter the **Payment Basic Data**
- Flag **Cash**, if is a cash payment.
- Flag **Create Deposit**, if you want to generate a deposit for the payment.
- Flag **Discount Account**, if you want to change the account for the discount, a new line will display at the end to enter (or search) the discount account.
- After filling in the appropriate data click **OK** to continue or click **Cancel** to abort.
- Next, if you click **OK**, a confirmation window will show, after confirming the action, the payment will be applied.

At the end of the process, the system will show the payment number assigned to the transaction.

Invoice Details		Payment Details	
Invoice #	[Search]	Bank #	01 [Search]
Invoiced	0.00	Date	08/12/2022 [Calendar]
Taxes	0.00	Pay Reference	[Empty]
Charges	0.00	Amount	0.00
Exchange Dif.	0.00	Discount	0.00
Total Amount	0.00	Balance	0.00
Invoice Date	[Empty]	<input type="checkbox"/> Cash <input type="checkbox"/> Create Deposit <input type="checkbox"/> Discount Account	
Discount Date	[Empty]		
Suggested Discount	0.00		
Suggested Taxes	0.00		
Total Received	0.00		
Invoice Balance	0.00		

## Other Payments

To work with this function, select **Other Payments** from the **Payments** submenu in the **Transactions** menu or click on **Receive Other Payments icon**.

To start this type of payment, after selecting the option follow these steps:

- Enter the **Payment Basic Data**
- Flag **Cash**, if is a cash payment.
- Flag **Create Deposit**, if you want to generate a deposit for the payment.
- The system will show two (2) accounts, one is the **Debit** to the Bank's chart of account number, and the other one is the **Credit** to the account you are going to post the payment you are receiving. By default, the system shows the **Sales Account** from **Sales, Change System Setup**; if you want to credit it to another account, you have to enter (or search) for another account number.
- After filling in the appropriate data click **OK** to continue or click **Cancel** to abort.
- Next, if you click **OK**, a confirmation window will show, after confirming the action, the payment will be posted.
- At the end of the process, the system will show the payment number assigned to the transaction.

The screenshot shows a window titled "Receive other Payments" with the following fields and values:

Bank #	01	
Date	08/11/2022	
Memo		
Salesman #		
Pay Reference		<input type="checkbox"/> Cash
Amount	0.00	
Create Deposit	<input type="checkbox"/>	
Debit to Bank	1001	CASH - OPERATING ACCOUNT - NATIONS
Credit to	4301	SALES - PARTS NEW

Buttons: OK, Cancel



## Void Payment

To work with this function, select **Void Payment** from the **Payments** submenu in the **Transactions** menu or click on **Void Customer Payments icon**.

To start and void a payment, after selecting the customer follow these steps:

- Click **OK** to initiate the function.
- The window will show a list with all the current payments.
- You can select between **Current** payments (for the current period) or click on the **History** button and work with previous periods
- Its relevant data: payment #, payment date, bank #, payment detail (how many invoices it paid), and total amount will show.
- Only one payment at a time can be voided.
- Select the payment line you want to void and click **OK** to continue.

Customer #   Open Credit   
Name   Balance

Payment #	Date	Bank #	Detail	Total
00010190	06/06/2022	01	1	30.00
00010192	06/06/2022	01	1	25000.00
00010202	12/13/2023	01	1	1000.00

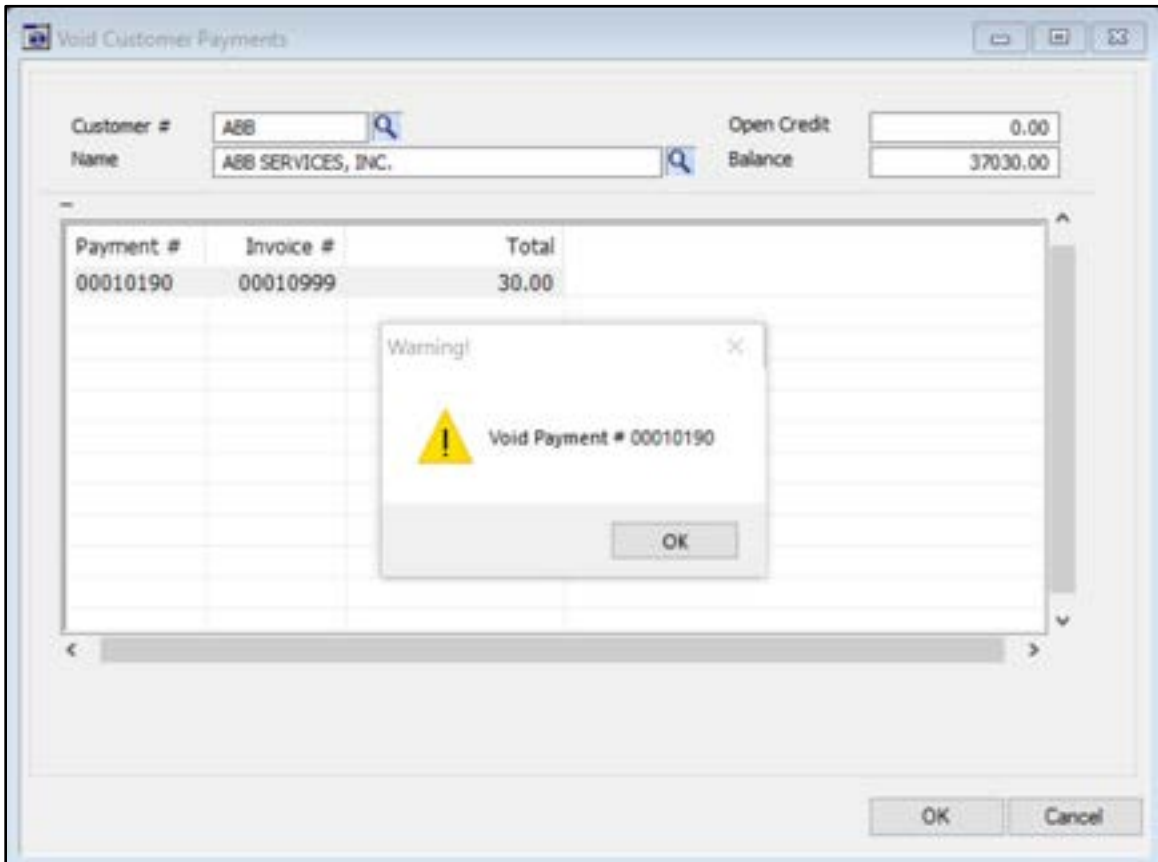
Once you have selected your payment and, click the **OK** button, the system will display the payment #, the invoice #, and total amount.

The screenshot shows a software window titled "Void Customer Payments". At the top, there are search fields for "Customer #" (containing "ABB") and "Name" (containing "ABB SERVICES, INC."). To the right, there are two input fields: "Open Credit" with a value of "0.00" and "Balance" with a value of "37000.00". Below these fields is a table with three columns: "Payment #", "Invoice #", and "Total". The first row of the table contains the values "00010190", "00010999", and "30.00". The table has several empty rows below it. At the bottom right of the window, there are two buttons: "OK" and "Cancel".

Payment #	Invoice #	Total
00010190	00010999	30.00

Once the user clicks the **OK** button again, a warning message will display asking Ready to void payments?

- Click **Yes** to confirm voiding the payment or click **No** to cancel.



- Click **OK** and the system will show a final list showing the selected payment with all invoices paid to be voided.
- Click **OK** again and confirm the action to void the payment or click **Cancel** to leave this function.

## Open Credits

**Zeta Pro™** generates an Open Credit when it processes a Sales Return, a Customer Deposit or when a customer does an overpayment. Assigning them to an invoice should properly close open Credits. This way, every document on the system has a corresponding counterpart.

The following topics describe how to work with Open Credits.

### Applying Open Credits

This function allows you to apply open credits to their corresponding invoices. Sales Return, Customer Deposits or Customer overpayment will generate open credits. With this process you apply (and close if the entire amount is used) a pending credit. You must have, at least, an Open Credit and an Open Invoice in order to use this option.

To work with this function, select **Apply Credit** from the **Apply Credits** submenu in the **Transactions** menu or click on **Apply Credits to Open Invoices icon**.

To help you with the data, the system will display the **Customer Search window** with the following searchable fields to help in the process.

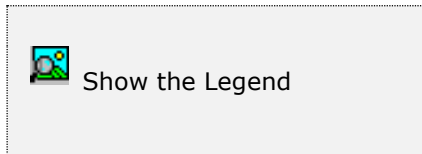
- **Customer #** - allows you to select the all the customers or just one.
- **Date From** - allows you to select a date (create date) with a calendar popup icon
- **Date To** - allows you to select a date (create date) with a calendar popup icon

Customer #	Name	Balance	Credit
ACMEPARTS	ACME PARTS AND SUPPLY	-100.00	100.00
USCGNAUST	USCGC DECISIVE NAUSTA PASCAGOULA	-55.00	55.00
ZETAONCEP	ZETA CONCEPTS, INC.	924.86	481.76

The system will display the search window with the **OK** and **Cancel** buttons. Click **OK** to proceed or click **Cancel** to abort and return to the selection option.

The user can combine any criteria, and only those fields entered by the user become part of the query. If no searchable field entered and by clicking the **OK** button, the system will display the search result with all the data.

The user can select the customer by **Double-clicking** on the selected customer or by selecting the customer and clicking the **OK** button.



At the bottom of the Search window, you will find a set of icons that will show available functions.

The **Browser Legend** will display different colors depending of the status:

**Active** – the customer color is **White**

**Selected** – the customer-selected color is **Dark Blue** (ZETACONCEP)

Customer #	ZETACONCEP	Open Credit	481.76
Name	ZETA CONCEPTS, INC.	Balance	924.86
Credit #	C0001264	Invoice #	00011020
Date	07/27/2022	Date	12/08/2023
P.O. #		P.O. #	
Invoice Balance	-481.76	Total Amount	1070.00
Credit used	0.00	Exchange Dif.	0.00
Credit Available	481.76	Total Received	0.00
		Invoice Balance	1070.00
		Credit to Apply	0.00

The following topics describe in detail how to perform this function.

- In the field **Credit #** search for the pending credit by clicking on the search icon. The customer must have open credits or nothing will show in the search window. Select the appropriate document and information about it will be displayed.
- **Date** – is the transaction's date
- **Purchase Order #** - is the customer's purchase order (if applicable)
- **Invoice Balance** – is the corresponding invoices balance (if any)
- **Credit Used** – is the amount already applied from this open credit
- **Credit Available** – is the maximum amount you can apply to an invoice from this open credit.

**Note:** Confirm that this is the document you want to process

- In the field **Invoice #**, search for the pending invoice number you want to apply this credit to by clicking on the search icon. The customer must have pending invoices or nothing will show in the search window. Select the appropriate invoice and information about it will be displayed.
- **Date** – is the transaction's date.
- **Purchase Order #** - is the customer's purchase order (if applicable)
- **Total amount** – is the invoice's total amount
- **Exchange difference** - is the exchange rate difference (for future version)
- **Total received** - is how much has been received for this invoice, either in payments or other credits applied
- **Invoice balance** - is the invoice balance

**Note:** Confirm that this is the document you want to process

- In the field **Credit to apply**, enter the amount you want applied to this invoice. This amount should be greater than zero. You can apply up to the Credit available amount without exceeding the invoice pending balance
- To apply the amount click the **OK** button and a confirmation window will show before actually processing the documents
- After the process, a notification window will show the payment number created for this transaction.

## Voiding Applied Credits

If you ever happen to erroneously, apply an open credit and want to void the process use this function.

To work with this function, select **Void Credit** from the **Apply Credits** submenu in the **Transactions** menu or click on **Void Credits Applied to Invoices icon**.

The **Customer Search window** will show all the customers to **Void Credits to Invoices**, where the user will select the customer.

Click the **OK** button and the window will show a list of all the current period applied credits. If you want to reverse an older applied credit, click the **History** button.

Credit #	Date	Amount	Apply
C0001260	01/21/2022	-14.60	-14.60

- Search for the credit number moving through the list. If the credit is not in the list then it corresponds to another customer. Upon finding your credit number, select it and click the **OK** button. The system will show the list of payments corresponding to the applied credit.
- Search for the payment number moving through the list. If the payment is not there then this credit number did not generate it and you have to **Cancel** and search for another applied credit.
- Upon finding your payment, select it and click the **OK** button a confirmation window will show. If you select **Yes**, the payment will be voided

## **Finance Charges**

Not available, for a future version.



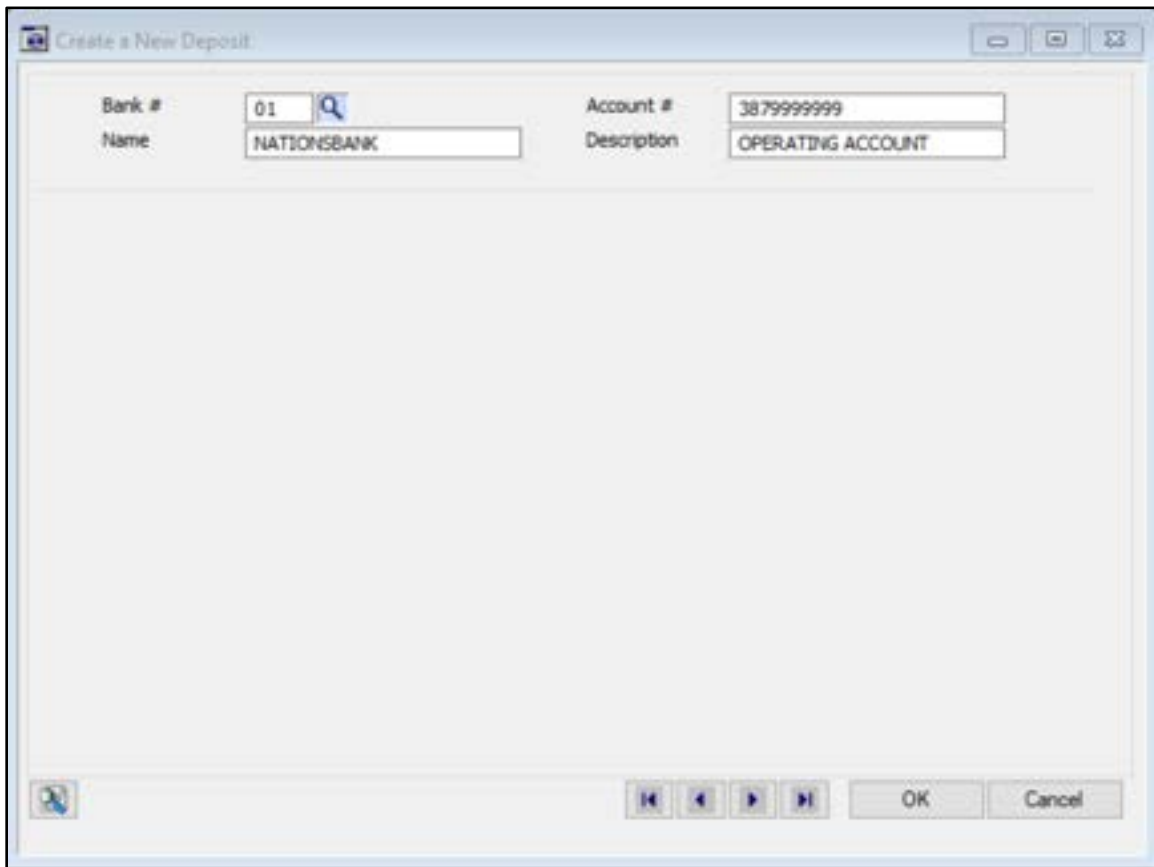
## **Bank Deposits**

One of your daily tasks should be to transfer all the received payments to the bank. With **Zeta Pro™**, you process this transaction through the **Bank Deposits** function. A bank deposit can hold one or more payments. You have two ways to create a deposit.

One way is to let the system create a deposit automatically when you are registering the payment, see **Create Deposit** in the Payment Basic Data in earlier chapter. The other way is to create a bank deposit after the payment has been received.

### **Creating Bank Deposits**

To work with this function, select **Create Deposits** from the **Bank Deposits** submenu in the **Transactions** menu or click on **Create a New Deposit icon**.



The screenshot shows a dialog box titled "Create a New Deposit:". It has a search icon in the top left corner. The dialog contains four input fields arranged in a 2x2 grid:

Bank #	01	Account #	3879999999
Name	NATIONSBANK	Description	OPERATING ACCOUNT

At the bottom of the dialog, there are navigation buttons (Home, Back, Forward, End) and "OK" and "Cancel" buttons.

At this window the user will select the bank via the field **Bank #**, click on the search icon to locate the bank you want deposit to. In the search window, locate your bank, select it and click **OK**. Upon returning to the **Create a New Deposit** window, click the **OK** button once again to start the data input process and the following window will display.

Bank # 01 Account # 3879999999  
 Name NATIONSBANK Description OPERATING ACCOUNT

Deposit Date 08/15/2022  
 Payment Date 08/15/2022 – 08/15/2022

Payment #	Date	Amount	Customer #	Name
<input type="checkbox"/> 00010201	08/15/2022	45.00	ABBOTTLAB	ABBOTT LABORATORIES

OK Cancel

You will have to provide the following information:

- **Deposit Date** - Enter the date when the deposit is done
- **Payment Date** - Enter the date range for the payments included in this deposit
- After reviewing your deposit's date, click **OK**. The system will show a list of all the **on-hand payments or pending deposits**.
- For every payment you want to include in this deposit, place a check mark (✓) in the leftmost box. When you have marked all your payments, click the **OK** button and the system will show a window with the total number of payments and total amount. Click the **OK** button to continue.
- The system will show a final confirmation window. If you click **Yes** your deposit will be generated.
- The system will ask you if you want to print the **Deposit Slip**. If you click **Yes** your Deposit Slip will print.
- You can also print the Deposit Slip from another option. Select **B - Deposits** function from the **1- Printing** submenu in the **Reports** menu.

### **Voiding Bank Deposits**

If you ever happen to erroneously create a deposit or include an incorrect payment in one, use this function to void the process.

To work with this function, select **Void Deposits** from the **Bank Deposits** submenu in the **Transactions** menu or click on **Void a Deposit icon**.

At this window the user will select the bank via the field **Bank #**, click on the search icon to locate the bank you want void the deposit. Upon returning to the **Void a Deposit** window, click the **OK** button once again and the following window will display.

Deposit #	Date	Quantity	Amount
00000099	08/15/2022	1	45.00
00000098	06/07/2022	1	75.00
00000097	06/07/2022	1	55.00
00000096	06/06/2022	1	25000.00
00000095	06/06/2022	1	500.00
00000094	06/06/2022	1	30.00
00000093	06/04/2022	1	100.00
00000092	04/08/2022	1	6000.00
00000091	09/22/2021	1	910.00
00000090	09/22/2021	1	980.00

- The system will show a list of all the current deposits for the selected bank. The list will show the most recent deposits at the top. Select the deposit you want to void and click the **OK** button.
- The system will show the list of payments that correspond to the deposit selected. All the payments in the list will be reversed, meaning no payments will be linked to a deposit. If the data corresponds to the list you want to void, click the **OK** button.
- The system will show a final confirmation window. If you click **Yes** your deposit will be voided and the corresponding payments can be included back into another one.

# Sales – Other Maintenance Tasks

## Close Accounts

### Bad Debt

**Zeta Pro™** has a flexible way to handle your customers' accounts. A bad debt can be any amount owed to you that cannot be collected or it can be simply any account that you want to delete from the system invoices. The amounts closed through these transactions are kept as open invoices for the customer.

To work with this function, select **Bad Debts** from the **Close Accounts** submenu in the **Transactions** menu or click on **Write-off Bad Debts icon**.

To help you with the data, the system will display the **Customer Search window** with the following searchable fields to help in the process.

- **Customer #** - allows you to select the all the customers or just one.
- **Date From** - allows you to select a date (create date) with a calendar popup icon
- **Date To** - allows you to select a date (create date) with a calendar popup icon

The screenshot shows a software window titled "Write-off Bad Debt". At the top, there are search fields for "Customer #", "Date From", and "Date To", each with a search icon and a "Clear" button. Below these fields is a table with the following columns: "Customer #", "Name", "Balance", and "Credit". The table contains a list of customer records, with the row for "AAAGENER" highlighted in blue.

Customer #	Name	Balance	Credit
99	GCS SHOP	0.20	0.00
A.R.SAVAGE	A. R. SAVAGE & SON INC	168.70	0.00
AAAGENER	AAA GENERATOR & PUMP INC	4950.00	0.00
ABB	ABB SERVICES, INC.	37030.00	0.00
ABBA	ABBA COMMERCE CORPORATION	651.00	0.00
ABBOTTLAB	ABBOTT LABORATORIES	4000.66	0.00
ABBPOWER	ABB POWER T&D CO. INC.	100.00	0.00
ABBSERVICE	ABB SERVICES	4930.00	0.00
ACENERGY	A C ENERGY	891.00	0.00
ACS	A.C.S. CONST. SUPPLY CORP.	430.00	0.00
ADAMS	ADAMS ELECTRICAL SERVICES	17.25	0.00
ADM	ADM/SOUTHERN CELLULOSE PRODUCTS, INC	900.00	0.00
AERO	AERO INTERNATIONAL INC.	1090.00	0.00
ELECTRICPO	ELECTRIC POWER CONTROLS	2234.99	0.00
GERHARDT'S	GERHARDT'S INC.	2112.75	0.00
KAMEWA	KAMEWA AMERICA INC.	59.21	0.00

At the bottom of the window, there are navigation buttons (Home, Previous, Next, End) and "OK" and "Cancel" buttons.

The system will display the search window with the **OK** and **Cancel** buttons. Click **OK** to proceed or click **Cancel** to abort and return to the selection option.

The user can combine any criteria, and only those fields entered by the user become part of the query. If no searchable field entered and by clicking the **OK** button, the system will display the search result with all the data.

The user can select the customer by **Double-clicking** on the selected customer or by selecting the customer and clicking the **OK** button.



At the bottom of the Search window, you will find a set of icons that will show available functions.

The **Browser Legend** will display different colors depending of the status:

**Active** – the customer color is **White**

**Selected** – the customer selected color is **Dark Blue** (AAAGENER)

You can start a customer search by clicking the search icon on the bottom of the window, or you can navigate through the defined customers with the navigation icons. After selecting the customer, the system will display the following window.

The screenshot shows a window titled "Write-off Bad Debt" with the following data:

Customer #	AAAGENER	Open Credit	0.00
Name	AAA GENERATOR & PUMP INC	Balance	4950.00
Invoice #	00011003	Invoice Date	06/15/2022
Invoiced	4950.00	Discount Date	06/15/2022
Taxes	0.00	Suggested Discount	49.50
Charges	0.00	Suggested Taxes	0.00
Exchange Dif.	0.00	Total Received	0.00
Total Amount	4950.00	Invoice Balance	4950.00
		<b>Invoice Balance</b>	<b>4950.00</b>
		<b>Uncollectible</b>	<b>4950.00</b>

Buttons: OK, Cancel

The following topics describe in detail how to perform this function.

- In the field **Invoice #** enter (or search for) the invoice number you want to close. Only one invoice at a time can be selected with this option. Once you have selected your invoice, its relevant data (original amount, taxes, discounts, paid amount, etc.) will show.
- Confirming the **Invoice Balance** by clicking the **OK** button, the Bad Debt amount to close will display a confirmation window.
- If you confirm the action, the invoice will be closed and posting the amount to Bad Debt, reducing the Customer's Balance.
- Click **Cancel** to leave this function.

**NOTE:** If there are no pending invoices, you cannot use the Bad Debt option.

**Journal entries scenarios:** Entries are created automatically by the system every time a user creates a transaction, no user intervention needed,

In **Sales**, option **Change Set Up**, you will find the default Bad Debt account. Usually is within the range of Expenses or Cost.

The automatic accounting entries of a **Bad Debt** described above, follows:

Account	Debit	Credit
Bad Debt	4950.00	
Account Receivables		4950.00

## Cash Refund

**Zeta Pro™** has a flexible way to handle your customers' accounts. When you cannot fulfill a customer order, you can reimburse or refund the cash to the customer, closing the credit note. The amounts closed through these transactions are kept as open credits for the customer.

To work with this function, select **Cash Refund** from the **Close Accounts** submenu in the **Transactions** menu or click on **Cash Refund to Customer icon**.

To help you with the data, the system will display the **Customer Search window** with the following searchable fields to help in the process.

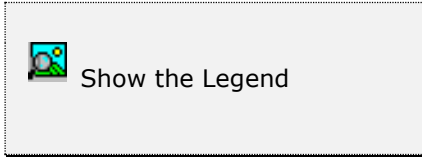
- **Customer #** - allows you to select the all the customers or just one.
- **Date From** - allows you to select a date (create date) with a calendar popup icon
- **Date To** - allows you to select a date (create date) with a calendar popup icon

Customer #	Name	Balance	Credit
ACMEPARTS	ACME PARTS AND SUPPLY	-100.00	100.00
USCGNAUST	USCGC DECISIVE NAUSTA PASCAGOULA	-55.00	55.00
ZETACONCEP	ZETA CONCEPTS, INC.	-481.76	481.76

The system will display the search window with the **OK** and **Cancel** buttons. Click **OK** to proceed or click **Cancel** to abort and return to the selection option.

The user can combine any criteria, and only those fields entered by the user become part of the query. If no searchable field entered and by clicking the **OK** button, the system will display the search result with all the data.

The user can select the customer by **Double-clicking** on the selected customer or by selecting the customer and clicking the **OK** button.



At the bottom of the Search window, you will find a set of icons that will show available functions.

The **Browser Legend** will display different colors depending of the status:

**Active** – the customer color is **White**

**Selected** – the customer-selected color is **Dark Blue** (ACMEPARTS)

You can start a customer search by clicking the search icon on the bottom of the window, or you can navigate through the defined customers with the navigation icons. After selecting the customer, the system will display the following window.

Customer #	ACMEPARTS	Open Credit	100.00
Name	ACME PARTS AND SUPPLY	Balance	-100.00
Credit #	C0001262	Credit Date	06/04/2022
Credited	-100.00	Discount Date	06/04/2022
Taxes	0.00	Suggested Discount	0.00
Charges	0.00	Suggested Taxes	0.00
Exchange Dif.	0.00	Total Received	0.00
Total Amount	-100.00	Credit Balance	-100.00
		<b>Credit Balance</b>	<b>-100.00</b>
		<b>Cash Refund</b>	<b>-100.00</b>

The following topics describe in detail how to perform this function.

- In the field **Credit #** enter (or search for) the credit number you want to close. Only select one credit invoice at a time with this option; once selected your credit invoice, its relevant data (original amount, taxes, discounts, paid amount, etc.) will show.



- Confirming the **Credit Balance** by clicking the **OK** button, the credit invoice amount to close will display a confirmation window.
- If you confirm the action, the credit invoice will be closed and posting the amount to Cash refund, reducing the Customer's Balance.
- Click **Cancel** to leave this function.

**NOTE:** If there are no pending credits, you cannot use the Cash Refund option.

### **Cash Refund Journal Entry**

**Journal entries scenarios:** Entries are created automatically by the system every time a user creates a transaction, no user intervention needed. In **Change Setup** in the **Sales** module, you will find the default Cash Refund account. Usually is within the range of Current Assets.

The automatic accounting entries of a **Customer Refund** described above, follows:

Account	Debit	Credit
Customer Deposit	100.00	
Cash Refund		100.00

The system has closed the Customer Deposit account but has opened a Cash Refund Account that you have to close it issuing a check to the customer.

In **Purchasing**, you will have to create an invoice to the customer and pay that invoice for \$100, the automatic accounting entries are as follows:

### **Creating the A/P invoice:**

Account	Debit	Credit
Cash Refund	100.00	
Accounts Payable		100.00

### **Paying the A/P invoice with a check:**

Account	Debit	Credit
Accounts Payable	100.00	
Bank		100.00

## Merge Options

### Merge Customer

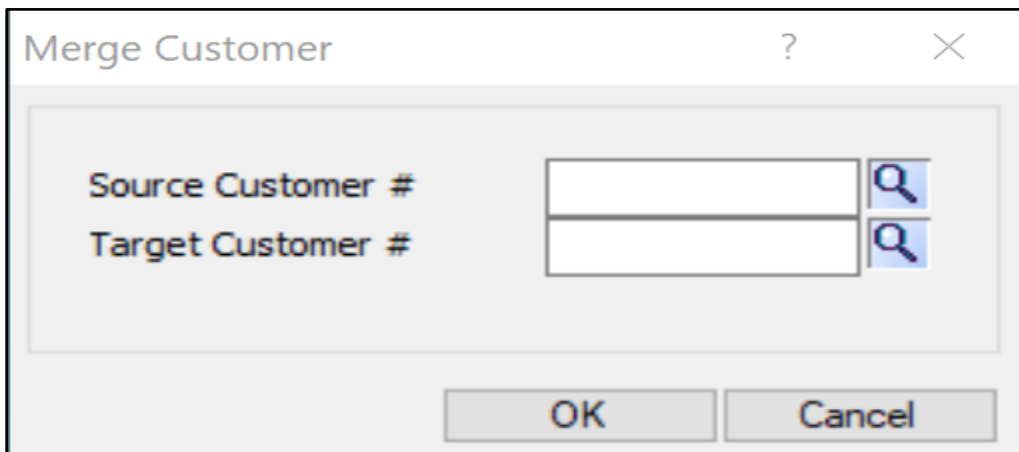
This process allows you to transfer all the information **Zeta Pro™** keeps for a customer, called the source, to another, called the target. After the operation, the target customer will include all the information about transactions and statistics related to the source customer. The target customer's original data, if any, will be preserved. After the operation, the source customer will be deleted from the system.

**NOTE:** To execute this process you must ensure that you are the only one user working on the system. Unpredictable results can occur if, due to data access contention, the process is aborted in the middle. In addition, as with any other data manipulating process, we encourage you to create a **backup copy** of your data before executing it.

To work with this function, select **Customer** from the **Merge** submenu in the **Create Data** submenu of the **Settings** menu or click on **Customer Merge icon**.

- A warning message appears asking if you are sure there are no other users using the system. Answer affirmatively.
- In the merge window, enter or search for your **Source Customer**, the one whose data will be transferred to the target customer. Remember that the system will remove this customer from its files.
- Enter or search for your **Target Customer**, the one that will receive all the data from the source customer.
- Verify your selections and click the **OK** button.
- A final confirmation window will appear. This is your **last chance** to change your mind. If you answer affirmatively, the process will be executed, if you answer **No** your selections will be cancelled.
- During the transfer process, you will see messages indicating what tasks were performed. At the end, the system will reconstruct your data indexes.

After the process, you can verify your target customer's data using the reports.



The screenshot shows a dialog box titled "Merge Customer" with a question mark icon and a close button (X) in the top right corner. The dialog contains two input fields: "Source Customer #" and "Target Customer #". Each input field has a search icon (magnifying glass) to its right. At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

## **Merge Inventory**

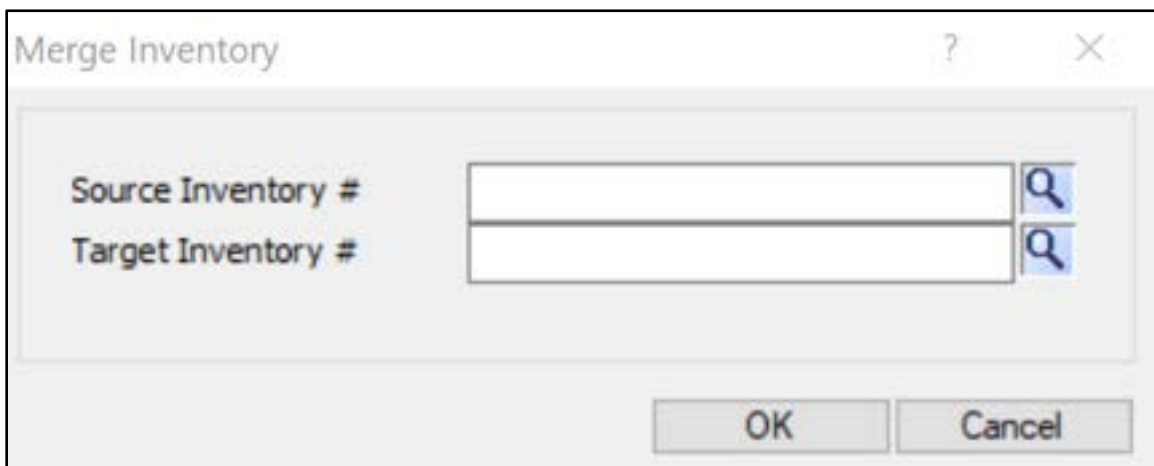
This process allows you to transfer all the information **Zeta Pro™** keeps for an inventory item, called the source, to another, called the target. After the operation, the target inventory item will include all the information about transactions and statistics related to the source inventory item. The target inventory item's original data, if any, will be preserved. After the operation, the source inventory item will be deleted from the system.

**NOTE:** To execute this process you must ensure that you are the only one user working on the system. Unpredictable results can occur if, due to data access contention, the process is aborted in the middle. Also, as with any other data manipulating process, we encourage you to create a **backup copy** of your data before executing it.

To work with this function, select **Inventory** from the **Merge** submenu in the **Create Data** submenu of the **Settings** menu or click on **Inventory Merge icon**.

- A warning message appears asking if you are sure there are no other users using the system. Answer affirmatively.
- In the merge window, enter or search for your **Source Inventory item**, the one whose data will be transferred to the target inventory item. Remember that the system will remove this inventory item from its files.
- Enter or search for your **Target Inventory item**, the one that will receive all the data from the source inventory item.
- Verify your selections and click the **OK** button.
- A final confirmation window will appear. This is your **last chance** to change your mind. If you answer affirmatively, the process will be executed, if you answer **No** your selections will be cancelled.
- During the transfer process, you will see messages indicating what tasks were performed. At the end, the system will reconstruct your data indexes.

After the process, you can verify your target inventory item's data using the reports.



The screenshot shows a dialog box titled "Merge Inventory". It has a standard window title bar with a question mark and a close button. The main area contains two input fields. The first is labeled "Source Inventory #" and the second is labeled "Target Inventory #". Each input field has a search icon (magnifying glass) to its right. At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

# Sales – Reports

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## Sales Reports

**Zeta Pro™** provides a full range of reports for your Sales information. This section groups the available reports in categories. These categories are **Document Printing, Maintenance Reports, Auditing Reports, Data Review and Analysis Reports** and **Other Reports**. All the reports can be executed by selecting them from the **Reports** menu.

### Report data options

For most reports you can chose the **Type** of data to show, normally detail or summary; determine the order in which data should be shown or filtered (**Sort**) and the range of data to show (**Data**). Choosing some options will display an additional window where you will have to select or enter more information. In the next sections you will find detailed explanations on how these options affect each report.

### Report output options

Each report, unless specified otherwise, can be directed to your choice of output devices or locations. The following options are standard:

- **Screen** - Shows the report in a preview window where you can navigate from page to page, zoom in or out the view or print a hard copy.
- **Printer** - Sends the report to the system configured **default printer**. If you want to print to a different one, go to your computer's control panel and set another one as default.
- **Export** - Creates a file from the report data in one of the available formats. See the next topic for a detailed explanation.

### Export a report

**Zeta Pro™** offers a great flexibility for exporting your reports to a wide range of file formats. This can allow you to send the reports via e-mail, save them for archiving for later review or simply to share or communicate the data with other collaborators. Please note that this topic does not cover all the available formats. Some of them are disabled or are for *advanced users* and require special information to carry out the task.

For all the export formats, you should click the **Edit** button to specify the filename and other needed parameters and then, click the **Export** button to execute the report.

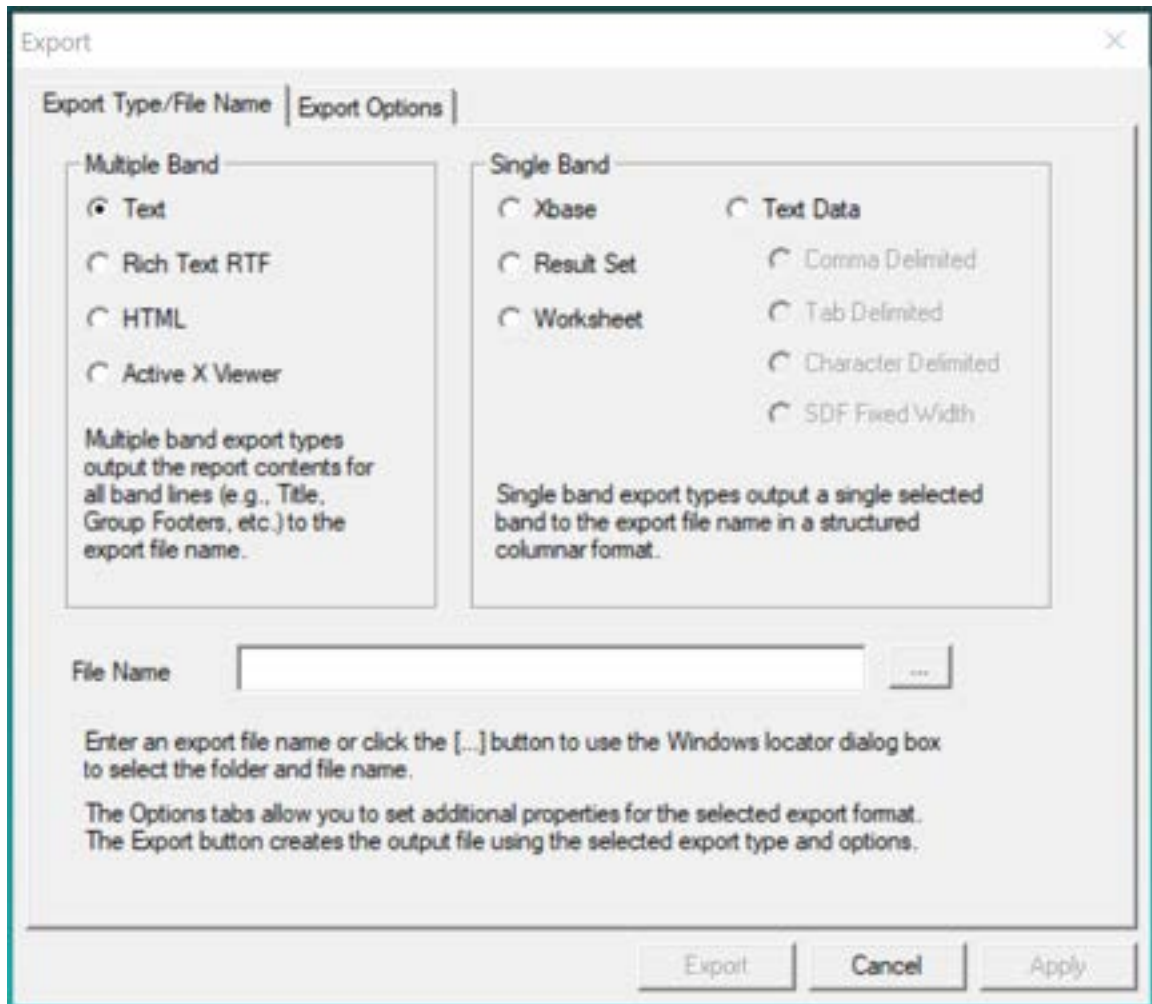
The recommended formats for **Multiple Band** export are:

- **Text** - Exports the report as a simple text (\*.TXT) file. Specify the filename, either with or without full path name and click **Export**.

- **Rich Text Format (RTF)** - You can use this format to send reports that can be opened in Word or similar word processors. Specify the filename, either with or without full path name and click **Export**.
- **HTML** - Exports the report as a web page. Before specifying any option you should enter, the output filename (include the full path if necessary or Click the small browse button to the right of the field). If you do not want to view the file after export, clear the 'Open file in default browser after export' indicator.
- **Active X Viewer** - Exports the report as an Active X Viewer. When you select this export option, you can create a report file that will be written to a proprietary file format. To view a PDI file, you create an HTML container file. The HTML container includes a pointer to the ActiveX Viewer control (RRPRVIEW.CAB) along with a pointer to the generated PDI. When the HTML file is opened in a web browser that supports ActiveX such as Microsoft Internet Explorer the report is displayed in a viewer window. Specify the filename, either with or without full path name and click **Export**.

The recommended formats for **Single Band** export are:

- **Xbase** - Exports the report as a (\*.DBF) table. Xbase export only includes the computed and data fields that are on the selected band line. It does not include any memo fields. Specify the filename, either with or without full path name and click **Export**.
- **Result Set** - Exports the report as a SQL result set file. Specify the filename, either with or without full path name and click **Export**.
- **Worksheet** - Exports the report as a (\*.XLS) file, use it to transfer your data to a Microsoft Excel Worksheet or similar spreadsheet programs. Either specify the filename, with or without full path name then, click **Export**.
- **Text Data** - Exports the report as a simple text file. Specify the filename, either with or without full path name and click **Export**.



## **Document Printing**

### **Standard Formal Documents**

Although you can print all the formal documents from their own maintenance window as you create them, you also have the possibility to print them outside that process. This can come in handy to do batch printing or to reprint a missing document.

Selecting their corresponding function from the Printing submenu in the Reports menu can print all the documents described here.

**NOTE:** all the following documents, unless stated otherwise, go directly to the Windows® default printer. Refer to "Report data options" earlier in this chapter for more information.

Invoices

Credits

Sales Orders

Sales Quotes

Repair Orders

Rental Orders

Packing List – Invoices

Packing List – Sales Orders

History (invoices)

For all of these you have to specify the range of document numbers to print (you can search using the search icons) and, after clicking **OK**, the number of copies to output. At any moment, you can click **Cancel** to abort the process. Once you click **OK** in the **number of copies** window, control is handled to Windows Print Manager. Refer to your Windows® documentation if you need to manage your print job after this step.

### **Customer Account Statements**

To print customer account statements, select **Statements** from the **Printing** submenu in the **Reports** menu. You have the following options:

- **Type** – Fixed, show detail
- **Sort** – Fixed, by customer order
- **Data** - You select what customers the statements are printed for:
  - **All** - Statements are printed for all the customers in file.
  - **Range** – Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** – Just the record that meets the criteria you enter or select in the auxiliary window will print
- **Other** - Select what type of invoices you want to include:
  - **Include paid invoices**
  - **Not include paid invoices**

Click **OK** to execute the report or **Cancel** to abort

## **Maintenance Reports**

### **Customer**

The customer report prints all the main information the system knows about your customers. To execute this report select **Customer** from the **More Reports** submenu in the **Reports** menu. You have the following options:

- **Type** - Select what you want to print:
  - **Summary** - Just the more important data about your customers will print
  - **Detail** - A more detailed report will print
- **Sort** - Select the order for your report:
  - **Customer** - Your report will sort by Customer #
  - **Industry** - Your report will sort by Industry sector
  - **Region** - Your report will sort by Region
  - **Class** - Your report will sort by Customer Class
  - **Salesman** - Your report will sort by Salesman
  - **Sales ATD** - Your report will sort by Total Sales
  - **Sales YTD** - Your report will sort by Total Sales on current fiscal year
  - **Sales YTD + Prior** - Your report will sort by Total Sales on current and prior fiscal years
  - **Date** - Your report will sort by Creation Date
  - **Active** - Your report will sort by the Active flag on the customer's record
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window; and the type of data you should enter has to correspond to the selected **sort** order. For example: if you sort by customer, then the range is customer numbers, if you select sales ATD, the range is sales values
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort

### **Shipping Address**

The shipping address report prints all the shipping information the system knows about your customers. To execute this report select **Shipping Address** from the **More Reports** submenu in the **Reports** menu. You have the following options:

- **Type** – Fixed, show detail
- **Sort** - Select the order for your report:
  - **Customer** - Your report will sort by customer #



- **Address** - Your report will sort by shipping address
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window; and the type of data you should enter has to correspond to the selected **sort** order. For example: if you sort by customer, then the range is customer numbers
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort

### **Notes**

The notes report prints information about your defined Sales System Notes. To execute this report select **Notes** from the **More Reports** submenu in the **Reports** menu. You have the following options:

- **Type** - Fixed, show detail
- **Sort** - Fixed, by notes
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort

### **Technician**

The technician report prints information about your defined technicians. To execute this report select **Technician** from the **Technician** submenu in the **More Reports** submenu in the **Reports** menu. You have the following options:

- **Type** - Fixed, show detail
- **Sort** - Fixed, by technician
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print.
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort.

## **Inventory**

The Inventory report shows essential data about the items you have created in the system. To execute this report select **Inventory** from the **Reports** menu.

The information provided includes:

- Inventory number
- Item description
- Item standard price (local) per unit
- On-hand stock
- Item average cost per unit
- Total Item cost

You have the following options

- **Type** - Fixed, show summary
- **Sort** - You can select:
  - **Inventory** - View your records ordered by inventory #
  - **Line** - View your records ordered by inventory line #
  - **Group** - View your records ordered by inventory group #
  - **Class** - View your records ordered by inventory class #
  - **Subclass** - View your records ordered by inventory subclass #
  - **Category** - View your records ordered by inventory category #
  - **Vendor** - View your records ordered by vendor #
  - **Date** - View your records ordered by create date
  - **On-Hand** - View your records ordered by on hand
  - **Location** - View your records ordered by location
- **Data** - You can select:
  - **All** - All the records in the Inventory will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print
- **Other** - Select between:
  - **All** - All the records in the Inventory will print
  - **Sales** - Prints inventory classified as Item Type: Sales
  - **Rental** - Prints inventory classified as Item Type: Rental
  - **Parts** - Prints inventory classified as Item Type: Parts

Click **OK** to execute the report or **Cancel** to abort

## **Inventory Parts**

The Inventory Parts report prints information about the inventory items that have parts. To execute this report select **Parts** from the **More Reports** submenu in the **Reports** menu. You have the following options:

- **Type** - Fixed, show detail
- **Sort** - Select how your report is sorted:
  - **Inventory** - Sort by inventory #
  - **Part** - Sort by inventory part #
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print.
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort

## **Inventory Substitutes**

The Inventory Substitutes report prints information about the inventory items that substitutes. To execute this report select **Substitutes** from the **More Reports** submenu in the **Reports** menu. You have the following options:

- **Type** - Fixed, show detail
- **Sort** - Select how your report is sorted:
  - **Inventory** - Sort by inventory #
  - **Substitute** - Sort by substitute #
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print.
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort

## **Salesman**

The Salesman report prints information about your defined Salesman records. To execute this report select **Salesman** from the **Salesman** submenu in the **Reports** menu. You have the following options:

- **Type** - Fixed, show detail
- **Sort** - Fixed, by salesman
- **Data** - Select the data to be included in your report

- **All** - All the records in file will print
- **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
- **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort

### **Recurring Billing**

The Recurring Billing report prints information about your defined Recurrent Invoice records. To execute this report select **Recurring Billing** from the **More Reports** submenu in the **Reports** menu. You have the following options:

- **Type** - Select the type of information you want:
  - **Detail** - Full information about each recurrent invoice record
  - **Summary** - Just the relevant information about each recurrent invoice record
- **Sort** - Fixed, by customer
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort

### **Data Classification - Inventory**

The Inventory Data Classification report prints information about the different ways you have classified the Inventory records. To execute this report select **Inventory** from the **Data Classification** submenu in the **Reports** menu.

You have the following options:

- **Type** - Fixed, **Detail** - Full information about each recurrent invoice record
- **Sort** - You can select:
  - **Line** - View your records ordered by inventory line #
  - **Group** - View your records ordered by inventory group #
  - **Class** - View your records ordered by inventory class #
  - **Subclass** - View your records ordered by inventory subclass #
  - **Category** - View your records ordered by inventory category #
  - **Measure** - View your records ordered by inventory measure #
  - **Failure** - View your records ordered by inventory failure #
- **Data** - You can select:

- **All** - All the records in the Inventory will print
- **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
- **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort

### **Data Classification - Customer**

The Customer Data Classification report prints information about the different ways you have classified the Customer records. To execute this report select **Customer** from the **Data Classification** submenu in the **Reports** menu. You have the following options:

- **Type** - Fixed, **Detail** - Full information about each recurrent invoice record
- **Sort** – Select how your report is sorted:
  - **Class** - Class # defined
  - **Region** - Region # defined
  - **Industry** - Industry # defined
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort

### **Data Classification - Repair**

The Repair Data Classification report prints information about the different ways you have classified the Repair Order records. To execute this report select **Repair** from the **Data Classification** submenu in the **Reports** menu. You have the following options:

- **Type** - Fixed, **Detail** - Full information about each recurrent invoice record
- **Sort** – Select how your report is sorted:
  - **Product** – Repair Product # defined
  - **Failure** – Repair Failure # defined
  - **Activity** – Repair Activity # defined
  - **Expenses** – Repair Expenses # defined
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort

## Auditing Reports

### Sales

This report prints information about your sales to customers. To execute this report select **Sales** from the **Reports** menu. You have the following options:

- **Type** - Select what you want to print:
  - **Detail** - Detailed information about each transaction will print.
  - **Summary** - Just the most relevant information about each transaction will print.
- **Sort** - Select the order for your report:
  - **Invoice** - Your report will sort by invoice #
  - **Customer** - Your report will sort by customer #
  - **Salesman** - Your report will sort by salesman #
  - **Date** - Your report will sort by invoice date
  - **Form of Payment** - Your report will sort by type of payment
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window; and the type of data you should enter has to correspond to the selected **sort** order. For example: if you sort by customer, then the range is customer numbers
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print
- **Other** - Select to **include** or **exclude** credits in the printed transactions

Click **OK** to execute the report or **Cancel** to abort

### Invoices

This report prints information about the generated invoices. To execute this report select **(1) Invoices** from the **(E) Transactions** submenu in the **Reports** menu. You have the following options:

- **Type** - Fixed, show detail
- **Sort** - Select the order for your report:
  - **Customer** - Your report will sort by customer #
  - **Inventory** - Your report will sort by inventory #
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window; and the type of data you should enter has

to correspond to the selected **sort** order. For example: if you sort by customer, then the range is customer numbers.

- **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print
- **Date** - Select between **all dates** or a **range of dates**. If range is selected, you will enter the appropriate dates in an auxiliary window
- **Other** - Select between:
  - **Include prior periods** - Prints invoice data from start of fiscal year
  - **Only current period** - Prints invoice data for just the current fiscal period

Click **OK** to execute the report or **Cancel** to abort

### **Payments**

This report prints information about the payments registered into the system. To execute this report select **(2) Payments** from the **(E) Transactions** submenu in the **Reports** menu. You have the following options:

- **Type** - Fixed, show detail
- **Sort** - Select the order for your report:
  - **Customer** - Your report will sort by customer #
  - **Invoice** - Your report will sort by invoice #
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window; and the type of data you should enter has to correspond to the selected **sort** order. For example: if you sort by customer, then the range is customer numbers.
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print
- **Other** - Select between:
  - **Include prior periods** - Prints payment data from start of fiscal year
  - **Only current period** - Prints payment data for just the current fiscal period

Click **OK** to execute the report or **Cancel** to abort

### **Void Payments**

This report prints information about the voided payments. To execute this report select **Void Payments** from the **More Reports** submenu in the **Reports** menu. You have the following options:

- **Type** - Fixed, show detail
- **Sort** - Select the order for your report:
  - **Customer** - Your report will sort by customer #
  - **Bank** - Your report will sort by bank #



- **Date** - Your report will sort by date
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window; and the type of data you should enter has to correspond to the selected **sort** order. For example: if you sort by customer, then the range is customer numbers
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print
- **Date** - Select between **all dates** or a **range of dates**. If range is selected, you will enter the appropriate dates in an auxiliary window

Click **OK** to execute the report or **Cancel** to abort.

### **Cash Receipt**

This report prints information about the cash receipts. To execute this report select **Cash Receipts** from the **Reports** menu. You have the following options:

- **Type** - Fixed, show detail
- **Sort** - Select the order for your report:
  - **Customer** - Your report will sort by customer #
  - **Bank** - Your report will sort by bank #
  - **Date** - Your report will sort by date
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window; and the type of data you should enter has to correspond to the selected **sort** order. For example: if you sort by customer, then the range is customer numbers.
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print
- **Date** - Select between **all dates** or a **range of dates**. If range is selected, you will enter the appropriate dates in an auxiliary window

Click **OK** to execute the report or **Cancel** to abort.

### **Deposits**

This report prints information about your deposits. To execute this report select **Deposits** from the **More Reports** submenu in the **Reports** menu. You have the following options:

- **Type** - Select what you want to print:
  - **Detail** - Deposit and deposit detail information.
  - **Summary** - Just deposit information.

- **Sort** – Fixed, by Bank number
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort

### **All Transactions**

This report prints information about all your transactions. To execute this report select **3. All Transactions** from the **(E) Transactions** submenu in the **Reports** menu. You have the following options:

- **Type** - Fixed, show detail
- **Sort** – Fixed, by customer
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print
- **Date** - Select between **all dates** or a **range of dates**. If range is selected, you will enter the appropriate dates in an auxiliary window
- **Other** - Select between:
  - **Include Prior Periods** - Prints invoice data from start of fiscal year.
  - **Only Current Period** - Prints invoice data for just the current fiscal period.

Click **OK** to execute the report or **Cancel** to abort

### **Sales Tax**

This report prints information about the sales tax generated during invoicing. To execute this report select **Sales Tax** from the **More Reports** submenu in the **Reports** menu. You have the following options:

- **Type** – Fixed, show Summary
- **Sort** - Select the order for your report:
  - **Code** - Your report will sort by sales tax code
  - **Date** - Your report will sort by date
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print

- **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window; and the type of data you should enter has to correspond to the selected **sort** order. For example: if you sort by code, then the range is sales tax codes.
- **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print
- **Other** - Select between:
  - **Include invoices without taxes**
  - **Include invoices with taxes**

Click **OK** to execute the report or **Cancel** to abort

### **Closed Accounts due to Bad Debt**

This report prints information about the transactions that closed accounts due to bad debt. To execute this report select **Bad Debt** from the **Close Account** submenu in the **More Reports** submenu in the **Reports** menu. You have the following options:

- **Type** - Fixed, show detail
- **Sort** – Fixed, by customer
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print
- **Date** - Select between **all dates** or a **range of dates**. If range is selected, you will enter the appropriate dates in an auxiliary window

Click **OK** to execute the report or **Cancel** to abort

### **Closed Accounts due to Cash Refund**

This report prints information about the transactions that closed accounts due to a cash refund. To execute this report select **Cash Refund** from the **Close Account** submenu in the **More Reports** submenu in the **Reports** menu. You have the following options:

- **Type** - Fixed, show detail
- **Sort** – Fixed, by customer
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

- **Date** - Select between **all dates** or a **range of dates**. If range is selected, you will enter the appropriate dates in an auxiliary window

Click **OK** to execute the report or **Cancel** to abort

### **Finance Charge**

This report prints information for the Finance Charge transactions. To execute this report select **Finance Charge** from the **More Reports** submenu in the **Reports** menu. You have the following options:

- **Type** - Select the type of report:
  - **Detail** - A detailed report about the transactions
  - **Summary** - Just the most relevant data about the transactions
- **Sort** - Select the order for your report:
  - **Customer** - The report will sort by customer #
  - **Invoice** - The report will sort by invoice #
  - **Date** - The report will sort by date
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window; and the type of data you should enter has to correspond to the selected **sort** order. For example: if you sort by customer, then the range is customer numbers.
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print
- **Date** - Select between **all dates** or a **range of dates**. If range is selected, you will enter the appropriate dates in an auxiliary window
- **Other** - Select between:
  - **All Charges**
  - **Current Charges**
  - **Void Charges**

Click **OK** to execute the report or **Cancel** to abort

### **Inventory Adjustments**

This report prints information for Adjustments generated for your inventory items. To execute this report select **Adjustments** from the **Reports** menu. You have the following options:

- **Type** - Fixed, show detail
- **Sort** - Select the order for your report:
  - **Inventory** - The report will sort by inventory #.
  - **Adjustment** - The report will sort by adjustment #.

- **Date** - The report will sort by date.
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print.
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window; and the type of data you should enter has to correspond to the selected **sort** order. For example: if you sort by inventory, then the range is inventory item numbers.
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort

### **Merchandise Shipment**

This report prints information about the shipment of sales orders. To execute this report select **Shipment** from the **Reports** menu. You have the following options:

- **Type** - Fixed, show detail
- **Sort** - Select the order for your report:
  - **Sales Order** - The report will sort by sales order #
  - **Customer** - The report will sort by customer #
  - **Inventory** - The report will sort by inventory #
  - **Date** - The report will sort by date
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window; and the type of data you should enter has to correspond to the selected **sort** order. For example: if you sort by inventory, then the range is inventory item numbers.
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort.

### **Salesman Sales Commissions**

This report prints information about the commissions earned by your sales representatives. To execute this report select **Sales Commissions** from the **Salesman** submenu in the **Reports** menu. You have the following options:

- **Type** - Fixed: detail
- **Sort** - Fixed, by salesman
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print.
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window

- **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print
- **Date** - Select between **all dates** or a **range of dates**. If range is selected, you will enter the appropriate dates in an auxiliary window
- **Other** - Select between:
  - **Include History**
  - **Not Include History**

Click **OK** to execute the report or **Cancel** to abort

### **Technician Commissions**

This report prints information about the commissions earned by your technical people. To execute this report select **Technician Commissions** from the **Technician** submenu in the **More Reports** submenu in the **Reports** menu. You have the following options:

- **Type** - Fixed: detail
- **Sort** – Fixed, by technician
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print
- **Date** - Select between **all dates** or a **range of dates**. If range is selected, you will enter the appropriate dates in an auxiliary window

Click **OK** to execute the report or **Cancel** to abort.

### **Transfer to Finance**

This report prints information about how you send, either detail or summary, your Sales transactions to the Finance module. To execute this report select **Transfer to Finance** from the **More Reports** submenu in the **Reports** menu. You have the following options:

- **Type** - Select the type of report:
  - **Detail** - A detailed report about the transactions
  - **Summary** - Just the most relevant data about the transactions
- **Sort** – Fixed, by chart of account number
- **Data** – Fixed, All the data will print

Click **OK** to execute the report or **Cancel** to abort

## **Data Review and Analysis Reports**

### **Sales Analysis**

This report prints detailed information about your sales, including profit margin and percentage. To execute this report select **Analysis** from the **Reports** menu. You have the following options:

- **Type** - Fixed: detail
- **Sort** - Select the order for your report:
  - **Invoice** - Your report will sort by invoice #
  - **Customer** - Your report will sort by customer #
  - **Inventory** - Your report will sort by inventory #
  - **Salesman** - Your report will sort by salesman #
  - **Date** - Your report will sort by date
  - **Inventory Under Cost** - Your report will sort by inventory # for those items sold under cost
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window; and the type of data you should enter has to correspond to the selected **sort** order. For example: if you sort by inventory, then the range is inventory item numbers.
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print
- **Other** - Select between:
  - **Include Credits**
  - **No Include Credits**

Click **OK** to execute the report or **Cancel** to abort

### **Backorder**

This report prints information about your backordered items. To execute this report select **Backorder** from the **Reports** menu. You have the following options:

- **Type** - Fixed: detail
- **Sort** - Select the order for your report:
  - **Sales Order** - Your report will sort by sales order #. Just for sold items
  - **Repair Order** - Your report will sort by repair order #, just for repaired items
  - **Customer** - Your report will sort by customer #
  - **Date** - Your report will sort by date
  - **Salesman** - Your report will sort by salesman #

- **Inventory** - Your report will sort by inventory #
- **Inventory On-Hand** - Your report will sort by inventory item's on-hand quantity inventory
- **Inventory On Hand by SO** - Your report will sort by inventory item's on-hand quantity and by sales order #
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window; and the type of data you should enter has to correspond to the selected **sort** order. For example: if you sort by inventory, then the range is inventory item numbers.
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort.

### **Customer Aging**

This report prints aging information for your customers' balance. To execute this report select **Aging** from the **Reports** menu. You have the following options:

- **Type** - Select the type of report:
  - **Detail** - A detailed report about the transactions
  - **Summary** - Just the totals for the transactions
- **Sort** - Fixed: customer #
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print
- **Other** - Select between:
  - **Include Credits**
  - **No Include Credits**

Click **OK** to execute the report or **Cancel** to abort

### **Comparative Data**

This report prints comparative information for your sales. To execute this report select **Comparatives** from the **More Reports** submenu in the **Reports** menu. You have the following options:

- **Type** - Fixed, show detail
- **Sort** - Select the order for your report
  - **Customer** -Your comparative report will sort by customer #



- **Industry** - Your comparative report will sort by industry sector #
- **Region** - Your comparative report will sort by region #
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window; and the type of data you should enter has to correspond to the selected **sort** order. For example: if you sort by customer, then the range is customer numbers.
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort

### **Sales Order Status**

This report prints your sales orders status. To execute this report select **Sales Order** from the **Status** submenu in the **Reports** menu. You have the following options:

- **Type** - Fixed, show detail
- **Sort** - Select the order for your report:
  - **Sales Order** - Your report will sort by sales order #
  - **Customer** - Your report will sort by customer #
  - **Inventory** - Your report will sort by inventory #
  - **Date** - Your report will sort by date
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window; and the type of data you should enter has to correspond to the selected **sort** order. For example: if you sort by customer, then the range is customer numbers
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort

### **Sales Quote Status**

This report prints your sales quotes status. To execute this report select **Sales Quote** from the **Status** submenu in the **Reports** menu. You have the following options:

- **Type** - Fixed, show detail
- **Sort** - Select the order for your report:
  - **Sales Quote** - Your report will sort by sales quote #
  - **Customer** - Your report will sort by customer #
  - **Inventory** - Your report will sort by inventory #

- **Date** - Your report will sort by date
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window; and the type of data you should enter has to correspond to the selected **sort** order. For example: if you sort by customer, then the range is customer numbers
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort

### **Repair Orders – Current Period**

This report prints information about your repair orders for the current period. To execute this report select **Current** from the **Repair Order** submenu in the **More Reports** submenu in the **Reports** menu. You have the following options:

- **Type** - Select the type of data to be printed:
  - **Detail** - Detailed information about each repair order, including item detail
  - **Summary** - Summary information about each repair order
- **Sort** - Select the order for your report:
  - **Repair** - Your report will sort by repair order #
  - **Customer** - Your report will sort by customer #
  - **Inventory** - Your report will sort by inventory #
  - **Date** - Your report will sort by date
  - **Technician** - Your report will sort by technician #

### **Additional reports Summary only**

- **Serial** - Your report will sort by serial #
- **Failure-W** – (Report With Warranty) will sort by Line #
  - Includes the Failure # and Failure Description per Inventory
  - Includes the Quantity Failure, the Percentage Failure per Inventory and the Failure Amount per Failure
  - Includes a Break per Inventory with Total Quantity, Total Percentage Failure, Total Failure Amount and Productivity Percentage
  - Includes a Report Total with Total Quantity Failure, 100 % Productivity and Total Failure Amount in Repairs
- **Failure-NW** – (Report with No Warranty) will sort by Line #
  - Includes the Failure # and Failure Description per Inventory
  - Includes the Quantity Failure, the Percentage Failure per Inventory and the Failure Amount per Failure

- Includes a Break per Inventory with Total Quantity, Total Percentage Failure, Total Failure Amount and Productivity Percentage
- Includes a Report Total with Total Quantity Failure, 100 % Productivity and Total Failure Amount in Repairs
- **Productivity** - Your report will sort by Technician # and only Repair Orders with Repair Status 2 (Estimated or Quoted), 4 (Missing Parts) and 7 (Delivered).

Repair Standard Time – the repair time per tool in the Inventory record

Repair Real Time – the real time the tool is repaired in the Repair Order

- Includes the Technician # and Technician Name
- Includes the Repair Order Quantity, the Repair Standard Time, the Repair Real Time and Performance per Technician per Repair Status
- Includes a Break per Technician with Total Repair Order Quantity, Total Standard Time, Total Real Time and Performance Percentage
- Includes a Technician Report Total with Total Repair Order Quantity Total Standard Time, Total Real Time and Performance Percentage with a break down on Quoted, Missing Parts, Delivered and Productivity.
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window; and the type of data you should enter has to correspond to the selected **sort** order. For example: if you sort by customer, then the range is customer numbers.
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort

### **Repair Orders – History**

This report prints information about your repair orders for periods other than current. To execute this report select **History** from the **Repair Order** submenu in the **More Reports** submenu in the **Reports** menu. You have the following options:

- **Type** - Select the type of data to be printed:
  - **Detail** - Detailed information about each repair order, including item detail
  - **Summary** - Summary information about each repair order.
- **Sort** - Select the order for your report:
  - **Repair** - Your report will sort by repair order #
  - **Customer** - Your report will sort by customer #
  - **Inventory** - Your report will sort by inventory #
  - **Date** - Your report will sort by date
  - **Technician** - Your report will sort by technician #

- **Serial** - Your report will sort by serial # - (Summary only)
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window; and the type of data you should enter has to correspond to the selected **sort** order. For example: if you sort by customer, then the range is customer numbers.
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort

### **Rental Orders**

This report prints information about your rental orders. To execute this report select **Rental Orders** from the **More Reports** submenu in the **Reports** menu. You have the following options:

- **Type** - Select the type of data to be printed:
  - **Detail** - Detailed information about each rental order, including item detail
  - **Summary** - Summary information about each rental order
- **Sort** - Select the order for your report:
  - **Repair** - Your report will sort by rental order #
  - **Customer** - Your report will sort by customer #
  - **Inventory** - Your report will sort by inventory #
  - **Date** - Your report will sort by date
  - **Salesman** - Your report will sort by salesman #
  - **Productivity** - Your report will sort by rental order's productivity data
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window; and the type of data you should enter has to correspond to the selected **sort** order. For example: if you sort by customer, then the range is customer numbers.
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort

### **Salesman Quota**

This report prints information about how your sales representatives have fulfilled their sales quota. To execute this report select **Sales Quota** from the **Salesman** submenu in the **Reports** menu. You have the following options:

- **Type** – Fixed, show detail
- **Sort** – Fixed, by salesman
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort

### **Technician Quota**

This report prints information about how your Technical people have fulfilled their working quota. To execute this report select **Technician Quota** from the **Technician** submenu in the **More Reports** submenu in the **Reports** menu. You have the following options:

- **Type** – Fixed, show detail
- **Sort** – Fixed, by technician
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort

## **Other Reports**

### **Price List**

This report prints your price list. To execute this report select **Price List** from the **Reports** menu. You have the following options:

- **Type** - Fixed, show detail
- **Sort** - Select the order for your report:
  - **Inventory** - Your report will sort by inventory #
  - **Line** - Your report will sort by inventory line #
  - **Group** - Your report will sort by inventory group #
  - **Class** - Your report will sort by inventory class #
  - **Subclass** - Your report will sort by inventory subclass #
  - **Category** - Your report will sort by inventory category #
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window; and the type of data you should enter has to correspond to the selected **sort** order. For example: if you sort by class, then the range is class numbers
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort

### **Labels Printing**

This report generates mailing labels. To execute this report select **Labels** from the **Printing** submenu in the **Reports** menu. You have the following options:

- **Type** – Fixed, show detail
- **Sort** – Fixed, by customer #
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort

**Defined Reports**

The Defined report option shows the reports defined externally by the user and included in the System. The quantity of reports to include is unlimited. This option is where all user-defined reports are listed.

When you select this option, a list of all defined reports will appear. Move around the list to select the report you want to execute and Click OK to select your output option.

# Sales - Settings

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## **Closing fiscal periods**

*The **Period End** option allows you how to close a fiscal period in the Sales module. Likewise, it allows you how to close a fiscal year.*

The system is sensitive to the period, no to the date. If you want to execute any function for the next period, first you should close the current one.

During the End of Period process, the following tasks are performed automatically by the system:

- The End of Period process reduces the Period to Date (PTD) amount in the Inventory File to zero. The End of Year process reduces the Year to Date (YTD) amount in the Inventory File to zero.
- All the Inventory Adjustments executed in the current period are copied to the history during the process. Therefore, print the **Inventory Adjustment Report** before the End of Period process.
- All Sales Orders totally shipped in the current period are deleted automatically. Therefore, print the **Shipment Report** before the End of Period process.
- All Repair Orders closed in the current period are copied to the history. Therefore, print the **Repair Order Report** before the End of Period process.
- All Rental Orders closed in the current period are copied to the history. Therefore, print the **Rental Order Report** before the End of Period process.
- All the invoices of the current period are copied to the history. Therefore, print the **Sales Report** before the End of Period process.
- All Payments posted in the current period are copied to the history. Therefore, print the **Cash Report** before the End of Period process.
- All the configured **Recurrent Invoices** are created for the next period to customers.

### **Recommendations:**

- Finish all the transactions for the current period.
- Transfer the data to Finance (optional).
- Print the reports to have a record of all the information for the current period. The following reports should be printed as hard copy:
  - Sales reports
  - Shipment report
  - Inventory report
  - Inventory Adjustments report
  - Customer Aging report



- All Transactions report
- Cash Receipt report
- Deposits report
- Payment report
- Sales Tax report
- Transfer to Finance report
- Make backup of all the data files before executing the Period End process. If you have not done it, you will not be able to recover the previous data.
- Execute the end of period process for other modules (Purchasing, Inventory, for example).

Have in mind; the following actions will be carrying out by the Period End process:

- All the current period closed Sales Order are deleted automatically during the End of Period process.
- All the current period closed Repair Order and Rental Order are moved to the history files during the End of Period process.

### **Period End Process**

**NOTE:** This option requires that nobody else be using the system. Verify that you are the only user on the system before proceeding.

To work with this function, select **End of Period** from the **Settings** menu or click on **End of Period Process icon**.

Then answer **Yes** to continue or **No** to abort. There will be several confirmation windows before the actual process begins. Review the information that each one presents and answer accordingly.

**NOTE:** Pay attention to the question asking for the method to use to transfer data to the Finance module. The system will use the method you have chosen in the Set Up window for the module. If the method shown is not the appropriate, cancel the process answering **No** and then go to **Change Set Up** at the **Settings** menu to select the correct method

### **Year End Process**

Are the same previous steps with the only difference that at period 12 or 13 depending to the periods used, will display as Year-End Process.

Follow the instructions, notes and recommendations for Period End Process in the previous topic to execute the process.

## **Change Set Up**

The Change Set Up option establishes the Sales essential information. You can initialize the information in minutes because all the data are grouped by type and most of the fields are self-explanatory.

Initialize this section first, before initializing any data in the **Maintenance menu**.

Change this information as seldom as possible. If you change certain information after you begin using the system, you can generate erroneous data.

To work with this function, select **Change Set Up** from the **Settings** menu or click on **Change System Set Up icon**.

The Change Set up window has four pages: **Information**, **Settings**, **Accounts** and **Bank Setup**.

To modify the data in the following pages: **Information**, **Settings** or **Accounts**, select the appropriate page and click on the Edit Settings icon. Once you have modified your data, click **OK** to save your changes or click **Cancel** to discard any change and keep the original configuration.

### **Information Sales Change Set Up Page**

The Information page contains the following settings that you can change:

Transfer Data in Detail to Finance	<input checked="" type="checkbox"/>
Use Multicurrency for this Business	<input type="checkbox"/>
Disable Ship Inventory from Warehouse to Repair Shop	<input type="checkbox"/>
Print Options	<input type="checkbox"/>
Multi-Invoice printing/Multi-Invoice Ranges	<input type="checkbox"/>
Show Booked up to Inventory On-Hand	<input checked="" type="checkbox"/>
Include Beginning Note in Document	<input checked="" type="checkbox"/>
Initial Invoice #	00000004
Initial Credit Invoice #	0000001
Initial Repair Order #	00000001
Initial Rental Order	00000001
Initial Sales Order # or Quote #	00000003
Initial Payment Receipt #	00000006
Initial Adjustment #	00000003
Shipping Account #	9999-99
Ship Via (in Documents)	ANY VIA
F. O. B. (in Documents)	MIAMI

- **Transfer to Finance in Detail** - place a check mark on this field to transfer transactions in Detail - If cleared all transactions are transferred as a "summary by account" to the Finance module.
- **Use Multicurrency for this Business** - place a check mark if you want to use more than one currency. The system can use a foreign currency together with the local currency for pricing calculations and other tasks.
- **Disable Ship Inventory from Warehouse to Repair Shop** - place a check mark if you want to disable the transfer of inventory from warehouse to repair shop. If you disable this feature, the **In Shop** field in the Inventory Item data will show no movement. To learn how to use this feature see [Sending parts To Shop in a repair order](#)
- **Print Options** - place a check mark to enable extended print options when printing documents, such as 'Print second description' or 'Don't print Inventory #'. **Option disabled for future version**
- **Multi-invoice printing / Multi-invoice Range** - place a check mark on the first field if you want to enable **Multi-Invoice printing** feature. Select, in the second field, the **Multi-invoice range** to use. **Option disabled for future version**
- **Show Booked up to Inventory On-Hand** - place a check mark if you want to book the inventory up to the On-Hand quantity.
- **Include Beginning Note on document** - place a check mark if you want the system to print the **Beginning Note** with the document, documents are Invoices, Sales Order, Sales Quote, Repair Order and Rental Order. Clear it to omit the note.
- **Initial Invoice #** - enter the initial invoice number, updated by the system reflecting the next number used.
- **Initial Credit Invoice #** - enter the initial credit invoice number, updated by the system reflecting the next number used. All credit invoices will start with a "C"
- **Initial Repair Order #** - enter the initial repair order number, updated by the system reflecting the next number used
- **Initial Rental Order #** - enter the initial rental order number, updated by the system reflecting the next number used
- **Initial Sales Order # or Quote #** - enter the initial sales order (quote) number, updated by the system reflecting the next number used. Sales quotes numbers becomes sales order numbers when approved
- **Initial Payment Receipt #** - enter the initial payment receipt number, updated by the system reflecting the next number used
- **Initial Adjustment #** - enter the initial inventory adjustment number, updated by the system reflecting the next number used
- **Shipping Account #** - enter the shipping account number, this number is use in all shipping documents
- **Ship Via (in documents)** - enter the default text to describe how shipping is handled
- **F.O.B. (in documents)** - enter the default text to describe F.O.B. location

## Settings Sales Change Set Up Page

The Settings page contains the following settings that you can change:

The screenshot shows the 'Change System Set Up' dialog box with the 'Settings' tab selected. The dialog contains the following settings:

Setting	Value
Rate and Code of FL TAX (if applicable)	0.000 FL
Rate and Code of (if applicable)	0.000
Change Pay Types when Invoicing	<input checked="" type="checkbox"/>
Invoice Print control	<input type="checkbox"/>
Document Version	Defined
Allow user to sell undercost	<input type="checkbox"/>
Sales Incentives Amount	0.00
Retain Not Approved Quotes by N Periods	06
Multi-Level Pricing	Multilevel based on Order Quantity
Ship Sales Back Order (B/O) to Invoice	<input checked="" type="checkbox"/>
Modify Sales Order after Shipping	<input checked="" type="checkbox"/>
Ask to delete History at Period End dosing	<input type="checkbox"/>
Apply finance charges by Percentage	<input checked="" type="checkbox"/>
Due dates period in Receivables (in days)	30 60 90
Finance charges days	30
Minimum balance in invoice for finance charge	0.00
Minimum finance charge in percentage	0.000
Minimum amount to charge	0.00

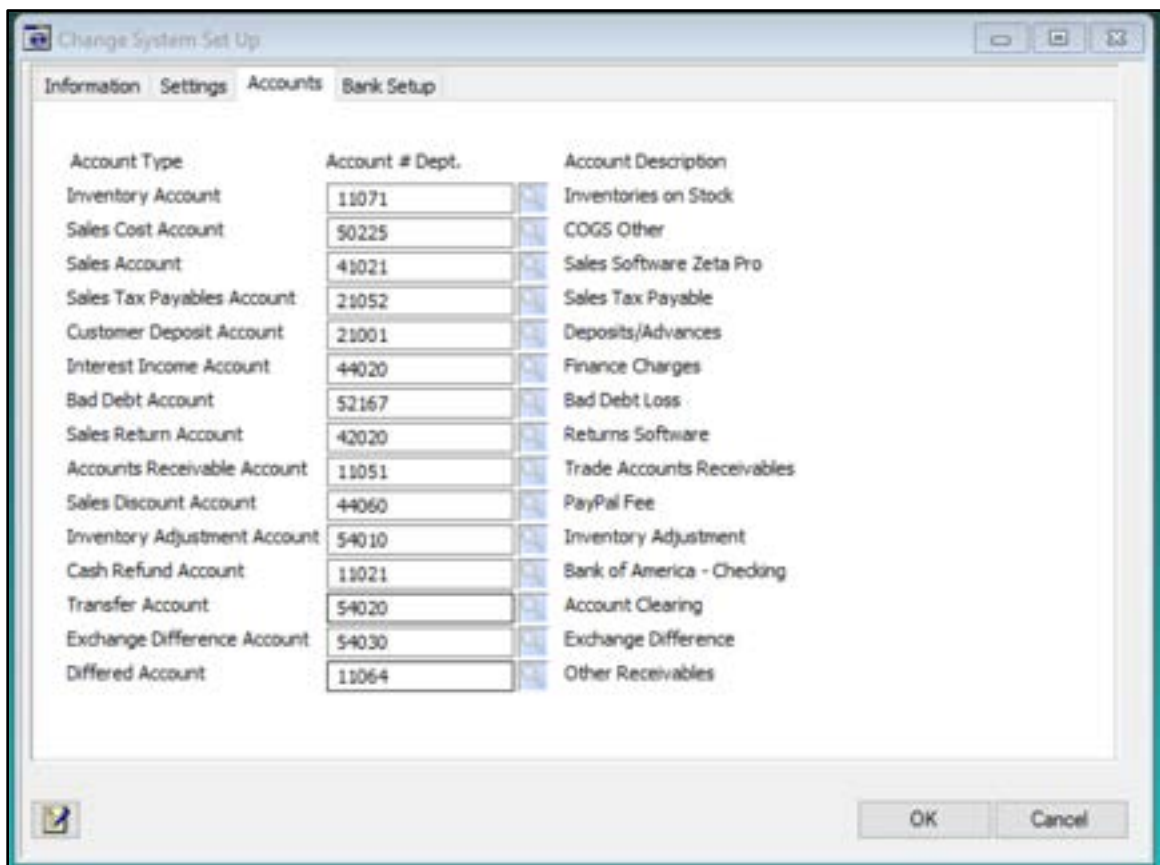
- **Rate and Code of Sales Tax 1** - enter the percentage rate and location code for Sales Tax #1. **Optional**
- **Rate and Code of Sales Tax 2** - enter the percentage rate and location code for Sales Tax #2. **Optional**
- **Change Pay Types when invoicing** - place a check mark if you want to change the payment type when creating invoices
- **Invoice Print Control** - place a check mark if you want to enforce invoice printing in sequential order, meaning that the system will not allow to print an invoice until all preceding ones have being printed. **Option disabled for future version**
- **Document Version** - select the type of documents you print: **Not preprinted** or **Defined** ones. The **Defines** are all the preprinted forms included of the system. **Option disabled for future version**
- **Allow user to sell under cost** - this will allow the user to sell or not under the cost when creating an invoice. Place a check mark not to sell under the cost, otherwise the user will just get a warning message

- **Sales Incentives Amount** – The base sales incentive amount given to a Salesman. Use this amount for the four (4) levels of commission the system support. If you do not want to use this commission incentive just input a zero amount
- **Retain Not Approved Quotes by N Periods** – select how many periods the system will retain the Sales Quotes not approved by the customer. The range can be from 0 to 12/13 periods, depending on the business setup periods
- **Multi-level Pricing** – select the type of pricing you will be using:
  - **No Multi-level Pricing** – the system will use the base price for all circumstances
  - **Multi-level Pricing based on Customer Code** – the system will use different prices based on a Customer Pricing code
  - **Multi-level Pricing based on Quantity** – the system will use different prices based on the sold quantity
- **Ship Sales Back Order (B/O) to invoice** – place a check mark if you want the back ordered quantity from a sales order to show to its corresponding invoice (even history ones). Clear it not to show the back order quantity to a new invoice. When shipping a sales order, the ship quantity will always create the invoice quantity, what the system will or will not transfer to the invoice is the backorder quantity
- **Modify Sales Order after Shipping** – place a check mark to enable editing and changing a Sales Order after shipping. Instead of creating a new sales order for the same customer, the system allows you to add new detail lines or edit a detail line of a sales order fully or partially shipped if you have placed a check mark in this option
- **Ask to delete History at Period End Closing** – place a check mark if you want the system to ask a question at **every Period End closing** to delete the history of payments, invoices, receivables and adjustments before a given day shown. Clear it not to ask the question. We do not recommend deleting historical data
- **Apply Finance Charges by percentage** – place a check mark to indicate that the values you use for Finance Charges are percentages. Clear it to indicate that they will have fixed amounts instead
- **Due Date Period in Receivables (in days)** – enter the three ranges that the system will use to calculate balances for invoice aging. They should go in ascending order. Usually they are 30/60/90
- **Finance Charges days** – enter the number of days for the system to start posting the finance charges
- **Minimum balance in invoice for finance charge** – enter the minimum balance amount an invoice should be charged finance charges
- **Minimum Finance Charge in percentage** – enter the minimum finance charge percentage to charge to pending invoices. **Optional.** Fill in if using percentages for Finance Charges. Leave blank otherwise
- **Minimum Amount to charge** – enter the minimum finance charge amount to charge to pending invoices. **Optional.** Fill in if using fixed amounts for Finance Charges. Leave blank otherwise

## Accounts Sales Change Set Up Page

The Accounts page contains all the account numbers from the Finance module, have the following points in mind:

- The account number format and ranges are setup by the configuration at the Finance module, not the Sales module.
- The system will accept any valid account number, as long as it exists in the Finance Chart of Accounts. If in doubt, consult your accountant about the data you should enter in these fields.
- Remember that your account numbers must be consistent between modules. Your inventory account in Sales must be the same you configure in your Inventory module, for example. If you do not follow this advice, you will get unpredictable results in your Finance module reports.



Account Type	Account # Dept.	Account Description
Inventory Account	11071	Inventories on Stock
Sales Cost Account	50225	COGS Other
Sales Account	41021	Sales Software Zeta Pro
Sales Tax Payables Account	21052	Sales Tax Payable
Customer Deposit Account	21001	Deposits/Advances
Interest Income Account	44020	Finance Charges
Bad Debt Account	52167	Bad Debt Loss
Sales Return Account	42020	Returns Software
Accounts Receivable Account	11051	Trade Accounts Receivables
Sales Discount Account	44060	PayPal Fee
Inventory Adjustment Account	54010	Inventory Adjustment
Cash Refund Account	11021	Bank of America - Checking
Transfer Account	54020	Account Clearing
Exchange Difference Account	54030	Exchange Difference
Differed Account	11064	Other Receivables

Following is a description of the accounts you should set up in this page:

- **Inventory** – the chart of account that holds your inventory value, usually within the range of Current Assets
- **Sales Cost** – the chart of account that holds the cost of sold merchandise, usually within the range of Costs
- **Sales** – the chart of account that holds the value of your sales, usually within the range of Revenues
- **Sales Tax Payables** – the chart of account that holds the value of your payable sales tax, usually within the range of Current Liabilities
- **Customer Deposits** – the chart of account that holds the value of payments received in advance, usually within the range of Current Liabilities
- **Interest Income** – the chart of account that will receive Finance Charges applied to invoices as a credit value, usually within the range of Revenues
- **Bad Debt** – the chart of account that will receive the bad debt value applied to a customer account as a debt, usually within the range of Expenses or Costs
- **Sales Return** – the chart of account that holds your returned merchandise value, usually within the range of Revenues or Costs
- **Accounts Receivable** – the chart of account that holds your receivables values, usually within the range of Current Assets
- **Sales Discount** – the chart of account that holds your sales discounts, usually in the range of Revenues
- **Inventory Adjustment** – the chart of account that holds the value of inventory adjustments, usually in the range of Expenses
- **Cash Refund** – the chart of account from which the Refund is drawn, usually in the range of Current Assets
- **Transfer** – the chart of account where Sales will post any difference generated during the process of transferring transactions to the Finance module, usually in the range of Current Assets
- **Exchange Difference** – the chart of account where the value generated by the exchange rate cost calculation will be posted, if applicable, usually in the range of Revenues or Expenses
- **Deferred** – the chart of account that will receive the value of payments received for a future month, usually within the range of Current Liabilities

## Bank Change Set Up Page

The Bank page will allow you to maintain your bank accounts containing the following fields:

Bank #	01	Active	<input checked="" type="checkbox"/>
Name	BANK OF AMERICA		
Account #	85545445		
Route #	99989989		
Description	Operation Account		
Check Type	Both		
Initial Check #	00003749		
Initial Deposit #	00101085		
Initial Transfer #	90000803		
Initial Date	04/30/202		
Initial Balance	81.22		
Chart of Account #	11021		
Notes			

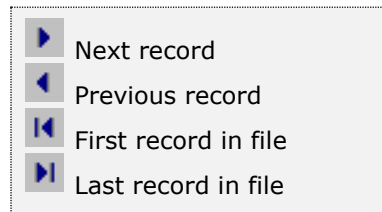
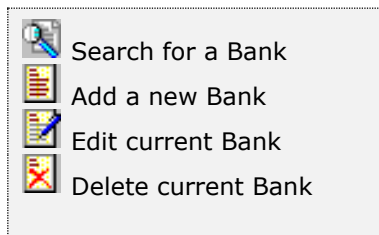
- **Bank #** – is two characters that identify your bank account. **Required**
- **Active** - indicates if the record is in “active” state. Only active banks can be subject of transactions (Deposits, Checks, etc.)
- **Name** – is your bank’s account name. **Optional** but recommended
- **Account #** – is your bank’s account number. **Optional** but recommended
- **Route #** – is your bank’s route number. **Optional** but recommended
- **Description** – is a short text describing this account. **Optional**
- **Check Type** - select what type of checks you will be using with this account, your options are:
  - **Computer** – all the checks will be computer generated
  - **Manual** – the checks will be created manually
  - **Both** – there will be manually made checks and computer-generated checks



- **Initial Check #** – is the initial check number when the system generates checks, the system will keep this field updated to reflect the next check number to generate. **Required**
- **Initial Deposit #** – is the initial deposit number, the system will keep this field updated to reflect the next number to generate. **Required**
- **Initial Transfer #** – is the initial wires transfer number, the system will keep this field updated to reflect the next number to generate. **Required**
- **Initial Date** – is the initial balance date, when creating your account enter the initial date for the account. The date is updated every month after a Bank Reconciliations process. **Required**
- **Initial Balance** – is the initial balance, when creating your account enter the initial balance amount for the account. The balance is updated every month after a Bank Reconciliations process. **Required**
- **Chart of Account** – is the chart of account where all the bank transactions will be posted. **Required**
- **Notes** – is 30 characters where you can enter any text. **Optional**

### **Maintaining Bank Accounts**

To work with bank accounts, select the **Bank Setup** page in **Change Set Up** window. In the bottom of the window you will find action (search, add, edit and delete) and navigation icons.



Once you have modified your data, click **OK** to save your changes or click **Cancel** to discard any change and keep the original configuration.

### **Searching for a Bank Account**

To search for a specific bank account you can start the search window by

- Click on the search icon on the bottom of the window,
- Click the **F1** key on the keyboard

Alternatively, you can navigate through the defined records, without displaying a search window, by means of the bottom movement icons.

If using the search window, locate the needed record by means of the arrow keys [↑ ↓] and Click **OK** to select it. To return without making a selection click **Cancel**.

### **Creating a new Bank Account**

To create a new bank account you can

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Now you can fill the bank's Data - Refer to the descriptions and guidelines for the different fields.

To save the new data Click **OK** or click **Cancel** to discard it.

### **Modifying a Bank Account**

To edit an existing bank account, first select it, then

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

Move to the appropriate page and change the required Data - Refer to for a description and guidelines of the fields.

Click **OK** to accept and save the new data or **Cancel** to retain the original.

### **Deleting a Bank Account**

To delete an existing bank account, first select it, then

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or **No** to keep it

## **Reindex Files**

*This option shows you the process of Re-indexing Files. You should use this function every time you are adding, deleting or modifying the files externally to the system; or when the system has been block by any reason; or if the system fails to locate information that you believe it has been previously entered.*

The system uses the indexes of the files like a directory to locate and to process the data files.

If you copy data from other files, the system will be unable to process the data because these do not have the included indexes.

When you reindex the files, you are telling the system to organize the data that are not in order, and if possible to order them (to recover them).

### **Reindex ALL Files**

**NOTE:** This option requires that nobody else be using the system.

To work with this function, select **Reindex Files**, then **Reindex ALL Files** from the **Settings** menu or click on **Recover All Indexes icon**. Then select **Yes** to continue or **No** to cancel.

A warning message displays that this option will recreate index files and optionally remove deleted record from your database, respond **Yes** or **No**, if you want or not to remove the deleted records. Those are the records that have been previously deleted in other options and they will be removed completely.

You can do this every time that you want, without damaging the system.

If you cannot recover the indexes, contact **Zeta Pro™ Technical Support**.

### **Reindex Selected Files**

**NOTE:** This option requires that nobody else be using the system.

To work with this function, select **Reindex Files**, then **Reindex Selected Files** from the **Settings** menu or click on **Recover Selected Indexes icon**.

A window with a list of files will be shown. Place a check mark on every file you want to reindex and click **OK** to execute. Click **Cancel** to close the window.

You can do this every time that you want, without damaging the system.

If you cannot recover the indexes, contact **Zeta Pro™ Technical Support**.

## **Transfer Data to Finance**

The system will transfer all the Sales generated records to the Finance module when closing the fiscal period. You can transfer data any time in the fiscal period to create financial statement in any given time, but the system does a final transfer automatically when executing Period End process.

**NOTE:** this process requires that nobody else be using the system.

To work with this function, select **Transfer Data** from the **Settings** menu or click on **Transfer Data to Finance icon**. Then answer **Yes** to continue and wait for the process to complete or **No** to cancel.

Have in mind the following considerations:

- Sending transactions in Summary will reduce the total time of the process.
- Before beginning the transfer, confirm that you have initialized the correct number of the accounts from the **Finance** module, to those that you are transferring the data.
- Confirm that the Sales module is working in the same accounting period as the Finance module.

If you happen to have an invalid account, you receive a message indicating the invalid number. Take note of the invalid account number and execute **Change Set Up** at the **Settings** menu to fix the problem. When you have corrected the error, re-execute this process.

If you cannot solve the problem, contact **Zeta Pro™ Technical Support**.

# Purchasing Module

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# Purchasing – Maintenance

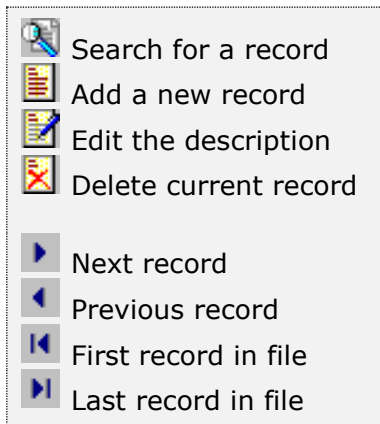
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## Classification and auxiliary data

As important as it is to have your information ready available, the way you see it can determine how good your decisions are. Because of this, **Zeta Pro™** offers the ability to order your purchases and payables in several different ways.

You can assign a **Vendor Class**, a **Vendor Pay Term** and a **Buyer** to vendors when you are defining them. Preparing and defining them in advance can speed up your receivables definition process. In addition, you can change them later without affecting you data, just the way you sort your reports.

You need to define at least one record for each of the classification types, but you need only to fill completely those that can help you with the manipulation of the information.



When working in these windows you will have several options accessible through the bottom line of buttons.

Several of these functions have keyboard access. All possible options are explained in detail in each topic.

The following topics cover the maintenance for the classification and auxiliary data.

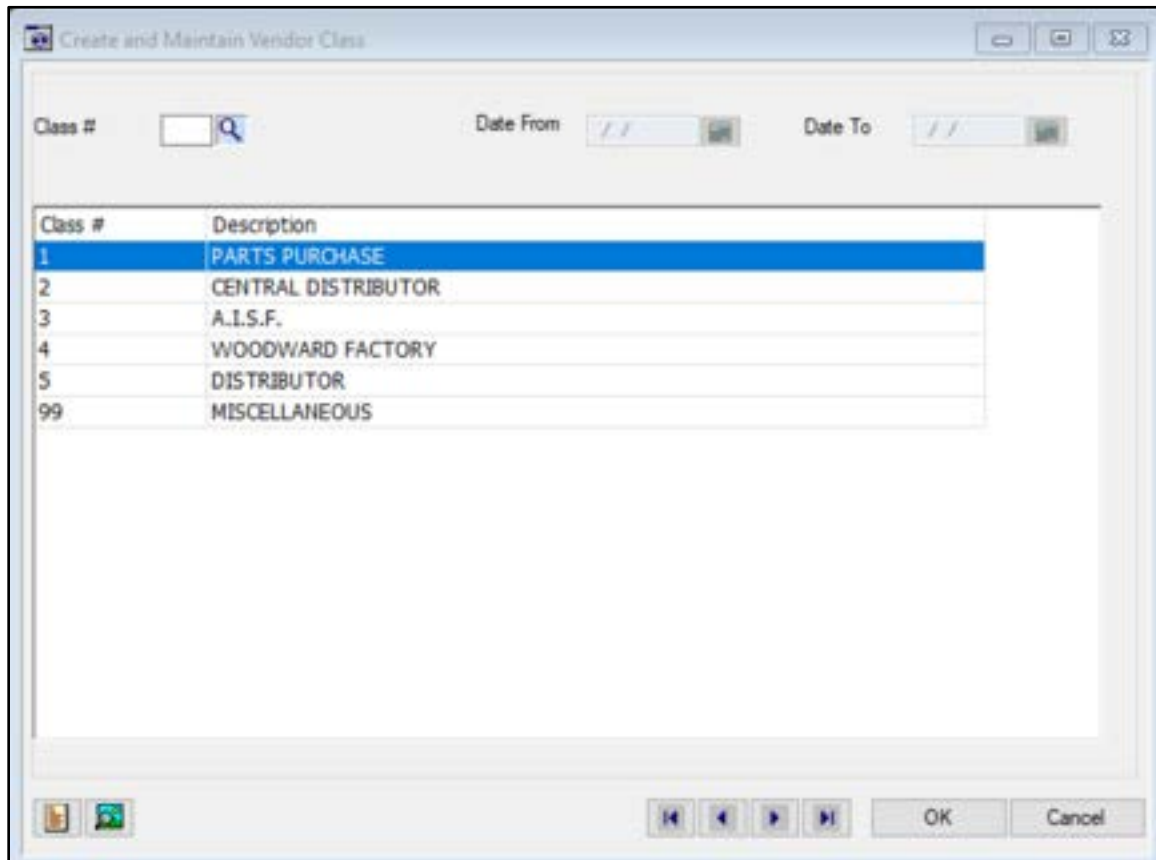
## Vendor Classes

To help you classify your vendors, **Zeta Pro™** allows you to define almost an unlimited quantity of vendor classes. For example, you can classify your vendors according to the type of supplies you buy from them, payment needs, their size or the amount of business you carry on with them. It is up to you to define the meaning and the context where these classes are used. At least you should define one class.

To work with this function, select **Class** from the **Vendor** submenu in the **Create Data** option of the **Settings** menu.

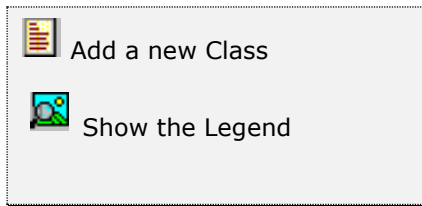
To help you with the data, the system will display the **Class Search window** with the following searchable fields to help in the process.

- **Class #** - allows you to select the entire class or just one.
- **Date From** – allows you to select a date (create date) with a calendar popup icon
- **Date To** – allows you to select a date (create date) with a calendar popup icon



The system will display the search window with the **OK** and **Cancel** buttons. Click **OK** to proceed or click **Cancel** to abort and return to the selection option.

The user can select the class by **Double-clicking** on the selected class or by selecting the class and clicking the **OK** button.



At the bottom of the Search window, you will find a set of icons that will show available functions.

The user from this window can also add a new class by clicking the **Add icon** to start a new class.

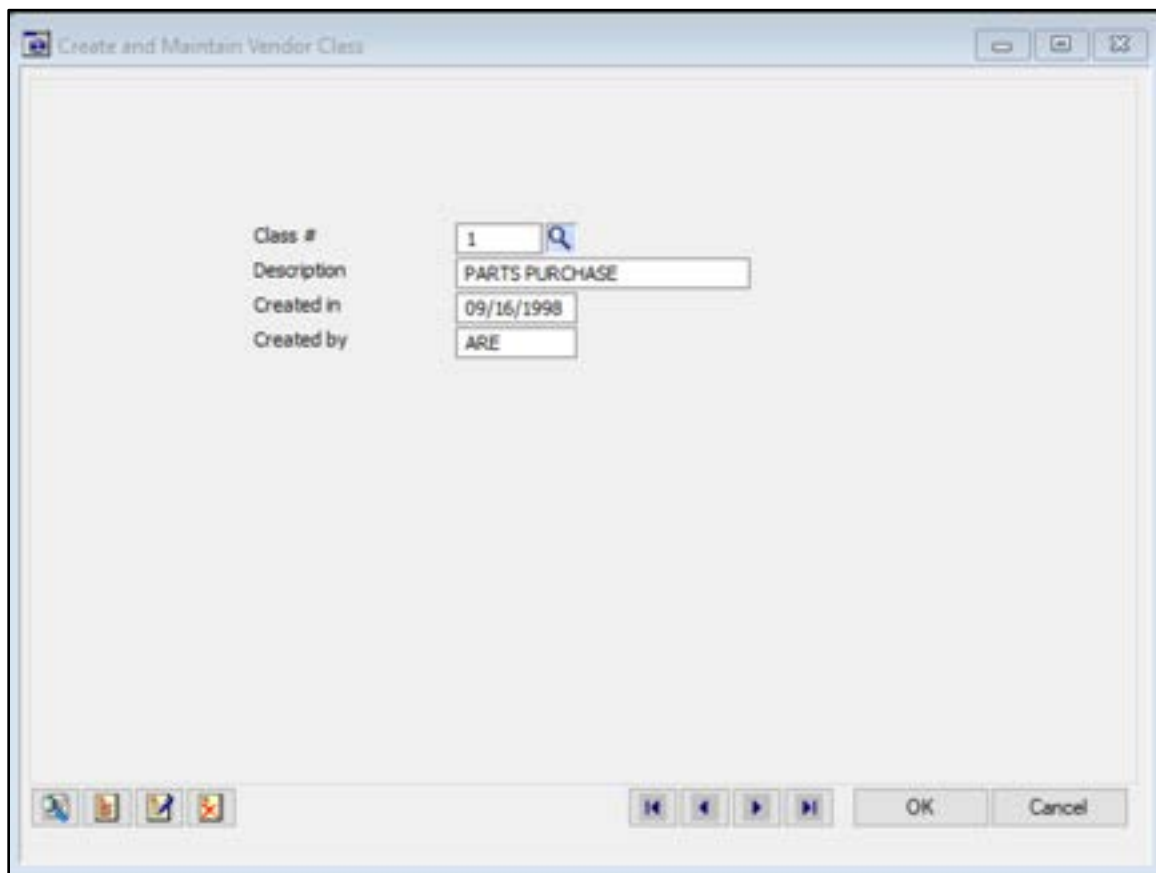
The **Browser Legend** will display different colors depending of the status:

**Active** – the class color is **White**

**Selected** – the class-selected color is **Dark Blue** (1)

The following fields will be available:

- **Class** – is the vendor class unique identification, up to two characters
- **Description** – is the description for the vendor class
- **Created in** – is the date the record is created, updated by the system
- **Created by** – is the user that created the record, updated by the system



Class #	1
Description	PARTS PURCHASE
Created in	09/16/1998
Created by	ARE

**Sample Vendor Class provided with new business setup.**



### **Searching for a Vendor Class**

To search for a specific vendor class you can:

- Click on the search icon on the bottom of the window,
- Click the **F1** key on the keyboard

Both of these methods will start a search.

Navigate through the defined records, by means of the bottom movement icons.

Locate the needed record by means of the arrow keys [↑↓] and click **OK** to select it. To return without making a selection click **Cancel**.

### **Adding a Vendor Class**

To create a new vendor class you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Fill in the appropriate data and click **OK** to save the new record or click **Cancel** to discard it.

### **Editing a Vendor Class**

To edit a vendor class data, first select it, then:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

Change the appropriate fields and click **OK** to save the new data or click **Cancel** to retain the original and discard your changes.

### **Deleting a Vendor Class**

To delete a vendor class data, first select it, then:

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or **No** to keep it.

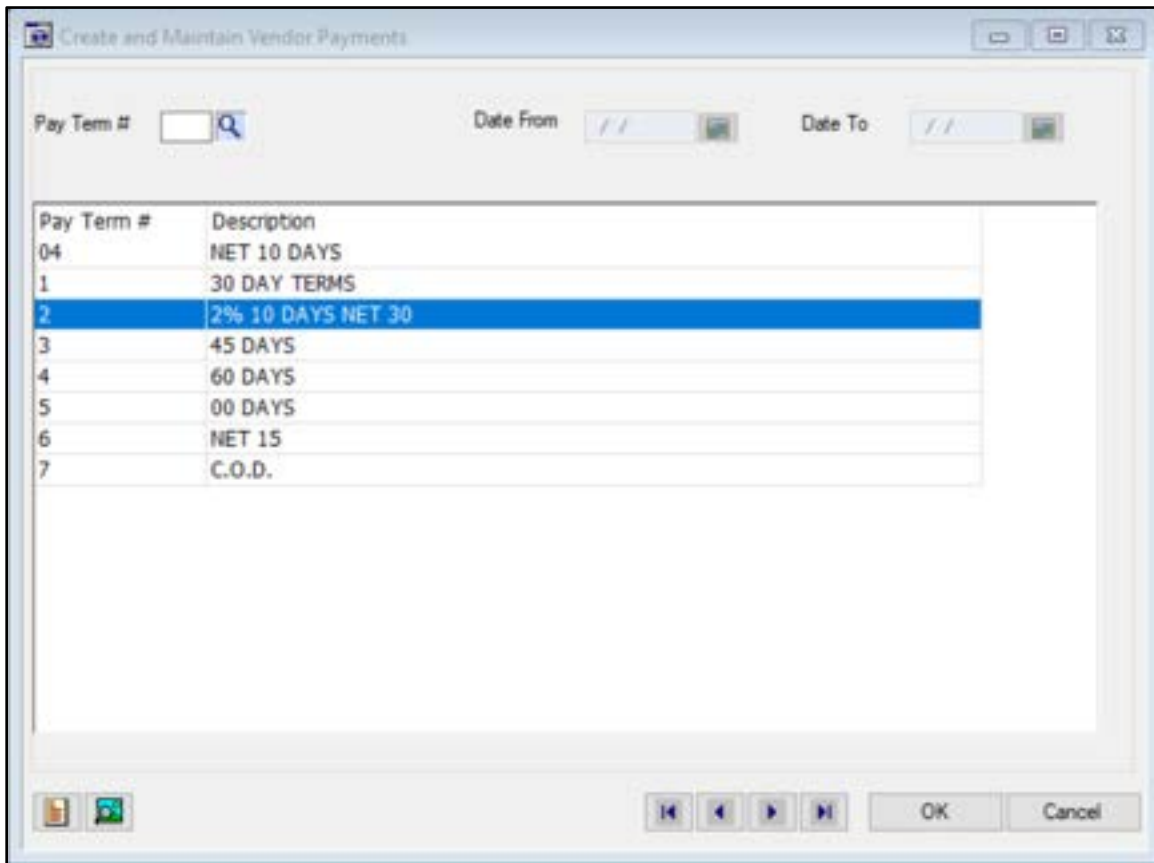
## **Payment Term**

In **Zeta Pro™**, you can define almost an unlimited quantity of payment terms to help classify your vendors and their transactions.

To work with this function, select **Pay Term** from the **Vendor** submenu in the **Create Data** option of the **Settings** menu.

To help you with the data, the system will display the **Pay Term Search window** with the following searchable fields to help in the process.

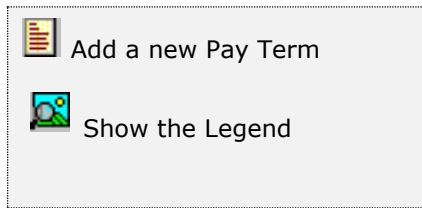
- **Pay Term #** - allows you to select all the pay term or just one.
- **Date From** - allows you to select a date (create date) with a calendar popup icon
- **Date To** - allows you to select a date (create date) with a calendar popup icon



The system will display the search window with the **OK** and **Cancel** buttons. Click **OK** to proceed or click **Cancel** to abort and return to the selection option.

The user can select the pay term by **Double-clicking** on the selected pay term or by selecting the pay term and clicking the **OK** button.

At the bottom of the Search window, you will find a set of icons that will show available functions.



The user from this window can also add a new pay term by clicking the **Add icon** to start a new pay term.

The **Browser Legend** will display different colors depending of the status:

**Active** – the pay term color is **White**

**Selected** – the pay term-selected color is **Dark Blue** (2)

The screenshot shows a dialog box titled "Create and Maintain Vendor Payments". The form contains the following fields:

- Pay Terms: 2
- Description: 2% 10 DAYS NET 30
- Pay Term: 2.00
- % to (days): 10
- days Net: 30
- Created in: 09/16/1998
- Created by: ARE

At the bottom of the dialog box, there are navigation buttons (back, forward, etc.) and "OK" and "Cancel" buttons.

### Sample Vendor Payment Term provided with new business setup.

The following fields will be available:

- **Pay Terms** – is the payment term unique identification, up to two characters
- **Description** – is the description for the payment term
- **Pay term** – is the discount, in percentage, granted if you pay within the number of days defined in the next field
- **% days** – is the number of days that allow you to collect the discount specified in the previous field

- **Days net** – is the number of days that the vendor’s invoice remains current. After this period, the invoice will be overdue
- **Created in** – is the date the record was created, updated by the system
- **Created by** – is the user that created the record, updated by the system

### **Searching for a Payment Term**

To search for a specific payment term you can:

- Click on the search icon on the bottom of the window,
- Click the **F1** key on the keyboard

Navigate through the defined records, by means of the bottom record movement icons.

Locate the needed record by means of the arrow keys [↑↓] and click **OK** to select it. To return without making a selection click **Cancel**.

### **Adding a Payment Term**

To create a new payment term you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Fill in the appropriate data and click **OK** to save the new record or click **Cancel** to discard it.

### **Editing a Payment Term**

To edit a payment term data, first select it, then:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

Change the appropriate fields and click **OK** to save the new data or click **Cancel** to retain the original and discard your changes.

### **Deleting a Payment Term**

To delete a payment term data, first select it, then:

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or **No** to keep it.

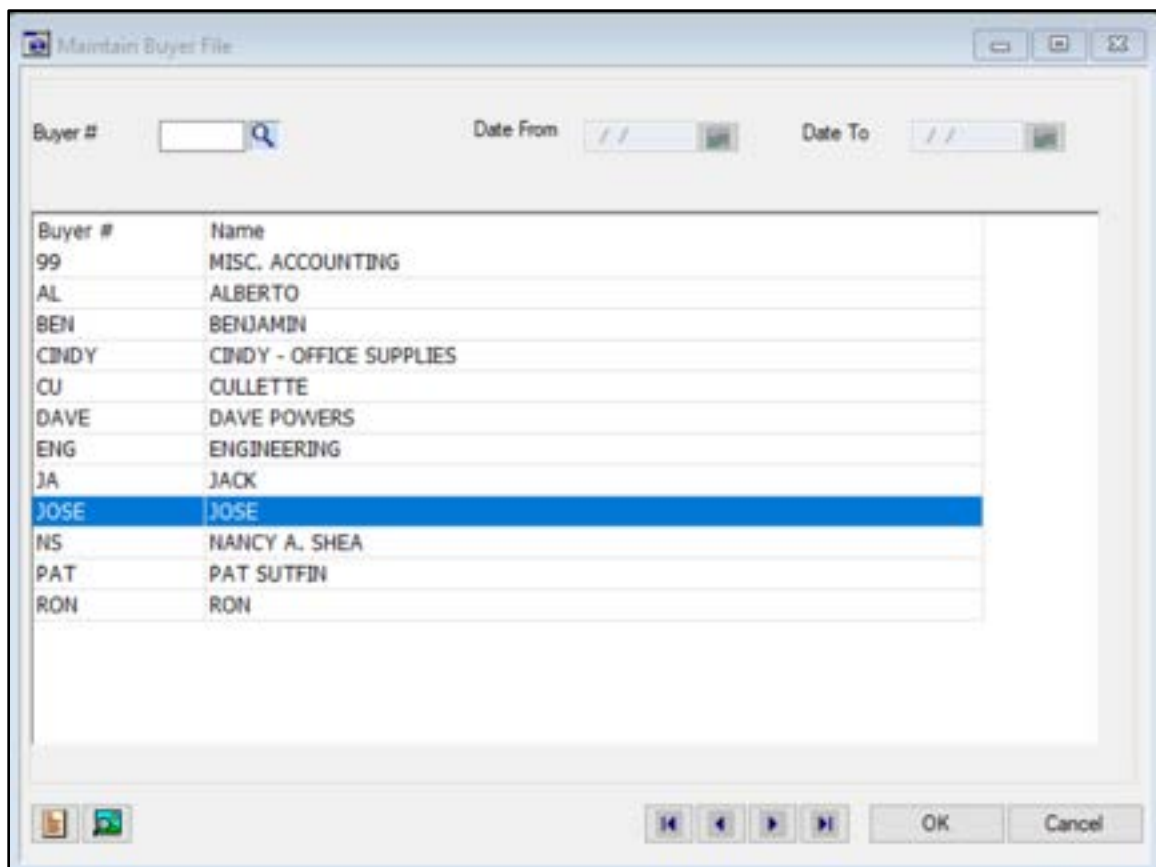
## **Buyer**

You can define as many buyers as you need with **Zeta Pro™**. At least define one buyer in the system.

To work with this function, select **Buyer** from the **Maintenance** menu or click on **Maintain Buyer icon**.

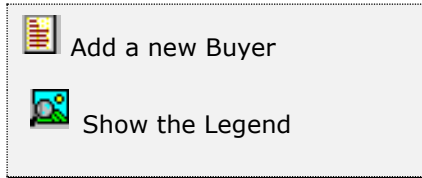
To help you with the data, the system will display the **Buyer Search window** with the following searchable fields to help in the process.

- **Buyer #** - allows you to select the entire buyer or just one.
- **Date From** – allows you to select a date (create date) with a calendar popup icon
- **Date To** – allows you to select a date (create date) with a calendar popup icon



The system will display the search window with the **OK** and **Cancel** buttons. Click **OK** to proceed or click **Cancel** to abort and return to the selection option.

The user can select the buyer by **Double-clicking** on the selected buyer or by selecting the buyer and clicking the **OK** button.



At the bottom of the Search window, you will find a set of icons that will show available functions.

The user from this window can also add a new buyer by clicking the **Add icon** to start a new buyer.

The **Browser Legend** will display different colors depending of the status:

**Active** – the buyer color is **White**

**Selected** – the buyer-selected color is **Dark Blue** (JOSE)

The following fields will be available:

- **Buyer** – is the unique ID for a buyer, up to 5 alphanumeric characters
- **Active** - indicates if the buyer is in **active** state. You can process purchase orders and quotes only if the buyer has an **active** status. On the other hand, you can only delete a buyer that has an **inactive** status

- **Name** – is the name of the buyer
- **Address 1 and Address 2** – is the buyer's street address
- **City, State, Zip Code, Country** – is the buyer's location
- **Phone** – is the Buyer's phone number
- **ID #** - is the buyer's identification, it can be any number or ID
- **ATD** – is the total purchase amount to date - This field is updated by the system
- **YTD** – is the year to date purchase amount. This field is updated by the system
- **PTD** – is the period to date purchase amount. This field is updated by the system.
- **Created in** – is the date the record was created, updated by the system
- **Created by** – is the user that created the record, updated by the system

### **Searching for a Buyer**

To search for a specific buyer you can:

- Click on the search icon on the bottom of the window,
- Click the **F1** key on the keyboard

Navigate through the defined records, by means of the bottom record movement icons.

Locate the needed record by means of the arrow keys [↑↓] and click **OK** to select it. To return without making a selection click **Cancel**.

### **Adding a Buyer**

To create a new buyer you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Fill in the appropriate data and click **OK** to save the new record or click **Cancel** to discard it.

### **Editing a Buyer**

To edit an existing buyer's data, first select it, then:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

Change the appropriate fields and click **OK** to save the new data or click **Cancel** to retain the original and discard your changes.

## **Deleting a Buyer**

To delete an existing buyer's data, first select it, then

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or **No** to keep it.

**NOTE:** you can only delete a buyer's record with an **inactive** status.

## **Inventory Data**

**Zeta Pro™** Purchasing module allows you to access and maintain your inventory data without the need to go into a separate module. This feature will save you time and effort.

In **Zeta Pro™** you are going to be using the **Inventory classification** functions you should pre-define a **Line, Group, Class, Subclass, Category, Parts, Location, Unit of Measure, Item Code, Resource and Adjustment Reason**, refer to the [Inventory Data Classification](#) in **Sales**.

To access these functions window select the above option from the **Inventory** submenu in the **Create Data** option of the **Settings menu**.



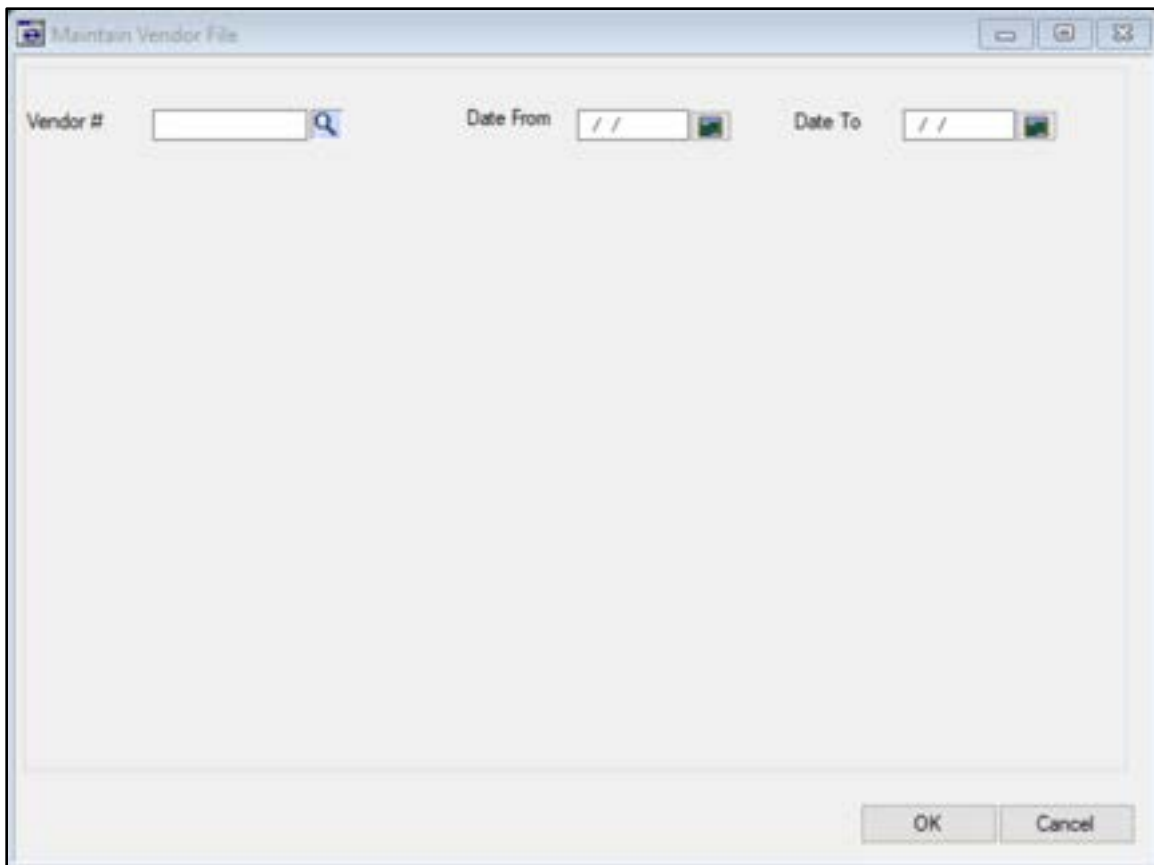
## **Vendor Data**

This is the main vendor maintenance function. Here is where you record all the characteristics for each vendor you will keep track in your system.

To work with this this function, select **Vendor** from the **Maintenance** menu or click on **Maintain Vendor File icon**.

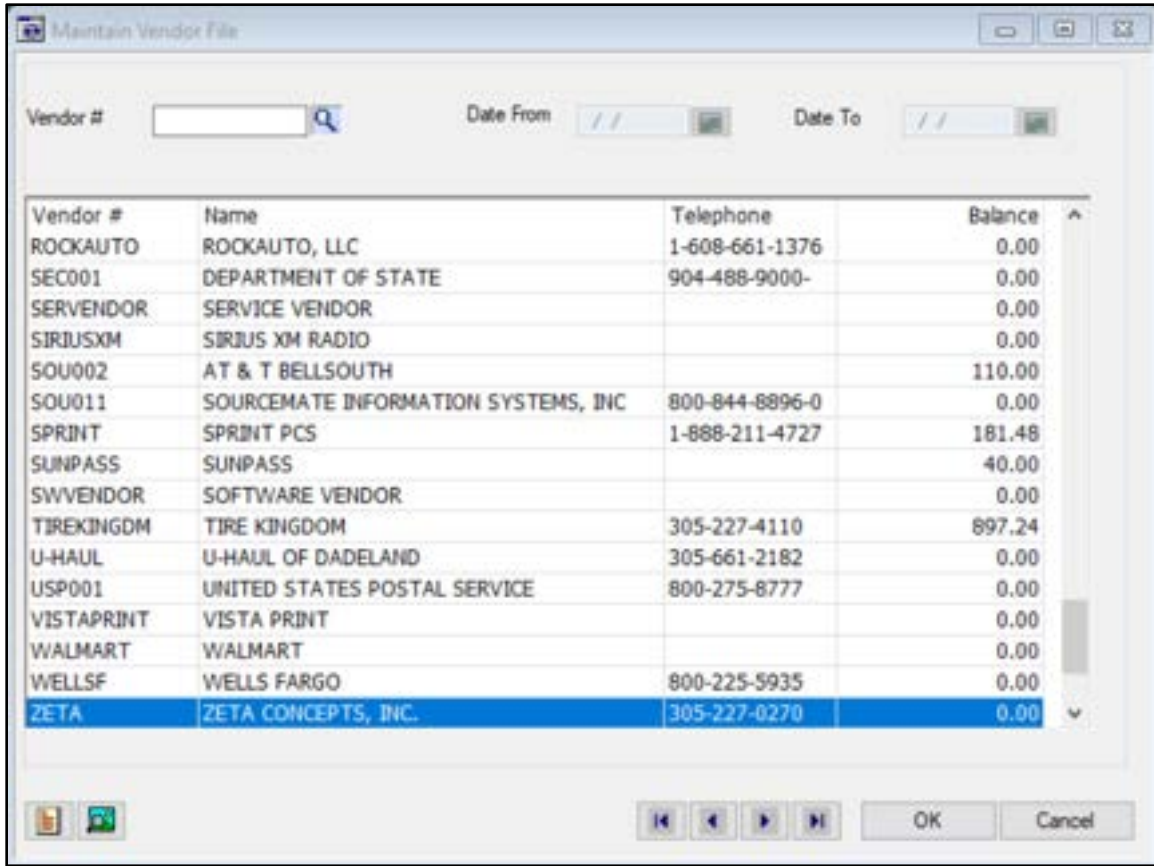
To help you with the data, the system will display the **Vendor Search window** with the following searchable fields to help in the process.

- **Vendor #** - allows you to select the entire vendor or just one.
- **Date From** – allows you to select a date (create date) with a calendar popup icon
- **Date To** – allows you to select a date (create date) with a calendar popup icon

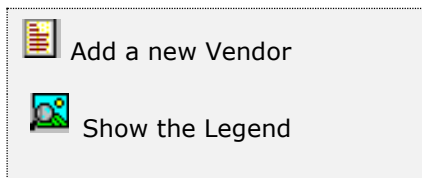
The image shows a screenshot of a software window titled "Maintain Vendor File". The window has a standard Windows-style title bar with minimize, maximize, and close buttons. Inside the window, there are three search criteria fields: "Vendor #" followed by a text input box and a magnifying glass icon; "Date From" followed by a date input box (containing two slashes) and a calendar icon; and "Date To" followed by a date input box (containing two slashes) and a calendar icon. At the bottom right of the window, there are two buttons labeled "OK" and "Cancel".

The system will display the search window with the **OK** and **Cancel** buttons. Click **OK** to proceed or click **Cancel** to abort and return to the selection option.

The user can combine any criteria, and only those fields entered by the user become part of the query. If no searchable field entered and by clicking the **OK** button, the system will display the search result with all the data.



The user can select the vendor by **Double-clicking** on the selected vendor or by selecting the vendor and clicking the **OK** button.



At the bottom of the Search window, you will find a set of icons that will show available functions.

The user from this window can also add a new vendor by clicking the **Add icon** to start a new vendor.

The **Browser Legend** will display different colors depending of the status:

**Inactive** – the vendor color is **Red**

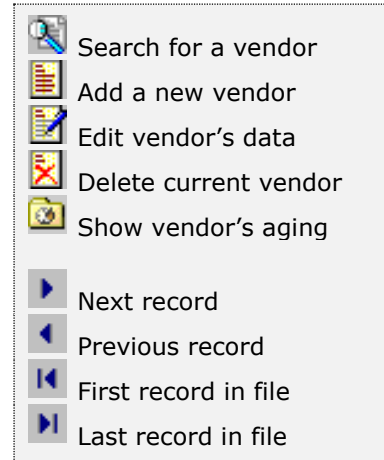
**Active** – the vendor color is **White**

**Selected** – the vendor-selected color is **Dark Blue** (ZETA)

You have action icons located on the bottom of the window. They will allow you to search, add, edit or delete an item.

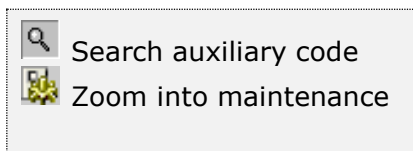
You will find an icon that will show the vendor's aging.

You also have the record movement icons that allow stepping forward or backward in the file.



### **Auxiliary Data Fields**

Several of the data fields used in the vendor windows require that you enter a code previously defined in other places. Fields like pay term, vendor class, and buyer are an example of these.



If you do not know the code of your data, you can click on the search icon located to the right of the field and get a lookup window where you can find your desired record. There will be times when you have not defined the appropriate record in advance. To avoid forcing you to exit your current item definition and jump to another task to define what you are missing, this search windows provide a **zoom** icon. Click on it and the corresponding maintenance window for the record type will appear, letting you create a new one if needed. When you are finished creating or modifying the auxiliary record, click **OK** to return to your search window, with your new or modified record already selected on the list. Click **OK** once more and your new or modified record data will be entered in its corresponding field in the vendor window.

### **Searching for a Vendor**

To search for a specific vendor you can:

- Click on the search icon on the bottom of the window,
- Click the **F1** key on the keyboard

Both of these methods will start a search on item number. If you want, you can start the search based on the description by clicking on the search icon to the right of the description field.

Navigate through the defined records, by means of the bottom record movement icons.

Locate the needed record by means of the arrow keys [↑↓] and click **OK** to select it. To return without making a selection click **Cancel**.

### **Adding a Vendor**

To create a new vendor you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Now you can fill the vendor code and the rest of data in the different pages. Refer to the descriptions and guidelines for the different fields.

To save the new data Click **OK** or click **Cancel** to discard it.

### **Editing a Vendor**

To edit a vendor first select it, then:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

Move to the appropriate page and change the required data, refer to vendor data for a description and guidelines of the fields.

Click **OK** to accept and save the new data or click **Cancel** to retain the original.

### **Deleting a Vendor**

As a security measure, you can only delete a vendor's record if it is inactive and does not have transactions.

To delete a vendor first select it, then:

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or **No** to keep it.

To make it easier to work with the high number of fields needed to store the data, the vendor window has four pages or tabs: **information, settings, purchases and notes**.

## Information Vendor Page

The Information page contains the most relevant data for a vendor. Some data fields are informative while others are editable. Following is a list of the fields and their description; all fields are required and editable unless otherwise specified:

The screenshot shows the 'Maintain Vendor File' window with the 'Information' tab selected. The vendor details are as follows:

Field	Value	Field	Value
Vendor #	ZETA	Active	<input checked="" type="checkbox"/>
Name	ZETA CONCEPTS, INC.	Credit Limit	50000.00
Address 1	YOUR ADDRESS	Open Debit	0.00
Address 2		Balance	0.00
City	MIAMI	Available	50000.00
State	FLORIDA	Order PTD LC	0.00
Zip Code	33144	Order PTD FC	0.00
Country	USA	Purchase ATD	1150.00
Phone	305-227-0270	Purchase YTD	0.00
Phone		Purchase PTD	0.00
Fax		Payment ATD	1150.00
Account #		Payment YTD	0.00
Class	DI DISTRIBUTION	Payment PTD	0.00
Pay Terms	05 NET 30 DAYS	Discount YTD	0.00
Contact	JOSE ZOUAIN	Adjust. YTD	0.00
Position	DIRECTOR	Buyer	JFZ
Email	SUPPORT@ZETA CONCEPTS.COM		
Web Site	WWW.ZETAPRO.COM		

- **Vendor #** - is the unique ID that identifies the vendor, up to 10 alphanumeric characters
- **Active** - indicates if the record is in active state. Only active vendors can be subject of transactions (Purchase Orders, Purchase Quotes, etc.)
- **Name** - contains the name for the vendor, up to 30 characters
- **Address, City, State, Zip Code, Country, Phone and Fax** - Contains information about your vendor's address
- **Account** - is the account # assigned to you by this vendor, this account # will print in the upper check stub
- **Class** - is the vendor class you assigned to this vendor
- **Pay terms** - is the defaults pay term for this vendor
- **Contact** - is the name of the person to be contacted when addressing issues with this vendor. **Optional**
- **Position** - is the position the contact person holds with this vendor

- **Email** – is the email of the contact person when addressing issues with this vendor
- **Website** – is the vendor’s website address at the World Wide Web
- **Credit Limit** - enter the credit limit (in local currency) granted to you by this vendor. **Optional**
- **Open Debit** – is the negative amount of invoices or open debit amount
- **Balance** – it shows the current mount owed to the vendor. After creation, updated by the system and cannot be changed
- **Available** – is your available credit, which results from subtracting your balance from your credit limit with this vendor, updated by the system
- **Order PTD LC** – is the ordered amount period to date in local currency. After creation, updated by the system and cannot be changed
- **Order PTD FC** – is the ordered amount period to date in foreign currency. After creation, updated by the system and cannot be changed
- **Purchase ATD** – is the purchased amount total to date (accumulated amount). When creating a new vendor, you can input the known value. After creation, is updated by the system and cannot be change. **Optional**
- **Purchase YTD** – is the purchased amount year to date. When creating a new vendor, you can input the known value. After creation, is updated by the system and cannot be change. **Optional**
- **Purchase PTD** – is the purchased amount period to date. When creating a new vendor, you can input the known value. After creation, is updated by the system and cannot be change. **Optional**
- **Payment ATD** – is the paid amount total to date (accumulated amount). When creating a new vendor, you can input the known value. After creation, is updated by the system and cannot be change. **Optional**
- **Payment YTD** – is the paid amount year to date. When creating a new vendor, you can input the known value. After creation, is updated by the system and cannot be change. **Optional**
- **Payment PTD** - is the paid amount period to date. When creating a new vendor, you can input the known value. After creation, is updated by the system and cannot be change. **Optional**
- **Discount YTD** – is the discounted amount year to date - When creating a new vendor, you can input the known value. After creation, is updated by the system and cannot be change. **Optional**
- **Adjustment YTD** – is the adjusted amount year to date - When creating a new vendor, you can input the known value. After creation, is updated by the system and cannot be change. **Optional**
- **Buyer** – is your business’s buyer assigned to this vendor

## Settings Vendor Page

The Settings page contains the following information:

The screenshot shows the 'Maintain Vendor File' window with the 'Settings' tab selected. The vendor information is as follows:

- Vendor #: ZETA
- Name: ZETA CONCEPTS, INC.
- Active:
- Chart of Account #: 21010
- Account Description: Accounts Payable

The 'Compensation Account' section contains a grid with 9 rows and 3 columns:

1	2	3	4	5	6	7	8	9
11071								

Other settings include:

- 1099 Payment:
- Credit Card Payment:
- Post with Credit Card:
- Charges:
- Discount:
- Discount %: 0.00
- Urgency: 2
- 1099 Type: Royalties
- Last Receipt: //
- Last Invoice: 01/07/2022
- Last Invoice: 10282016
- Last Payment: 10/28/2016
- Payment Amt.: 1000.00
- Lead Time: 0.00
- FL TAX: 7.000 FL
- Created in: 04/15/2015
- Created by: SUPER

- **Accounts Payable #** - enter or search (clicking on the search icon) the corresponding Accounts Payable account number
- **Compensation account numbers** - enter or search (clicking on the search icon) the corresponding Compensation account numbers. Up to nine accounts can be entered; these nine accounts will be the first ones to show in the distribution list when you post an invoice for this vendor.
- **1099 Payment** – indicates if the vendor A/P Invoice will be a 1099 type or not
- **Credit Card Payment** – indicates if this vendor is a Credit Card vendor. Only vendors with Credit Card Payment flagged will show in the list, see [Credit Card Invoices](#).
- **Post with Credit Card** – indicates if the invoice that will be posted from this vendor will be charge to a Credit Card Vendor
- **Charges** - indicates if finance charges can be posted to the vendor's open balance. **Optional**
- **Discount** - indicates if the vendor grants a discount. **Optional**
- **Discount %** - is the default discount percentage. **Optional**

- **Urgency** – is the payment urgency for the check run process. The range goes from “1” to “9”, where “1” is the most urgent. When a vendor has been assigned urgency code “1”, all the invoices posted will be automatically approve for payment
- **1099 Type** – indicates the vendor default 1099 payment type when posting an A/P Invoice, including: Attorney, Crop, Federal, Fishing, Medical, Non-Employee, Other Incomes, Rents, Royalties, and Substitute
- **Last Receipt (Date)** – is the last order receipt date - When creating a new vendor, you can input the known value. After creation, updated by the system and cannot be changed. **Optional**
- **Last Invoice (Date)** – is the last vendor’s invoice date - When creating a new vendor, you can input the known value. After creation, updated by the system and cannot be changed. **Optional**
- **Last Invoice (Amount)** – is the last invoice amount - When creating a new vendor, you can input the known value. After creation, updated by the system and cannot be changed. **Optional**
- **Last Payment (Date)** – is the last vendor’s payment date - When creating a new vendor, you can input the known value. After creation, updated by the system and cannot be changed. **Optional**
- **Payment Amount (Last)** - The last payment amount, when creating a new vendor you can input the known value. After creation, updated by the system and cannot be changed. **Optional**
- **Lead Time** – is the time that takes the order to arrive from the vendor to your warehouse, in days. **Optional**
- **Tax #1** - specifies the Purchase tax rate #1
- **Tax #2** - specifies an additional Purchase tax
- **Currency** - input or search (clicking on the search icon) the corresponding code for the currency-id for the vendor transactions. If using Multicurrency the field will show
- **Created in** - shows when the record was created, updated by the system
- **Created by** - shows the user that created the record, updated by the system



### Purchases Vendor Page

In the Purchases page, you will find fields that show the purchase period amounts for this vendor through the current year and prior year (13 periods or 12 periods per year). When you are creating a new vendor, you can input all the known purchase data, which is **Optional**. After creation updated by the system, cannot be changed.

The screenshot shows the 'Maintain Vendor File' window with the 'Purchases' tab selected. The vendor information is as follows:

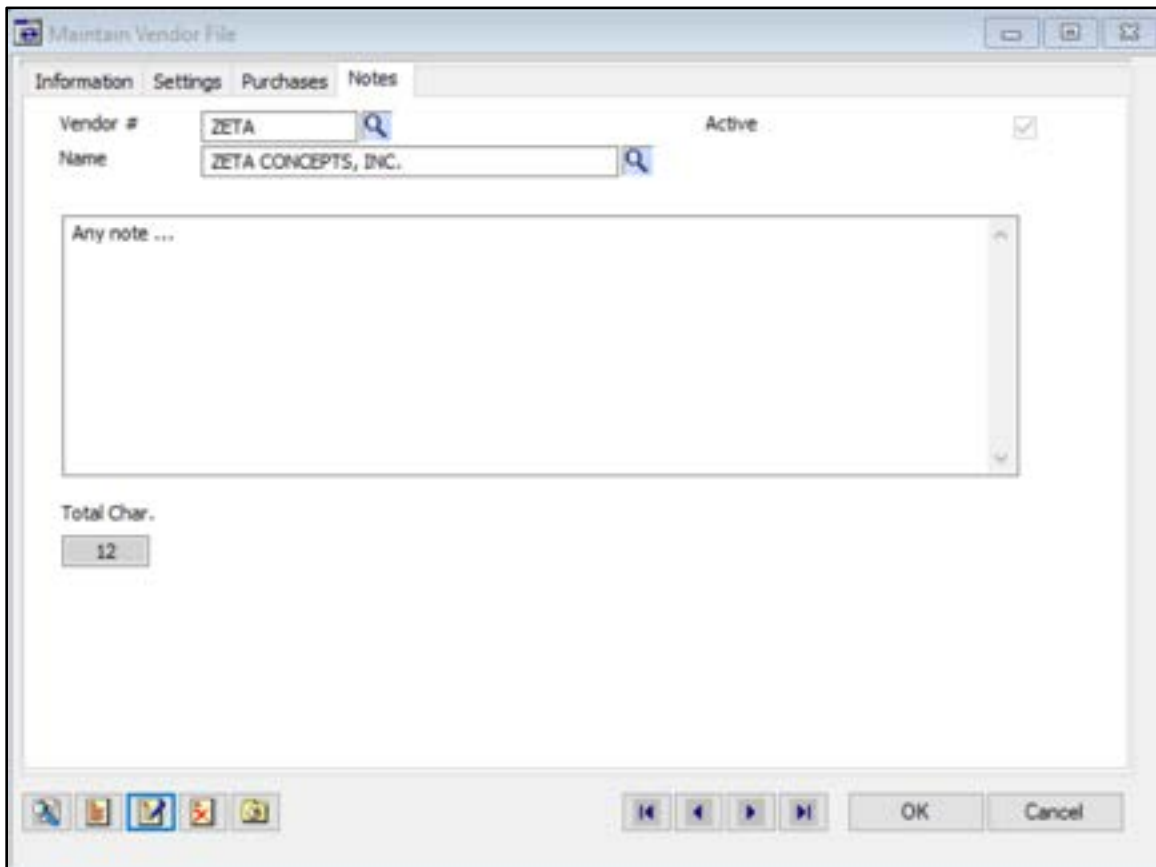
- Vendor #: ZETA
- Name: ZETA CONCEPTS, INC.
- Active:

The purchase data is organized into two columns: 'Current Year' and 'Prior Year', each with 12 periods and a 'Total' row. All values are 0.00.

Current Year		Prior Year	
Period 1	0.00	Period 1	0.00
Period 2	0.00	Period 2	0.00
Period 3	0.00	Period 3	0.00
Period 4	0.00	Period 4	0.00
Period 5	0.00	Period 5	0.00
Period 6	0.00	Period 6	0.00
Period 7	0.00	Period 7	0.00
Period 8	0.00	Period 8	0.00
Period 9	0.00	Period 9	0.00
Period 10	0.00	Period 10	0.00
Period 11	0.00	Period 11	0.00
Period 12	0.00	Period 12	0.00
Total	0.00	Total	0.00

### **Notes Vendor Page**

In the Notes page, you can enter any text that relates to your vendor. **Optional**



## **Purchasing System Notes**

Sometimes there is a need for a more descriptive text about a transaction or item. Every formal document in **Zeta Pro™** (invoice, purchase order, purchase quote, etc.) have reserved fields for you to include two types of notes: a beginning note and an ending note. If you enter any text in these fields, when you print the document, depending on the printout format, the former will print before the document detail and the later after it.

There are also times when you want to include some form of repetitive text in some documents. For example, in your purchase orders, you may include text requesting price and specifications. Some other times you will want to include promotional text or seasonal messages in your documents. These being repetitive tasks, are handled very easily in **Zeta Pro™** by means of the **System Notes**, which can be included in your documents in place of an ending note.

To work with this function, select **Notes** and then **Purchasing System Notes** from the **Maintenance** menu.

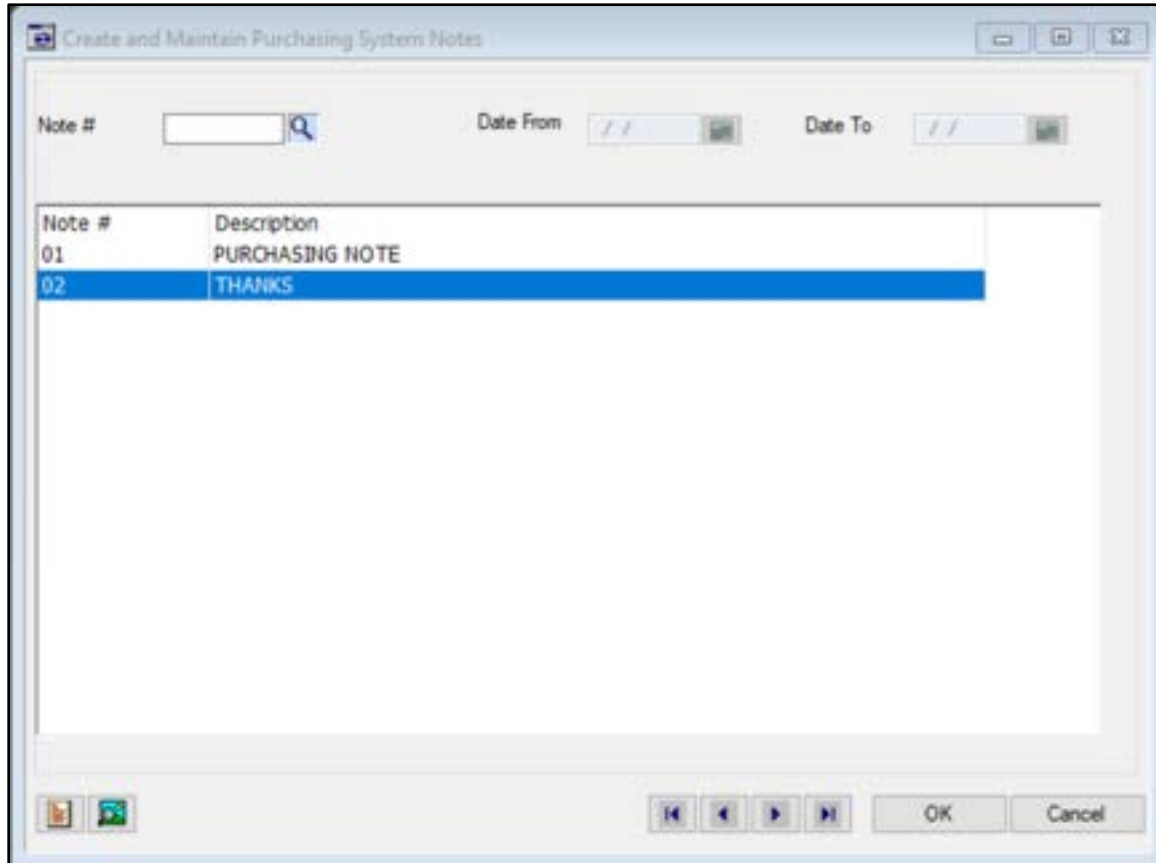
To help you with the data, the system will display the **Notes Search window** with the following searchable fields to help in the process.

- **Note #** - allows you to select the all the notes or just one.
- **Date From** – allows you to select a date (create date) with a calendar popup
- **Date To** – allows you to select a date (create date) with a calendar popup

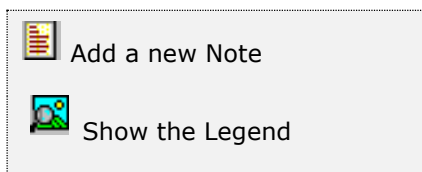
The screenshot shows a software window titled "Create and Maintain Purchasing System Notes". The window contains three search criteria fields: "Note #" with a search icon, "Date From" with a date input field containing " //" and a calendar icon, and "Date To" with a date input field containing " //" and a calendar icon. At the bottom right, there are "OK" and "Cancel" buttons.

The system will display the search window with the **OK** and **Cancel** buttons. Click **OK** to proceed or click **Cancel** to abort and return to the selection option.

The user can combine any criteria, and only those fields entered by the user become part of the query. If no searchable field entered and by clicking the **OK** button, the system will display the search result with all the data.



The user can select the note by **Double-clicking** on the selected note or by selecting the note and clicking the **OK** button.



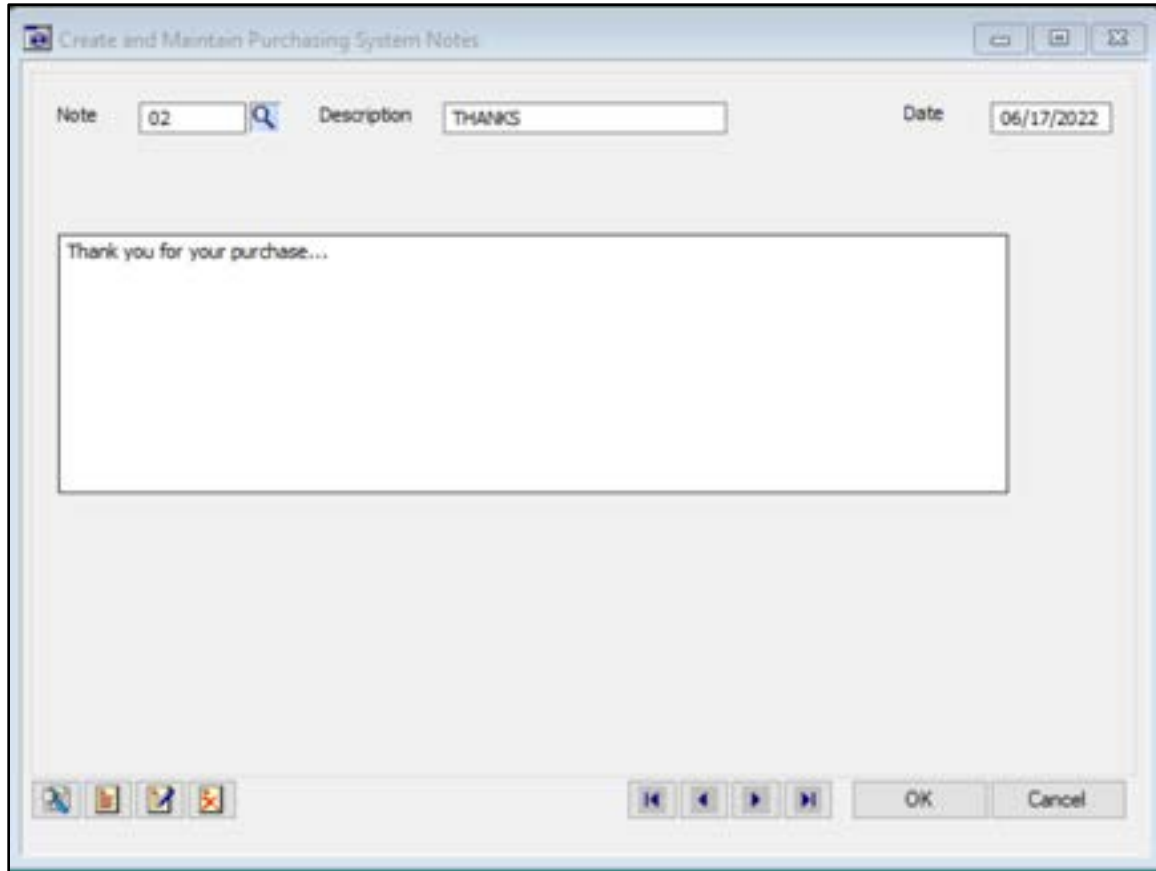
At the bottom of the Search window, you will find a set of icons that will show available functions.

The user from this window can also add a new note by clicking the **Add icon** to start a new note.

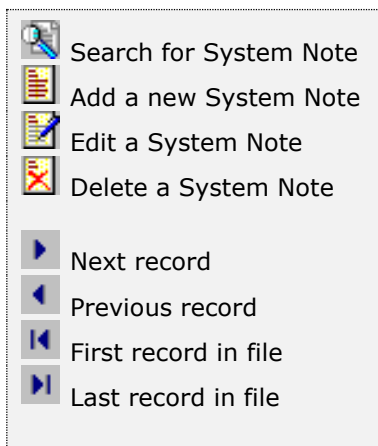
The **Browser Legend** will display different colors depending of the status:

**Active** – the note color is **White**

**Selected** – the note-selected color is **Dark Blue** (02)



### **Maintaining Purchasing System Notes**



You can search, add, edit or delete records by means of the action icons located on the bottom of the window.

You can also navigate through the defined records by means of the navigation icons (also listed in the table at left).

The following topics describe how to perform the different actions in detail.

### **Searching for a System Note**

To search for a specific System Note you can:

- Click on the search icon on the bottom of the window,
- Click the **F1** key on the keyboard

Alternatively, you can navigate through the records, by means of the bottom record movement icons.

Locate the record by means of the arrow keys [↑↓] and click **OK** to select it. To return without making a selection click **Cancel**.

### **Adding a System Note**

To create a new System Note you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Now you can fill the note code and, the description field (up to 25 characters) and the text for the note. The field date is updated automatically by the system.

To save the new data click **OK** or click **Cancel** to discard it.

### **Editing a System Note**

To edit a System Note first select it, then:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

You can now change the description and the note text for the System Note. All other fields cannot be changed. Click **OK** to accept and save the new description or click **Cancel** to retain the original.

### **Deleting a System Note**

To delete a System Note first select it, then:

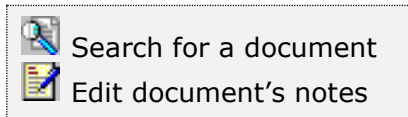
- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or **No** to keep it.

## Maintaining Document Notes

The best place to maintain your document notes is in the transaction maintenance window (see the following chapter: [Purchasing – Transactions and Processes](#)). Every one of these windows has a **Note** Page where you can freely enter the needed text.

However, when you just want to change any text associated with a note in a specific document, you can do it without going into full document maintenance mode. To help you with this, **Zeta Pro™** has a special notes maintenance mode in every formal document (purchase order and purchase quote). All of these functions can be accessed from the **Notes** submenu in the **Maintenance** menu.



To maintain any of these document's notes, first select the appropriate option from the menu and then follow these steps:

1. Locate your document by clicking on any of the search icons, either on the bottom of the window or the ones besides the reference fields. If you use any of the ones located beside a reference field, document #, customer # or name, your search will sort by the corresponding field. If you use the one at the bottom of the window, you will be allowed to select which order to use. Select the document.
2. Click **OK** to display the notes corresponding to your document, if any
3. Click on the **edit** icon on the bottom of the window to enter edit mode
4. Modify the needed fields and click **OK** to save your changes

**NOTE:** With this function, you can only change the text for the beginning and ending note. If your document has been associated to a **system note** and you want to change it, you will have to go into full document maintenance (see next chapter).

## Purchasing – Transactions and Processes

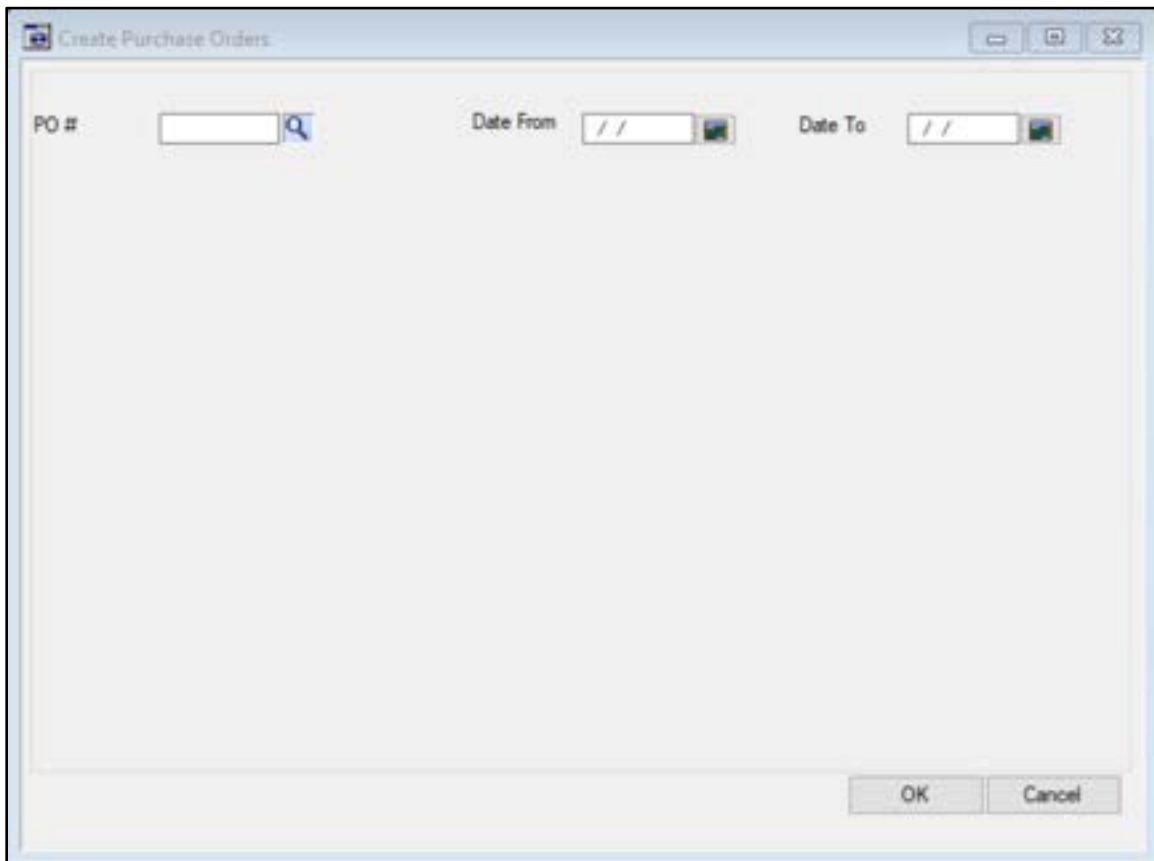
### Purchase Orders

When you order merchandise, you should create a purchase order.

To work with this function, select **Purchase Order** from the **Transactions** menu or click on **Create and Maintain Purchase Order icon**.

To help you with the data, the system will display the **Purchase Order Search window** with the following searchable fields to help in the process.

- **Purchase Order #** - allows you to select all the purchase order or just one.
- **Date From** – allows you to select a date (create date) with a calendar popup icon
- **Date To** – allows you to select a date (create date) with a calendar popup icon



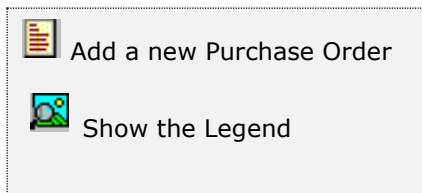
The system will display the search window with the **OK** and **Cancel** buttons. Click **OK** to proceed or click **Cancel** to abort and return to the selection option.



The user can combine any criteria, and only those fields entered by the user become part of the query. If no searchable field entered and by clicking the **OK** button, the system will display the search result with all the data.

PO #	Vendor #	Name	Ordered	Received
00001774	WOODWA	WOODWARD GOVERNOR COMPANY	25389.00	0.00
00001775	WOODWA	WOODWARD GOVERNOR COMPANY	29382.60	0.00
00001776	WOODWA	WOODWARD GOVERNOR COMPANY	16200.00	0.00
00001777	WOODWA	WOODWARD GOVERNOR COMPANY	17674.80	0.00
00001778	HUGHES	HUGHES SUPPLY, INC.	5232.36	4941.72
00001779	WOODWA	WOODWARD GOVERNOR COMPANY	40000.00	1113.75
00001780	HATCHI	HATCH & KIRK, INC.	1015.46	1015.46
00001782	WOODWA	WOODWARD GOVERNOR COMPANY	0.30	0.00
00001784	AARPIN	A ARPIN VAN LINES	3.43	0.57
00001785	AARPIN	A ARPIN VAN LINES	10.30	10.30
00001786	AAACO	AAA COOPER TRANSPORTATION	56.71	56.71
00001788	ZETA	ZETA CONCEPTS, INC.	107186.25	77571.79
00001789	BLUEROBOTC	BLUE ROBOTICS, INC.	50235.00	50235.00
00001790	ZETA	ZETA CONCEPTS, INC.	145.00	145.00
00001791	ZETA	ZETA CONCEPTS, INC.	0.00	0.00

The user can select the purchase order by **Double-clicking** on the selected purchase order or by selecting the purchase order and clicking the **OK** button.



At the bottom of the Search window, you will find a set of icons that will show available functions.

The user from this window can also add a new purchase order by clicking the **Add icon** to start a new purchase order.

The **Browser Legend** will display different colors depending of the status:

**Totally Received** – the purchase order color is **Red**

**Partially Received** – the purchase order color is **Yellow**

**Ordered** – the purchase order color is **White**

**Selected** – the purchase order-selected color is **Dark Blue** (00001788)

### **Searching for a Purchase Order**

To search for a specific purchase order you can:

- Click on the search icon on the bottom of the window,
- Click the **F1** key on the keyboard

Navigate through the defined records, by means of the bottom movement icons.

Locate the needed record by means of the arrow keys [↑↓] and click **OK** to select it.

To return without making a selection click **Cancel**.

### **Creating a new Purchase Order**

To create a new purchase order you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Now you can fill the vendor code and the rest of data in the different pages. Refer to the descriptions and guidelines for the different fields.

To save the new data click **OK** or click **Cancel** to discard it.

### **Modifying a Purchase Order**

To edit an existing purchase order first select it, then:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

Move to the appropriate page and change the required data, refer to the description and guidelines of the fields.

Click **OK** to accept and save the new data or click **Cancel** to retain the original.

### **Deleting a Purchase Order**

To delete an existing purchase order first select it, then:

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or **No** to keep it

### **Printing a Purchase Order**






You can print your purchase orders directly from the purchase order window, one at a time, as you are creating them. Alternatively, through the **Purchase Order Printing** function in the **Reports** menu, where you can print single or multiple purchase orders.

To print your purchase order directly from the purchase order window, after you have finished entering data, click on the print icon. In the document selection window choose **Purchase Order** and in the copies window enter the number of copies you need to print.

To help you entering the data, the purchase order window has three pages or tabs: **Purchase Order, Detail, and Payment and Notes**. The following describes the requirements for each of the fields.





### Purchase Order Page

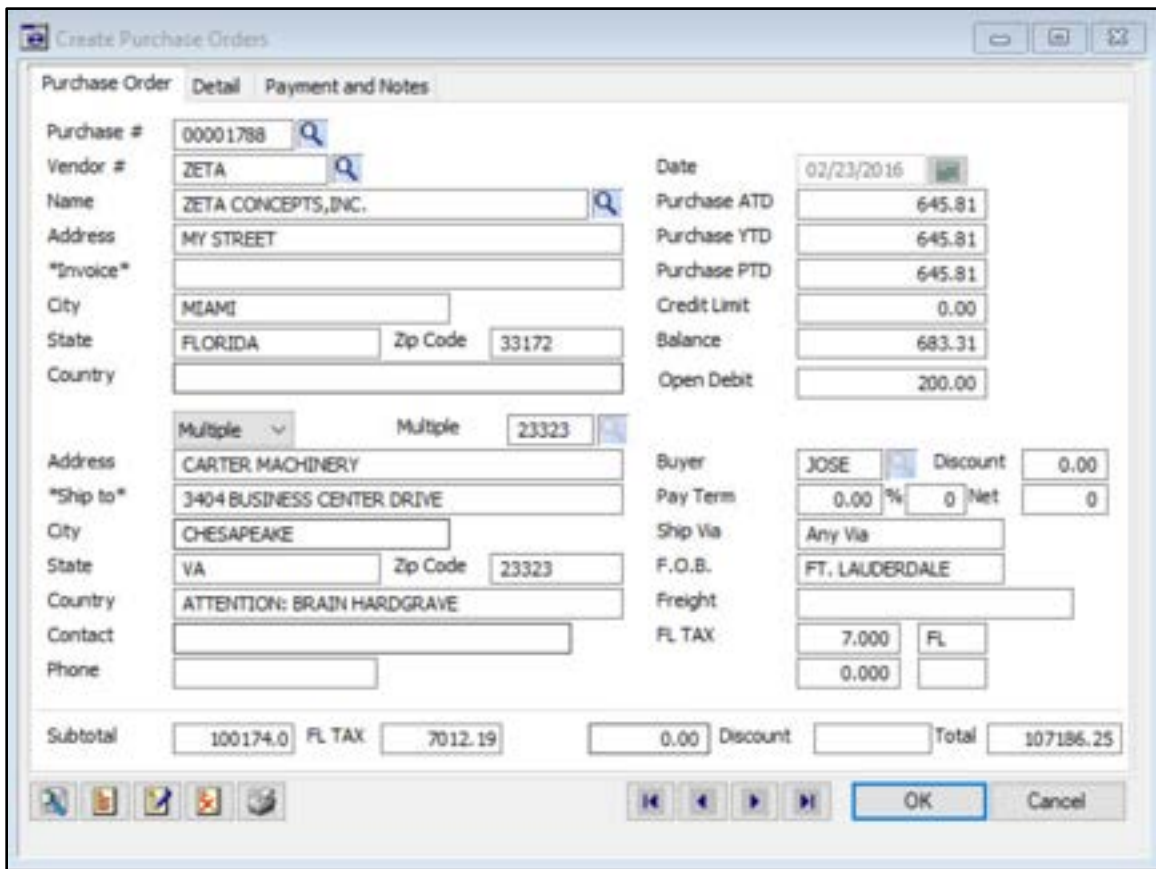
The Purchase Order page holds your vendor’s data; at the bottom, you will find a set of fields that will show the running totals for the order.

	Search for a Purchase Order
	Start a new Purchase Order
	Edit this Purchase Order
	Delete this Purchase Order
	Print this Purchase Order

You can search, add, edit or delete records by means of the action icons.

You can also navigate through the records by means of the navigation icons.

	Next record
	Previous record
	First record in file
	Last record in file



The screenshot shows the 'Create Purchase Orders' window with the following data:

Purchase #	00001788	Date	02/23/2016
Vendor #	ZETA	Purchase ATD	645.81
Name	ZETA CONCEPTS, INC.	Purchase YTD	645.81
Address	MY STREET	Purchase PTD	645.81
*Invoice*		Credit Limit	0.00
City	MIAMI	Balance	683.31
State	FLORIDA	Open Debit	200.00
Zip Code	33172	Buyer	JOSE
Country		Discount	0.00
Address	CARTER MACHINERY	Pay Term	0.00 % 0 Net 0
*Ship to*	3404 BUSINESS CENTER DRIVE	Ship Via	Any Via
City	CHESAPEAKE	F.O.B.	FT. LAUDERDALE
State	VA	Freight	
Zip Code	23323	FL TAX	7.000 FL
Country	ATTENTION: BRAIN HARDGRAVE		0.000
Contact		Subtotal	100174.0
Phone		FL TAX	7012.19
		Discount	0.00
		Total	107186.25

- **Purchase Order #** - it holds the assigned purchase order number for the record. It is assigned by the system and cannot be changed
- **Vendor #** - enter the vendor ID. You can click on the search icon (to the right of the field) to select the vendor from the list of currently defined vendors. Upon entering or selecting a valid vendor ID, the system will automatically fill in the corresponding fields for the vendor’s record

- **Date** – is the effective date for the purchase order
- **Name** – it contains the vendor’s name from the vendor record, up to 30 characters
- **Invoicing Address, City, State, Zip Code and Country** – it contains information about the invoicing address for the vendor. You cannot change these fields
- **Shipping Address, City, State, Zip Code and Country** – it contains information about the shipping address for the purchase order. If blank, the shipping address will be your business address. You cannot modify this field

If you want to ship the purchase order to a customer address, you can select one of them by specifying **Multiple** in the address drop-down and choose from the multiple address lookup. Selecting **Origin** (the default) from the address drop-down, the primary shipping address stored in the business setup record will be use.

To define multiple shipping addresses, refer to [Multiple Shipping Addresses](#)

- **Contact** – is the name of the person that should be contacted when addressing issues with this vendor. Filled automatically by the system, either from the vendor record or from one of the shipping address records
- **Phone** – is the phone of the person that should be contacted when addressing issues with this vendor. Filled automatically by the system, either from the vendor record or from one of the shipping address records
- **Purchase ATD** – shows the total amount of purchases for the vendor up to the current date - Filled from the vendor’s data - You cannot change this field
- **Purchase YTD** – shows the amount of purchases for the vendor from the start of fiscal year up to the current date - Filled from the vendor’s data - You cannot change this field
- **Purchase PTD** – shows the amount of purchases for the vendor from the start of the current period up to the current date - Filled from the vendor’s data - You cannot change this field
- **Credit Limit** – show the vendor’s credit limit. Filled from the vendor’s data - You cannot change this field
- **Balance** – shows the current vendor’s balance. Filled from the vendor’s data - You cannot change this field
- **Open Debit** - shows the amount of the vendor’s open debit invoices. Filled from the vendor’s data - You cannot change this field
- **Currency** – it is the currency assign to the vendor. Filled from the vendor’s Data - You can change this field. Will show if only using Multicurrency, otherwise it will not show.
- **Exchange Rate** - is the last exchange rates corresponding to the currency assign. Filled from the Finance’s foreign currency exchange rate table. You cannot change this field. Will show if only using Multicurrency, otherwise it will not show
- **Buyer** – is the code for the assigned buyer. Filled from the vendor’s data - Click on the search icon to the right of the field to select from the list of defined buyers

- **Discount** – is the discount percentage that applies to this purchase order. Filled in automatically from the vendor’s record. You can change this field
- **Pay Term conditions** - is the pay term conditions for this vendor, if applicable. Filled automatically from the vendor’s record. You can change the fields for this purchase order.
- **Ship Via** – is how to ship the merchandise. **Optional**
- **F.O.B.** – is the FOB location. **Optional**
- **Freight** - is any freight note, if applicable. **Optional**
- **Purchase Tax Rate #1** – it specifies the purchase tax rate #1, as defined in **Settings, Change Set Up**
- **Purchase Code #1** – it specifies the purchase tax code #1, as specified in **Settings, Change Set Up**
- **Purchase Tax Rate #2** – it specifies the purchase tax rate #2, as defined in **Settings, Change Set Up**
- **Purchase Code #2** – it specifies the purchase tax code #2, as specified in **Settings, Change Set Up**

**Note:** Depending of the purchase tax defined you will see one or two purchase taxes or neither, if you did not choose any.

## Purchase Order Detail Page

The Detail page contains a list of the items charged to this purchase order.

Every purchase order should have, at least, one merchandise item ordered to the vendor. To add, modify or delete inventory items, select the Detail page in the Purchase Order window.

Inventory #	Description	Order	Discount	Cost	Amount
SERIALITEM	SERIAL ITEM	100	0.00	140.00	14000.00
1001-837	PIN COTTER (.062 DIA .500L,	20	0.00	2.00	40.00
LOTDRUG	SAMPLE DRUG WITH LOT	129	0.00	80.00	10320.00
RENTDRILL	Rental Drill	281	0.00	125.25	35195.25
LOTDRUG	SAMPLE DRUG WITH LOT	100	0.00	52.33	3035.14
RENTDRILL	Rental Drill	100	0.00	120.50	1807.50
SERIALITEM	SERIAL ITEM	100	0.00	125.32	11028.16
SERIALITEM	SERIAL ITEM	200	0.00	131.21	10628.01
LOTDRUG	SAMPLE DRUG WITH LOT	200	0.00	70.60	14120.00

Subtotal: 100174.06    FL TAX: 7012.19    Discount: 0.00    Total: 107186.25

When you add or modify an inventory record, the window layout will change to show the following fields where you can enter information.

- **Inventory #** - enter your inventory item number. To search, click on the search icon to the right of the field. Upon entering a valid inventory number, all the relevant data for the item will show
- **Description** - is the description for the item. You can change this if you have specified that the user can change the description for the item at invoicing time
- **Order (Quantity)** - enter how many items will be ordered or purchased, this value should be greater than zero or it will be rejected by the system. Quantity ordered will increase the **On Order** quantity
- **Discount** - enter the discount percentage, if applicable and allowed
- **Cost (Unit)** - enter the unit cost for the item

- **Amount** – is the total cost amount for this item; order quantity times cost minus discount, updated by the system and cannot be changed
- **Note** – is an auxiliary field where you can enter notes about the item. You can change this if you have specified that the user can change the notes for the item

The rest of the fields under the Note, shows information of the order and is handle by the system automatically, you cannot change them.

### **Adding Inventory Items**

To add an inventory item to your purchase order you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Fill all the needed fields as specified in the previous topic and click **OK** to save the record or click **Cancel** to discard your changes.

After adding a record, you will be asked if you want to continue adding more items. Answer appropriately and continue your work.

### **Modifying Inventory Items**

To edit an inventory item first select it, then:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

Change the needed fields and click **OK** to save your changes or click **Cancel** to discard.

### **Deleting Inventory Items**

To delete an inventory item first select it, then:

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or **No** to keep it.



## Purchase Order Payment and Notes

The Payment and Notes page will show you the subtotals and, where you can add a beginning and ending notes. The beginning note will print before starting the detail in your purchase order and the ending (or the system note if you choose) at the end of the details.

For the ending note, you have the option to use a **System Note** with a pre-defined text or a specific text that you can enter directly on this page. Both notes are **optional**.

The screenshot shows a software window titled "Create Purchase Orders" with three tabs: "Purchase Order", "Detail", and "Payment and Notes". The "Payment and Notes" tab is active. The window contains the following fields and controls:

- Purchase #**: 00001788 (with a search icon)
- Vendor #**: ZETA (with a search icon)
- Name**: ZETA CONCEPTS, INC. (with a search icon)
- Subtotal**: 100174.0
- FL TAX**: 7012.19
- Discount**: 0.00
- Total**: 107186.25
- Beginning Note**: A large empty text area for entering a note.
- Ending Note**: A dropdown menu (currently showing "Ending Note") and a large empty text area for entering a note.
- Buttons**: "OK" and "Cancel" buttons at the bottom right.

## **Purchase Quotes**

You can create purchase quotes from your vendors to get merchandise quotes. You can convert them to purchase orders with just one click by the approval process. The purchase quote will not place any inventory **On Order** at the inventory file level until the purchase quote is approved and becomes a purchase order.

To work with this function, select **Purchase Quote** in the **Transactions** menu or click on **Create and Maintain Purchase Quote icon**.

To help you with the data, the system will display the **Purchase Quote Search window** with the following searchable fields to help in the process.

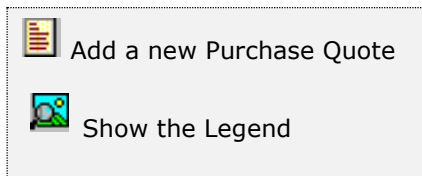
- **Purchase Quote #** - allows you to select all the purchase quotes or just one.
- **Date From** – allows you to select a date (create date) with a calendar popup icon
- **Date To** – allows you to select a date (create date) with a calendar popup icon

The system will display the search window with the **OK** and **Cancel** buttons. Click **OK** to proceed or click **Cancel** to abort and return to the selection option.

The user can combine any criteria, and only those fields entered by the user become part of the query. If no searchable field entered and by clicking the **OK** button, the system will display the search result with all the data.

To reduce duplication of screens, will not include a search window, which behaves the same way as the purchase order.

The user can select the purchase quote by **Double-clicking** on the selected purchase quote or by selecting the purchase quote and clicking the **OK** button.



At the bottom of the Search window, you will find a set of icons that will show available functions.

The user from this window can also add a new purchase quote by clicking the **Add icon** to start a new purchase quote.

The **Browser Legend** will display different colors depending of the status:

**Quoted** – the purchase quote color is **White**

**Selected** – the purchase quote-selected color is **Dark Blue**

### **Searching for a Purchase Quote**

To search for a specific sale quote you can:

- Click on the search icon on the bottom of the window,
- Click the **F1** key on the keyboard

Navigate through the defined records, by means of the bottom movement icons.

Locate the needed record by means of the arrow keys [↑↓] and click **OK** to select it.

To return without making a selection click **Cancel**.

### **Creating a new Purchase Quote**

To create a new purchase quote you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Now you can fill the vendor code and the rest of data in the different pages. Refer to the descriptions and guidelines for the different fields.

To save the new data click **OK** or click **Cancel** to discard it.

### **Modifying an Purchase Quote**

To edit an existing purchase quote first select it, then:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

Move to the appropriate page and change the required data, refer to the description and guidelines of the fields.

Click **OK** to accept and save the new data or click **Cancel** to retain the original.

### **Deleting an Purchase Quote**

To delete an existing purchase quote first select it, then:

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or **No** to keep it.

### **Printing Purchase Quotes**

You can print your purchase quote directly from the purchase quote window, one at a time, as you are creating them. Alternatively, through the **Purchase Quote Printing** function in the **Reports** menu, where you can print single or multiple purchase quotes.

To print your purchase quote directly from the purchase quote window, after you have finished entering data, click on the print icon. In the copies window enter the number of copies you need to print.

### **Approving a Purchase Quote**







When you approve your vendor's purchase quote, you can easily convert it to a purchase order. First, select the appropriate purchase quote. Then, click on the **Approve Purchase Quote** icon on the bottom of the window. A confirmation window will appear and, if **Yes** is selected, a final window will show the new purchase order number assigned after the process, the purchase quote number will become the purchase order number.

All inventory quantities will increase the **On Order** quantity with this process.

To help you entering the data, the Purchase Quote window has three pages: **Purchase Order, Detail;** and **Payment and Notes.**





### Purchase Quote Page

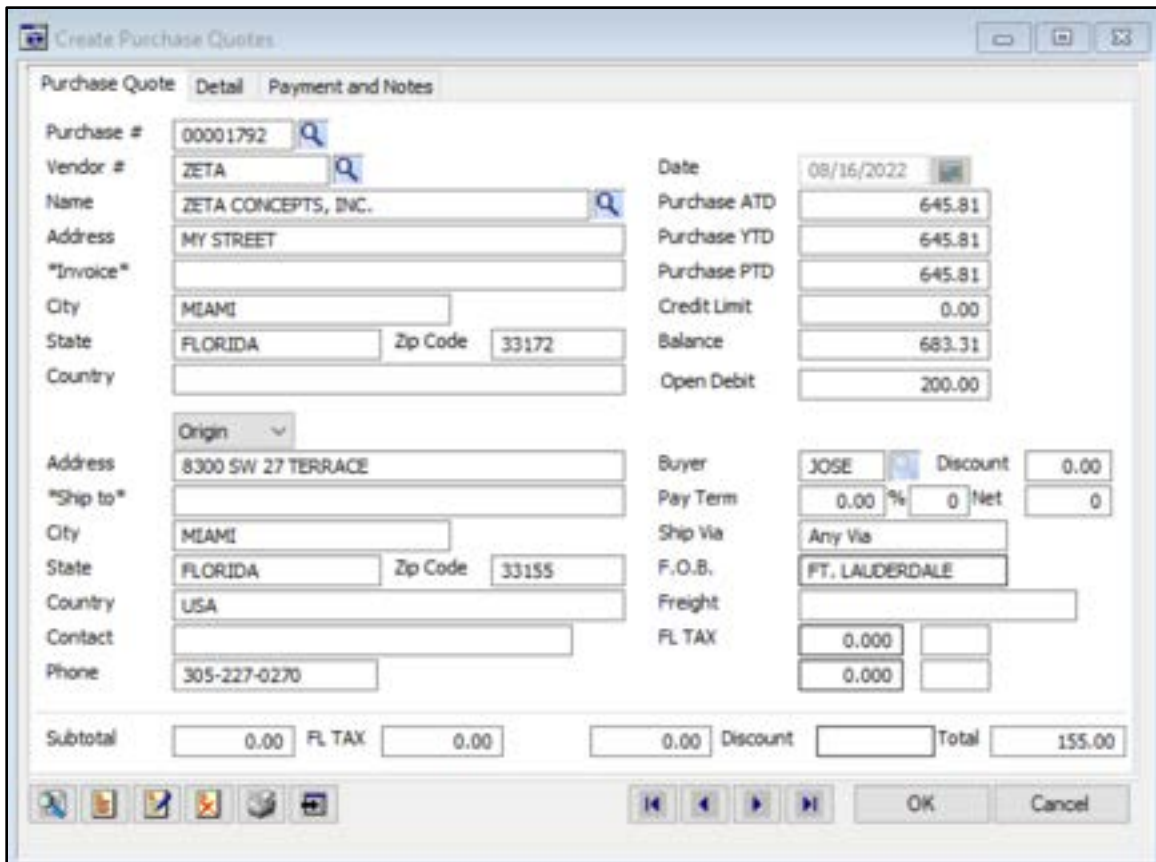
The Purchase Quote page holds your vendor’s data, at the bottom; you will find a set of fields that will show the running totals for the order.

	Search a Purchase Quote
	Start a Purchase Quote
	Edit Purchase Quote
	Delete a Purchase Quote
	Print a Purchase Quote
	Approve a Purchase Quote

You can search, add, edit or delete records by means of the action icons.

You can also navigate through the records by means of the navigation icons.

	Next record
	Previous record
	First record in file
	Last record in file



The screenshot shows the 'Create Purchase Quotes' window with the following data:

Purchase Quote		Detail		Payment and Notes	
Purchase #	00001792	Date	08/16/2022	Purchase ATD	645.81
Vendor #	ZETA	Purchase YTD	645.81	Purchase PTD	645.81
Name	ZETA CONCEPTS, INC.	Credit Limit	0.00	Balance	683.31
Address	MY STREET	Open Debit	200.00	Buyer	JOSE
*Invoice*		Discount	0.00	Pay Term	0.00 % 0 Net 0
City	MIAMI	Ship Via	Any Via	F.O.B.	FT. LAUDERDALE
State	FLORIDA	Freight		FL TAX	0.000
Zip Code	33172	FL TAX	0.000		
Country		Subtotal	0.00	FL TAX	0.00
Origin		Discount	0.00	Total	155.00
Address	8300 SW 27 TERRACE				
*Ship to*					
City	MIAMI				
State	FLORIDA				
Zip Code	33155				
Country	USA				
Contact					
Phone	305-227-0270				

- **Purchase Quote #** - holds the assigned purchase quote number, updated automatically by the system and cannot be changed
- **Vendor #** - enter the vendor ID. You can click on the search icon (to the right of the field) to select the vendor from the list of currently defined vendors. Upon entering or selecting a valid vendor ID, the system will automatically fill in the corresponding fields for the vendor’s record

- **Date** – is the effective date for the purchase quote
- **Name** – contains the vendor's name from the vendor record, up to 35 characters
- **Invoicing Address, City, State, Zip Code and Country** – contains information about the invoicing address for the vendor, you cannot change these fields
- **Shipping Address, City, State, Zip Code and Country** – contains information about the shipping address for the purchase quote. If blank, the shipping address will be your business address, you cannot modify this field

If you want to ship the purchase order to a customer address after approving it from a purchase quote, you can select one of them by specifying **Multiple** in the address drop-down and choose from the multiple address lookup. Selecting **Origin** (the default) from the address drop-down, the primary shipping address stored in the business setup record will be use

To define multiple shipping addresses, refer to [Multiple Shipping Addresses](#)

- **Contact** – is the name of the person that will be contacted when addressing issues with this vendor, updated automatically by the system, either from the vendor record or from one of the shipping address records
- **Phone** – is the phone of the person that will be contacted when addressing issues with this vendor, updated automatically by the system, either from the vendor record or from one of the shipping address records
- **Purchase ATD** – is the total amount of purchases (purchase order) for the vendor up to the current date, updated from the vendor's data, you cannot change this field
- **Purchase YTD** – is the amount of purchases (purchase order) for the vendor from the start of fiscal year up to the current date, updated from the vendor's data, you cannot change this field
- **Purchase PTD** – is the amount of purchases (purchase order) for the vendor from the start of the current period up to the current date, updated from the vendor's data, you cannot change this field
- **Credit Limit** – is the vendor's credit limit, updated from the vendor's data, you cannot change this field
- **Balance** – is the current vendor's balance, updated from the vendor's data, you cannot change this field
- **Open Debit** - is the amount of the vendor's open debit invoices, updated from the vendor's data, you cannot change this field
- **Currency** – is the currency assigned to the vendor, updated from the vendor's data - You can change this field. Will show if only using Multicurrency, otherwise it will not show
- **Exchange Rate** - is the last exchange rates corresponding to the currency assign, updated from the Finance's foreign currency exchange rate table - You cannot change this field. Will show if only using Multicurrency, otherwise it will not show

- **Buyer** – is the code for the assigned Buyer, updated from the vendor’s data. Click on the search icon to the right of the field to select from the list of defined buyers
- **Discount** – is the discount percentage that applies to this purchase quote, updated automatically from the vendor’s record, you can change this field
- **Pay Term conditions**- is the pay term conditions for this vendor, if applicable, updated automatically from the vendor’s record, you can change the fields for this purchase quote
- **Ship Via** – is how to ship the merchandise. **Optional**
- **F.O.B.** – is the FOB location. **Optional**
- **Freight** - is any freight note, if applicable. **Optional**
- **Purchase Tax Rate #1** – specifies the purchase tax rate #1, as defined in **Settings, Change Set Up**
- **Purchase Code #1** – specifies the purchase tax code #1, as specified in **Settings, Change Set Up**
- **Purchase Tax Rate #2** – specifies the purchase tax rate #2, as defined in **Settings, Change Set Up**
- **Purchase Code #2** – specifies the purchase tax code #2, as specified in **Settings, Change Set Up**

**Note:** Depending of the purchase tax defined you will see one or two purchase tax or neither if you did not choose any

## Purchase Quote Detail Page

The Detail page contains a list of the items charged to this purchase order.

Every purchase quote should have, at least, one merchandise item quoted by the vendor.

Purchase Quote: **Detail** | Payment and Notes  
 Quote #    
 Vendor #    
 Name    
 Inventory #    
 Description   
 Order  Discount  Cost  Amount   
 Note   
 Total Char.   
 On-Hand  List Price  Line  LINE 1  
 In-Shop  Rented  Group  BOOKS  
 Booked  Committed  Class  Class 1  
 On Order  Minimum  Subclass  Subclass 2  
 To Order  Maximum  Category  SPARE WOODWARD  
 Subtotal  FL TAX   Discount  Total

When you add or modify an inventory record, the window layout will change to show the following fields where you can enter information.

- **Inventory #** - enter your inventory item number. To search, click on the search icon to the right of the field. Upon entering a valid inventory number, all the relevant data for the item will show.
- **Description** - is the description for the item. You can change this if you have specified that the user can change the description for the item at invoicing time.
- **Order (Quantity)** - enter how many items will be ordered or quoted, this value should be greater than zero or it will be rejected by the system. Quantity ordered will NOT increase the '**On Order**' quantity.
- **Discount** - enter the discount percentage, if applicable and allowed
- **Cost (Unit)** - enter the unit cost for the item



- **Amount** – is the total cost amount for this item, order quantity times cost minus discount, updated by the system and cannot be changed
- **Note** – is an auxiliary field where you can enter notes about the item. You can change this if you have specified that the user can change the notes for the item

The rest of the fields under the Note, shows information of the order and is handle by the system automatically, you cannot change them

### **Adding Inventory Items**

To add an inventory item to your purchase quote you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Fill all the needed fields as specified in the previous topic and click **OK** to save the record or **Cancel** to discard your changes.

After adding a record, you will be asked if you want to continue adding more items. Answer appropriately and continue your work.

### **Modifying Inventory Items**

To edit an inventory item first select it, then:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

Change the needed fields and click **OK** to save your changes or click **Cancel** to discard.

### **Deleting Inventory Items**

To delete an inventory item first select it, then:

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or **No** to keep it.

## Purchase Quote Payment and Notes Page

The Payment and Notes page will show you the subtotals and, where you can add a beginning and ending notes. The beginning note will print before starting the detail in your purchase quote and the ending (or the system note if you choose) at the end of the details

The screenshot shows a software window titled "Create Purchase Quotes" with three tabs: "Purchase Quote", "Detail", and "Payment and Notes". The "Payment and Notes" tab is active. It contains the following fields:

- Quote #: 00001792
- Vendor #: ZETA
- Name: ZETA CONCEPTS, INC.
- Subtotal: 155.00
- FL TAX: 0.00
- Discount: 0.00
- Total: 155.00
- Beginning Note: A large empty text area.
- Ending Note: A dropdown menu with a downward arrow, currently showing "Ending Note", and a large empty text area below it.
- Buttons: "OK" and "Cancel" at the bottom right.

For the ending note, you have the option to use a **System Note** with a pre-defined text or a specific text that you can enter directly on this page.

Both notes are **optional**.

## Receive Merchandise

This transaction takes a previously created purchase order and marks it has been received, creating the corresponding accounts payable invoice. You can receive a total shipment or a partial one. The system will keep track of your backorder quantities to prevent over shipment.

To work with this function, select **Receive Merchandise** from the **Transactions** menu or click on **Receive Merchandise** icon.

To help you with the data, the system will display the **Purchase Order Search window** with the following searchable fields to help in the process.

- **PO #** - allows you to select all the purchase orders or just one.
- **Date From** – allows you to select a date (create date) with a calendar popup icon
- **Date To** – allows you to select a date (create date) with a calendar popup icon

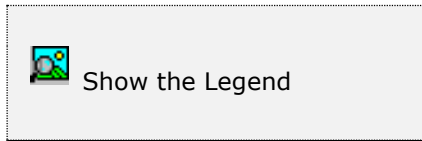
The system will display the search window with the **OK** and **Cancel** buttons. Click **OK** to proceed or click **Cancel** to abort and return to the selection option.

The user can combine any criteria, and only those fields entered by the user become part of the query. If no searchable field entered and by clicking the **OK** button, the system will display the search result with all the data.

To reduce duplication of screens, will include a search window after the user clicks the **OK** button selecting all the data.

PO #	Vendor #	Name	Ordered	Received
00001775	WOODWA	WOODWARD GOVERNOR COMPANY	29382.60	0.00
00001776	WOODWA	WOODWARD GOVERNOR COMPANY	16200.00	0.00
00001777	WOODWA	WOODWARD GOVERNOR COMPANY	17674.80	0.00
00001778	HUGHES	HUGHES SUPPLY, INC.	5232.36	4941.72
00001779	WOODWA	WOODWARD GOVERNOR COMPANY	40000.00	1113.75
00001780	HATCH1	HATCH & KIRK, INC.	1015.46	1015.46
00001782	WOODWA	WOODWARD GOVERNOR COMPANY	0.30	0.00
00001784	AARPIN	A ARPIN VAN LINES	3.43	0.57
00001785	AARPIN	A ARPIN VAN LINES	10.30	10.30
00001786	AAACO	AAA COOPER TRANSPORTATION	36.71	36.71
00001788	ZETA	ZETA CONCEPTS, INC.	107186.25	77571.79
00001789	BLUEROBOTC	BLUE ROBOTICS, INC.	50235.00	50235.00
00001790	ZETA	ZETA CONCEPTS, INC.	145.00	145.00
00001791	ZETA	ZETA CONCEPTS, INC.	0.00	0.00
00001792	ZETA	ZETA CONCEPTS, INC.	155.00	0.00

The user can select the purchase order by **Double-clicking** on the selected purchase order or by selecting the purchase order and clicking the **OK** button.



At the bottom of the Search window, you will find a set of icons that will show available functions.

The **Browser Legend** will display different colors depending of the status:

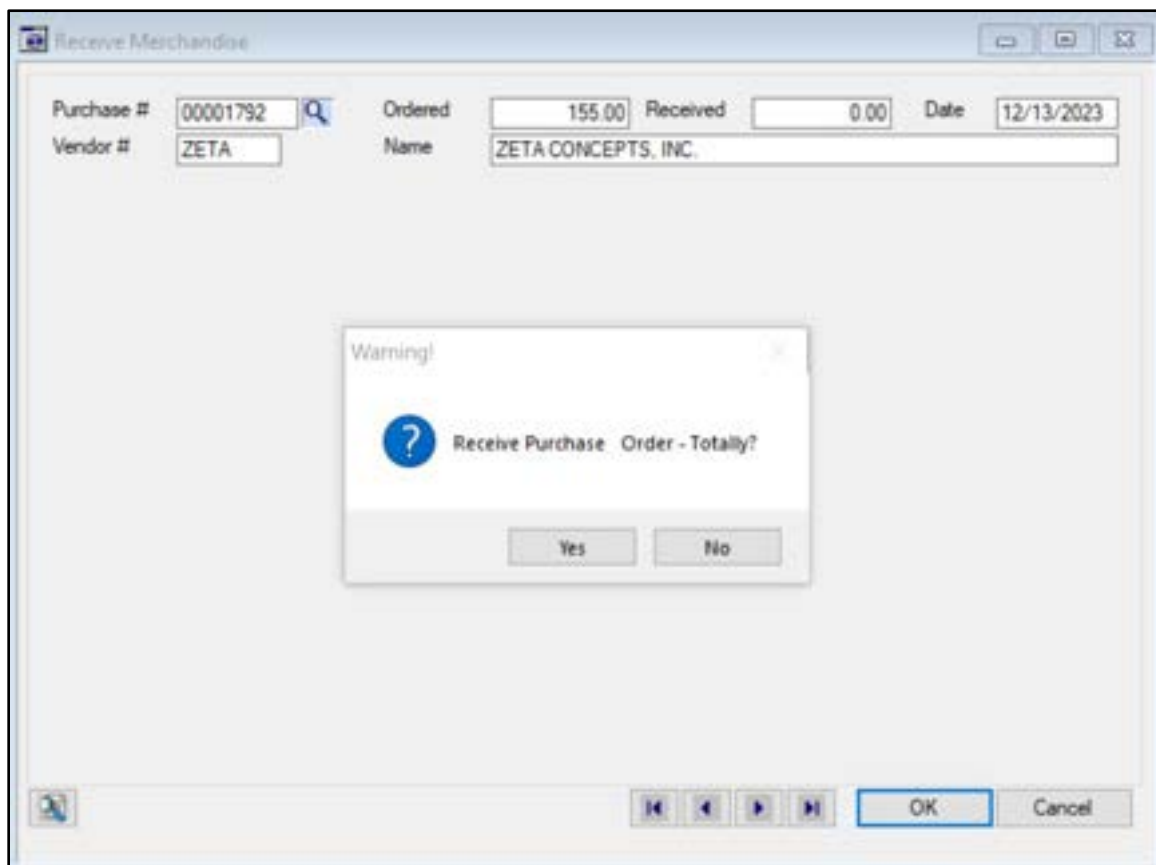
**Totally Received** – the purchase order color is **Red**

**Partially Received** – the purchase order color is **Yellow**

**Ordered** – the purchase order color is **White**

**Selected** – the purchase order-selected color is **Dark Blue** (00001792)

Once you have found your vendor's purchase order, click **OK** to review ordered data and execute the receipt.



The system will ask if you want to receive the purchase order totally or not, answering this question will change the receive quantity in the next screen.

- **Yes** – will make all backorder quantity as same as received quantity
- **No** – will make all backorder quantity as zero

The window layout will change and will show a list with all the items on the order. Every item will show its backorder quantity and, initially, the same receive quantity when answering **Yes, to the totally receive**.

The screenshot shows the 'Receive Merchandise' window. At the top, there are fields for Purchase # (00001792), Vendor # (ZETA), Ordered (155.00), Received (0.00), Date (12/13/2023), and Name (ZETA CONCEPTS, INC.). Below this is a table with the following data:

Inventory #	Description	Receive	B/O	Amount
1001-837	PIN COTTER (.062 DIA .	500	500	155.00

At the bottom of the window, there are icons for navigation and buttons for 'OK' and 'Cancel'.

To change the receive quantity for an item, select it and click on the **Edit icon** in the bottom of the window or click the **F5** key on the keyboard. Enter the new receive quantity (can be zero (0) or a positive number less than or equal to the B/O - backorder quantity). Click **OK** to accept the new quantity or click **Cancel** to retain the original.

Every item will show its backorder quantity and, initially, the receive quantity will show as zero when **answering No, to the totally receive.**

Inventory #	Description	Receive	B/O	Amount
1001-837	PIN COTTER (.062 DIA.)	500	0	0.00

Any receive quantity that is less than the backorder quantity will show in a red background for easy identification.

When you are sure of the receiving quantities, click on the **Receive Merchandise icon** at the bottom of the window to execute the transaction. A window asking to confirm will appear. Answer **Yes** to generate the corresponding accounts payable invoice and mark the appropriate items as received.

## Additional Expenses

Before receiving the merchandise, you can add additional expense to this shipment.

To include Additional Expenses in the received merchandise window, click on the **Additional Expense icon** at the bottom of the window. A new window will show.

- Click on the **Add icon** at the bottom of the window or click **F3** key on the keyboard to add an expense
- You should enter the following fields: Vendor # (FedEx for example), Invoice number, Date, Reference, Description and Amount
- The Vendor #, Invoice # and Amount are required fields
- The Vendor should be a vendor record already created
- The expense will be added to the cost of the merchandise received
- The Accounts Payable invoice for this expense will be created when the merchandise is received

The screenshot displays the 'Additional Expenses' window. At the top, there are fields for Purchase # (00001792), Ordered (155.00), Received (0.00), and Date (12/13/2023). Below these are Vendor # (ZETA) and Name (ZETA CONCEPTS, INC.). A table with columns Vendor #, Invoice #, Date, Reference, Description, and Amount is visible. An 'Additional Expenses' dialog box is open, showing fields for Vendor # (FED001), Invoice # (1234), Date (12/14/2023), Reference (FREIGHT), Description (FREIGHT TO SHOP), and Amount (50.00). The dialog box has 'OK' and 'Cancel' buttons at the bottom.

### **Vendor Invoice – 3 Way Match**

When you are ready to receive the merchandise with the additional expense (optional), select the appropriate **Receive Merchandise** icon at the bottom.

Window displays: **Receiving Merchandise in Purchase Order # 00001792?**

Click the Yes button to confirm.

When the transaction is finished, a window will show up to **Post Vendor Invoice**. Either way the vendor invoice will be posted, by forcing a **3 Way Match** between the merchandise received, the account payable account to the vendor and the inventory account.

You have two options:

- (1) Post to the vendor accounts payable account # manually, or
- (2) Post to the suspense account # if you opt to not post the invoice

**To post the invoice manually** you should answer **Yes** to **Post A/P to Vendor** and enter the following fields:

- Invoice number, Date, Reference, Description and Amount
- The Invoice # and Amount (from merchandise received) are required fields
- The Accounts Payable invoice for this transaction will be created

The screenshot shows the 'Receive Merchandise' window with the following data:

Inventory #	Description	Receive	B/O	Amount
1001-837	Post Vendor Invoice		0	0.00

The 'Post Vendor Invoice' dialog box contains the following fields:

Vendor #	ZETA
Invoice #	123456
Date	12/14/2023
Reference	PIN REC
Description	MERCH RECEIVED
Amount	155.00



At the **Inventory** record, when the **Receive Merchandise** process is completed and by selecting the **Perpetual Method**, the system updates the following:

- The On-Hand quantity increases by the units received
- The Average Cost, includes Additional Expenses cost (Freight) if any applied. The total number of units received for all items received plus the freight charges and any additional charges in a weighted average method (Distributed Cost).
- The Last Cost Amount, no expense cost is included
- The Last Cost Date
- The On-Order quantity is reduced by the units received

At the **Multiple Vendor** file at **Inventory** module, when the **Receive Merchandise** process is completed and by selecting the **Perpetual Method**, the system updates the following:

- Vendor #
- Purchase Order #
- Vendor's Part #
- Received Date
- Quantity of one (1)
- Cost amount received, no additional expenses (Freight) is included

Receive Merchandise

Purchase # 00001792    Ordered 155.00    Received 155.00    Date 12/13/2023  
Vendor # ZETA    Name ZETA CONCEPTS, INC.

Inventory #	Description	Receive	B/O	Amount
1001-837	PIN COTTER (.062 DIA.)	0	0	0.00

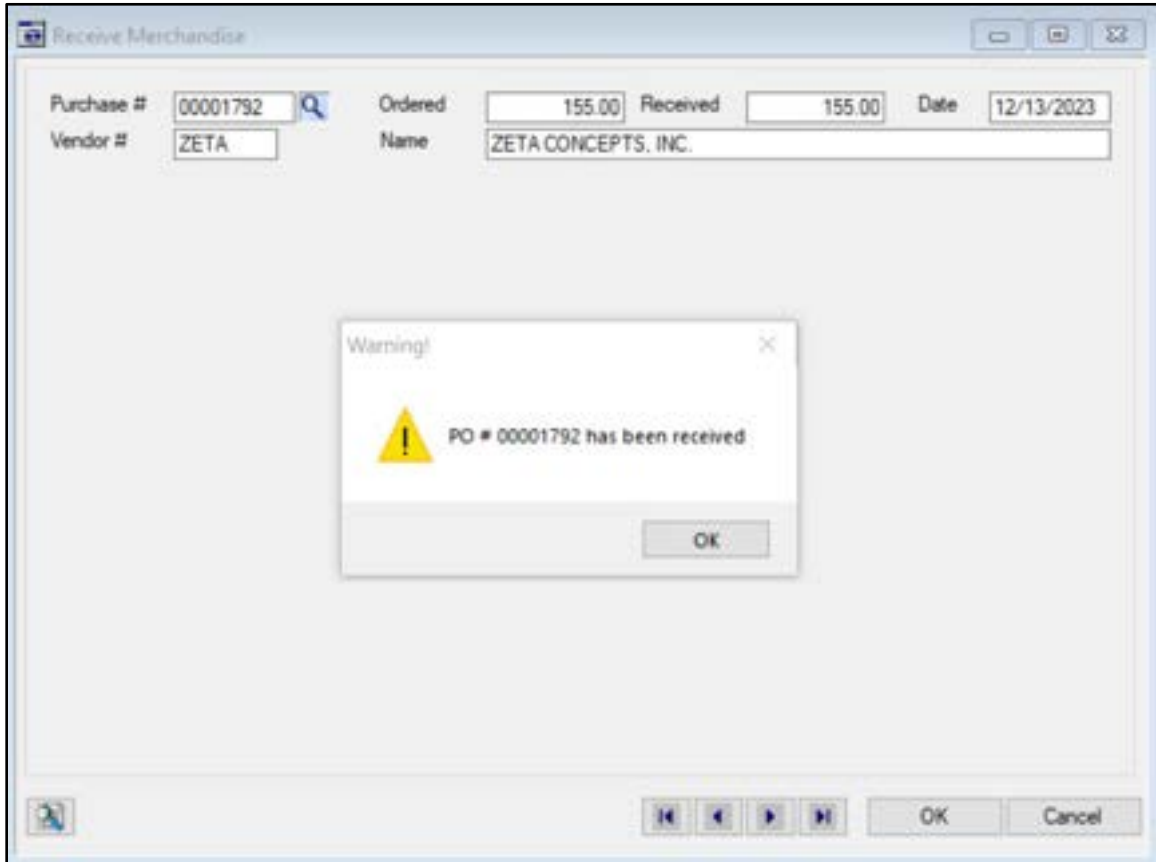
Warning!

! Invoice # 123456 created from PO # 00001792

OK    Cancel

After posting the invoice manually, the system will display a warning message, indicating that an invoice, in this case # 123456, has been created from the purchase order received (PO # 00001792).

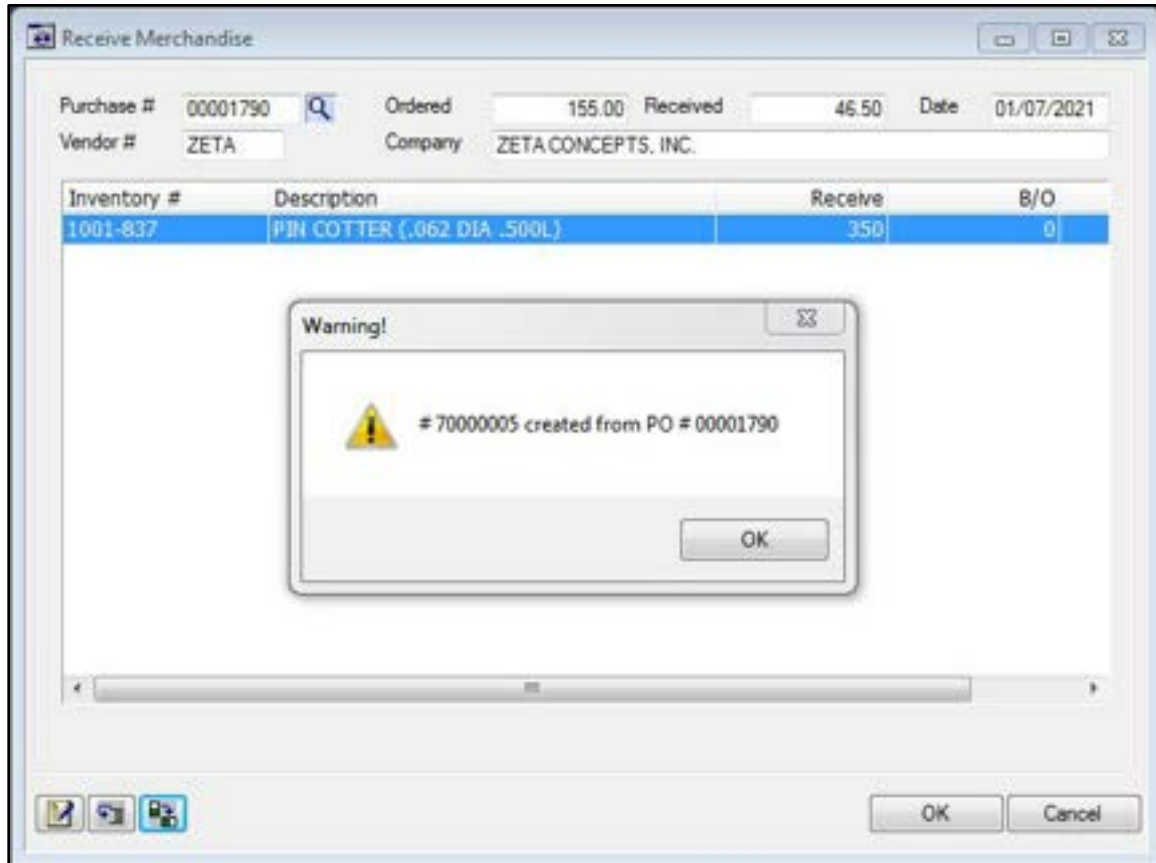
During the receiving process, the system matches the account payable amount with the inventory account by the received merchandise amount, this way the inventory report always matches the vendor accounts payable.



**Posting the invoice to suspense, answering No, to Post A/P to Vendor**

If you try to cancel or close the **Post Vendor Invoice** window, the system will prompt you with a message:

- **The invoice will be posted to a Suspense Account to reflect the Inventory increase.**



After clicking the **OK** button of the prior message, the system will post the invoice automatically, and the system will display a warning message, indicating that an invoice, in this case # 70000005, has been created from the purchase order received (PO # 00001790).

This is an automated invoice posted when the user **Cancel** or tries to close the **Post Vendor Invoice** window.

Following the explanation of the invoice posted to the suspense account, by opening the invoice posted automatically by the system:

The **Invoice #** 70000005 and the **To Charge** 2102 account comes from the menu **Change System Set Up** form the **Settings** section, as the corresponding **Initial Suspense Payable** and the **Suspense Account**.

The **Reference** and **Check Memo** defaults to **AUTO**, and the **Invoice Amount** is the total amount of the merchandise received, in this case 50 units at 0.31 equals \$15.50.

Post Invoices from Vendors

Vendor #	ZETA	Open Debit	200.00
Name	ZETA CONCEPTS, INC.	Balance	683.31

Invoice #	70000005	Due Date	01/07/2021
Invoice Date	01/07/2021	Discount Date	01/07/2021
Purchase Order #	00001790	No Discount	0.00
Reference	AUTO Urgency 2	With Discount	0.00
Check Memo	AUTO	To Charge	2102
Invoice Amount	15.50	Card Charge	<input type="checkbox"/>
Pay Term	0.00 % Net 0 Days 0	Invoice Type	A/P Invoice
		Federal 1099	<input type="checkbox"/>

OK Cancel

### Three Way Match Process Journal Entry

The following will show, the three Way Match process for the merchandise received:

- After the system creates the automatic A/P invoice to the vendor when receiving the merchandise:

Vendor ZETA Account	Debit	Credit
Inventory	15.50	
Suspense Payable		15.50

- After receiving the vendor invoice for the same amount for the merchandise received. The user must change the Reference, Check Memo and **Suspense Payable (2102)** to the **Account Payable (2101)** at the **Post Invoice from Vendor** window before **Period End Closing**, so the A/P Aging Report (Forecast or Past Due) balance matches the chart A/P account (2101). Otherwise, if it happens after period end closing, the user must create a Journal Entry closing the Suspense Payable account and increasing the Accounts Payable account, the Reference and Check memo cannot be changed at the invoice vendor level:

Journal Entry	Debit	Credit
Suspense Payable	15.50	
Accounts Payable		15.50

- This scenario happens after period end closing, and the inventory cost when the invoice received is for a different amount, the received cost was \$ 0.33 of 50 units (\$16.50) instead of the \$ 0.31 of 50 units (\$15.50). The Reference and Check memo for the prior invoice cannot be changed at the invoice vendor level. The user must create the following steps to match the inventory and the vendor accounts payable:
  - a. The user must create a Journal Entry closing the Suspense Payable account and increasing the Accounts Payable account

Journal Entry	Debit	Credit
Suspense Payable	15.50	
Accounts Payable		15.50

- b. The user must post a new account payable for the difference amount for the same vendor ZETA, to increase the vendor balance and the inventory balance. The system will post an automatic entry:

Vendor ZETA Account	Debit	Credit
Inventory	1.00	
Accounts Payable		1.00

- Now that the inventory account and accounts payable account balances are correct, the user must adjust the inventory cost for the **Three Way Match** to balance.
  - a. Find out the current units and current cost of the inventory, 186 units at the cost of \$ 0.31, total \$ 57.66. We received 50 units at a cost of \$ 0.33, for a total of \$ 16.50, which is a difference of \$1.00.
  - b. The user, must adjust the inventory, in order to increase the inventory to the correct cost, you divide the difference by the units ( $\$ 1.00/186$ ), because the difference is less than \$ 0.01 the user has two options, one is to charge the inventory cost increase to inventory adjust (expense) from the vendor invoice posted before and leave the inventory cost of \$ 0.31.

Vendor ZETA Account	Debit	Credit
Inventory Adjust	1.00	
Inventory		1.00

- c. If you go the other way, you leave the Invoice posted as before Inventory against Account Payable for \$ 1.00. In addition, increase the inventory for \$ 0.01 to \$ 0.32 for a total cost \$1.86. By accessing the **Inventory Adjustment option**, and increasing the inventory to the correct cost of \$ 0.32, the system will create an automatic posting.

Automatic Journal Entry	Debit	Credit
Inventory	1.86	
Inventory Adjust		1.86

Now you will have to create a journal entry to reduce the inventory to correct amount, because you have already increased the inventory when you posted the invoice. This will give you an Accounts Payable of \$ 1.00, Inventory increase for \$ 1.86 and a credit expense to inventory Adjust for \$ 0.86.

Journal Entry	Debit	Credit
Inventory Adjust	1.00	
Inventory		1.00

## **AP Invoices**

With **Zeta Pro™**, you can easily organize and monitor your Account Payables invoices, or the money you owe to suppliers or vendors.

To work with this function, select **Post Vendor Invoices** from the **Transactions** menu or click on the **Post Invoices from Vendors icon**.

To help you with the data, the system will display the **Vendor Search window** with the following searchable fields to help in the process.

- **Vendor #** – allows you to select all the vendors or just one.
- **Date From** – allows you to select a date (create date) with a calendar popup icon
- **Date To** – allows you to select a date (create date) with a calendar popup icon

The system will display the search window with the **OK** and **Cancel** buttons. Click **OK** to proceed or click **Cancel** to abort and return to the selection option.

The user can combine any criteria, and only those fields entered by the user become part of the query. If no searchable field entered and by clicking the **OK** button, the system will display the search result with all the data.

To reduce duplication of screens, will not include an entry search window, which behaves the same way as any search window.

Vendor #	Name	Telephone	Balance
SIRIUSXM	SIRIUS XM RADIO		0.00
SKY001	SKYWORLD INTERNATIONAL COURIERS, INC	305-477-0996-	0.00
SOU002	AT & T BELLSOUTH		75.00
SOU011	SOURCEMATE INFORMATION SYSTEMS, INC	800-844-8896-0	0.00
SPRINT	SPRINT PCS	1-888-211-4727	298.17
SUNBEAMAUT	SUNBEAN AUTO BODY	904-725-7272	0.00
SUNPASS	SUNPASS		0.00
SWVENDOR	SOFTWARE VENDOR		0.00
U-HAUL	U-HAUL OF DADELAND	305-661-2182	0.00
UPS001	UNITED PARCEL SERVICE	305-238-0134-PD	0.00
USP001	UNITED STATES POSTAL SERVICE	800-275-8777	0.00
VISTAPRINT	VISTA PRINT		0.00
WALMART	WALMART		0.00
WELLSF	WELLS FARGO	800-225-5935	0.00
WESTUN	WESTERN UNION		0.00
ZETA	ZETA CONCEPTS, INC.		338.31



The user can select the vendor by **Double-clicking** on the selected vendor or by selecting the vendor and clicking the **OK** button.

**Note:** If no search specified, the search result will include all vendors.



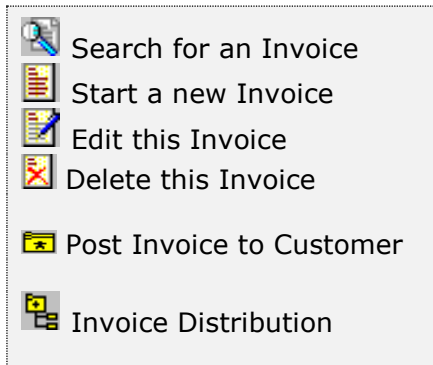
At the bottom of the Search window, you will find a set of icons that will show available functions.

The **Browser Legend** will display different colors depending of the status:

**Active** – the vendor color is **White**

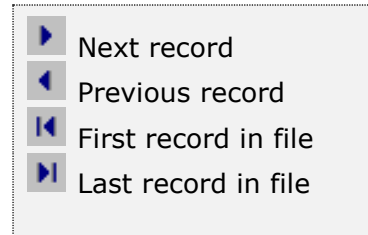
**Selected** – the vendor-selected color is **Dark Blue** (ZETA)

### Posting Vendor Invoice



You can search, add, edit or delete records by means of the action icons.

You can also navigate through the records by means of the navigation icons.



To post the vendor invoice you will have to provide the following information:

- **Invoice #** - it holds the assigned invoice number from the vendor. If a vendor invoice with the same invoice number has already been created for a given vendor, a message alert will show preventing the creation of duplicate invoices. Invoice lookup is also available during invoice posting to determine whether the vendor's invoice is paid or outstanding, required field
- **Date** - is the effective date for the invoice, required field
- **Purchase Order #** – contains your Purchase Order #, if applicable, **Optional**
- **Reference** – enter a reference for this invoice, if applicable, **Optional**
- **Urgency** – is the Urgency for this invoice, you can change the urgency code to prioritize the invoice when applying payments and printing check. Filled in automatically from the vendor's record, you can change this record
- **Check Memo** – it is what will print in the check memo field
- **Invoice Amount** – enter the vendor's invoice amount, required field

The screenshot shows the 'Post Invoices from Vendors' window with the following data:

Field	Value
Vendor #	ZETA
Vendor Name	ZETA CONCEPTS, INC.
Open Debit	200.00
Balance	683.31
Invoice #	12345
Invoice Date	01/07/2021
Purchase Order #	00001790
Reference	PIN
Urgency	2
Check Memo	MERCH RECEIVED
Invoice Amount	31.00
Pay Term	0.00 % Net 0 Days 0
Due Date	01/07/2021
Discount Date	01/07/2021
No Discount	0.00
With Discount	0.00
To Charge	2101
Card Charge	<input type="checkbox"/>
Invoice Type	A/P Invoice
Federal 1099	<input type="checkbox"/>

- **Pay Term** – is the discount, in percentage, granted if you pay within the number of days defined in the following field
- **Net Days** – is the number of days that allow you to collect the discount specified in the previous field
- **Days due** – is the number of days that the vendor's invoice remains current. After this period the invoice will be overdue
- **Due Date** – is the due date of the invoice calculated by the system, invoice date times the due number of days, example: Invoice date is August 15 and the due number of days is 30, the Due Date will be September 14
- **Discount Date** – is the discount date of the invoice calculated by the system, invoice date times the Net number of days, example: Invoice date is August 15 and the Net number of days is 10 for the discount to apply, the Discount Date will be August 25
- **No Discount** – is the discount Not to apply to the invoice amount, example: Invoice amount is \$400.00 and the discount is 2%, if you enter \$200 at the **No Discount** field, the system will calculate only \$4.00 of discount at the **With Discount** field. If you do not enter any amount or zero (0) to this field, the system will calculate \$8.00 (Invoice Amount times the Discount) at the **With Discount** field
- **With Discount** – is the with discount amount calculated by the system, see above

- **To Charge** – input or search (clicking on the search icon) the corresponding Accounts Payable charge account, as defined at the **Change Set Up** option of the **Settings menu**.
- **Card Charge** – the invoice will be charge to a Credit Card, if selected a window will open to select a **Credit Card Vendor** to charge this invoice. You can chose to pay by credit card when posting an A/P invoice and maintain an accurate purchase history for this vendor and a clear payment history for the credit card vendor. Only those vendors with Credit Card Payment flagged at the vendors record will show in the list, see [Credit Card Invoices](#). This feature can be used to process employee reimbursement transactions, where each purchase will be tracked under the regular vendor and the payment under the employee, each employee should have an employee reimbursement vendor record.
- **Invoice Type** – is the invoice type, with **Zeta Pro™** you can post to vendors different type of invoices:
  - **A/P Invoice** – the invoice will be posted with the regular A/P distribution
  - **RO Invoice** – the invoice will be posted to an open Repair Order, see [Posting A/P Invoice to Customer](#)
  - **SO Invoice** - the invoice will be posted to an open Sales Order, see [Posting A/P Invoice to Customer](#)
- **Federal 1099** – the invoice will be considered a 1099 invoice if flagged. After is flagged, a Drop-down will open to select for the appropriate 1099 form.

### Posting A/P Invoice Distribution

After entering the data for the Invoice, you will enter the distribution of the invoice or the compensation of the invoice. The first nine accounts that will show on the distribution list will come up from the compensation account of the vendor's record.

Adding a new distribution:

- **Account #** – is the first account from the vendor's record, accept or change the account by clicking on the search icon.
- **Amount** – is the amount charge to this account #, the system will deduct it from the balance of the invoice, which will be the Invoice Amount from the prior screen; you will have to keep adding new distribution until you deplete the balance to zero (0). The System will not let you finish posting until the balance is zero.

The screenshot shows the 'Post Invoices from Vendors' window. The 'Accounts' dialog box is open, displaying a table with the following data:

Account #	Amount
1102	31.00

A red bar at the bottom of the dialog box indicates 'Balance = 0.00'. The background window shows the following information:

Vendor #: ZETA  
Name: ZETA CONCEPTS, INC.  
Open Debit: 200.00  
Balance: 683.31

After finishing posting the distribution amount or amounts, the A/P Invoice posted will go back to the A/P Invoice posting screen.

After the invoice is posted, the system updates the following by increasing:

- Purchase ATD (Amount to Date)
- Purchase YTD (Year to Date)
- Purchase PTD (Period to Date)

### **Modifying a Vendor Invoice**

To edit an invoice first select it, then:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

Move to the appropriate page and change the required data, refer to the descriptions and guidelines for the different fields.

Click **OK** to accept and save the new data or click **Cancel** to retain the original.

### **Deleting a Vendor Invoice**

To delete an invoice first select it, then:

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or **No** to keep it

When the invoice is deleted, the system updates the following by decreasing:

- Purchase ATD
- Purchase YTD
- Purchase MTD

### **Changing a Vendor Invoice Distribution**

To change a vendor invoice distribution, first select the **Invoice Distribution icon**, then:

- Click on the add, edit or delete icon on the bottom of the window to change the distribution

Click **OK** to accept and save the new data or click **Cancel** to retain the original.

## Posting A/P Invoice to Customer

To post the Accounts Payable Invoice to a Customer Sales Order or to a Customer Repair Order you will provide the same data needed for a regular A/P Invoice and only have to change the Invoice Type when posting the invoice:

- **RO Invoice** – the invoice will be posted to an open Repair Order
- **SO Invoice** - the invoice will be posted to an open Sales Order

Posting of the A/P Invoice to a Customer through a Repair Order or a Sales Order will add a line or lines to the order from the posting of A/P Invoice.

The screenshot shows the 'Post Invoices from Vendors' window. The Vendor information is ZETA (ZETA CONCEPTS, INC.) with an Open Debit of 200.00 and a Balance of 683.31. The Invoice # is 1234002, dated 08/15/2022, with a Due Date of 09/14/2022 and a Discount Date of 08/15/2022. The Invoice Amount is 500.00, and the Pay Term is 0.00 % Net 0 Days 30. The Invoice Type is set to 'RO Invoice'. The 'To Charge' field is set to 2101. The 'Check Memo' field contains 'In Repair Order'. The 'Reference' field is 'To Cust' with an 'Urgency' of 2. The 'No Discount' and 'With Discount' fields are both 0.00. The 'Card Charge' and 'Federal 1099' checkboxes are unchecked. The dialog has 'OK' and 'Cancel' buttons at the bottom right.

After entering the data for the Invoice, the system will be adding a new line to the Sales Order or to the Repair Order, next are the fields needed to complete the task:

- **Account #** - is the distribution account from the vendor's record, accept or change the account by clicking on the search icon. The first nine accounts will be listed, and it will come from the compensation account of the vendor's record.
- **Amount** – is the amount charge to this account #, the system will deduct it from the balance of the invoice, which will be the Invoice Amount from the prior screen. You will have to keep adding new distribution until you deplete the Balance to zero (0). The System will not let you finish posting until the balance is zero.

- **Repair # or Sales Order #** - the Repair number or the Sales number that this A/P Invoice will be posted to
- **Inventory #** - the inventory # that will be posted to the Repair or Sales Order
- **Order Quantity** – the quantity that will be posted to the Repair or Sales Order
- **Price** – the price per unit posted to the Repair or the Sales Order
- **Transferred** – the unit has been posted or not to the Repair or the Sales Order

Post Invoices from Vendors

Vendor # ZETA Open Debit 200.00

Name Accounts

Account #	Amount	RO Invoice	Inventor...	Order	Price	Transferr...
Balance = 0.00						

Account # 8001 Inventory # 1001-853

Amount 500.00 Order 8

Repair # 00001230 Price 100.00

OK Cancel

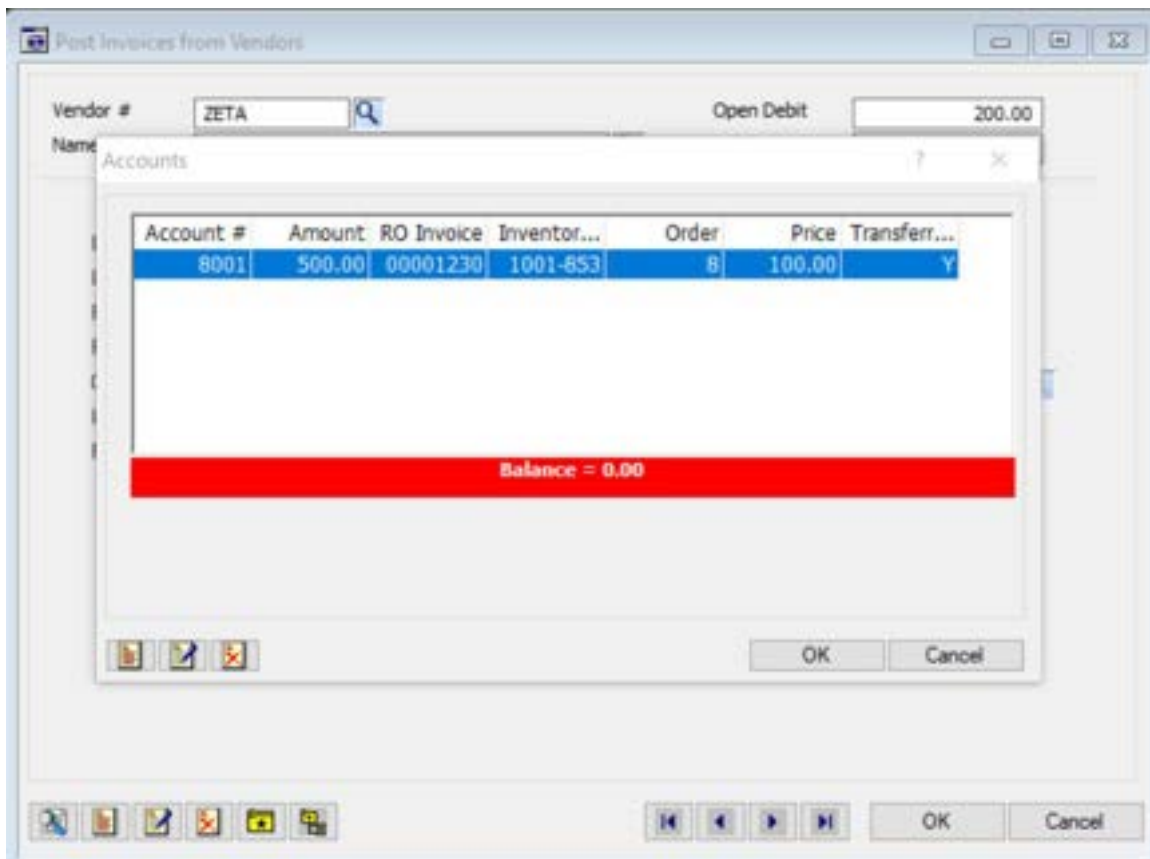
In this example you are creating a line to the Repair Order # 00001230 for eight (8) units ordered (sold) for a price of \$100.00 each of the Inventory # 1001-853. The sales price is posted from this transaction of 8 units at \$100 = \$800, and the cost of the inventory item comes from the inventory record, which should have been previously received at a cost of \$500/8 units = \$62.50 per units.

The A/P Invoice will post to the Account # 8001 (Cost of Goods Sold) for \$500.00

You can post more than one line to the Repair Order; you just have to keep adding new records to the Repair Order Distribution until you deplete the total amount of the A/P Invoice Amount.

#### Limitation of the Process:

1. User cannot change the Invoice Type after posting, example from RO Invoice to SO Invoice or to A/P Invoice
2. User can only post to **Open** Repair Orders or to **Open** Sales Order
3. Multiple Sales Order or multiple Repair Order can be updated at the same time
4. Posting can be done only once, lines deleted or changed after initial posting will not update the Sales Order or the Repair Order, please delete them or change them manually at the Sales or Repair Order
5. Only new lines added after the initial posting can be posted again
6. When items are in Backorder due to the business process, this can change the status of the Repair Order from **Ready to Repair** to **Missing Parts**





After you have finish posting the detail lines, the next step is to process the posting of the A/P invoice to the customer by clicking on the **Post A/P Invoice to Customer icon** for this purpose.

### **Posting Process**

To execute this function, follow these steps:

1. Select the A/P Invoice to process
2. Click on the **Post A/P Invoice to Customer icon**
3. A confirmation window will appear **Are you sure you want to continue?** by answering affirmatively, the process will execute. If you answer **No** your selection will be cancelled
4. When the process ends, a window will appear showing process has ended and how many detail lines added

## **Payment Approval**

This function takes a previously created invoice and approves the total or partial amount for payment. These amounts are used when printing checks or posting payments.

To work with this function, select **Payment Approval** from the **Transactions** menu or click on **Approve Payments to Invoices** icon.

To help you with the data, the system will display the **Vendor Search window** with the following searchable fields to help in the process.

- **Vendor #** – allows you to select all the vendors or just one.
- **Date From** – allows you to select a date (create date) with a calendar popup icon
- **Date To** – allows you to select a date (create date) with a calendar popup icon

The system will display the search window with the **OK** and **Cancel** buttons. Click **OK** to proceed or click **Cancel** to abort and return to the selection option.

The user can combine any criteria, and only those fields entered by the user become part of the query. If no searchable field entered and by clicking the **OK** button, the system will display the search result with all the data.

To reduce duplication of screens, will not include a search window, which behaves the same way as any search window.

The user can select the vendor by **Double-clicking** on the selected vendor or by selecting the vendor and clicking the **OK** button.

**Note:** If no search specified, the search result includes only those vendors with open invoices balance.



At the bottom of the Search window, you will find a set of icons that will show available functions.



The **Browser Legend** will display different colors depending of the status:

**Active** – the vendor color is **White**

**Selected** – the vendor-selected color is **Dark Blue**





## Approving Payment to Invoices

After selecting the vendor, the system will display the following window, where the user will select the invoice to approve payment via the invoice search or lookup.

 Search for an Invoice  
 Approve Payment to Invoice

You can search records by means of the action icons.

You can also navigate through the records by means of the navigation icons.

 Next record  
 Previous record  
 First record in file  
 Last record in file

Approve payments to Invoices
⏪ ⏩ ⏴ ⏵

Vendor #	<input type="text" value="ZETA"/>		Open Debit	<input type="text" value="200.00"/>
Name	<input type="text" value="ZETA CONCEPTS, INC."/>		Balance	<input type="text" value="683.31"/>

Invoice #	<input type="text" value="1234002"/>				
Invoice Date	<input type="text" value="08/15/2022"/>				
Discount Date	<input type="text" value="08/15/2022"/>				
Due Date	<input type="text" value="09/14/2022"/>				
Suggested Discount	<input type="text" value="0.00"/>		Approve Amount	<input type="text" value="0.00"/>	
Finance Charges	<input type="text" value="0.00"/>		Discount	<input type="text" value="0.00"/>	
Paid Charges	<input type="text" value="0.00"/>		Charges	<input type="text" value="0.00"/>	
Invoice Amount	<input type="text" value="500.00"/>		Adjustment	<input type="text" value="0.00"/>	
Amount Paid	<input type="text" value="0.00"/>		Debits	<input type="text" value="0.00"/>	
Invoice Balance	<input type="text" value="500.00"/>		Urgency	<input type="text" value="2"/>	

⏪ ⏩ ⏴ ⏵
OK Cancel

After selecting the invoice for approval, the user clicks the **Approve Payment to Invoice** icon; the system will open up different fields depending on the circumstances, see below.

The screenshot shows a dialog box titled "Approve payments to invoices". It contains the following fields and values:

Vendor #	ZETA	Open Debit	200.00
Name	ZETA CONCEPTS, INC.	Balance	683.31
Invoice #	1234002	Approve Amount	450.00
Invoice Date	08/15/2022	Discount	0.00
Discount Date	08/15/2022	Charges	0.00
Due Date	09/14/2022	Adjustment	50.00
Suggested Discount	0.00	Debits	0.00
Finance Charges	0.00	Urgency	2
Paid Charges	0.00		
Invoice Amount	500.00		
Amount Paid	0.00		
Invoice Balance	500.00		

- **Approve Amount** – is the amount for approval, **will always open up** to include an amount, cannot be greater than the invoice balance.
- **Discount** – is the discount amount, **if invoice has a suggested discount will open** to include an amount, and cannot be greater than the suggested discount.
- **Charges** – is the charges amount, **if invoice has finance charge will open** up to include an amount, and cannot be greater than the finance charge.
- **Adjustment** – is the adjustment amount, **will always open up** to include an amount, and cannot be greater than the invoice balance.
- **Debits** – is the debit amount, **if is a credit invoice**, meaning an invoice with negative value, it **will open up to** include an amount, and cannot be greater than the invoice balance.
- **Urgency** – is the urgency for this invoice, **will always open up** to include the urgency, you can change the urgency code to prioritize the invoice when applying payments and printing check.

Click **OK** to accept and save the new data or click **Cancel** to abort and return.

## **Payment and Transfer**

**Zeta Pro™** has a flexible way to handle the A/P vendor's invoice payments. With this process, you apply a payment, either by Check or by Transfer to pending invoices (and close if the entire amount is paid).

### **Post Payment**

To work with this function, select **Payment and Transfer** from the **Transaction** menu and then select **Post Payment** from the submenu or click on **Post Payments and Transfers** icon.

To help you with the data, the system will display the **Vendor Search window** with the following searchable fields to help in the process.

- **Vendor #** – allows you to select all the vendors or just one.
- **Date From** – allows you to select a date (create date) with a calendar popup icon
- **Date To** – allows you to select a date (create date) with a calendar popup icon

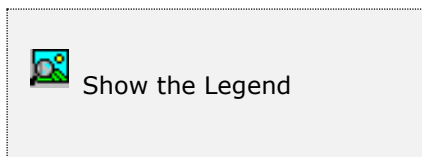
The system will display the search window with the **OK** and **Cancel** buttons. Click **OK** to proceed or click **Cancel** to abort and return to the selection option.

The user can combine any criteria, and only those fields entered by the user become part of the query. If no searchable field entered and by clicking the **OK** button, the system will display the search result with all the data.

To reduce duplication of screens, will not include a search window, which behaves the same way as any search window.

The user can select the vendor by **Double-clicking** on the selected vendor or by selecting the vendor and clicking the **OK** button.

**Note:** If no search specified, the search result includes only those vendors with open invoices balance.



At the bottom of the Search window, you will find a set of icons that will show available functions.

The **Browser Legend** will display different colors depending of the status:

**Active** – the vendor color is **White**

**Selected** – the vendor-selected color is **Dark Blue**

The following topics describe how to pay the vendor's invoices.

You must have, at least, one open invoice in order to use this option. A message will display **No Open Balance to Pay**, if the vendor has no invoice posted.

Enter the vendor's code or you can start a search by clicking the search icon on the bottom of the window, or you can navigate through the navigation icons. The system will show the balance and open debit amounts.

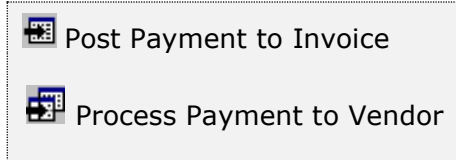
After selecting the vendor and clicking the **OK** button. The window will show data to select the bank and payment dates, follow the next steps:

The screenshot shows a software window titled "Post Payments and Transfers". At the top, there are fields for "Vendor #" (ZETA) and "Name" (ZETA CONCEPTS, INC.). To the right, "Open Debit" is 200.00 and "Balance" is 683.31. A red banner in the center says "\*\*\* Please enter information \*\*\*". Below this is the "Post Check Payment Information" section with the following fields: "Bank #" (01, Nationsbank), "Date" (12/13/2023), "Differed" (checkbox), "Date" (12/13/2023), and "Number" (00012956). At the bottom, there are buttons for "Check", "Transfer", "OK", and "Cancel".

- First select the form of payment, either **Check or Transfer**, by default starts with **Check**; the number will display appropriately.
- Now that you know the payment type, select the **Bank #** by clicking on the search icon.
- **Date** - The payment date, default is the system date
- **Differed** - If the payment will be differed to another date (if applicable).
- **Differed Date** - If differed is flagged, is the differed date (if applicable).
- **Number** – Is the check or transfer number. The initial check and transfer number are setup at the **Bank Setup** page at the **Change System Set Up** option.

Confirm that this is the bank and the form of payment you want to process by clicking the **OK** button.

The next window will show data to select the invoice to pay. The system will display several columns: Invoice #, Balance, Charges, Payment, Discount and Adjustment; and at the bottom, the icons corresponding to the following actions:



Select the appropriate invoice by selecting the invoice from the list:

Post Payments and Transfers

Vendor # ZETA Open Debit 200.00  
 Name ZETA CONCEPTS, INC. Balance 683.31

Invoice #	Invoice Date	Balance	Charges	Payment	Discount	Adjustment
103	07/24/2020	175.00	0.00	0.00	0.00	0.00
108	12/27/2012	80.00	0.00	0.00	0.00	0.00
109	12/29/2012	42.50	0.00	0.00	0.00	0.00
1234002	08/15/2022	500.00	0.00	450.00	0.00	50.00
12345	01/07/2021	31.00	0.00	0.00	0.00	0.00
132	12/28/2015	132.00	0.00	0.00	0.00	0.00
201	12/23/2015	99.00	0.00	0.00	0.00	0.00
3432	07/23/2022	8.70	0.00	0.00	0.00	0.00
34567	01/16/2021	15.50	0.00	0.00	0.00	0.00
487	01/12/2021	31.00	0.00	0.00	0.00	0.00
502	02/18/2022	0.02	0.00	0.00	0.00	0.00

Amount 0.00

OK Cancel

- **Invoice # and Date** - The Invoice number and Invoice Date.
- **Balance** - The invoice balance, minus any payments, if any.
- **Charges** – The vendor’s charges (if applicable).
- **Payment** - Any payment or approve payment previously entered, to the invoice’s total amount.
- **Discount** - Any discount for this invoice.
- **Adjustment** - Any adjustment for this invoice, in either payments or other credits applied.

Confirming the invoice, you want to process, by selecting the **Post Payment to Invoice** icon at the bottom.

Post Payments and Transfers

Vendor #  Open Debit   
 Name  Balance

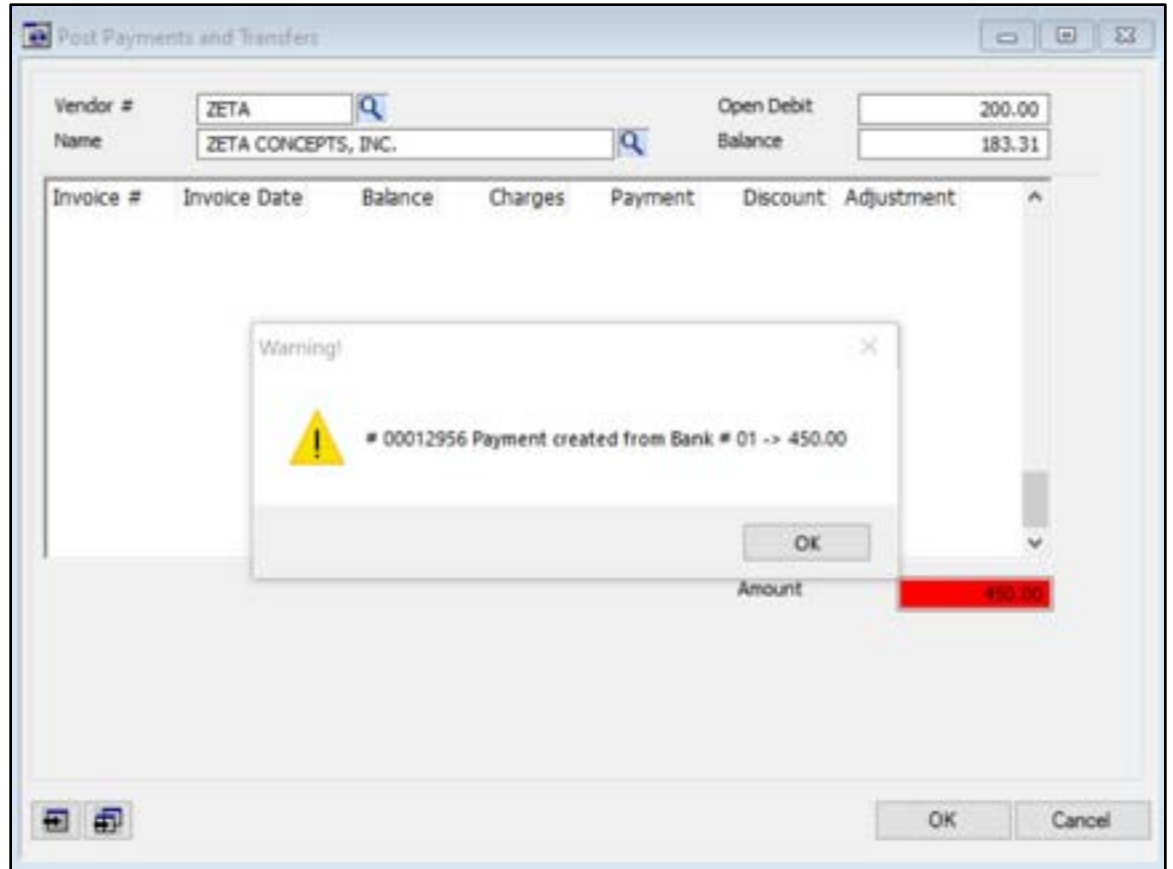
Invoice #	Invoice Date	Balance	Charges	Payment	Discount	Adjustment
103	07/24/2020	175.00	0.00	0.00	0.00	0.00
108	12/27/2012	80.00	0.00	0.00	0.00	0.00
109	12/29/2012	42.50	0.00	0.00	0.00	0.00
12345	01/07/2021	31.00	0.00	0.00	0.00	0.00
132	12/28/2015	132.00	0.00	0.00	0.00	0.00
201	12/23/2015	99.00	0.00	0.00	0.00	0.00
3432	07/23/2022	8.70	0.00	0.00	0.00	0.00
34567	01/16/2021	15.50	0.00	0.00	0.00	0.00
487	01/12/2021	31.00	0.00	0.00	0.00	0.00
502	02/18/2022	0.02	0.00	0.00	0.00	0.00

Payment  Adjustment  Amount

OK Cancel

- At the field **Payment**, enter the amount you want applied to this invoice. This amount should be greater than zero. You can apply up to the Balance available amount without exceeding the invoice pending balance.
- Any adjustment to the invoice, previously this invoice had an approved payment of 450.00 and adjustment of 50.00
- Click the **OK** button to apply the amount to the invoice.
- Confirm the payment by selecting the **Process Payment to Vendor** icon at the bottom. The system will display a confirmation window before actually processing the payment, confirm the payment.
- After the process, a notification window will show the payment number created for this transaction





**Payment Journal Entry**

Payment journal entry is created automatically by the system every time a user creates a transaction, no user intervention is needed. In **Purchasing**, at the **Change Set Up** option, you will find the default Accounts Payable account and the default Adjustment account.

The automatic accounting entries for this transaction, which is paying the full amount of the invoice with an adjustment, are as follows:

Journal Entry	Debit	Credit
Accounts Payable	500.00	
Bank		450.00
Adjustment		50.00

## **Void Payment**

If you ever happen to post erroneously a payment to an invoice, use this function to void the process. To void a posted payment to an invoice follow this steps:

To work with this function, select **Payment and Transfer** from the **Transaction** menu and then select **Void Payment** from the submenu or click on **Void Payments and Transfers** icon.

To help you with the data, the system will display the **Bank Search window** with the following searchable fields to help in the process.

- **Bank #** – allows you to select all the banks or just one.
- **Date From** – allows you to select a date (create date) with a calendar popup icon
- **Date To** – allows you to select a date (create date) with a calendar popup icon

The system will display the search window with the **OK** and **Cancel** buttons. Click **OK** to proceed or click **Cancel** to abort and return to the selection option.

The user can combine any criteria, and only those fields entered by the user become part of the query. If no searchable field entered and by clicking the **OK** button, the system will display the search result with all the data.

To reduce duplication of screens, will not include a search window, which behaves the same way as any search window.

The user can select the bank by **Double-clicking** on the selected bank or by selecting the bank and clicking the **OK** button.



At the bottom of the Search window, you will find a set of icons that will show available functions.

The **Browser Legend** will display different colors depending of the status:

**Active** – the bank color is **White**

**Selected** – the bank-selected color is **Dark Blue**

Select the Bank's code or you can start a search by clicking the search icon on the bottom of the window, or you can navigate through the navigation icons.

After selecting the bank and clicking the **OK** button. The window will show a list of all the current checks posted in the period.

If you want to reverse an older posted payment, click the **History** button.

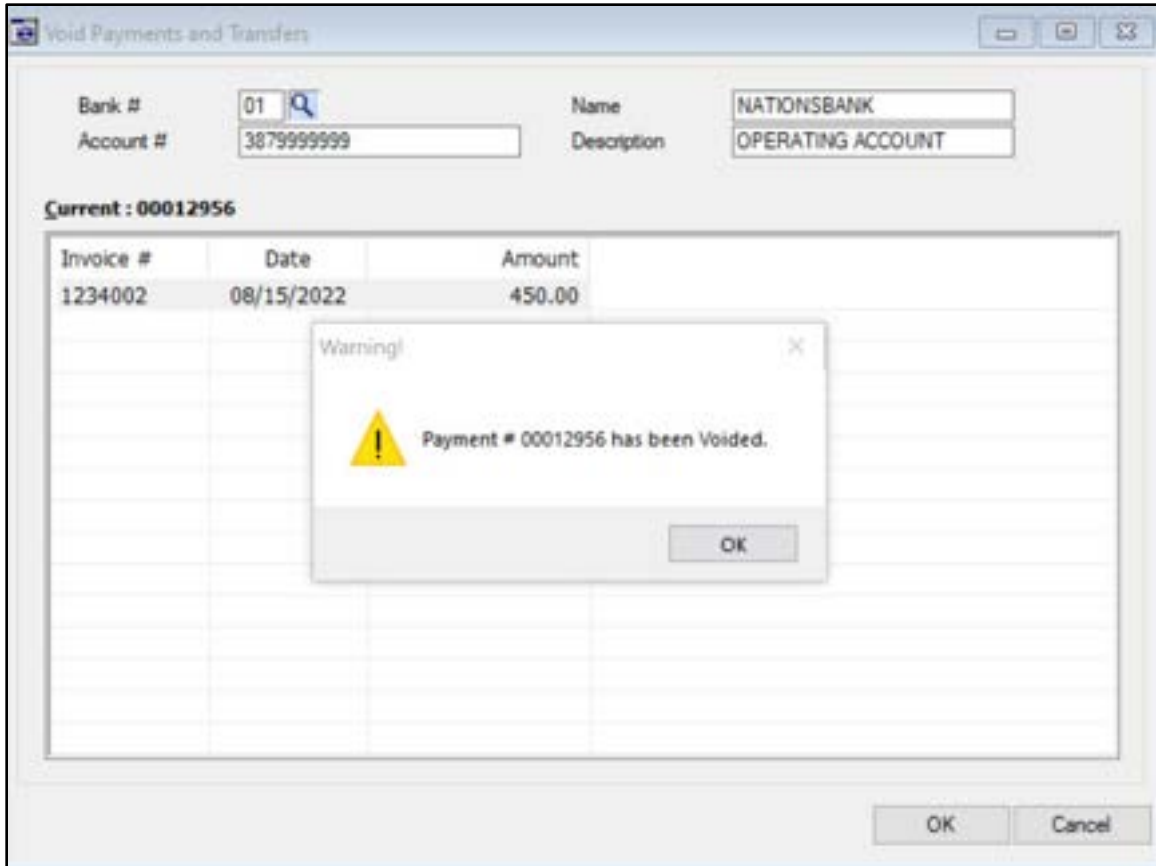
Follow the next steps:

Payment #	Vendor #	Date	Amount	Detail
00012956	ZETA	12/14/2023	450.00	1
90000019	ZETA	07/21/2020	50.00	1
90000020	AMILCA	04/14/2022	100.00	1

Search for the check number moving through the list. If the check is not in the list then it corresponds to another period, than select the **History** button.

- **Payment #** – The payment number, either Check # or Transfer #
- **Vendor #** – The vendor #, for which the payment was made to
- **Date** – The payment date
- **Amount** – The payment to the invoice's total amount
- **Detail** – Any number of invoices paid within this payment





**Void Payment Journal Entry**

Journal entries are created automatically by the system every time a user creates a transaction, no user intervention is needed. In **Purchasing**, at the **Change Set Up** option, you will find the default Accounts Payable account and the default Adjustment account.

The automatic accounting entries for this transaction, which is voiding the full amount of the invoice of 500.0 with an adjustment of 50.00, are as follows:

Journal Entry	Debit	Credit
Bank	450.00	
Adjustment		50.00
Accounts Payable		500.00

## **Procurement Process Journal Entry**

The following example will show you the procurement process for merchandise purchase:

Paying 50% of the merchandise in advance to the vendor and an advance payment to the freight vendor:

- Create Purchase Order to the vendor ABC for \$100,000.00
- Post an invoice to vendor ABC for items purchased for \$100,000.00 and paid in advance 50% against merchandise in transit account:

Vendor ABC Account	Debit	Credit
Merchandise in Transit	50,000.00	
Accounts Payable		50,000.00

- Post an invoice to vendor FEDEX for freight paid in advance for \$2,000.00 against merchandise in transit account:

Vendor FEDEX Account	Debit	Credit
Merchandise in Transit	2,000.00	
Accounts Payable		2,000.00

Post payments to both vendors, entries created by the system after posting payments and creating checks:

Vendor ABC Account	Debit	Credit
Accounts Payable	50,000.00	
Bank		50,000.00

Vendor FEDEX Account	Debit	Credit
Accounts Payable	2,000.00	
Bank		2,000.00

Receive the merchandise from the previously created purchase order from the vendor ABC for \$100,000; a purchase order receipt creates an inventory transaction. Entries created by the system after receiving and posting the corresponding invoice for the total amount of the invoice received:

Vendor ABC Account	Debit	Credit
Inventory	100,000.00	
Accounts Payable		100,000.00

Additional freight invoice posted in merchandise received for vendor FEDEX for \$4,000. Entries created by the system after posting the corresponding invoice for the freight:

Vendor FEDEX Account	Debit	Credit
Inventory	4,000.00	
Accounts Payable		4,000.00

Inventory values increases to \$104,000.00 and Accounts Payables increases to \$104,000.00, now we have to adjust the Accounts Payable to vendor ABC for the merchandise in transit previously created and for the vendor FEDEX for the amount paid in advance. When posting the Credit Invoice, the **Invoice Amount** and the **Distribution Amount MUST** be a negative amount. Entries created by the system after posting the corresponding invoices:

- Post a payable credit invoice (negative invoice) to the vendor ABC for the amount paid in advance for \$50,000.00, the real vendor Balance is \$50,000.00 (100,000.00-50,000.00):

Vendor ABC Account	Debit	Credit
Accounts Payable	50,000.00	
Merchandise in Transit		50,000.00

- Post a payable credit invoice (negative invoice) to the vendor FEDEX for the amount paid in advance for \$2,000.00, the real vendor Balance is \$2,000.00 (4,000.00-2,000.00):

Vendor FEDEX Account	Debit	Credit
Accounts Payable	2,000.00	
Merchandise in Transit		2,000.00

Post payments to both vendors by selecting the invoices when receiving the merchandise for the vendor ABC \$100,000.00 minus the credit invoice for \$50,000.00 will create a check for \$50,000.00; and for the vendor FEDEX \$4,000.00 minus credit invoice for \$2,000.00 will create a check for \$2,000.00. Entries created by the system after posting payments and creating checks:

Vendor ABC Account	Debit	Credit
Accounts Payable	50,000.00	
Bank		50,000.00

Vendor FEDEX Account	Debit	Credit
Accounts Payable	2,000.00	
Bank		2,000.00

## **Finance Charges**

**Zeta Pro™** has a flexible way to handle the A/P vendor's finance charges. With this process, you apply finance charges to the pending invoices.

### **Apply Charges**

To work with this function, select **Finance Charges** from the **Transaction** menu and then select **Apply Charges** from the submenu or click on **Apply Finance Charges** icon.

To help you with the data, the system will display the **Vendor Search window** with the following searchable fields to help in the process.

- **Vendor #** – allows you to select all the vendors or just one.
- **Date From** – allows you to select a date (create date) with a calendar popup icon
- **Date To** – allows you to select a date (create date) with a calendar popup icon

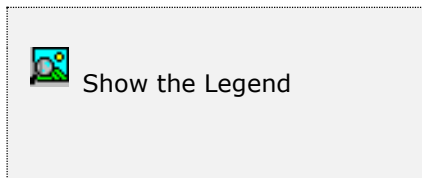
The system will display the search window with the **OK** and **Cancel** buttons. Click **OK** to proceed or click **Cancel** to abort and return to the selection option.

The user can combine any criteria, and only those fields entered by the user become part of the query. If no searchable field entered and by clicking the **OK** button, the system will display the search result with all the data.

To reduce duplication of screens, will not include a search window, which behaves the same way as any search window.

The user can select the vendor by **Double-clicking** on the selected vendor or by selecting the vendor and clicking the **OK** button.

**Note:** If no search specified, the search result includes only those vendors with open invoices balance.



At the bottom of the Search window, you will find a set of icons that will show available functions.

The **Browser Legend** will display different colors depending of the status:

**Active** – the vendor color is **White**

**Selected** – the vendor-selected color is **Dark Blue**



You must have the following conditions to apply charges to vendor's invoices:

- At the vendor record, the **Charges** option, should be checked or flagged allowing posting the finance charges to the invoices.
- A message displays if is not checked: **Finance Charges Not Allowed**
- Have at least one open A/P invoice

Enter the vendor's code or you can start a search by clicking the search icon on the bottom of the window, or you can navigate through the navigation icons. The system will show the balance and open debit amounts.

After selecting the vendor and clicking the **OK** button. The window will show the A/P invoice data, follow the next steps:

Field	Value
Vendor #	ZETA
Vendor Name	ZETA CONCEPTS, INC.
Open Debit	200.00
Balance	683.31
Invoice #	1234002
Invoice Date	08/15/2022
Due Date	09/14/2022
Finance Charges	0.00
Paid Charges	0.00
Invoice Amount	500.00
Amount Paid	0.00
Invoice Balance	500.00
Amount Charge	0.00

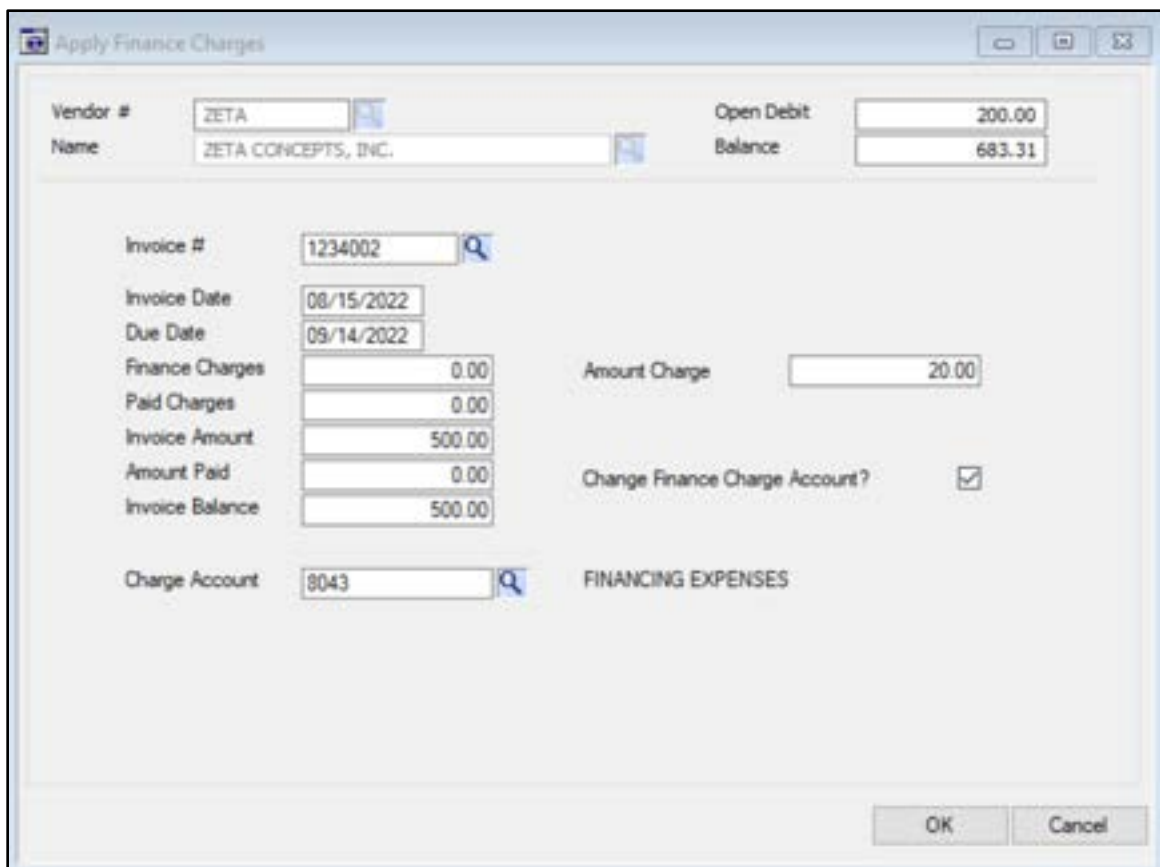
- **Invoice #** - Displays the invoice number
- **Invoice Date** - Displays the invoice date
- **Due Date** - Displays the invoice due date
- **Finance Charges** - Displays vendor's charges posted (if applicable)
- **Paid Charges** - Displays vendor's charges paid (if applicable)
- **Invoice Amount** - Displays the invoice total amount
- **Amount Paid** - Displays any payment to the invoice's total amount
- **Invoice Balance** - Displays the invoice balance, minus any payments, if any.
- **Amount Charge** - Displays 0.00 amount.

Enter the vendor's invoice or you can start a search by clicking the search icon on the bottom of the window, or you can navigate through the navigation icons.

Confirm the invoice you want to process, by selecting the **Post charges to Invoice** icon at the bottom.



In the field **Amount Charge**, enter the charge amount you want applied to this invoice. This amount should be greater than zero.

A screenshot of a software dialog box titled "Apply Finance Charges". The dialog box has a light blue header bar with standard window controls (minimize, maximize, close) on the right. The main area contains several input fields and labels. At the top, "Vendor #" is set to "ZETA" and "Vendor Name" is "ZETA CONCEPTS, INC.". To the right, "Open Debit" is 200.00 and "Balance" is 683.31. Below this, "Invoice #" is 1234002, "Invoice Date" is 08/15/2022, and "Due Date" is 09/14/2022. A list of financial figures follows: "Finance Charges" (0.00), "Paid Charges" (0.00), "Invoice Amount" (500.00), "Amount Paid" (0.00), and "Invoice Balance" (500.00). To the right of these is the "Amount Charge" field, which contains 20.00. Below that is a checkbox labeled "Change Finance Charge Account?" which is checked. At the bottom left, the "Charge Account" is 8043, and the account name "FINANCING EXPENSES" is displayed. At the bottom right, there are "OK" and "Cancel" buttons.

You can **Change the Finance Charge Account** if you check or flag this option. The default Finance Charge account is the **Interest Account** at the **Purchasing** module, **Change Set Up** option. You can start a search by clicking the search icon at the Charge Account and navigate through the chart of account with the navigation icons.

To apply the charge amount to the invoice click the **OK** button.

After the process, the invoice data window will show with the new values, increasing the **Finance Charges** and the **Invoice Balance** by the finance charge amount, in this case 20.00.

The screenshot shows the 'Apply Finance Charges' dialog box. It contains the following data:

Vendor #	ZETA	Open Debit	200.00
Name	ZETA CONCEPTS, INC.	Balance	703.31
Invoice #	1234002	Amount Charge	0.00
Invoice Date	08/15/2022		
Due Date	09/14/2022		
Finance Charges	20.00		
Paid Charges	0.00		
Invoice Amount	500.00		
Amount Paid	0.00		
Invoice Balance	520.00		

### **Finance Charges Journal Entry**

Journal entries are created automatically by the system every time a user creates a transaction, no user intervention is needed. In **Purchasing**, at the **Change Set Up** option, you will find the default Interest account. Usually is within the range of Expenses.

The automatic accounting entries for this transaction, which is charging a finance amount of 20.00 to the invoice, are as follows:

Journal Entry	Debit	Credit
Finance Charge	20.00	
Accounts Payable		20.00

## **Void Charges**

If you have ever happen to erroneously post a charge to an invoice, use this function to void the process. To void a charge follow these steps:

To work with this function, select **Finance Charges** from the **Transaction** menu and then select **Void Charges** from the submenu or click on **Void Finance Charges** icon.

To help you with the data, the system will display the **Vendor Search window** with the following searchable fields to help in the process.

- **Vendor #** – allows you to select all the vendors or just one.
- **Date From** – allows you to select a date (create date) with a calendar popup icon
- **Date To** – allows you to select a date (create date) with a calendar popup icon

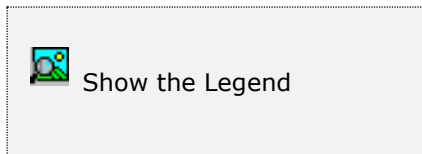
The system will display the search window with the **OK** and **Cancel** buttons. Click **OK** to proceed or click **Cancel** to abort and return to the selection option.

The user can combine any criteria, and only those fields entered by the user become part of the query. If no searchable field entered and by clicking the **OK** button, the system will display the search result with all the data.

To reduce duplication of screens, will not include a search window, which behaves the same way as any search window.

The user can select the vendor by **Double-clicking** on the selected vendor or by selecting the vendor and clicking the **OK** button.

**Note:** If no search specified, the search result includes only those vendors with open invoices balance.



At the bottom of the Search window, you will find a set of icons that will show available functions.

The **Browser Legend** will display different colors depending of the status:

**Active** – the vendor color is **White**

**Selected** – the vendor-selected color is **Dark Blue**

Select the vendor's code or you can start a search by clicking the search icon on the bottom of the window, or you can navigate through the navigation icons. The system will show the balance and open debit amounts.

Click the **OK** button. The window will show a list of all the current A/P invoices posted in the period with their charges, if any. If you want to reverse an older posted charge, click the **History** button.

After selecting the vendor and clicking the **OK** button. The window will show a list of all the current finance charges posted in the period.

Invoice #	Date	Amount	Charges	Balance
04152021	10/09/2023	100.00	20.00	100.00

Search for the invoice number moving through the list. If the invoice is not in the list then it corresponds to another period, than select the **History** button.

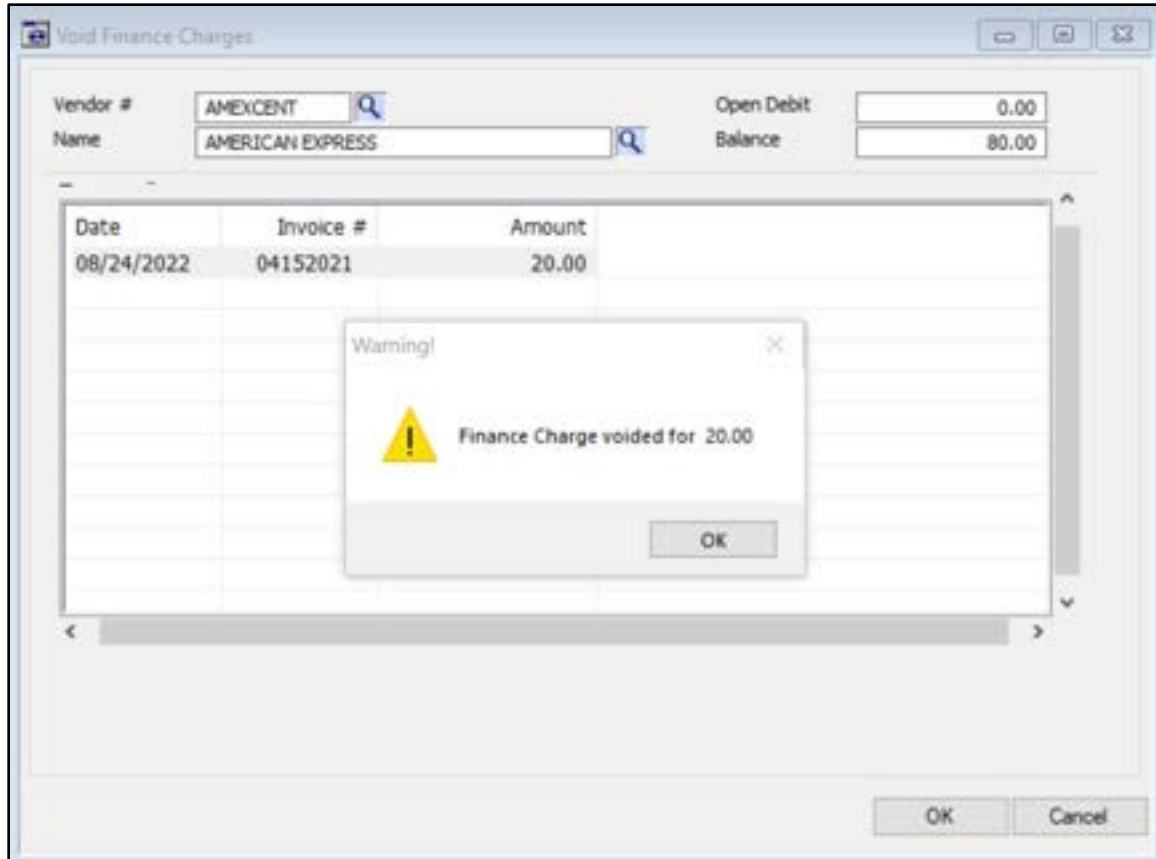
- **Invoice #** - Displays the invoice number
- **Invoice Date** – Displays the invoice date
- **Amount** – Displays the invoice total amount
- **Charges** – Displays vendor's finance charges posted (if applicable)
- **Invoice Balance** - Displays the invoice balance, minus any payments, plus any charges, if any

Upon finding the invoice number, select it by clicking the **OK** button. The system will show the list of charges posted to the invoice selected.

Date	Invoice #	Amount
08/24/2022	04152021	20.00

Upon showing the list of charges, click the **OK** button, a confirmation window will show. If you confirm, the charge will be voided.

- **Date** – Displays the finance charge date
- **Invoice #** - Displays the invoice number, which was charged to
- **Amount** – Displays vendor's charges posted



### **Void Charges Journal Entry**

Journal entries are created automatically by the system every time a user creates a transaction, no user intervention is needed. In **Purchasing**, at the **Change Set Up** option, you will find the default Interest account for the finance charges, is in the range of Expenses.

The automatic accounting entries for this transaction, which is voiding the charge for 20.00, are as follows:

Journal Entry	Debit	Credit
Accounts Payable	20.00	
Finance Charge		20.00

## **Credit Card Invoices**

To access this function, select **Credit Card Invoices** from the **Transactions** menu or click on **Post Credit Card Invoices** icon.

To help you with the data, the system will display the **Vendor Search window** with the following searchable fields to help in the process.

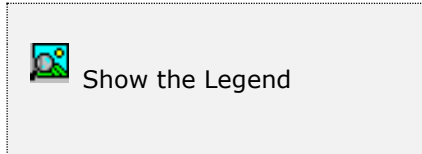
- **Vendor #** – allows you to select all the vendors or just one.
- **Date From** – allows you to select a date (create date) with a calendar popup icon
- **Date To** – allows you to select a date (create date) with a calendar popup icon

The system will display the search window with the **OK** and **Cancel** buttons. Click **OK** to proceed or click **Cancel** to abort and return to the selection option.

The user can combine any criteria, and only those fields entered by the user become part of the query. If no searchable field entered and by clicking the **OK** button, the system will display the search result with all the data.

To reduce duplication of screens, will not include a search window, which behaves the same way as any search window.

The user can select the vendor by **Double-clicking** on the selected vendor or by selecting the vendor and clicking the **OK** button.



At the bottom of the Search window, you will find a set of icons that will show available functions.

The **Browser Legend** will display different colors depending of the status:

**Active** – the vendor color is **White**

**Selected** – the vendor selected color is **Dark Blue**

The initial window layout shows only Vendor Data. You can start a search by clicking the search icon on the bottom of the window, or you can navigate through the Vendors with the navigation icons.



**Zeta Pro™** is designed to track expenses or costs from vendors that was paid with a credit card, the credit card charges are posted directly to the vendor that was paid with the credit card, not to the credit card business.

Steps for handling Credit Cards:

1. Set up the credit card companies as vendors. In **Maintenance**, select the **Vendor** option, at the **Purchasing** module.
2. In **Change Set Up, Settings**, at the **Purchasing** module, select a liability account from your chart of account for the Credit Card account
3. In **Change Set Up, Bank Set Up**, at the **Purchasing** module, create or select a **Bank** for credit card processing and assign it to the liability account
4. When posting a vendor's invoice and checking the **To Charge** option you will be selecting the credit card vendor.
5. When you are ready to pay the credit card business, the amount to pay are the vendor's invoice selected in this process.

Invoice #	2020090130		Due Date	09/01/2020	
Invoice Date	09/01/2020		Discount Date	09/01/2020	
Purchase Order #			No Discount		0.00
Reference	MONTHLY	Urgency	With Discount		0.00
		1	To Charge	21010	
Check Memo	ZETA EMAILS VIA GOOGLE		Card Charge	<input checked="" type="checkbox"/> AME004	
Invoice Amount	12.00		Invoice Type	A/P Invoice	
Pay Term	0.00 %	Net 0 Day 0	Federal 1099	<input type="checkbox"/>	

The system will be transferring automatically the balances to the credit card business selected after you go through this process. Entries are generated by reclassifying the payables balance from the original vendor to the credit card business. The system generates a bank check number for the original vendor closing the invoice payable, but the check will be payable to the credit card vendor after you complete this process.

## Posting Credit Card Invoice

After selecting the credit card vendor, click the **OK** button and the following screen will display, for you to select:

- Credit card Invoice Date
- Payables Range of Dates for invoices that are charged to the credit card

The screenshot shows a dialog box titled "Post Credit Card Invoice". It contains the following fields and values:

Vendor #	AME004	Open Debit	0.00
Name	AMERICAN EXPRESS	Balance	737.50
Invoice Date	11/15/2023		
Payables Date	10/01/2023	–	10/31/2023

At the bottom right of the dialog box, there are two buttons: "OK" and "Cancel".

## Displaying Credit Card Invoices

After selecting the **Invoice Date** and **Range of Payables Date** and by clicking the **OK** button, the system will display a list of all credit card invoices payables within the range entered above, or click the **Cancel** button to discard the process.

The screenshot shows the 'Post Credit Card Invoice' window. At the top, there are fields for Vendor # (AME004), Name (AMERICAN EXPRESS), Open Debit (0.00), and Balance (737.50). Below these are fields for Invoice Date (11/15/2023) and Payables Date (10/01/2023 to 10/31/2023). A table lists three invoices:

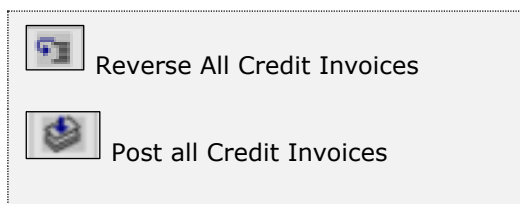
Check	Invoice #	Date	Amount	Vendor #	Name
<input checked="" type="checkbox"/>	08142012	10/08/2023	100.00	ACE001	ACE INDUSTRIES, INC.
<input type="checkbox"/>	04152021	10/09/2023	100.00	AMEXCENT	AMERICAN EXPRESS
<input type="checkbox"/>	70000002	10/05/2023	147.50	BLUEROTOTC	BLUE ROBOTICS, INC.

At the bottom right, there are 'OK' and 'Cancel' buttons.

**Note:** If the invoice is not included in the credit card statement, you should not flag the invoice.

The **Post Credit Card Invoices** page holds specific icons:

- **Reverse All Credit Invoices** – to un-check all the lines
- **Post all as Credit Invoices** – to check all the lines



## Selecting Credit Card Invoices

After flagging all the vendor's invoices and clicking the **OK** button, you will receive a message:

Post All as Credit Invoices?

Are you sure, you want to continue?

To post all as credit invoices click the **Yes** button.

Post Credit Card Invoice

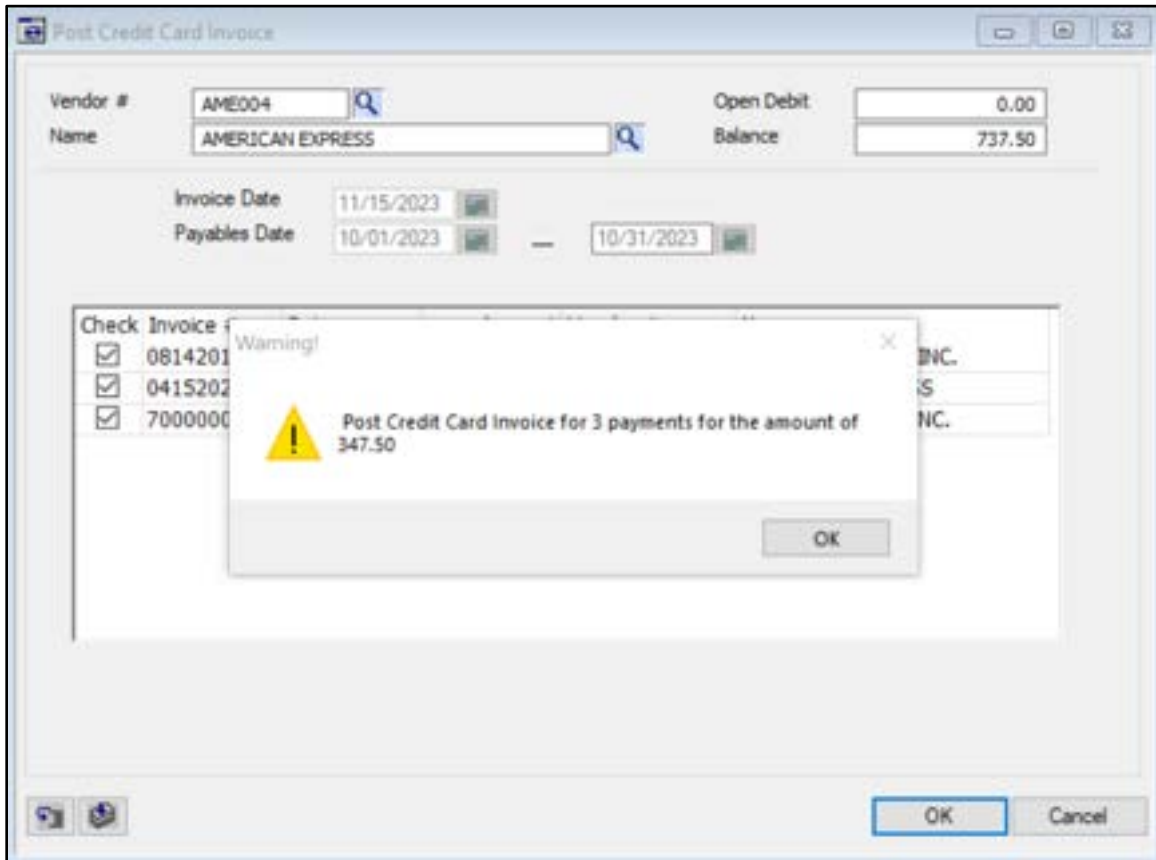
Vendor # AME004 Open Debit 0.00  
Name AMERICAN EXPRESS Balance 737.50

Invoice Date 11/15/2023  
Payables Date 10/01/2023 – 10/31/2023

Check	Invoice #	Date	Amount	Vendor #	Name
<input checked="" type="checkbox"/>	08142012	10/08/2023	100.00	ACE001	ACE INDUSTRIES, INC.
<input checked="" type="checkbox"/>	04152021	10/09/2023	100.00	AMEXCENT	AMERICAN EXPRESS
<input checked="" type="checkbox"/>	70000002	10/05/2023	147.50	BLUEROTC	BLUE ROBOTICS, INC.

OK Cancel

The system will be adding the number and amount of invoices payable flagged and a message will display the total amount, which should be the same amount of the credit card business statement, click **OK** to continue.



## Completing Credit Card Invoice Process

If the total amount of invoices payables flagged is the same of the credit card business statement, click **Yes** to continue, or click **No** to start the credit card process again. It is important that the amount matches the credit card statement. If it does not match click **No** to start the process again.

The system will close all vendor invoice and creates an invoice for the credit card vendor for the full amount.

The screenshot shows the 'Post Credit Card Invoice' dialog box. The vendor information is AME004 (AMERICAN EXPRESS) with an open debit of 0.00 and a balance of 737.50. The invoice date is 11/15/2023 and the payables date range is 10/01/2023 to 10/31/2023. A table of invoices is shown with three rows checked:

Check Invoice #	Date
<input checked="" type="checkbox"/> 08142012	10/0
<input checked="" type="checkbox"/> 04152021	10/0
<input checked="" type="checkbox"/> 70000002	10/0

A warning dialog box is overlaid on the table, asking 'Have you entered all data correctly?' with 'Yes' and 'No' buttons. The background text of the dialog is partially obscured but includes 'Warning!', 'INDUSTRIES, INC.', 'AN EXPRESS', and 'BOTICS, INC.'.

When you are ready to pay the credit card business the total amount to pay, are the vendor's invoices selected in this process.

## **Recurring Payments**

To access this function, select **Recurring Payments** from the **Maintenance** menu, or click on **Post Recurrent Payments to Vendors** icon.

To help you with the data, the system will display the **Vendor Search window** with the following searchable fields to help in the process.

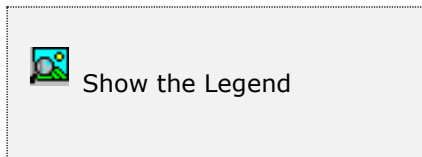
- **Vendor #** – allows you to select all the vendors or just one.
- **Date From** – allows you to select a date (create date) with a calendar popup icon
- **Date To** – allows you to select a date (create date) with a calendar popup icon

The system will display the search window with the **OK** and **Cancel** buttons. Click **OK** to proceed or click **Cancel** to abort and return to the selection option.

The user can combine any criteria, and only those fields entered by the user become part of the query. If no searchable field entered and by clicking the **OK** button, the system will display the search result with all the data.

To reduce duplication of screens, will not include a search window, which behaves the same way as any search window.

The user can select the vendor by **Double-clicking** on the selected vendor or by selecting the vendor and clicking the **OK** button.



At the bottom of the Search window, you will find a set of icons that will show available functions.

The **Browser Legend** will display different colors depending of the status:

**Active** – the vendor color is **White**

**Selected** – the vendor-selected color is **Dark Blue**

The initial window layout shows only Vendor Data. You can start a search by clicking the search icon on the bottom of the window, or you can navigate through the Vendors with the navigation icons.

## Posting Recurring Payments to Vendors

To post the recurring payment you have to post a payable vendor's invoice, after selecting the vendor, click the **OK** button and provide the following information:

The screenshot shows a dialog box titled "Post Recurring Payments to Vendors". It contains the following fields and values:

- Vendor #: GOOGLE
- Name: GOOGLE
- Open Debit: 0.00
- Balance: 8.33
- Invoice #: (empty)
- Invoice Date: 12/14/2023
- Purchase Order #: (empty)
- Reference: (empty)
- Urgency: 1
- No Discount: 0.00
- With Discount: 0.00
- Check Memo: (empty)
- To Charge: 2101
- Invoice Amount: 0.00
- Card Charge:
- Pay Term: 0.00 % Net 0 Days 60
- Federal 1099:
- Different Amount:

Buttons: OK, Cancel

- **Invoice #** – it is number auto-generated by the system
- **Date** - is the effective date for the invoice, required field
- **Purchase Order #** – your Purchase Order #, if applicable, **Optional**
- **Reference** – enter a reference for this invoice, if applicable, **Optional**
- **Urgency** – is the Urgency for this invoice, you can change the urgency code to prioritize the invoice when applying payments and printing check. Filled in automatically from the vendor's record, you can change the urgency
- **Check Memo** – it is what will print in the check memo field
- **Invoice Amount** – enter the recurrent invoice amount, required field
- **Pay Term** – is the discount, in percentage, granted if you pay within the number of days defined in the following field
- **Net Days** – is the number of days that allow you to collect the discount specified in the previous field



- **Days due** – is the number of days that the vendor’s invoice remains current. After this period the invoice will be overdue
- **No Discount** – is the discount Not to apply to the invoice amount, example: Invoice amount is \$400.00 and the discount is 2%, if you enter \$200 at the ‘No Discount’ field, the system will calculate only \$4.00 of discount at the **With Discount** field. If you do not enter any amount or zero (0) to this field, the system will calculate \$8.00 (Invoice Amount times the Discount) at the **With Discount** field
- **With Discount** – is the with discount amount calculated by the system, see above
- **To Charge** – input or search (clicking on the search icon) the corresponding Accounts Payable charge account, as defined in **Settings, Change Set Up**.
- **Card Charge** – flag if the invoice will be charge to a Credit Card. If selected a window will open to select a Credit Card vendor to charge this invoice. You can chose to pay by credit card when posting an A/P invoice and maintain an accurate purchase history for this vendor and a clear payment history for the credit card vendor. Only those vendors with Credit Card Payment flagged at the vendors record will show in the list, see [Credit Card Invoices](#).
- **Federal 1099** – the invoice will be considered a 1099 invoice if flagged. After flagged a Drop-down will open to select for the appropriate 1099 forms, for detail see [Vendor Data](#).

Post Recurring Payments to Vendors

Vendor #	GOOGLE	Open Debit	0.00
Name	GOOGLE	Balance	8.33
Invoice #	2023110011	No Discount	0.00
Invoice Date	12/14/2023	With Discount	0.00
Purchase Order #		To Charge	2101
Reference	MONTHLY Urgency 1	Card Charge	<input checked="" type="checkbox"/> AME004
Check Memo	ZETA EMAILS VIA GOOGLE	Federal 1099	<input type="checkbox"/>
Invoice Amount	12.00		
Pay Term	0.00 % Net 0 Days 0		
Different Amount	<input type="checkbox"/>		

Navigation icons: Search, Print, Save, Refresh, Back, Forward, OK, Cancel

- **Different Amount** – There are two different ways to post a recurring payment to vendors, see following pages.
  - ✓ Fixed period payment
  - ✓ Different period payment

After entering the data for the Recurrent Invoice, you will enter the Distribution of the invoice or the compensation of the invoice. The first nine accounts that will show on the distribution list will come from the compensation account of the vendor's record.

Adding a new distribution:

- **Account #** - is the first account from the vendor's record, accept or change the account by clicking on the search icon
- **Amount** – is the amount charge to this account #, the system will deduct it from the balance of the invoice, which will be the Invoice Amount from the prior screen; you will have to keep adding new distribution until you deplete the balance to zero (0). The System will not let you finish posting until the balance is zero.

For more information, see [Posting A/P Invoice Distribution](#)

After finishing posting the distribution amount or amounts, the invoice posted will go back to the **Post Recurring Payments to Vendors** screen.

## Specifying Fixed Period Recurring Payments

For every fixed recurrent period invoice to vendors, you must specify when you want to generate it. To do this, click on the **Period** icon on the bottom of the window. This will show a new window where you can place a check mark beside every period you need an invoice to be created at period-end process. Click **OK** to accept the selected periods or click **Cancel** to disregard the data and return.

The screenshot shows the 'Post Recurring Payments to Vendors' window. The main window has the following fields:

- Vendor #: GOOGLE
- Name: GOOGLE
- Open Debit: 0.00
- Balance: 8.33
- Invoice #: 2023110011
- Invoice Date: 12/14/2023
- Purchase Order #:
- Reference: MONTHLY
- Check Memo: ZETA EMAILS V
- Invoice Amount: 1.00
- Pay Term: 0.00 % Net
- Different Amount:
- Discount: 0.00
- Discount: 0.00
- Charge: 2101
- Charge: AME004
- 1099:

The 'Post to Period' dialog box is open, showing a list of 12 periods with checkboxes:

Period	Selected
1. Period 01	<input checked="" type="checkbox"/>
2. Period 02	<input checked="" type="checkbox"/>
3. Period 03	<input checked="" type="checkbox"/>
4. Period 04	<input checked="" type="checkbox"/>
5. Period 05	<input checked="" type="checkbox"/>
6. Period 06	<input checked="" type="checkbox"/>
7. Period 07	<input checked="" type="checkbox"/>
8. Period 08	<input checked="" type="checkbox"/>
9. Period 09	<input checked="" type="checkbox"/>
10. Period 10	<input checked="" type="checkbox"/>
11. Period 11	<input checked="" type="checkbox"/>
12. Period 12	<input checked="" type="checkbox"/>

The dialog box has 'OK' and 'Cancel' buttons at the bottom.

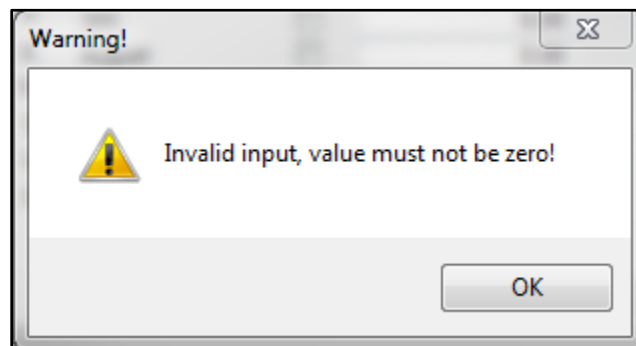
## Specifying Different Period Recurring Payments

By placing a check mark in **Different Amount check box** at the **Post Recurring Payments to Vendors** screen will accept to enter different amount per period. For every different recurrent period invoice to vendors, you must specify when you want to generate it and the amount for each period. To do this, click on the **Period** icon on the bottom of the window. This will show a new window where you can place a check mark beside every period and the amount you need an invoice to be created at the period-end process. Click **OK** to accept the selected periods or click **Cancel** to disregard the data and return.

The screenshot shows the 'Post Recurring Payments to Vendors' window. The 'Vendor #' is 'GOOGLE' and the 'Open Debit' is '0.00'. The 'Name' is 'GOOGL' and the 'Post to Period' is '?'. The 'Invoice #' is '2', 'Invoice Date' is '1', 'Purchase Order #' is 'M', 'Reference' is 'Z', 'Check Memo' is '2', 'Invoice Amount' is '11', 'Pay Term' is 'AME004', and 'Different Amount' is 'C'. The 'Post to Period' dialog box is open, showing a table with 12 periods. Periods 1 through 6 are checked and have amounts of 12.00, 12.00, 15.00, 15.00, 20.00, and 20.00 respectively. Periods 7 through 12 are not checked and have amounts of 0.00. The dialog box has 'OK' and 'Cancel' buttons.

Period	Amount
1. Period 01	12.00
2. Period 02	12.00
3. Period 03	15.00
4. Period 04	15.00
5. Period 05	20.00
6. Period 06	20.00
7. Period 07	0.00
8. Period 08	0.00
9. Period 09	0.00
10. Period 10	0.00
11. Period 11	0.00
12. Period 12	0.00

If the period has been checked and no amount is entered at the corresponding period, a warning message will display. In this example, you have two options: enter either the amount in Period 7 or un-check the Period 7.



# Purchasing – Other Maintenance Tasks

## Merge Options

### Merge Vendor

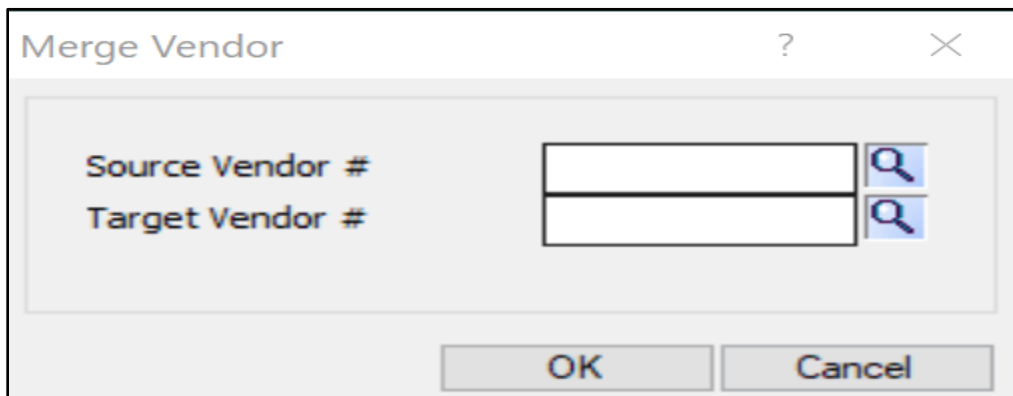
This process allows you to transfer all the information **Zeta Pro™** keeps for a vendor, called the source, to another, called the target. After the operation, the target vendor will include all the information about transactions and statistics related to the source vendor. The target vendor's original data, if any, will be preserved. After the operation, the source vendor will be deleted from the system.

**NOTE:** To execute this process you must ensure that you are the only one user working on the system. Unpredictable results can occur if, due to data access contention, the process is aborted in the middle. Also, as with any other data manipulating process, we encourage you to create a **backup copy** of your data before executing it.

To work with this function, select **Vendor** from the **Merge** submenu in the **Create Data** submenu of the **Settings** menu.

- A warning message appears asking if you are sure there are no other users using the system. Answer affirmatively.
- In the merge window, enter or search for your **source vendor**: the one whose data will be transferred to the target vendor. Remember that the system will remove this vendor from its files.
- Enter or search for your **target vendor**: the one that will receive all the data from the source vendor.
- Verify your selections and Click **OK**.
- A final confirmation window will appear. This is your **last chance** to change your mind. If you answer affirmatively, the process will be executed. If you answer **No** your selections will be cancelled.
- During the transfer process, you will see messages indicating what tasks are being performed. At the end, the system will reconstruct your data indexes.

After the process, you can verify your target vendor's data using the reports.



The screenshot shows a dialog box titled "Merge Vendor". It has a title bar with a question mark and a close button (X). The main area contains two input fields: "Source Vendor #" and "Target Vendor #". Each input field has a search icon (magnifying glass) to its right. At the bottom of the dialog are two buttons: "OK" and "Cancel".

## Merge Inventory

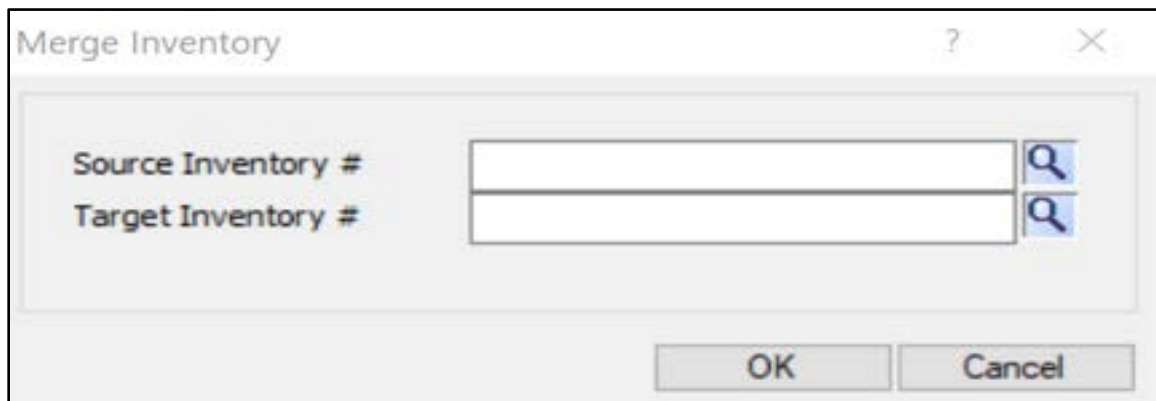
This process allows you to transfer all the information **Zeta Pro™** keeps for an inventory item, called the source, to another, called the target. After the operation, the target inventory item will include all the information about transactions and statistics related to the source inventory item. The target inventory item's original data, if any, will be preserved. After the operation, the source inventory item will be deleted from the system.

**NOTE:** To execute the process you must ensure that you are the only one user working on the system. Unpredictable results can occur if, due to data access contention, the process is aborted in the middle. Also; as with any other data manipulating process, we encourage you to create a **backup copy** of your data before executing it.

To work with this function, select **Inventory** from the **Merge** submenu in the **Create Data** submenu of the **Settings menu**.

- A warning message appears asking if you are sure there are no other users using the system. Answer affirmatively.
- In the merge window, enter or search for your **source inventory item**: the one whose data will be transferred to the target inventory item. Remember that the system will remove this inventory item from its files.
- Enter or search for your **target inventory item**: the one that will receive all the data from the source inventory item.
- Verify your selections and Click **OK**.
- A final confirmation window will appear. This is your **last chance** to change your mind. If you answer affirmatively, the process will be executed. If you answer **No** your selections will be cancelled.
- During the transfer process, you will see messages indicating what tasks are being performed. At the end, the system will reconstruct your data indexes.

After the process, you can verify your target inventory item's data using the reports.



The screenshot shows a dialog box titled "Merge Inventory". It has a search icon and a close button in the top right corner. The main area contains two input fields: "Source Inventory #" and "Target Inventory #". Each input field has a search icon to its right. At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

# Purchasing – Reports

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## Purchasing Reports

**Zeta Pro™** provides a full range of reports for your Purchase information. This section groups the available reports in categories. These categories are **Document Printing, Maintenance Reports, Auditing Reports, Data Review and Analysis reports** and **Other Reports**. All the reports can be executed by selecting them from the **Reports** menu.

### Report data options

For most reports you can chose the **type** of data to show, normally detail or summary; determine the order in which data should be shown or filtered (**sort**) and the range of data to show (**data**). Choosing some options will display an additional window where you will have to select or enter more information. In the next sections, you will find detailed explanations on how these options affect each report.

### Report output options

Each report, unless specified otherwise, can be directed to your choice of output devices or locations. The following options are standard:

- **Screen** - Shows the report in a preview window where you can navigate from page to page, zoom in or out the view or print a hard copy.
- **Printer** - Sends the report to the system configured **default printer**. If you want to print to a different one, go to your computer's control panel and set another one as default.
- **Export** - Creates a file from the report data in one of the available formats. See the next topic for a detailed explanation.

### Export a report

**Zeta Pro™** offers a great flexibility for exporting your reports to a wide range of file formats. This can allow you to send the reports via e-mail, save them for archiving for later review or simply to share or communicate the data with other collaborators. Please note that this topic does not cover all the available formats. Some of them are disabled or are for *advanced users* and require special information to carry out the task.

For all the export formats, you should click the **Edit** button to specify the filename and other needed parameters and then, click the **Export** button to execute the report.

The recommended formats for **Multiple Band** export are:

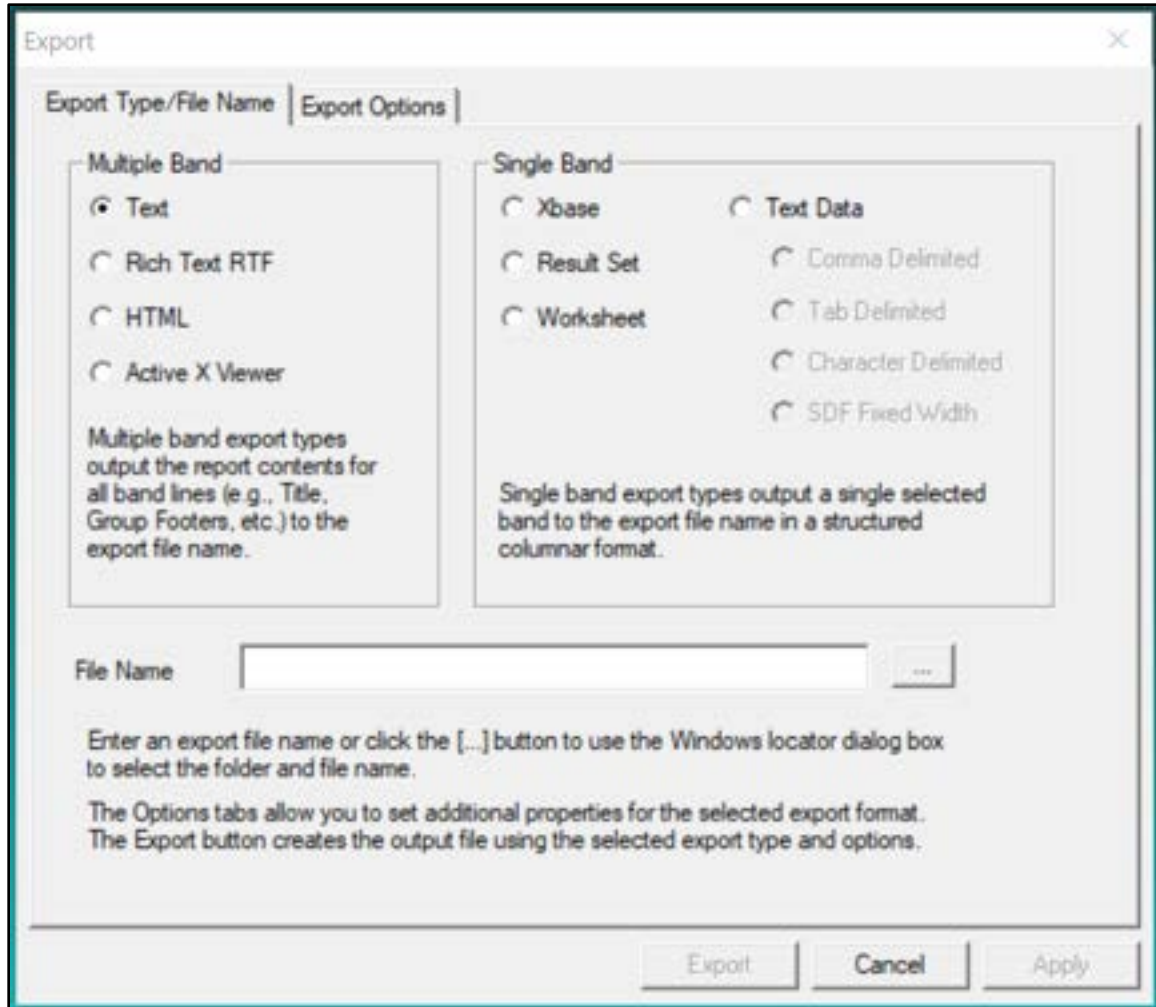
- **Text** - Exports the report as a simple text (\*.TXT) file. Specify the filename, either with or without full path name and click **Export**.

- **Rich Text Format (RTF)** - You can use this format to send reports that can be opened in Word or similar word processors. Specify the filename, either with or without full path name and click **Export**.
- **HTML** - Exports the report as a web page. Before specifying any option you should enter, the output filename (include the full path if necessary or Click the small browse button to the right of the field). If you do not want to view the file after export, clear the 'Open file in default browser after export' indicator.
- **Active X Viewer** - Exports the report as an Active X Viewer. When you select this export option, you can create a report file that will be written to a proprietary file format. To view a PDI file, you create an HTML container file. The HTML container includes a pointer to the ActiveX Viewer control (RRPRVIEW.CAB) along with a pointer to the generated PDI. When the HTML file is opened in a web browser that supports ActiveX such as Microsoft Internet Explorer the report is displayed in a viewer window. Specify the filename, either with or without full path name and click **Export**.

The recommended formats for **Single Band** export are:

- **Xbase** - Exports the report as a (\*.DBF) table. Xbase export only includes the computed and data fields that are on the selected band line. It does not include any memo fields. Specify the filename, either with or without full path name and click **Export**.
- **Result Set** - Exports the report as a SQL result set file. Specify the filename, either with or without full path name and click **Export**.
- **Worksheet** - Exports the report as a (\*.XLS) file, use it to transfer your data to a Microsoft Excel Worksheet or similar spreadsheet programs. Either specify the filename, with or without full path name then, click **Export**.
- **Text Data** - Exports the report as a simple text file. Specify the filename, either with or without full path name and click **Export**.





## **Document Printing**

### **Standard Formal Documents**

Although you can print all the formal documents from their own maintenance window as you create them, you also have the possibility to print them outside that process. This can come in handy to do batch printing or to reprint a missing document.

Selecting their corresponding function from the Printing submenu in the Reports menu can print all the documents described here.

**NOTE:** all the following documents, unless stated otherwise, go directly to the Windows® default printer. Refer to Report data options earlier in this chapter for more information.

Purchase Orders

Purchase Quotes

For all of these you have to specify the range of document numbers to print (you can search using the search icons) and, after clicking **OK**, the number of copies to output. At any moment, you can Click **Cancel** to abort the process. Once you click **OK** in the 'number of copies' window, control is handed to Windows Print Manager. Refer to your Windows® documentation if you need to manage your print job after this step.

### **Check Printing**

To print checks, select **Check** from the **Print** submenu in the **Reports** menu. You have the following options:

- **Sort** - You can select:
  - **Vendor** – You will print a check to an individual Vendor # only
  - **Different Vendors** – You will select different vendors' # to print checks
  - **Approved Payments** – You will only print checks to those vendors with approved payments
  - **Alignment Test** – You will print an alignment test, only used for DOT matrix printers, and the test check will void the check

Click **OK** to execute the report or **Cancel** to abort

## **Maintenance Reports**

### **Vendor**

The vendor report prints all the main information the system knows about your vendors. To execute this report select **Vendor** from the **More Reports** submenu in the **Reports** menu. You have the following options:

- **Type** - Fixed, show detail
- **Sort** - Select the order for your report:
  - **Vendor** - Your report will sort by Vendor #
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print.
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window; and the type of data you should enter has to correspond to the selected **sort** order. For example, if you sort by vendor, then the range is vendor numbers
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort

### **Notes**

The notes report prints information about your defined Sales System Notes. To execute this report select **Notes** from the **More Reports** submenu in the **Reports** menu. You have the following options:

- **Type** - Fixed, show detail
- **Sort** – Fixed, by Notes
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort

### **Buyer**

The Buyer report prints information about your defined buyers. To execute this report select **Buyer** from the **More Reports** submenu in the **Reports** menu. You have the following options:

- **Type** - Fixed, show detail
- **Sort** – Fixed, by Buyer
- **Data** - Select the data to be included in your report

- **All** - All the records in file will print
- **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
- **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort

## **Inventory**

The Inventory report shows essential data about the items you have created in the system. To execute this report select **Inventory** from the **Reports** menu.

The information provided includes:

- Inventory number
- Item description
- Item standard price (local) per unit
- On-hand stock
- Item average cost per unit
- Total Item cost

You have the following options

- **Type** - Fixed, show summary
- **Sort** - You can select:
  - **Inventory** - View your records ordered by inventory #
  - **Line** - View your records ordered by inventory line #
  - **Group** - View your records ordered by inventory group #
  - **Class** - View your records ordered by inventory class #
  - **Subclass** - View your records ordered by inventory subclass #
  - **Category** - View your records ordered by inventory category #
  - **Vendor** - View your records ordered by vendor #
  - **Date** - View your records ordered by create date
  - **On-Hand** - View your records ordered by on hand
  - **Location** - View your records ordered by location
- **Data** - You can select:
  - **All** - All the records in the Inventory will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print
- **Other** - Select between:

- **All** - All the records in the Inventory will print
- **Sales** - Prints inventory classified as Item Type: Sales
- **Rental** - Prints inventory classified as Item Type: Rental
- **Parts** - Prints inventory classified as Item Type: Parts

Click **OK** to execute the report or **Cancel** to abort

### **Distribution**

The Vendor Account Distribution report prints information about the chart of account of each of your vendors, both the Accounts Payable account and all the Compensation accounts. To execute this report select **Distribution** from the **More Reports** submenu in the **Reports** menu. You have the following options:

- **Type** - Fixed, show detail
- **Sort** - Select how your report is sorted:
  - **Vendor** - Sort by Vendor #
  - **Account** - Sort by Account #
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort

### **Approved Payments**

The Approve Payment report prints information about all the payable invoices that have approved payments or are ready to be paid when you run your check printing process. To execute this report select **Approved** from the **More Reports** submenu in the **Reports** menu. You have the following options:

- **Type** - Fixed, show detail
- **Sort** - Select how your report is sorted:
  - **Vendor** - Sort by vendor #
  - **Due** - Sort by Due Date
  - **Discount** - Sort by Discount Date
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort

### **Invoice Not Approved**

The Invoice Not Approve report prints information about all the payable invoices that will not be paid when you run your check printing process. To execute this report select **Invoice Not Approved** from the **More Reports** submenu in the **Reports** menu. You have the following options:

- **Type** - Fixed, show detail
- **Sort** - Select how your report is sorted:
  - **Vendor** - Sort by vendor #
  - **Due** - Sort by Due Date
  - **Discount** - Sort by Discount Date
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort

### **Recurring Payments**

The Recurrent Payments report prints information about your defined Recurrent Payable Invoice records. To execute this report select **Recurring Payments** from the **More Reports** submenu in the **Reports** menu. You have the following options:

- **Type** - Select the type of information you want:
  - **Detail** - Full information about each recurrent payable invoice record
  - **Summary** - Just the relevant information about each recurrent payable invoice record
- **Sort** - Fixed, by Vendor
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort

### **Data Classification - Inventory**

The Inventory Data Classification Report shows all the information about the different ways you have classified the Inventory records through the Inventory Data option at the Settings menu. To execute this report select **Inventory** from the **Data Classification** submenu in the **Reports** menu.

You have the following options:

- **Type** - Fixed, **Detail** - Full information about each recurrent invoice record
- **Sort** - You can select:
  - **Line** - View your records ordered by inventory line #
  - **Group** - View your records ordered by inventory group #
  - **Class** - View your records ordered by inventory class #
  - **Subclass** - View your records ordered by inventory subclass #
  - **Category** - View your records ordered by inventory category #
  - **Measure** - View your records ordered by inventory measure #
  - **Failure** - View your records ordered by inventory failure #
- **Data** - You can select:
  - **All** - All the records in the Inventory will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort

### **Data Classification - Vendor**

The Vendor Data Classification report prints information about the different ways you have classified the Vendor records. To execute this report select **Vendor** from the **Data Classification** submenu in the **Reports** menu.

You have the following options:

- **Type** - Fixed, **Detail** - Full information about each recurrent invoice record
- **Sort** – Select how your report is sorted:
  - **Class** – View your records ordered by vendor class #
  - **Payment** – View your records ordered by vendor payment types
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort

## **Auditing Reports**

### **Purchase**

This report prints information about your purchases to vendors. To execute this report select **Purchase** from the **Reports** menu. You have the following options:

- **Type** - Fixed, show detail
- **Sort** - Select the order for your report:
  - **Purchase** - Your report will sort by purchase #
  - **Vendor** - Your report will sort by vendor #
  - **Inventory** - Your report will sort by inventory #
  - **Date** - Your report will sort by purchase date
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window; and the type of data you should enter has to correspond to the selected **sort** order. For example: if you sort by vendor, then the range is vendor numbers
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort

### **Merchandise Received**

This report prints information about the shipment of sales orders. To execute this report select **Shipment** from the **Reports** menu. You have the following options:

- **Type** - Fixed, show detail
- **Sort** - Select the order for your report:
  - **Purchase** - Your report will sort by purchase #.
  - **Vendor** - Your report will sort by vendor #.
  - **Inventory** - Your report will sort by inventory #.
  - **Date** - Your report will sort by purchase date.
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print.
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window; and the type of data you should enter has to correspond to the selected **sort** order. For example: if you sort by inventory, then the range is inventory item numbers
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print



- **Date** - Select between **all dates** or a **range of dates**. If range is selected you will enter the appropriate dates in an auxiliary window.
- **Other** - Select between:
  - **Include prior periods** - Prints any received data from the start of fiscal year
  - **Only current period** - Prints received data for just the current fiscal period

Click **OK** to execute the report or **Cancel** to abort

### **Invoice Transactions**

This report prints information about the received invoices. To execute this report select **(1) Invoices** from the **(E) Transactions** submenu in the **Reports** menu. You have the following options:

- **Type** - Fixed, show detail
- **Sort** - Select the order for your report:
  - **Vendor** - Your report will sort by vendor #
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window; and the type of data you should enter has to correspond to the selected **sort** order. For example: if you sort by vendor, then the range is vendor numbers
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print
- **Other** - Select between:
  - **Include prior periods** - Prints invoice data from the start of fiscal year.
  - **Only current period** - Prints invoice data for just the current fiscal period

Click **OK** to execute the report or **Cancel** to abort.

### **Payment Transactions**

This report prints information about the payments registered into the system. To execute this report select **(2) Payments** from the **(E) Transactions** submenu in the **Reports** menu, you have the following options:

- **Type** - Fixed, show detail
- **Sort** - Select the order for your report:
  - **Vendor** - Your report will sort by vendor #
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window; and the type of data you should enter has

to correspond to the selected **sort** order. For example: if you sort by vendor, then the range is vendor numbers

- **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print
- **Other** - Select between:
  - **Include prior periods** - Prints payment data from the start of fiscal year
  - **Only current period** - Prints payment data for just the current fiscal period

Click **OK** to execute the report or **Cancel** to abort

### **Voided Invoices**

This report prints information about the voided payments. To execute this report select **Void Invoices** from the **More Reports** submenu in the **Reports** menu, you have the following options:

- **Type** - Fixed, show detail
- **Sort** - Select the order for your report:
  - **Vendor** - Your report will sort by vendor #
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window; and the type of data you should enter has to correspond to the selected **sort** order. For example: if you sort by vendor, then the range is vendor numbers
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort

### **Cash Requirement**

This report prints information about the cash requirements needed to pay the invoices. To execute this report select **Requirement** from the **Reports** menu. You have the following options:

- **Type** - Fixed, show detail
- **Sort** - Select the order for your report:
  - **Vendor** - Your report will sort by vendor #
  - **Due** - Your report will sort by due date
  - **Discount** - Your report will sort by discount date
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window; and the type of data you should enter has

to correspond to the selected **sort** order. For example: if you sort by vendor, then the range is vendor numbers

- **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort

### **Discount**

This report prints information about your discount on your invoices. To execute this report select **Discount** from the **Reports** menu. You have the following options:

- **Type** - Fixed, show detail
- **Sort** - Select the order for your report:
  - **Vendor** - Your report will sort by vendor #
  - **Discount** - Your report will sort by discount date
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window; and the type of data you should enter has to correspond to the selected **sort** order. For example: if you sort by vendor, then the range is vendor numbers
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort

### **All Transactions**

This report prints information about all your transactions. To execute this report select **3. All Transactions** from the **(E) Transactions** submenu in the **Reports** menu, you have the following options:

- **Type** - Fixed, show detail
- **Sort** - Fixed, by vendor
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the records that meet the criteria you enter or select in the auxiliary window will print
- **Date** - Select between **all dates** or a **range of dates**. If range is selected you will enter the appropriate dates in an auxiliary window
- **Other** - Select between:
  - **Include prior periods** - Prints invoices and payments data from start of fiscal year

- **Only current period** - Prints invoices and payments data for just the current fiscal period

Click **OK** to execute the report or **Cancel** to abort

### **Checks - Current**

This report prints information about the current checks printed, current fiscal period. To execute this report select **Current** from the **Check** submenu in the **Reports** menu, you have the following options:

- **Type** – Fixed, by Summary
- **Sort** - Select the order for your report:
  - **Bank** - Your report will sort by bank #
  - **Check** - Your report will sort by check #
  - **Vendor** - Your report will sort by vendor #
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the records that meet the criteria you enter or select in the auxiliary window will print
- **Date** - Select between **all dates** or a **range of dates**. If range is selected you will enter the appropriate dates in an auxiliary window

Click **OK** to execute the report or **Cancel** to abort

### **Checks - History**

This report prints information about the history checks printed, not current fiscal period. To execute this report select **History** from the **Check** submenu in the in the **Reports** menu. You have the following options:

- **Type** – Fixed, by Summary
- **Sort** - Select the order for your report:
  - **Bank** - Your report will sort by bank #
  - **Check** - Your report will sort by check #
  - **Vendor** - Your report will sort by vendor #
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort

### **Checks - Voided**

This report prints information about the voided checks either from current or prior fiscal period. To execute this report select **Voided** from the **Check** submenu in the **Reports** menu, you have the following options:

- **Type** – Fixed, by Summary
- **Sort** - Select the order for your report:
  - **Bank** - Your report will sort by bank #
  - **Check** - Your report will sort by check #
  - **Vendor** - Your report will sort by vendor #
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print
- **Date** - Select between **all dates** or a **range of dates**. If range is selected you will enter the appropriate dates in an auxiliary window

Click **OK** to execute the report or **Cancel** to abort

### **PO Reference**

This report prints information about the invoice to purchase order reference. To execute this report select **PO Reference** in the **More Reports** submenu in the **Reports** menu. You have the following options:

- **Type** - Fixed, show detail
- **Sort** - Select the order for your report:
  - **Vendor** - Your report will sort by vendor #
  - **Purchase** - Your report will sort by purchase #
  - **Invoice** - Your report will sort by invoice #
  - **Reference** - Your report will sort by reference
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort

## **Purchase Taxes**

This report prints information about the purchase tax generated during purchasing. To execute this report select **Taxes** from the **More Reports** submenu in the **Reports** menu. You have the following options:

- **Type** – Fixed, by Summary
- **Sort** - Select the order for your report:
  - **Code** - Your report will sort by tax code
  - **Date** - Your report will sort by date
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window; and the type of data you should enter has to correspond to the selected **sort** order. For example: if you sort by code, then the range is tax codes
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print
- **Other** - Select between:
  - **Include all purchases** – Prints all purchases with or without taxes
  - **Include purchases with taxes** – Prints only purchases with taxes

Click **OK** to execute the report or **Cancel** to abort

## **Finance Charges**

This report prints information for the Finance Charge transactions from vendors. To execute this report select **Finance Charge** from the **More Reports** submenu in the **Reports** menu. You have the following options:

- **Type** - Fixed, show detail
- **Sort** - Select the order for your report:
  - **Vendor** - Your report will sort by vendor #
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window; and the type of data you should enter has to correspond to the selected **sort** order. For example: if you sort by vendor, then the range is vendor numbers
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort

## **Inventory Adjustments**

This report prints information for Adjustments generated for your inventory items. To execute this report select **Adjustments** from the **Reports** menu. You have the following options:

- **Type** - Fixed, show detail
- **Sort** - Select the order for your report:
  - **Inventory** - The report will sort by inventory #
  - **Adjustment** - The report will sort by adjustment #
  - **Date** - The report will sort by date
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window; and the type of data you should enter has to correspond to the selected **sort** order. For example: if you sort by inventory, then the range is inventory item numbers
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort

## **Payment Distribution**

This report prints information about the chart of account distribution of the current check printed. To execute this report select **Payment Distribution** from the **More Reports** submenu in the **Reports** menu. You have the following options:

- **Type** – Fixed, by detail
- **Sort** - Select the order for your report:
  - **Bank** - Your report will sort by bank #
  - **Check** - Your report will sort by check #
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort

### **Invoice Distribution**

This report prints information about the chart of account distribution of the current invoices posted. To execute this report select **Invoice Distribution** from the **More Reports** submenu in the **Reports** menu. You have the following options:

- **Type** – Fixed, by Detail
- **Sort** - Select the order for your report:
  - **Vendor** - Your report will sort by vendor #
  - **Invoice** - Your report will sort by invoice #
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort

### **Transfer to Finance**

This report prints information about how you send, detail or summary, your Purchasing transactions to the Finance module. To execute this report select **Transfer to Finance** from the **More Reports** submenu in the **Reports** menu. You have the following options:

- **Type** - Select the type of report:
  - **Detail** - A detailed report about the transactions
  - **Summary** - Just the most relevant data about the transactions
- **Sort** - Fixed: chart of account number
- **Data** - Fixed: all the data will print

Click **OK** to execute the report or **Cancel** to abort



## **Data Review and Analysis Reports**

### **Merchandise Reorder**

This report prints detailed information about the merchandise that you need to reorder, the formula included in this report is, Maximum Quantity - (On-Hand - (Booked + Committed) + On Order). The report only shows numbers when the result for the reorder quantity is less than the minimum and the minimum is greater than zero (0). To execute this report select **Reorder** from the **Reports** menu. You have the following options:

- **Type** - Fixed: Summary
- **Sort** - Select the order for your report:
  - **Inventory** - To show your report ordered by Inventory #
  - **Line** - Your report will sort by Line #
  - **Group** - Your report will sort by Group #
  - **Class** - Your report will sort by Class #
  - **Subclass** - Your report will sort by Subclass #
  - **Category** - Your report will sort by Category #
  - **Vendor** - Your report will sort by Vendor #
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window; and the type of data you should enter has to correspond to the selected **sort** order. For example: if you sort by inventory, then the range is inventory item numbers
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print
- **Other** - Select between:
  - **Include Minimum** - Prints include minimum inventory level
  - **No Minimum Included** - Prints include NO minimum inventory level

Click **OK** to execute the report or **Cancel** to abort

### **Backorder**

This report prints information about your backordered items. To execute this report select **Backorder** from the **Reports** menu. You have the following options:

- **Type** - Fixed, by Detail
- **Sort** - Select the order for your report:
  - **Purchase Order** - Your report will sort by purchase order #
  - **Vendor** - Your report will sort by vendor #
  - **Inventory** - Your report will sort by inventory #

- **Date** - Your report will sort by backorder date
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window; and the type of data you should enter has to correspond to the selected **sort** order. For example: if you sort by inventory, then the range is inventory item numbers
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print.
- **Date** - Select between **all dates** or a **range of dates**. If range is selected you will enter the appropriate dates in an auxiliary window.
  - Click **OK** to execute the report or **Cancel** to abort

### **Vendor Forecast Aging**

This report prints forecast aging information for your vendors' balance. To execute this report select **Vendor Forecast Aging** from the **Aging** submenu from the **Reports** menu. You have the following options:

- **Type** - Select the type of report:
  - **Detail** - A detailed report about the transactions
  - **Summary** - Just the totals for the transactions
- **Sort** – Fixed, by vendor #
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort

### **Vendor Past Due Aging**

This report prints past due aging information for your vendors' balance. To execute this report select **Vendor Past Due Aging** from the **Aging** submenu from the **Reports** menu. You have the following options:

- **Type** - Select the type of report:
  - **Detail** - A detailed report about the transactions
  - **Summary** - Just the totals for the transactions
- **Sort** – Fixed, by vendor #
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print

- **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
- **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort

### **Credit Card Invoices**

This report prints those vendor invoices paid by credit card, all purchases will be posted to each vendor when paid by the credit card. To execute this report select **Credit Card Invoices** from the **More Reports** submenu in the **Reports** menu. You have the following options:

- **Type** - Fixed: detail
- **Sort** - Select the order for your report:
  - **Vendor** - Your report will sort by vendor #
  - **Invoice** - Your report will sort by invoice #
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort

### **Purchase Order Status**

This report prints your purchase orders status. To execute this report select **Purchase Order** from the **Status** submenu in the **Reports** menu. You have the following options:

- **Type** - Fixed, show detail
- **Sort** - Select the order for your report:
  - **Purchase Order** - Your report will sort by purchase order #
  - **Vendor** - Your report will sort by vendor #
  - **Inventory** - Your report will sort by inventory #
  - **Date** - Your report will sort by backorder date
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window; and the type of data you should enter has to correspond to the selected **sort** order. For example: if you sort by customer, then the range is customer numbers

- **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort

### **Purchase Quote Status**

This report prints your purchase quotes status. To execute this report select **Purchase Quote** from the **Status** submenu in the **Reports** menu. You have the following options:

- **Type** - Fixed, show detail
- **Sort** - Select the order for your report:
  - **Purchase Quote** - Your report will sort by purchase quote #
  - **Vendor** - Your report will sort by vendor #
  - **Inventory** - Your report will sort by inventory #
  - **Date** - Your report will sort by backorder date
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window; and the type of data you should enter has to correspond to the selected **sort** order. For example: if you sort by customer, then the range is customer numbers
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort

### **Comparative Purchases**

This report prints comparative information for your purchases, current and prior year. To execute this report select **Comparatives** from the **More Reports** submenu in the **Reports** menu. You have the following options:

- **Type** - Fixed, show detail
- **Sort** - Select the order for your report
  - **Vendor** - Your report will sort by vendor #
  - **Class** - Your comparative report will sort by vendor class #
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window; and the type of data you should enter has to correspond to the selected **sort** order. For example: if you sort by customer, then the range is customer numbers
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort

## **Other Reports**

### **Labels printing**

This report generates mailing labels. To execute this report select **Labels** from the **Printing** submenu in the **Reports** menu. You have the following options:

- **Type** - Fixed: Detail
- **Sort** – Fixed by Vendor #
- **Data-** Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort

### **Defined reports**

The Defined report option shows the reports defined externally by the user and included in the System. The quantity of reports to include is unlimited. This option is where all user-defined reports are listed.

When you select this option, a list of all defined reports will appear. Move around the list to select the report you want to execute and Click OK to select your output option.

# Purchasing - Settings

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## Closing fiscal periods

The **Period End** option allows you how to close a fiscal period at the Purchasing module. Likewise, it allows you how to close a fiscal year.

The system is sensitive to the period, not to the date. If you want to execute any function for next period, first you should close the current one.

During the End of Period process, the following tasks are performed automatically by the system:

- All the Inventory Adjustments executed in the current period are transferred to the history during the process. Therefore, print the **Inventory Adjustment Report** before the End of Period process.
- All Purchase Orders totally received in the current period are deleted automatically. Therefore, print the **Received Report** before the End of Period process.
- All the A/P invoices of the current period are transferred to the history. Therefore, print the **Purchase Report** before the End of Period process.
- All Checks posted in the current period are transferred to the history. Therefore, print the **Current Check Report** before the End of Period process.
- All the configured **Recurring Invoice Payments** are created and posted to their vendor balance.

### **Recommendations:**

- Finish all the transactions for the current period.
- Transfer the data to Finance (optional).
- Print the reports to have a record of all the information for the current period. The following reports should be printed as hard copy:
  - Purchase report
  - Backorder report
  - Received report
  - Inventory report, if not printed in Sales
  - Inventory Adjustments report, if not printed in Sales
  - Past Due Aging report
  - Current Check report
  - Finance Charge report
  - Credit Card Invoice report
  - Paid Vendor Invoices report

- Purchase Tax report
- Transfer to the Finance report
- Make backup of all the data files before executing the Period End process. If you have not done it, you will not be able to recover the previous data.
- Execute the end of period process for other linked modules (like Sales, Inventory).

Have in mind; the following actions will be carrying out by the Period End process:

- All the current period closed Purchase Order are deleted automatically during the End of Period process.
- All the current period closed Paid Invoices and Checks are transferred to the history files during the End of Period process.

### **Period End Process**

**NOTE:** This option requires that nobody else will be using the system. Verify that you are the only user on the system before proceeding.

To work with this function, select **End of Period** from the **Settings** menu or click on **End of Period Process icon**.

Then answer **Yes** to continue or **No** to abort. There will be several confirmation windows before the actual process begins. Review the information that each one presents and answer accordingly.

**NOTE:** Pay attention to the question asking for the method to use to transfer data to the Finance module. The system will use the method you have chosen in the Set Up window for the module. If the method shown is not the appropriate, cancel the process answering **No** and then go to **Change Set Up** at the **Settings** menu to select the correct method.

### **Year End Process**

Are the same previous steps with the only difference that at period 12 or 13 depending to the periods used, will display as Year-End Process.

Follow the instructions, notes and recommendations for Period End Process in the previous topic to execute the process.

## **Change Set Up**

The Change Set Up option establishes the Purchasing essential information. You can initialize the information in minutes because the data is grouped by type and most of the fields are self-explanatory.

Initialize this section first, before initializing any data in the **Maintenance menu**.

Change this information as seldom as possible. If you change certain information after you begin using the system, you can generate erroneous data.

To work with this function, select **Change Set Up** from the **Settings** menu or click on **Change System Set Up icon**.

The Change Set up window has four pages: **Information**, **Settings**, **Accounts** and **Bank Setup**.

To modify the data in pages **Information**, **Settings** or **Accounts**, select the appropriate page and click on the Edit Settings icon.

Once you have modified your data, click **OK** to save your changes or click **Cancel** to discard any change and keep the original configuration.

### **Information Purchasing Change Set Up Page**

The Information page contains the following settings that you can change:

Transfer Data in Detail to Finance	<input checked="" type="checkbox"/>
Use Multicurrency for this Business	<input type="checkbox"/>
Print Options	<input type="checkbox"/>
Include Beginning Note in Document	<input checked="" type="checkbox"/>
Modify Purchase Order after Receiving	<input checked="" type="checkbox"/>
Document Version	Defined
Ask to delete History at Period End closing	<input type="checkbox"/>
Use Laser Printer for Checks	<input checked="" type="checkbox"/>
Initial Purchase Order # or Purchase Quote	00000002
Initial Suspense Payable	00000002
Initial Recurrent Invoice #	0001
Retain Not Approved Quotes by N Periods	03
Show last Vendor invoice posted	<input type="checkbox"/>
Bank for Credit Card Posting	
Shipping Account	9999-99
Ship Via (in documents)	ANY VIA
F.O.B. (in documents)	MIAMI



- **Transfer Data in Detail to Finance** - Place a check mark on this field to transfer transactions in Detail, if cleared all transactions will be transfer as a "summary by account" to the Finance module.
- **Use Multicurrency for this Business.** Place a check mark if you want to use more than one currency. The system can use a foreign currency together with the local currency for pricing calculations and other tasks.
- **Print Options** - Place a check mark to enable extended print options when printing documents, such as 'Print second description' or 'Don't print Inventory #'. **Option disabled for future version**
- **Include Beginning Note on document** - Place a check mark if you want the system to print the **Beginning Note** with the document, documents are Purchase Order and Purchase Quote.
- **Modify Purchase Order after Receiving** – Place a check mark to enable editing and changing a Purchase Order after receiving. Instead of creating a new purchase order for the same vendor, the system allows you to add new detail lines or edit a detail line of a purchase order fully or partially received if you have placed a check mark in this option. If changed, take into account that the corresponding payable must also be changed.
- **Document Version** - Select the type of documents you print, the **Not preprinted** or the **Defined** ones. The **Defines** are all the preprinted forms of the system. **Option disabled for future version**
- **Ask to delete History at Period End Closing** – Place a check mark if you want the system to ask a question at **every Period End closing** to delete the history of payments, invoices, receivables and adjustments before a given day shown. Clear it not to ask the question. We do not recommend deleting historical data.
- **Use Laser Printer for checks** – Place a check mark to enable Laser Printer for check printing, default is checked. **Option disabled for future version**
- **Initial Purchase Order # or Quote #** - Enter the initial purchase order (quote) number. This number is updated by the system reflecting the next number used. Purchase quotes numbers becomes purchase order numbers when approved.
- **Initial Suspense Payable #** - Enter the initial suspense account payable number. This number is updated by the system reflecting the next number used.
- **Initial Recurrent Invoice #** - Enter the initial recurrent account payable invoice number. This number is updated by the system reflecting the next number used.
- **Retain Not Approved Quotes by N periods** – Select how many periods the system will retain the Purchase Quotes not approved by the vendor. The range can be from 0 to 12/13 periods, depending on the business setup periods.
- **Show last Vendor invoice posted** – Place a check mark to show the last vendor invoice posted, when posting a new invoice for a vendor.
- **Bank for Credit Card Posting** – Select the bank number to post all the transactions for the credit card posting, is recommended to setup a bank for this purposes, see [Credit Card Invoices](#)

- **Shipping Account #** – Enter the shipping account number. This account number is use in all shipping documents.
- **Ship Via (in documents)** – Enter the default text to describe how he Ship Via in all document will show.
- **F.O.B. (in documents)** – Enter the default text to describe F.O.B. location in all document will show.

## Settings Purchasing Change Set Up Page

The Settings page contains the following settings that you can change:

The screenshot shows the 'Change System Set Up' dialog box with the 'Settings' tab selected. The settings are as follows:

Rate and Code of	FL TAX	(if applicable)	7.000	FL	
Rate and Code of	FL TAX	(if applicable)	0.000		
Maximum amount approved in checks			999999		
Maximum amount permitted in computer checks			999999		
Maximum amount permitted in manual checks			999999		
Due dates - Past			30	60	90
Due dates - Forecast			7	14	21

Account Type	Account # Dept	Account Description
Accounts Payable Account	2101	ACCOUNTS PAYABLE
Discount Account	4321	SALES - DISCOUNTS
Adjustment Account	4802	UNREALIZED GAIN/LOSS FOREIGN EXCH
Interest Account	8043	FINANCING EXPENSES
Suspense Account	2102	ACCOUNTS PAYABLE - SUSPENSE
Inventory Account	1102	INVENTORY - STOCK
Transfer Account	9001	TRANSFER ACCOUNT
Exchange Difference Account	4801	GAIN/LOSS ON FOREIGN EXCHANGE
Credit Card Account	2110	ACCRUED LIABILITY

- **Rate and Code of Sales Tax 1** - Enter the percentage rate and location code for Sales Tax #1. **Optional.**
- **Rate and Code of Sales Tax 2** - Enter the percentage rate and location code for Sales Tax #2. **Optional.**
- **Maximum amount approved in checks** - Place a check mark if you want to enforce the maximum amount approved in checks, meaning that the system will not allow more than the amount entered value for approving checks.
- **Maximum amount permitted in computer checks** - Place a check mark if you want to enforce the maximum amount permitted in computer checks, meaning that the system will not allow more than the amount entered value in computer checks.
- **Maximum amount permitted in manual checks** - Place a check mark if you want to enforce the maximum amount permitted in manual checks, meaning that the system will not allow more than the amount entered value in manual checks.

- **Due dates for Past days in Payables** – Enter the three ranges that the system will use to calculate balances for past due days in payables aging. They should go in ascending order. Usually they are 30/60/90.
- **Due dates for Forecast days in Payables** – Enter the three ranges that the system will use to calculate balances for forecast due days in payables. They should go in ascending order. Usually they are the invoices to pay in a week, two weeks or three weeks from the current system date (7/14/21).

**Following is a description of the accounts you should set up:**

- **Accounts Payables** – the chart of account that holds the value of your payables, usually within the range of Current Liabilities
- **Discount Accounts** – the chart of account that holds the value of your discount from your vendors, usually within the range of Current Liabilities
- **Adjustment Account** – the chart of account that holds the value of payables adjustments, usually in the range of Current Liabilities
- **Interest Account** – the chart of account that holds the value of Finance Charges applied to payables, usually within the range of Expenses
- **Suspense Account** – the chart of account that holds the value of payables for a future period or payables pending, usually within the range of Current Liabilities
- **Inventory** – the chart of account that holds your inventory value, usually within the range of Current Assets
- **Transfers** – the chart of account where the Purchasing module will post any difference generated during the process of transferring transactions to the Finance module, usually in the range of Expenses
- **Exchange Difference** – the chart of account where the value generated by the exchange rate cost calculation will be posted, if applicable, usually in the range of Revenues or Expenses
- **Credit Card Account** – the chart of account that holds the value of credit card payments for the current period, usually within the range of Current Liabilities

## Bank Change Set Up Page

The Bank page will allow you to maintain your bank accounts containing the following fields:

The screenshot shows a software window titled "Change System Set Up" with a "Bank Setup" tab selected. The form contains the following fields and values:

Bank #	01	Active
Name	BANK OF AMERICA	
Account #	85545445	
Route #	99989989	
Description	Operation Account	
Check Type	Both	
Initial Check #	00003749	
Initial Deposit #	00101085	
Initial Transfer #	90000803	
Initial Date	4/30/2022	
Initial Balance	81.22	
Chart of Account #	11021	
Notes		

- **Bank #** – is two characters that identify your bank account. **Required**
- **Active** - indicates if the record is in "active" state. Only active banks can be subject of transactions (Deposits, Checks, etc.)
- **Name** – is your bank's account name. **Optional** but recommended
- **Account #** – is your bank's account number. **Optional** but recommended
- **Route #** – is your bank's route number. **Optional** but recommended
- **Description** – is a short text describing the account. **Optional**
- **Check Type** - select what type of checks you will be using with this account, your options are:
  - **Computer** – all the checks will be computer generated
  - **Manual** – the checks will be created manually
  - **Both** – there will be manually made checks and computer-generated checks

- **Initial Check #** – is the initial check number when the system generates checks, the system will keep this field updated to reflect the next check number to generate. **Required**
- **Initial Deposit #** – is the initial deposit number, the system will keep this field updated to reflect the next number to generate. **Required**
- **Initial Transfer #** – is the initial wires transfer number, the system will keep this field updated to reflect the next number to generate. **Required**
- **Initial Date** – is the initial balance date, when creating your account enter the initial date for the account, the date is updated every month after a Bank Reconciliations process. **Required**
- **Initial Balance** – is the initial balance, when creating your account enter the initial balance amount for the account, the balance is updated every month after a Bank Reconciliations process. **Required**
- **Chart of Account** – is the chart of account where all the bank transactions will be posted. **Required**
- **Notes** – is 30 characters where you can enter any text. **Optional**

## **Reindex Files**

*This option shows about the process of Reindexing Files. You should use this function every time you are adding, deleting or modifying the files externally to the system; when the system has been block by any reason; or if the system fails to locate information that you believe it has been previously entered.*

The system uses the indexes of the files like a directory to locate and to process the data files.

If you copy data from other files, the system will be unable to process the data because these do not have the included indexes.

When you reindex the files, you are telling the system to organize the data that are not in order, and if possible to order them (to recover them).

### **Reindex ALL Files**

**NOTE:** This option requires that nobody else be using the system.

To work with this function, select **Reindex Files**, then **Reindex ALL Files** from the **Settings** menu or click on **Recover All Indexes icon**. Then select **Yes** to continue or **No** to cancel.

A warning message displays that this option will recreate index files and optionally remove deleted record from your database, respond **Yes** or **No**, if you want or not to remove the deleted records. Those are the records that have been previously deleted in other options and they will be removed completely.

You can do this every time that you want, without damaging the system.

If you cannot recover the indexes, contact **Zeta Pro™ Technical Support**.

### **Reindex Selected Files**

**NOTE:** This option requires that nobody else be using the system.

To work with this function, select **Reindex Files**, then **Reindex Selected Files** from the **Settings** menu or click on **Recover Selected Indexes icon**.

A window with a list of files will be shown. Place a check mark on every file you want to reindex and click **OK** to execute. Click **Cancel** to close the window.

You can do this every time that you want, without damaging the system.

If you cannot recover the indexes, contact **Zeta Pro™ Technical Support**.

## **Transfer Data to Finance**

The system will transfer all the Purchasing generated records to the Finance module when closing the fiscal period. You can transfer data any time in the fiscal period to create financial statement in any given time, but the system does a final transfer automatically when executing Period End process.

**NOTE:** this process requires that nobody else be using the system.

To work with this function, select **Transfer Data** from the **Settings** menu or click on **Transfer Data to Finance icon**. Then answer **Yes** to continue and wait for the process to complete or **No** to cancel.

Have in mind the following considerations:

- Sending transactions in Summary will reduce the total time of the process.
- Before beginning the transfer, confirm that you have initialized the correct number of the accounts from the Finance module, to those that you are transferring the data.
- Confirm that the Purchasing module is working in the same accounting period as the **Finance** module.

If you happen to have an invalid account, you receive a message indicating the invalid number. Take note of the invalid account number and execute **Change Set Up** at the **Settings** menu to fix the problem. When you have corrected the error, re-execute this process.

If you cannot solve the problem, contact **Zeta Pro™ Technical Support**.



# Inventory Module

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# Inventory – Maintenance

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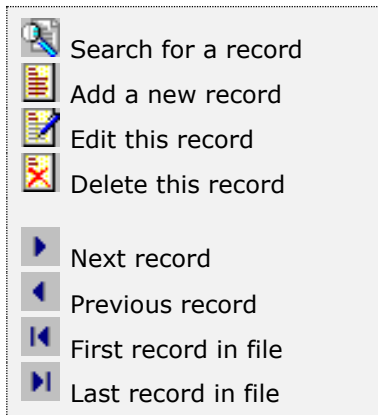
## Classification and auxiliary data

As important as it is to have your information ready available, the way you see it can determine how good your decisions are. Because of this, **Zeta Pro™** offers the ability to order your inventory's data in several different ways. You can sort your reports **by Line, Group, Class, Subclass, or Categories.**

You assign a line, group, class, subclass and category to each item in your inventory when you are defining them. Preparing and defining them in advance can speed up your inventory definition process. In addition, you can change them later without affecting you inventory data, just the way you sort your reports.

You need to define at least one record for each of the classification types, but you need only to fill completely those that can help you with the manipulation of the information.

The Inventory module has defined 10 different inventory defaults to make the life of the user very easy when setting up new inventory items. These 10 different default values are Location, Line, Group, Class, Subclass, Category, Type-Code, Volume-Unit, Weight-Unit and Measure-Unit. You can access these items through the **Inventory module** option in the **Change Set Up** submenu of the **Settings** menu.



When working in these windows you will have, several options accessible through the bottom line of buttons (see the icon list at left for a summary). Several of these functions have keyboard access. In each topic, all possible options are explain in Detail -

You will also have the record movement icons that allow stepping forward or backward in the file.

The following topics cover the maintenance for the classification and auxiliary data.

## Inventory Maintenance

**Zeta Pro™** Inventory module allows you to access and maintain your inventory data without the need to go into a separate module. This feature will save you time and effort.

The following topics describe in detail the main maintenance tasks you can carry on from within the Inventory module. For a full explanation about all the processes, functions and other inventory related tasks, refer to the **Sales module.**

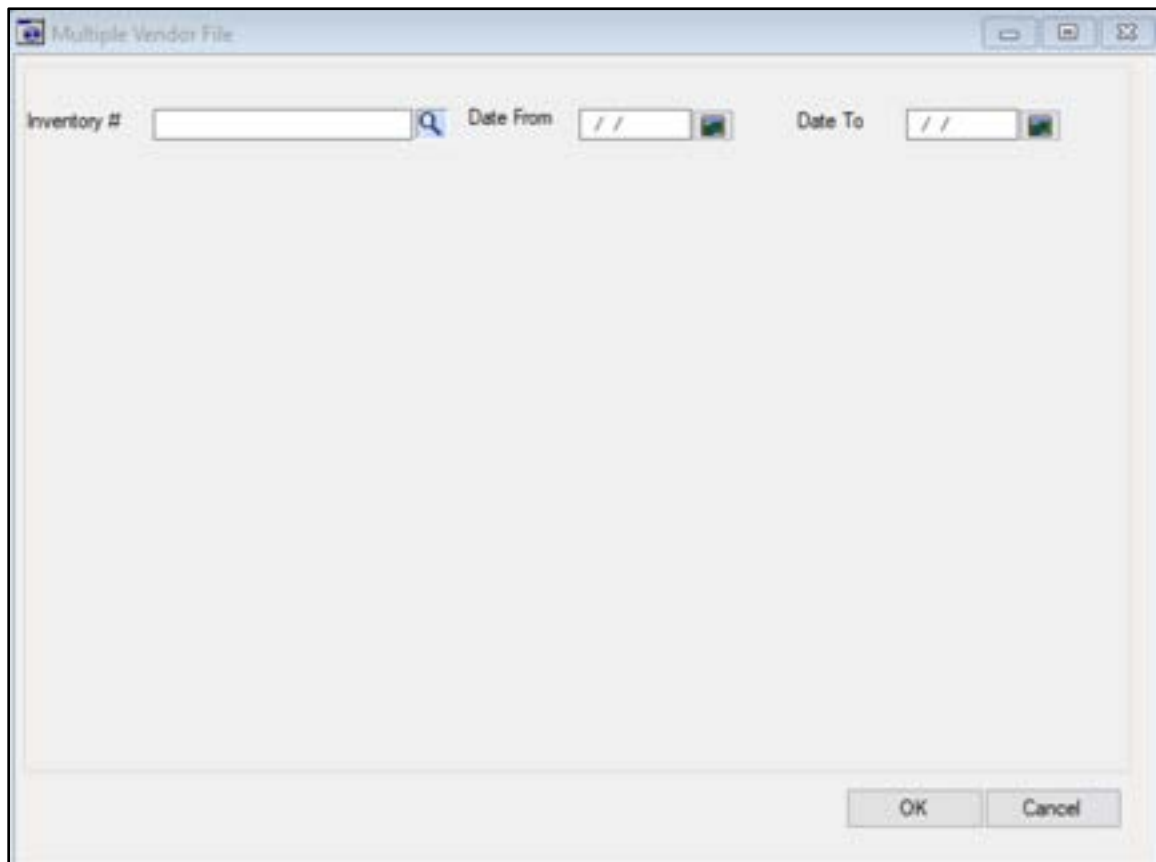
## **Multiple Vendor**

Zeta Pro™ maintains a list of suppliers for your inventory items. This list is update automatically by the Purchasing module when a purchase order is received with purchase order number, part number, the last purchase date, quantity received and the cost when receiving the merchandise (the cost excludes the additional expenses when receiving the purchase order, if included). However, you have the option to maintain this list, keeping it up to date by adding new vendors or updating part numbers or list prices as they change.

To work with this function, select **Multiple Vendor** from the **Maintenance** menu or click on **Multiple Vendor File icon**.

To help you with the data, the system will display the **Multiple Vendor Search window** with the following searchable fields to help in the process.

- **Inventory #** - allows you to select the entire inventory or just one.
- **Date From** - allows you to select a date (create date) with a calendar popup icon
- **Date To** - allows you to select a date (create date) with a calendar popup icon

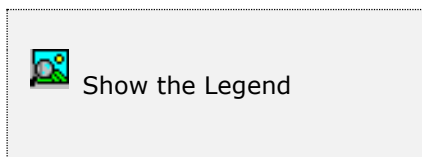
The image shows a screenshot of a software window titled "Multiple Vendor File". The window has a standard Windows-style title bar with minimize, maximize, and close buttons. Below the title bar, there are three input fields: "Inventory #" followed by a search icon, "Date From" followed by a date input field with a calendar icon, and "Date To" followed by a date input field with a calendar icon. The main area of the window is empty. At the bottom right, there are two buttons labeled "OK" and "Cancel".

The system will display the search window with the **OK** and **Cancel** buttons. Click **OK** to proceed or click **Cancel** to abort and return to the selection option.

The user can combine any criteria, and only those fields entered by the user become part of the query. If no searchable field entered and by clicking the **OK** button, the system will display the search result with all the data.

Inventory #	Description	Price	On Hand	Booked
BASIC ESC	BASIC ESC R3	30.00	5	0
BATTERY CHARGER	BATTERY CHARGER	0.00	2	0
BELKIN PRN CABLE	BELKYN PARALLER PRINTER CABLE F3D11	0.00	1	0
BLUE JAR	BLUE PORCELAIN JAR	200.00	16	0
BOOKS	USED BOOKS	0.00	0	0
BOSS AUDIO HEADREST	BOSS AUDIO AUTOMOBILE HEADREST CO	0.00	1	0
CABLE EXTENSION	CABLE GRAY 2 MALE EXTENSION	0.00	1	0
CABLE RGB	RGB VIDEDO CABLE HDMI - 3 MALES 3 FEM	0.00	1	0
CABLE TV	CABLE TV 6" GENERIC WHITE	0.00	2	0
CATS CABLE	CATS CABLE LONG	0.00	2	0
CATS CABLE YELLOW	CATS CABLE YELLOW 6'	0.00	1	0
CATS SHORT	CATS SHORT CABLE GREY/BLUE	0.00	2	0
CATSE CABLE	CAT SE	0.00	2	0
CATV	CATV RG	0.00	3	0
CHECK	CHECK COMPUTER FORMS	295.00	0	0
COMMISSION	COMMISSION	0.00	0	0

The user can select the inventory by **Double-clicking** on the selected inventory or by selecting the inventory and clicking the **OK** button.



At the bottom of the Search window, you will find a set of icons that will show available functions.

The **Browser Legend** will display different colors depending of the status:








**Inactive** – the inventory color is **Red**

**No Stock** – the inventory color is **Yellow**

**Active** – the inventory color is **White**

**Selected** – the inventory-selected color is **Dark Blue** (CHECK)

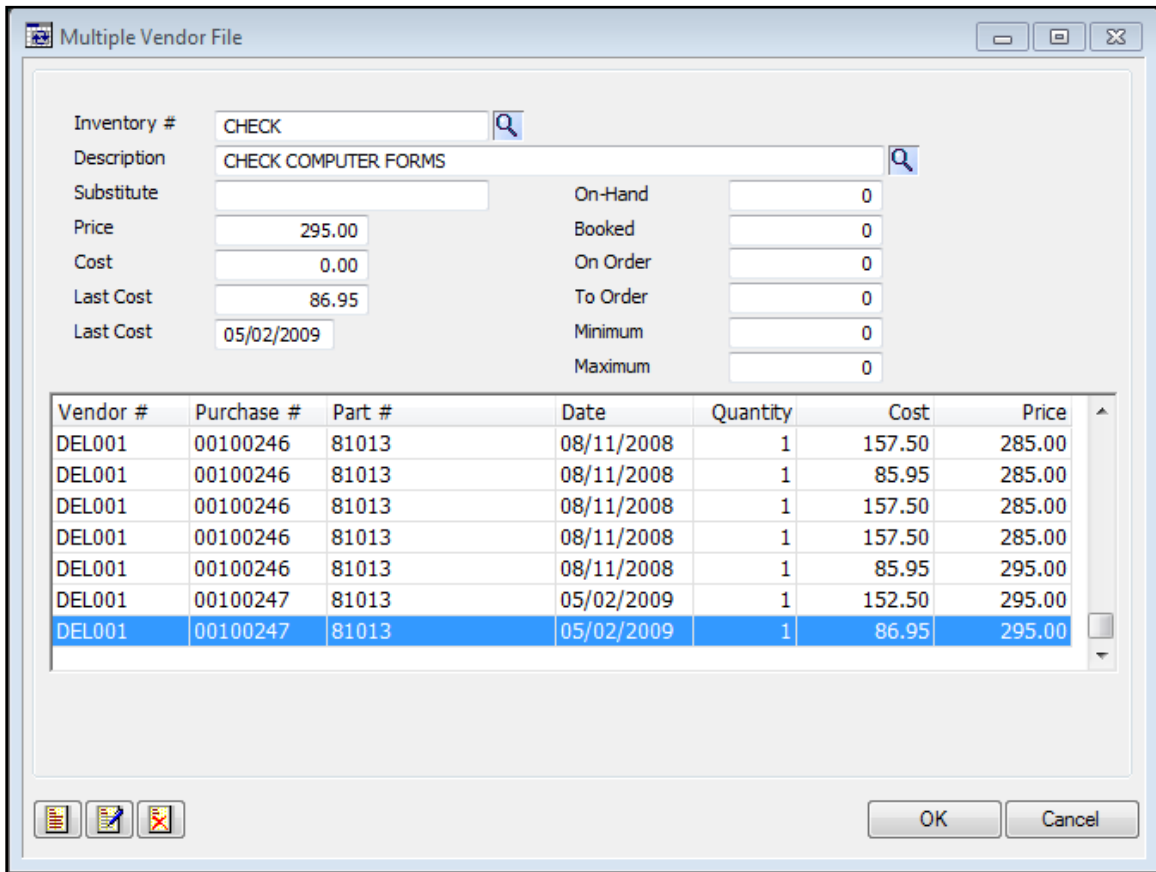
After selecting the item, the upper section of the window displays the item selected or you can select or search another item. Before you can update the vendor information, you have to select an inventory item.

-  Add a new Record
-  Modify Record data
-  Delete current Record
  
-  Go to first record
-  Go to previous record
-  Go to next record
-  Go to last record

You have action icons located on the bottom of the window. They will allow you to add, edit or delete vendor's data.

You also have the record movement icons that allow stepping forward or backward in the file.

Once you have found and selected your inventory item, click **OK** to display its vendor data in the lower section of the window.



The screenshot shows the 'Multiple Vendor File' window. At the top, there are fields for 'Inventory #' (CHECK) and 'Description' (CHECK COMPUTER FORMS). Below these are fields for 'Substitute', 'Price' (295.00), 'Cost' (0.00), 'Last Cost' (86.95), and 'Last Cost' (05/02/2009). To the right of these fields are 'On-Hand', 'Booked', 'On Order', 'To Order', 'Minimum', and 'Maximum' fields, all with a value of 0. Below the fields is a table with the following data:

Vendor #	Purchase #	Part #	Date	Quantity	Cost	Price
DEL001	00100246	81013	08/11/2008	1	157.50	285.00
DEL001	00100246	81013	08/11/2008	1	85.95	285.00
DEL001	00100246	81013	08/11/2008	1	157.50	285.00
DEL001	00100246	81013	08/11/2008	1	157.50	285.00
DEL001	00100246	81013	08/11/2008	1	85.95	295.00
DEL001	00100247	81013	05/02/2009	1	152.50	295.00
DEL001	00100247	81013	05/02/2009	1	86.95	295.00

At the bottom of the window, there are three action icons (Add, Modify, Delete) and two buttons: 'OK' and 'Cancel'.

### **Adding new Vendor**

To add a new Vendor record you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Now you can fill the vendor data:

- **Vendor #:** enter you vendor code (as defined in Purchasing) or click on the search icon (to the right of the field) to select it from a list.
- **Purchase #:** (optional) enter the Purchase Order # you want to have as a reference.
- **Part #:** (optional) enter the vendor's part number for your inventory item.
- **Date:** (optional) enter the date, either from the Purchase Order or the date that reflects the effectiveness of the item cost.
- **Quantity:** enter the quantity, default is 1 or; if is from the receiving merchandise process the quantity is always the total quantity received.
- **Cost:** (optional) enter the cost (or list price of the item the vendor is quoting).
- **Price:** enter your current price

To save the new data click **OK** or click **Cancel** to discard it.

### **Editing a Vendor**

To edit a vendor record, locate and select it, then:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

Make the needed changes to the displayed data (you cannot change the vendor number) and click **OK** to accept and save the new data or click **Cancel** to retain the original.

### **Deleting a Vendor**

To delete a vendor record, locate and select it, then:

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or **No** to keep it.

# Inventory – Other Maintenance Tasks

## Update Price or Cost

With this option, you can massively change prices or the cost to reflect the new conditions of your business. Either unit sale prices or unit cost can be updated by percentage, by a fix amount or by reference to the exchange rate.

To work with this function, select **Update Price/Cost** from the **Maintenance** menu or click on **Inventory Price and Cost Update icon**.

You can also control the process specifying how you can update it:

- by inventory #
- by inventory line
- by inventory group
- by inventory class
- by inventory subclass
- by inventory category

Inventory Price and Inventory Cost Updates

Price Inventory All Percentage

Percentage - Enter % to increase (+) or reduce (-)

Price  0.00

Price 1	<input type="checkbox"/>	0.00	Price 6	<input type="checkbox"/>	0.00
Price 2	<input type="checkbox"/>	0.00	Price 7	<input type="checkbox"/>	0.00
Price 3	<input type="checkbox"/>	0.00	Price 8	<input type="checkbox"/>	0.00
Price 4	<input type="checkbox"/>	0.00	Price 9	<input type="checkbox"/>	0.00
Price 5	<input type="checkbox"/>	0.00	Price 10	<input type="checkbox"/>	0.00

OK Cancel

Furthermore, you can specify a range or an individual record (inventory, line, group, and so on). This makes this process extremely flexible.

When updating the cost, the system creates an automatic adjustment transaction for each item changed.

The upper part contains the process criteria:

- The first selector is for the price or the cost
- The second selector is for the type of item to update (inventory, line, group, class, subclass, and category).
- The third selector lets you choose all the items, a range or a particular one. When you select range or individual, additional fields will display for the user to enter the appropriate data, which will depend on the type selected in the second selector.
- The last one you select will show how to update, by percentage change, by a fix amount or by exchange rate. Percentage and Fix amount display the necessary fields for data input - If your system is setup for **Multi-level Price** operation, eleven fields will show: one for the standard price and ten more for the different options. If not setup for **Multi-level Price** operation, just the standard price field will show.

For **Percentage** operation, you have to enter a Percentage Rate of the cost or price, either positive or negative, for each required field. The system updates the inventory according to the input, increasing or reducing according to the entered Percentage Rate. Example: Cost of 100.00 with a percentage of +10.00%, is an increase to a Cost of 110.00. Either cost or price percentage operations works the same way, with the only difference when changing the cost, an adjusting entry will be created.

For **Fix Amount** operation, you have to enter a direct value of the cost or price, either positive or negative. If your system is setup for **Multi-level Price**, enter the corresponding amounts. The system updates the inventory according to the input, increasing or reducing according to the entered Fixed Amount. E.g. Cost of 80.00 with a Fixed Amount of 20.00, is an increase to a cost of 100.00. Either cost or price fix amount operations works the same way, with the only difference when changing the cost, an adjusting entry will be created.

For **Exchange Rate** operation, the active fields will allow entering dates and exchange rates, which are used to create the updates. The system updates the inventory according to the data input, increasing or reducing according to the Exchange Rate entry.

There are two options for the update depending of the System Set Up. Go to **Change Set Up** in **Settings** menu of the **Inventory** module:

If **Use Last Rate-Foreign Price for updates** is checked, than the system is using the Last Rate of both rates showed for the calculations multiplied by the foreign price (the right side of the price in the inventory item) to update the standard price (the left side of the price in the inventory item). E.g., Foreign Price of 15.00 with a final Exchange Rate of 15.00 will update the Standard Price to 225.00.



The mathematical calculation is  $15.00 \times 15.00 = 225.00$

If is unchecked than the system is using both rates and the standard price for the calculation. E.g., Standard Price of 100.00 with an initial Exchange Rate of 14.00 and a final Exchange Rate of 15.00 will increase to a Price of 107.14.

The mathematical calculation is  $15/14 \times 100 = 107.14$

If you are updating cost, the system will give a message indicating **Adjusting Entry will be created automatically when cost is updated and charging it to Exchange Difference Account. For more details, see your User Manual.**

In order to speed up the update process we have created automatic adjusting entry in order to be compliant with the General Accepted Accounting Principle information (GAAP). This will include a **Comment** and the **Date** of the transaction.

When the exchange rate process runs, the system will select as default the **Exchange Difference** account for a cost update by Exchange Rate or an **Inventory Adjustment** account for a cost update by percentage or fix amount. User will have to verify the account number, go to **Change Set Up** in **Settings** menu of the **Sales** module.

Either cost or price exchange rate operation are based on (a) the cost - if is the cost of the item or (b) the price - if is the price of the item.

Note that the system will never update the values of the prices or cost below zero, if the result of the mathematical calculations is less than zero, the system will not change the value.

Click **OK** to update prices or costs.

**Note 1:** When running this process and for changes in **prices**:

Run Multilevel Prices Report **before** the process (unit price).

Run Multilevel Prices Report **after** the process (unit price).

**Note 2:** When running this process and for changes in **cost**:

Run Inventory Report **before** the process (unit cost).

Run Inventory Adjustment Report **after** the process (difference in cost).

Run Inventory Report **after** the process (unit cost).

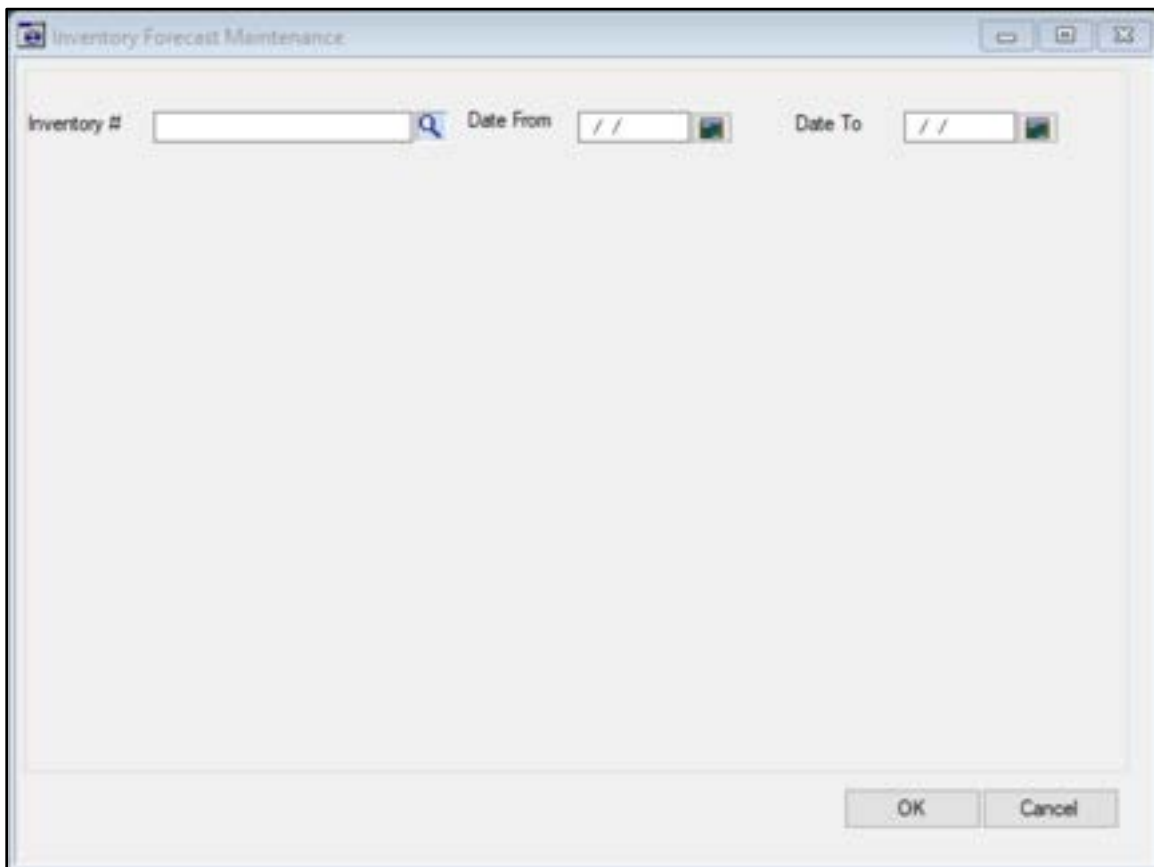
## **Inventory Forecast Adjust**

You can modify the data resulting from the Inventory Forecast process to meet your needs, see [Inventory Forecast](#). Do this if you feel that the resulting numbers do not represent the reality of your business.

To work with this function, select **Forecast Adjust** from the **Maintenance** menu or click on **Inventory Forecast Maintenance icon**.

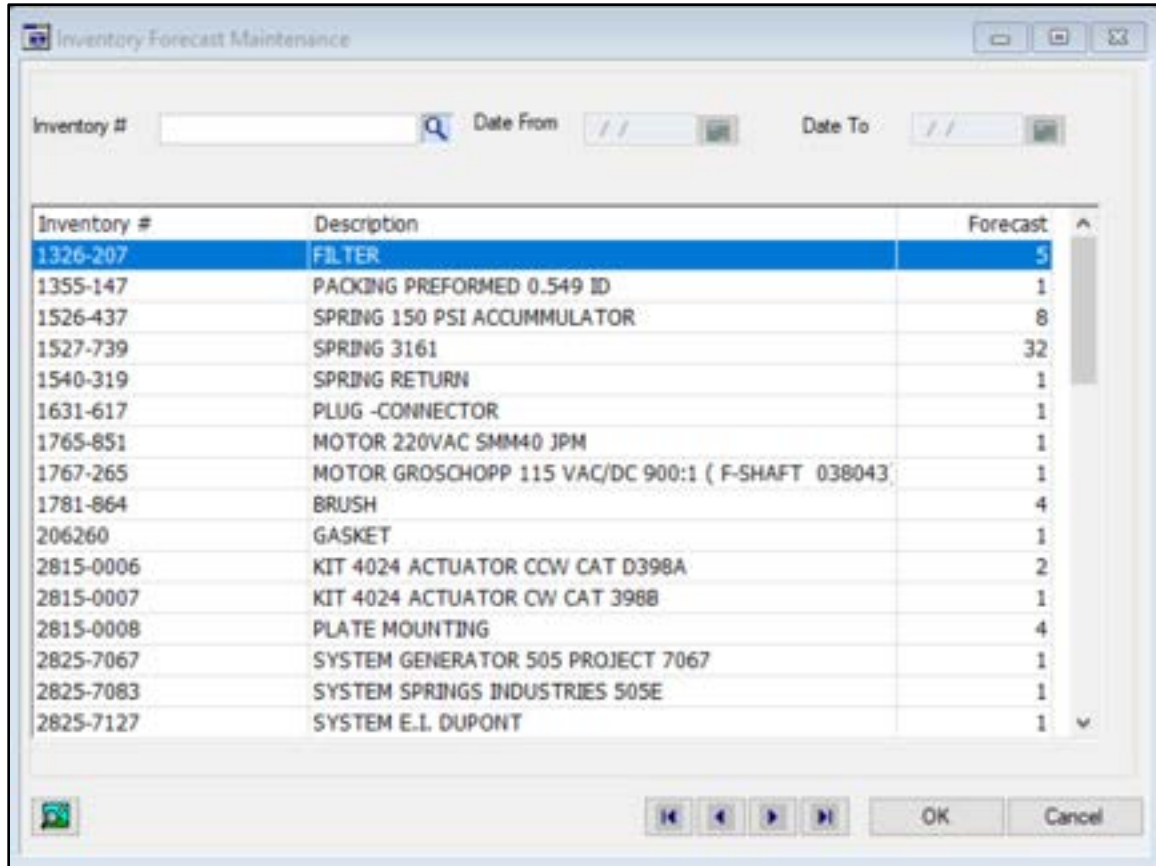
To help you with the data, the system will display the **Inventory Forecast Search window** with the following searchable fields to help in the process.

- **Inventory #** - allows you to select the entire inventory or just one.
- **Date From** - allows you to select a date (create date) with a calendar popup icon
- **Date To** - allows you to select a date (create date) with a calendar popup icon

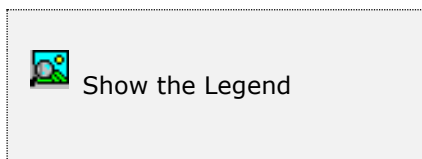
The image shows a screenshot of a software window titled "Inventory Forecast Maintenance". The window has a standard Windows-style title bar with minimize, maximize, and close buttons. Below the title bar, there are three input fields: "Inventory #" followed by a search icon, "Date From" followed by a date selection icon, and "Date To" followed by a date selection icon. The main area of the window is empty. At the bottom right, there are two buttons: "OK" and "Cancel".

The system will display the search window with the **OK** and **Cancel** buttons. Click **OK** to proceed or click **Cancel** to abort and return to the selection option.

The user can combine any criteria, and only those fields entered by the user become part of the query. If no searchable field entered and by clicking the **OK** button, the system will display the search result with all the data.



The user can select the inventory by **Double-clicking** on the selected inventory or by selecting the inventory and clicking the **OK** button.










At the bottom of the Search window, you will find a set of icons that will show available functions.

The **Browser Legend** will display different colors depending of the status:

**Active** – the inventory color is **White**

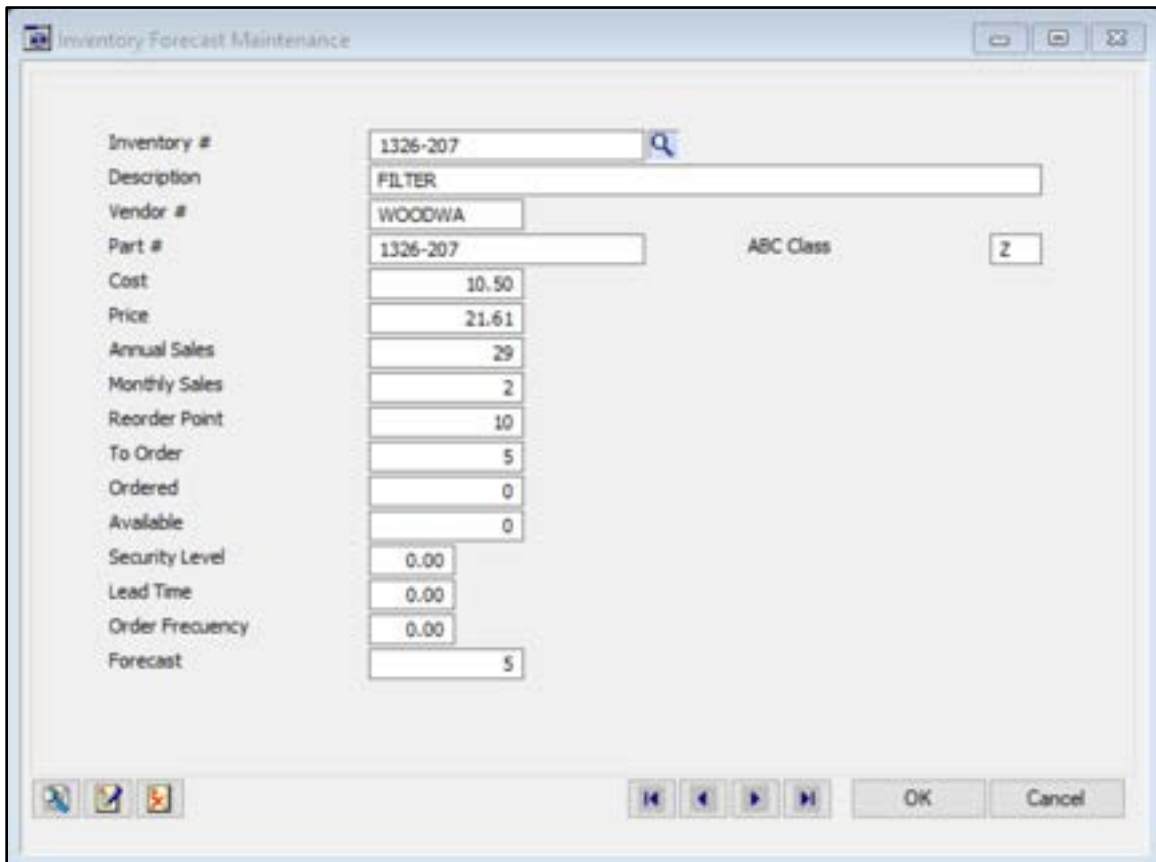
**Selected** – the inventory-selected color is **Dark Blue** (1326-207)

Once you have found and selected your inventory item, click **OK** to display its vendor data in the lower section of the window.

	Search for an item
	Edit forecast data
	Delete forecast data
	Go to first record
	Go to previous record
	Go to next record
	Go to last record

You have action icons located on the bottom of the window. They will allow you to search, edit or delete data.

You also have the record movement icons that allow stepping forward or backward in the file.



Inventory #	1326-207
Description	FILTER
Vendor #	WOODWA
Part #	1326-207
ABC Class	2
Cost	10.50
Price	21.61
Annual Sales	29
Monthly Sales	2
Reorder Point	10
To Order	5
Ordered	0
Available	0
Security Level	0.00
Lead Time	0.00
Order Frequency	0.00
Forecast	5

You **cannot** create a new forecast record. This must be done through the process described in the Inventory Forecast; also note that, due to the restriction you **must** search for the item you want to modify or delete.

To do this, you can:

- Click on the search icon on the bottom of the window
- Click on the search icon to the right of the Inventory # field, or
- Click the **F1** key on the keyboard

You can navigate through the generated records using the browse icons on the bottom of the window.

You will have the most pertinent data about your item shown on the window. Only the forecast quantity can be change by any of the following actions.

To change the selected Inventory forecast quantity, you can

- Click on the edit icon on the bottom of the window or
- Click the **F5** key on the keyboard

Enter the new quantity and click **OK** to save it.

To delete the selected forecast record, you can

- Click on the delete icon on the bottom of the window or
- Click the **F4** key on the keyboard

Note that this only deletes the forecast record, not your inventory item master or inventory movement.

Answer **Yes** to the confirmation window to delete the data.

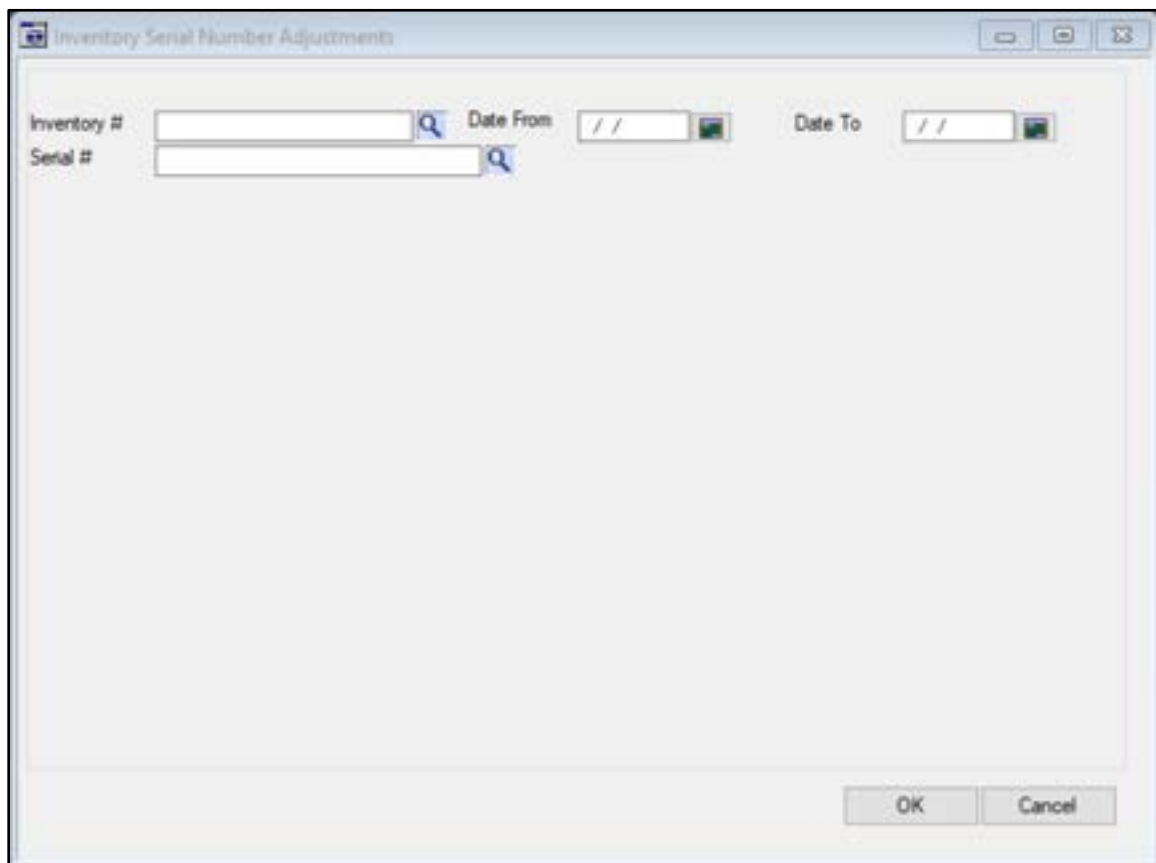
## **Inventory Serial Adjust**

With this option, you can change serial numbers and lot numbers to reflect the new conditions of your inventory.

To work with this function, select **Inventory Serial Adjustments** from the **Maintenance** menu or click on **Inventory Serial Adjustment icon**.

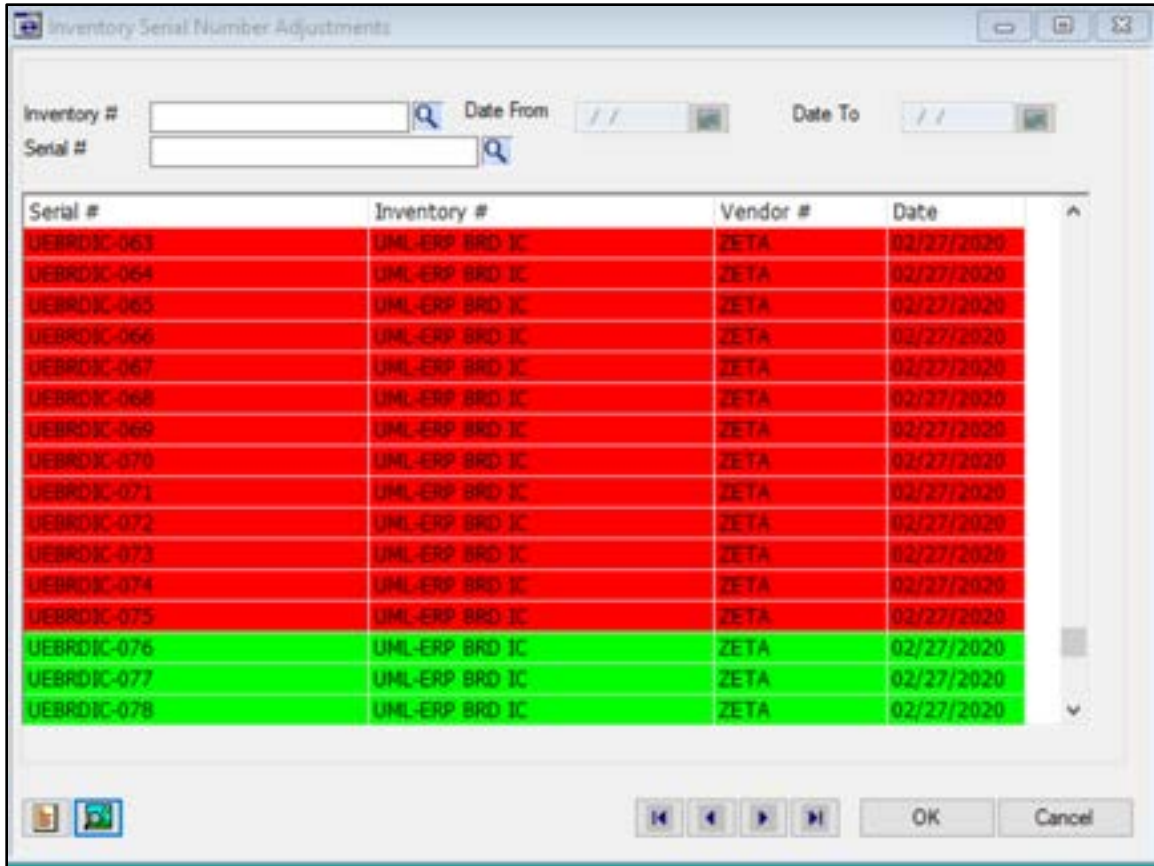
To help you with the data, the system will display the **Inventory Serial Adjustment Search window** with the following searchable fields to help in the process.

- **Inventory #** - allows you to select the entire inventory or just one.
- **Date From** - allows you to select a date (create date) with a calendar popup icon
- **Date To** - allows you to select a date (create date) with a calendar popup icon
- **Serial #** - allows you to select the entire serial numbers or just one

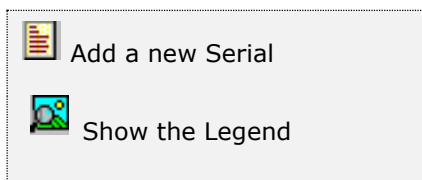
The image shows a software window titled "Inventory Serial Number Adjustments". At the top right are standard window control buttons (minimize, maximize, close). The main area contains search criteria: "Inventory #" with a text input field and a magnifying glass icon; "Serial #" with a text input field and a magnifying glass icon; "Date From" with a text input field containing "//" and a calendar icon; and "Date To" with a text input field containing "//" and a calendar icon. At the bottom right are "OK" and "Cancel" buttons.

The system will display the search window with the **OK** and **Cancel** buttons. Click **OK** to proceed or click **Cancel** to abort and return to the selection option.

The user can combine any criteria, and only those fields entered by the user become part of the query. If no searchable field entered and by clicking the **OK** button, the system will display the search result with all the data.



The user can select the inventory serial number by **Double-clicking** on the selected inventory serial number or by selecting the inventory serial number and clicking the **OK** button.



At the bottom of the Search window, you will find a set of icons that will show available functions.

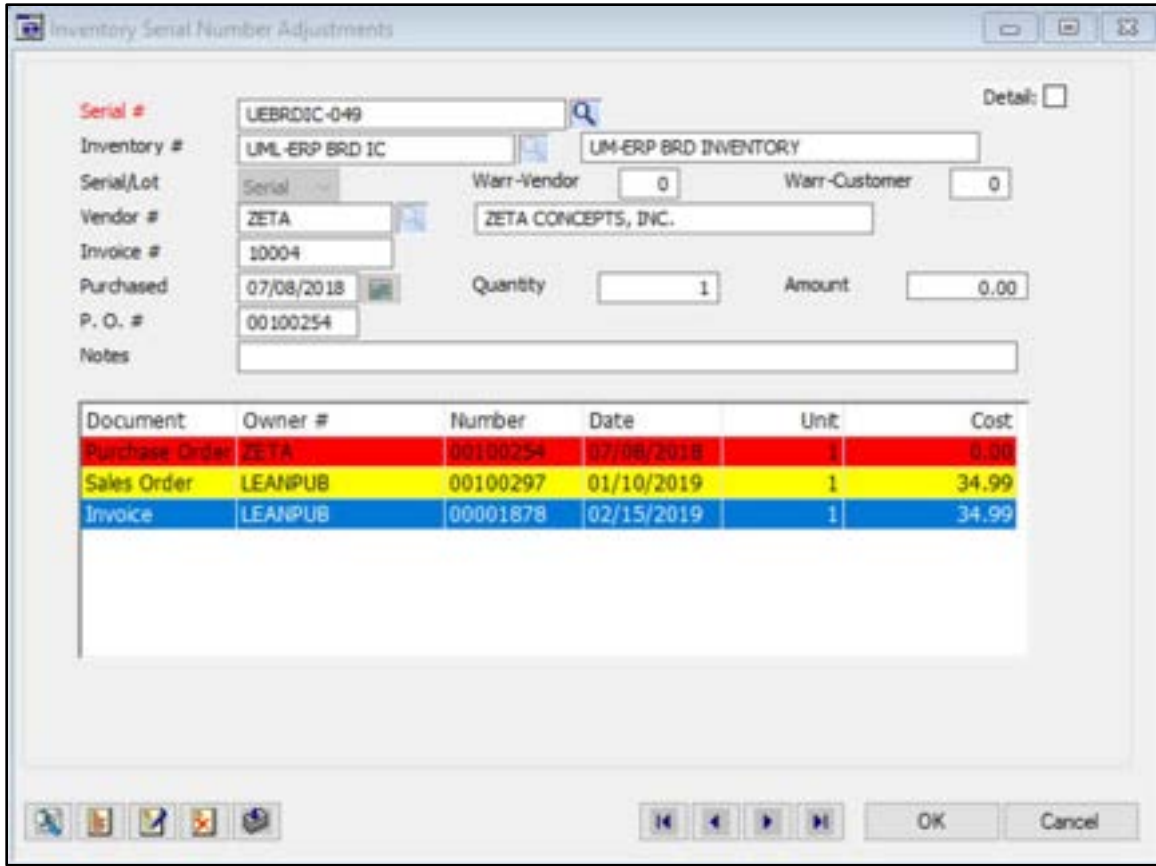
The user from this window can also add a new inventory serial number by clicking the **Add icon** to start a new inventory serial number.

The **Browser Legend** will display different colors depending of the status:

**Sold** – the inventory serial color is **Red**

**Available** – the inventory serial color is **Green**

**Selected** – the serial-selected color is **Dark Blue**



After selecting the inventory serial number, the system will display the following window; at the bottom, you will find a set of icons that will show the available functions.

	Search for a Serial
	Start a new Serial
	Edit this Serial
	Delete this Serial
	Show Rental Information

You can search, add, edit or delete records by means of the action icons. You can also navigate through the records by means of the navigation icons.

	Next record
	Previous record
	First record in file
	Last record in file

The **Inventory Serial Number** page holds specific icons:

- **Search for a Serial** – to search for a specific serial
- **Start a new Serial** – to add or start a new serial
- **Edit a Serial** – to edit an existing serial
- **Delete a Serial** – to delete an existing serial
- **Show Rental Information** – to show rental information, if is a rental item



The **Inventory Serial Number** page holds your specific inventory's data:

- **Serial #** - holds the assigned serial or lot number, the label Serial or Lot will display on the screen **in red** if is **not available or sold**, otherwise in black. See picture above.
- **Detail** – is the detail flag for the serial or lot number, this field will display after the serial or lot creation. If the detail is checked then the Add, Edit or Delete button will only work with the **serial detail section**.
- **Inventory** – is the code for the inventory assigned to the serial or lot. Click on the search icon to the right of the field to change from the list. The inventory name is displayed next to inventory ID.
- **Serial/Lot** – at creation is a drop-down to select serial or lot, afterward is displayed the characteristic of the inventory item.
- **Warranty Vendor** – is the number of days from a vendor's invoice date for which you have warranty on this serial. Be sure to specify the same type of units in warranties, vendor or customer. In other words, you can choose the type of unit used, days, weeks or months, but you should use the same unit for both warranty data requested. The number of days entered is added to the invoice date to determine a product's warranty expiry date
- **Warranty Customer** – is the number of days from a customer's invoice date for which you offer warranty on this item. Be sure to specify the same type of units in warranties, vendor or customer. In other words, you can choose the type of unit used, days, weeks or months, but you should use the same unit for both warranty data requested. The number of days entered is added to the invoice date to determine a product's warranty expiry date
- **Vendor #** - is the code for the vendor assigned to the serial or lot. Click on the search icon to the right of the field to change from the list. The vendor name is displayed next to vendor ID.
- **Invoice #** - is the invoice # when the serial or lot number was purchased.
- **Purchased Date** – is the purchase date of the serial or lot number
- **Quantity** - is the quantity in units of the serial number, when a serial number is must be one (1), with lots any quantity greater than zero.
- **Amount** – is the total amount of the serial or lot number
- **PO #** – is the current purchase order number of the serial or lot number
- **Note:** Lets you add a note describing any issues with serial or lot. **Optional**

### **Searching for a Serial**

To search for a specific serial or lot you can start the search window by

- Click on the search icon on the bottom of the window,
- Click the **F1** key on the keyboard

Navigate through the defined records, by means of the bottom movement icons.

Locate the needed record by means of the arrow keys [↑↓] and click **OK** to select it. To return without making a selection click **Cancel**.

### **Creating a new Serial**

To create a new serial or lot you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Now you can fill the serial number and the rest of the data, refer to the descriptions and guidelines above for the different fields.

To save the new data click **OK** or click **Cancel** to discard it.

**Note:** When creating a new serial, the system will add a detail line for a purchase order automatically and will display a message.

### **Modifying a Serial**

To edit an existing serial or lot, first select it, then:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

Move to the appropriate field and change the rest of the data, refer to the descriptions and guidelines above for the different fields.

Click **OK** to accept and save the new data or click **Cancel** to retain the original.

### **Deleting a Serial**

To delete an existing serial or lot, first select it, then:

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or **No** to keep it.

**Note:** The system will not update the document linked to the detail line, when deleting the detail line.

## **Working with Serial Detail**

Every serial or lot should have, at least, one detail; the purchase order line is when it was purchased. To add, modify or delete a detail line, select the **Detail** checkbox in the **Inventory Serial Adjustments** window.

When creating a serial or lot **manually** in this section, the system adds the purchase detail line from the data you entered at creation (header table).

Keep in mind that the system creates the detail lines **automatically** from invoices, sales order, sales return, repair order, rental order and purchase order. When you add, update or delete the detail lines manually, you can out synchronize the detail. Please be very cautious when you modify the detail lines.

## **Adding Serial Details**

After flagging the **Detail** checkbox, and to add a detail to the serial or lot, you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

The **Inventory Serial Detail** holds your specific data:

- **Document** – at creation a drop-down is shown to select one of the following options: Purchase Order, Invoice, Sales Return, Sales Order, Repair Order, or Rental Order; afterward is read-only and it will display the characteristic of the document selected.
- **Owner** – is the owner of the document. Click on the search icon to the right of the field to select from the list, the list can be a vendor when selecting a purchase order or a customer when selecting all the others document type.
- **Number** – is the document number. Limited to eight (8) characters
- **Date** – is the date of the document.
- **Unit** – is the document unit, for serial number it will default to one (1).
- **Cost** – is the document total cost, greater than zero.

## **Adding Marketing Serial Details**

There are times when you are promoting a product and you have given them away free. We have setup a unique product called **Marketing Serial**, which are those serial numbers that are given free and you do not want to create a zero cost invoice for each free serial promoted.

The process to add an **Invoice** line for a **Marketing Serial** is the same one as creating an invoice detail line. The only difference is that when adding the detail line, you enter **MKT** as the **Number** input and the system will let you enter the cost at zero value.

**Note:** The system will update the serial sales table and serial header table, and will not be available at both tables.

- **Document** – select **Invoice** from drop-down.
- **Owner** – is the owner of the document. Select the **customer**.
- **Number** – enter **MKT** as the document number.
- **Date** – is the date the product was given away.
- **Unit** – enter one (1).
- **Cost** – enter zero (free). The system will let you add zero if Number is **MKT**.

### **Modifying Marketing Serial Details**

After flagging the **Detail** checkbox, and to edit a detail first select it, then:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

Change the needed fields and click **OK** to save your changes or click **Cancel** to discard.

**Note:** The system will not update the document linked to the detail line when updating or modifying a serial or lot detail line.

### **Deleting Marketing Serial Details**

After flagging the **Detail** checkbox, and to delete a detail first select it, then:

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record and **No** to keep it.

**Note:** The system will only update the document linked to the detail line, if is a **Marketing Serial**, the system updates the serial sales table and serial header table, making the serial number available at both tables for sale.

## Show Rental Information

To show the rental information, if is rental item you can:

- Click on the “Show Rental Information” icon on the bottom of the window

The system will show a new window with data, refer for the descriptions of the fields at the “Prices Inventory Page” for rental items: [Rental Item:](#)

Click **OK** or click **Cancel** to exit the window.

The screenshot shows a software window titled "Inventory Serial Number Adjustments" with a sub-dialog box titled "Rental Information". The dialog box contains two columns of data entry fields. The left column includes "Last Service" (04/22/2019), "Next Service" (60), "Service Due" (05/21/2019), and "Hours Rented" (552). The right column includes "Service Amount" (250.00), "Salvage Amount" (5000.00), "Delivery Amount" (50.00), "Deposit Amount" (500.00), and "Insurance Amount" (1000.00). At the bottom of the dialog box are "OK" and "Cancel" buttons. The main window has a toolbar at the bottom with navigation icons and another set of "OK" and "Cancel" buttons.

Last Service	04/22/2019	Service Amount	250.00
Next Service	60	Salvage Amount	5000.00
Service Due	05/21/2019	Delivery Amount	50.00
Hours Rented	552	Deposit Amount	500.00
		Insurance Amount	1000.00

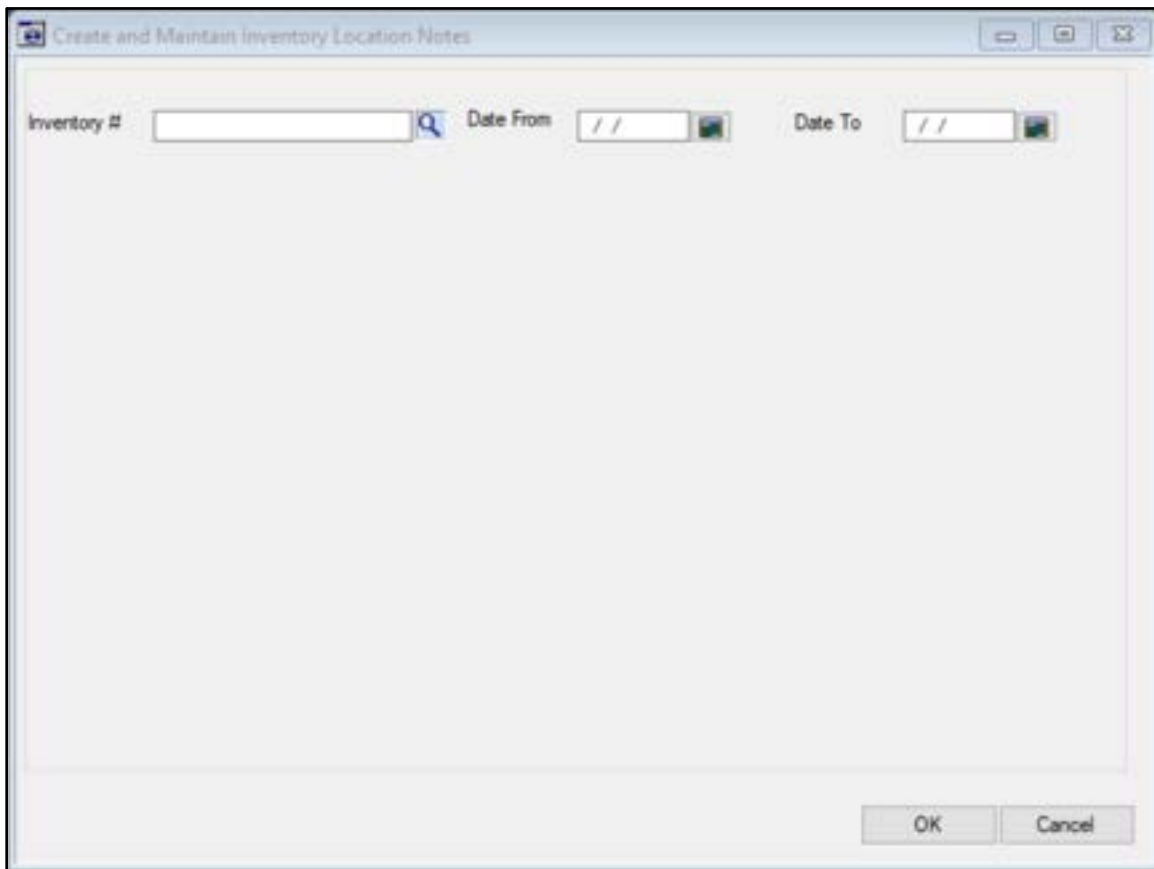
## **Inventory Location Notes**

With this option, you can access the location of your inventory without going into the inventory record.

To work with this function, select **Inventory Location Notes** from the **Maintenance** menu or click on **Maintain Inventory Location Notes icon**.

To help you with the data, the system will display the **Inventory Location Notes Search window** with the following searchable fields to help in the process.

- **Inventory #** - allows you to select the entire inventory or just one.
- **Date From** - allows you to select a date (create date) with a calendar popup icon
- **Date To** - allows you to select a date (create date) with a calendar popup icon

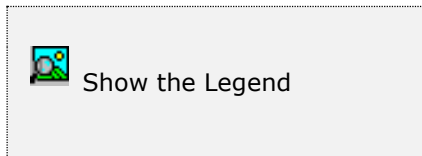


The system will display the search window with the **OK** and **Cancel** buttons. Click **OK** to proceed or click **Cancel** to abort and return to the selection option.

The user can combine any criteria, and only those fields entered by the user become part of the query. If no searchable field entered and by clicking the **OK** button, the system will display the search result with all the data.

Inventory #	Description	Price	On Hand	Booked
BASIC ESC	BASIC ESC R3	30.00	5	0
BATTERY CHARGER	BATTERY CHARGER	0.00	2	0
BELKYN PRN CABLE	BELKYN PARALLER PRINTER CABLE F3D11	0.00	1	0
BLUE JAR	BLUE PORCELAIN JAR	200.00	16	0
BOOKS	USED BOOKS	0.00	0	0
BOSS AUDIO HEADREST	BOSS AUDIO AUTOMOBILE HEADREST CO	0.00	1	0
CABLE EXTENSION	CABLE GRAY 2 MALE EXTENSION	0.00	1	0
CABLE RGB	RGB VIDEOS CABLE HDMI - 3 MALES 3 FEMA	0.00	1	0
CABLE TV	CABLE TV 6' GENERIC WHITE	0.00	2	0
CAT5 CABLE	CAT5 CABLE LONG	0.00	2	0
CAT5 CABLE YELLOW	CAT5 CABLE YELLOW 6'	0.00	1	0
CAT5 SHORT	CAT5 SHORT CABLE GREY/BLUE	0.00	2	0
CAT5E CABLE	CAT 5E	0.00	2	0
CATV	CATV RG	0.00	3	0
CHECK	CHECK COMPUTER FORMS	295.00	0	0
COMMISSION	COMMISSION	0.00	0	0

The user can select the inventory by **Double-clicking** on the selected inventory or by selecting the inventory and clicking the **OK** button.



At the bottom of the Search window, you will find a set of icons that will show available functions.

The **Browser Legend** will display different colors depending of the status:

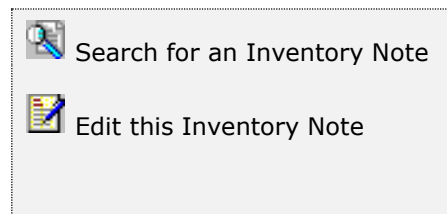
**Inactive** – the inventory color is **Red**

**No Stock** – the inventory color is **Yellow**

**Active** – the inventory color is **White**

**Selected** – the inventory-selected color is **Dark Blue** (BASIC ESC)

After selecting the inventory location note, the system will display the following window; at the bottom, you will find a set of icons that will show the available functions.



You can search, or edit records by means of the action icons. You can also navigate through the records by means of the navigation icons.



### **Searching for an Inventory Location Note**

To search for a specific inventory location note, you can:

- Click on the search icon on the bottom of the window,
- Click the **F1** key on the keyboard

Locate the needed record and click **OK** to select it or click **Cancel** to abort.

### **Modifying an Inventory Location Note**

To edit an existing inventory location note, first select it, then:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

Edit the location note, and click **OK** to save the new data or click **Cancel** to abort.



# Inventory – Transactions and Processes

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The Purchasing module and the Sales module will generate the bulk of your inventory transactions automatically.

The Purchasing module takes care of your purchase orders and automatically updates your inventory fields for the merchandise you order and receive. This way, fields like **On Order**, **On Hand**, **Cost value**, and so on are updated by the system.

The Sales module takes care of your sales orders and deliveries automatically updating your inventory fields for the merchandise sold, like sales statistics, booked items and so on.

These transactions are discussed in detail in their respective modules; within the Inventory module, you can execute the following transactions and processes:

- Stock transfers between inventory items
- Inventory Aging
- Inventory Forecast
- Calculate ABC Classification
- Calculate Minimum and Maximum stocks
- Calculate Excess stock
- Assign Serial to stock

The following topics cover these procedures in detail.

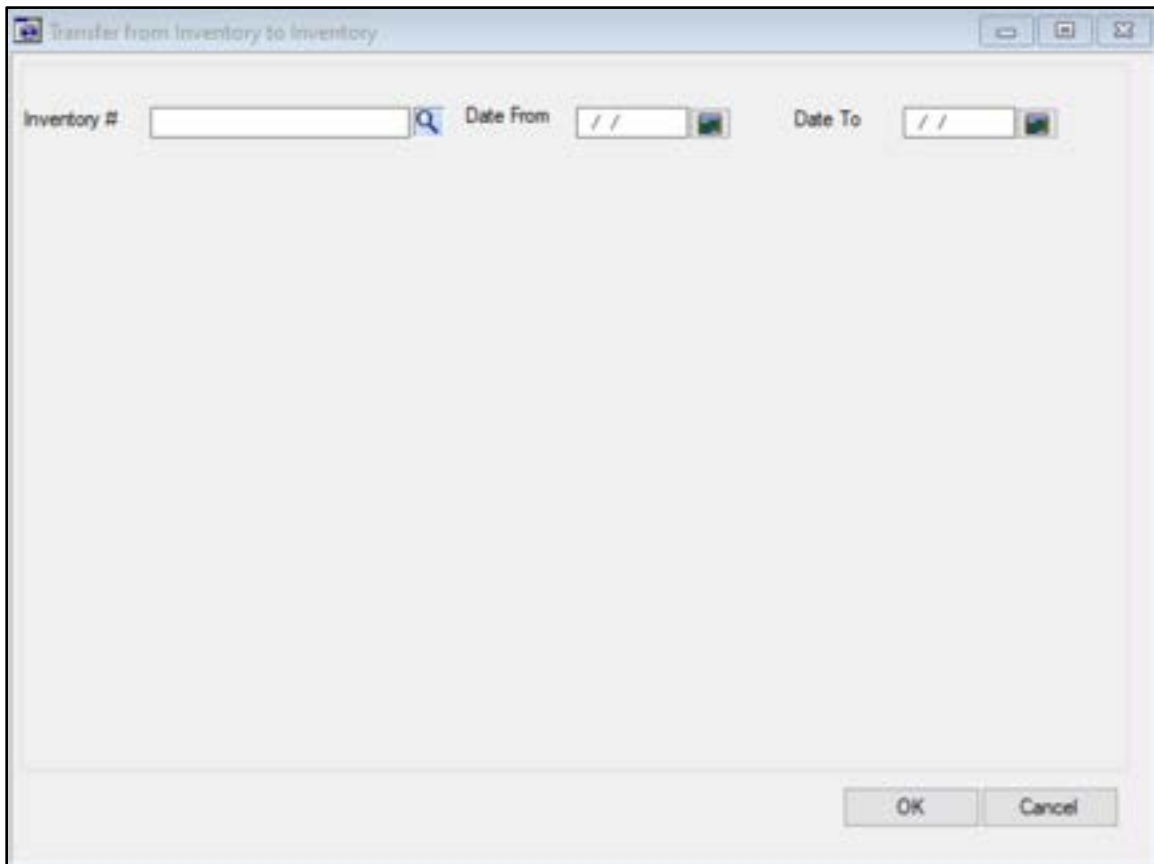
## **Inventory Transfers**

*The Transfer allows you to transfer an inventory item into another; you can also transfer substitute items.*

To work with this function, select **Inventory Transfers** from the **Transactions** menu or click on **Transfer from Inventory to Inventory** icon.

To help you with the data, the system will display the **Inventory Transfer Search window** with the following searchable fields to help in the process.

- **Inventory #** - allows you to select the entire inventory or just one.
- **Date From** - allows you to select a date (create date) with a calendar popup icon
- **Date To** - allows you to select a date (create date) with a calendar popup icon



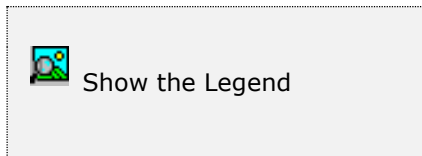
The screenshot shows a software window titled "Transfer from Inventory to Inventory". At the top, there are standard window control buttons (minimize, maximize, close). Below the title bar, there are three input fields: "Inventory #" followed by a search icon, "Date From" followed by a date selection icon, and "Date To" followed by a date selection icon. The main area of the window is empty. At the bottom right, there are two buttons labeled "OK" and "Cancel".

The system will display the search window with the **OK** and **Cancel** buttons. Click **OK** to proceed or click **Cancel** to abort and return to the selection option.

The user can combine any criteria, and only those fields entered by the user become part of the query. If no searchable field entered and by clicking the **OK** button, the system will display the search result with all the data.

Inventory #	Description	Price	On Hand	Booked
BASIC ESC	BASIC ESC R3	30.00	5	0
BATTERY CHARGER	BATTERY CHARGER	0.00	2	0
BELKIN PRN CABLE	BELKYN PARALLER PRINTER CABLE F3D11	0.00	1	0
BLUE JAR	BLUE PORCELAIN JAR	200.00	16	0
BOOKS	USED BOOKS	0.00	0	0
BOSS AUDIO HEADREST	BOSS AUDIO AUTOMOBILE HEADREST CO	0.00	1	0
CABLE EXTENSION	CABLE GRAY 2 MALE EXTENSION	0.00	1	0
CABLE RGB	RGB VIDEOS CABLE HDMI - 3 MALES 3 FEM	0.00	1	0
CABLE TV	CABLE TV 6' GENERIC WHITE	0.00	2	0
CAT5 CABLE	CAT5 CABLE LONG	0.00	2	0
CAT5 CABLE YELLOW	CAT5 CABLE YELLOW 6'	0.00	1	0
CAT5 SHORT	CAT5 SHORT CABLE GREY/BLUE	0.00	2	0
CATSE CABLE	CAT 5E	0.00	2	0
CATV	CATV RG	0.00	3	0
CHECK	CHECK COMPUTER FORMS	295.00	0	0
COMMISSION	COMMISSION	0.00	0	0

The user can select the inventory by **Double-clicking** on the selected inventory or by selecting the inventory and clicking the **OK** button.



At the bottom of the Search window, you will find a set of icons that will show available functions.

The **Browser Legend** will display different colors depending of the status:

**Inactive** – the inventory color is **Red**

**No Stock** – the inventory color is **Yellow**

**Active** – the inventory color is **White**

**Selected** – the inventory-selected color is **Dark Blue** (BATTERY CHARGER)

After selecting the inventory, the system will display the following window. In the transfer window, you will have to specify the source inventory item (upper part of window). You can enter the item code or click on the search icon immediately to the right of the field. If you want to search by description, click on the icon immediately to the right of the description field.

Once you have selected your item, click **OK** and the system will show the description and quantity on hand. Additionally, it will show the source G/L account in the bottom section of the window.

The item you select should have a positive on hand quantity or the system will reject it.

The screenshot shows a dialog box titled "Transfer from Inventory to Inventory". The fields are as follows:

Source Inventory	BATTERY CHARGER	Q
Description	BATTERY CHARGER	Q
On-Hand	2	
Target Inventory	DATA SWITCH	Q
Description	BELKIN DATA SWITCH A/B FOR PRINTER	
To Transfer	1	
Comment	INVENTORY FOUND	
Date	04/09/2018	Reason
		INVF
		Q
		INVENTORY FOUND
Source Inventory	11072	Inventories-Non Stock Items
Target Inventory	11072	Inventories-Non Stock Items

Buttons: OK, Cancel

By this time, the system should have shown the field where you could select the inventory item that will receive the stock information from the selected source. Once again, enter the corresponding item code or search by clicking on the corresponding icons.

Enter the quantity to transfer, it should be equal or less than the total of On-Hand and Booked quantities from the Source Inventory or; the system will reject it.

Enter a short comment for the transfer, the transfer date is shown (can be changed by the user) and select a reason from the Lookup icon.

The Source and Target Inventory chart of accounts is displayed at the bottom for information purposes; cannot be changed.

Click **OK** to execute the function. A confirmation window will appear where you need to answer **Yes** to complete the process.

When you post the transfer, the system adds the transferred quantity from the Source Inventory to the Target Inventory; this transaction also includes the account numbers.

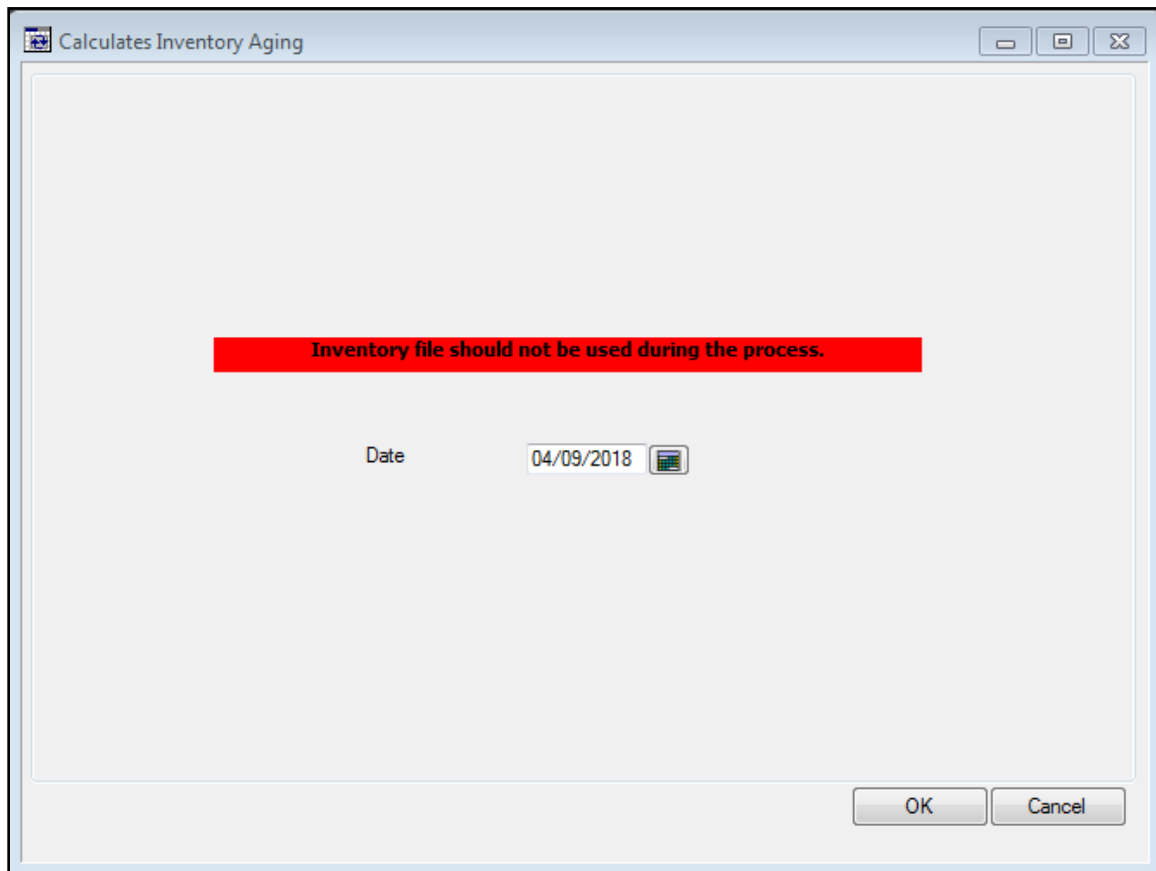
## **Inventory Aging**

This option, combined with the Inventory Aging report, allows you to manage the inventory at optimum level informing you the age of your Inventory.

To start this process, first ensure that **nobody else** is working with the Inventory module.

To work with this function, select **Inventory Aging** from the **Transactions** menu or click on **Calculates Inventory Aging icon**.

You have to specify the date for the process. The default is the system date.



Click **OK** to start the process. When the function finishes, go to **Inventory Aging** report in the **Reports** menu to analyze your data.

## **Inventory Forecast**

This option allows you to manage the inventory at optimum level, establishing suggested purchase order to vendors. Before executing the process, you can restrict the operation to a certain Product Line, Vendor, ABC Classification, or Product Group. If you want to restrict any of them, clear the appropriate check mark and a field where you can indicate your selection will appear. For Product Line, Vendor # and Product Group, you can search for your data by clicking on the search icon to the right of the field. ABC Classification will show a selector for the available choices.

To start this process, first ensure that **nobody else** is working with the Inventory module.

To work with this function, select **Inventory Forecast** from the **Transactions** menu or click on **Calculates Inventory Forecast icon**.

Calculates Inventory Forecast

Inventory file should not be used during the process.

Product Line All

By Vendor # All  Vendor AMAZON   AMAZON

ABC Classification All

Product Group All

OK Cancel

### **Inventory Level**

The inventory level is determined by the quantity in inventory level that you decide to maintain. To achieve this decision you will take in consideration the variations of the demand, the delays of the vendors, season cyclical changes, and other factors.

### Inventory Security

Is the period that covers your needs with the merchandise that you have in the warehouse if suddenly your vendors stopped shipping to you by any reason. E.g. one week, or one month, etc.

### Lead Time

Is the amount of time between the placing of an order and the receipt of the goods ordered to arrive at the warehouse from the vendor. If you have more than one vendor per inventory item, you will probably have different waiting time per vendor.

### Order Frequency

Is the time between your orders. This determines the frequency with which you reorder your merchandise, the more frequently you order, the less your inventory level you will have.

For Inventory Security, Lead Time and Order Frequency be sure to specify the same type of units. In other words, you can choose the type of unit used, days, weeks or months, but you should use the same unit for all the data requested.

Fill in the appropriate data for Inventory Security, Lead Time and Order Frequency at the inventory record.

### The following formula calculates the forecast value:

$$(D \times (IS + TI + FO)) - (DI + OR - PO)$$

Where:	D =	Average monthly demand for the last 12 months
	IS =	Inventory Security value
	TI =	Lead Time value
	FO =	Order Frequency value
	DI =	Available (on hand – booked)
	OR =	Ordered in pending Purchase Orders
	PO =	To order in Repair and Sales Orders

Click **OK** to start the process.

You can evaluate the results using the **Forecast Report** in the **Reports** menu. If you want to change the calculated data, see the following topic [Inventory Forecast Adjust](#).

## **ABC Classification**

The ABC classification calculation is based on the units sold, letting you know the sales percentage for each classification.

To start this process, first ensure that **nobody else** is working with the Inventory module.

To work with this function, select **ABC Classification** from the **Transactions** menu or click on **Calculates Inventory ABC Classification icon**.

The current ABC percent distribution can be changed in the **Change Set up** in the **Settings** menu.

The first option indicates the system can make changes to the ABC Classification field in your inventory record.

The second one allows you to select if all the product lines should be processed or just one. If you clear the check, a field will be shown where you can enter (or search) the Product line you want to process.

The third option allows you to select if all product by vendor should be processed or just one. If you clear the check, a field will be shown where you can enter (or search) the Vendor # you want to process.

Click **OK** to start the process. When it finishes, you can check the results using the **ABC Classification** report in the **Reports** menu.

Calculates Inventory ABC Classification

**Inventory file should not be used during the process.**

Change Inventory Classification

Product Line  Line 1000  CONSUMER SALE

By Vendor #

OK Cancel



## **Maximum and Minimum**

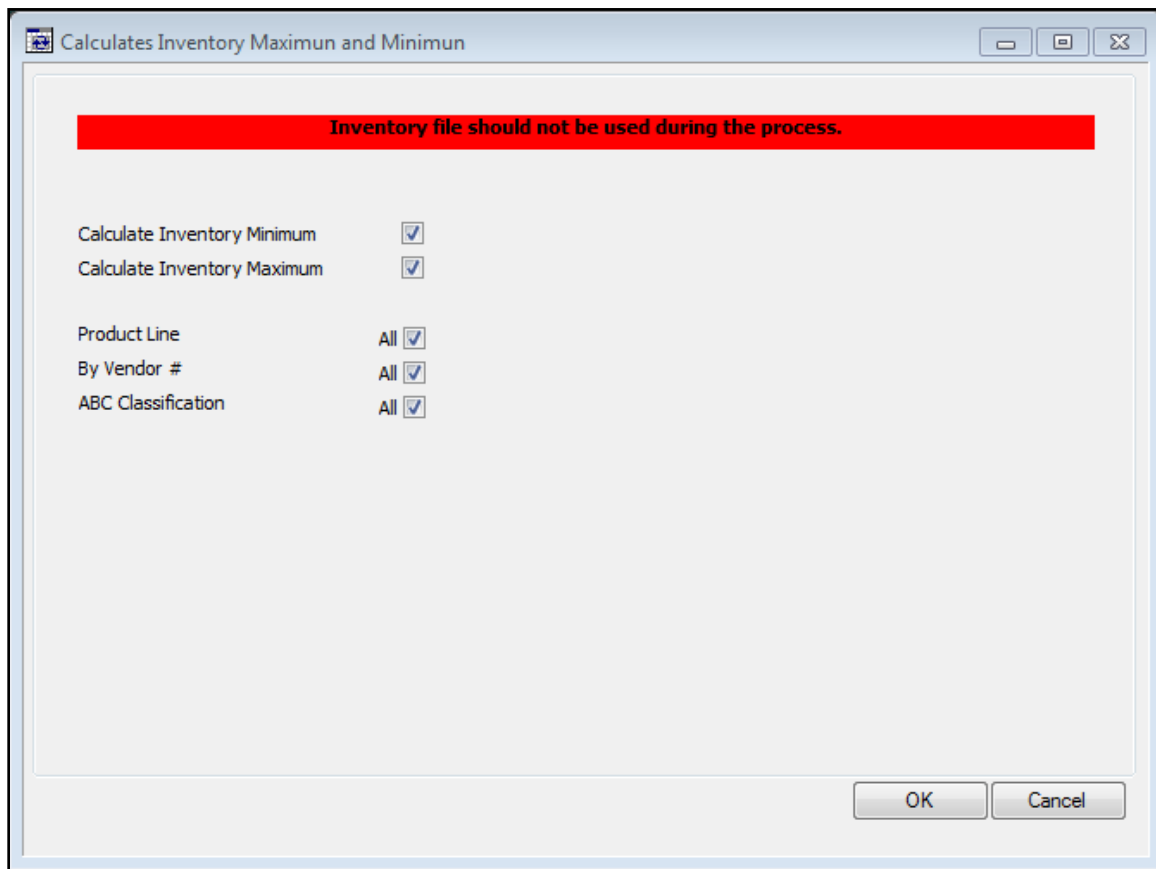
This option will recalculate your maximum and minimum levels of inventory based on your sales and purchases.

You can restrict the process to a certain Product Line, Vendor or ABC Classification. Just uncheck the corresponding line and a field will be shown where you can enter (or search for) the appropriate code.

You can select to calculate Maximum, Minimum or both, but you cannot leave both blank.

To start this process, first ensure that **nobody else** is working with the Inventory module.

To work with this function, select **Maximum and Minimum** from the **Transactions** menu or click on **Calculates Inventory Maximum and Minimum icon**.



Fill in at the Inventory record the fields **Inventory Security**, **Lead Time** and **Order Frequency** with the appropriate time (should be greater than zero) to correctly run this process. For an explanation about this fields, please refer to **Inventory Forecast**.

**The Maximum value is calculated with the following formula:**

$$D \times (IS + TI + FO)$$

Where: D = Average Monthly demand for the last 12 months

IS = Inventory Security value

TI = Lead Time value

FO = Order Frequency value

**The Minimum value is calculated with the following formula:**

$$D \times IS$$

Where: D = Average Monthly demand for the last 12 months

IS = Inventory Security value

Click **OK** to start the process. When it finishes, you can check the results using the **Maximum and Minimum** report in the **Reports** menu.

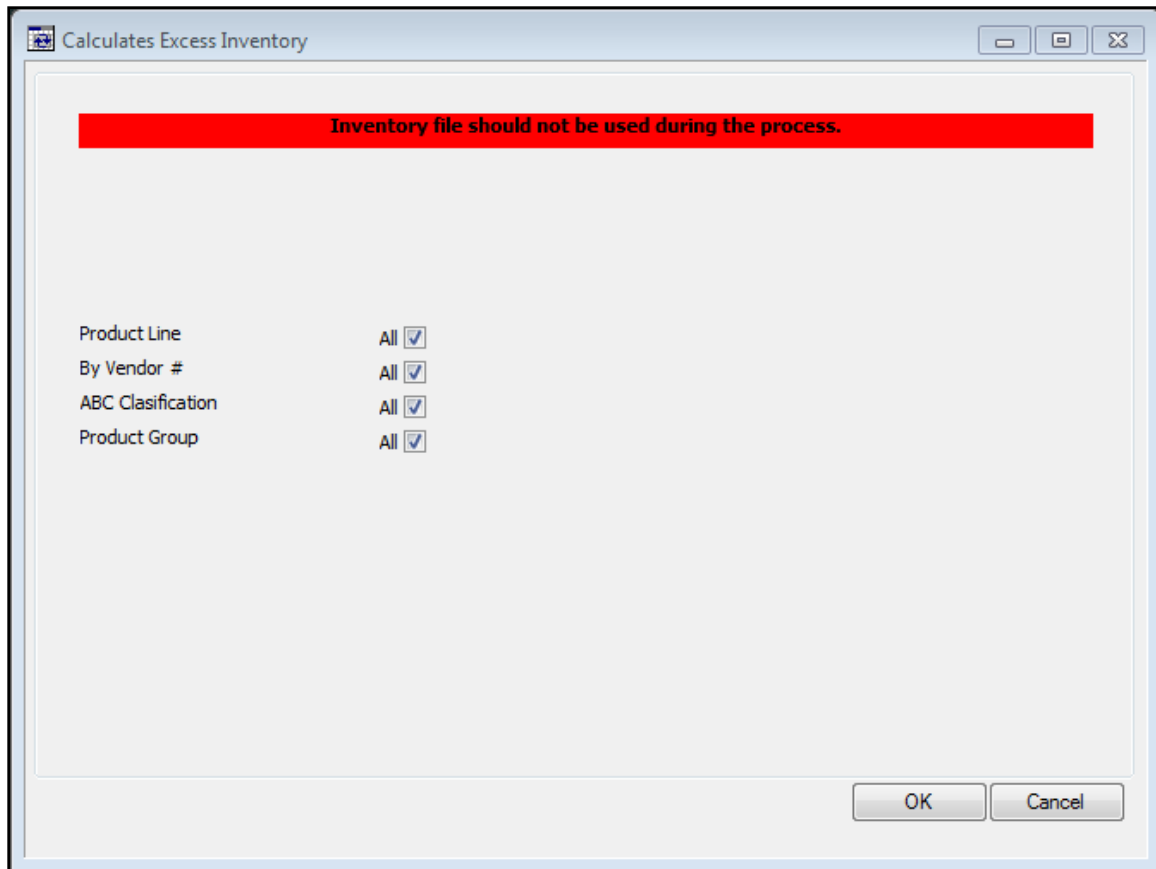
## **Excess Inventory**

This option allows you to manage the inventory at optimum level without maintaining an excess Inventory.

You can restrict the process to a certain Product Line, Vendor, ABC Classification or Product Group. Just uncheck the corresponding line and a field will be shown where you can enter (or search for) the appropriate code.

To start this process, first ensure that **nobody else** is working with the Inventory module.

To work with this function, select **Excess Inventory** from the **Transactions** menu or click on **Calculates Excess Inventory icon**.



Fill in at the Inventory record the fields **Inventory Security**, **Lead Time** and **Order Frequency** with the appropriate time (should be greater than zero) to correctly run this process. For an explanation about this fields, please refer to **Inventory Forecast**.

Click **OK** to start the process. When it finishes, you can check the results using the **Excess Inventory** report in the **Reports** menu.

**The Excess Inventory value is calculated with the following formula:**

$$(DI + OR - PO) - (D \times (IS + TI + FO))$$

Where: D = Average Monthly demand for the last 12 months

IS = Inventory Security value

TI = Lead Time value

FO = Order Frequency value

DI = Available (on hand - booked)

OR = Ordered in pending Purchase Orders

PO = To order in Repair and Sales Orders

## **Assign Serial to Inventory**

This option allows you to assign serial numbers or lot numbers to your inventory.

To start this process, first ensure that **nobody else** is working with this option in the Inventory module.

To work with this function, select **Assign Serial/Lot to Inventory** from the **Transactions** menu or click on **Assign Serial/Lot to Inventory icon**.

The screenshot shows a dialog box titled "Assign Serial/Lot to Inventory". It contains the following fields and values:

Purchase #	00001788
Vendor #	ZETA
Invoice #	100025
Date	05/03/2016
Inventory #	LOTDRUG
Units Received	48

Below the fields, there is a red highlighted area with the text "Please select the process:". Underneath this are two radio buttons: "Manual" (unselected) and "Automatic" (selected).

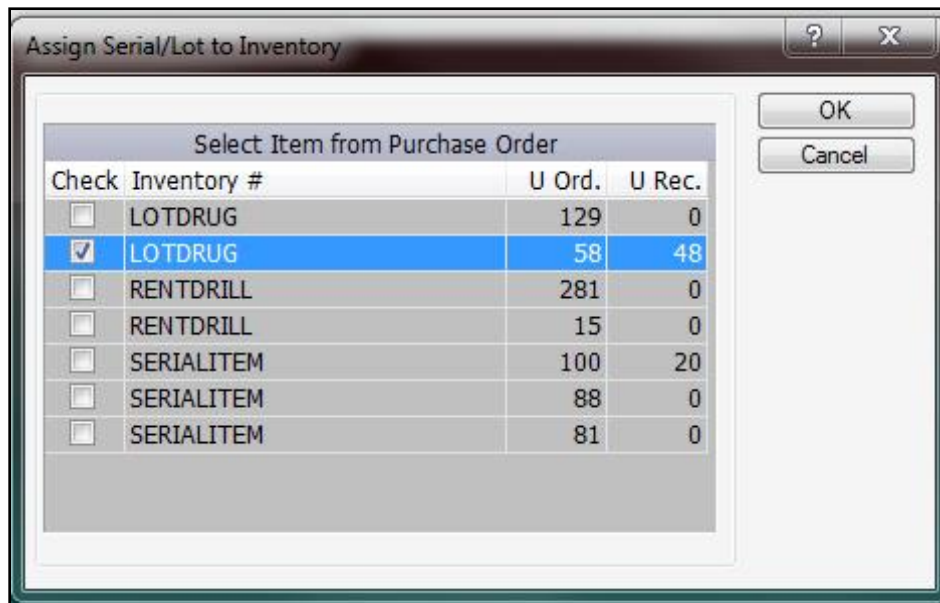
On the right side of the dialog, there are three buttons: "OK", "Cancel", and "Select".

The **Assign Serial/Lot to Inventory** window will display.

Serial number assignments are made in the same way as Lot number assignments are made, the only difference is that a serial number may be assigned to only one (1) inventory item at a time, Lot numbers may be assigned to any quantity. To assign serial or lots numbers to your inventory you will have to provide the following information:

- **Purchase Order #** - it holds the assigned purchase order number from the vendor where the serial or lot items are being purchased. Purchase Order lookup is also available during entry, only purchase orders with serialized or lotted number must be selected otherwise an error message will display, is a required field.
- **Vendor #** – is the vendor number displayed from the purchase order selected. Is automatically displayed from the purchase order selected, you cannot change this entry is in read only mode.
- **Invoice #** – enter the vendor's invoice number, a required field.

- **Date** – enter the invoice date, you can click on the calendar icon to show a calendar and choose a date, a required field.
- **Select button** – to select the inventory item from the purchase order user will click the **Select** button, which will display the **Select Item from Purchase Order** window, this window will list all serial or lot item from the selected purchase order by line. Only one inventory item line can be check from the list or a warning message will display. The maximum unit to receive is displayed at the Units Received (U Rec.) column.
- **Inventory #** – is the inventory number from the purchase order line selected. Filled in automatically from the purchase order line selected, you cannot change this entry is in read only mode.
- **Units Received** – are the units received in the vendor's purchase order line, you can change the units from greater than zero (0) to the maximum at the purchased units received line or a warning message will display, required field.



- **Process Method** – You can restrict the assigning process to either **Manual** entry or **Automatic** process depending on the selection:
- **Lot**
  - **Manual** – lot manual entry, besides information needed below, changing only the units received every time.
  - **Automatic** – lot automatic entry, besides information needed below no changes needed.
    - **Lot units**
    - **Lot number**
    - **Expired Date**

- **Serial**

- **Manual** – serial manual entry, only serial number needed.
- **Automatic** – serial automatic entry, the following entries are needed:
  - **Start Serial number**
  - **End Serial number**
  - **Position to start calculation**

Click **OK** to display the **Serial Information** window to start the process of entering the serial or lot number.

### **Assign Lot – Automatic to Inventory**

The image shows two overlapping windows from a software application. The top window is titled "Assign Serial/Lot to Inventory" and contains the following fields and controls:

- Purchase #: 00001788
- Vendor #: ZETA
- Invoice #: 100025
- Date: 05/03/2016
- Inventory #: LOTDRUG
- Units Received: 48
- Buttons: OK, Cancel, Select
- A red banner with the text "Please select the process:"
- Radio buttons for "Manual" and "Automatic" (selected).

The bottom window is titled "Serial Information" and contains the following fields and controls:

- A red banner with the text "\*\*\* Please enter information \*\*\*"
- Total Units: 48
- Quantity: 25
- Lot: ABC102545
- Expired Date: 04/30/2017
- Buttons: OK, Cancel

After selecting all the necessary fields at the **Assign Serial/Lot to Inventory** window, the user will enter at the **Serial Information window** the following information for the **Automatic Lot** number entry:

- **Lot Quantity unit** – maximum units are the Total Units, which at the same time came from the Units Received column from the **Select Item from Purchase Order window**, after units are assigned and saved the user can add a new number and expired date for the remaining 23 for this example, same rules applies (1 to 23) and is a required field
- **Lot number** – is the lot number assigned to the quantity units, up to twenty-five (25) alphanumeric characters, required field.
- **Expired Date** – is the date that the lot expires, the default date is the system date, required field.

Click **OK** to start the process for automatic lot number assignment, every time a new lot number is calculated and validated for duplicate, the system will display an error message with duplicates and the end of the process. Keep in mind that you may not exit this process once the process has started.



## Assign Serial – Automatic to Inventory

The image shows two overlapping windows from a software application. The top window is titled "Assign Serial/Lot to Inventory" and contains the following fields and controls:

- Purchase #: 00001788
- Vendor #: ZETA
- Invoice #: 100025
- Date: 05/03/2016
- Inventory #: SERIALITEM
- Units Received: 20
- Buttons: OK, Cancel, Select
- Radio buttons: Manual (unselected), Automatic (selected)
- A red error bar with the text: "Please select the process:"

The bottom window is titled "Serial Information" and contains the following fields and controls:

- A red error bar with the text: "\*\*\* Please enter information \*\*\*"
- Total Units: (empty field)
- Start Serial #: FGI10021
- End Serial #: FGI10040
- From what position to start with?: 7
- Buttons: OK, Cancel

After selecting all the necessary fields at the **Assign Serial/Lot to Inventory** window, the user will enter at the **Serial Information window** the following information for the **Automatic Serial** number entry:

- **Start Serial number** – is the serial number to start the automatic calculation, for this example is FGI10021, up to twenty-five (25) alphanumeric characters, required field.
- **End Serial number** – is the serial number to end the automatic calculation, for this example is FGI10040, up to twenty-five (25) alphanumeric characters, required field.
- **Position to start calculation** – is the position from which to start calculating the automatic numbering, for this example will start automatic numbering from position 7, which means after the number 2 from FGI10021. The system will start creating all numbers between FGI10021 and FGI10040, like FGI10021, FGI10022, and so on, required field. The system checks for error with the position number or a warning message will display.

Click **OK** to start the process of automatic serial number assignment, every time a new serial number is calculated and validated for duplicate, the system will display an error message with duplicates and the end of the process. Keep in mind that you may not exit this process once the process has started.

## Assign Serial – Manual to Inventory

The image shows two overlapping windows from a software application. The top window is titled "Assign Serial/Lot to Inventory" and contains the following fields:

Purchase #	00001788
Vendor #	ZETA
Invoice #	100025
Date	05/03/2016
Inventory #	SERIALITEM
Units Received	20

Below the fields is a red banner with the text "Please select the process:". Underneath, there are two radio buttons: "Manual" (which is selected) and "Automatic".

The bottom window is titled "Serial Information" and contains the following fields:

*** Please enter information ***	
Total Units	20
Serial #	FGI10021

After selecting all the necessary fields at the **Assign Serial/Lot to Inventory** window, the user will enter at the **Serial Information window** the following information for the **Manual Serial** number entry:

- **Serial number** – is the serial number entry, for this example is FGI10021, up to twenty-five (25) alphanumeric characters, a required field. The system validates for duplicates otherwise an error message will display.

Click **OK** to start the process of entering the serial number, every time a new serial number is entered and validated for duplicate, the system counter will be reduce by one, for this example until 20 manual entry are created. Keep in mind that you may not exit this process once the process has started.

# Inventory – Reports

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## Inventory Reports

**Zeta Pro™** provides a full range of reports for your Inventory information. This section groups the available reports in categories. These categories are **Maintenance Reports, Auditing Reports, Data Review and Analysis Reports** and **Other Reports**. All the reports can be executed by selecting them from the **Reports** menu.

### Report data options

For most reports you can chose the **type** of data to show, normally detail or summary; determine the order in which data should be shown or filtered (**sort**) and the range of data to show (**data**). Choosing some options will display an additional window where you will have to select or enter more information. In the next sections, you will find detailed explanations on how these options affect each report.

### Report output options

Each report, unless specified otherwise, can be directed to your choice of output devices or locations. The following options are standard:

- **Screen** - Shows the report in a preview window where you can navigate from page to page, zoom in or out the view or print a hard copy.
- **Printer** - Sends the report to the system configured **default printer**. If you want to print to a different one, go to your computer's control panel and set another one as default.
- **Export** - Creates a file from the report data in one of the available formats. See the next topic for a detailed explanation.

### Export a report

**Zeta Pro™** offers a great flexibility for exporting your reports to a wide range of file formats. This can allow you to send the reports via e-mail, save them for archiving for later review or simply to share or communicate the data with other collaborators. Please note that this topic does not cover all the available formats. Some of them are disabled or are for *advanced users* and require special information to carry out the task.

For all the export formats, you should click the **Edit** button to specify the filename and other needed parameters and then, click the **Export** button to execute the report.

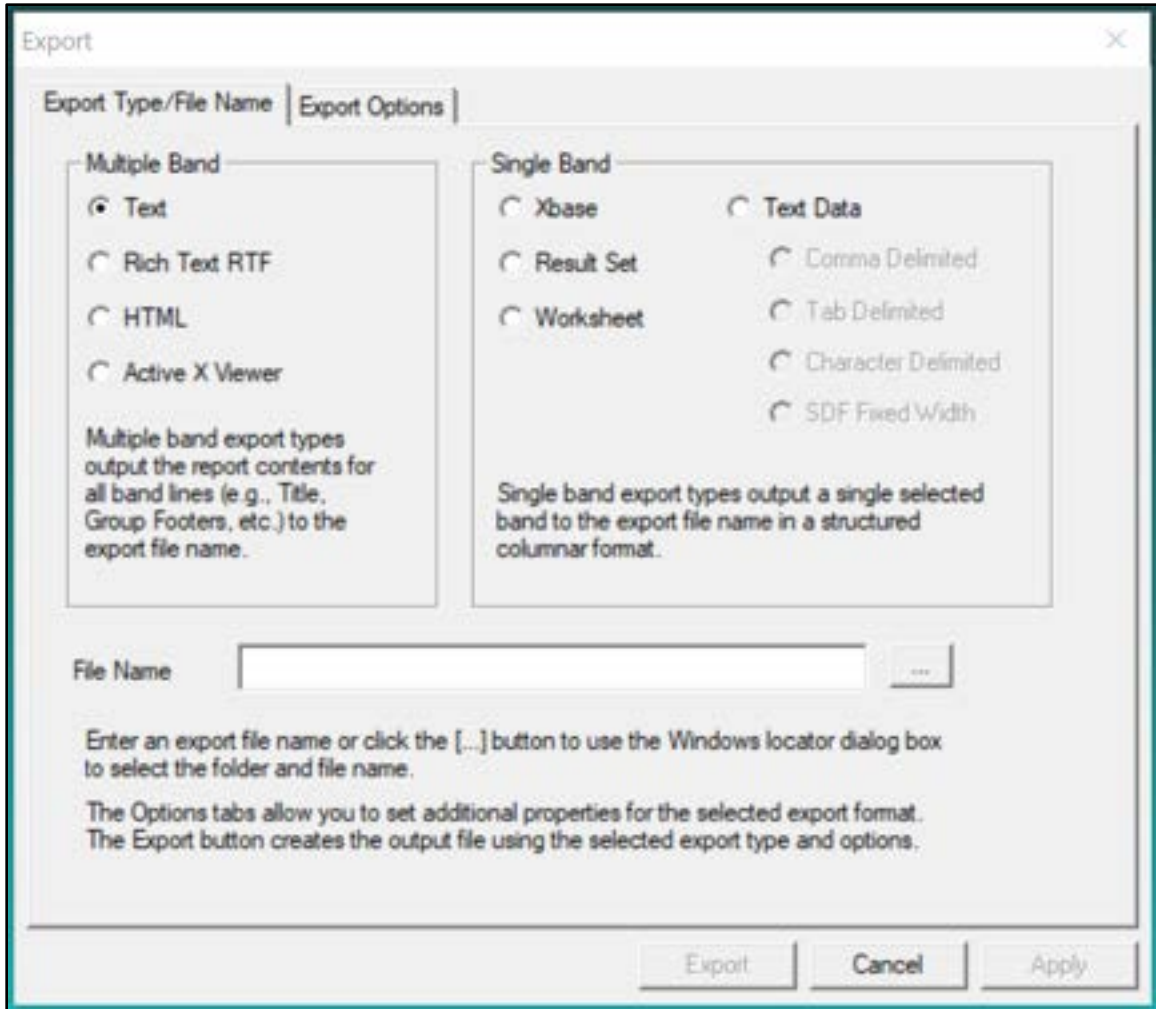
The recommended formats for **Multiple Band** export are:

- **Text** - Exports the report as a simple text (\*.TXT) file. Specify the filename, either with or without full path name and click **Export**.

- **Rich Text Format (RTF)** - You can use this format to send reports that can be opened in Word or similar word processors. Specify the filename, either with or without full path name and click **Export**.
- **HTML** - Exports the report as a web page. Before specifying any option you should enter, the output filename (include the full path if necessary or Click the small browse button to the right of the field). If you do not want to view the file after export, clear the 'Open file in default browser after export' indicator.
- **Active X Viewer** - Exports the report as an Active X Viewer. When you select this export option, you can create a report file that will be written to a proprietary file format. To view a PDI file, you create an HTML container file. The HTML container includes a pointer to the ActiveX Viewer control (RRPRVIEW.CAB) along with a pointer to the generated PDI. When the HTML file is opened in a web browser that supports ActiveX such as Microsoft Internet Explorer the report is displayed in a viewer window. Specify the filename, either with or without full path name and click **Export**.

The recommended formats for **Single Band** export are:

- **Xbase** - Exports the report as a (\*.DBF) table. Xbase export only includes the computed and data fields that are on the selected band line. It does not include any memo fields. Specify the filename, either with or without full path name and click **Export**.
- **Result Set** - Exports the report as a SQL result set file. Specify the filename, either with or without full path name and click **Export**.
- **Worksheet** - Exports the report as a (\*.XLS) file, use it to transfer your data to a Microsoft Excel Worksheet or similar spreadsheet programs. Either specify the filename with or without full path name then, click **Export**.
- **Text Data** - Exports the report as a simple text file. Specify the filename, either with or without full path name and click **Export**.



## **Maintenance Reports**

This range of reports helps you keep track on how data is stored in the system.

### **Inventory**

The Inventory report shows essential data about the items you have created in the system. The information provided includes:

- Inventory number
- Item description
- Item standard price (local) per unit
- On-hand stock
- Item average cost per unit
- Total Item cost

You have the following options

- **Type** - Fixed, show summary
- **Sort** - You can select:
  - **Inventory** - View your records ordered by inventory #
  - **Line** - View your records ordered by inventory line #
  - **Group** - View your records ordered by inventory group #
  - **Class** - View your records ordered by inventory class #
  - **Subclass** - View your records ordered by inventory subclass #
  - **Category** - View your records ordered by inventory category #
  - **Vendor** - View your records ordered by vendor #
  - **Date** - View your records ordered by create date
  - **On-Hand** - View your records ordered by on hand
  - **Location** - View your records ordered by location
- **Data** - You can select:
  - **All** - All the records in the Inventory will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print
- **Other** - Select between:
  - **All** - All the records in the Inventory will print
  - **Sales** - Prints inventory classified as Item Type: Sales
  - **Rental** - Prints inventory classified as Item Type: Rental
  - **Parts** - Prints inventory classified as Item Type: Parts

Click **OK** to execute the report or **Cancel** to abort

### **Inventory Classification**

The Inventory Classification Report shows all the information about the different ways you have classified the Inventory records through the Inventory Data option at the Settings menu. To execute this report select **Inventory Classification** in the **Reports** menu.

You have the following options:

- **Type** - Fixed, show detail
- **Sort** - You can select:
  - **Line** - View your records ordered by inventory line #
  - **Group** - View your records ordered by inventory group #
  - **Class** - View your records ordered by inventory class #
  - **Subclass** - View your records ordered by inventory subclass #
  - **Category** - View your records ordered by inventory category #
  - **Measure** - View your records ordered by inventory measure #
  - **Failure** - View your records ordered by inventory failure #
- **Data** - You can select:
  - **All** - All the records in the Inventory will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click OK and select your output option to execute the report



## Auditing Reports

### Inventory Movement

The Inventory Movement Report shows you information of the inventory movement, the in (+) and out (-) of the On-Hand quantity, indicating if the transaction was generated by a receipt merchandise (PO), by a sale (AR) or by an inventory adjustment (IC). Showing you the initial On-Hand, the final On-Hand and the inventory movement during the current period

Print this report before running the End of Period process

You have the following options

- **Type** - Fixed, show detail
- **Sort** - Fixed, by inventory #
- **Data** - You can select:
  - **All** - All the records in the Inventory will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print
- **Data to include** - You can process only the current period or include prior periods

Click OK and select your output option to execute the report

### Inventory Transfers

The Inventory Transfer Report shows you the transfer between source inventory and target inventory.

Print this report before running the End of Period process

You have the following options

- **Type** - Fixed, show detail
- **Sort** - You can select:
  - **Source inventory** - View your records ordered by the source of the transfers
  - **Target inventory** - View your records ordered by the destination of the transfers
  - **Date** - View your records ordered by the transaction date
- **Data** - You can select:
  - **All** - All the records in the Inventory will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window

- **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click OK and select your output option to execute the report

### **Inventory Adjustment**

The Adjustments Inventory Report shows you all the changes to the inventory through the Inventory Adjustment option. Print this report before running the End of Period process.

You have the following options

- **Type** - Fixed, show detail
- **Sort** - You can select:
  - **Inventory** - View your records ordered inventory #
  - **Adjustment** - View your records ordered by adjustment #
  - **Date** - View your records ordered by the transaction date
- **Data** - You can select:
  - **All** - All the records in the Inventory will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click OK and select your output option to execute the report

### **Stock Count**

The Inventory Stock Count report prints information about the inventory items for a physical inventory count input with On-Hand and Variance.

You have the following options:

- **Type** - Fixed, show summary
- **Sort** - Fixed, by inventory #
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print.
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print
- **Other** - Select between:
  - **All** - All the records in the Inventory will print
  - **Sales** - Prints inventory classified as Item Type: Sales
  - **Rental** - Prints inventory classified as Item Type: Rental
  - **Parts** - Prints inventory classified as Item Type: Parts

Click **OK** to execute the report or **Cancel** to abort

### **Serials Sold**

The Serial Sold Report shows you a list of all serial numbers sold in the business, assigned to customers. You can only run this report if you have assigned Serials to the Inventory.

You have the following options:

- **Type** - Fixed, show summary
- **Sort** - You can select:
  - **Inventory** - View your records ordered by inventory #
  - **Serial** - View your records ordered by serial #
  - **Customer** - View your records ordered by customer #
  - **Date** - View your records ordered by the transaction date
  - **Invoice** - View your records ordered by invoice #
- **Data** - You can select:
  - **All** - All the records in the Inventory will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print
- **Date** - You can select:
  - **All dates** - All the dates will print
  - **Range of dates** - Just the transactions between the selected dates will print

Click OK and select your output option to execute the report

### **Lots Sold**

The Lots Sold Report shows you a list of all Lot numbers sold in the business, assigned to customers. You can only run this report if you have assigned Lots to the Inventory.

You have the following options:

- **Type** - Fixed, show summary
- **Sort** - You can select:
  - **Inventory** - View your records ordered by inventory #
  - **Lots** - View your records ordered by lot #
  - **Customer** - View your records ordered by customer #
  - **Date** - View your records ordered by the transaction date
  - **Invoice** - View your records ordered by invoice #

- **Data** - You can select:
  - **All** - All the records in the Inventory will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print
- **Date** - You can select:
  - **All dates** - All the dates will print
  - **Range of dates** - Just the transactions between the selected dates will print

Click OK and select your output option to execute the report

### **Serials Purchased**

The Serial Purchased Report shows you a list of all serial numbers purchased by the business from the vendors. You can only run this report if you have assigned Serials to the Inventory.

You have the following options:

- **Type** - Fixed, show summary
- **Sort** - You can select:
  - **Inventory** - View your records ordered by inventory #
  - **Serial** - View your records ordered by serial #
  - **Vendor** - View your records ordered by vendor #
  - **Date** - View your records ordered by the transaction date
  - **Invoice** - View your records ordered by invoice #
- **Data** - You can select:
  - **All** - All the records in the Inventory will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print
- **Date** - You can select:
  - **All dates** - All the dates will print
  - **Range of dates** - Just the transactions between the selected dates will print

Click OK and select your output option to execute the report

## **Lots Purchased**

The Lots Purchased Report shows you a list of all Lot numbers purchased by the business from vendors. You can only run this report if you have assigned Lots to the Inventory.

You have the following options:

- **Type** - Fixed, show summary
- **Sort** - You can select:
  - **Inventory** - View your records ordered by inventory #
  - **Lots** - View your records ordered by lot #
  - **Vendor** - View your records ordered by vendor #
  - **Date** - View your records ordered by the transaction date
  - **Invoice** - View your records ordered by invoice #
- **Data** - You can select:
  - **All** - All the records in the Inventory will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print
- **Date** - You can select:
  - **All dates** - All the dates will print
  - **Range of dates** - Just the transactions between the selected dates will print

Click OK and select your output option to execute the report

## **Transfer to Finance**

The Transfer to Finance Report shows you the data that will transfer to the Finance module at the End of the Period

Print this report before running the End of Period process

You have the following options

- **Type** - Select **Detail** or **Summary**
- **Sort** - Fixed, by account
- **Data** - Fixed, show all data

Click OK and select your output option to execute the report

## **Data Review and Analysis Reports**

This range of reports will allow you to review and make decisions about your inventory.

### **Inventory Forecast**

The Forecast Report shows you the purchase forecast, reducing supplies problem probability significantly. You can only run this report if the Forecast process has been executed (see Inventory Forecast in Inventory – Transactions and Processes chapter).

You have the following options

- **Type** - Fixed, show detail
- **Sort** - You can select:
  - **Inventory** - View your records ordered by inventory #
  - **Line** - View your records ordered by line #
  - **Group** - View your records ordered by group #
  - **Class**. View your records ordered by class #
  - **Vendor** - View your records by vendor #
- **Data** - You can select:
  - **All** - All the records in the Inventory will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click OK and select your output option to execute the report

### **Inventory Aging**

The Inventory Aging Report shows how old your inventory stock is at a specific moment. You can only run this report if the Forecast process has been executed (see Inventory Aging in Inventory – Transactions and Processes chapter).

You have the following options

- **Type** - Select **detail** or **summary**
- **Sort** - Fixed, by inventory #
- **Data** - You can select:
  - **All** - All the records in the Inventory will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the Item selected will print

Click OK and select your output option to execute the report

### **ABC Classification**

ABC Classification Report shows sales distribution according to the parameters you have set in **Change Setup** and the way you have classified your inventory items. You can only run this report if the ABC Classification process has been executed (see ABC Classification in Inventory – Transactions and Processes chapter)

You have the following options

- **Type** - Fixed, show detail
- **Sort** - Fixed, by inventory #
- **Data** - You can select:
  - **All** - All the records in the Inventory will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click OK and select your output option to execute the report

### **Excess Inventory**

The Excesses Inventory Report shows you the inventory items with an excess stock, allowing you to manage your supplies in a smarter way. You can only run this report if the Excess Inventory process has been executed (see Excess Inventory in Inventory – Transactions and Processes chapter)

You have the following options:

- **Type** - Fixed, show detail
- **Sort** - You can select:
  - **Inventory** - View your records ordered inventory #
  - **Line** - View your records ordered by line #
  - **Group** - View your records ordered by group #
  - **Class** - View your records ordered by the class #
  - **Vendor** - View your records ordered by vendor #
- **Data** - You can select:
  - **All** - All the records in the Inventory will print.
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click OK and select your output option to execute the report

### **Maximum and Minimum**

The Maximum and Minimum Inventory Report shows you the maximum and minimum of the current inventory as calculated by the Maximum and Minimum process (see “Inventory – Transactions and Processes” chapter). You can only get appropriate data after executing this process.

You have the following options:

- **Type** - Fixed, show detail
- **Sort** - You can select:
  - **Inventory** - View your records ordered inventory #
  - **Line** - View your records ordered by line #
  - **Group** - View your records ordered by group #
  - **Class** - View your records ordered by the class #
  - **Vendor** - View your records ordered by vendor #
- **Data** - You can select:
  - **All** - All the records in the Inventory will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click OK and select your output option to execute the report

### **Multilevel Prices**

The Multilevel Prices Report details you the 10 different prices of your inventory items. You can only run this report if you configured the Sales module for Multilevel pricing (see **Change Setup** in Sales module), either based on customer price code or order quantity.

You have the following options:

- **Type** - Fixed, show detail
- **Sort** - You can select:
  - **Inventory** - View your records ordered inventory #
  - **Line** - View your records ordered by line #
  - **Group** - View your records ordered by group #
  - **Class** - View your records ordered by the class #
  - **Subclass** - View your records ordered by subclass #
  - **Category** - View your records ordered by category #
- **Data** - You can select:
  - **All** - All the records in the Inventory will print.
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window



- **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click OK and select your output option to execute the report

### **Multiple Vendor**

The Multiple Vendor Report shows you the last purchase cost of the inventory from the different vendors.

You have the following options:

- **Type** - Fixed, show detail
- **Sort** - You can select:
  - **Inventory** - View your records ordered inventory #
  - **Vendor** - View your records ordered by vendor #
- **Data** - You can select:
  - **All** - All the records in the Inventory will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click OK and select your output option to execute the report

## **Other Reports**

### **Defined**

The Defined report option shows the reports defined externally by the user and included in the System. The quantity of reports to include is unlimited, is the option where all user-defined reports are listed.

When you select this option, a list of all defined reports will appear. Move around the list to select the report you want to execute and Click OK to select your output option.

# Inventory - Settings

---

## Closing fiscal periods

*The **Period End** option allows you how to close a fiscal period in the Inventory module. Likewise, it allows you how to close a fiscal year.*

The End of Year process moves the Sales Amount and Quantity Sold of the current year of the Inventory File to the prior year, and reducing the current Year To Date (YTD) to zero.

The system is sensitive to the period, no to the date - If you want to execute any function for the next period, first you should close the current one.

Recommendations:

- Finish all the transactions for the current period.
- Transfer the Data (optional).
- Print the reports to have a record of all the information for the current period. The following reports should be printed as hard copy:
  - Inventory Report
  - Inventory Movement Report
  - Transfer Report
  - Transfer to Finance Report
- Make backup of all the data files before executing the Period End process. If you have not done it, you will not be able to recover the previous data.
- Execute the end of period process for other linked modules (Purchasing, Sales, for example).

Have in mind the following actions that the Period End process will carry out:

- The End of Year process moves the Sales Amount and Quantity Sold of the current year of the Inventory File to the prior year, and reducing the current Year to Date (YTD) to zero.
- All the current period Inventory Transfers executed are deleted automatically during the End of Period process. Therefore, print the **Inventory Transfer Report** before the End of Period process.
- Inventory transactions for the current period are copied to the history during the End of Period process.

### **Period End Process**

**NOTE:** This option requires that nobody else will be using the system. Verify that you are the only user on the system before proceeding.

To work with this function, select **End of Period** from the **Settings** menu or click on **End of Period Process icon**.

Then answer **Yes** to continue or **No** to abort. There will be several confirmation windows before the actual process begins. Review the information that each one presents and answer accordingly.

**NOTE:** Pay attention to the question asking for the method to use to transfer data to the Finance module. The system will use the method you have chosen in the Set Up window for the module. If the method shown is not the appropriate, cancel the process answering **No** and then go to **Change Set Up** at the **Settings** menu to select the correct method.

### **Year End Process**

Are the same previous steps with the only difference that at period 12 or 13 depending to the periods used, will display as Year-End Process.

Follow the instructions, notes and recommendations for Period End Process in the previous topic to execute the process.

## Change Set Up

The Change Set Up option establishes the Inventory's essential information. You can initialize the information in minutes because all the data are group by type and most of the fields are self-explanatory.

Initialize this section first, before initializing any data in the **Maintenance menu**.

To work with this function, select **Change Set Up** from the **Settings** menu or click on **Change System Set Up icon**.

Change System Set Up

Transfer Data in Detail to Finance

Use Multicurrency for this Business

Purchase based on Vendor discount

Use Last Rate-Foreign Price for Updates

Initial Inventory Transfer # 10000001

Initial Available Serial # 10000001

Inventory ABC Classification A 60.00 B 30.00 C 10.00

Default for Inventory:

Location	MAIN	Main Building
Line	1000	Service Parts
Group	0260	Power Tools
Class	0101	Professional Power Tools
Subclass	0101	Professional Tools
Category	0011	Armatures
Item Code	STPA	STOCK PRODUCTS
Volume-Unit	EA	EACH
Weight-Unit	EA	EACH
Measure-Unit	EA	EACH

Account Type

Inventory Account 11071 Inventories on Stock

Transfer Account 54020 Account Clearing

Account # Dept Account Description

OK Cancel

Change this information as seldom as possible. If you change certain information after you begin using the system, you can generate erroneous data.

The options you can change are:

- **Transfer Data in Detail to Finance** - Place a check mark to indicate that transactions are transfer to Finance module in detailed form. If you clear this field, transactions are transfer as summary records.
- **Use Multicurrency for this Business** - Place a check mark if you want to use more than one currency. If you select this option, the system will use a foreign currency together with the country's local currency for pricing, calculation, etc.
- **Purchase based on Vendor discount** - For future use.

- **Use Last Exchange-Rate & Foreign Price for Update** - If you place a check mark, you can use the last exchange rate and the foreign inventory sale price in the calculation of the local sale price. The system takes this information to process the **Price Update** in the **Maintenance** menu. If is not checked, these factors will not be taken into consideration; it will only use the exchange rate difference to calculate the local sale price in the update.
- **Initial Inventory Transfer #** - Enter the initial inventory transfer number. This number is updated by the system reflecting the next number used.
- **Initial Available Serial #** - Enter the initial inventory serial number. This number is updated by the system reflecting the next number used.
- **Inventory ABC Classification** - Specify the initial distribution for your inventory. The sum of ABC must be 100.00.
- **Default for Inventory Location** - is up to ten characters indicating the location for the item. This will be the default value when creating a new item.
- **Default for Inventory Line** - the code that identifies the product line assigned to this inventory item. This will be the default value when creating a new item.
- **Default for Inventory Group** - the code that identifies the product group assigned to this inventory item. This will be the default value when creating a new item.
- **Default for Inventory Class** - the code that identifies the product class assigned to this inventory item. This will be the default value when creating a new item.
- **Default for Inventory Subclass** - the code that identifies the product subclass assigned to this inventory item. This will be the default value when creating a new it item.
- **Default for Inventory Category** - the code that identifies the product category assigned to this inventory item. This will be the default value when creating a new item.
- **Default for Inventory Item Code** - is the Finance module account assigned to this group of inventory. This will be the default value when creating a new item.
- **Default for Inventory Volume-Unit** - is the physical volume of the smallest unit of this item. This will be the default value when creating a new item.
- **Default for Inventory Weight-Unit** - is the product weight of the smallest unit of this item. This will be the default value when creating a new item.
- **Default for Inventory Measure-Unit** - is the code for the unit of measure used by this item. This will be the default value when creating a new item.
- **Finance module account numbers** - Specify (or search clicking on the search icon) the account numbers to use for **Inventory** cost account and the account to post accounting differences to the Finance module (**Transfer**).

To edit the options, click on the edit icon on the bottom of the window or click the **F5** key on the keyboard. To save the data click **OK**.

## **Reindex Files**

*This option shows the process of Reindexing Files. You should use this function every time you are adding, deleting or modifying the files externally to the system; or when the system has been blocked by any reason; or if the system fails to locate information that you believe it has been previously entered.*

The system uses the indexes of the files like a directory to locate and to process the data files. If you copy data from other files, the system will be unable to process the data because these do not have the included indexes.

When you reindex the files, you are telling the system to organize the data that are not in order, and if possible to order them (to recover them).

### **Reindex ALL Files**

**NOTE:** This option requires that nobody else be using the system.

To work with this function, select **Reindex Files**, then **Reindex ALL Files** from the **Settings** menu or click on **Recover All Indexes icon**.

Then select **Yes** to continue or **No** to cancel.

A warning message displays that this option will recreate index files and optionally remove deleted record from your database, respond **Yes** or **No**, if you want or not to remove the deleted records. Those are the records that have been previously deleted in other options and they will be removed completely.

You can do this every time that you want, without damaging the system.

If you cannot recover the indexes, contact **Zeta Pro™ Technical Support**.

### **Reindex Selected Files**

**NOTE:** This option requires that nobody else be using the system.

To work with this function, select **Reindex Files**, then **Reindex Selected Files** from the **Settings** menu or click on **Recover Selected Indexes icon**.

A window with a list of files will be shown. Place a check mark on every file you want to reindex and click **OK** to execute. Click **Cancel** to close the window.

You can do this every time that you want, without damaging the system.

If you cannot recover the indexes, contact **Zeta Pro™ Technical Support**.

## **Check Inventory Balance**

**NOTE:** This option requires that nobody else be using the system.

To work with this function, select **Reindex Files**, then **Check Inventory Balance** from the **Settings** menu or click on **Check All Inventory Balance icon**. A window will display the **Inventory File should not be in use during the process**. Click **OK** to proceed or **Cancel** to abort. Finally answer **Yes** to the confirmation window.

This option corrects in the inventory file all the errors that for external causes to the system have been created, correcting Booked, Committed, Order, To Order, In Shop, etc.

To carry out the process the system checks the pending Sales Orders, the pending Repair Orders, the pending Rental Orders and the pending Purchase Orders against the Inventory File, making the necessary corrections.

The report **INVENT.TXT** has all the corrections made to the inventory file. This report is created while the process is being executed, showing what you had before the process and what the system modified for Booked, Order, In Shop, To Order and On-Hand.

## **Transfer Data to Finance**

The system will transfer all the Inventory generated records to the **Finance module** when closing the fiscal period. You can transfer data any time in the fiscal period to create financial statement in any given time, but the system does a final transfer automatically when executing **Period End process**.

**NOTE:** this process requires that nobody else be using the system.

To work with this function, select **Transfer Data** from the **Settings** menu or click on **Transfer Data to Finance icon**.

Then answer **Yes** to continue and wait for the process to complete or **No** to cancel.

Have in mind the following considerations:

- Sending transactions in Summary will reduce the total time of the process.
- Before beginning the transfer, confirm that you have initialized the correct number of the accounts from the **Finance module**, to those that you are transferring the data.
- Confirm that the Inventory module is working in the same accounting period as the Finance module.

If you happen to have an invalid account, you receive a message indicating the invalid number. Take note of the invalid account number and execute **Change Set Up** at the **Settings** menu to fix the problem. When you have corrected the error, re-execute this process.

If you cannot solve the problem, contact **Zeta Pro™ Technical Support**.

# Bank Module

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# Bank – Maintenance

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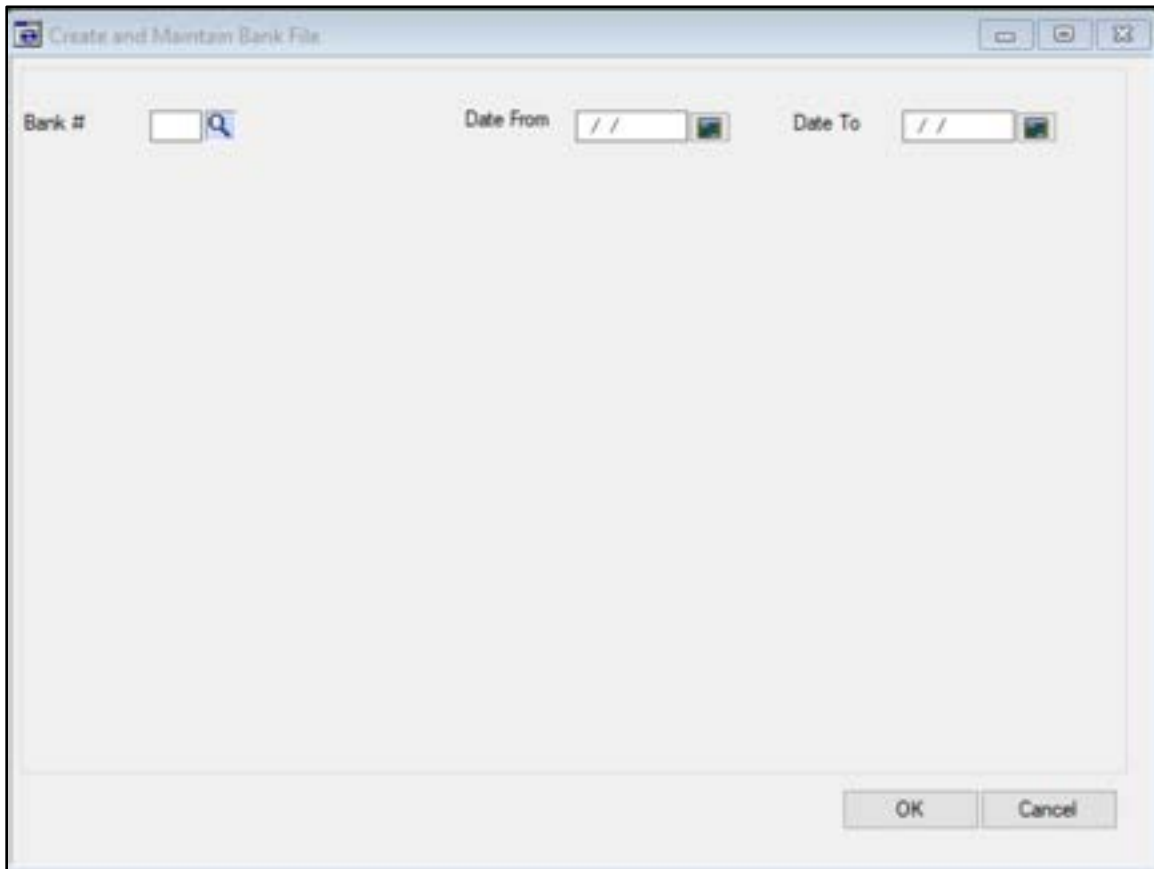
## Bank Maintenance

With this function, you can add, modify or delete banks in your Bank module. Besides, for each bank you can add, modify or delete Transactions, Deposits and Checks.

To work with this function, select **Banks** from the **Maintenance** menu or click on **Create and Maintain Bank File icon**.

To help you with the data, the system will display the **Bank Search window** with the following searchable fields to help in the process.

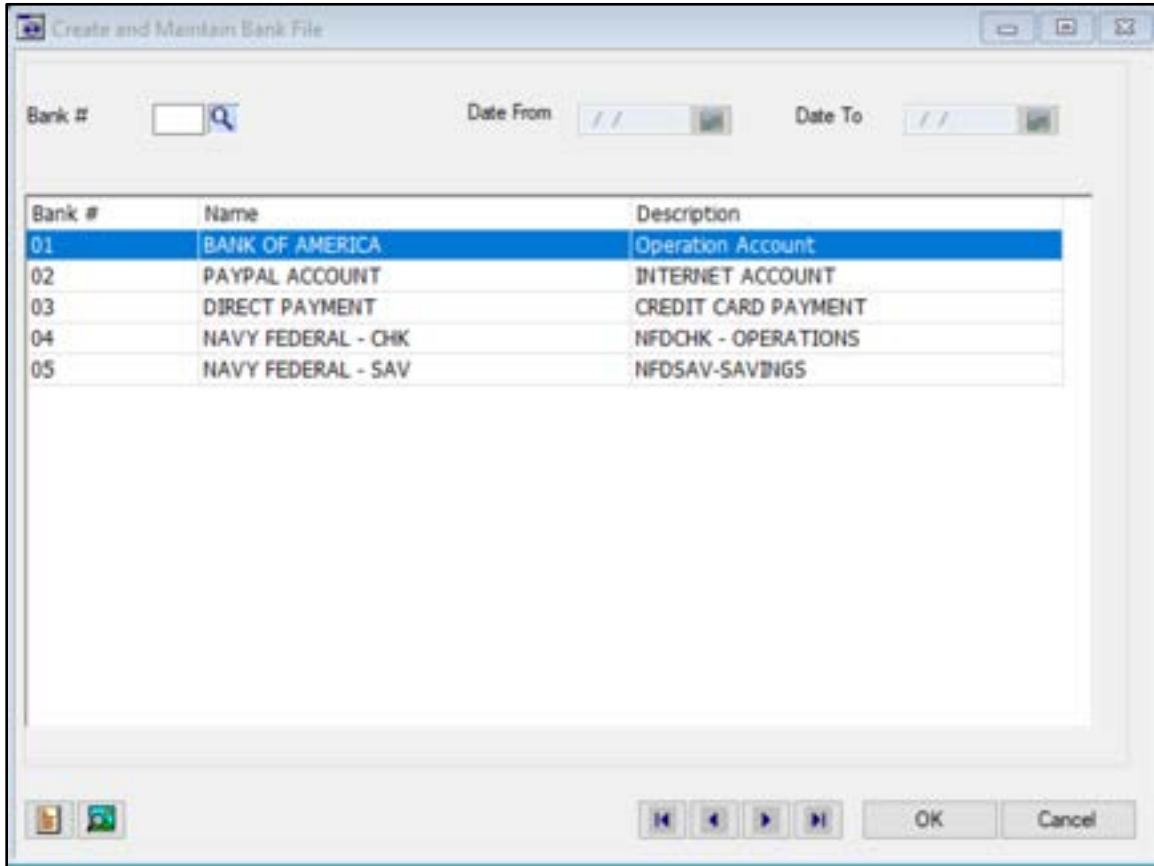
- **Bank #** - allows you to select all the banks or just one.
- **Date From** - allows you to select a date (create date) with a calendar popup icon
- **Date To** - allows you to select a date (create date) with a calendar popup icon



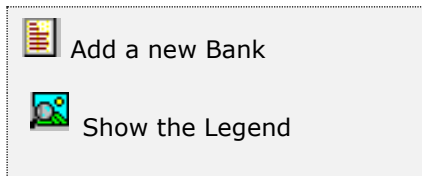
The screenshot shows a window titled "Create and Maintain Bank File". At the top, there are standard window control buttons (minimize, maximize, close). Below the title bar, there are three input fields: "Bank #" with a search icon, "Date From" with a date selection icon, and "Date To" with a date selection icon. At the bottom right, there are "OK" and "Cancel" buttons.

The system will display the search window with the **OK** and **Cancel** buttons. Click **OK** to proceed or click **Cancel** to abort and return to the selection option.

The user can combine any criteria, and only those fields entered by the user become part of the query. If no searchable field entered and by clicking the **OK** button, the system will display the search result with all the data.



The user can select the bank by **Double-clicking** on the selected bank or by selecting the bank and clicking the **OK** button,



At the bottom of the Search window, you will find a set of icons that will show available functions.

The user from this window can also add a new bank by clicking the **Add icon** to start a new bank.

The **Browser Legend** will display different colors depending of the status:

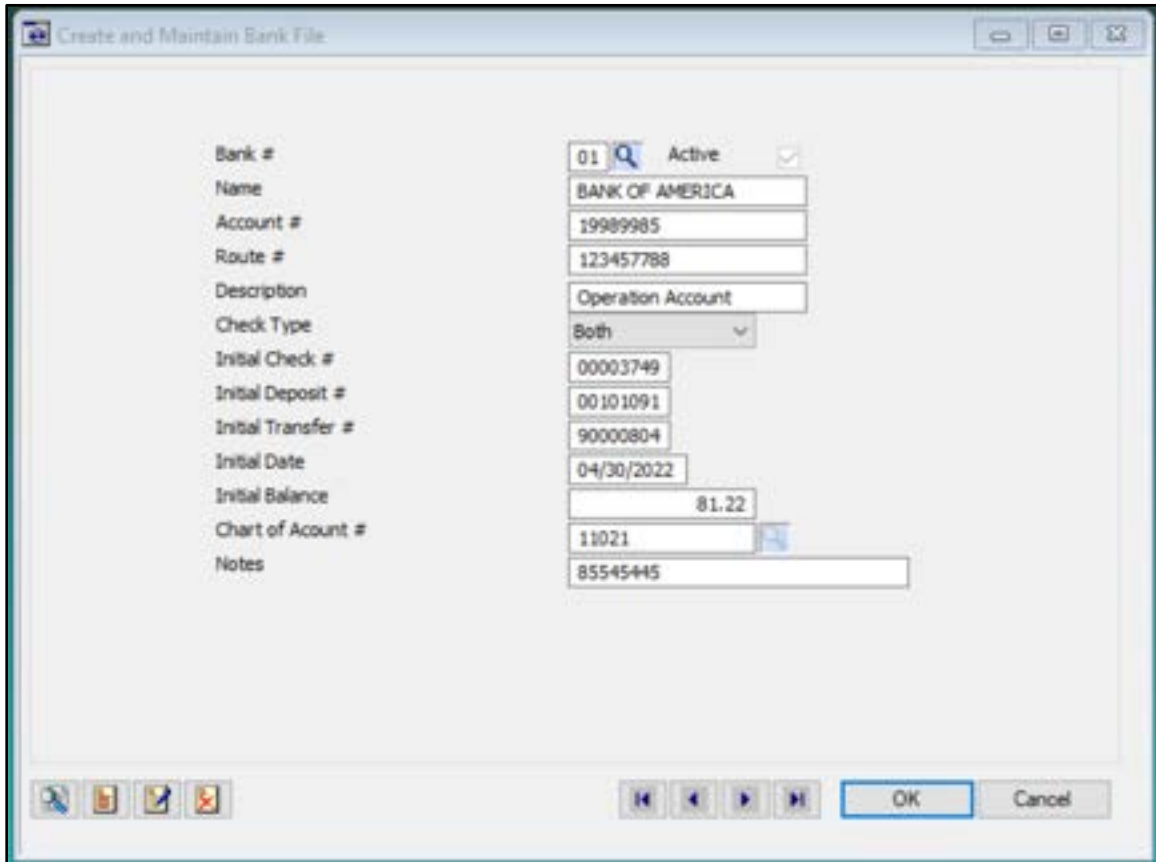
**Active** – the bank color is **White**









**Selected** – the bank-selected color is **Dark Blue** (BANK OF AMERICA)

You can also navigate through the records by means of the navigation icons.

After selecting the bank, the system will display the following window; at the bottom, you will find a set of icons that will show the available functions.

The Bank Maintenance window has all the relevant data about your bank.



	Search for a Record
	Add a new Record
	Modify Record data
	Delete current Record
	Go to first record
	Go to previous record
	Go to next record
	Go to last record

You can search, add, modify or delete a record by means of the action icons located on the bottom left of the window.

You can also navigate through the records using the record positioning icons.

The following paragraphs describe the meaning and use for each of the fields.

- **Bank #** – is two characters that identify your bank account. **Required**
- **Active** - indicates if the record is in **Active** state. Only active banks can be subject of transactions (Deposits, Checks, etc.)
- **Name** – is your bank’s account name. **Optional** but recommended
- **Account #** – is your bank’s account number. **Optional** but recommended
- **Route #** – is your bank’s route number. **Optional** but recommended
- **Description** – is a short text describing this account. **Optional**
- **Check Type** - select what type of checks you will be using with this account, your options are:
  - **Computer** – all the checks will be computer generated
  - **Manual** – the checks will be created manually
  - **Both** – manually made checks and computer-generated checks
- **Initial Check #** – is the initial check number when the system generates checks, the system will keep this field updated to reflect the next check number to generate. **Required**
- **Initial Deposit #** – is the initial deposit number, the system will keep this field updated to reflect the next number to generate. **Required**
- **Initial Transfer #** – is the initial wires transfer number, the system will keep this field updated to reflect the next number to generate. **Required**
- **Initial Date** – is the initial balance date, when creating your account enter the initial date for the account. The date is updated every month after a Bank Reconciliations process. **Required**
- **Initial Balance** – is the initial balance, when creating your account enter the initial balance amount for the account. The balance is updated every month after a Bank Reconciliations process. **Required**
- **Chart of Account** – is the chart of account where these bank transactions will be posted. **Required**
- **Notes** – is 30 characters where you can enter any text. **Optional**

The different actions you can perform in this window are the following:

### **Searching for a Bank**

To search for a bank, first select it and then:

- Click on the search icon on the bottom of the window or,
- Click the **F1** key on the keyboard.

You will have the option to specify a search by bank ID only. Locate and select the record you want and click **OK** to return to the maintenance window and work on the data or click **Cancel** to return without changing your current record.

Another way to search is to click on the search icons located to the right of the **Bank** field, which will start the corresponding search.

Alternatively, you can use the navigation icons to move forward, backward or to the first and last records in the file. Once you find the one you are interested on, perform the appropriate action.

### **Adding a Bank**

To create a new bank you can:

- Click on the add icon on the bottom of the window or,
- Click the **F3** key on the keyboard.

This will clear all the fields in the window. Enter all the necessary data and click **OK** to accept and save the new record or click **Cancel** to disregard your changes.

### **Modifying a Bank**

To modify a bank record, first locate it and then:

- Click on the edit icon on the bottom of the window or,
- Click the **F5** key on the keyboard.

Change the needed fields and click **OK** to accept the new data or click **Cancel** to disregard your changes.

### **Deleting a Bank**

As a security measure, you can only delete a bank if it is inactive and does not have transactions. To delete a bank record, first locate it and then:

- Click on the delete icon on the bottom of the window or,
- Click the **F4** key on the keyboard.

A confirmation window will show. Select **Yes** to delete the record or **No** to keep it.

## Bank - Transaction

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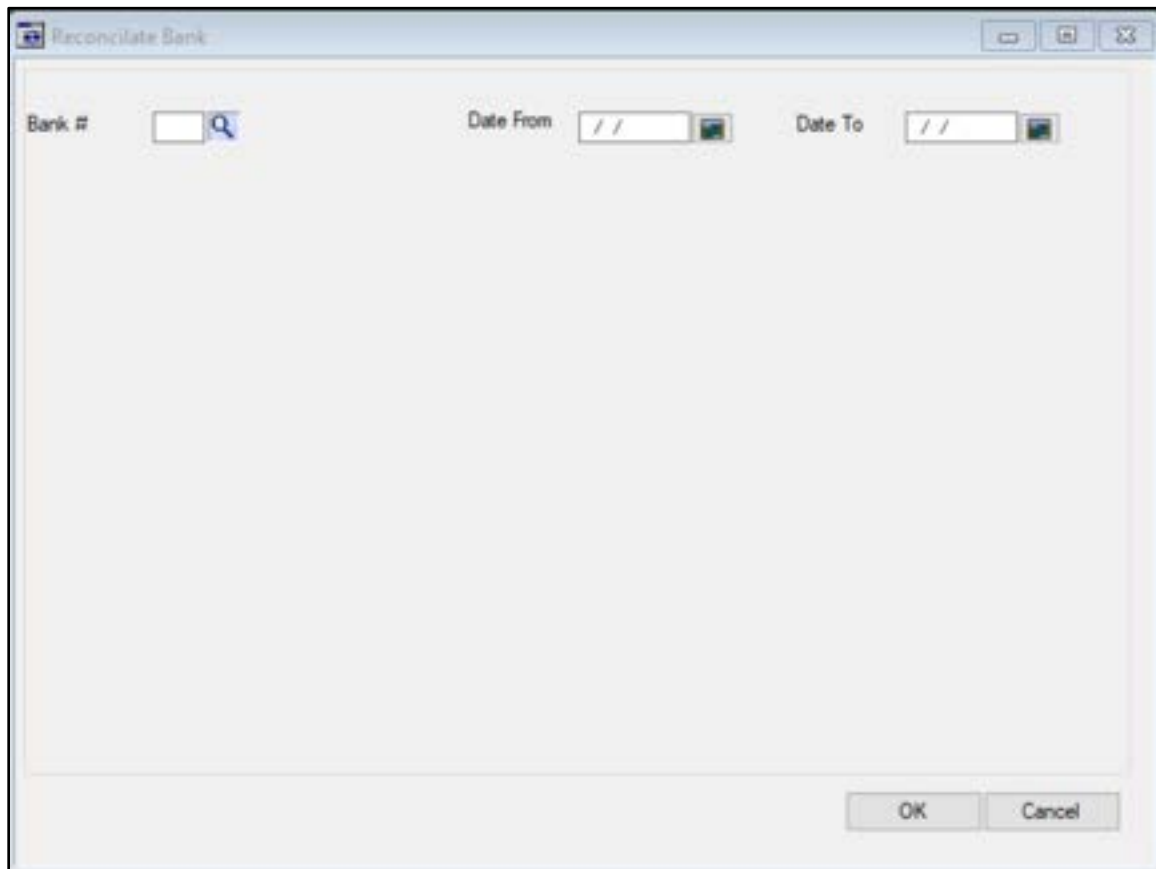
### Bank Reconciliation

This function allows you to create and maintain a Bank Reconciliation. A Bank Reconciliation is an important process which organizations match their bank statements with the transactions that are recorded in the Finance module. Preparing a bank reconciliation statement helps businesses to eliminate possible errors in transactions or bookkeeping.

To work with this function, select **Reconciliation** from the **Transaction** menu or click on **Reconciliate Bank icon**.

To help you with the data, the system will display the **Reconciliate Bank Search window** with the following searchable fields to help in the process.

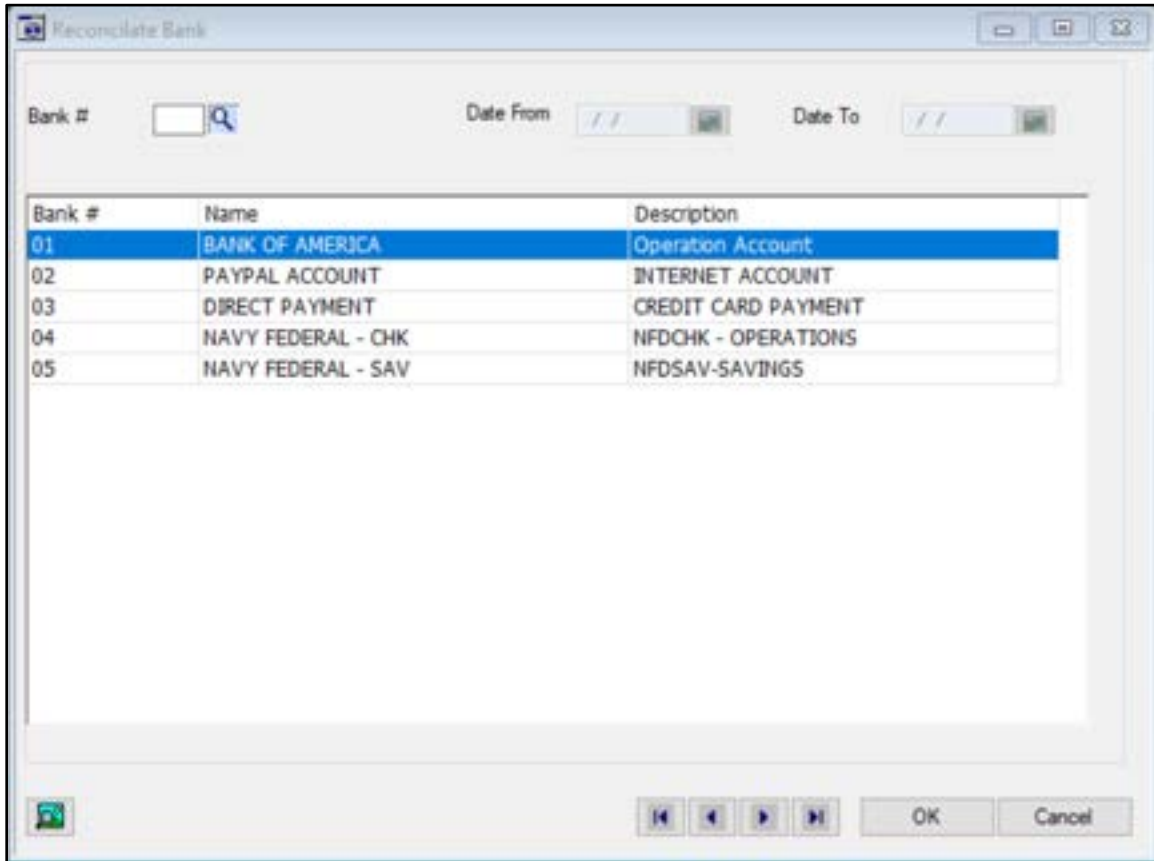
- **Bank #** - allows you to select all the banks or just one.
- **Date From** - allows you to select a date (create date) with a calendar popup icon
- **Date To** - allows you to select a date (create date) with a calendar popup icon



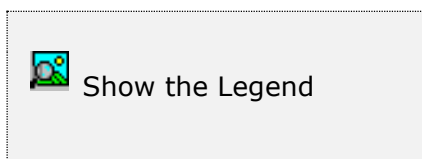
The screenshot shows a software window titled "Reconcilate Bank". At the top left, there is a search icon and the text "Reconcilate Bank". Below this, there are three input fields: "Bank #" with a search icon, "Date From" with a date format " //" and a calendar icon, and "Date To" with a date format " //" and a calendar icon. At the bottom right, there are "OK" and "Cancel" buttons.

The system will display the search window with the **OK** and **Cancel** buttons. Click **OK** to proceed or click **Cancel** to abort and return to the selection option.

The user can combine any criteria, and only those fields entered by the user become part of the query. If no searchable field entered and by clicking the **OK** button, the system will display the search result with all the data.



The user can select the bank by **Double-clicking** on the selected bank or by selecting the bank and clicking the **OK** button.



At the bottom of the Search window, you will find a set of icons that will show available functions.

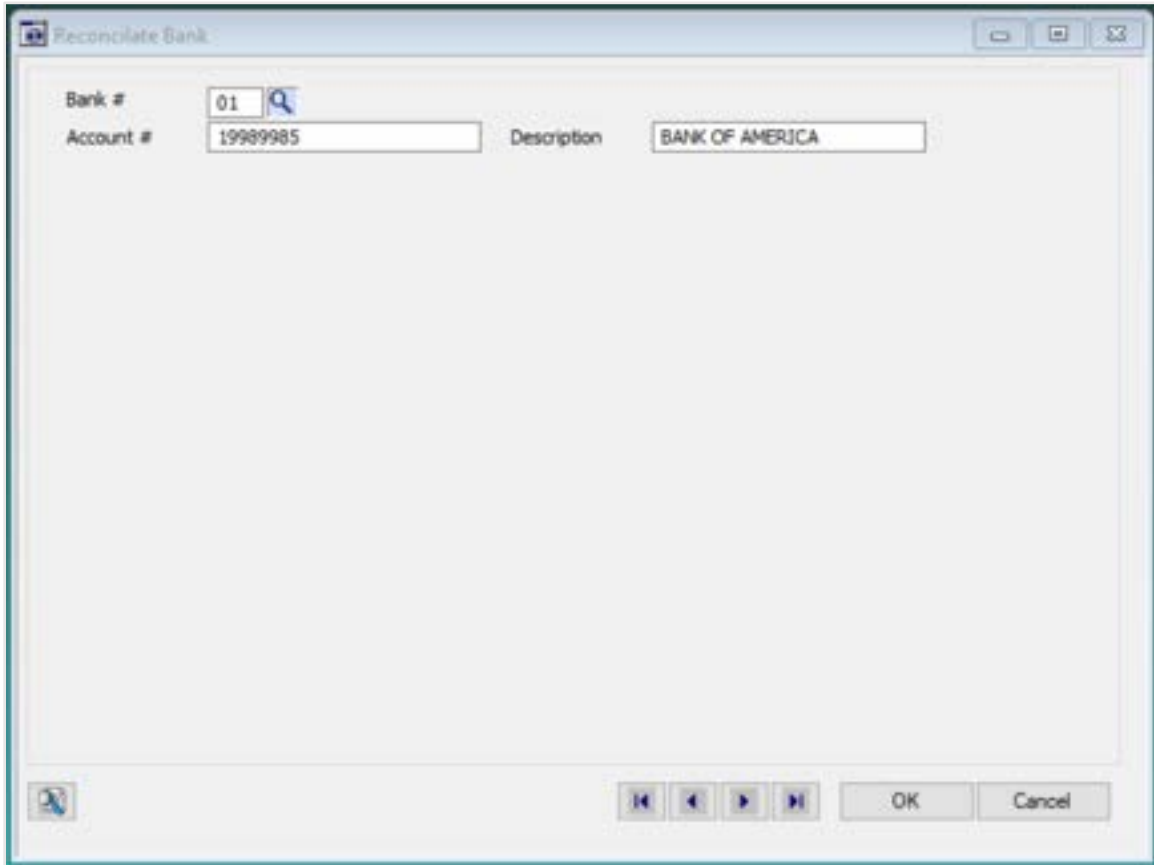
The **Browser Legend** will display different colors depending of the status:






**Active** – the bank color is **White**

**Selected** – the bank-selected color is **Dark Blue** (BANK OF AMERICA)

You can also navigate through the records by means of the navigation icons.

After selecting the bank, the system will display the following window; at the bottom, you will find a set of icons that will show the available functions.



-  Search for a Bank
-  Go to first record
-  Go to previous record
-  Go to next record
-  Go to last record

You can also navigate through the records using the record positioning icons.



The following topics describe in detail the actions you can perform with this function.

### **Searching for a Bank**

To search for a bank you can:

- Click on the search icon on the bottom of the window or,
- Click the **F1** key on the keyboard.

Any of these actions will start the search window. Locate and select the record you want and click **OK** to return to the maintenance window and work on the data or click **Cancel** to return without changing your current record.

### **Working with a Bank Reconciliation**

To start a new bank reconciliation, first locate the bank and then:

Click **OK** to accept the bank or click **Cancel** to disregard the bank.

Clicking **OK** will automatically create a new bank reconciliation and will take you to enter the following:

Bank Information		
Initial Balance	04/30/2022	81.22
Final Balance	05/31/2022	175.63
Deposits	4	436.00
Other Receipts	0	0.00
Checks	1	341.59
Other Payments	0	0.00

System Information		
Verified Deposits	0	0.00
Verified Receipts	0	0.00
Cancelled Checks	0	0.00
Cancelled Payments	0	0.00

- **Initial Balance** – is the initial balance and date, **cannot be changed**, these are initial balance amount and date created when you created your bank, or the last date and amount of the prior Bank Reconciliations process.
- **Final Balance** – enter the date and amount of this Bank Reconciliation, by default shows the same date and balance of the Initial Balance, change both.
- **Deposits** – enter the deposits units and amount
- **Other Receipts** – enter the other receipts units and amount, most of the time these are the dividends or interests in the bank account.
- **Checks** – enter the checks units and amount
- **Other Payments** – enter the other payments units and amount, most of the time these are the other payments made in the bank account.

**Note:** The Initial Balance + Deposits + Other Receipts – Checks – Other Payments, must equal the Final balance, otherwise the system will give you a window-warning message:

**Entry out of Balance, by X amount.** This could be a positive or a negative amount.

Click **OK** to accept the data and start the bank reconciliation or click **Cancel** to discard the data and close the window. This new window will display:

The screenshot shows the 'Reconcile Bank' window with the following details:

Bank #: 01  
 Account #: 19989985  
 Description: BANK OF AMERICA

Number	Date	Reference	Amount
CHK 90000804	05/13/2022	SPRINT SPRINT PCS	341.59
OTH 10000407	05/03/2022	AZ CELL M AZ CELL MAY2022	70.00
OTH 10000408	05/10/2022	YZ CELL M YZ CELL MAY2022	45.00
OTH 10000409	05/10/2022	YZ CELL P YZ CELL PREPAID	90.00
OTH 10000410	05/11/2022	RZ CELL M RZ CELL MAY2022	55.00
OTH 10000411	05/11/2022	RZ CELL P RZ CELL PREPAID	110.00
OTH 10000412	05/31/2022	FEE SZ CE FEE SZ CELL	66.00

**System Information**

Verified Deposits	0	0.00
Verified Receipts	6	436.00
Cancelled Checks	1	341.59
Cancelled Payments	0	0.00

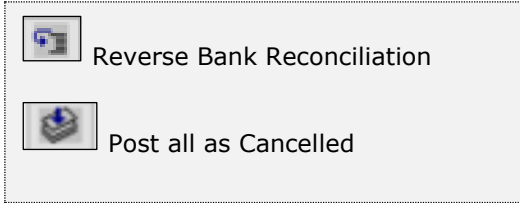
**Bank Information**

	4	436.00
	0	0.00
	1	341.59
	0	0.00

Buttons: OK, Cancel

The **Bank Reconciliation** page holds specific icons:

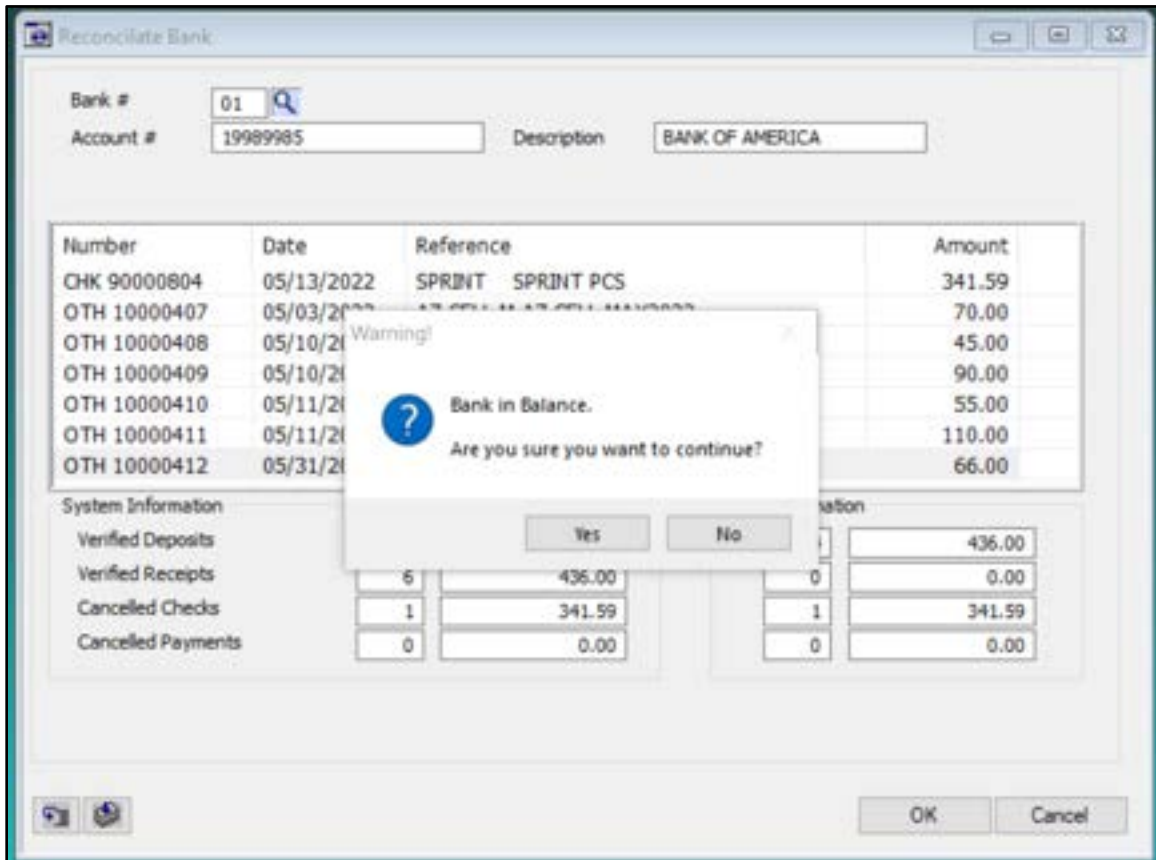
- **Reverse Bank Reconciliation** – to un-check all the lines
- **Post all as Cancelled** – to check all the lines



The user by **Double-clicking** on the selected line will add or subtract on the **System Information** for **verified** or **cancelled** section of the bank reconciliation.

You can click on the **Post all as cancelled icon**, to check all the lines and double-click to subtract the ones you do not want.

As you go over all the lines to reconcile the bank, click **OK** to accept the data, the system will display a warning-window **Bank in Balance** or click **Cancel** to discard the data.



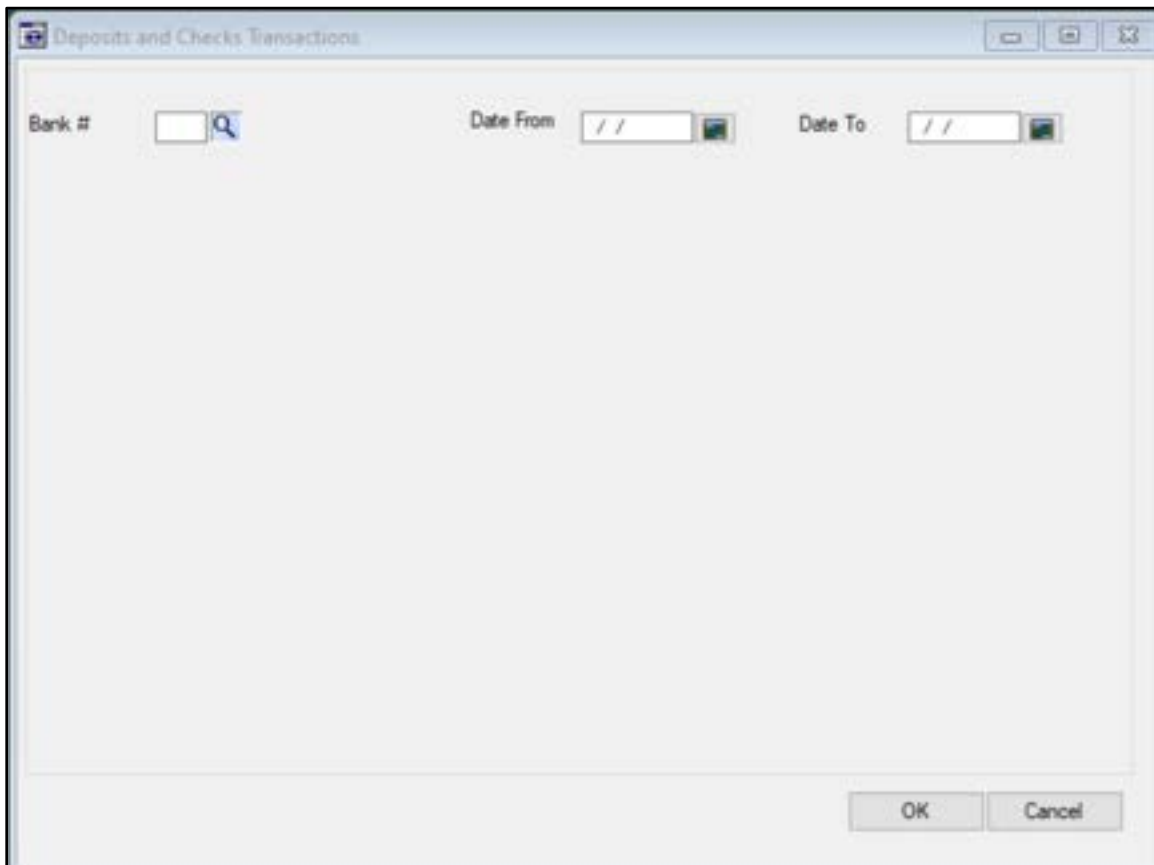
## **Deposits and Check Transactions**

This function allows you to create and maintain a set of deposits and checks transactions not entered at the Sales module or the Purchasing module. Any transaction entered will affect the Bank Reconciliation process.

To work with this function, select **Transactions** from the **Transaction** menu or click on **Deposits and Checks Transactions icon**.

To help you with the data, the system will display the **Bank Transactions Search window** with the following searchable fields to help in the process.

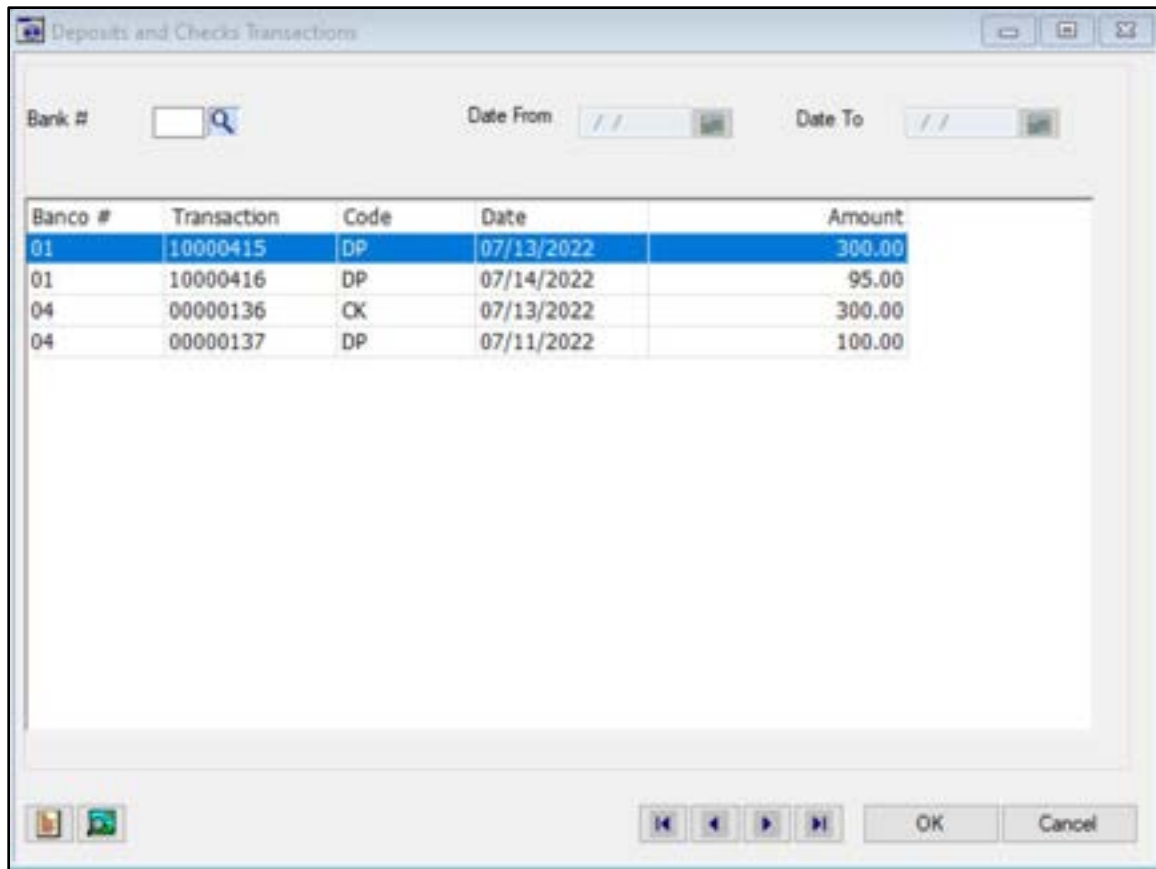
- **Bank #** - allows you to select all the banks or just one.
- **Date From** - allows you to select a date (create date) with a calendar popup icon
- **Date To** - allows you to select a date (create date) with a calendar popup icon



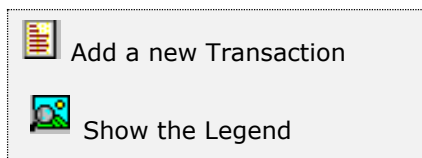
The screenshot shows a search window titled "Deposits and Checks Transactions". It contains three input fields: "Bank #" with a search icon, "Date From" with a date format " //" and a calendar icon, and "Date To" with a date format " //" and a calendar icon. At the bottom right, there are "OK" and "Cancel" buttons.

The system will display the search window with the **OK** and **Cancel** buttons. Click **OK** to proceed or click **Cancel** to abort and return to the selection option.

The user can combine any criteria, and only those fields entered by the user become part of the query. If no searchable field entered and by clicking the **OK** button, the system will display the search result with all the data.



The user can select the bank by **Double-clicking** on the selected bank or by selecting the bank and clicking the **OK** button.



At the bottom of the Search window, you will find a set of icons that will show available functions.

The user from this window can also add a new transaction by clicking the **Add icon** to start a new transaction.

The **Browser Legend** will display different colors depending of the status:

**Active** – the transaction color is **White**

**Selected** – the transaction-selected color is **Dark Blue** (10000415)

You can also navigate through the records by means of the navigation icons.









After selecting the transaction, the system will display the following window; at the bottom, you will find a set of icons that will show the available functions.

The Bank Transaction window has all the relevant data about your transaction.

The screenshot shows a window titled "Deposits and Checks Transactions" with the following fields and values:

Transaction #	10000415	
Bank #	01	Operation Account
Code	DP	DEPOSIT ENTRIES
Dep/Chk #	00101094	
Description	VYS -> BOA	
Reference	VYS -> BOA	
Amount	300.00	
Date	07/13/2022	
Transfer	<input type="checkbox"/>	
Account	54020	
Year/Month	2207	

At the bottom of the window, there are four icons for search, add, edit, and delete, followed by four navigation icons (first, previous, next, last), and two buttons labeled "OK" and "Cancel".

-  Search for a Transaction
-  Add a new Transaction
-  Modify Transaction data
-  Delete current Transaction
-  Go to first record
-  Go to previous record
-  Go to next record
-  Go to last record

Along the bottom of the window, you will find a set of icons to search, add, edit and delete records.

You can also navigate through the records using the record positioning icons.

The following paragraphs describe the meaning and use for each of the fields.

- **Transaction #** – is the assigned transaction number for the record, updated automatically by the system and cannot be changed
- **Bank #** – is two characters that identify your bank account. **Required**
- **Code #** – is two characters that identify your code type. **Required**
- **Deposit/Check #** – is auto generated by the system when you select a type of transaction code and cannot be changed.
- **Description** - Optional field used to store descriptive data about this posting, up to 35 characters in length.
- **Reference** - Optional field used to store referral data for this posting, up to 20 characters in length. Usually you will enter a reference to the document that originated the transaction.
- **Amount** – is the amount of the transaction. **Required**
- **Date** – is the date of the transaction. **Required**
- **Transfer** – if the transaction has been transfer to the Finance module, by default it has not been transferred. This will affect your transfer data to the Finance module.
- **Account #** – the chart of account that holds the value of the transaction. **Required**
- **Year/Period** – is the bank’s module default period in which the transaction will be posted, can be changed. **Required**

The following topics describe in detail the actions you can perform with this function.

### **Searching for a Transaction**

To search for a transaction you can:

- Click on the search icon on the bottom of the window or,
- Click the **F1** key on the keyboard.

Locate and select the record you want and click **OK** to return to the maintenance window and work on the data or click **Cancel** to return without changing your current record.

Another way to search is to click on the search icons located to the right of the **Transaction ID**.

Alternatively, you can use the navigation icons to move forward, backward or to the first and last records in the file. Once you find the transaction you are interested on, perform the appropriate action.

### **Adding a Transaction**

To create a new transaction you can:

- Click on the add icon on the bottom of the window or,
- Click the **F3** key on the keyboard.

This will clear all the fields in the window. Enter all the necessary data and click **OK** to accept and save the new record or click **Cancel** to disregard your changes.

### **Modifying a Transaction**

To modify a transaction's record, first locate it and then:

- Click on the edit icon on the bottom of the window or,
- Click the **F5** key on the keyboard.

Change the needed fields and click **OK** to accept the new data or click **Cancel** to disregard your changes.

### **Deleting a Transaction**

To delete a transaction's record, first locate it and then:

- Click on the delete icon on the bottom of the window or,
- Click the **F4** key on the keyboard.

A confirmation window will show. Select **Yes** to delete the record or **No** to keep it.



# Bank - Reports

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## Bank Reports

**Zeta Pro™** provides a full range of reports for your Bank information. This section groups the available reports in categories. These categories are **Data Review and Analysis Reports, Auditing Reports** and **Others Reports**. All the reports can be executed by selecting them from the **Reports** menu.

### Report data options

For most reports you can chose the **type** of data to show, normally detail or summary; determine the order in which data should be shown or filtered (**sort**) and the range of data to show (**data**). Choosing some options will display an additional window where you will have to select or enter more information. In the next sections, you will find detailed explanations on how these options affect each report.

### Report output options

Each report, unless specified otherwise, can be directed to your choice of output devices or locations. The following options are standard:

- **Screen** - Shows the report in a preview window where you can navigate from page to page, zoom in or out the view or print a hard copy.
- **Printer** - Sends the report to the system configured **default printer**. If you want to print to a different one, go to your computer's control panel and set another one as default.
- **Export** - Creates a file from the report data in one of the available formats. See the next topic for a detailed explanation.

### Export a report

**Zeta Pro™** offers a great flexibility for exporting your reports to a wide range of file formats. This can allow you to send the reports via e-mail, save them for archiving for later review or simply to share or communicate the data with other collaborators. Please note that this topic does not cover all the available formats. Some of them are disabled or are for *advanced users* and require special information to carry out the task.

For all the export formats, you should click the **Edit** button to specify the filename and other needed parameters and then, click the **Export** button to execute the report.

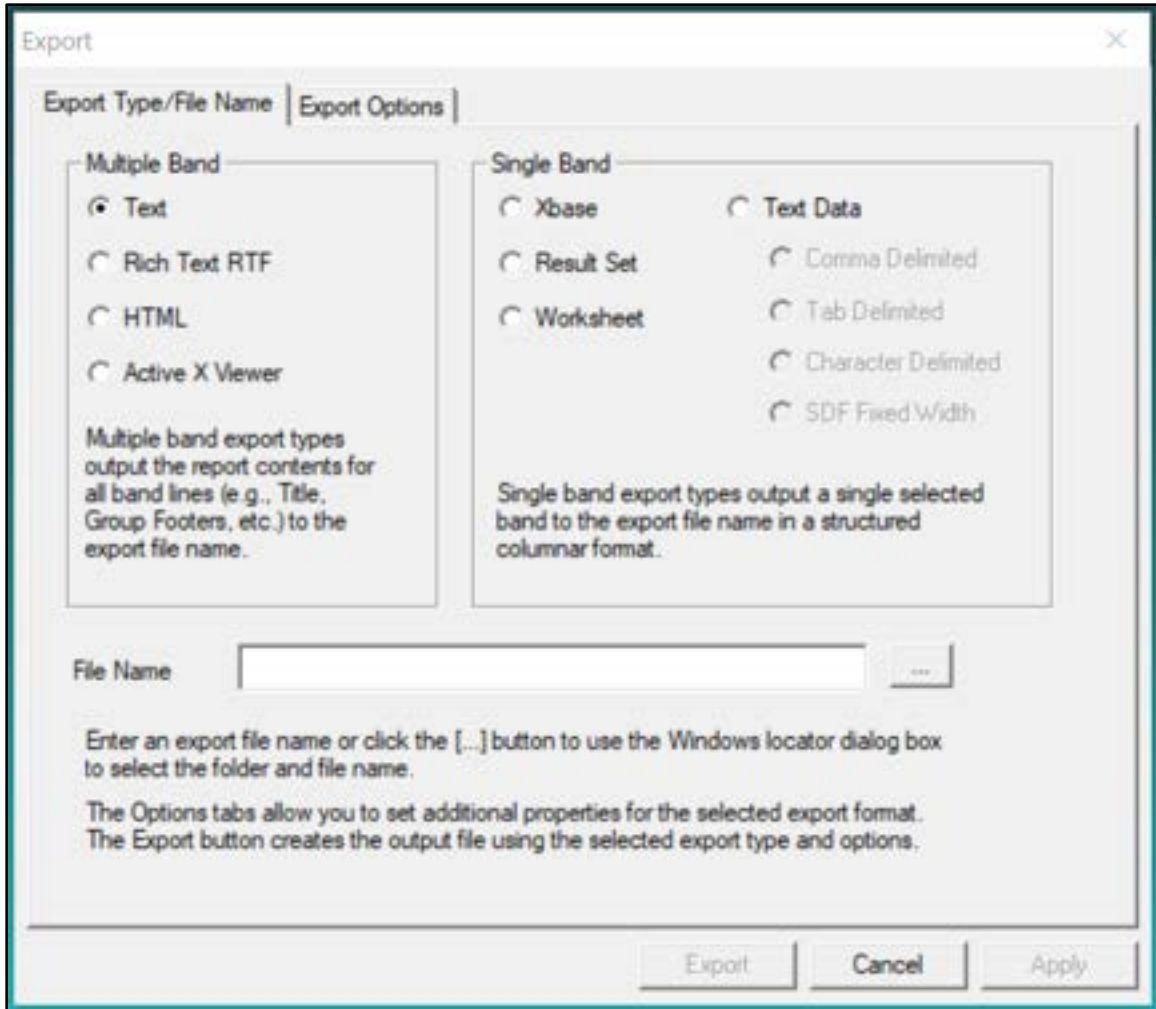
The recommended formats for **Multiple Band** export are:

- **Text** - Exports the report as a simple text (\*.TXT) file. Specify the filename, either with or without full path name and click **Export**.

- **Rich Text Format (RTF)** - You can use this format to send reports that can be opened in Word or similar word processors. Specify the filename, either with or without full path name and click **Export**.
- **HTML** - Exports the report as a web page. Before specifying any option you should enter, the output filename (include the full path if necessary or Click the small browse button to the right of the field). If you do not want to view the file after export, clear the 'Open file in default browser after export' indicator.
- **Active X Viewer** - Exports the report as an Active X Viewer. When you select this export option, you can create a report file that will be written to a proprietary file format. To view a PDI file, you create an HTML container file. The HTML container includes a pointer to the ActiveX Viewer control (RRPRVIEW.CAB) along with a pointer to the generated PDI. When the HTML file is opened in a web browser that supports ActiveX such as Microsoft Internet Explorer the report is displayed in a viewer window. Specify the filename, either with or without full path name and click **Export**.

The recommended formats for **Single Band** export are:

- **Xbase** - Exports the report as a (\*.DBF) table. Xbase export only includes the computed and data fields that are on the selected band line. It does not include any memo fields. Specify the filename, either with or without full path name and click **Export**.
- **Result Set** - Exports the report as a SQL result set file. Specify the filename, either with or without full path name and click **Export**.
- **Worksheet** - Exports the report as a (\*.XLS) file, use it to transfer your data to a Microsoft Excel Worksheet or similar spreadsheet programs. Either specify the filename, with or without full path name then, click **Export**.
- **Text Data** - Exports the report as a simple text file. Specify the filename, either with or without full path name and click **Export**.



## **Data Review and Analysis Reports**

### **Balance Report**

The bank balance report shows essential data about the bank balance registered in the system, includes checks, deposits and transactions. You have the following options

- **Type - Summary**
- **Sort** – You can select:
  - **Bank** - Order your report by bank ID
- **Data** - You can select:
  - **All** - All the records will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click OK and select your output option to execute the report

## **Reconciliation Report**

The bank reconciliation report shows data about the reconciliation registered in the system. You have the following options

- **Type - Detail**
- **Sort** - You can select:
  - **Bank** - Order your report by bank ID
- **Data** - You can select:
  - **All** - All the records will print.
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click OK and select your output option to execute the report

## **Checks Report**

The checks report shows data about the checks posted in the system. You have the following options

- **Type - Summary**
- **Sort** - You can select:
  - **Bank** - Order your report by bank ID
- **Data** - You can select:
  - **All** - All the records will print.
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

**Others** - You can select:

- **Pending** - Just the pending records will print
- **Verified** - Just the verified records will print
- **Both** - Verified and Pending will print

Click OK and select your output option to execute the report

## **Deposits Report**

The deposits report shows data about the deposits posted in the system. You have the following options

- **Type - Summary**
- **Sort** - You can select:
  - **Bank** - Order your report by bank ID
- **Data** - You can select:
  - **All** - All the records will print.
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

**Others** - You can select:

- **Pending** - Just the pending records will print
- **Verified** - Just the verified records will print
- **Both** - Verified and Pending will print

Click OK and select your output option to execute the report

## **Transactions Report**

The transactions report shows data about the transactions posted in the system. You have the following options

- **Type - Summary**
- **Sort** - You can select:
  - **Bank** - Order your report by bank ID
- **Data** - You can select:
  - **All** - All the records will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

**Others** - You can select:

- **Pending** - Just the pending records will print
- **Verified** - Just the verified records will print
- **Both** - Verified and Pending will print

Click OK and select your output option to execute the report

## **Auditing Reports**

### **Transfer to Finance**

The Transfer to Finance Report shows you the data that will transfer to the Finance module at the End of the Period

Print this report before running the End of Period process

You have the following options

- **Type** - Select **Detail** or **Summary**
- **Sort** - Fixed, by account
- **Data** - Fixed, show all data

Click OK and select your output option to execute the report

## **Other Reports**

These are special reports, normally prepared on demand for specific needs

### **Defined reports**

The Defined report option shows the reports defined externally by the user and included in the System. The quantity of reports to include is unlimited. Is the option where all user-defined reports are listed.

When you select this option, a list of all defined reports will appear. Move around the list to select the report you want to execute and click OK to select your output.

# Bank - Settings

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## Closing fiscal periods

The **Period End** option allows you how to close a fiscal period in the Bank module. Likewise, it allows you how to close a fiscal year.

The system is sensitive to the period, not to the date. If you want to execute any function for the next period, first you should close the current one.

During the End of Period process, the following tasks are performed automatically by the system:

- The End of Period and End of the Year process, transferring and removing all bank transactions to the Finance module.
- The End of Period and End of the Year process removes all bank reconciliation transactions from the Bank module and moves the initial balance to the final balance.

Recommendations:

- Finish all the transactions for the current period.
- Transfer the data to the Finance (optional).
- Print the following reports to have a record of all the information for the current period. The following reports should be printed as hard copy:
  - Reconciliation report
  - Transaction report
  - Checks report, if not printed in Purchasing
  - Deposit report, if not printed in Sales
  - Transfer to Finance report
- Make backup of all the data files before executing the Period End process. If you have not done it, you will not be able to recover the previous data.
- Execute the end of period process for other linked modules (Sales, Purchasing, for example).

Have in mind; the following actions will be carrying out by the Period End process:

- All the current period closed Transactions are deleted automatically and are sent to the Finance files during the End of Period process.



### **Period End Process**

**NOTE:** This option requires that nobody else be using the system. Verify that you are the only user on the system before proceeding.

To work with this function, select **End of Period** from the **Settings** menu or click on **End of Period Process icon**.

Then answer **Yes** to continue or **No** to abort. There will be several confirmation windows before the actual process begins. Review the information that each one presents and answer accordingly.

**NOTE:** Pay attention to the question asking for the method to use to transfer data to the Finance module. The system will use the method you have chosen in the Set Up window for the module. If the method shown is not the appropriate, cancel the process answering **No** and then go to **Change Set Up** at the **Settings** menu to select the correct method.

### **Year End Process**

Are the same previous steps with the only difference that at period 12 or 13 depending to the periods used, will display as Year-End Process.

Follow the instructions, notes and recommendations for Period End Process in the previous topic to execute the process.

## **Change Set Up**

The Change Set Up option establishes the Banks essential information. You can initialize the information in minutes because the data is group by type and most of the fields are self-explanatory.

Initialize this section first, before initializing any data in the **Maintenance menu**.

Change this information as seldom as possible. If you change certain information after you begin using the system, you can generate erroneous data.

To work with this function, select **Change Set Up** from the **Settings** menu or click on **Change System Set Up icon**.

The system will display the following window; at the bottom, you will find a set of icons that will show the available functions.



You can only modify the record by means of the action icon located on the bottom left of the window.

Once you have modified your data, click **OK** to save changes or click **Cancel** to discard any change and keep the original configuration.

 A screenshot of a Windows-style dialog box titled "Change System Set Up". The dialog has a title bar with standard minimize, maximize, and close buttons. The main area contains two checkboxes: "Transfer Data in Detail to Finance" (checked) and "Use Multicurrency for this Business" (unchecked). Below these is a table with three columns: "Account Type", "Account # Dept", and "Account Description". The table lists five account types with their corresponding numbers and descriptions. At the bottom left of the dialog is a small icon of a document with a pencil, and at the bottom right are "OK" and "Cancel" buttons.
 

Account Type	Account # Dept	Account Description
Cash Account	11021	Checking Acc. - Barnett Bank
Other Receipt Account	11021	Checking Acc. - Barnett Bank
Expense Account	53030	Bank Charges
Other Expense Account	53999	Other Financial Expenses
Transfers Account	54020	Account Clearing

Following are the settings that you can change:

- **Transfer to Finance in Detail** - place a check mark on this field to transfer transactions in Detail. If cleared all transactions will be transferred as a **summary by account** to the Finance module.
- **Use Multicurrency for this Business** - place a check mark if you want to use more than one currency. The system can use a foreign currency together with the local currency for pricing calculations and other tasks.
- **Cash Account** – the chart of account that holds the value of bank cash, usually in the range of Current Assets. **Required**
- **Other Receipt Account** – the chart of account that holds the value of other income like interest or bank dividends, usually in the range of Revenue. **Required**
- **Expense Account** – the chart of account from which the bank charges are drawn or charged, usually in the range of Expenses. **Required**
- **Other Expense Account** – the chart of account from which other bank charges are drawn or charged, usually in the range of Expenses. **Required**
- **Transfers** – the bank module will post any difference generated during the process of transferring transactions to the Finance module, usually in the range of Expenses. **Required**

## **Reindex Files**

*This option shows you the process of Reindexing Files. You should use this function every time you are adding, deleting or modifying the files externally to the system; or when the system has been block by any reason; or if the system fails to locate information that you believe it has been previously entered.*

The system uses the indexes of the files like a directory to locate and to process the data files.

If you copy data from other files, the system will be unable to process the data because these do not have the included indexes.

When you reindex the files, you are telling the system to organize the data that are not in order, and if possible to order them (to recover them).

### **Reindex ALL Files**

**NOTE:** This option requires that nobody else be using the system.

To work with this function, select **Reindex Files**, then **Reindex ALL Files** from the **Settings** menu or click on **Recover All Indexes icon**.

Then select **Yes** to continue or **No** to cancel.

A warning message displays that this option will recreate index files and optionally remove deleted record from your database, respond **Yes** or **No**, if you want or not to remove the deleted records. These are the records previously deleted in other options and will be removed completely.

You can do this every time you want, without damaging the system.

If you cannot recover the indexes, contact **Zeta Pro™ Technical Support**.

### **Reindex Selected Files**

**NOTE:** This option requires that nobody else be using the system.

To work with this function, select **Reindex Files**, then **Reindex Selected Files** from the **Settings** menu or click on **Recover Selected Indexes icon**.

A window with a list of files will show. Place a check mark on every file you want to reindex and click **OK** to execute. Click **Cancel** to close the window.

You can do this every time you want, without damaging the system.

If you cannot recover the indexes, contact **Zeta Pro™ Technical Support**.

## **Transfer Data to Finance**

The system will transfer all the Bank generated records to the Finance module when closing the fiscal period. You can transfer data any time in the fiscal period to create financial statement in any given time, but the system does a final transfer automatically when executing Period End process.

**NOTE:** this process requires that nobody else be using the system.

To access this function select from the **Settings menu**. Answer **Yes** to the confirmation windows and wait for the process to complete.

To work with this function, select **Transfer Data** from the **Settings** menu or click on **Transfer Data to Finance icon**.

Then answer **Yes** to continue and wait for the process to complete or **No** to cancel.

Have in mind the following considerations:

- Sending transactions in Summary will reduce the total time of the process.
- Before beginning the transfer, confirm that you have initialized the correct number of the accounts from the **Finance** module, to those that you are transferring the data.
- Confirm that the Bank module is working in the same accounting period as the Finance module.

If you happen to have an invalid account, you receive a message indicating the invalid number. Take note of the invalid account number and execute **Change Set Up** at the **Settings** menu to fix the problem. When you have corrected the error, re-execute this process.

If you cannot solve the problem, contact **Zeta Pro™ Technical Support**.

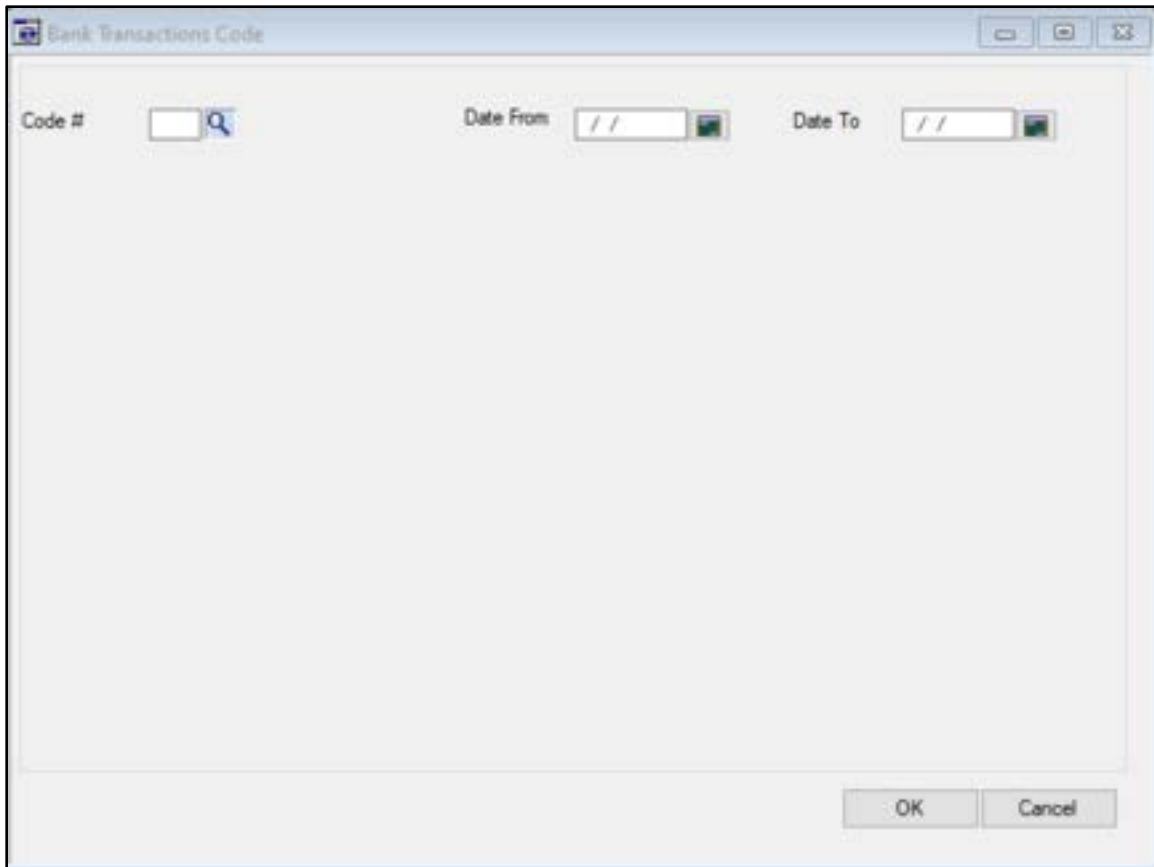
## **Transaction Codes**

This function allows you to create and maintain a set of transaction codes for receipts (deposits and interest) and payments (checks, fees and transfers).

To work with this function, select **Transaction Code** from the **Settings** menu or click on **Bank Transactions Code icon**.

To help you with the data, the system will display the **Bank Transactions Code Search window** with the following searchable fields to help in the process.

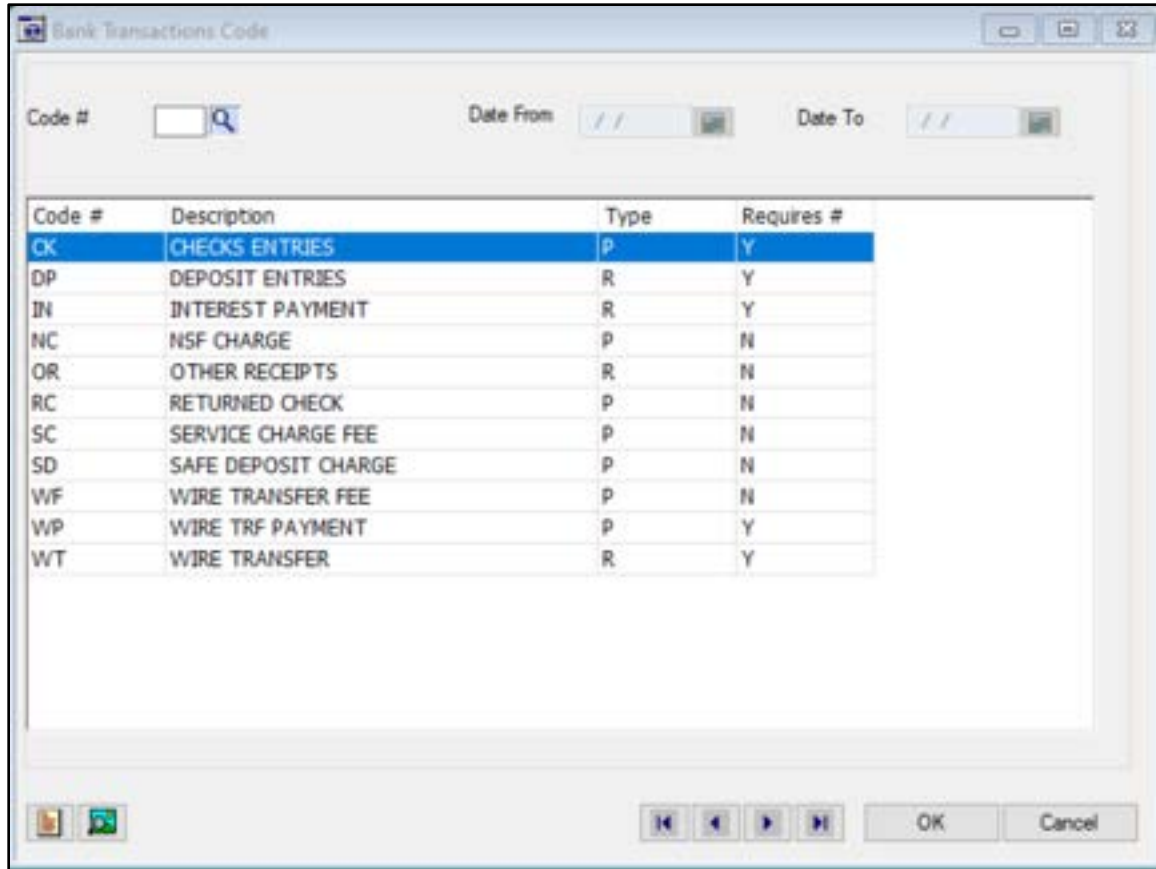
- **Code #** - allows you to select all the codes or just one.
- **Date From** - allows you to select a date (create date) with a calendar popup icon
- **Date To** - allows you to select a date (create date) with a calendar popup icon



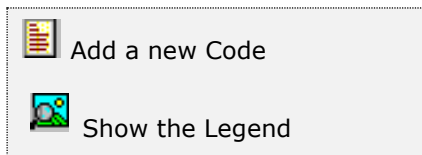
The screenshot shows a search window titled "Bank Transactions Code". It features three search criteria: "Code #" with a search icon, "Date From" with a date input field and a calendar icon, and "Date To" with a date input field and a calendar icon. At the bottom right, there are "OK" and "Cancel" buttons.

The system will display the search window with the **OK** and **Cancel** buttons. Click **OK** to proceed or click **Cancel** to abort and return to the selection option.

The user can combine any criteria, and only those fields entered by the user become part of the query. If no searchable field entered and by clicking the **OK** button, the system will display the search result with all the data.



The user can select the code by **Double-clicking** on the selected code or by selecting the code and clicking the **OK** button.



At the bottom of the Search window, you will find a set of icons that will show available functions.

The user from this window can also add a new code by clicking the **Add icon** to start a new code.

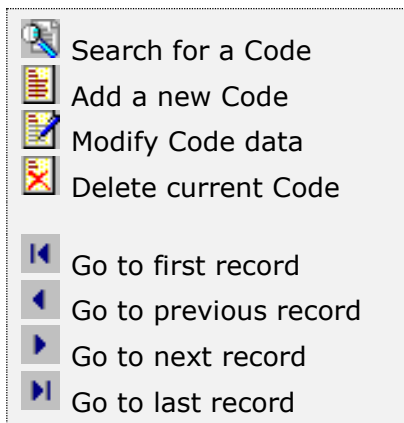
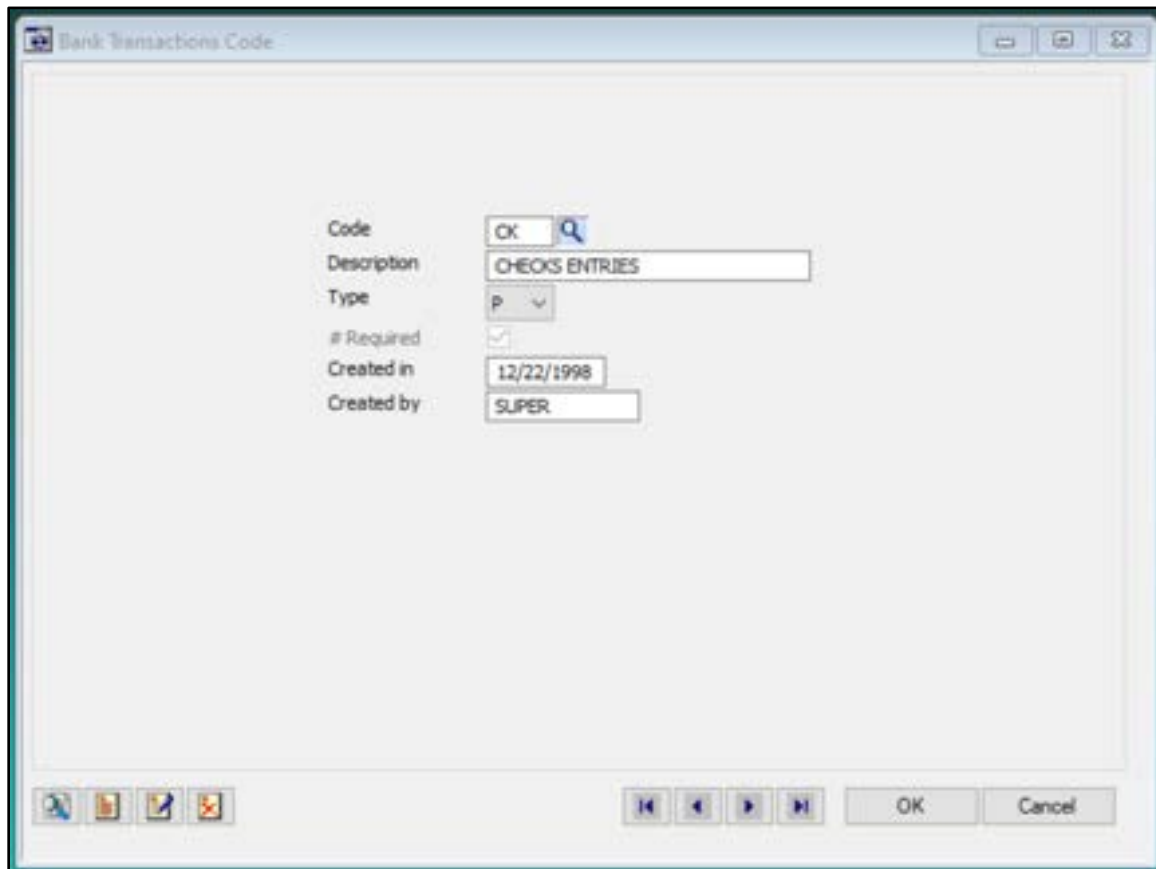
The **Browser Legend** will display different colors depending of the status:

**Active** – the code color is **White**

**Selected** – the code-selected color is **Dark Blue** (CK)

You can also navigate through the records by means of the navigation icons.

After selecting the code, the system will display the following window; at the bottom, you will find a set of icons that will show the available functions.



Along the bottom of the window, you will find a set of icons to search, add, edit and delete records.

You can also navigate through the records using the record positioning icons.



The following fields will be available:

- **Code #** - is the code unique identification up to 2 characters
- **Description** – is the description for the Line up to 25 characters
- **Type** – is the code type, either P (payments) or R (Receipts)
- **Required** – if required auto transaction ID at creation, meaning if checked the system will create a transaction ID when posted.
- **Created in** – the date when the record was created, updated by the system
- **Created by** – is the user that created the record, updated by the system

### Sample Transaction Codes provided with a new business setup

Code	Description	Receipt/Payment	Required
CK	CHECKS ENTRIES	P	Yes
DP	DEPOSIT ENTRIES	R	Yes
NS	NSF CHARGE	P	No
OR	OTHER RECEIPTS	R	No
RC	RETURNED CHECK FEE	P	No
SC	SERVICE CHARGE FEE	P	No
SD	SAFE DEPOSIT CHARGE	P	No
WF	WIRE TRANSFER FEE	P	No
WT	WIRE TANSFER	R	Yes
WP	WIRE TRF PAYMENT	P	Yes, please add

The different actions you can perform in this window are the following:

#### **Searching for a Code**

To search for a code, first select it and then:

- Click on the search icon on the bottom of the window or,
- Click the **F1** key on the keyboard.

You will have the option to specify a search by code ID only. Locate and select the record you want and click **OK** to return to the maintenance window and work on the data or click **Cancel** to return without changing your current record.

Alternatively, you can use the navigation icons to move forward, backward or to the first and last records in the file. Once you find the one you are interested on, perform the appropriate action.

### **Adding a Code**

To create a new code you can:

- Click on the add icon on the bottom of the window or,
- Click the **F3** key on the keyboard.

This will clear all the fields in the window. Enter all the necessary data and click **OK** to accept and save the new record or click **Cancel** to disregard your changes.

### **Modifying a Code**

To modify a code, first locate it and then:

- Click on the edit icon on the bottom of the window or,
- Click the **F5** key on the keyboard.

Change the needed fields and click **OK** to accept the new data or click **Cancel** to disregard your changes.

### **Deleting a Code**

To delete a code, first locate it and then:

- Click on the delete icon on the bottom of the window or,
- Click the **F4** key on the keyboard.

A confirmation window will show. Select **Yes** to delete the record or **No** to keep it.

# Contacts Module

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# Contacts – Maintenance

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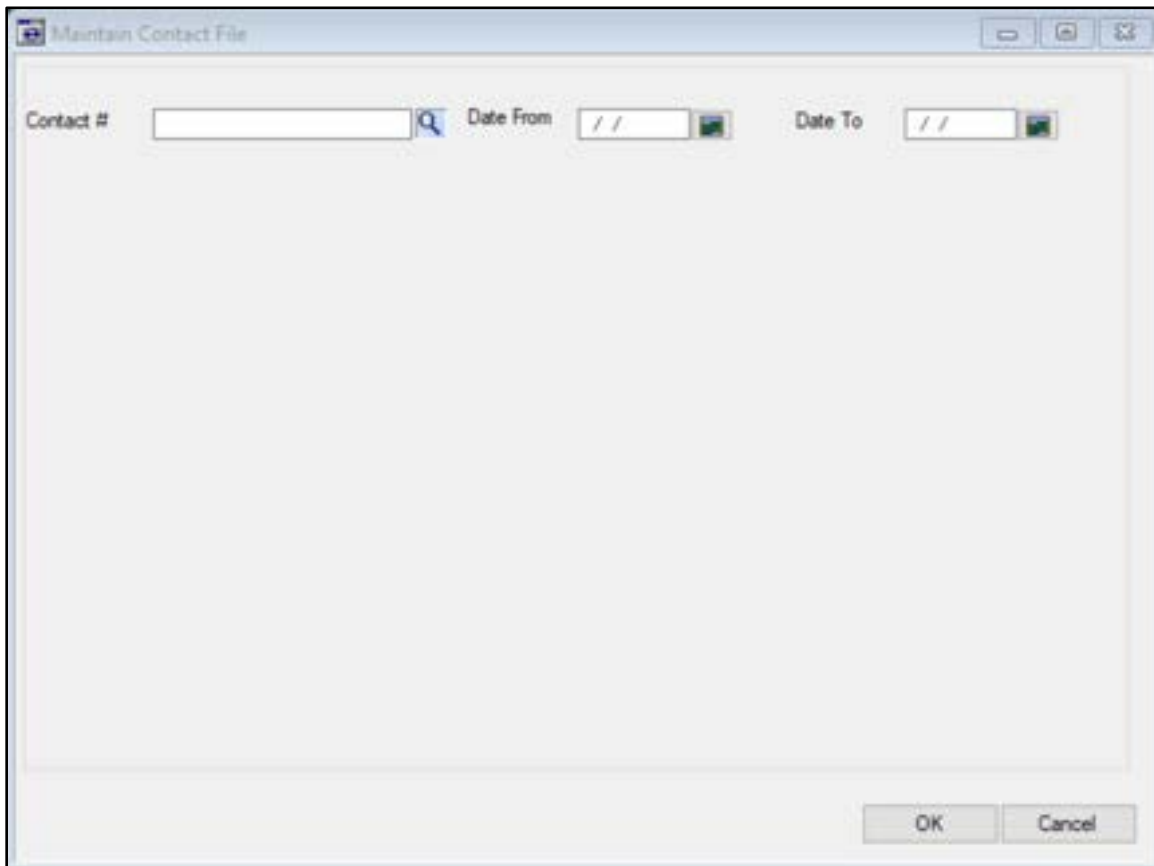
## Contact Maintenance

With this function, you can add, modify or delete contacts in your Contacts module. Besides, for each contact you can add, modify or delete Calls, eMails, Meetings and To-Do task.

To work with this function, select **Contact** from the **Contact** menu or click on **Maintain Contact File icon**.

To help you with the data, the system will display the **Contact Search window** with the following searchable fields to help in the process.

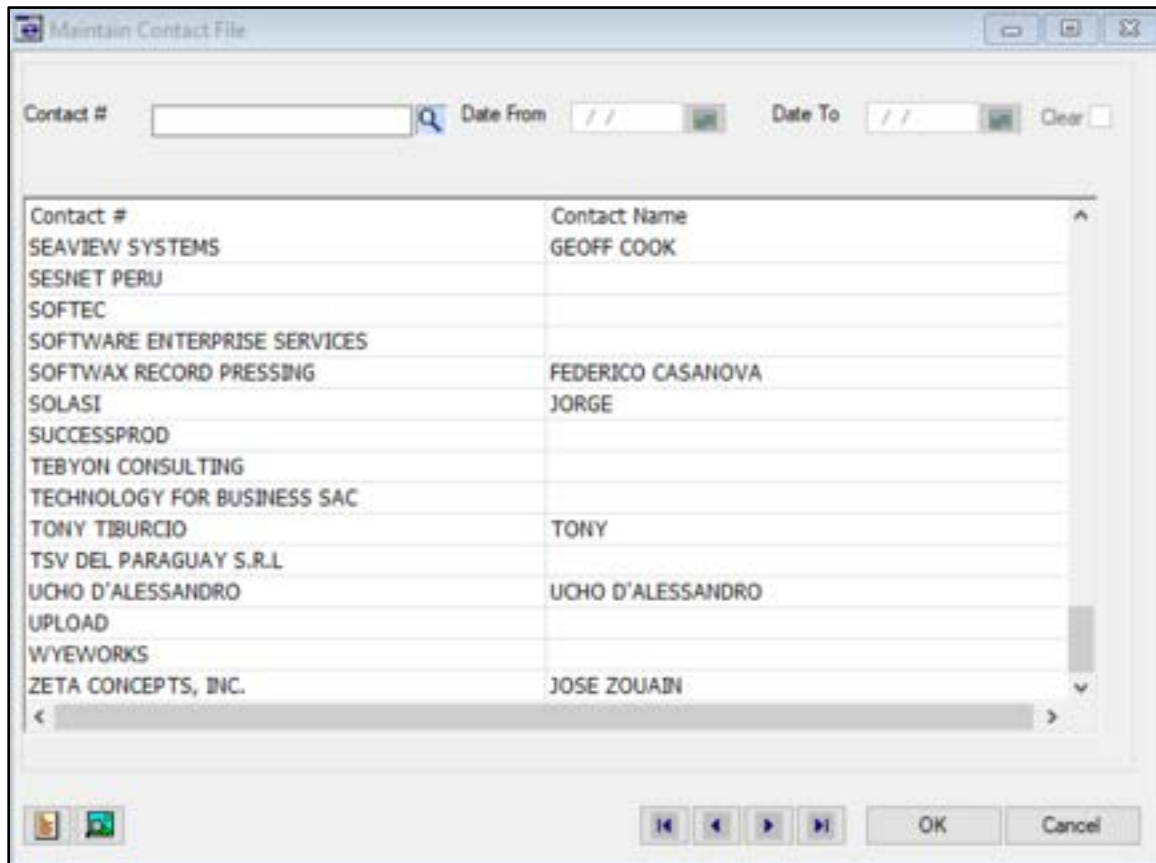
- **Contact #** - allows you to select the entire contact or just one.
- **Date From** - allows you to select a date (create date) with a calendar popup icon
- **Date To** - allows you to select a date (create date) with a calendar popup icon



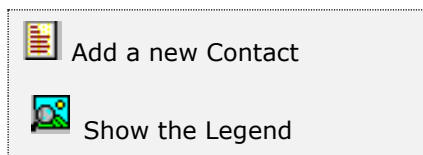
The screenshot shows a window titled "Maintain Contact File". At the top, there are standard window control buttons (minimize, maximize, close). Below the title bar, there is a search interface. On the left, the text "Contact #" is followed by a text input field and a magnifying glass icon. To the right of this are two date selection fields. The first is labeled "Date From" and contains two slashes "//", followed by a small calendar icon. The second is labeled "Date To" and also contains two slashes "//" followed by a small calendar icon. At the bottom right of the window, there are two buttons: "OK" and "Cancel".

The system will display the search window with the **OK** and **Cancel** buttons. Click **OK** to proceed or click **Cancel** to abort and return to the selection option.

The user can combine any criteria, and only those fields entered by the user become part of the query. If no searchable field entered and by clicking the **OK** button, the system will display the search result with all the data.



The user can select the contact by **Double-clicking** on the selected contact or by selecting the contact and clicking the **OK** button.



At the bottom of the Search window, you will find a set of icons that will show available functions.

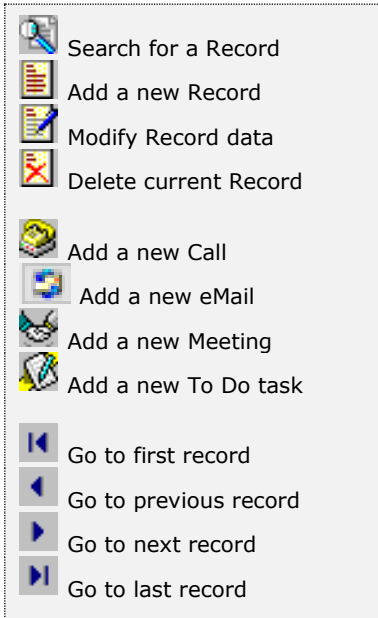
The user from this window can also add a new contact by clicking the **Add icon** to start a new contact.

The **Browser Legend** will display different colors depending of the status:

**Active** – the contact color is **White**

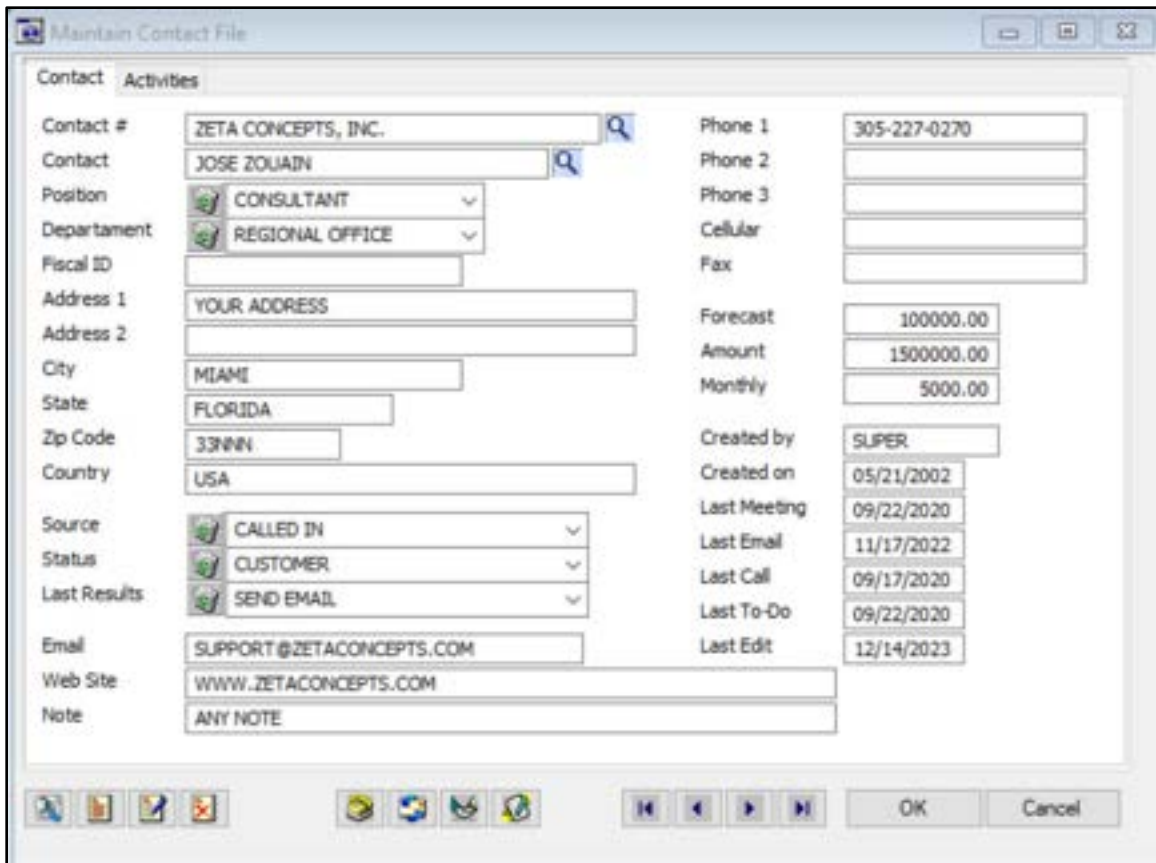
**Selected** – the contact-selected color is **Dark Blue** (ZETA CONCEPTS, INC.)

The Contact Maintenance window will show. This window has two pages: the first is the **Contact** page and has all the relevant data about your contact or customer. The second page is the **Activities** and shows a list of the activities (calls, emails, meetings, tasks to do's and notes) related to the selected contact.



You can search, add, modify or delete a record by means of the action icons located on the bottom left of the window. If the **Contact** page is active, you will be acting upon contacts. If the **Activities** page is active, you will be acting upon the related activities.

You can also navigate through the records using the record positioning icons (see table at left).



The following paragraphs describe the meaning and use for each of the fields.

The Contacts module introduces a new way of creating a drop-down list, called the **on-line adding**, and it is when you see the a recycle bin at the front of the field. To see the entries in the drop-down list just click on the **drop-down** at the end, if is not there just type the new entry and when you save the contact window, you will have it for future use. To delete from the list, just select which one you want to delete and click on the **Recycle Bin icon** and confirm with the delete window. After deleting the entry, remember to select a new one from the list or highlight the deleted entry and blank it.

- **Contact #** – it contains the number or name of the business the contact refers to, up to thirty-five (35) alphanumeric characters.
- **Contact** – is the name of your contact, up to thirty (30) alphanumeric characters.
- **Position** – is the position from the drop-down list, up to twenty (20) alphanumeric characters. **On-line adding** included.
- **Department** – is the department from the drop-down list, up to twenty (20) alphanumeric characters. **On-line adding** included.
- **Fiscal ID** – is the contact’s fiscal ID for reference, up to twenty (20) alphanumeric characters.
- **Address line 1 and 2, City, State, Zip Code and Country** – it contains information about your contact’s street address components.
- **Source** – it contains information of how did you (or your business) reach this contact from the drop-down list, up to thirty (30) alphanumeric characters. **On-line adding** included.
- **Status** – it contains information of this contact’s status from the drop-down list, up to thirty (30) alphanumeric characters. **On-line adding** included.
- **Last results** – it contains information of the last contact result from the drop-down list, up to thirty (30) alphanumeric characters. **On-line adding** included.
- **Email** – it contains your contact’s e-mail address, up to thirty (30) alphanumeric characters.
- **Web Site** – it contains your contacts business web site, up to sixty (60) alphanumeric characters.
- **Note** – it contains your contacts note, up to sixty (60) alphanumeric characters.
- **Phone 1, 2 and 3, Fax and Cellular.** – It contains the number you can establish communication with your contact.
- **Forecast, Amount, Monthly** - enter the appropriate figures about the expected business with this contact.
- **Created by** – is the user that created the record, updated by the system.
- **Created in** – is the date when the record was created, updated by the system.
- **Last Meeting** – is the date for the last recorded meeting. Updated by the system when creating a new meeting.
- **Last Email** – is the date for the last recorded email. Updated by the system when creating a new email.

- **Last Call** – is the date for the last recorded phone call - Updated by the system when creating a new call.
- **Last To-Do** is the date for the last recorded to-do task. Updated by the system when creating a new task.
- **Last Edit** - is the last edit date of the record, updated by the system.

The different actions you can perform in this window are the following:

### **Searching for a Contact**

To search for a contact, first select it, and then:

- Click on the search icon on the bottom of the window or,
- Click the **F1** key on the keyboard.

You will have the option to specify a search by business or contact name. Locate and select the record you want and click **OK** to return to the maintenance window and work on the data or click **Cancel** to return without changing your current record.

Another way to search is to click on the search icons located to the right of the **Business** or **Contact** fields, which will start the corresponding search.

Alternatively, you can use the navigation icons to move forward, backward or to the first and last records in the file. Once you find the one you are interested on, perform the appropriate action.

### **Adding a Contact**

To create a new contact you can:

- Click on the add icon on the bottom of the window or,
- Click the **F3** key on the keyboard.

This will clear all the fields in the window. Enter all the necessary data and click **OK** to accept and save the new record or click **Cancel** to disregard your changes.

### **Modifying a Contact**

To modify a contact record, first locate it, and then:

- Click on the edit icon on the bottom of the window or,
- Click the **F5** key on the keyboard.

Change the needed fields and click **OK** to accept the new data or click **Cancel** to disregard your changes.

### **Deleting a Contact**

To delete a contact record, first locate it, and then:

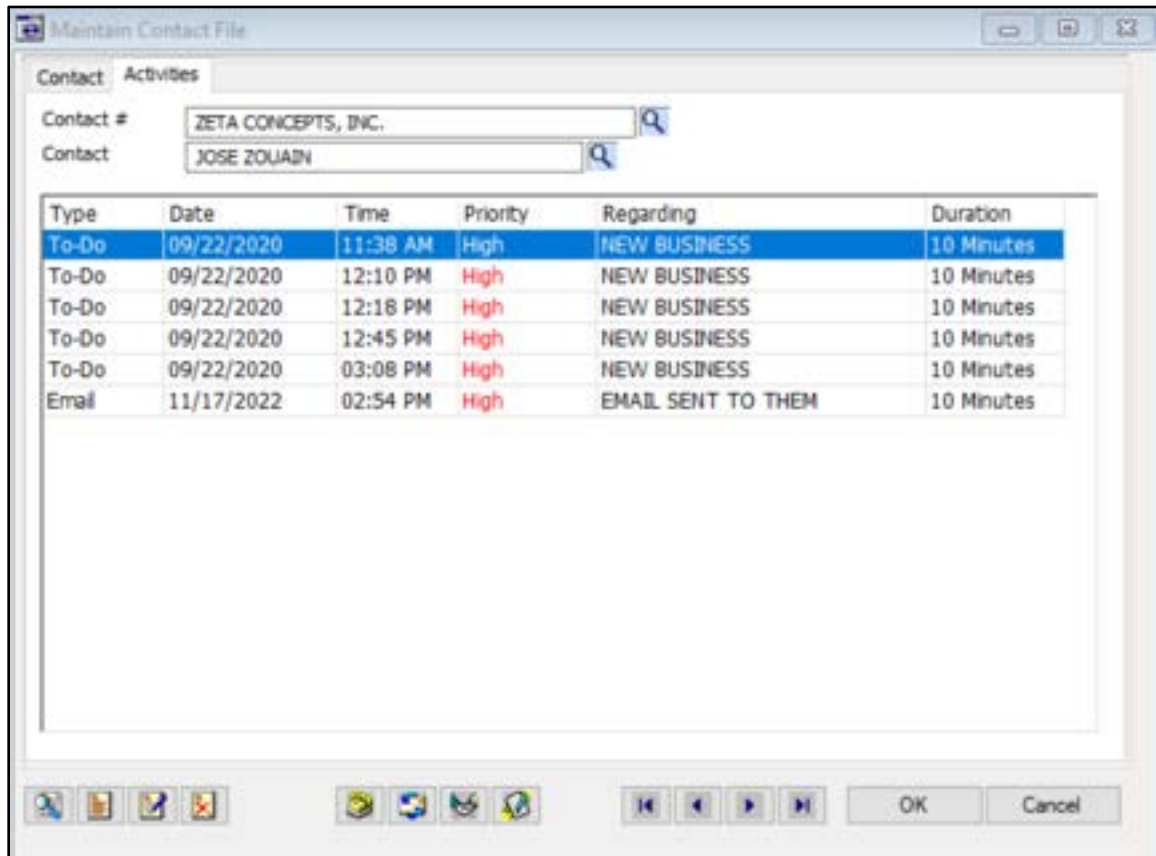
- Click on the delete icon on the bottom of the window or,
- Click the **F4** key on the keyboard.

A confirmation window will show. Select **Yes** to delete the record or **No** to keep it.



## Contact's Activities

You can record all the activities related to your contact. There are four basic types of activities: Calls, eMails, Meetings and To-Do tasks. When the activity edit window is shown, either by creating a new one or by modifying an existing one, you will see three pages: activity, notes and settings. The following paragraphs will detail the information you should enter into these pages.



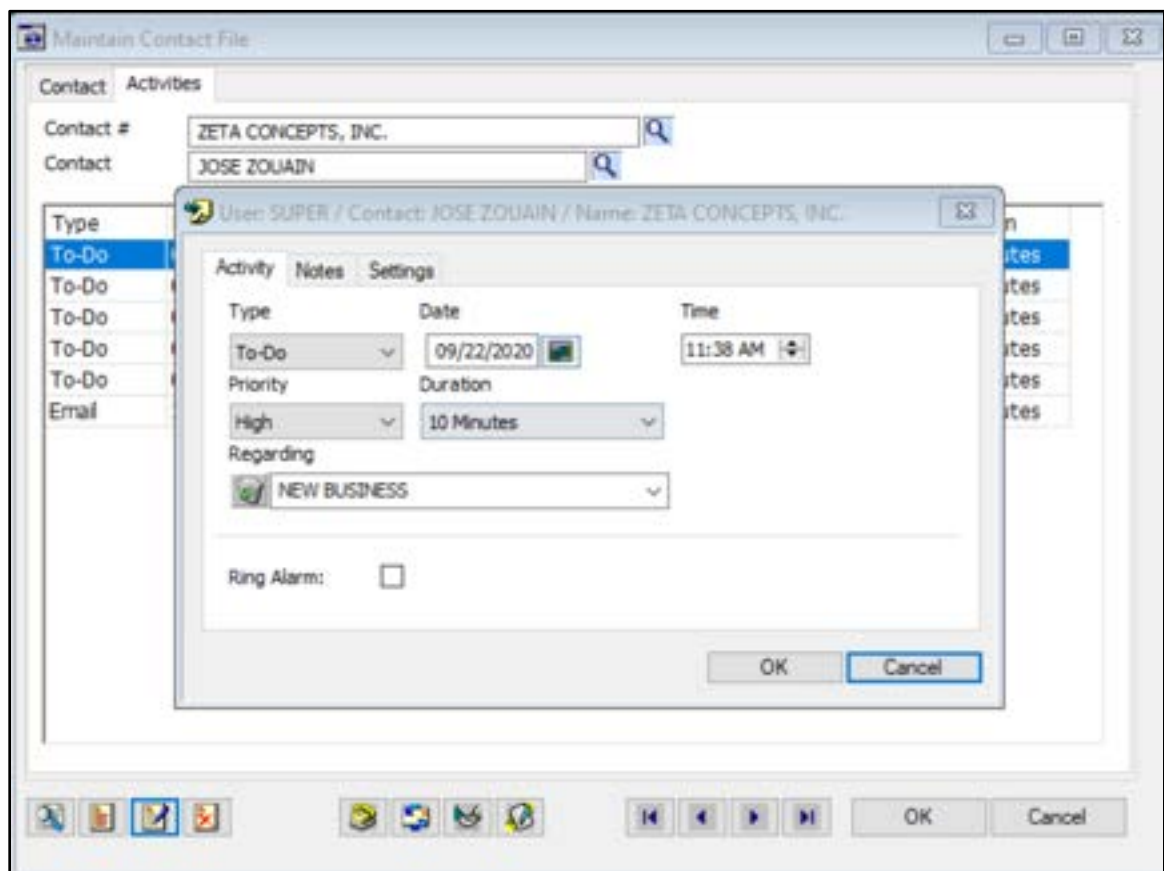
The screenshot shows the 'Maintain Contact File' window with the 'Activities' tab selected. The contact information is 'ZETA CONCEPTS, INC.' and 'JOSE ZOULAIN'. The activities table is as follows:

Type	Date	Time	Priority	Regarding	Duration
To-Do	09/22/2020	11:38 AM	High	NEW BUSINESS	10 Minutes
To-Do	09/22/2020	12:10 PM	High	NEW BUSINESS	10 Minutes
To-Do	09/22/2020	12:18 PM	High	NEW BUSINESS	10 Minutes
To-Do	09/22/2020	12:45 PM	High	NEW BUSINESS	10 Minutes
To-Do	09/22/2020	03:08 PM	High	NEW BUSINESS	10 Minutes
Email	11/17/2022	02:54 PM	High	EMAIL SENT TO THEM	10 Minutes

**Activity page:**

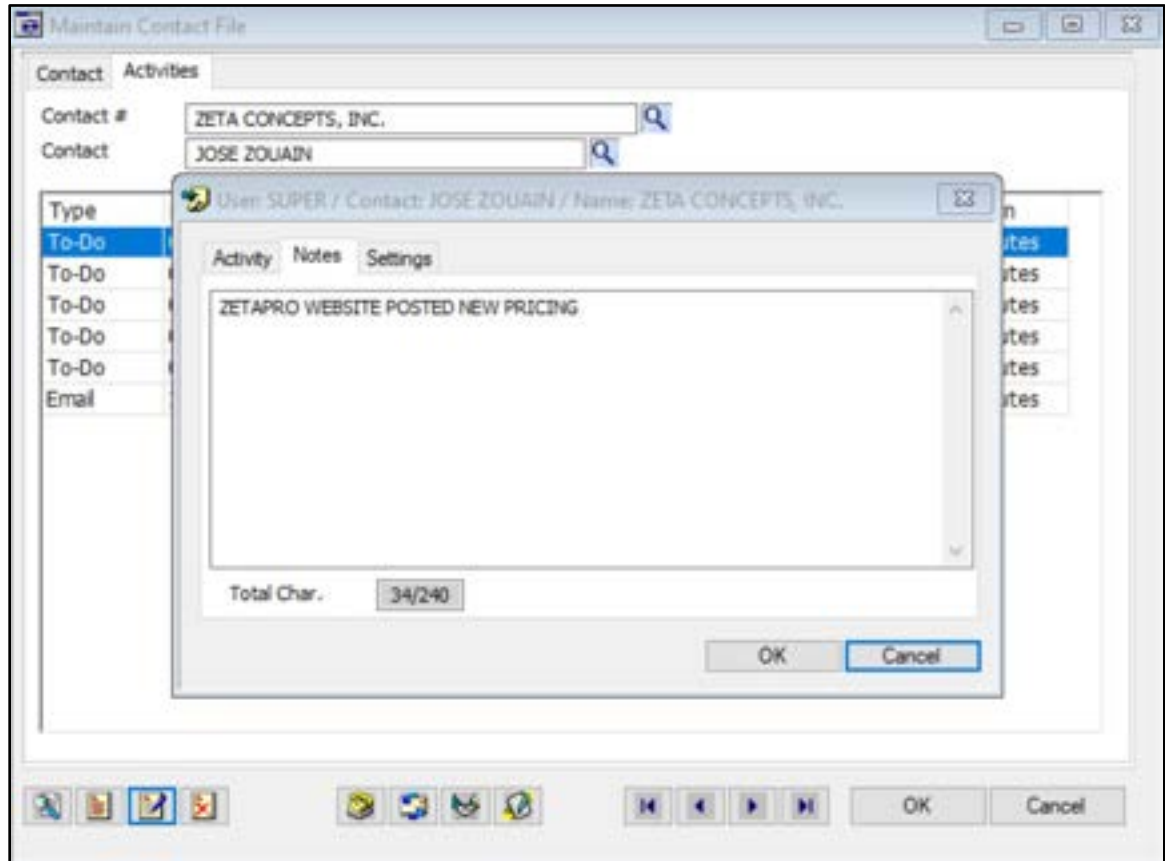
- **Type** – it identifies the type of activity: a Call, a Meeting or a To-Do task.
- **Date and time** – it specifies when the activity will or has occurred.
- **Priority** – it is the activity's priority: Low (black), Medium (blue) or High (red).
- **Duration** – it is the activity's duration. You can select among 10 or 30 minutes; 1 through 8 hours; 1 through 7 days; 14, 21 or 28 days; and 1, 2 or 3 months.
- **Regarding** – it is the subject this activity is related to, select it from the drop-down list. **On-line adding** included.
- **Ring Alarm** - If you want the Contact module to remind you of this activity, place a check mark on this field, where you specify how many minutes in advance the alarm will trigger. Set the appropriate amount of time.

**NOTE:** For this feature to work, the **Zeta Pro™** should be running on your computer and the **Ring Alarm box**, at the **Business Set Up** should be checked; go to the main **Zeta Pro™** module, click on **System** menu and then **Business Set Up**.



**Notes page:**

- **Notes field** - Fill in all the appropriate notes about this activity.

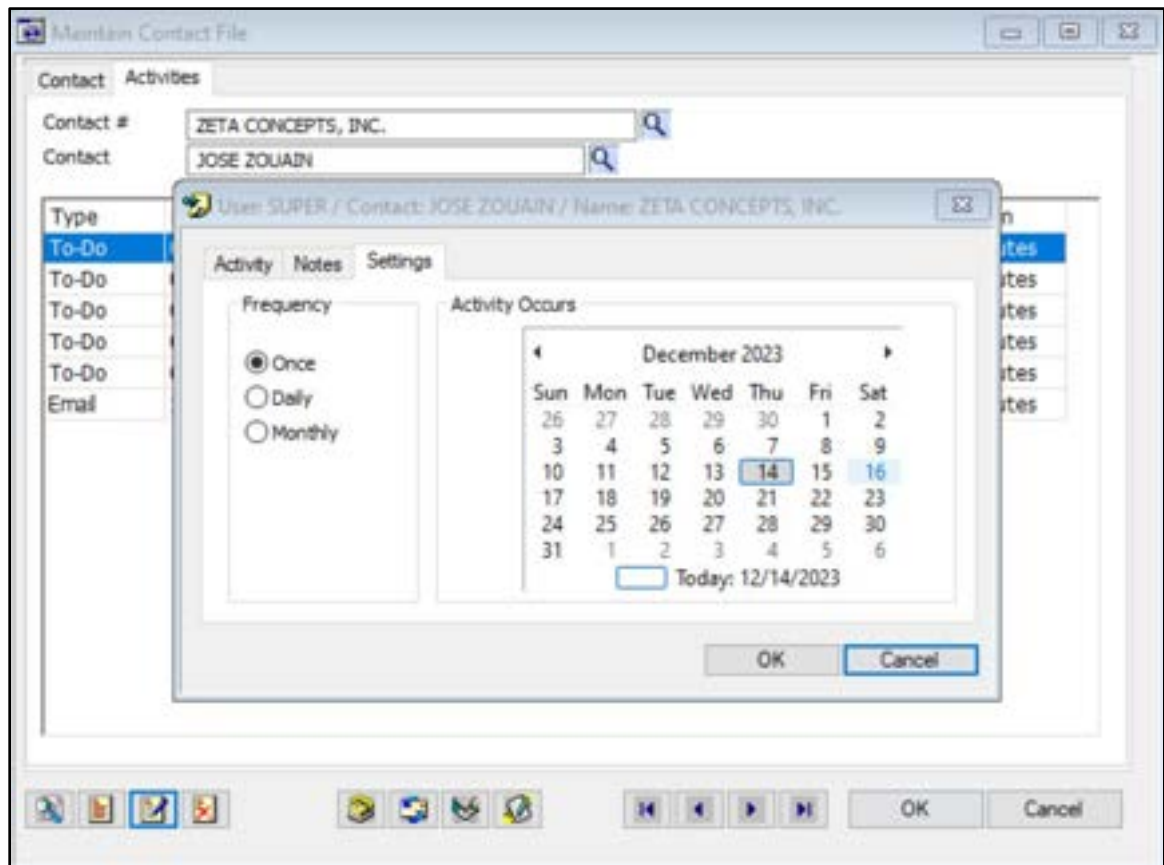


**Settings page:**

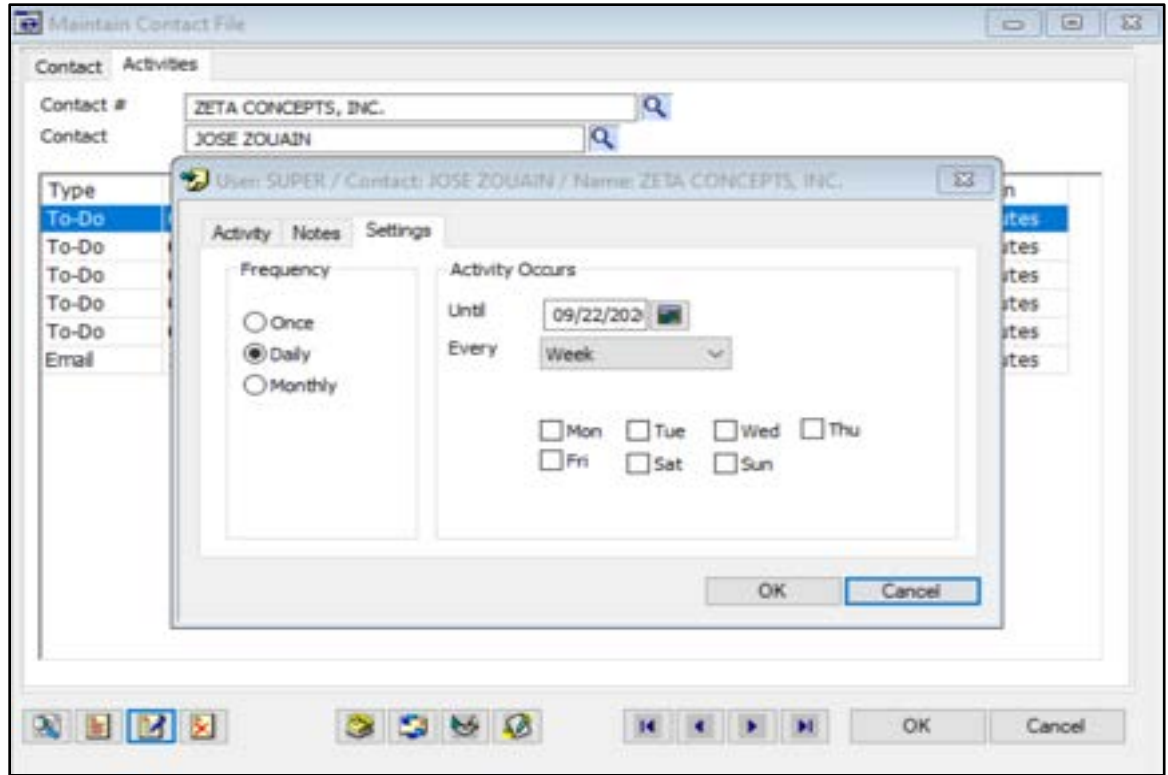
- **Frequency** - Select the frequency for this activity: once, daily or monthly. The right side pane will show appropriate fields to fill depending on this selection.

**Activity occurs once:**

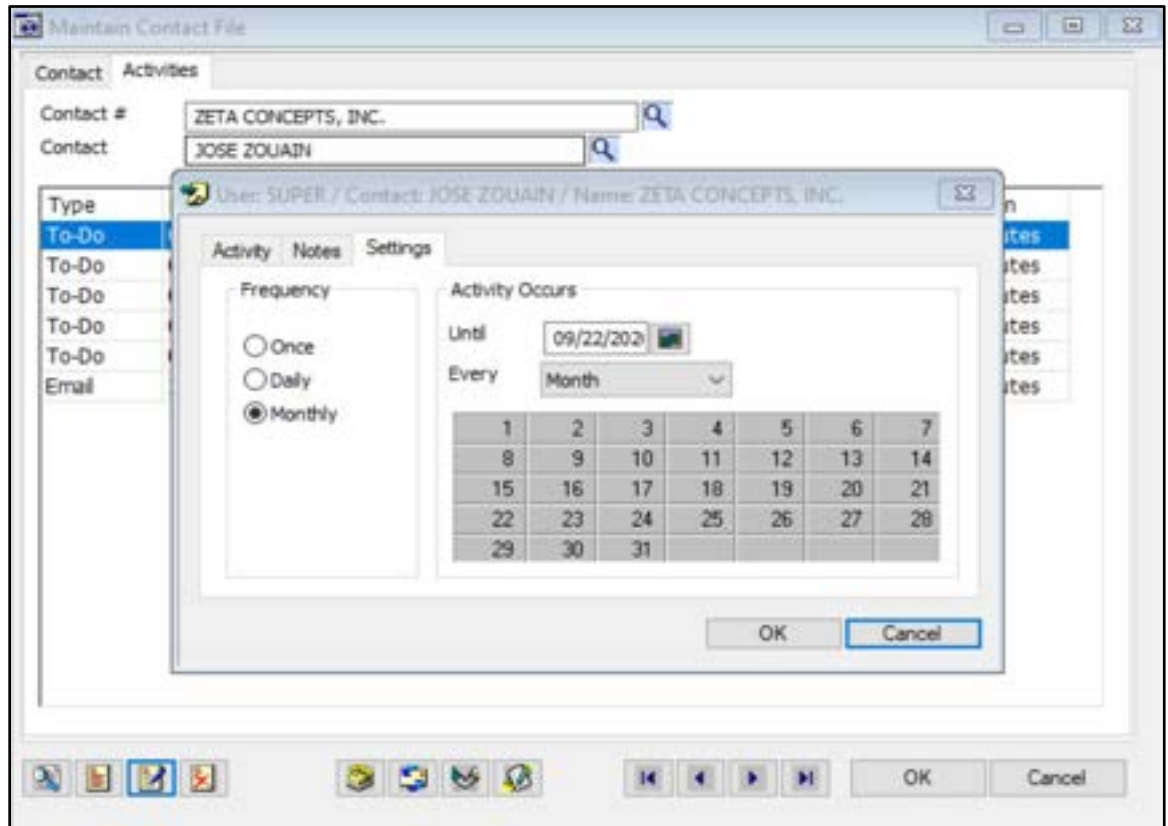
- **Calendar** - Select the specific date for this activity and click **OK**

**Activity occurs daily:**

- **Until** - Select the ending date for this recurring activity.
- **Every** - Select which week of month this activity will occur. For every selected day in every week of the month, select week. Otherwise, select the appropriate week number: First week through the Fifth week.
- **Days** - Place a check mark besides every day of the week activity will occur.



**Activity occurs monthly:**



- **Until** - Select the ending date for this recurring activity.
- **Every** - Select if this activity will occur every month or every second, third or fourth month.
- **Days** - Mark all the days this activity will occur. A “marked” day of month displays in green color. To mark or unmark a day, click on day with the mouse.

The different actions you can take on activities are discussed in the following topics. They assume you have selected the activities page on the contact maintenance window.

### **Searching for an Activity**

To search for an activity, scroll through the activity list with your mouse or the scroll bar.

### **Adding an Activity**

To create a new activity you can:

- Click on the add icon on the bottom of the window or,
- Click the **F3** key on the keyboard.

The activity edit window will be shown, where you fill the necessary data, click **OK** to accept and save the new record or click **Cancel** to disregard your changes.

### **Quick Activity Creation**

You can use the four icons located on the center bottom of the contact maintenance window to quickly create a specific type of activity (Call, eMail, Meeting, To-Do task). Either one will pre-select the activity type, use the current date as the activity's date or the system will put you into the notes field for you to specify the activity's specifics.

### **Modifying an Activity**

To modify an activity record, first locate it, and then:

- Click on the edit icon on the bottom of the window or,
- Click the **F5** key on the keyboard.

The activity edit window will show changing the needed fields. Click **OK** to accept the new data or click **Cancel** to disregard your changes.

### **Deleting an Activity**

To delete an activity record, first locate it, and then:

- Click on the delete icon on the bottom of the window or,
- Click the **F4** key on the keyboard.

A confirmation window will show. Select **Yes** to delete the record or **No** to keep it.

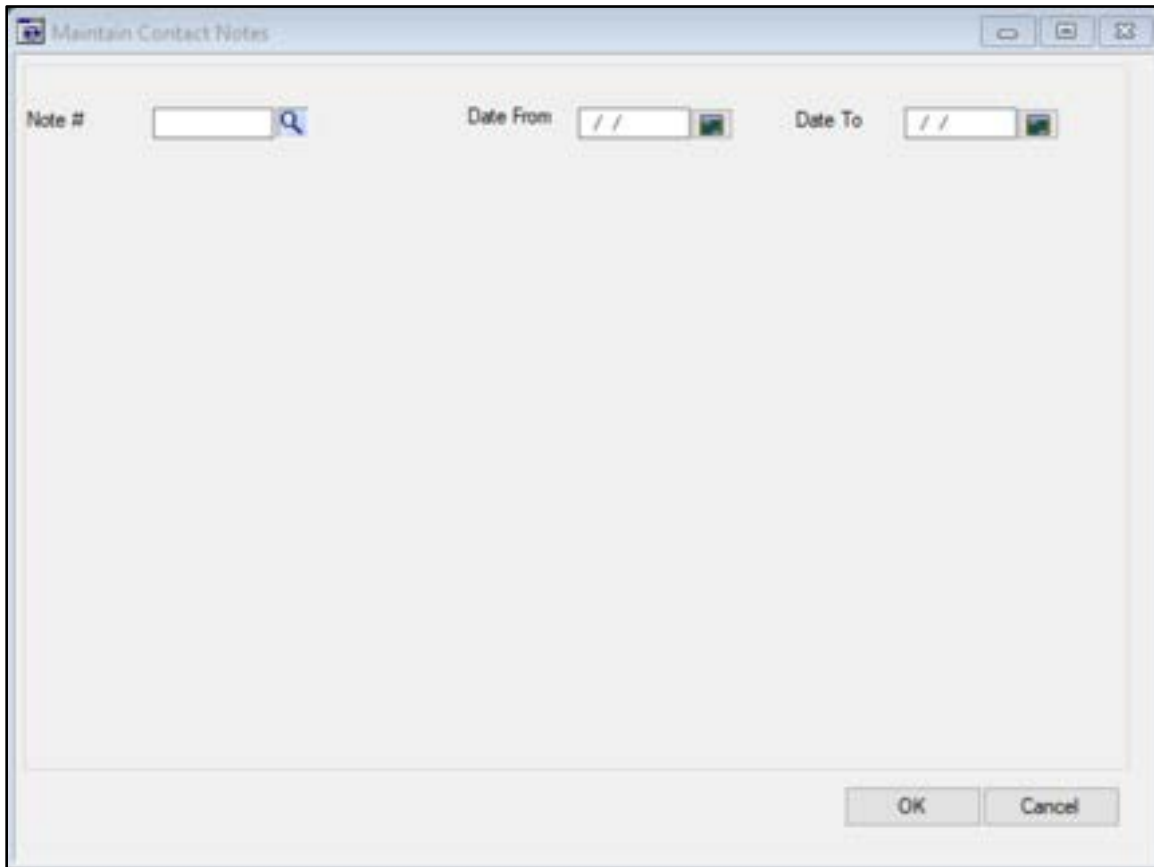
## **Contact Notes**

This function allows you to create and maintain a set of global notes. These notes can hold useful information like answers for frequently asked questions, business policies related to frequent customer claims, warranties, product announcements and the like.

To work with this function, select **Contact Notes** from the **Contact** menu or click on **Maintain Contact Notes icon**.

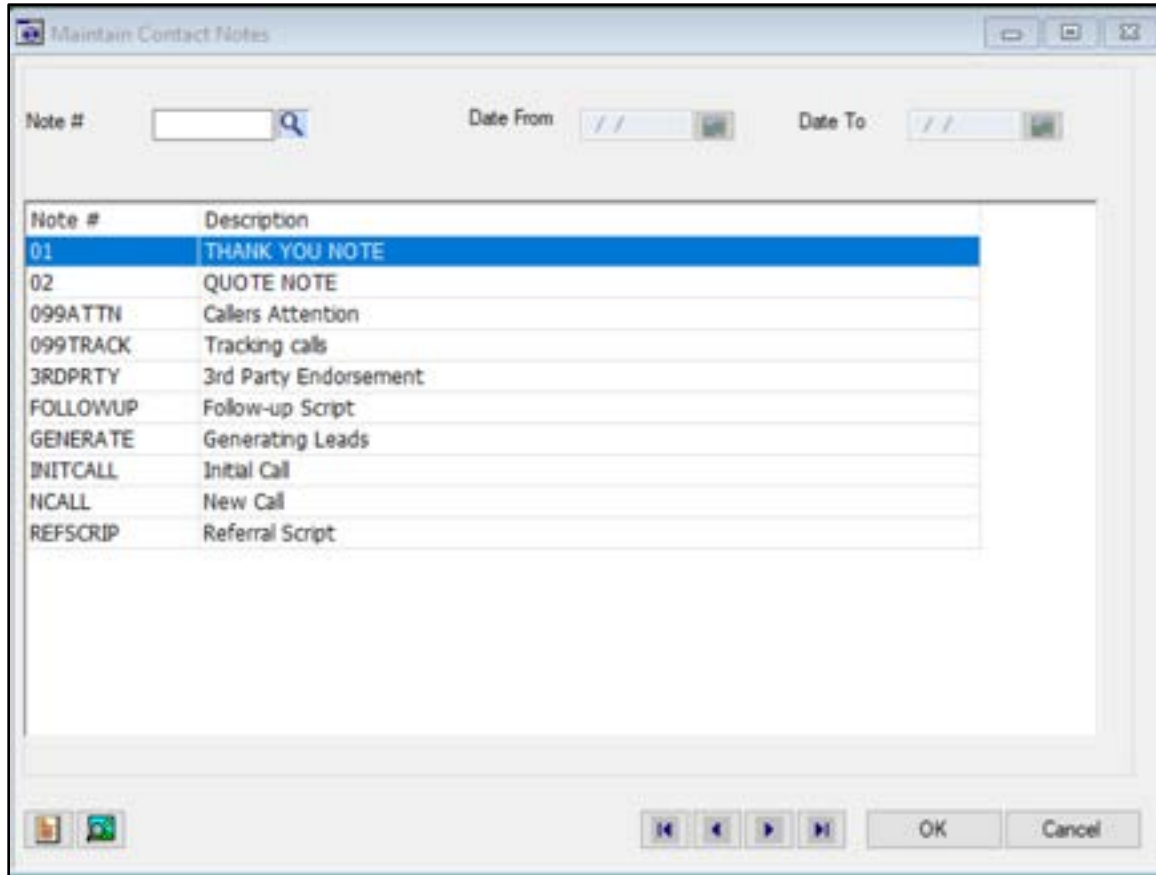
To help you with the data, the system will display the **Contact Search window** with the following searchable fields to help in the process.

- **Note #** - allows you to select the entire notes or just one.
- **Date From** – allows you to select a date (create date) with a calendar popup icon
- **Date To** – allows you to select a date (create date) with a calendar popup icon

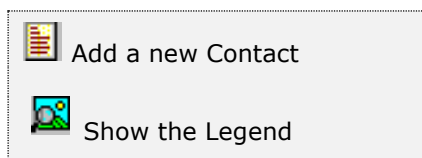


The system will display the search window with the **OK** and **Cancel** buttons. Click **OK** to proceed or click **Cancel** to abort and return to the selection option.

The user can combine any criteria, and only those fields entered by the user become part of the query. If no searchable field entered and by clicking the **OK** button, the system will display the search result with all the data.



The user can select the note by **Double-clicking** on the selected note or by selecting the note and clicking the **OK** button.



At the bottom of the Search window, you will find a set of icons that will show available functions.

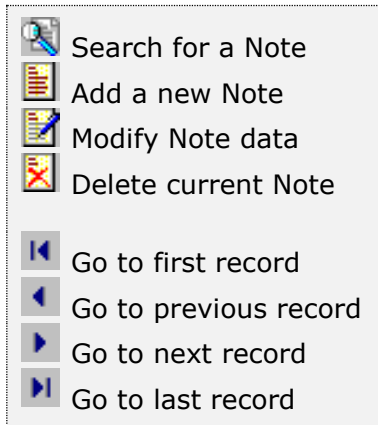
The user from this window can also add a new note by clicking the **Add icon** to start a new note.

The **Browser Legend** will display different colors depending of the status:

**Active** – the note color is **White**

**Selected** – the note-selected color is **Dark Blue** (01)

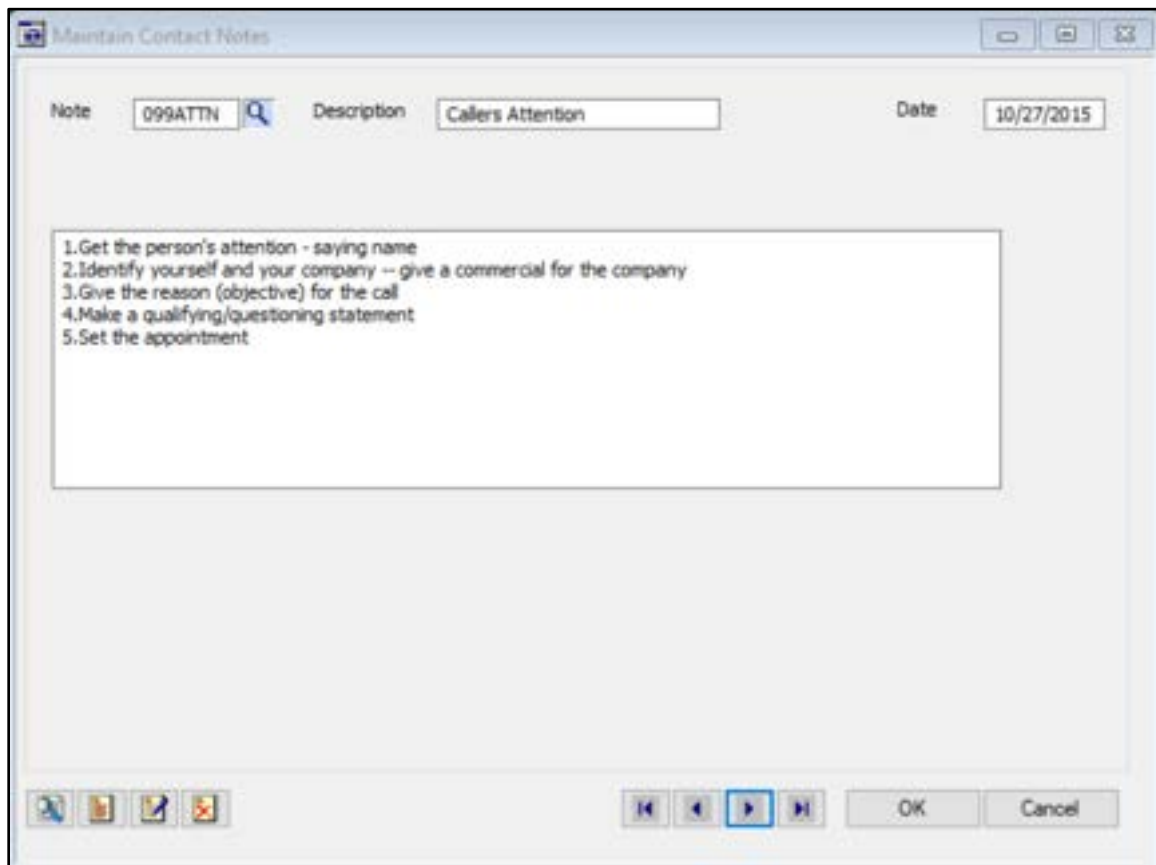




Along the bottom of the maintenance window you will find a set of icons to search, add, edit and delete records (see list at left).

For each note, you will have to specify a unique ID, a short description and a full or detailed text. The system will automatically set the date for each newly created note.

The following topics describe in detail the actions you can perform with this function.



### **Searching for a Note**

To search for a note you can:

- Click on the search icon on the bottom of the window or,
- Click the **F1** key on the keyboard.

Locate and select the record you want and click **OK** to return to the maintenance window and work on the data or click **Cancel** to return without changing your current record.

Another way to search is to click on the search icon located to the right of the **Note ID**.

Alternatively, you can use the navigation icons to move forward, backward or to the first and last records in the file. Once you find the note you are interested on, perform the appropriate action.

### **Adding a Note**

To create a new note you can:

- Click on the add icon on the bottom of the window or,
- Click the **F3** key on the keyboard.

This will clear all the fields in the window. Enter all the necessary data and click **OK** to accept and save the new record or click **Cancel** to disregard your changes.

### **Modifying a Note**

To modify a note's record, first locate it and then:

- Click on the edit icon on the bottom of the window or,
- Click the **F5** key on the keyboard.

Change the needed fields and click **OK** to accept the new data or click **Cancel** to disregard your changes.

### **Deleting a Note**

To delete a note's record, first locate it and then:

- Click on the delete icon on the bottom of the window or,
- Click the **F4** key on the keyboard.

A confirmation window will show. Select **Yes** to delete the record or **No** to keep it.

# Contacts - Reports

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## Contacts Reports

**Zeta Pro™** provides a full range of reports for your Contacts information. This section groups the available reports in categories. These categories are **Maintenance Reports, Data Review and Analysis Reports** and **Others Reports**. All the reports can be executed by selecting them from the **Reports** menu.

### Report data options

For most reports you can chose the **type** of data to show, normally detail or summary; determine the order in which data should be shown or filtered (**sort**) and the range of data to show (**data**). Choosing some options will display an additional window where you will have to select or enter more information. In the next sections, you will find detailed explanations on how these options affect each report.

### Report output options

Each report, unless specified otherwise, can be directed to your choice of output devices or locations. The following options are standard:

- **Screen** - Shows the report in a preview window where you can navigate from page to page, zoom in or out the view or print a hard copy.
- **Printer** - Sends the report to the system configured **default printer**. If you want to print to a different one, go to your computer's control panel and set another one as default.
- **Export** - Creates a file from the report data in one of the available formats. See the next topic for a detailed explanation.

### Export a report

**Zeta Pro™** offers a great flexibility for exporting your reports to a wide range of file formats. This can allow you to send the reports via e-mail, save them for archiving for later review or simply to share or communicate the data with other collaborators. Please note that this topic does not cover all the available formats. Some of them are disabled or are for *advanced users* and require special information to carry out the task.

For all the export formats, you should click the **Edit** button to specify the filename and other needed parameters and then, click the **Export** button to execute the report.

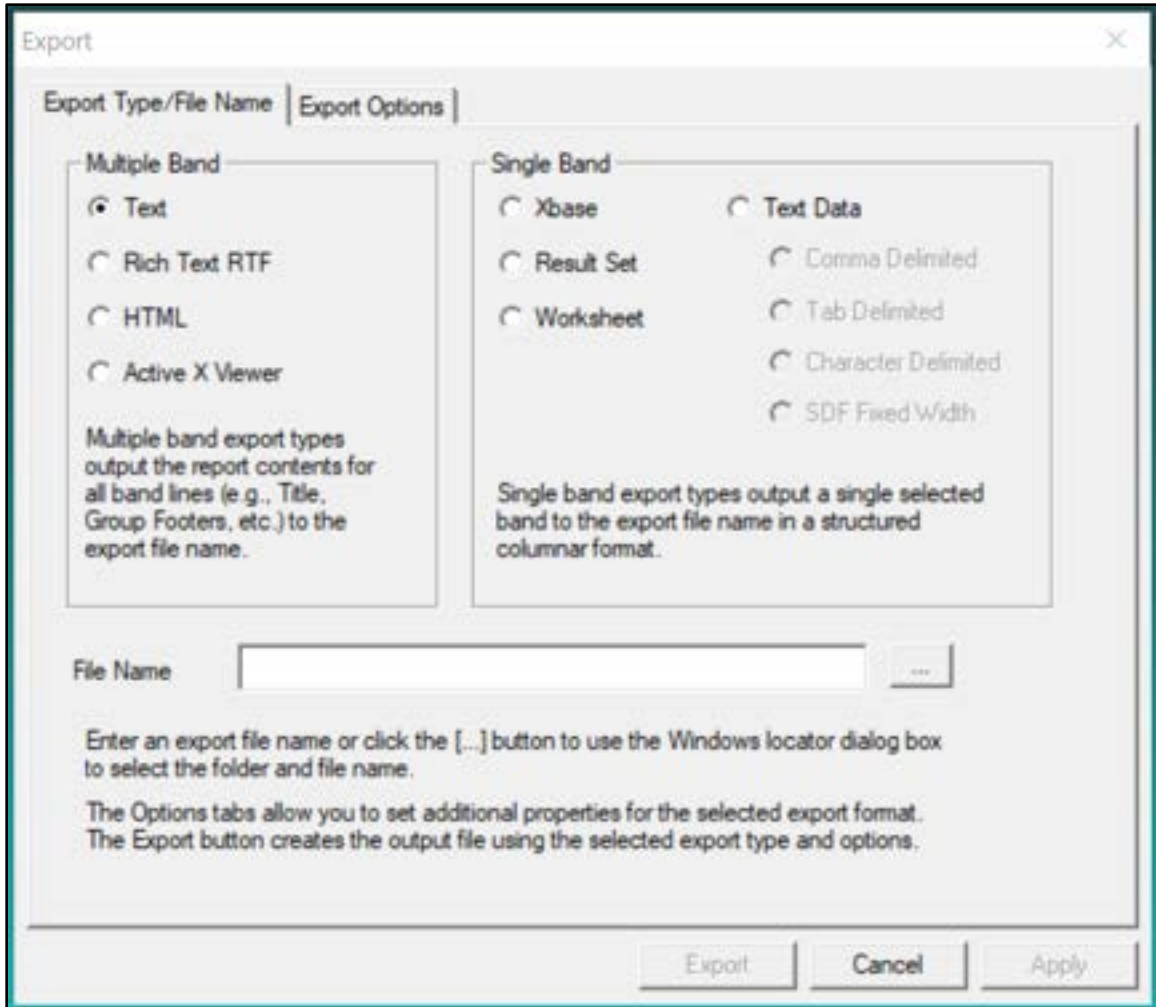
The recommended formats for **Multiple Band** export are:

- **Text** - Exports the report as a simple text (\*.TXT) file. Specify the filename, either with or without full path name and click **Export**.

- **Rich Text Format (RTF)** - You can use this format to send reports that can be opened in Word or similar word processors. Specify the filename, either with or without full path name and click **Export**.
- **HTML** - Exports the report as a web page. Before specifying any option you should enter, the output filename (include the full path if necessary or Click the small browse button to the right of the field). If you do not want to view the file after export, clear the 'Open file in default browser after export' indicator.
- **Active X Viewer** - Exports the report as an Active X Viewer. When you select this export option, you can create a report file that will be written to a proprietary file format. To view a PDI file, you create an HTML container file. The HTML container includes a pointer to the ActiveX Viewer control (RRPRVIEW.CAB) along with a pointer to the generated PDI. When the HTML file is opened in a web browser that supports ActiveX such as Microsoft Internet Explorer the report is displayed in a viewer window. Specify the filename, either with or without full path name and click **Export**.

The recommended formats for **Single Band** export are:

- **Xbase** - Exports the report as a (\*.DBF) table. Xbase export only includes the computed and data fields that are on the selected band line. It does not include any memo fields. Specify the filename, either with or without full path name and click **Export**.
- **Result Set** - Exports the report as a SQL result set file. Specify the filename, either with or without full path name and click **Export**.
- **Worksheet** - Exports the report as a (\*.XLS) file, use it to transfer your data to a Microsoft Excel Worksheet or similar spreadsheet programs. Either specify the filename, with or without full path name then, click **Export**.
- **Text Data** - Exports the report as a simple text file. Specify the filename, either with or without full path name and click **Export**.



## Maintenance Reports

### Contact Report

The contacts report shows essential data about the contacts you have created in the system. You have the following options

- **Type** - Select what you want to print:
  - **Summary** - Just the more important data will print
  - **Detail** - A more detailed report will be generated
- **Sort – Detail** - You can select:
  - **Contact** - Order your report by contact ID
  - **Business** - Order your report by business
  - **City** - Order your report by contact's city
  - **Date** - Order your report by contact's creation date
  - **User** - Order your report by who created your contacts
- **Sort – Summary** – You can select:
  - **Contact** - Order your report by contact ID
  - **Business** - Order your report by business
  - **City** - Order your report by contact's city
  - **Date** - Order your report by contact's creation date
  - **User** - Order your report by who created your contacts
  - **Source** - Order your report by contact's source
  - **Status** - Order your report by contact's status
  - **Result** - Order your report by contact's last result
  - **Telephone** - Order your report by contact's telephone
- **Data** - You can select:
  - **All** - All the records will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click OK and select your output option to execute the report

## Data Review and Analysis Reports

### Call Report

The calls report shows data about the calls you registered in the system. You have the following options

- **Type - Detail**
- **Sort** - You can select:
  - **Contact** - Order your report by contact ID
  - **Business** - Order your report by business
  - **Priority** - Order your report by call's priority
  - **Regarding** - Order your report by call's subject
  - **Date** - Order your report by call's date
- **Data** - You can select:
  - **All** - All the records will print.
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click OK and select your output option to execute the report

### Meeting Report

The meetings report shows data about the meetings you registered in the system. You have the following options

- **Type - Detail**
- **Sort** - You can select:
  - **Contact** - Order your report by contact ID
  - **Business** - Order your report by business
  - **Priority** - Order your report by meeting's priority
  - **Regarding** - Order your report by meeting's subject
  - **Date** - Order your report by meeting's date
- **Data** - You can select:
  - **All** - All the records will print.
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click OK and select your output option to execute the report

## **To Do's Report**

The To Do's report shows data about the pending tasks (To Do's) you registered in the system. You have the following options

- **Type - Detail**
- **Sort** - You can select:
  - **Contact** - Order your report by contact ID
  - **Business** - Order your report by business
  - **Priority** - Order your report by To-Do's priority
  - **Regarding** - Order your report by To-Do's subject
  - **Date** - Order your report by To-Do's date
- **Data** - You can select:
  - **All** - All the records will print.
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click OK and select your output option to execute the report

## **All Activities Report**

The All Activities report shows data about calls, meetings and pending tasks (To Do's) you registered in the system. You have the following options

- **Type - Detail**
- **Sort** - You can select:
  - **Contact** - Order your report by contact ID
  - **Business** - Order your report by business
  - **Priority** - Order your report by activity priority
  - **Regarding** - Order your report by activity subject
  - **Date** - Order your report by activity date
- **Data** - You can select:
  - **All** - All the records will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click OK and select your output option to execute the report



## **Other Reports**

These are special reports, normally prepared on demand for specific needs

### **Defined reports**

The Defined report option shows the reports defined externally by the user and included in the System. The quantity of reports to include is unlimited. Is the option where all user-defined reports are listed.

When you select this option, a list of all defined reports will appear. Move around the list to select the report you want to execute and Click OK to select your output.

## Contacts - Settings

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### Export Contact

You can take a contact's primary data and export it to the **Sales** module, as a new customer without having to re-type all the information again.

To work with this function, select **Export Contact** from the **Settings** menu or click on **Export Contacts to Sales icon**.

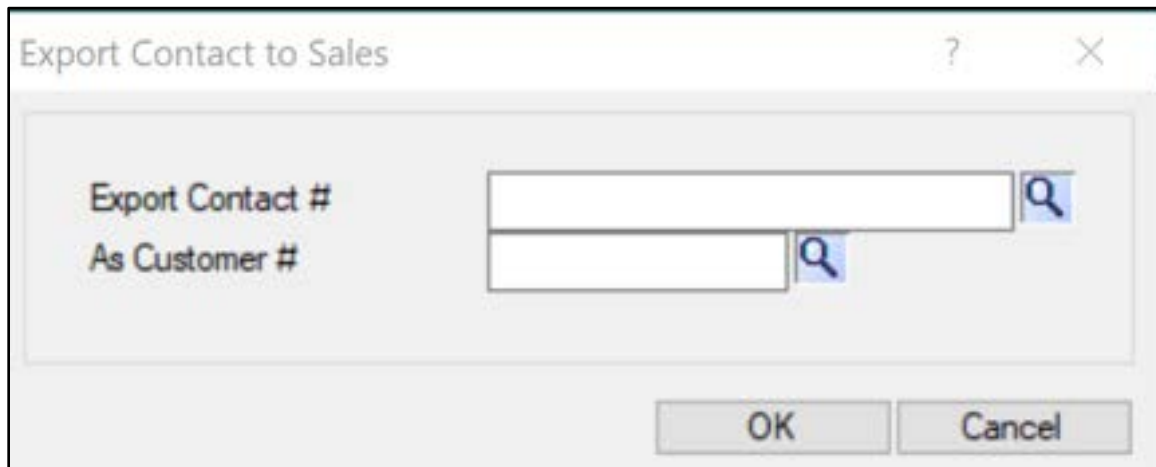
In the first field enter or search (click on the search icon) your contact's record ID.

In the second field type in your new customer ID, which is not a current customer ID.


The user can search for any existing customer (click on the search icon), to create one similar not in the system, you cannot duplicate the customer.


- A customer ID to export should be unique. System will not allow duplicate.

When you are sure about your data, execute the process by clicking **OK**, your contact's data will be transferred as a customer to the **Sales** module.



Export Contact to Sales

Export Contact #  

As Customer #  

OK Cancel

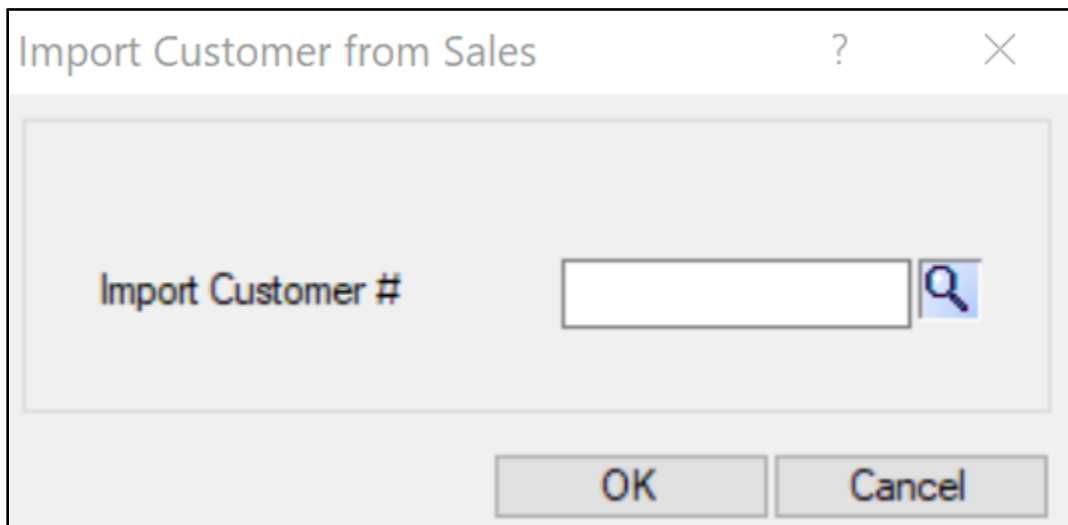
## **Import Customer**

You can import an existing customer's primary data into your **Contact** module.

To work with this function, select **Import Customer** from the **Settings** menu or click on **Import Customer from Sales icon**.

In the customer ID field enter or search (click on the search icon) your customer ID.

When ready, click **OK** to execute the process, your customer's data will appear as a new contact on your Contact module.



The image shows a dialog box titled "Import Customer from Sales". The dialog box has a title bar with a question mark and a close button (X). The main area contains a label "Import Customer #" followed by a text input field and a search icon (magnifying glass). At the bottom of the dialog box, there are two buttons: "OK" and "Cancel".

## **Reindex Files**

*This option shows about the process of Reindexing Files. You should use this function every time you are adding, deleting or modifying the files externally to the system; when the system has been blocked by any reason; or if the system fails to locate information that you believe it has been previously entered.*

The system uses the indexes of the files like a directory to locate and to process the data files.

If you copy data from other files, the system will be unable to process the data because these do not have the included indexes.

When you reindex the files, you are telling the system to organize the data that are not in order, and if possible to order them (to recover them).

### **Reindex ALL Files**

**NOTE:** This option requires that nobody else be using the system.

To work with this function, select **Reindex Files**, then **Reindex ALL Files** from the **Settings** menu or click on **Recover All Indexes icon**.

Then select **Yes** to continue or **No** to cancel.

A warning message displays that this option will recreate index files and optionally remove deleted record from your database, respond **Yes** or **No**, if you want or not to remove the deleted records. These records have been previously deleted (marked for deletion) in other options and they will be removed completely.

You can do this every time that you want, without damaging the system.

If you cannot recover the indexes, contact **Zeta Pro™ Technical Support**.

### **Reindex Selected Files**

**NOTE:** This option requires that nobody else be using the system.

To work with this function, select **Reindex Files**, then **Reindex Selected Files** from the **Settings** menu or click on **Recover Selected Indexes icon**.

A window with a list of files will be shown. Place a check mark on every file you want to reindex and click **OK** to execute. Click **Cancel** to close the window.

You can do this every time that you want, without damaging the system.

If you cannot recover the indexes, contact **Zeta Pro™ Technical Support**.

# Assets Module

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# Assets – Transactions and Processes

## Work Order

Work orders are the primary means for detailing the jobs performed in a business facility, informing management the completion in an efficient and timely manner. With **Zeta Pro™**, you can easily track your work orders.

To work with this function, select **Work Order** from the **Transactions** menu or click on **Create and Maintain Work Order icon**.

To help you with the data, the system will display the **Work Order Search window** with the following searchable fields to help in the process.

- **Area** – allows you to select the entire area or just one. If you clear the check, a field will be shown where you can enter (or search) the area you want to process.
- **Department** – allows you to select the entire department or just one. If you clear the check, a field will be shown where you can enter (or search) the department you want to process.
- **Region** – allows you to select the entire region or just one. If you clear the check, a field will be shown where you can enter (or search) the region you want to process.
- **Equipment #** - allows you to select all the equipment or just one.
- **Date From** – allows you to select a date (create date) with a calendar popup icon
- **Date To** – allows you to select a date (create date) with a calendar popup icon
- **Document #** - enter document ID, limited to 8 numeric character

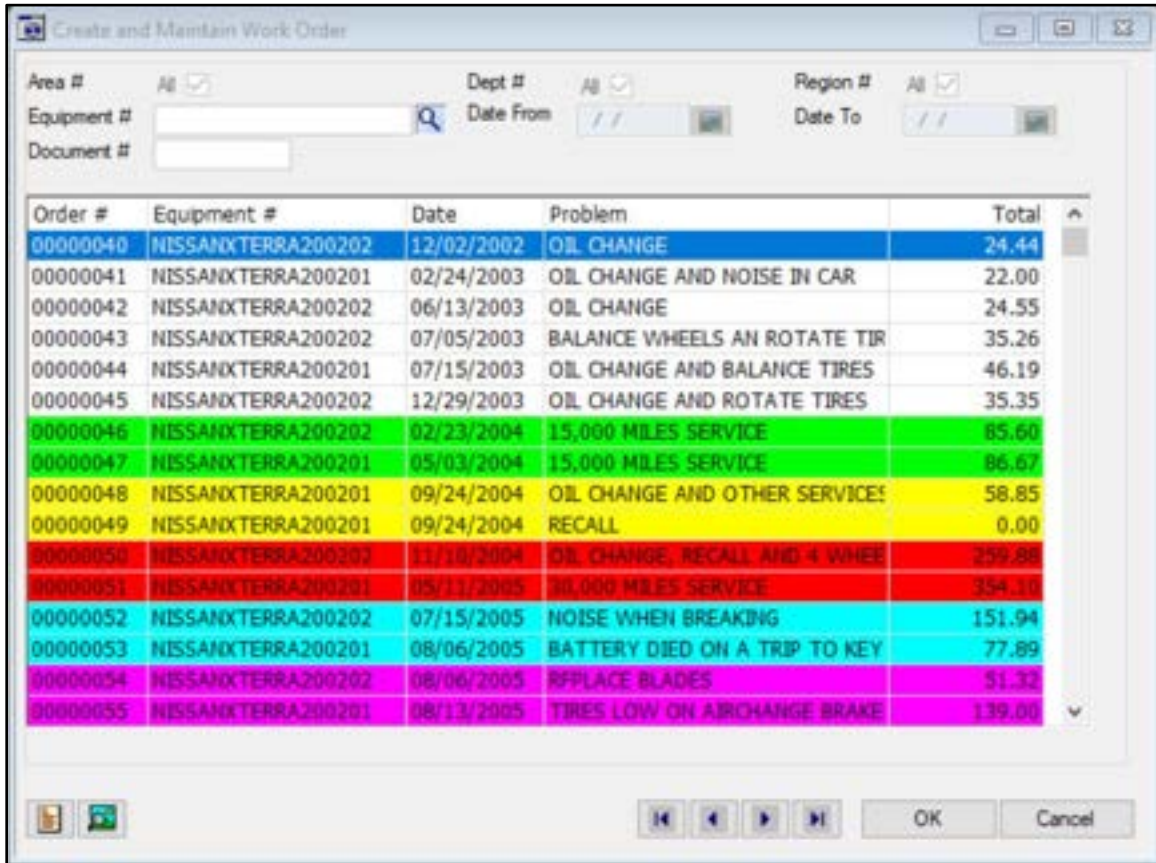
The screenshot shows a window titled "Create and Maintain Work Order". It features several search criteria fields:

- Area #**: A dropdown menu currently set to "All" with a checkmark.
- Equipment #**: A text input field with a magnifying glass search icon to its right.
- Document #**: A text input field.
- Dept #**: A dropdown menu currently set to "All" with a checkmark.
- Date From**: A date selection field showing two slashes "/" and a calendar icon.
- Date To**: A date selection field showing two slashes "/" and a calendar icon.
- Region #**: A dropdown menu currently set to "All" with a checkmark.

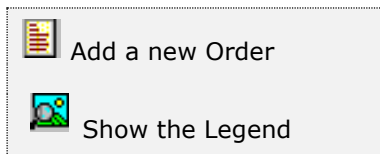
At the bottom right of the window are "OK" and "Cancel" buttons.

The system will display the search window with the **OK** and **Cancel** buttons. Click **OK** to proceed or click **Cancel** to abort and return to the selection option.

The user can combine any criteria, and only those fields entered by the user become part of the query. If no searchable field entered and by clicking the **OK** button, the system will display the search result with all the work orders.



The user can select the work order by **Double-clicking** on the selected order or by selecting the order and clicking the **OK** button.



At the bottom of the Search window, you will find a set of icons that will show available functions.

The user from this window can also add a new work order by clicking the **Add icon** to start a new Order.

The **Browser Legend** will display different colors depending of the status:

**Open** – the work order color is **Magenta** (54 & 55)

**Assigned** – the work order color is **Cyan** (Light Blue) (52 & 53)

**Missing Parts** – the work order color is **Red** (50 & 51)

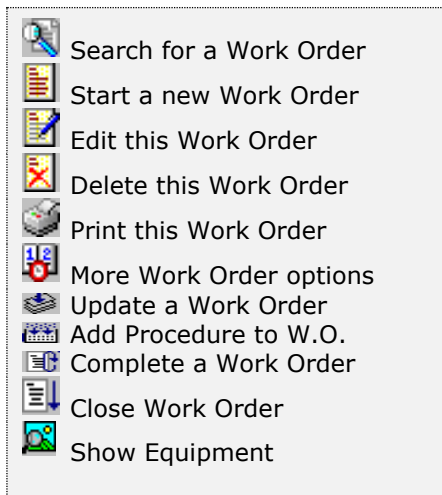
**Ready** – the work order color is **Yellow** (48 & 49)

**Repaired** – the work order color is **Green** (46 & 47)

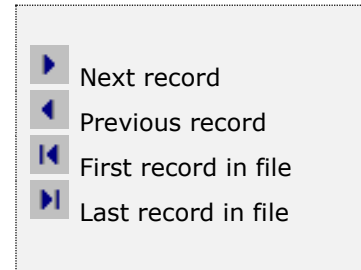
**Closed** – the work order color is **White** (40 to 45)

**Selected** – the work order selected, color is **Dark Blue** (40)

After selecting the work order, the system will display the following window; at the bottom, you will find a set of icons that will show the available functions.



You can search, add, edit or delete records by means of the action icons. You can also navigate through the records by means of the navigation icons.



The **Work Order** page holds specific icons:

- **Search for a Work Order** – to search for a specific work order
- **Start a new Work Order** – to add or start a new work order
- **Edit a Work Order** – to edit an existing work order
- **Delete a Work Order** – to delete an existing work order
- **Print this Work Order** – to print the specific work order
- **More Work Order options** – more information to add to the work order
- **Update a Work Order** – updates a work order for missing parts
- **Add Procedure to Work Order** – to add a Procedure template
- **Complete a Work Order** – changes the work order status to **Repaired**
- **Close a Work Order** – changes the work order status to **Closed**
- **Show Equipment** – to show the equipment picture from the work order



Note	Service	S Description	B/O	Unit	Cost	Total
<input checked="" type="checkbox"/>	AUTO DRY WASH	3 DRY WASH AUTO	0.00	1.00	0.00	0.00
<input type="checkbox"/>	JFZ	3 JOSE F. ZOUAIN	0.00	1.00	10.00	10.00
<input type="checkbox"/>	CLEANING TOWELS	3 COTTON/TERRY CI	0.00	2.00	0.50	1.00
<input type="checkbox"/>	DRY WASH	3 DRY WASH SOLUT	0.00	1.00	1.10	1.10

The **Work Order** page holds your specific equipment's data:

- **Work Order #** - holds the assigned work order number, updated automatically by the system and cannot be changed
- **Status** – is the position of the service at particular time, updated by the system and cannot be changed
  - Open** – is the initial status of the service
  - Assigned** – the work order has being assigned to a vendor or a resource
  - Missing Parts** – is when at least one part or material is not available
  - Ready** – is when all parts are available and ready to be serviced
  - Repaired** – is when the service is completed
  - Closed** – is when the work order is closed, no more adding or editing
- **Category** - is the code for the category assigned to the work order. Click on the search icon to the right of the field to select from the list of category
- **Requestor** – enter the name of the person that made the request when addressing issues with this equipment
- **Equipment #** - enter the equipment ID. Click on the search icon to the right of the field to select the equipment from the list. Upon entering or selecting a

valid equipment ID, the system will automatically update the corresponding description field from the equipment's record.

- **Requested Date** – is the effective date when the work order was open.
- **Region** - is the code for the region assigned to the work order. The system updates this field from the default values of the **Change Set Up** option from the **Settings** menu. Click on the search icon to the right of the field to change from the list of region
- **Department** - is the code for the department assigned to the work order. The system updates this field from the default values of the **Change Set Up** option from the **Settings** menu. Click on the search icon to the right of the field to change from the list of department
- **Area** - is the code for the area assigned to the work order. The system updates this field from the default values of the **Change Set Up** option from the **Settings** menu. Click on the search icon to the right of the field to change from the list of area
- **Detail** – is the detail flag for the work order, this field will display after the work order creation. If the detail is checked then the Add, Edit or Delete button will only work with the work order detail section.
- **Priority** – is the priority for the work order, updated automatically by the system default to **Medium**, you can change the priority field to High or Low.
- **Total** – is the current work order's grand total, updated by the system and cannot be changed
- **Problem Note:** Lets you add a note describing the problem for the equipment.  
**Optional**

### **Searching for a Work Order**

To search for a specific work order you can start the search window by

- Click on the search icon on the bottom of the window,
- Click the **F1** key on the keyboard

Navigate through the defined records, by means of the bottom movement icons.

Locate the needed record by means of the arrow keys [↑↓] and click **OK** to select it. To return without making a selection click **Cancel**.

### **Creating a new Work Order**

To create a new work order you can

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Now you can fill the equipment code and the rest of the data, refer to the descriptions and guidelines above for the different fields.

To save the new data click **OK** or click **Cancel** to discard it.

### **Modifying a Work Order**

To edit an existing work order first select the work order, then

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

Move to the appropriate field and change the rest of the data, refer to the descriptions and guidelines above for the different fields.

Click **OK** to accept and save the new data or **Cancel** to retain the original.

### **Deleting a Work Order**

To delete an existing work order, first select the work order, then

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or **No** to keep it.

### **Printing a Work Order**

You can print your work order directly as you are creating them one at a time by clicking the **Print Icon**. Alternatively, through the **work order printing** function in the **reports** menu, where you can print single or multiple orders see **Document Printing**.

### **Updating a Work Order**

When the service status is **Missing Parts** and by clicking this icon, the system will check for availability of material and parts. All detail lines with On-hand for that particular part or material will be updated via this function and if all detail lines has no missing parts the service status will be change to **Ready**.

### **Adding a Procedure to a Work Order**

When the service status is **Open** (meaning that you have not added any detail to the work order) and by clicking this icon, the system will open another window to select a **Procedure** from the procedure option. After selecting the procedure and by clicking the **OK** button the system adds all procedure detail to the work order and changes the work order status to **Assigned**. If you are going to create work orders and add procedures via this function; you should at least create one procedure but is better to have different procedures created.

### **Completing a Work Order**

When the service status is, **Ready** (meaning the work order is ready for repair and it has being repaired) and by clicking this icon, the system changes the work order status to **Repaired**.

### **Closing a Work Order**

When the service status is **Repaired**, (meaning the work order is repaired and is ready to close) by clicking this icon, the system changes the work order status to **Closed**. The functions of Add, Edit or Delete after closing a work order is not accessible any more, only the **Supervisor** has access to this function after closing the work order. The system updates the work order with the user, date and time of closing. At the same time, the equipment data is updated by reducing the open incidents, the last service date, the last counter reading, the downtime in days, and the accumulated numbers.

### **Showing Equipment**

Clicking the **Show Equipment** icon, the system displays a picture of the equipment associated to the work order. The picture is from the equipment record.

### **Working with Work Order Detail**

Every work order should have, at least, one detail (task, part, resource, material or vendor) for the equipment service. To add, modify or delete detail, select the **Detail** checkbox in the **Create and Maintain Work Order** window.

When you add a detail to the work order, the window layout will show the user a selection menu to add a detail from the following: Task, Part, Resource, Material or Vendor.

Work Order # 00000168 Requested 01/02/2015 Detail

Status Closed Region JAX Priority Medium

Category AUTO Department JGAR

Requestor JOSE Area OCAR Total: 12.10

Equipment # MERCEDEZBENZC300\_11 Description MERCEDES BENZ 2011 C300 4MATIC

Problem DRY WASH

Note	Service	5	Description	B/O	Unit	Cost	Total
<input checked="" type="checkbox"/>	AUTO DRY WASH	3	DRY WASH AUTO	0.00	1.00	0.00	0.00
<input type="checkbox"/>	JFZ	3	JOSE F. ZOUAIN	0.00	1.00	10.00	10.00
<input type="checkbox"/>	CLEANING TOWELS	3	COTTON/TERRY CI	0.00	2.00	0.50	1.00
<input type="checkbox"/>	DRY WASH	1	DRY WASH SOLUT	0.00	1.00	1.10	1.10

Tasks
  Parts
  Resources
  Material
  Vendor

### Adding Work Order Detail

After flagging the **Detail** checkbox, and to add a detail to the work order you can

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

After selecting one of the five options and clicking the **Select** button, then fill the needed fields as specified in the following topics and click **OK** to save the record or click **Cancel** to discard your changes.

**Task Detail**

Create and Maintain Work Order

Work Order # 00000168 Requested 01/02/2015 Detail

Status Closed Region JAX Priority Medium

Category AUTO Department JGAR

Requestor JOSE Area OCAR Total: 12.10

Equipment # MERCEDEZBENZC300\_11 Description MERCEDES BENZ 2011 C300 4MATIC

Problem DRY WASH

Note	Service	S	Description	B/O	Unit	Cost	Total
<input checked="" type="checkbox"/>	AUTO DRY WASH	3	DRY WASH AUTO	0.00	1.00	0.00	0.00
<input type="checkbox"/>	JFZ	3	JOSE F. ZOUAIN	0.00	1.00	10.00	10.00
<input type="checkbox"/>	CLEANING TOWELS	3	COTTON/TERRY G	0.00	2.00	0.50	1.00
<input type="checkbox"/>	DRY WASH	3	DRY WASH SOLUT	0.00	1.00	1.10	1.10

Tasks
  Parts
  Resources
  Material
  Vendor

Task #	Description	Unit	Cost	Total
		1.00	0.00	0.00

OK Cancel

- **Task #** - enter the task number. To search, click on the search icon to the right of the field. Upon entering a valid task number, all the relevant data for the task will show.
- **Description** - is the description for the task from the Task's record. You cannot change the description.
- **Unit** - enter the task unit, defaults to 1.
- **Cost** - enter the task cost.
- **Total** - is a calculated field, the task cost times the units, updated by the system and cannot be changed.

**Parts Detail**

Create and Maintain Work Order

Work Order #: 00000168

Status: Closed

Category: AUTO

Requestor: JOSE

Equipment #: MERCEDEZBENZC300\_11

Problem: DRY WASH

Requested: 01/02/2015

Region: JAX

Department: JGAR

Area: OCAR

Priority: Medium

Total: 12.10

Description: MERCEDES BENZ 2011 C300 4MATIC

Note	Service	Description	B/O	Unit	Cost	Total
<input checked="" type="checkbox"/>	AUTO DRY WASH	DRY WASH AUTO	0.00	1.00	0.00	0.00
<input type="checkbox"/>	JFZ	3 JOSE F. ZOUAIN	0.00	1.00	10.00	10.00
<input type="checkbox"/>	CLEANING TOWELS	3 COTTON/TERRY G	0.00	2.00	0.50	1.00
<input type="checkbox"/>	DRY WASH	3 DRY WASH SOLUT	0.00	1.00	1.10	1.10

Tasks
  Parts
  Resources
  Material
  Vendor

Part #	Description	Unit	Cost	Total
<input type="text"/>	<input type="text"/>	1.00	0.00	0.00

- **Part #** - enter the part number. To search, click on the search icon to the right of the field. Upon entering a valid part number, all the relevant data for the part will show.
- **Description** - is the description for the part from the part's record. You cannot change the description.
- **Unit** - enter the units used for the service, defaults to 1. The part is deducted from On-Hand automatically. If stock has no available part On-Hand the work order status changes to **Missing Parts**.
- **Cost** - is the part cost from the part's record.
- **Total** - is a calculated field, the part cost times the units, updated by the system and cannot be changed.

**Note:** The system will update the On-Hand and others Part data, like units and cost MTD, YTD and ATD.

## Resource Detail

Create and Maintain Work Order

Work Order #: 00000168

Status: Closed

Category: AUTO

Requestor: JOSE

Equipment #: MERCEDEZBENZC300\_11

Problem: DRY WASH

Requested: 01/02/2015

Region: JAX

Department: JGAR

Area: OCAR

Priority: Medium

Total: 12.10

Description: MERCEDES BENZ 2011 C300 4MATIC

Note	Service	5	Description	B/O	Unit	Cost	Total
<input checked="" type="checkbox"/>	AUTO DRY WASH	3	DRY WASH AUTO	0.00	1.00	0.00	0.00
<input type="checkbox"/>	JFZ	3	JOSE F. ZOUAIN	0.00	1.00	10.00	10.00
<input type="checkbox"/>	CLEANING TOWELS	3	COTTON/TERRY C	0.00	2.00	0.50	1.00
<input type="checkbox"/>	DRY WASH	3	DRY WASH SOLUT	0.00	1.00	1.10	1.10

Tasks
  Parts
  Resources
  Material
  Vendor

Resource #	Name	Assigned	Hours	Rate	Total
<input type="text"/>	<input type="text"/>	08/15/2016 <input type="text"/>	0.00	0.00	0.00

OK Cancel

- **Resource #** - enter the resource number. To search, click on the search icon to the right of the field. Upon entering a valid resource number, all the relevant data for the resource will show
- **Name** - is the name for the resource from the resource's record. You cannot change the name. Only shows when creating the resource detail in **Add mode**; in Edit mode is replaced by the name and Failure #.
- **Failure** - enter the failure number. To search, click on the search icon to the right of the field. Only shows when completing the resource detail in **Edit mode**.
- **Assigned** - enter the assigned date, defaults to system date. Enter again the **Completed date** when completing the resource detail in **Edit mode**.
- **Hours** - is the resource service time in hours. Enter only when completing the resource detail in **Edit mode**.
- **Rate** - is the resource cost from the resource record.
- **Total** - is a calculated field, the resource rate times the hour units, updated by the system and cannot be changed.



**Material Detail**

Create and Maintain Work Order

Work Order #: 00000168

Status: Closed

Category: AUTO

Requestor: JOSE

Equipment #: MERCEDEZBENZC300\_11

Problem: DRY WASH

Requested: 01/02/2015

Region: JAX

Department: JGAR

Area: OCAR

Priority: Medium

Detail:

Total: 12.10

Note	Service	Description	B/O	Unit	Cost	Total
<input checked="" type="checkbox"/>	AUTO DRY WASH	3 DRY WASH AUTO	0.00	1.00	0.00	0.00
<input type="checkbox"/>	JFZ	3 JOSE F. ZOUAIN	0.00	1.00	10.00	10.00
<input type="checkbox"/>	BLENDING TOWELS	3 2011GM11ARY D	0.00	1.00	1.10	1.10
<input type="checkbox"/>	DRY WASH	3 DRY WASH SOLUT	0.00	1.00	1.10	1.10

Tasks
  Parts
  Resources
  Material
  Vendor

Material #	Description	Unit	Cost	Total
<input type="text"/>	<input type="text"/>	1.00	0.00	0.00

OK Cancel

- **Material #** - enter the material number. To search, click on the search icon to the right of the field. Upon entering a valid material ID, all the relevant data for the material will show.
- **Description** - is the description for the material. You cannot change the description.
- **Unit** - enter the units used for the service, defaults to 1. The material is deducted from On-Hand automatically. If the stock has no available material On-Hand the work order status changes to **Missing Parts**.
- **Cost** - is the material cost from the material record.
- **Total** - is a calculated field, the material cost times the units, updated by the system and cannot be changed.

**Note:** The system will update the On-Hand and others Material data, like units and cost MTD, YTD and ATD.

## Vendor Detail

Create and Maintain Work Order

Work Order #: 0000168    Requested: 01/02/2015    Detail

Status: Closed    Region: JAX    Priority: Medium

Category: AUTO    Department: JGAR

Requestor: JOSE    Area: OCAR    Total: 12.10

Equipment #: MERCEDEZBENZC300\_11    Description: MERCEDES BENZ 2011 C300 4MATIC

Problem: DRY WASH

Note	Service	5	Description	B/O	Unit	Cost	Total
<input checked="" type="checkbox"/>	DRY WASH	5	DRY WASH AUTO	0.00	1.00	1.10	1.10
<input type="checkbox"/>	JFZ	3	JOSE F. ZOUAIN	0.00	1.00	10.00	10.00
<input type="checkbox"/>	CLEANING TOWELS	3	COTTON/TERRY CI	0.00	2.00	0.50	1.00
<input type="checkbox"/>	DRY WASH	3	DRY WASH SOLUT	0.00	1.00	1.10	1.10

Tasks   
 Parts   
 Resources   
 Material   
 Vendor   

Vendor #	Company	Assigned	Unit	Cost	Total
		08/15/2016	0.00	0.00	0.00

OK    Cancel

**Adding a Vendor:** enter only the Vendor # and the Assigned date.

- **Vendor #** - enter the vendor number. To search, click on the search icon to the right of the field. Upon entering a valid vendor ID, the business name for the vendor will show.
- **Business** - is the business name for the vendor from the vendor's record. You cannot change the business name. Only shows when creating the vendor detail in **Add mode**; in Edit mode is replaced by the Invoice # and Failure #.
- **Invoice #** - is the vendor invoice number. Only shows when completing the vendor detail in **Edit mode** and cannot be changed.
- **Failure #** - enter the failure ID. To search, click on the search icon to the right of the field. Only shows when completing the vendor detail in **Edit mode**.
- **Assigned** - enter the assigned date, defaults to system date.
- **Units** - is the vendor units, defaults to 1.
- **Cost** - is the vendor cost from the vendor total invoice.
- **Total** - is a calculated field, the vendor cost times the units, updated by the system and cannot be changed.

**Posting the Vendor Invoice:** enter the Invoice #, Failure #, Invoice date, Unit, and Cost or Invoice Total.

Vendor #	Invoice #	Failure #	Assigned	Unit	Cost	Total
ZETA VENDR	12547	JAMD	07/22/2020	1.00	300.00	300.00

OK Cancel

**Vendor Invoice Process:** when the invoice is posted at the Work Order, the system will create a Vendor Invoice at the Purchasing module with its distribution and update the vendor's data.

**Limitation of the Process:**

1. User cannot change the Invoice # after posting, in this example the # 12547
2. User can only post unique invoice to the correspondent vendor, in this example the # 12547 is not at the Current or History Invoices for this vendor.
3. User can only change the Failure #, the Invoice date, Unit and Cost only. The system will update the correspondent AP Vendor Invoice.
4. User can only change or delete a Vendor Invoice to be reflected at the Purchasing module, if is from the same period or the Vendor Invoice has no payment applied.
5. Changes of the correspondent Vendor Invoice at the **Purchasing** module will not be reflected at the Work Order.

**Modifying Work Order Details**

After flagging the **Detail** checkbox, and to edit a detail first select it navigating through the list, then

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

Change the needed fields and click **OK** to save your changes or **Cancel** to discard.

**Deleting Work Order Details**

After flagging the **Detail** checkbox, and to delete a detail first select it navigating through the list, then

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record and **No** to keep it.

## **More Options in Work Order**

The work order **More Options** window has more information to include. Do not confuse this with the detail section, which holds the details needed to perform the service. The following paragraphs describe the use and requirements for each of the fields you will find.

- **Created** – is the user, date and time when the work order was created, updated automatically by the system and cannot be changed
- **Assigned** – is the user, date and time the work order is assigned, updated automatically by the system and cannot be changed
- **Repaired** – is the user, date and time the service to the equipment is carried out, updated automatically by the system and cannot be changed
- **Closed** – is the user, date and time the work order is completed and closed, user should not touch the work order anymore, updated automatically by the system and cannot be changed
- **Failure** – is the failure code for the work order. To search, click on the search icon to the right of the field. Upon entering a valid failure ID, the description will show
- **Counter Reading** – is the current counter reading of the equipment when is repaired
- **Work Order Document** - is the document attached to the work order, the user clicks on the icon right of the field to select and attach the document to the order, the default subdirectory **C:\ZETAPRO\SIS1\DOC**
- **Equipment #** - is the equipment that the business facility is servicing. Display only
- **Description** – is the description of the equipment from the equipment record. Display Only
- **Status** – is the position of the service at particular time, cannot be changed from the work order window. Display only.
- **Source** – is the source of the work order, updated automatically by the system and cannot be changed
  - **Internal** – internally serviced, not by a vendor.
  - **External** – externally serviced by a vendor, when adding a vendor detail.
  - **Both** – internally serviced and by a vendor.
- **Service** – is the service performed in the work order. Display only.
  - **Corrective** – is when creating a work order on the fly by a user
  - **Preventive** – when the work order is created automatically by the **Work Plan**, and is the scheduling of a service or action to be performed on a piece of equipment.

More Options in Work Order

Created	SUPER	01/02/2015	14:19:03
Assigned	SUPER	08/15/2016	14:24:56
Repaired	SUPER	01/02/2015	14:25:08
Closed	SUPER	01/02/2015	14:26:36

Failure: CLEN  CLEANING SERVICE

Counter Reading: 35241 Miles

WO Document:

Equipment #: MERCEDEZBENZC300\_11

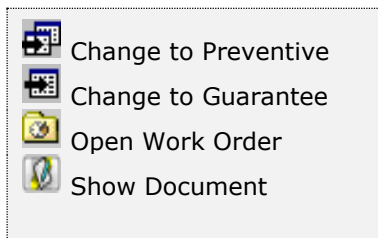
Description: MERCEDES BENZ 2011 C300 4 MATIC

Status: Closed

Source: Internal

Service: Preventive

Buttons: OK, Cancel



At the bottom of the window, you will find a set of icons that will show available functions:

- **Change to Preventive** - changing the work order to Preventive.
- **Change to Warranty** - changing the status to Warranty, or vice versa.
- **Open Work Order** - changing from close to open, repaired
- **Show Document** - shows the document of the work order.

### Change from Corrective to Preventive

In case the work order was created on the fly by the user, and is really a preventive service not a corrective service, by using this **Icon** the system changes the service from **Corrective** to **Preventive**.

- Only the **Supervisor** has access to this option.

### Change to Warranty

In case the equipment is under warranty after the fact, meaning that you already placed it as a service not a warranty, by using this **Icon** the system changes the service from **Corrective** to **Warranty**. All orders under warranty **should have no cost** to your own business, by changing to Warranty allows the user to enter Vendor Invoices amount and Resources rates **at zero cost in the work order**.

- Only the **Supervisor** has access to this option.

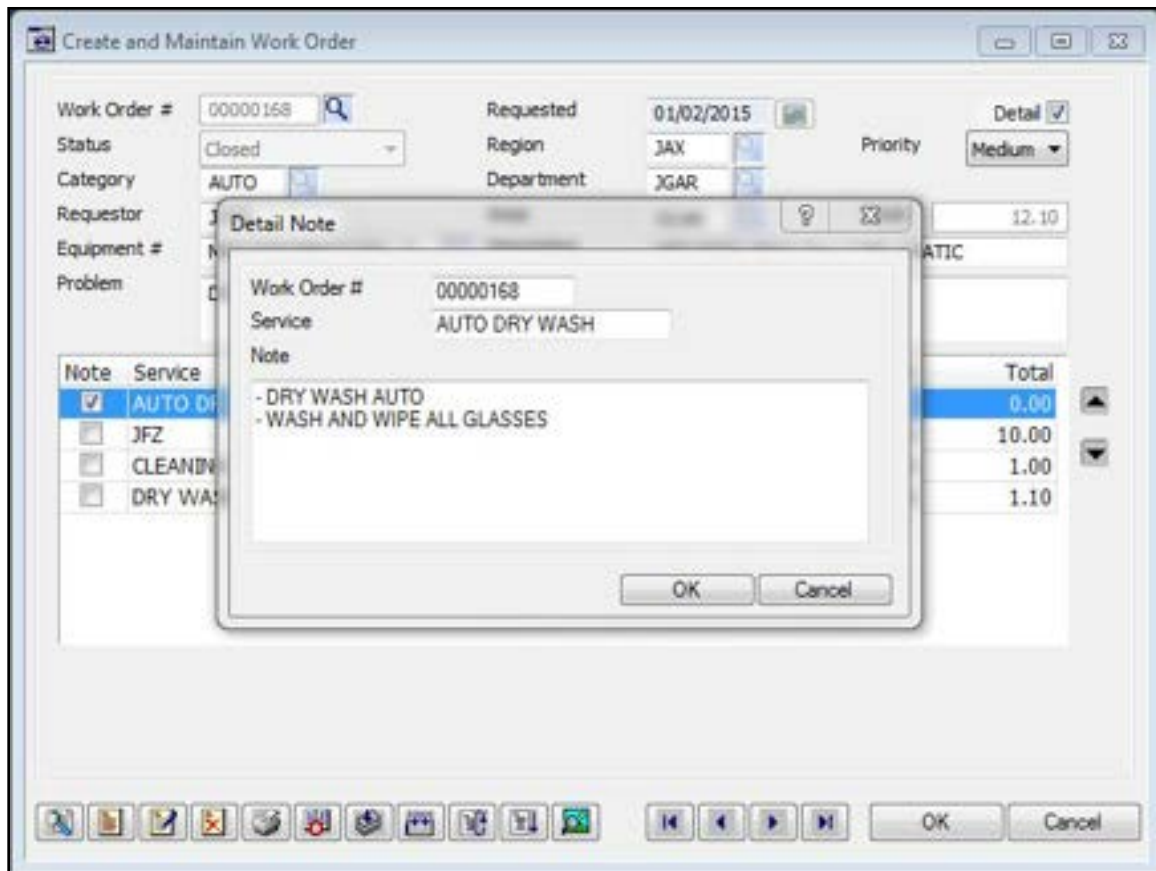
### Open Work Order

In case you have closed the work order and the Add, Edit and Delete buttons are disabled, and you need to update the work order with new data, by using this **Icon**, the system changes the status from **Closed** to **Repaired**. The system removes from the work order the user, date and time it was closed. At the same time, the equipment data is updated by increasing the open incidents, reducing the downtime in days, and reducing the accumulated numbers. These numbers will be updated again when the work order is closed again.

- Only the **Supervisor** has access to this option.

**Show Document** – is to show the document attached to the order, if there is one associated with it.

## Detail Notes



By **Double-clicking** on the selected detail line, the system displays a Detail Note window, where the user can enter notes for that specific line. If notes are attached to line, the system will create a check mark at the **Note** column as a reminder indicating that notes are attached.

## Work Plan

With **Zeta Pro™**, you can easily create work orders for your equipment based on your Equipment's Schedules by running the Work Plan process. The Work Plan process generates work orders based on **Distance Schedules** based on meter readings; on **Time Schedules** based on days, weeks, months, or years; **Liquids Schedules** or on **Dates Schedules** for specific or repeated dates from the last time a schedule was completed in a work order. The user can select which work order to create after the Work Plan has completed its process.

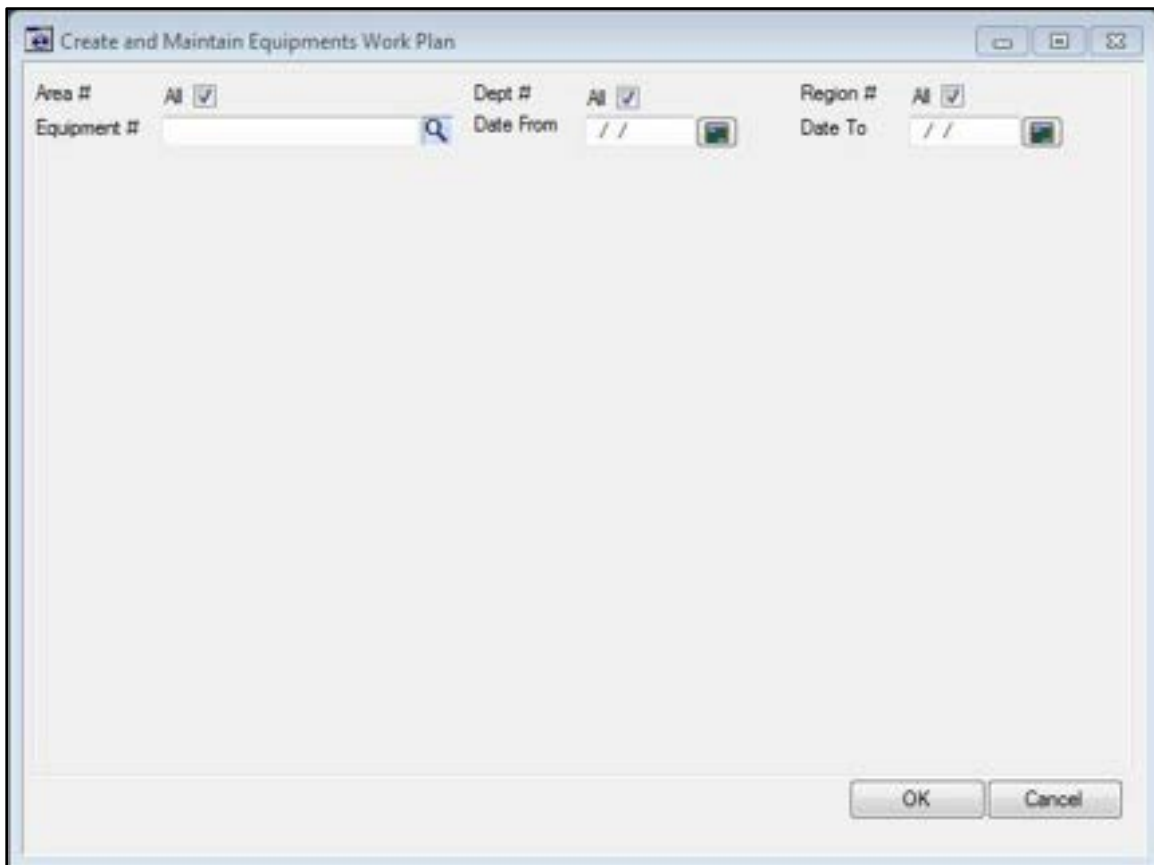
To work with this function, select **Equipment Plan** from the **Transaction** menu or click on the **Create and Maintain Equipment Plan icon**.

To help you with the data, the system will display the **Equipment Plan Search window** with the following searchable fields to help you in the process.

### Working with Work Plan

To start this process, first ensure that **nobody else** is working with the Schedules and Work Orders at the Assets module.

The system will display the search window with the **OK** and **Cancel** buttons. Click **OK** to proceed with search criteria for the work plan or click **Cancel** to abort and return to the selection option.



The screenshot shows a software window titled "Create and Maintain Equipments Work Plan". The window contains several search criteria fields:

- Area #**: A dropdown menu with "All" selected and a checkmark icon.
- Equipment #**: A text input field with a magnifying glass search icon.
- Dept #**: A dropdown menu with "All" selected and a checkmark icon.
- Date From**: A date selection field with a calendar icon.
- Region #**: A dropdown menu with "All" selected and a checkmark icon.
- Date To**: A date selection field with a calendar icon.

At the bottom right of the window, there are two buttons: "OK" and "Cancel".



The user can combine any criteria, and only those fields entered by the user become part of the query. If no searchable field entered and by clicking the **OK** button, the system will display the search result with all the work orders.

- **Area** – allows you to select the entire area or just one. If you clear the check, a field will be shown where you can enter (or search) the area you want to process.
- **Department** – allows you to select the entire department or just one. If you clear the check, a field will be shown where you can enter (or search) the department you want to process.
- **Region** – allows you to select the entire region or just one. If you clear the check, a field will be shown where you can enter (or search) the region you want to process.
- **Equipment #** - allows you to select all the equipment or just one.
- **Date From** – allows you to select a date (create date) with a calendar popup icon
- **Date To** – allows you to select a date (create date) with a calendar popup icon

After selecting the search criteria, the system asks if you want to continue with the work plan or not, click **Yes** to proceed or **No** to cancel the process.

### **Business Rules for the Work Plan**

1. The work plan works for active equipment only.
2. The work plan process will search for a specific schedule job done on the last work order. If no work order is found for that specific schedule, meaning no specific schedule has been created for this equipment, the system will use the **Current Counter** and the **Current Date** to process the work plan.
3. Following the prior section, if the system does not see a difference from the **Current Counter** and/or the **Last Service Counter** at the work order, no work plan will be created for this equipment.
4. The **Last Service Type** column at the work plan reflects the schedule job done at the last work order. If no work order is found than it will display the first time service type for the equipment, as **Corrective**.
5. When the equipment has a **Distance and Time** schedule job to perform, it will check first for **Distance** based on the counter, than it will check for **Time** afterwards.
6. For **Schedules Time** the following will apply to be added to the **Last Service Date** to create the work plan:
  - Hours – 24 hours in a day and will be added to the last Day
  - Days – days are added to the last Day
  - Weeks – 7 days per week and will be added to the last Day
  - Months – months are added to the last month
7. When creating work plan based on **Schedules** for **Repeated Date - N Week of a Month**, the system will only select a Monday of the N week of the Month. At the same time, it will assume that a month has only four (4) weeks, you can select more than four, but the system will default to four to process the work plan.
8. Color Legend for the work plan:
  - Red – equipment service is past-due based on the schedule
  - Yellow – equipment needs service within 30 days based on schedule

The Work Plan will display the following columns:

- **Check** – is the flag to create a work order
- **Equipment Name** – is the equipment ID
- **Current Meter** - is the current counter reading of the equipment
- **Last Service Counter** - is the counter reading of the equipment when a service was scheduled in a work order
- **Last Service Date** - is the date of the equipment when a service was scheduled in a work order
- **Last Service Type** - is the service type of the equipment when a service was scheduled in a work order
- **Next Service Counter** - is the next service counter of the equipment calculated by the work plan process
- **Next Service Date** - is the next service date of the equipment calculated by the work plan process
- **Next Service Type** - is the next service type of the equipment calculated by the work plan process

Check	Equipment Name	Current Meter	Last Service Counter	Last Service Date	Last Service Type	Next Service Counter	Next Service Date	Next Service Type
<input type="checkbox"/>	MERCEDEZBENZC300	65369	56520	09/25/2017	ROTATE_BAL	62520	11/26/2020	ROTATE_BAL
<input type="checkbox"/>	MERCEDEZBENZC300	65369	23395	07/23/2013	GLASS_TREA	65369	11/15/2014	GLASS_TREA
<input type="checkbox"/>	MERCEDEZBENZC300	65369	65369	11/02/2020	AUTO WASH	65369	11/16/2020	AUTO WASH
<input type="checkbox"/>	MERCEDEZBENZC300	65369	65369	11/02/2020	Corrective	65369	11/09/2020	EMISSION
<input type="checkbox"/>	MERCEDEZBENZC300	65369	64200	07/17/2020	FUEL INT	65200	11/26/2020	FUEL INT
<input type="checkbox"/>	ZETA ROV	186	0	04/29/2019	ROV PM	108	11/26/2020	ROV PM

The user can select the order by **Tagging** on the selected order and clicking the **OK** button.



At the bottom of the Search window, you will find a set of icons that will show available functions.

The **Browser Legend** will display different colors depending of the status:

**Service is Past-Due** – the row color is **Red**

**Service is due within 30 Days** – the row color is **Yellow**

**Selected** – the work plan selected, color is **Dark Blue**; for this example it is red if you really look at the rules, which will be discuss in the next section.

**Example:** the Work Plan is based on the current date of 26 of November of 2020, it has searched for schedules and has created six (6) rows for the following equipment: Mercedes Benz C300 and Zeta ROV. Each row will be explained, if is red or yellow based on the schedule type: Distance, Time, Liquid or Dates.

1. **Red – Rotate and Balance (Schedule Distance – every 6,000 miles or Schedule Time – every 12 months)**, the rule for Service Due: Current Meter is greater than Last Service Counter plus Process Units. Current Meter (65,369) > Last Service Counter (56,520) + Process Units (6,000) = 62,520
2. **Red – Glass Treatment (Schedule Specific Date – Every 15 of January of every year)**, the rule for Service Due: Current Date is greater than Next Service date. Current Date (11/26/2020) > Next Service Date (01/15/2014)
3. **Yellow – Auto Wash (Schedule Time – Every 2 weeks)**, the rule for Service Due within 30 days: Current Date minus 30 days is greater than the Last Service Date plus Process Units. Current Date is 11/26/2020 – 30 days = 10/26/2020 > Last Service Date 11/02/2020 + 14 days = 11/16/2020, so the Date (11/16/2020) is within 30 days of 10/26/2020.
4. **Yellow – Emission (Schedule Repeated Date – Every 2nd Week of a Month)**, the rule for Service Due within 30 days: Current Date minus 30 days is greater than the Next Service Date. Next Service Date is the 2<sup>nd</sup> Monday of November = 11/09/2020, Current Date is 11/26/2020 – 30 days = 10/26/2020. So the Date 11/09/2020 is within 30 days of 10/26/2020. See the **Corrective** label at the Last Service Type, following the Business Rule that we talked on the prior section, first time work order for this type of schedule.
5. **Red – Fuel Injection (Schedule Distance – every 1,000 miles)**, the rule for Service Due: Current Meter is greater than Last Service Counter plus Process Units. Current Meter (65,369) > Last Service Counter (64,200) + Process Units (1,000) = 65,200.
6. **Red – ROV PM (Schedule Distance – 100 meters or Time – every 6 months)**, the rule for Service Due: Current Meter is greater than Last Service Counter plus Process Units. Current Meter (186) > Last Service Counter (8) + Process Units (100) = 108.

The user can select the work plan row by **Double-clicking** on the selected row and a check flag will display in the check column.

### Creating Work Orders

After the user has flagged different rows from this window and by clicking the **OK** button, the system will create a new Work Order based on the **Procedures** for that **Schedule**.

In this particular example, we flagged row # 2, row # 3 and row # 4 and run the process again. You can see that it created the same six rows as before, but these three rows at the work plans are in progress, meaning that there are three work orders created already.

Check	Equipment Name	Current Meter	Last Service Counter	Last Service Date	Last Service Type	Next Service Counter	Next Service Date	Next Service Type
<input type="checkbox"/>	MERCEDEZBENZC300	65369	56520	09/25/2017	ROTATE_BAL	62520	11/26/2020	ROTATE
<input type="checkbox"/>	MERCEDEZBENZC300	65369	0	/ /	GLASS_TREA	65369	01/15/2001	GLASS_T
<input type="checkbox"/>	MERCEDEZBENZC300	65369	0	/ /	AUTO WASH	65369	/ /	AUTO WI
<input type="checkbox"/>	MERCEDEZBENZC300	65369	0	/ /	EMISSION	65369	11/09/2020	EMISSION
<input type="checkbox"/>	MERCEDEZBENZC300	65369	64100	07/17/2020	FUEL INJ	65200	11/26/2020	FUEL INJ
<input type="checkbox"/>	ZETA ROV	186	0	04/29/2019	ROV PH	108	11/26/2020	ROV PH

## **Work Accidents**

Work accident is a discrete occurrence in a business facility leading to a physical or mental occupational injury. With **Zeta Pro™**, you can easily track your work accidents.

To work with this function, select **Work Accident** from the **Transactions** menu or click on **Create and Maintain Work Accident icon**.

To help you with the data, the system will display the **Work Accident Search window** with the following searchable fields to help in the process.

- **Area** – allows you to select the entire area or just one. If you clear the check, a field will be shown where you can enter (or search) the area you want to process.
- **Department** – allows you to select the entire department or just one. If you clear the check, a field will be shown where you can enter (or search) the department you want to process.
- **Region** – allows you to select the entire region or just one. If you clear the check, a field will be shown where you can enter (or search) the region you want to process.
- **Equipment #** - allows you to select all the equipment or just one.
- **Date From** – allows you to select a date (create date) with a calendar popup icon
- **Date To** – allows you to select a date (create date) with a calendar popup icon
- **Document #** – enter the document ID, limited to 8 numeric characters

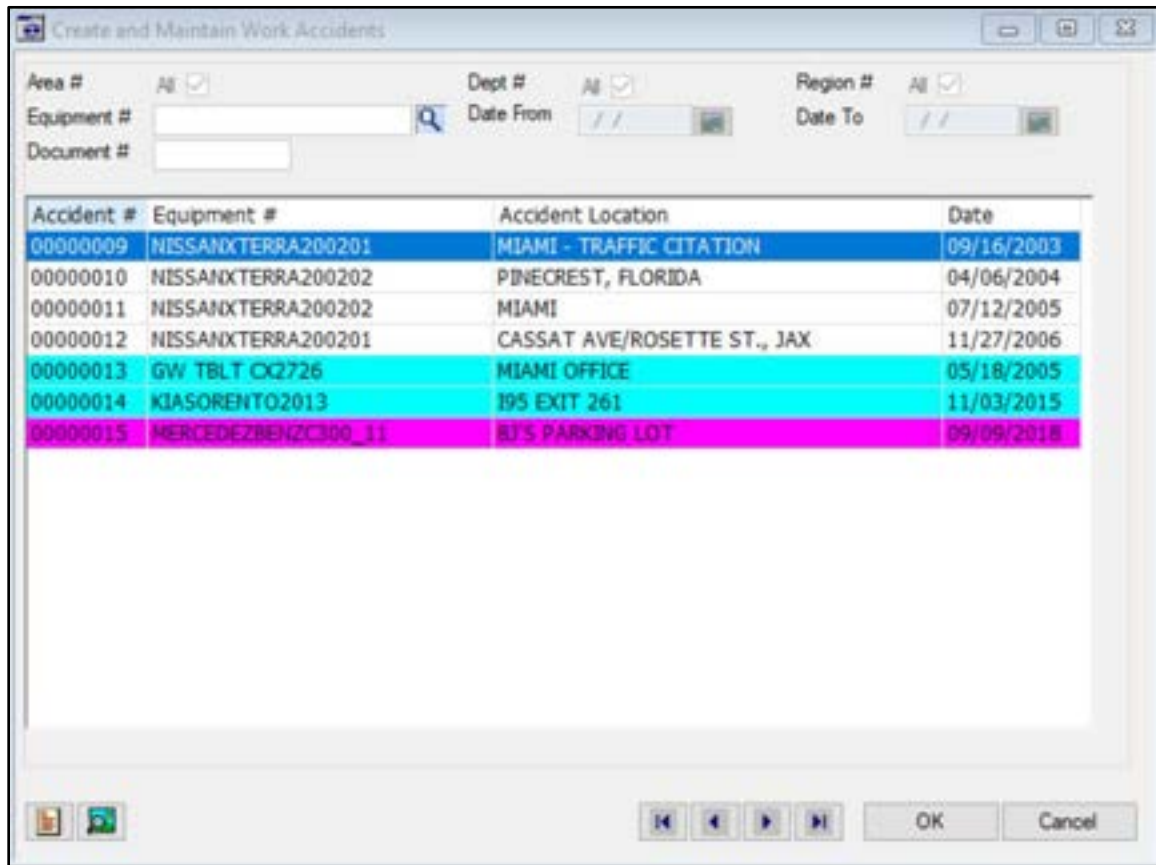
The screenshot shows a search window titled "Create and Maintain Work Accidents". The window contains the following fields and controls:

- Area #**: A dropdown menu with "All" selected and a checked checkbox.
- Equipment #**: A text input field with a search icon to its right.
- Document #**: A text input field.
- Dept #**: A dropdown menu with "All" selected and a checked checkbox.
- Date From**: A text input field containing " //" and a calendar icon to its right.
- Date To**: A text input field containing " //" and a calendar icon to its right.
- Region #**: A dropdown menu with "All" selected and a checked checkbox.

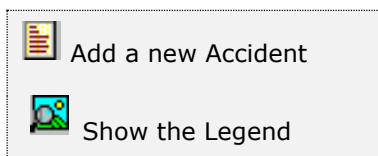
At the bottom right of the window, there are two buttons: "OK" and "Cancel".

The system will display the search window with the **OK** and **Cancel** buttons. Click **OK** to proceed or click **Cancel** to abort and return to the selection option.

The user can combine any criteria, and only those fields entered by the user become part of the query. If no searchable field entered and by clicking the **OK** button, the system will display the search result with all the work accidents.



The user can select the work accident by **Double-clicking** on the selected accident or by selecting the accident and clicking the **OK** button.



At the bottom of the Search window, you will find a set of icons that will show available functions.

The user from this window can also add a new work accident by clicking the **Add icon** to start a new work accident.

The **Browser Legend** will display different colors depending of the status:

**Open** – the work accident color is **Magenta** (15)

**In Progress** – the work accident color is **Cyan** (Light Blue) (13 & 14)

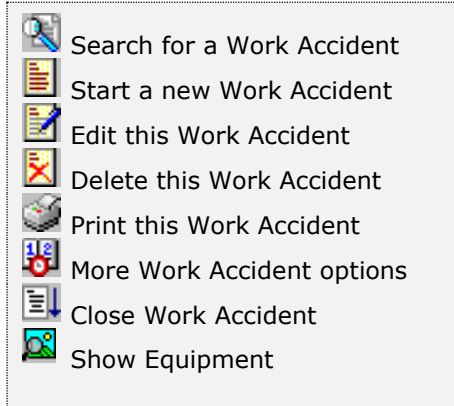
**Closed** – the work accident color is **White** (9 to 12)

**Selected** – the work accident selected, color is **Dark Blue** (9)

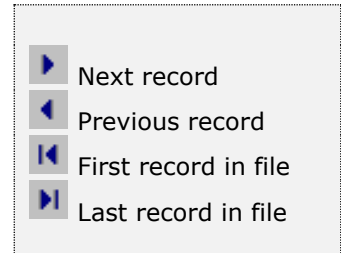
The user can select the work accident by **Double-clicking** on the selected accident or by selecting the accident and clicking the **OK** button.

The user from this window can also add a new work accident by clicking the **Add icon** to start a new Work Accident.

After selecting the work accident, the system will display a window at the bottom you will find a set of icons that will show available functions.



You can search, add, edit or delete records by means of the action icons. You can also navigate through the records by means of the navigation icons.



The **Work Accident** page holds specific icons:

- **Search for a Work Accident** – to search for a specific work accident
- **Start a new Work Accident** – to add or start a new work accident
- **Edit a Work Accident** – to edit an existing work accident
- **Delete a Work Accident** – to delete an existing work accident
- **Print this Work Accident** – to print the specific work accident
- **More Work Accident options** – more information to add to a work accident
- **Close a Work Order** – changes the work accident status to **Closed**
- **Show Equipment** – to show the equipment picture from the work accident

Accident # 00000010 Region JAX Detail

Date 04/06/2004 Department JGAR Status Closed

Time 5:42:13 PM Area OCAR

Place PINECREST, FLORIDA

Equipment # NISSANXTERRA200202 Description Nissan Xterra 2002 Aysha

Work Related  User ROXANA Down Time 15 Total 0.00

Note	Agency #	Claim #	Date	Unit	Cost	Total
<input checked="" type="checkbox"/>	GEICO	789839-2	04/06/2004	1.00	0.00	0.00
<input type="checkbox"/>	FLAHWYP TRL	FHPE04OFF018950	04/06/2004	1.00	0.00	0.00

The **Work Accident** page holds your specific accident's data:

- **Work Accident #** - holds the assigned work accident number, updated automatically by the system and cannot be changed
- **Date** – is the date when the accident happened, with a calendar popup icon
- **Time** – is the time when the accident happened
- **Place** – is the place where the accident happened
- **Equipment #** - enter the equipment ID. Click on the search icon to the right of the field to select the equipment from the list. Upon entering or selecting a valid equipment ID, the system will automatically update the corresponding description field from the equipment's record.
- **Work Related** – is the work related flag, this field when flagged enables the Lookup for the user entry from the resource's table. If the work related is not checked, the user entry is not validated against the resource's table.
- **User** – enter the name of the person that had the accident when addressing issues with this equipment, based on the work related flag it can be validated against the resource's table or not.
- **Region** - is the code for the region assigned to the work order. The system updates this field from the default values of the **Change Set Up** option from the **Settings** menu. Click on the search icon to the right of the field to change from the list of location



- **Department** - is the code for the department assigned to the work order. The system updates this field from the default values of the **Change Set Up** option from the **Settings** menu. Click on the search icon to the right of the field to change from the list of department
- **Area** - is the code for the area assigned to the work order. The system updates this field from the default values of the **Change Set Up** option from the **Settings** menu. Click on the search icon to the right of the field to change from the list of area
- **Detail** – is the detail flag for the work accident, this field will display after the work accident creation. If the detail is checked then the Add, Edit or Delete button will only work with the order detail section.
- **Status** – is the position of the accident at particular time, updated by the system and cannot be changed
  - Open** – is the initial status of the accident
  - In Progress** – is when the work accident is in progress with any detail
  - Closed** – is when the work accident is closed, no more adding or editing
- **Down Time** – is the down time of the equipment in unit days during the accident, updated by the system and cannot be changed
- **Total** – is the current work accident's total balance, updated by the system and cannot be changed

### **Searching for a Work Accident**

To search for a specific work accident you can:

- Click on the search icon on the bottom of the window,
- Click the **F1** key on the keyboard

Navigate through the defined records, by means of the bottom movement icons.

Locate the record by means of the arrow keys [↑↓] and click **OK** to select it.

To return without making a selection click **Cancel**.

### **Creating a new Work Accident**

To create a new work accident you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Now you can fill the equipment code and the rest of the data, refer to the descriptions and guidelines above for the different fields.

To save the new data click **OK** or click **Cancel** to discard it.

### **Modifying a Work Accident**

To edit an existing work accident first select the work accident, then:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

Move to the appropriate field and change the rest of the data, refer to the descriptions and guidelines above for the different fields.

Click **OK** to accept and save the new data or **Cancel** to retain the original.

### **Deleting a Work Accident**

To delete an existing work accident, first select the work accident, then:

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or **No** to keep it.

### **Printing a Work Accident**

You can print your work accident directly as you are creating them one at a time by clicking on the **Print Icon**. Alternatively, through the **work accident printing** function in the **reports** menu, where you can print single or multiple orders see **Document Printing**.

### **Closing a Work Accident**

When the accident status is, **In Progress**, (meaning the work accident is completed and ready to close it) and by clicking this icon, the system changes the work accident status to **Closed**. After closing the work accident, the Add, Edit or Delete functions are not accessible any more. The system updates the work accident with the user, date and time it was closed. At the same time, the equipment data is updated by reducing the open incidents, the last accident date, the last counter reading, and the downtime in days.

- Only the **Supervisor** has access to this option.

### **Showing Equipment**

Clicking the **Show Equipment** icon, the system displays a picture of the equipment associated to the work accident. The picture is from the equipment's record.

## Working with Work Accident Detail

Every work accident should have, at least, one detail for the equipment accident. To add, modify or delete detail, select the **Detail** checkbox in the Create and Maintain Work Accident window.

Create and Maintain Work Accidents

Accident # 00000010 Region JAX Detail

Date 04/06/2004 Department JGAR Status Closed

Time 5:42:13 PM Area OCAR

Place PINECREST, FLORIDA

Equipment # NISSANXTERRA200202 Description Nissan Xterra 2002 Aysha

Work Related  User ROXANA Down Time 15 Total 0.00

Note	Agency #	Claim #	Date	Unit	Cost	Total
<input checked="" type="checkbox"/>	GEICO	789839-2	04/06/2004	1.00	0.00	0.00
<input type="checkbox"/>	FLAHWYPTRL	FHPED4OFF018950	04/06/2004	1.00	0.00	0.00

Agency Type Agency # Claim # Contact

State Agen FLAHWYPTRL FHPED4OFF018950 TROOPER 0702/0576

Owner Injured Date Time Unit Cost Total

Driver  04/06/2004 12:17:00 PM 1.00 0.00 0.00

OK Cancel

## Adding Work Accident Details

After flagging the **Detail** checkbox, and to add a detail to the work accident you can

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Then fill the needed fields as specified in the following topics and click **OK** to save the record or click **Cancel** to discard your changes.

- **Agency Type** – is the accident agency type, user selects type from drop down and cannot be changed:

**Insurance** – agency type is insurance

**State Agency** – agency type is a state agency

**Federal Agency** – agency type is a federal agency

**Medical** – agency type is a medical agency

**Hospital** – agency type is a hospital

**Repair** – agency type is a repair facility

**Rental** – agency type is a rental facility

**Assisting** – agency type is an assisting facility

**Other** – is any type of agency not included above

- **Agency ID** - is the code for the agency assigned to the work accident detail line. Click on the search icon to the right of the field to select from the list of the resource table.
- **Claim ID** – enter the claim ID, limited to 20 alphanumeric characters
- **Contact** – enter the name of the person to contact when addressing issues with this agency, limited to 25 alphanumeric characters.
- **Owner** – enter the type of person that had the accident, user selects type from drop down and cannot be changed:
  - **Driver** – owner type is a driver
  - **Passenger** – owner type is a passenger
  - **Pedestrian** – owner type is a pedestrian
  - **Operator** – owner type is an equipment operator
  - **Other** – is any type of owner not included above
- **Injured**– is the injured flag for the owner, if injured or not at the accident
- **Date** – is the date when the accident happened, with a calendar popup icon
- **Time** – is the time when the accident happened
- **Unit** – is the unit for the accident detail line
- **Cost** – is the cost for the accident detail line
- **Total** – is a calculated field, the accident cost for this line times the units, updated by the system and cannot be changed. The total of all lines updates the grand total of the accident.

### **Modifying Work Accident Details**

After flagging the **Detail** checkbox, and to edit a detail first select it navigating through the list, then:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

Change the needed fields and click **OK** to save your changes or **Cancel** to discard.

### **Deleting Work Accident Details**

After flagging the **Detail** checkbox, and to delete a detail first select it navigating through the list, then:

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record and **No** to keep it

### **More Options in Work Accident**

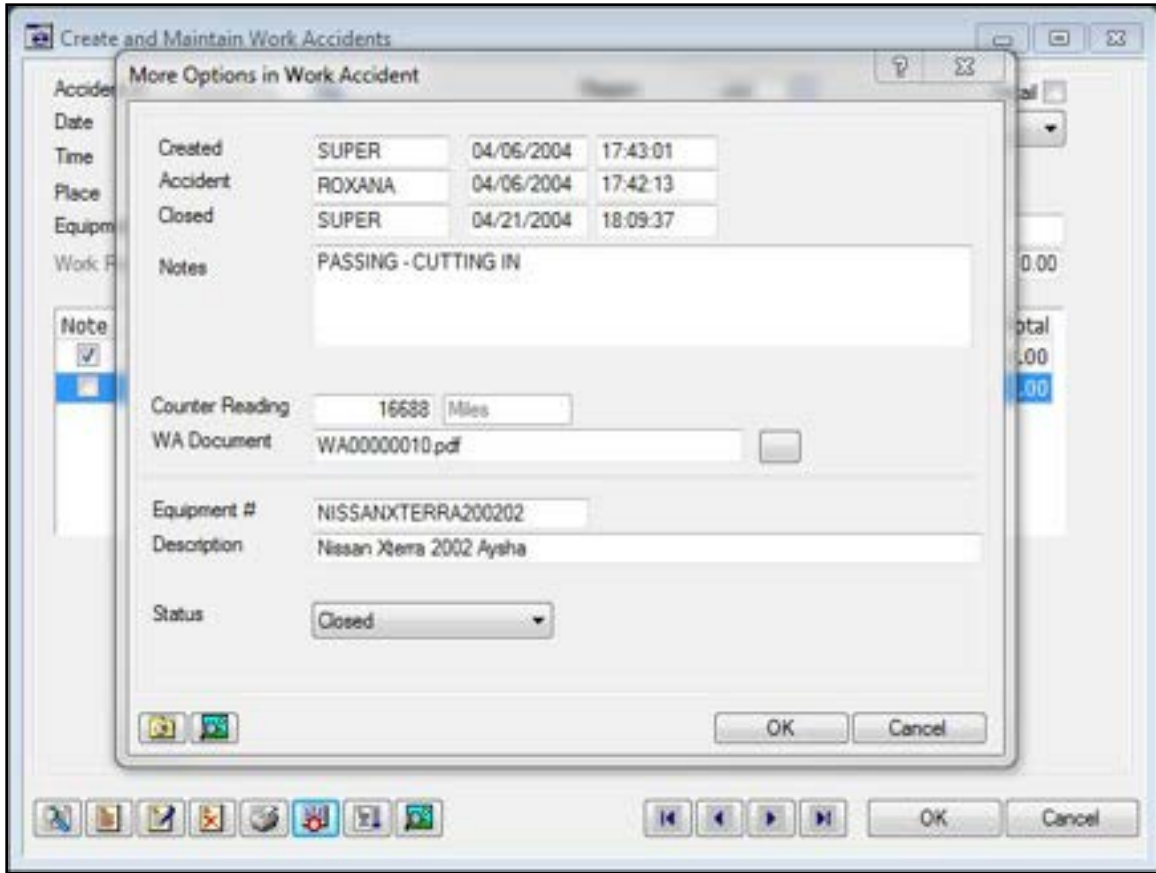
The work accident **More Options** window has more information to include. Do not confuse this with the detail section, which holds the details needed when the accident happened. The following paragraphs describe the use and requirements for each of the fields you will find.

- **Created** – is the user, date and time when the work accident was created, updated automatically by the system and cannot be changed
- **Accident** – is the user, date and time the accident to the equipment was carried out, updated automatically by the system and cannot be changed
- **Closed** – is the user, date and time the work order is completed and closed, user should not touch the work order any more, updated automatically by the system and cannot be changed
- **Note** – are the notes describing the accident
- **Counter Reading** – is the current counter reading of the equipment when the accident happened
- **Work Accident Document** - is the document attached to the work accident, the user clicks on the icon right of the field to select and attach the document to the order, default subdirectory **C:\ZETAPRO\SIS1\DOC**
- **Equipment #** - is the equipment that had the accident. Display only
- **Description** – is the description of the equipment from the equipment record. Display only
- **Status** – is the position of the accident at particular time, updated by the system and cannot be changed

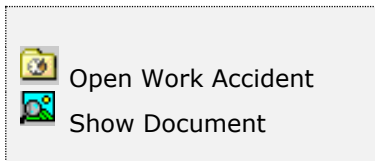
**Open** – is the initial status of the accident

**In Progress** – is when the work accident is in progress with any detail

**Closed** – is when the work accident is closed, no more adding or editing



At the bottom, you will find a set of icons that will show available functions:



**Open Work Accident**, is to open the work accident.  
**Show Document**, is to show the document of the work accident.

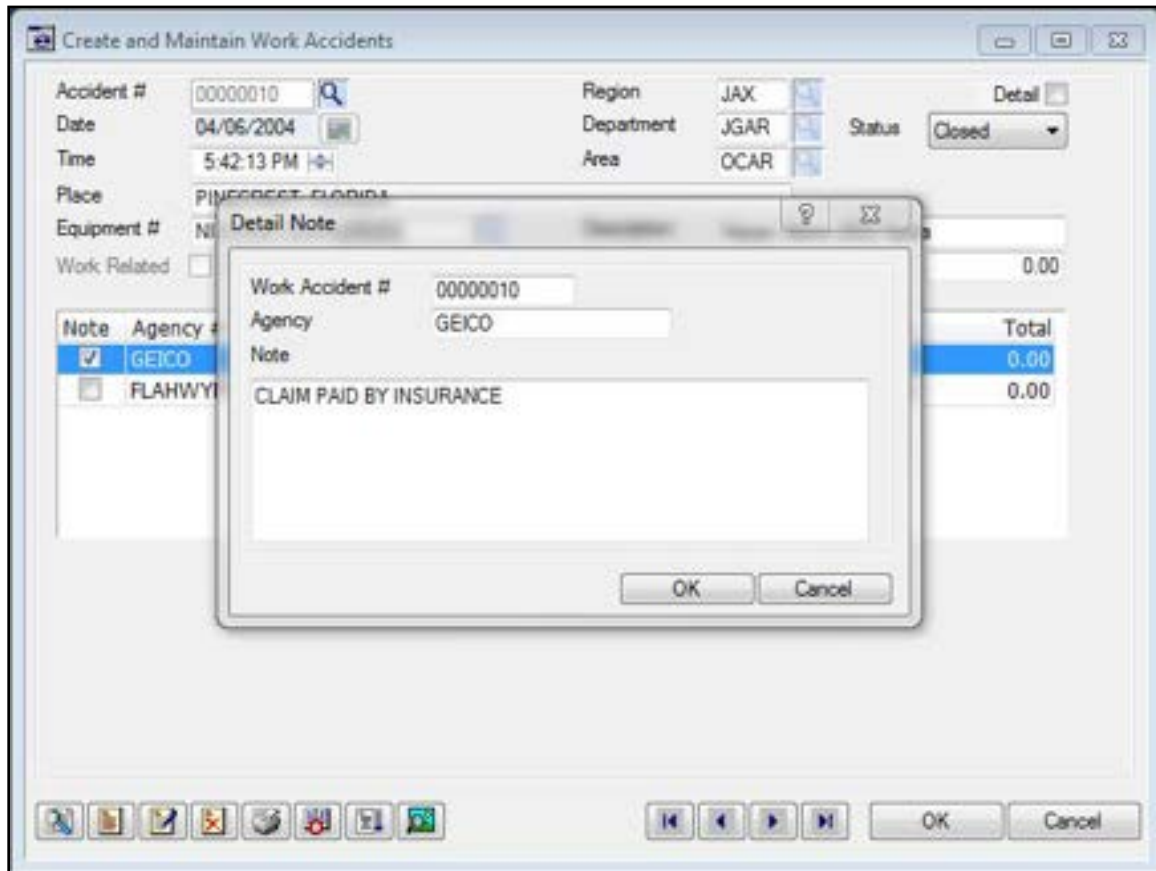
**Open Work Accident**

In case you have closed the work accident and the Add, Edit and Delete buttons are disabled and you need to update the work accident with new data, by using this Icon the system changes the status from **Closed** to **In Progress**. The system removes from the work accident, the user, date and time it was closed. At the same time, the equipment data is updated by increasing the open incidents, and reducing the downtime in days. These numbers will be updated again when you close the work accident.

- Only the **Supervisor** has access to this option.

**Show Document** – is to show the document attached to the order, if there is one associated with it.

### Detail Notes



By **Double-clicking** on the selected detail line, the system displays a Detail Note window, where the user can enter notes for that specific line. If notes are attached to line, the system will create a check mark at the **Note** column as a reminder indicating that notes are attached.

## Equipment Consumption

With **Zeta Pro™**, you can easily track your equipment consumption in a business facility by informing management the consumption and current meter value in an efficient manner.

To work with this function, select **Consumption** from the **Transactions** menu and select the submenu **Equipment Consumption** or click on **Create and Maintain Equipment Consumption icon**.

To help you with the data, the system will display the **Equipment Consumption Search window** with the following searchable fields to help you in the process.

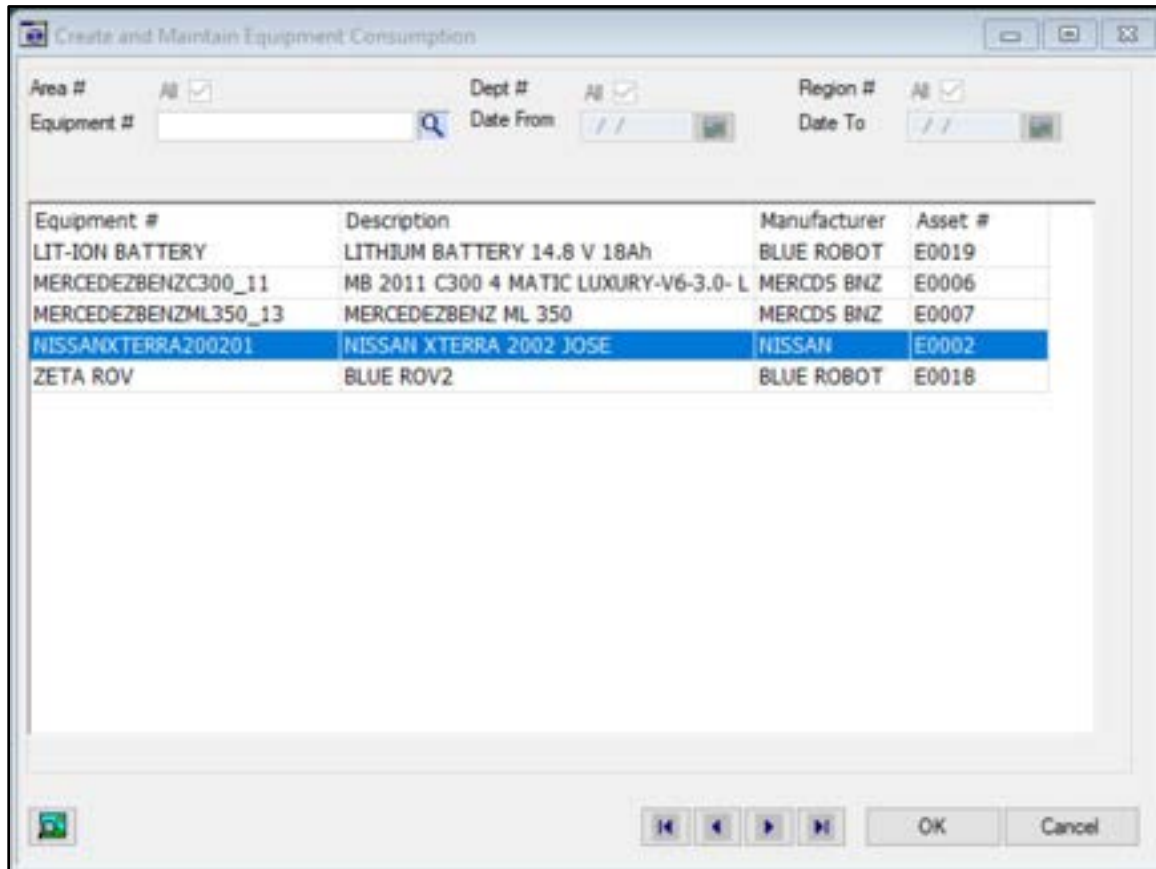
- **Area** – allows you to select the entire area or just one. If you clear the check, a field will be shown where you can enter (or search) the area you want to process.
- **Department** – allows you to select the entire department or just one. If you clear the check, a field will be shown where you can enter (or search) the department you want to process.
- **Region** – allows you to select the entire region or just one. If you clear the check, a field will be shown where you can enter (or search) the region you want to process.
- **Equipment #** - allows you to select all the equipment or just one.
- **Date From** – allows you to select a date (create date) with a calendar popup icon
- **Date To** – allows you to select a date (create date) with a calendar popup icon

The screenshot shows a software window titled "Create and Maintain Equipment Consumption". At the top, there are three groups of search criteria, each with a checked "All" checkbox: "Area #", "Dept #", and "Region #". Below these, there are three input fields: "Equipment #" with a magnifying glass icon, "Date From" with a date field containing "//" and a calendar icon, and "Date To" with a date field containing "//" and a calendar icon. The main body of the window is a large empty white space. At the bottom right, there are two buttons: "OK" and "Cancel".

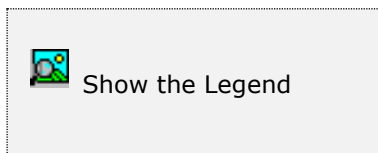


The system will display the search window with the **OK** and **Cancel** buttons. Click **OK** to proceed or click **Cancel** to abort and return to the selection option.

The user can combine any criteria, and only those fields entered by the user become part of the query. If no searchable field entered and by clicking the **OK** button, the system will display the search result with all the equipment with consumption flagged.



The user can select the equipment by **Double-clicking** on the selected equipment or by selecting the equipment and clicking the **OK** button.



At the bottom of the Search window, you will find a set of icons that will show available functions.

The **Browser Legend** will display different colors depending of the status:

**Retired** – the equipment has been retired, color is **Red**

**Damage** – the equipment is damage, color is **Yellow**

**In Service** – the equipment is in service, color is **White**

**Selected** - the equipment selected, color is **Dark Blue**

After selecting the equipment, the system will display the following window.

The screenshot shows a software window titled "Create and Maintain Equipment Consumption". The window contains several input fields and dropdown menus for equipment details. The fields are organized into two columns. The left column includes: Equipment # (NISSANXTERRA200201), Description (NISSAN XTERRA 2002 JOSE), Manufacturer (NISSAN), Model (XTERRA SE), and Serial #/VIN (SN 1ED28TX2C99796). The right column includes: Asset# (E0002), Status (Retired), Region (JAX), Department (JGAR), and Primary Counter (Odometer). There are also fields for Year (2002), Color (Gray), and Avg. (15.862). At the bottom of the window, there are navigation icons (Home, Previous, Next, End) and buttons for "OK" and "Cancel".

### **Searching for Equipment**

To search for specific equipment you can:

- Click on the search icon on the bottom of the window, or
- Click the **F1** key on the keyboard

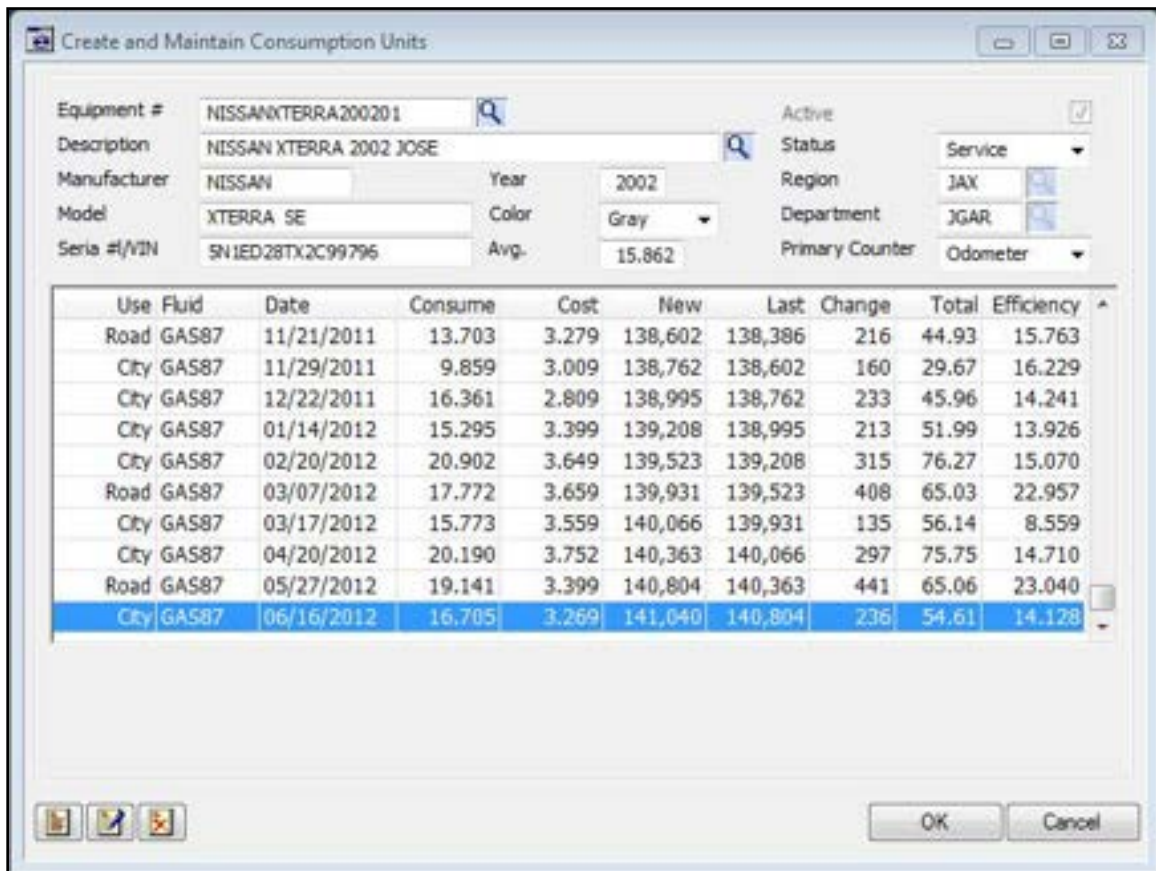
Navigate through the equipment records, by means of the bottom movement icons.

Locate the record by means of the arrow keys [↑↓] and click **OK** to select it.

To return without making a selection click **Cancel**.

The window will show the following columns of history consumption data, if available:

1. **Use** – select where was it used: City, Road, City and Road
2. **Fluid** – select type of fluid, default from the equipment data
3. **Date** – enter or select from calendar the consumption date
4. **Consume** – enter how many gallons consumed
5. **Cost** – enter the cost per gallon
6. **New** – enter the new odometer reading
7. **Last** – last odometer reading, default from last reading
8. **Change** – displays system calculation, new reading minus last reading
9. **Total** – display system calculation, consume multiply by the cost
10. **Efficiency** – displays system calculation, miles or km per gallon, change divided by consumed (gallons)



### Creating a new Equipment Consumption

To create new equipment consumption you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Now you can fill the equipment consumption data, refer to the descriptions and guidelines above for the different fields.

To save the new data click **OK** or click **Cancel** to discard it.

Use Fluid	Date	Consume	Cost	New	Last	Change	Total	Efficiency
Road GAS87	11/21/2011	13.703	3.279	138,602	138,386	216	44.93	15.763
City GAS87	11/29/2011	9.859	3.009	138,762	138,602	160	29.67	16.229
City GAS87	12/22/2011	16.361	2.809	138,995	138,762	233	45.96	14.241
City GAS87	01/14/2012	15.295	3.399	139,208	138,995	213	51.99	13.926
City GAS87	02/20/2012	20.902	3.649	139,523	139,208	315	76.27	15.070
Road GAS87	03/07/2012	17.772	3.659	139,931	139,523	408	65.03	22.957
City GAS87	03/17/2012	15.773	3.559	140,066	139,931	135	56.14	8.559
City GAS87	04/20/2012	20.190	3.752	140,363	140,066	297	75.75	14.710
Road GAS87	05/27/2012	19.141	3.399	140,804	140,363	441	65.06	23.040
City GAS87	06/10/2012	18.700	3.268	141,040	140,804	236	54.51	14.128

Use	Fluid	Date	Consume	Cost	New	Last	Change	Total	Efficiency
City	GAS87	11/06/2016	0.000	0.000	0	141,040	0	0.00	0.000

### Modifying an Equipment Consumption

To edit an existing equipment consumption after selecting it, then:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

Move to the appropriate field and change the rest of the data, refer to the descriptions and guidelines above for the different fields.

Click **OK** to accept and save the new data or **Cancel** to retain the original.

### **Deleting an Equipment Consumption**

To delete an existing equipment consumption after selecting it, then:

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or **No** to keep it.

## **Tool Consumption**

With **Zeta Pro™**, you can easily track your tools consumption in a business facility by informing management the consumption and current meter value in an efficient manner.

To work with this function, select **Consumption** from the **Transactions** menu and select the submenu **Tools Consumption** or click on **Create and Maintain Tools Consumption icon**.

To help you with the data, the system will display the **Tools Consumption Search window** with the following searchable fields to help you in the process.

- **Area** – allows you to select the entire area or just one. If you clear the check, a field will be shown where you can enter (or search) the area you want to process.
- **Department** – allows you to select the entire department or just one. If you clear the check, a field will be shown where you can enter (or search) the department you want to process.
- **Region** – allows you to select the entire region or just one. If you clear the check, a field will be shown where you can enter (or search) the region you want to process.
- **Tool #** - allows you to select all the tool or just one.
- **Date From** – allows you to select a date (create date) with a calendar popup icon
- **Date To** – allows you to select a date (create date) with a calendar popup icon

The screenshot shows a search window titled "Create and Maintain Tools Consumption". At the top, there are three groups of search criteria, each with a checkbox labeled "All" and a search icon (magnifying glass):

- Area #**: All  [Search Icon]
- Dept #**: All  [Search Icon]
- Region #**: All  [Search Icon]

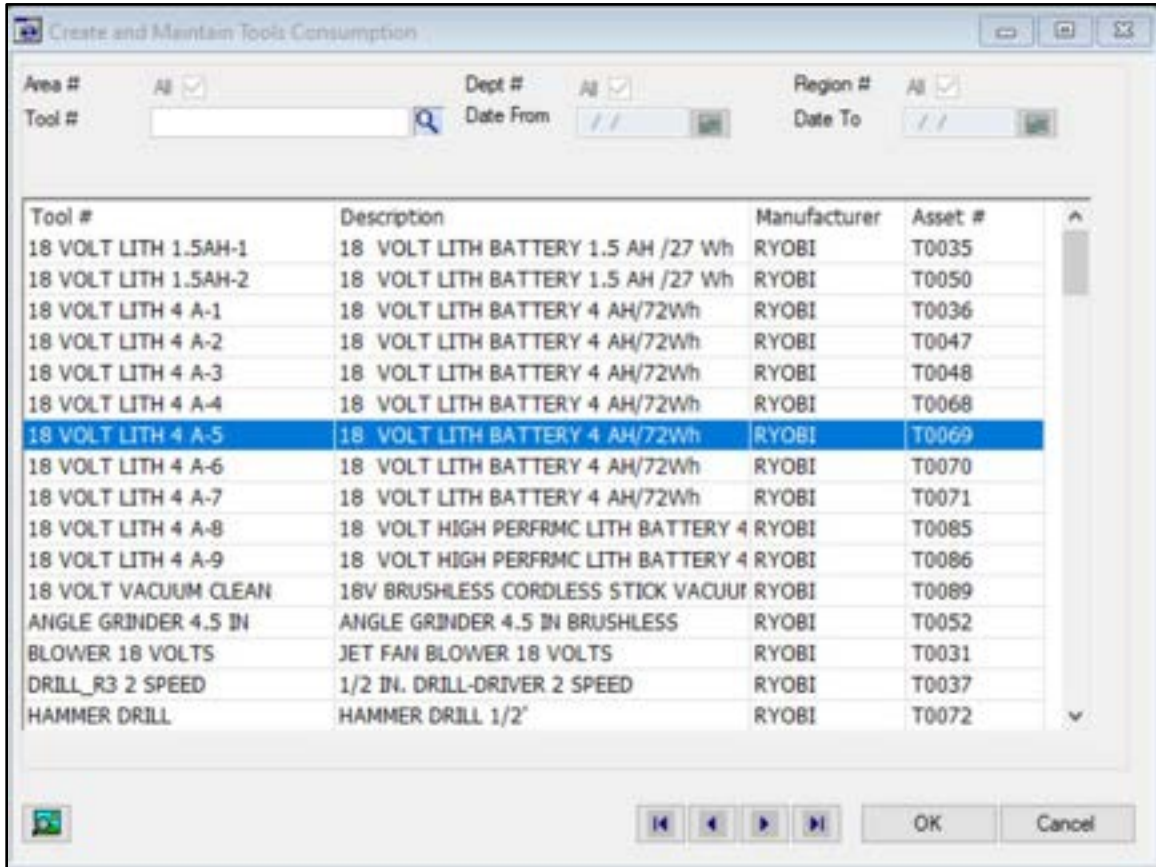
Below these are three input fields:

- Tool #**: [Empty text box] [Search Icon]
- Date From**: [ // ] [Calendar Icon]
- Date To**: [ // ] [Calendar Icon]

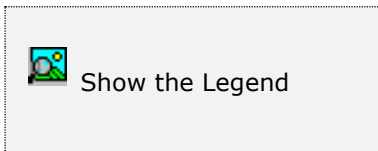
At the bottom right of the window are two buttons: "OK" and "Cancel".

The system will display the search window with the **OK** and **Cancel** buttons. Click **OK** to proceed or click **Cancel** to abort and return to the selection option.

The user can combine any criteria, and only those fields entered by the user become part of the query. If no searchable field entered and by clicking the **OK** button, the system will display the search result with the entire tool with consumption flagged.



The user can select the tool by **Double-clicking** on the selected tool or by selecting the tool and clicking the **OK** button.



At the bottom of the Search window, you will find a set of icons that will show available functions.

The **Browser Legend** will display different colors depending of the status:

**Retired** – the tool has been retired, color is **Red**

**Damage** – the tool is damage, color is **Yellow**

**In Service** – the tool is in service, color is **White**

**Selected** - the tool selected, color is **Dark Blue**

After selecting the tool, the system will display the following window.

The screenshot shows a software window titled "Create and Maintain Tools Consumption". It contains a form with the following fields and values:

Tool #	18 VOLT LITH 4 A-5	Asset#	T0069
Description	18 VOLT LITH BATTERY 4 Ah/72Wh	Status	Service
Manufacturer	RYOBI	Region	MEA
Year	2021	Department	MNTN
Model	PBP005	Primary Counter	Hourmeter
Color	Line		
Seria #/VIN	CS21091N660424	Avg.	0.000

At the bottom of the window, there are navigation icons (Home, Previous, Next, End) and buttons for "OK" and "Cancel".

### **Searching for a Tool**

To search for specific tool you can:

- Click on the search icon on the bottom of the window, or
- Click the **F1** key on the keyboard

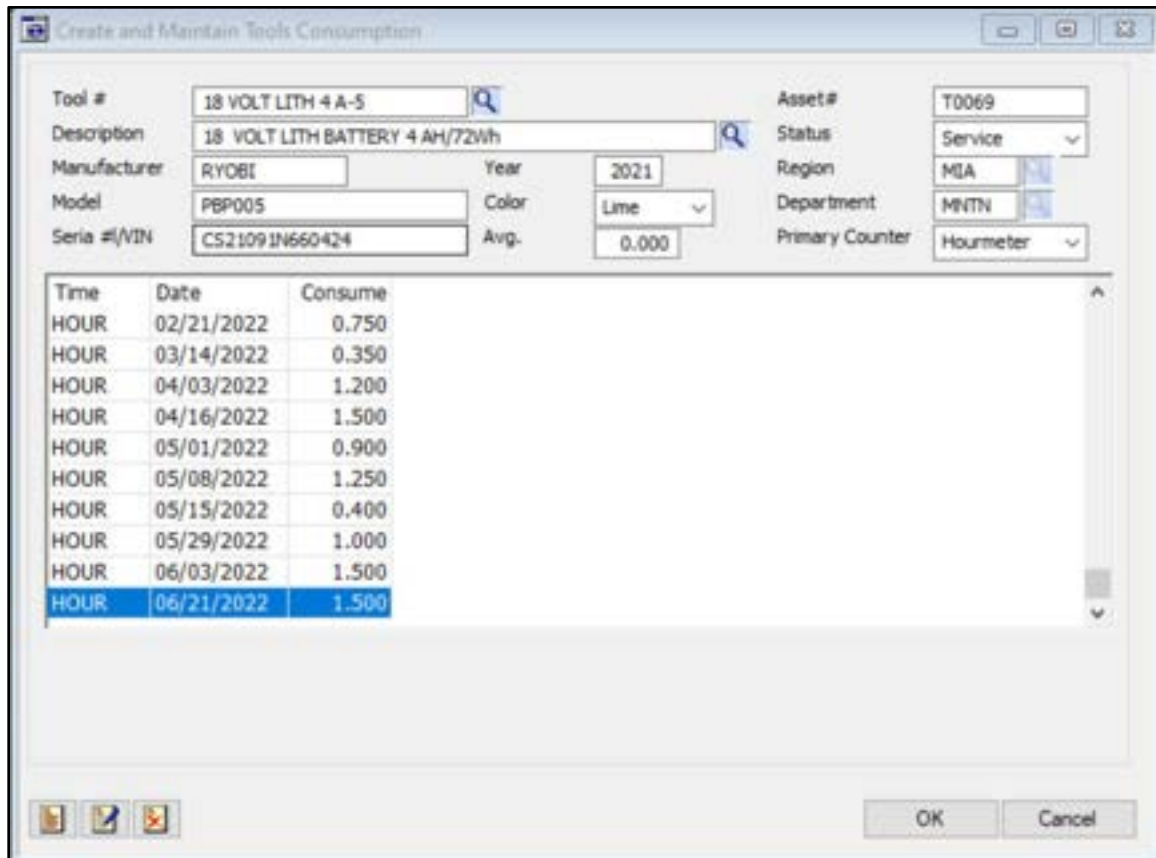
Navigate through the tool records, without displaying a search window, by means of the bottom movement icons.

Locate the record by means of the arrow keys [↑↓] and click **OK** to select it. To return without making a selection click **Cancel**.



The window will show the following columns of history consumption data, if available:

1. **Time** – select type, default from the tool data, this changes depending on the tool primary counter
2. **Date** – enter or select from calendar the consumption date
3. **Consume** – enter how many hours consumed, primary counter is Hourmeter, so the default can be hours or minutes.



Tool # 18 VOLT LITH 4 A-5

Description 18 VOLT LITH BATTERY 4 AH/72Wh

Manufacturer RYOBI

Model PBP005

Serial #/VIN CS21091N660424

Year 2021

Color Lime

Avg. 0.000

Asset# T0069

Status Service

Region MJA

Department MNTH

Primary Counter Hourmeter

Time	Date	Consume
HOUR	02/21/2022	0.750
HOUR	03/14/2022	0.350
HOUR	04/03/2022	1.200
HOUR	04/16/2022	1.500
HOUR	05/01/2022	0.900
HOUR	05/08/2022	1.250
HOUR	05/15/2022	0.400
HOUR	05/29/2022	1.000
HOUR	06/03/2022	1.500
HOUR	06/21/2022	1.500

OK Cancel

### **Creating a new Tool Consumption**

To create new tool consumption you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Now you can fill the tool consumption data, refer to the descriptions and guidelines above for the different fields.

To save the new data click **OK** or click **Cancel** to discard it.

The screenshot shows the 'Create and Maintain Tools Consumption' window. The fields are populated as follows:

- Tool #: 18 VOLT LITH 4 A-5
- Description: 18 VOLT LITH BATTERY 4 AH/72Wh
- Manufacturer: RYOBI
- Model: PBP005
- Serial #/VIN: CS2109IN660424
- Year: 2021
- Color: Lime
- Avg.: 0.000
- Asset#: T0069
- Status: Service
- Region: MIA
- Department: MINTN
- Primary Counter: Hourmeter

The consumption table is as follows:

Time	Date	Consume
HOUR	02/21/2022	0.750
HOUR	03/14/2022	0.350
HOUR	04/03/2022	1.200
HOUR	04/16/2022	1.500
HOUR	05/01/2022	0.900
HOUR	05/08/2022	1.250
HOUR	05/15/2022	0.400
HOUR	05/29/2022	1.000
HOUR	06/03/2022	1.500

Below the table, the input fields are:

- Time: HOUR
- Date: 07/01/2022
- Consume: 0.000

Buttons: OK, Cancel

### **Modifying a Tool Consumption**

To edit an existing tool consumption after selecting it, then:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

Move to the appropriate field and change the rest of the data, refer to the descriptions and guidelines above for the different fields.

Click **OK** to accept and save the new data or **Cancel** to retain the original.

### **Deleting a Tool Consumption**

To delete an existing tool consumption after selecting it, then:

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or **No** to keep it.

## **Equipment Depreciation**

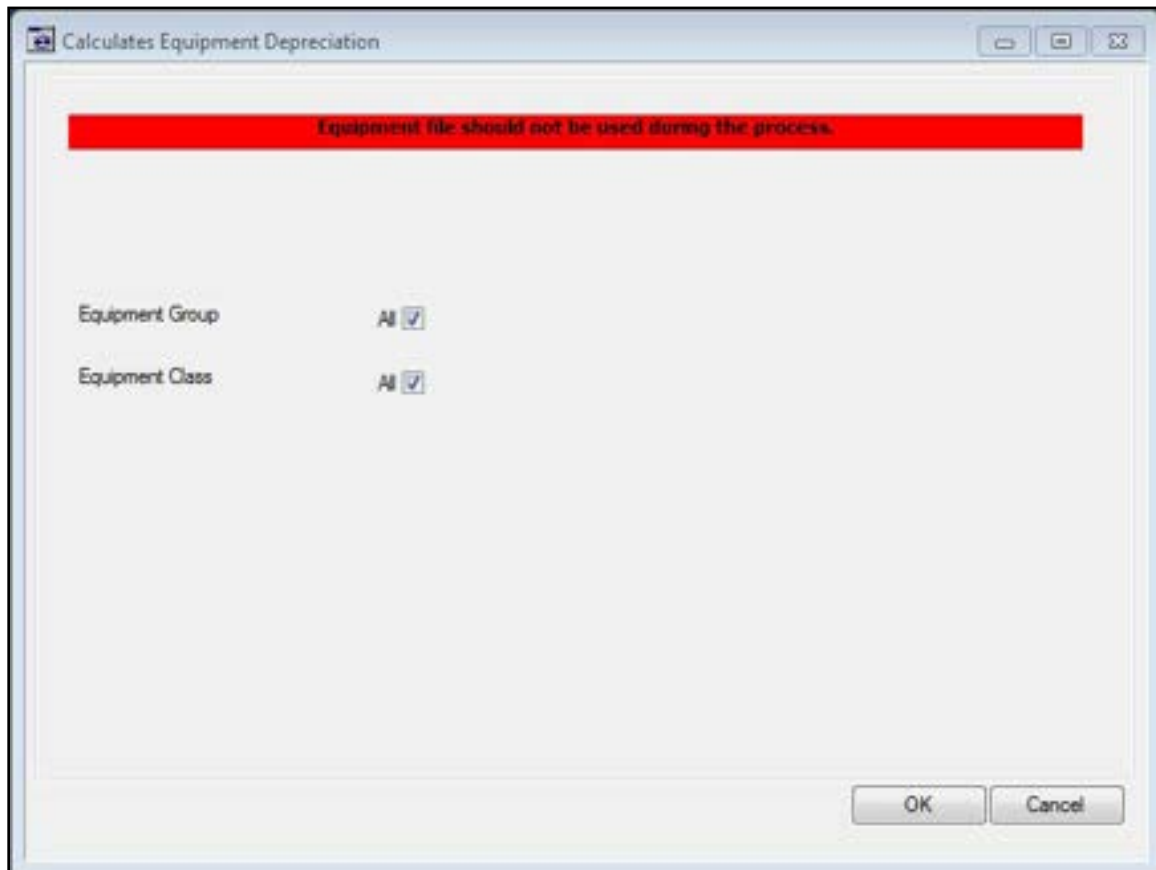
With **Zeta Pro™**, you can easily track your equipment depreciation by informing management the current net value of your equipment. The use of depreciation affects the financial statement; the recording will cause an expense to be recognized, thereby lowering stated profits on the income statement, while the net value of the asset will decline on the balance sheet.

To start this process, first ensure that **nobody else** is working with the Assets module.

To work with this function, select **Equipment Depreciation** from the **Transaction** menu or click on **Calculates Equipment Depreciation** icon.

**Equipment Group** - allows you to select the entire equipment group to process or just one. If you clear the check, a field will be shown where you can enter (or search) the equipment group you want to process.

**Equipment Class** - allows you to select the entire equipment class to process or just one. If you clear the check, a field will be shown where you can enter (or search) the equipment class you want to process.



Click **OK** to start the process to include all equipment. When the function finishes, go to Reports and run Transfer to Finance report to analyze your data.

Before we go into an explanation for each of the depreciation methods, let us review a section of the Settings page of the Equipment data. For more information, see [Equipment Data](#).

Equipment Life	60	Month
Pur. Condition	New	
Depreciation	Straight Line	
Purchase Cost	28400.31	
Acum. Deprec.	17986.92	
Residual Value	5000.00	
Net Value	5413.39	
Monthly Deprec.	473.34	
Dep. Amt/Prct	473.34	0.00
Dep. Date	07/01/2017	

- **Equipment Life** – indicates the number of years or month the equipment is expected to be in service from the install date, input the number of months or year and select from the drop down either month or year
- **Purchase Condition** – indicates the purchase condition for the equipment
- **Depreciation** – indicates the depreciation method use to depreciate the equipment or no depreciation:
  - **No depreciation** – no input of amount or percent
  - **Straight Line** – no input of amount or percent
  - **Sum of the Digits** – no input of amount or percent
  - **Double Declining** – enter percent, required
- **Purchase Cost** – enter the equipment purchase amount or Asset Cost, required
- **Accumulated Depreciation** – indicates the accumulated depreciation for the equipment, **updated by the system**
- **Residual Value** – enter the residual or salvage value of the equipment
- **Net Value** – indicates the net value resulting by deducting the accumulated depreciation and the residual value from the purchase cost, **updated by the system**
- **Period Depreciation** – calculated period depreciation of the equipment, **updated by the system**
- **Depreciation Amount** – **updated by the system**, if you have selected a depreciation method.

- **Depreciation Percent** - enter the period depreciation percent for **Double Declining method only**, if you enter any percent for other methods, the system will zero it out
- **Depreciation Date** - indicates the date the equipment was place in service for depreciation purposes, it takes the Install Date by replacing the day to the first of the month; this system uses the **Full Month convention**, the asset receives a full month of depreciation during the month it is place in service. This field cannot be change, **updated by the system**. The depreciation date is calculated for any depreciation method selected.

There are several methods for calculating depreciation, generally based on either the passage of time or the level of activity or use of the asset.

**Zeta Pro™** supports the following three (3) depreciation methods explained ahead; we will be using the same example for each method:

<b>Asset Cost</b>	\$ 100,000
<b>Residual or Salvage Value</b>	\$ 10,000
<b>Useful Life</b>	5 years
<b>Purchase Date</b>	January 1, 2020

**Straight-Line**

Straight-line depreciation is the simplest and most often used technique, in which the business estimates the residual or salvage value of the asset after the length of time over which it will be used to generate revenues, and will expense a portion of the original cost in equal increments over the amount of time. The residual value is an estimate of the asset value at the time that it will be sold or will be disposed of.

**Depreciation Formula:** Asset Cost – Residual Value / Life in years

$$100,000 - 10,000 / 5 = 18,000 \text{ per year}$$

<b>Year</b>	<b>Book value at Beginning-Year</b>	<b>Depreciation Expense</b>	<b>Accumulated Depreciation</b>	<b>Book value at Year-End</b>
<b>2020 (1)</b>	100,000	18,000	18,000	82,000
<b>2021 (2)</b>	82,000	18,000	36,000	64,000
<b>2022 (3)</b>	64,000	18,000	54,000	46,000
<b>2023 (4)</b>	46,000	18,000	72,000	28,000
<b>2024 (5)</b>	28,000	18,000	90,000	10,000 *

\* Residual value \$ 10,000

### **Sum-of-Years Digits**

Sum-of-Years Digits is a depreciation method that results in a more accelerated write off than the straight line. Under this method, annual depreciation is determined by multiplying the depreciation cost by a schedule of fractions.

**Depreciation Formula:**  $\text{Asset Cost} - \text{Residual Value} / (\text{Useful Year} / \text{Sum-Year-Digit})$

To determine the year's digit, the useful life, which is 5 years, and then we calculate the sum of the digits:  $5+4+3+2+1 = 15$

Depreciation Cost = Asset Cost – Residual Value = 100,000 – 10,000 = 90,000

<b>Year</b>	<b>Book value at Beginning-Year</b>	<b>Depreciation Expense</b>	<b>Accumulated Depreciation</b>	<b>Book value at Year-End</b>
<b>2020 (5)</b>	100,000	$90,000 * 5/15 = 30,000$	30,000	70,000
<b>2021 (4)</b>	70,000	$90,000 * 4/15 = 24,000$	54,000	46,000
<b>2022 (3)</b>	46,000	$90,000 * 3/15 = 18,000$	72,000	28,000
<b>2023 (2)</b>	28,000	$90,000 * 2/15 = 12,000$	84,000	16,000
<b>2024 (1)</b>	16,000	$90,000 * 1/15 = 6,000$	90,000	10,000 *

\* Residual value \$ 10,000



## **Double Declining**

Double Declining Balance is an accelerated depreciation method that counts as an expense more rapidly when compared to straight-line depreciation that uses the same amount of depreciation each year over an asset's useful life, it depreciates the asset twice as quickly. Under this method, the annual depreciation is multiplied by a fixed rate. The most common rate used is double the straight-line rate, for this reason, this method is referred to as double-declining-balance method.

To determine the depreciation rate, since the asset has 5 years of useful life, the straight-line depreciation rate equals 20% per year (100%/5). With the method double declining balance, as the name suggests, double that rate, which equals 40% depreciation rate.

**Depreciation Formula:** Depreciation Rate x Book Value at Beginning-Year

Book Value = Cost – Accumulated Depreciation

<b>Year</b>	<b>Book value at Beginning-Year</b>	<b>Depreciation Expense</b>	<b>Accumulated Depreciation</b>	<b>Book value at Year-End</b>
<b>2020 (1)</b>	100,000	100,000 * 0.40 = 40,000	40,000	60,000
<b>2021 (2)</b>	60,000	60,000 * 0.40 = 24,000	64,000	36,000
<b>2022 (3)</b>	36,000	36,000 * 0.40 = 14,400	78,400	21,600
<b>2023 (4)</b>	21,600	21,600 * 0.40 = 8,640	87,040	12,960
<b>2024 (5)</b>	12,960	90,000–87,040 = 2,960	90,000	10,000 *

\* Residual value \$ 10,000

The Book Value of the asset depreciated will never be brought below the Residual Value, regardless of the method used. The process continues until we reach the Residual Value or the end of the asset's life.

The depreciation stops when accumulated depreciation reaches depreciation base.

Depreciation base = Cost – Residual Value = 100,000 – 10,000 = 90,000

Last year calculation (5): 12,960 x 0.40 = 5,184

This amount of 5,184 if added to Accumulated Depreciation will go over the Depreciation base of 90,000. In this case, we deduct the Depreciation base from the Accumulated Depreciation and we get an amount of 2,960.

## **Equipment Log Book**

With **Zeta Pro™**, you can easily track your equipment usage per job in an efficient manner.

To work with this function, select **Equipment Log Book** from the **Transactions** menu or click on **Create and Maintain Equipment Log Book icon**.

To help you with the data, the system will display the **Log Book Search window** with the following searchable fields to help in the process.

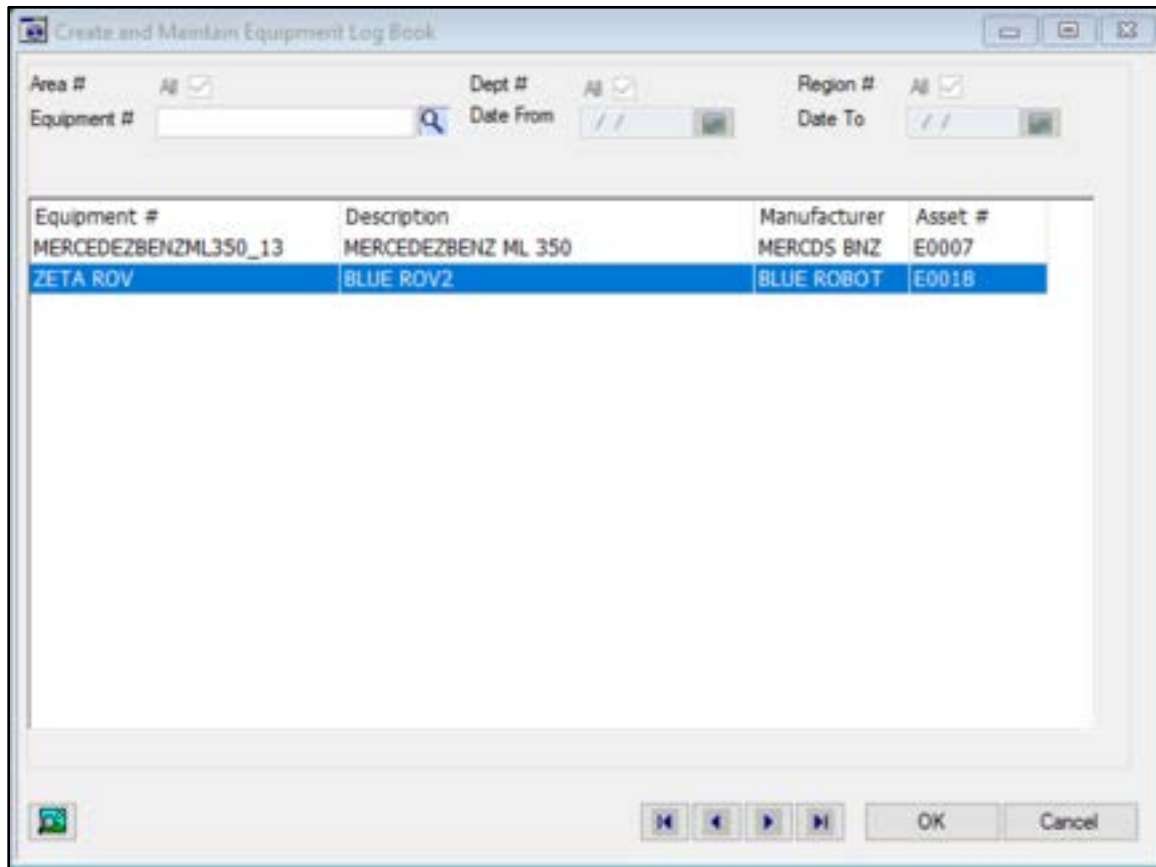
- **Area** – allows you to select the entire area or just one. If you clear the check, a field will be shown where you can enter (or search) the area you want to process.
- **Department** – allows you to select the entire department or just one. If you clear the check, a field will be shown where you can enter (or search) the department you want to process.
- **Region** – allows you to select the entire region or just one. If you clear the check, a field will be shown where you can enter (or search) the region you want to process.
- **Equipment #** - allows you to select all the equipment or just one.
- **Date From** – allows you to select a date (create date) with a calendar popup icon
- **Date To** – allows you to select a date (create date) with a calendar popup icon

The screenshot shows a search window titled "Create and Maintain Equipment Log Book". The window contains the following fields and controls:

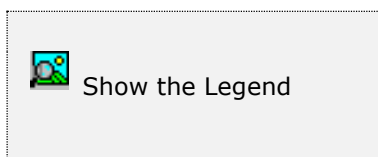
- Area #**: A checkbox labeled "All" is checked.
- Equipment #**: A text input field with a magnifying glass search icon to its right.
- Dept #**: A checkbox labeled "All" is checked.
- Date From**: A date input field containing two slashes "//" and a calendar icon to its right.
- Region #**: A checkbox labeled "All" is checked.
- Date To**: A date input field containing two slashes "//" and a calendar icon to its right.
- At the bottom right, there are two buttons: **OK** and **Cancel**.

The system will display the search window with the **OK** and **Cancel** buttons. Click **OK** to proceed or click **Cancel** to abort and return to the selection option.

The user can combine any criteria, and only those fields entered by the user become part of the query. If no searchable field entered and by clicking the **OK** button, the system will display the search result with all the log books.



The user can select the tool by **Double-clicking** on the selected logbook or by selecting the logbook and clicking the **OK** button.

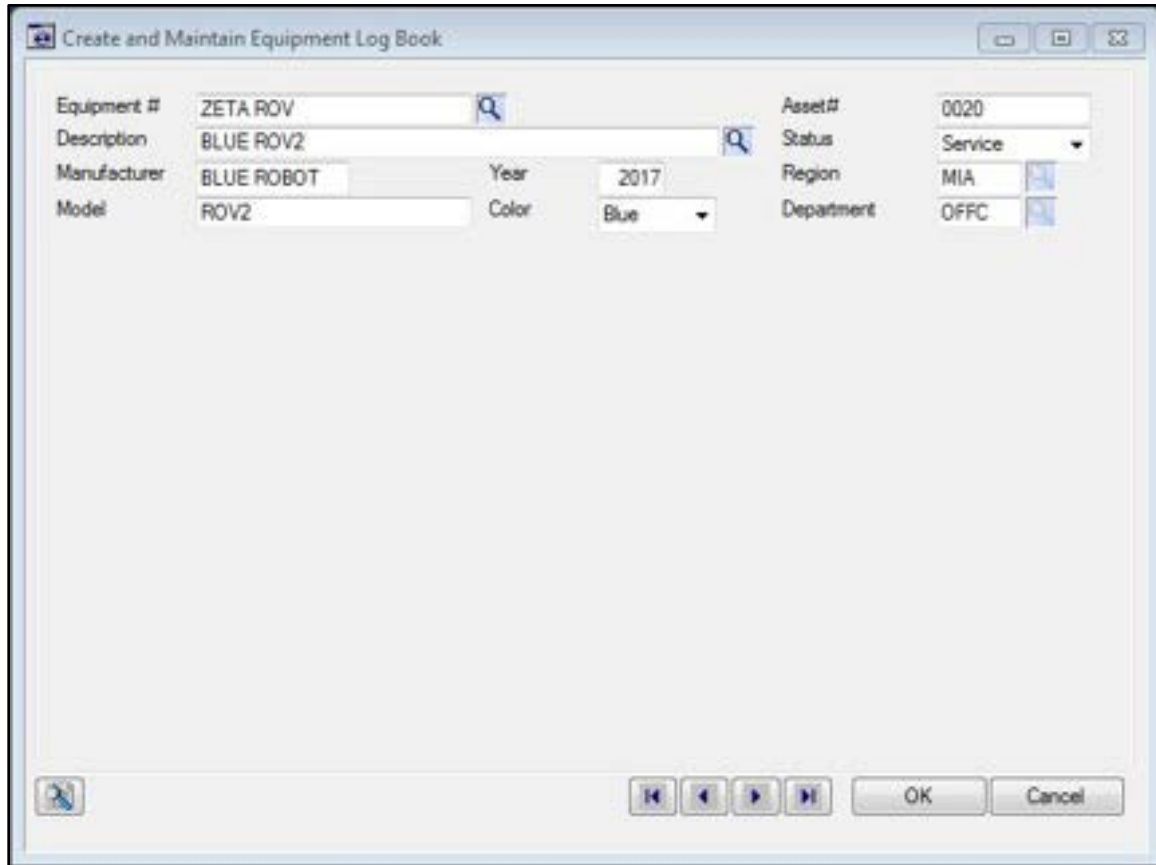


At the bottom of the Search window, you will find a set of icons that will show available functions.

The **Browser Legend** will display different colors depending of the status:

- Retired** – the equipment has been retired, color is **Red**
- Damage** – the equipment is damage, color is **Yellow**
- In Service** – the equipment is in service, color is **White**
- Selected** - the equipment selected, color is **Dark Blue**

After selecting the equipment, the system will display the following window.



Equipment #	ZETA ROV	Asset#	0020
Description	BLUE ROV2	Status	Service
Manufacturer	BLUE ROBOT	Year	2017
Model	ROV2	Region	MIA
	Color	Department	OFFC

### **Searching for Equipment**

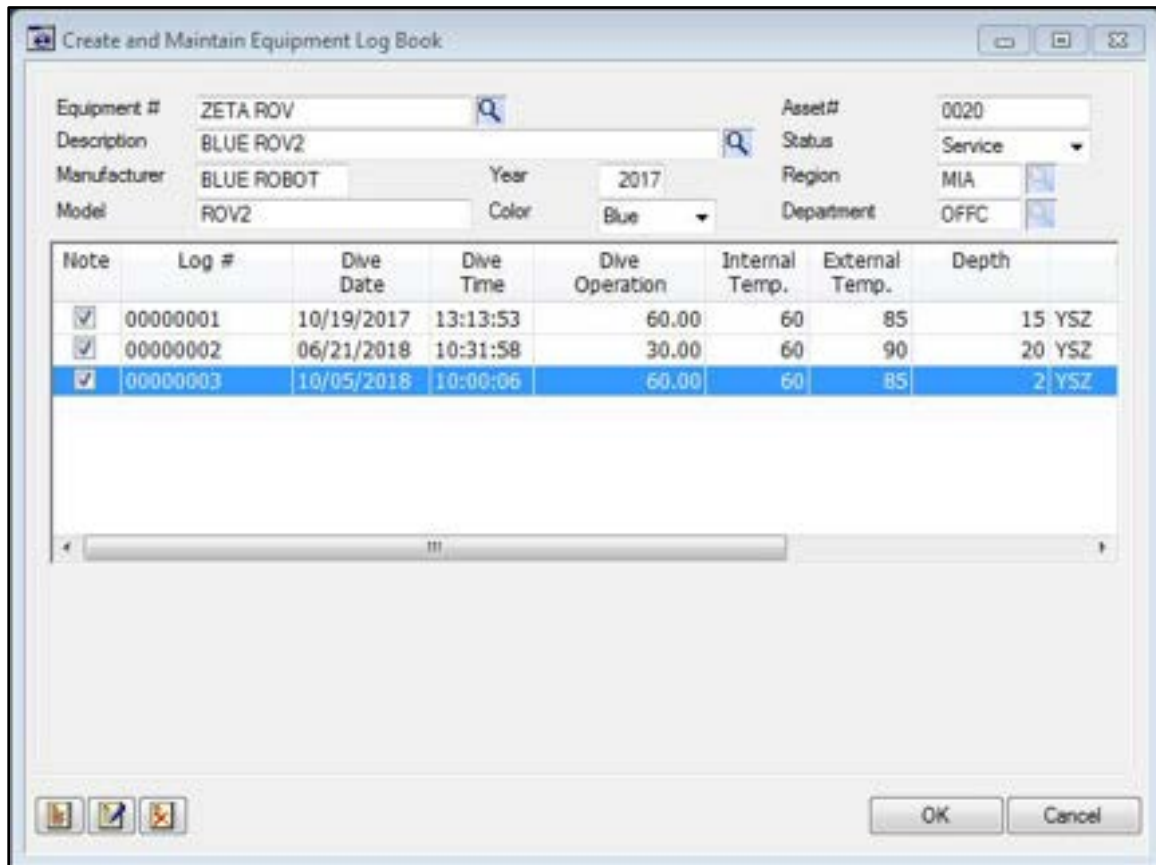
To search for specific equipment you can start the search window by

- Click on the search icon on the bottom of the window, or
- Click the **F1** key on the keyboard

Alternatively, you can navigate through the equipment records, without displaying a search window, by means of the bottom movement icons.

Locate the record by means of the arrow keys [↑↓] and click **OK** to select it. To return without making a selection click **Cancel**.

The window will show the following window of history logbook data, if available.



Note	Log #	Dive Date	Dive Time	Dive Operation	Internal Temp.	External Temp.	Depth
<input checked="" type="checkbox"/>	00000001	10/19/2017	13:13:53	60.00	60	85	15 YSZ
<input checked="" type="checkbox"/>	00000002	06/21/2018	10:31:58	30.00	60	90	20 YSZ
<input checked="" type="checkbox"/>	00000003	10/05/2018	10:00:06	60.00	60	85	2 YSZ

### **Creating a new Equipment Log**

To create new equipment Log you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Now you can fill the equipment log data, refer to the descriptions and guidelines above for the different fields.

To save the new data click **OK** or click **Cancel** to discard it.

Create and Maintain Equipment Log Book

Equipment # ZETA ROV Asset# 0020  
 Description BLUE ROV2 Status Service  
 Manufacturer BLUE ROBOT Year 2017 Region MIA  
 Model ROV2 Color Blue Department OFFC

Note	Log #	Dive Date	Dive Time	Dive Operation	Internal Temp.	External Temp.	Depth
<input checked="" type="checkbox"/>	00000001	10/19/2017	13:13:53	60.00	60	85	15 YSZ
<input checked="" type="checkbox"/>	00000002	06/21/2018	10:31:58	30.00	60	90	20 YSZ
<input checked="" type="checkbox"/>	00000003	10/05/2018	10:00:00	60.00	60	85	15 YSZ

Date 01/14/2019 Time 2:41:04 PM LATITUDE 00° 00' 00" 0' N LONGITUDE 00° 00' 00" 0' W

Int Temp 0 Ext Temp 0 Depth 0 Operation 0.00 Pilot In Command Observer Client #

OK Cancel

The following fields will be available:

- Log #** – system assigns an automatic number (not available).
- Trip/Dive/Flight Date** – enter or select from calendar the log date, depending on the equipment usage (Land/Water/Air) the naming will change.
- Trip/Dive/Flight Time** – enter or select the start time for the log data, depending on the equipment usage (Land/Water/Air) the naming will change.
- Trip/Dive/Flight Operation Time** – enter the operation time, depending on the equipment usage (Land/Water/Air) the naming will change.
- Internal Temperature** – enter the internal temperature.
- External Temperature** – enter the external temperature.
- Depth/Altitude** – enter the max depth reach or the altitude reading, depending on the equipment usage (Water/Land-Air) the naming will change
- Latitude** – enter Latitude reading in Degrees, Minutes, Seconds and Heading
- Longitude** – enter Longitude reading in Degrees, Minutes, Seconds and Heading

- j. **Pilot in Command (PIC)** - is the code for the Pilot assigned to the job. Click on the search icon to the right of the field to select from the list of the resource table. The **Show in Log** flag must be marked at the resource level to show in the Lookup list.
- k. **Observer** – is the code for the Observer assigned to the job. Click on the search icon to the right of the field to select from the list of the resource table. The **Show in Log** flag must be marked at the resource level to show in the Lookup list.
- l. **Client** – is the code for the client assigned to the usage of job. Click on the search icon to the right of the field to select from the list of the client table.

### **Modifying an Equipment Log**

To edit an existing equipment Log after selecting it, then:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

Move to the appropriate field and change the rest of the data, refer to the descriptions and guidelines above for the different fields.

Click **OK** to accept and save the new data or **Cancel** to retain the original.

### **Deleting an Equipment Log**

To delete an existing equipment log after selecting it, then:

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or **No** to keep it.

### **Adding an Equipment Log Note**

By **Double-clicking** on the selected detail line, the system displays a Detail Note window, where the user can enter notes for that specific line. If notes are attached to line, the system will create a check mark at the **Note** column as a reminder indicating that notes are attached.

# Assets – Maintenance

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## Classification and auxiliary data

As important as it is to have your information ready available, the way you see it can determine how good your decisions are. Because of this, **Zeta Pro™** offers the ability to order your fixed assets in several different ways.

You can assign a **Region**, a **Department**, an **Area**, a **Resource Role**, a **Consumption Unit** and a **Repair Failure** to your assets or equipment when you are defining them. Preparing and defining them in advance can speed up your assets definition process. In addition, you can change them later without affecting you data, just the way you sort your reports.

To access each data classification select the classification mentioned above, in this case will select **Region**, from the **Assets** submenu in the **Create Data** option from the **Settings** menu

You need to define at least one record for each of the classification types, but you need only to fill completely those that can help you with the manipulation of the information.

The following topics cover the maintenance for the classification and auxiliary data; we will include the **Search window** for **Region** only, to reduce duplication. They behave the same way for all the other options.

The lookup name at the **Search window** will change for all other options, instead of **Region #** will say Department # and so on.



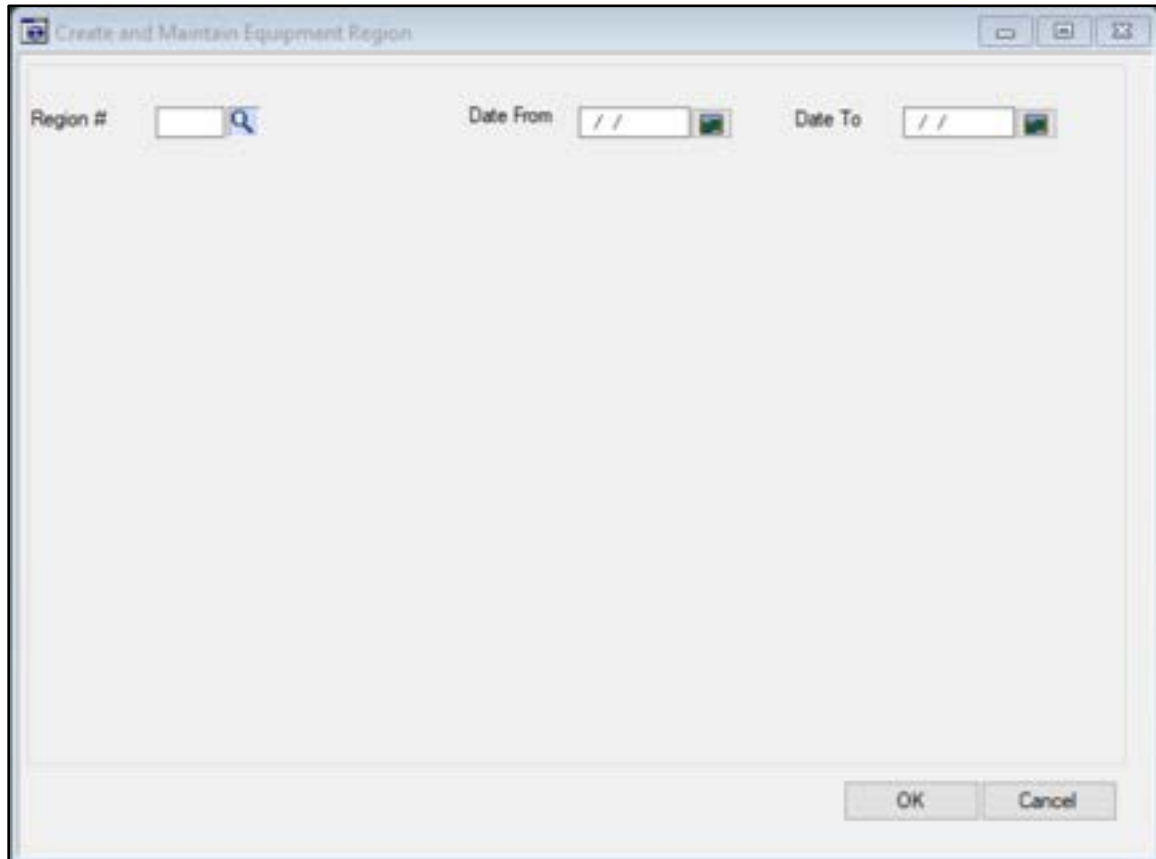
## **Region**

To help you classify your assets, **Zeta Pro™** allows you to define almost an unlimited quantity of regions. For example, you can classify your assets according to the different region you have them. It is up to you to define the meaning and the context where these regions are used. At least you should define one region.

To work with this function, select **Region** from the **Assets** submenu in the **Create Data** option of the **Settings** menu.

To help you with the data, the system will display the **Search window** with the following searchable fields to help in the process.

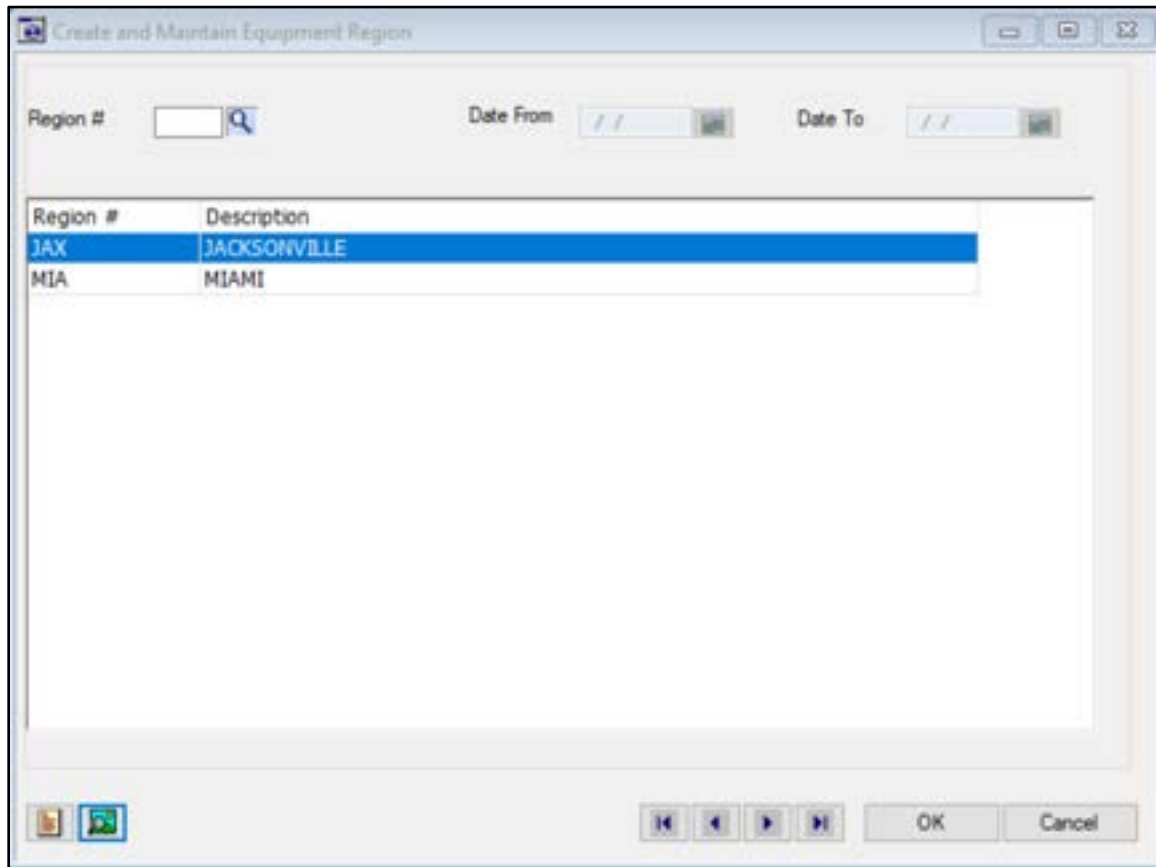
- **Region #** - allows you to select the entire region or just one.
- **Date From** - allows you to select a date (create date) with a calendar popup icon
- **Date To** - allows you to select a date (create date) with a calendar popup icon



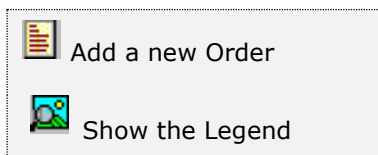
The screenshot shows a search window titled "Create and Maintain Equipment Region". The window has a standard Windows-style title bar with minimize, maximize, and close buttons. The main area contains three search criteria: "Region #" with a text input field and a magnifying glass icon; "Date From" with a date input field (showing "/ /") and a calendar icon; and "Date To" with a date input field (showing "/ /") and a calendar icon. At the bottom right of the window, there are two buttons: "OK" and "Cancel".

The system will display the search window with the **OK** and **Cancel** buttons. Click **OK** to proceed or click **Cancel** to abort and return to the selection option.

The user can combine any criteria, and only those fields entered by the user become part of the query. If no searchable field entered and by clicking the **OK** button, the system will display the search result with all the data classification.



The user can select the region by **Double-clicking** on the selected region or by selecting the region and clicking the **OK** button.



At the bottom of the Search window, you will find a set of icons that will show available functions.

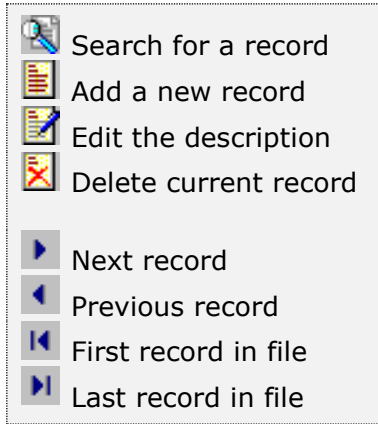
The user from this window can also add a new region by clicking the **Add icon** to start a new region.

The **Browser Legend** will display different colors depending of the status:

**Active** – the region color is **White**

**Selected** – the region selected, color is **Dark Blue**

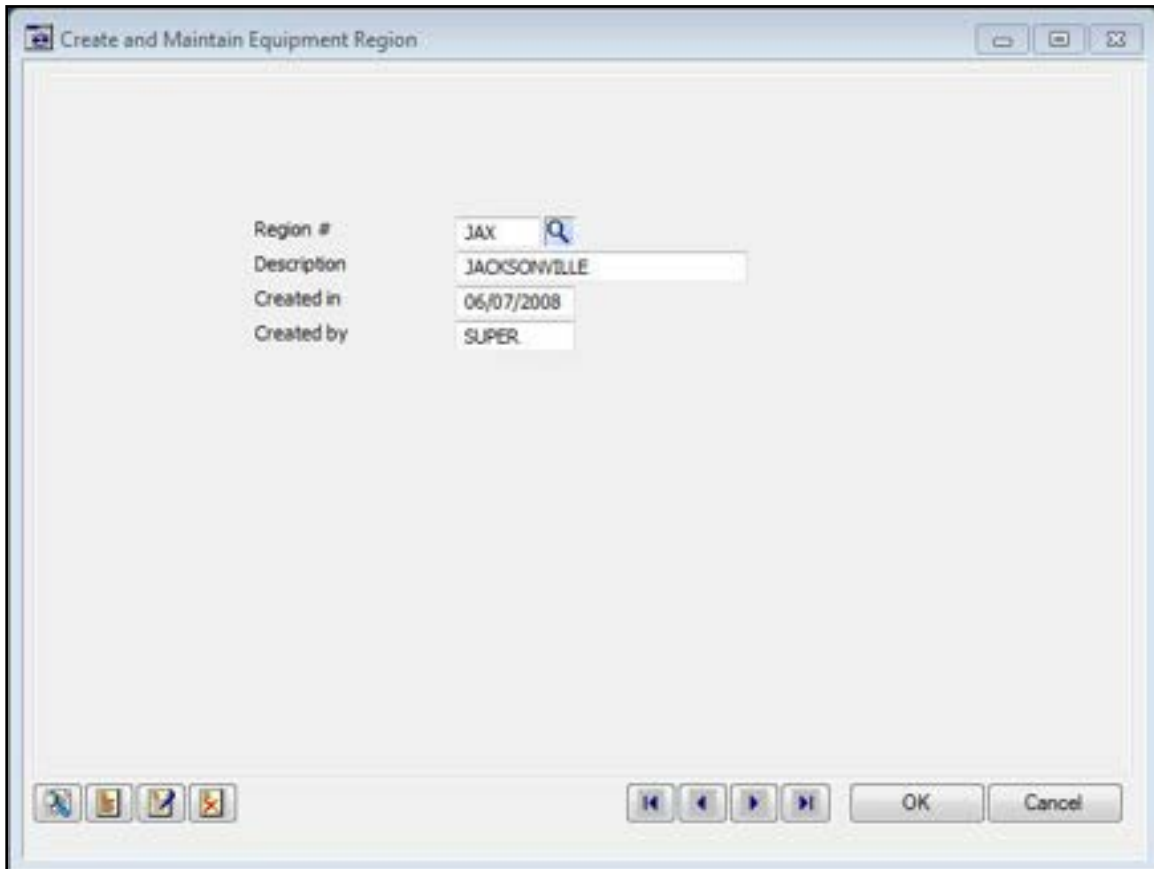
After selecting the region, the system will display the following window; at the bottom, you will find a set of icons that will show the available functions.



When working in these windows you will have, several options accessible through the bottom line of buttons (see the icon list at left for a summary). Several of these functions have keyboard access. All possible options are explained in detail in each topic.

The following fields will be available:

- **Region** – is the equipment location unique identification, up to four characters
- **Description** – is the description for the location
- **Created in** - is the record creation date, updated by the system
- **Created by** – is the user that created the record, updated by the system



### **Searching for a Region**

To search for a specific region you can:

- Click on the search icon on the bottom of the window, or
- Click the **F1** key on the keyboard

Navigate through the defined records, by means of the bottom record movement icons.

Locate the record by means of the arrow keys [**↑↓**] and click **OK** to select it. To return without making a selection click **Cancel**.

### **Adding a Region**

To create a new region you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Fill in the appropriate data and click **OK** to save the new record or click **Cancel** to discard it.

### **Editing a Region**

To edit a region data, first select it, then:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

Change the appropriate fields and click **OK** to save the new data or click **Cancel** to retain the original and discard your changes.

### **Deleting a Region**

To delete a region data, first select it, then:

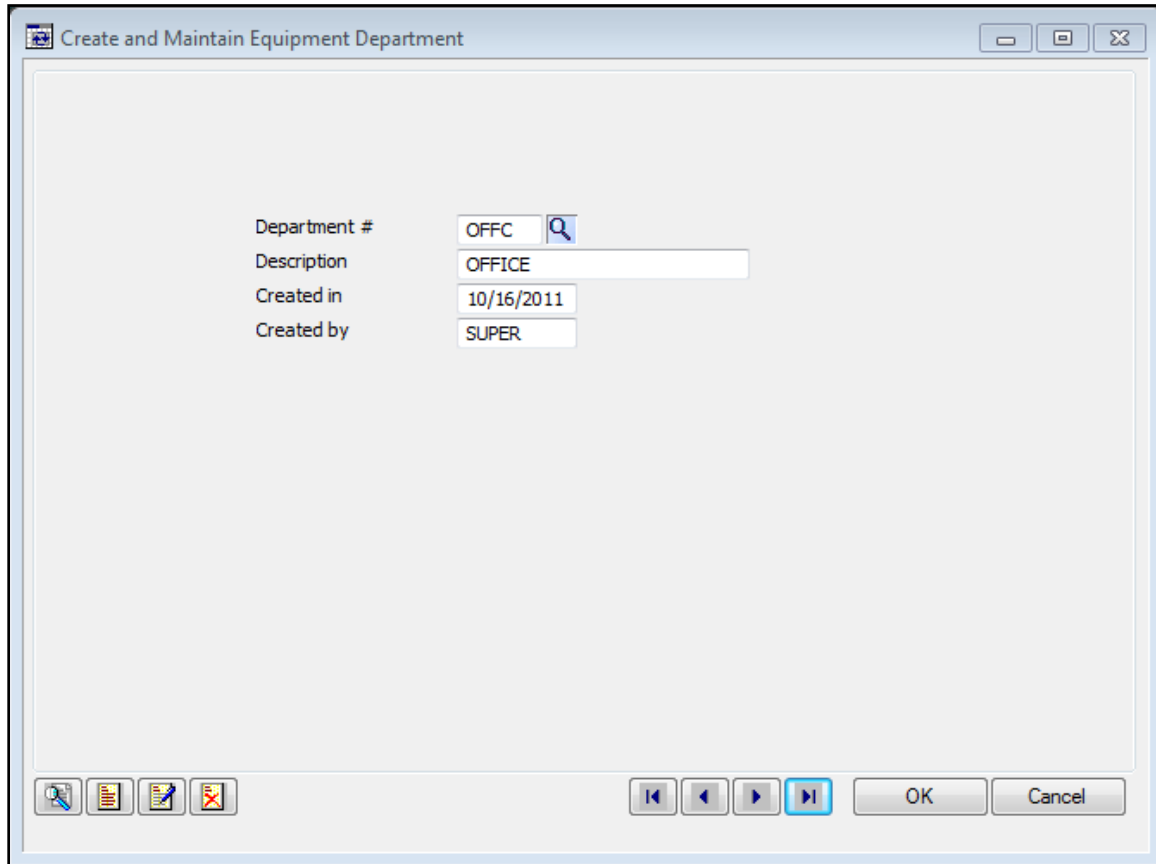
- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or **No** to keep it.

## Department

You can define as many departments as you need with **Zeta Pro™**. At least define one department in the system.

To work with this function, select **Department** from the **Assets** submenu in the **Create Data** option of the **Settings** menu.



The screenshot shows a window titled "Create and Maintain Equipment Department". It contains the following fields:

Department #	OFFC
Description	OFFICE
Created in	10/16/2011
Created by	SUPER

At the bottom of the window, there are navigation buttons (back, forward, etc.) and "OK" and "Cancel" buttons.

To help you classify your assets, **Zeta Pro™** allows you to define almost an unlimited quantity of departments. For example, you can classify your assets according to the different departments you have them. It is up to you to define the meaning and the context where these departments are used.

The following fields will be available:

- **Department** – is the equipment department unique identification, up to four characters
- **Description** – is the description for the department
- **Created in** – is the record creation date, updated by the system.
- **Created by** – is the user that created the record, updated by the system

### **Searching for a Department**

To search for a specific department you can:

- Click on the search icon on the bottom of the window, or
- Click the **F1** key on the keyboard

Alternatively, you can navigate through the defined records, by means of the bottom record movement icons.

Locate the record by means of the arrow keys [↑↓] and click **OK** to select it. To return without making a selection click **Cancel**.

### **Adding a Department**

To create a new department you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Fill in the appropriate data and click **OK** to save the new record or click **Cancel** to discard it.

### **Editing a Department**

To edit a department data, first select it, then:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

Change the appropriate fields and click **OK** to save the new data or click **Cancel** to retain the original and discard your changes.

### **Deleting a Department**

To delete a department data, first select it, then:

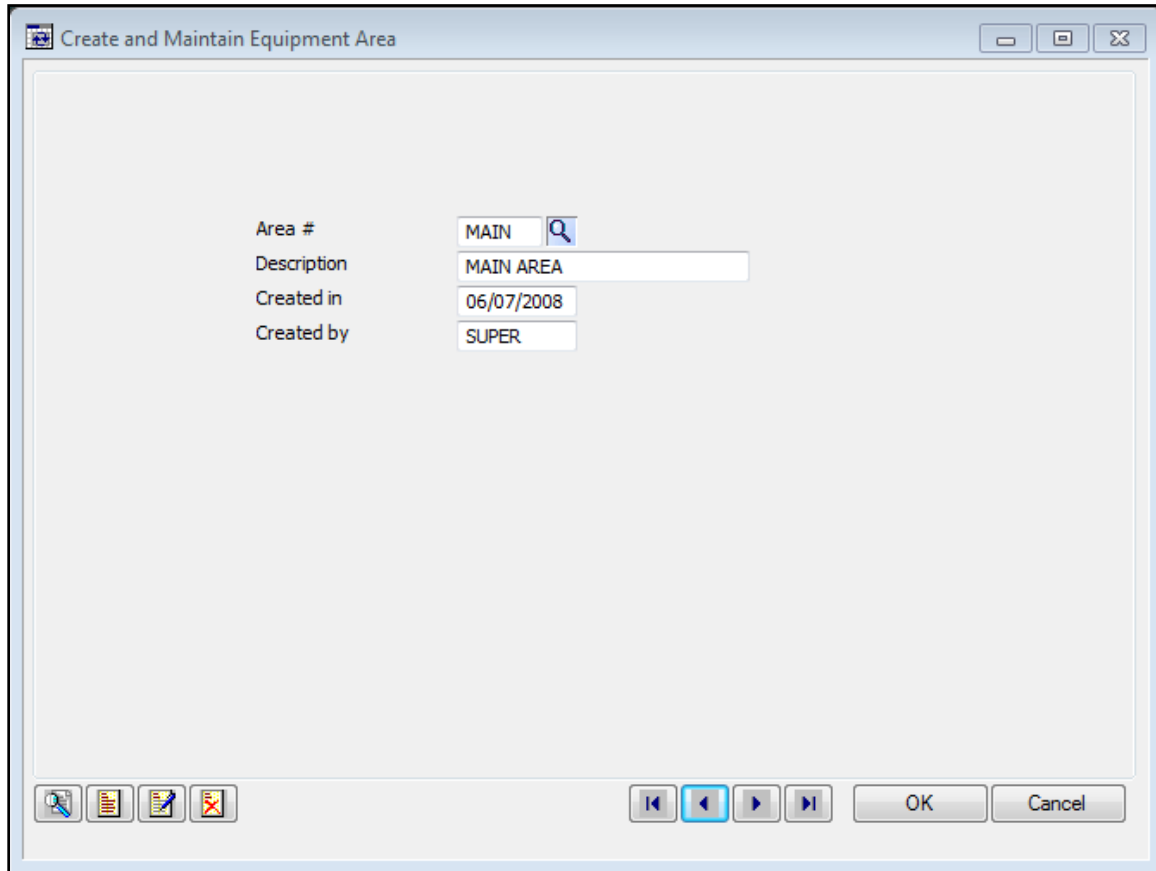
- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or **No** to keep it.

## Area

You can define as many areas as you need with **Zeta Pro™**. At least define one area in the system.

To work with this function, select **Area** from the **Assets** submenu in the **Create Data** option of the **Settings** menu.



Area #	MAIN
Description	MAIN AREA
Created in	06/07/2008
Created by	SUPER

To help you classify your assets, **Zeta Pro™** allows you to define almost an unlimited quantity of areas. For example, you can classify your assets according to the different areas you have them. It is up to you to define the meaning and the context where these areas are used.

The following fields will be available:

- **Area** – is the equipment area unique identification, up to four characters
- **Description** – is the description for the area
- **Created in** – is the record creation dated, updated by the system
- **Created by** – is the user that created the record, updated by the system

### **Searching for an Area**

To search for a specific area you can:

- Click on the search icon on the bottom of the window,
- Click the **F1** key on the keyboard

Navigate through the defined records, by means of the bottom record movement icons.

Locate the record by means of the arrow keys [↑↓] and click **OK** to select it. To return without making a selection click **Cancel**.

### **Adding an Area**

To create a new area you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Fill in the appropriate data and click **OK** to save the new record or click **Cancel** to discard it.

### **Editing an Area**

To edit a area data, first select it, then:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

Change the appropriate fields and click **OK** to save the new data or click **Cancel** to retain the original and discard your changes.

### **Deleting an Area**

To delete an area data, first select it, then:

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

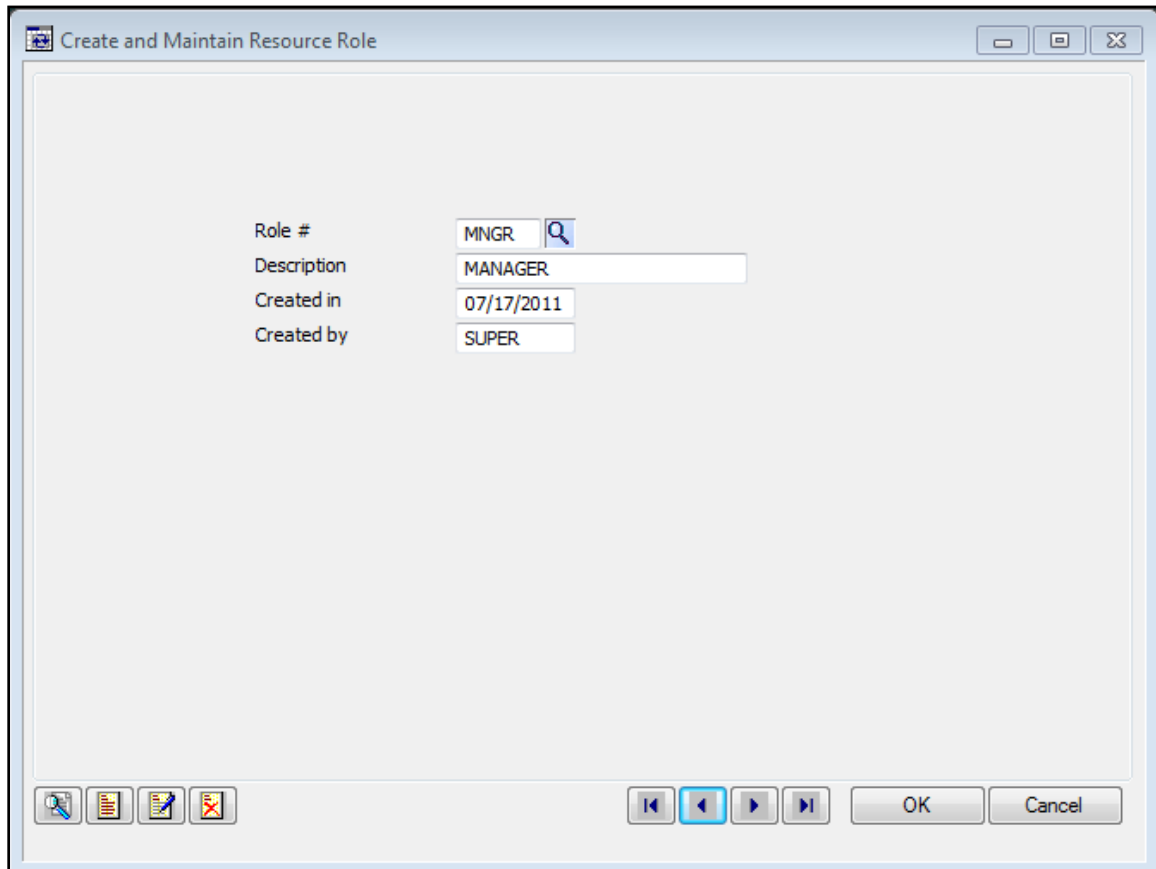
A confirmation window will appear, Click **Yes** to delete the record or **No** to keep it.



## **Resource Role**

You can define as many Resource Role as you need with **Zeta Pro™**, at least define one role in the system. Roles are the actions and activities assigned to, or required, or expected of a person in an organization. It is the perception of the position.

To work with this function, select **Resource Role** from the **Assets** submenu in the **Create Data** option of the **Settings** menu.



The screenshot shows a window titled "Create and Maintain Resource Role". It contains the following fields:

Role #	MNGR
Description	MANAGER
Created in	07/17/2011
Created by	SUPER

At the bottom of the window, there are navigation buttons (back, forward, search, etc.) and "OK" and "Cancel" buttons.

To help you classify your resources in the Assets module, **Zeta Pro™** allows you to define almost an unlimited quantity of resource roles. For example, you can classify your resources according to the different roles they will work on. It is up to you to define the meaning and the context where these roles are used.

The following fields will be available:

- **Role #** - is the resource role unique identification, up to four characters
- **Description** - is the description for the role
- **Created in** - is the record creation date, updated by the system
- **Created by** - is the user that created the record, updated by the system

### **Searching for a Resource Role**

To search for a specific Resource Role you can:

- Click on the search icon on the bottom of the window, or
- Click the **F1** key on the keyboard

Navigate through the defined records, by means of the bottom record movement icons.

Locate the record by means of the arrow keys [↑↓] and click **OK** to select it. To return without making a selection click **Cancel**.

### **Adding a Resource Role**

To create a new Resource Role you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Fill in the appropriate data and click **OK** to save the new record or click **Cancel** to discard it.

### **Editing a Resource Role**

To edit a Resource Role data, first select it, then:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

Change the appropriate fields and click **OK** to save the new data or click **Cancel** to retain the original and discard your changes.

### **Deleting a Resource Role**

To delete a Resource Role data, first select it, then:

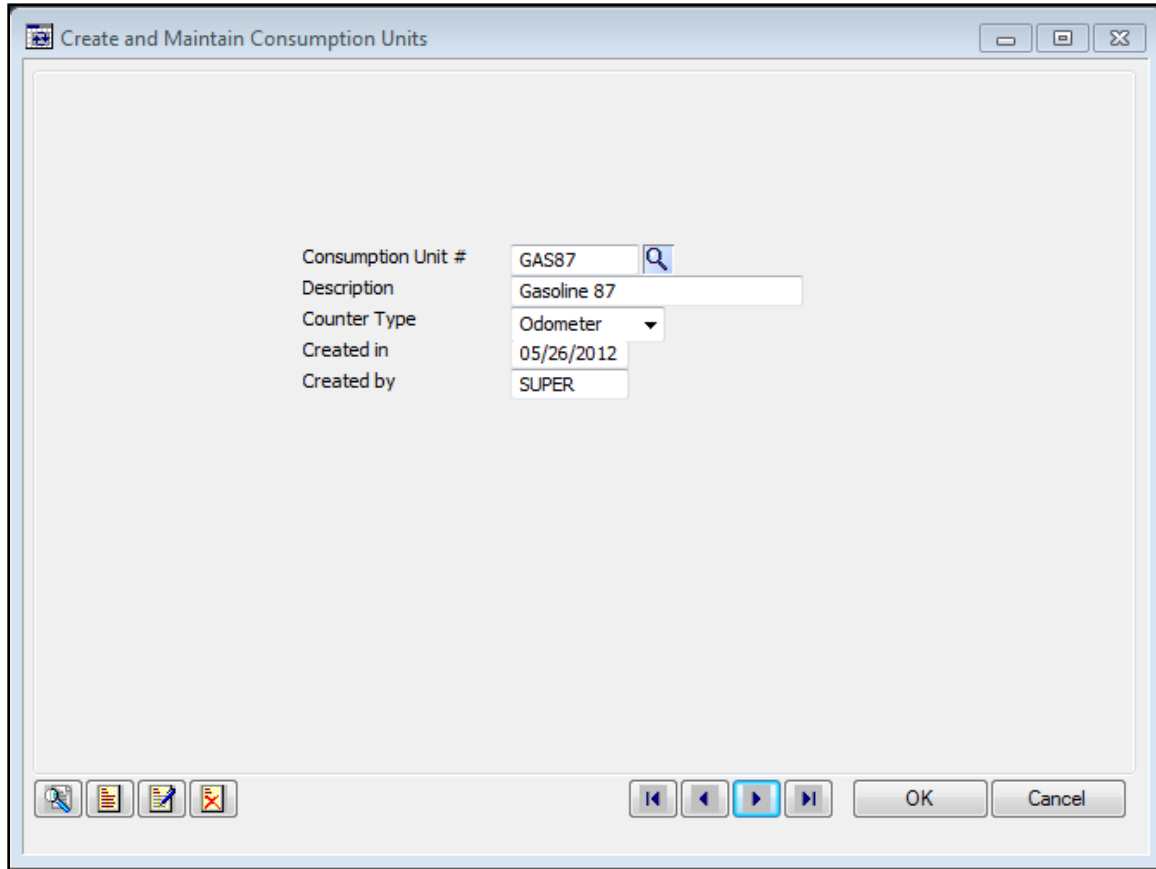
- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or **No** to keep it.

## Consumption Units

You can define as many Consumption units as you need with **Zeta Pro™**. At least define one unit in the system.

To work with this function, select **Consumption Units** from the **Assets** submenu in the **Create Data** option of the **Settings** menu.



The screenshot shows a dialog box titled "Create and Maintain Consumption Units". It contains the following fields:

Consumption Unit #	GAS87
Description	Gasoline 87
Counter Type	Odometer
Created in	05/26/2012
Created by	SUPER

At the bottom of the dialog, there are navigation buttons (back, forward, search, etc.) and "OK" and "Cancel" buttons.

To help you classify your assets in the Assets module, **Zeta Pro™** allows you to define almost an unlimited quantity of consumption units, which will be based on the Primary Counter Type. For example, you can classify your consumption units according to the different Counter Types you will be working on. It is up to you to define the meaning and the context where the Consumption Units are used.

The following fields will be available:

- **Unit ID** – is the unit unique identification, up to eight characters
- **Description** – is the description for the unit
- **Counter Type** – is the asset primary counter, select one from the following:
  1. **Odometer**
  2. **Hour-meter**
  3. **Hubo-meter**

4. **Fuel-meter**
5. **Oil-meter**
6. **Time based**

- **Created in** – is the record creation date, updated by the system
- **Created by** – is the user that created the record, updated by the system

### **Searching for a Consumption Unit**

To search for a specific Consumption Unit you can:

- Click on the search icon on the bottom of the window, or
- Click the **F1** key on the keyboard

Navigate through the records, by the bottom record movement icons.

Locate the needed record by means of the arrow keys [↑↓] and click **OK** to select it. To return without making a selection click **Cancel**.

### **Adding a Consumption Unit**

To create a new Consumption Unit you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Fill in the appropriate data and click **OK** to save the new record or click **Cancel** to discard it.

### **Editing a Consumption Unit**

To edit a Consumption Unit data, first select it, then:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

Change the appropriate fields and click **OK** to save the new data or click **Cancel** to retain the original and discard your changes.

### **Deleting a Consumption Unit**

To delete a Consumption Unit data, first select it, then:

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or **No** to keep it.

## Repair Failures

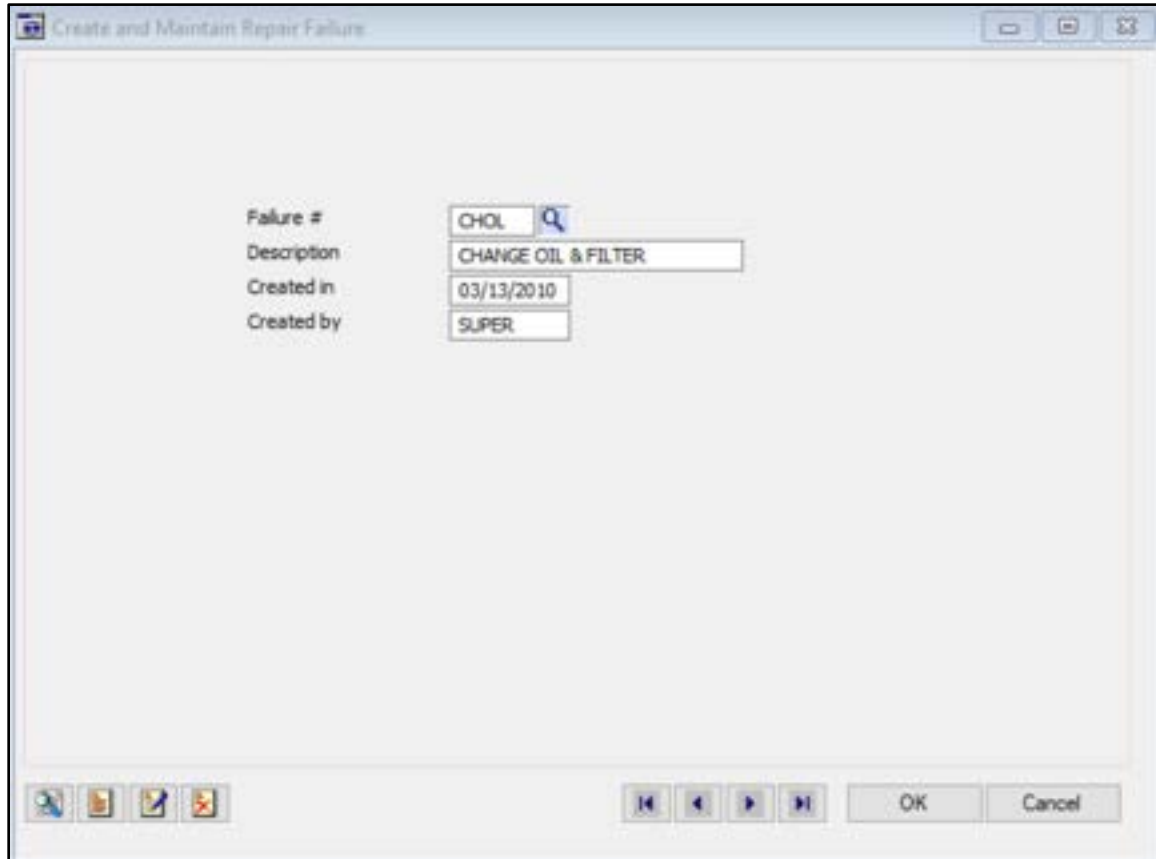
In **Zeta Pro™**, you can pre-define repair failure descriptions to help describe the most common reasons for merchandise return under warranty or for repair.

The repair failure is at the Work Order header; click on **More Work Order options** button and at the Work Order detail.

To work with this function, select **Repair Failure** from the **Assets** submenu in the **Create Data** option of the **Settings** menu.

The following fields will be available:

- **Failure** – is the repair failure unique identification, up to four characters
- **Description** – is the description for the repair failure, up to 25 characters
- **Created in** – is the date when the record was created, updated by the system
- **Created by** – is the user that created the record, updated by the system



Failure #	CHOL
Description	CHANGE OIL & FILTER
Created in	03/13/2010
Created by	SUPER

**Sample Repair Failure provided with new business setup**

### **Searching for a Repair Failure**

To search for a specific repair failure you can:

- Click on the search icon on the bottom of the window,
- Click the **F1** key on the keyboard

Navigate through the defined records, by means of the bottom movement icons.

Locate the needed record by means of the arrow keys [↑↓] and click **OK** to select it. To return without making a selection click **Cancel**.

### **Adding a Repair Failure**

To create a new repair failure you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Fill in the appropriate data and click **OK** to save the new record or click **Cancel** to discard it.

### **Editing a Repair Failure**

To edit a repair failure data, first select it, then:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

Change the appropriate fields and click **OK** to save the new data or click **Cancel** to retain the original and discard your changes.

### **Deleting a Repair Failure**

To delete a repair failure data, first select it, then:

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or **No** to keep it.

## **Inventory Data**

**Zeta Pro™** Assets module allows you to access and maintain your inventory data without the need to go into a separate module. This feature will save you time and effort.

The main maintenance tasks you can carry on from within the Assets module pertaining to your Inventory module. For a full explanation about all the processes, functions and other inventory related tasks, refer to the [Inventory item data](#) in **Sales module**.

**Zeta Pro™** Assets module will be using the **Inventory Classification** functions, you should pre-define a **Line, Group, Class, Subclass, Category, Parts, Location, Unit of Measure, Item Code and Adjustment Reason**, refer to the [Inventory Data Classification](#) in **Sales**.

To access these functions, select the **Settings menu** then the submenu **Create Data** and finally the **Inventory** option to start the maintenance window for each option.

**Zeta Pro™** Assets module uses the **Work Order** functions; you should pre-define a **Task, Procedures and Schedules** at the **Maintenance** section.

To work with these functions, select the **Settings** menu then the submenu **Create Data** and finally the **Assets** option to start the maintenance window for each option.

## **Vendor Data**

**Zeta Pro™** Assets module allows you to access and maintain your vendor data without the need to go into a separate module. This feature will save you time and effort.

The main maintenance tasks you can carry on from within the Assets module pertaining to your Purchasing module. For a full explanation about all the processes, functions and other inventory related tasks, refer to the [Vendor data](#) at the **Purchasing module**

In **Zeta Pro™** Assets module, you are going to be using the **Vendor data** function you should pre-define a **Vendor Class** in [Vendor Classes](#) and **Payment Term** in [Payment Terms](#), refer to the **Purchasing**.

To work with these functions, select the **Settings menu** then the submenu **Create Data** and finally the **Vendor** option to start the maintenance window for each option.

## **Equipment Data**

The equipment data is where you have the information for the equipment and where you will be keeping track in your system. To make it easier to work with the high number of fields needed to store the data, the window has two pages or tabs: information, and settings.

To work with this function, select **Equipment** from the **Maintenance** menu or click on **Create and Maintain Equipment File icon**.

To help you with the data, the system will display the **Equipment Search window** with the following searchable fields to help in the process of selecting your equipment:

- **Area** – allows you to select the entire area or just one. If you clear the check, a field will be shown where you can enter (or search) the area you want to process.
- **Department** – allows you to select the entire department or just one. If you clear the check, a field will be shown where you can enter (or search) the department you want to process.
- **Region** – allows you to select the entire region or just one. If you clear the check, a field will be shown where you can enter (or search) the region you want to process.
- **Equipment #** - allows you to select all the equipment or just one.
- **Date From** – allows you to select a date (create date) with a calendar popup icon
- **Date To** – allows you to select a date (create date) with a calendar popup icon

The screenshot shows a software window titled "Create and Maintain Equipment File". The window contains several search criteria fields:

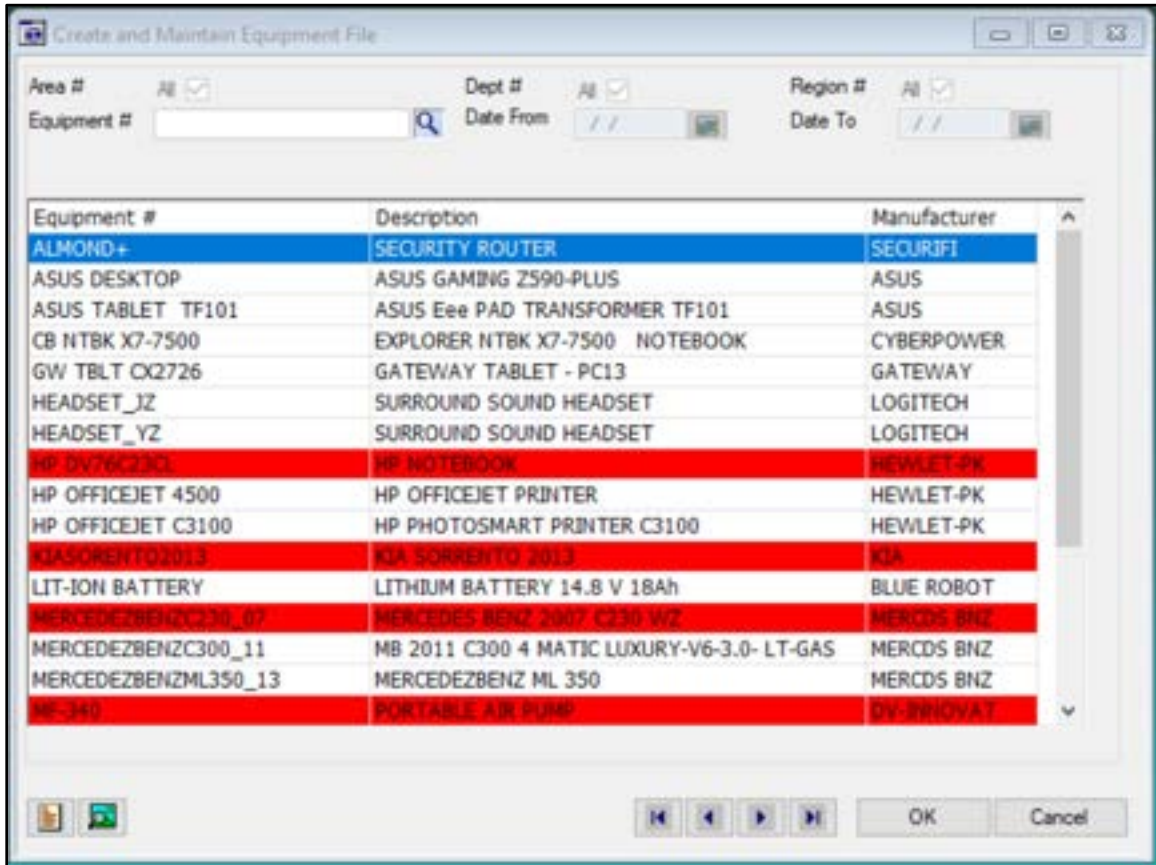
- Area #**: A dropdown menu set to "All" with a checkmark.
- Equipment #**: A text input field with a magnifying glass search icon to its right.
- Dept #**: A dropdown menu set to "All" with a checkmark.
- Date From**: A date input field containing " / /" and a calendar icon to its right.
- Region #**: A dropdown menu set to "All" with a checkmark.
- Date To**: A date input field containing " / /" and a calendar icon to its right.

At the bottom right of the window, there are two buttons: "OK" and "Cancel".

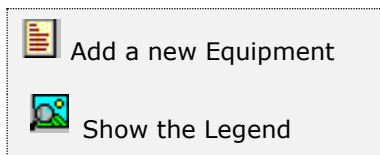


The system will display the search window with the **OK** and **Cancel** buttons. Click **OK** to proceed or click **Cancel** to abort and return to the selection option.

The user can combine any criteria, and only those fields entered by the user become part of the query. If no searchable field entered and by clicking the **OK** button, the system will display the search result with all the equipment.



The user can select the equipment by **Double-clicking** on the selected equipment or by selecting the equipment and clicking the **OK** button.



At the bottom of the Search window, you will find a set of icons that will show available functions.

The user from this window can also add a new equipment by clicking the **Add icon** to start a new equipment.

The **Browser Legend** will display different colors depending of the status:

**Retired** – the equipment color is **Red**

**Damaged** – the equipment color is **Yellow**

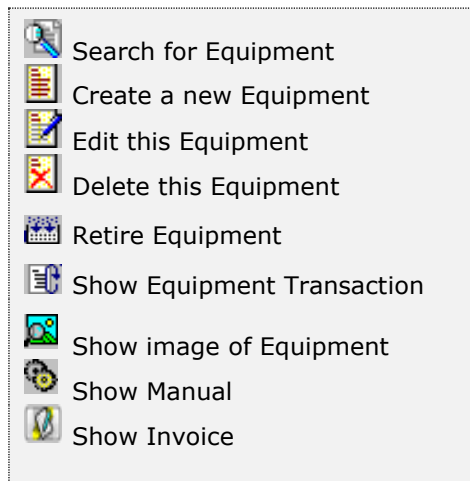
**In Service** – the equipment color is **White**

**Selected** – the equipment-selected color is **Dark Blue** (ALMOND+)

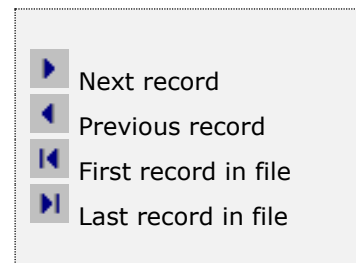
The user can select the equipment by **Double-clicking** on the selected equipment or by selecting the equipment and clicking the **OK** button

You can also navigate through the records by means of the navigation icons.

After selecting the equipment, the system will display the following window; at the bottom, you will find a set of icons that will show the available functions.



You can search, add, edit or delete records by means of the action icons. You can also navigate through the records by means of the navigation icons.

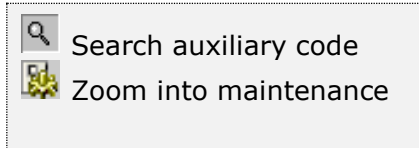


The **Equipment** page holds specific icons:

- **Search for Equipment** – to search for a specific equipment
- **Create a new Equipment** – to add or start a new equipment
- **Edit this Equipment** – to edit an existing equipment
- **Delete this Equipment** – to delete an existing equipment
- **Retire Equipment** – retires this equipment
- **Show Equipment Transaction** – to show the equipment transactions
- **Show image of Equipment** – to show the equipment picture
- **Show Manual** – to show the equipment manual in PDF format
- **Show Invoice** – to show the equipment invoice in PDF format

## **Auxiliary Data Fields**

Several of the data fields used requires that you enter a code previously defined in other places. Fields like group, class, location, and department are an example of these.



If you do not know the code of your data, you can click on the search icon located to the right of the field and get a lookup window where you can find your desired record. There will be times when you have not defined the appropriate record in

advance. To avoid forcing you to exit your current item definition and jump to another task to define what you are missing, this search window provides a **zoom** icon. Click on it and the corresponding maintenance window for the record type will appear, letting you create a new one if needed. When you are finished creating or modifying the auxiliary record, Click **OK** to return to your search window, with your new or modified record already selected on the list. Click **OK** once more and your new or modified record data will show in its corresponding field in the window.

## **Searching for an Equipment**

To search for specific equipment you can:

- Click on the search icon on the bottom of the window, or
- Click the **F1** key on the keyboard

Both of these methods will start a search on equipment number. If you want, you can start the search based on the description by clicking on the search icon to the right of the description field.

Navigate through the defined records, by means of the bottom movement icons.

Locate the record by means of the arrow keys [↑↓] and click **OK** to select it.

To return without making a selection click **Cancel**.

## **Adding an Equipment**

To create new equipment you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Now you can fill the equipment code and the rest of data in the different pages. Refer to the descriptions and guidelines for the different fields in "Equipment Data".

To save the new data click **OK** or click **Cancel** to discard it.

## **Editing an Equipment**

To edit equipment first select it, then:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

Move to the appropriate page and change the required data, refer to equipment data for a description and guidelines of the fields.

Click **OK** to accept and save the new data or click **Cancel** to retain the original.

### **Deleting an Equipment**

As a security measure, you can only delete equipment's record if it is inactive and does not have transactions in Work Orders, Schedules, Counter and Consumptions. To delete equipment first select it, then:

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or **No** to keep it

Instead of deleting equipment, Retire the Equipment through the corresponding process, this equipment will be held for future references and reports, however, it will not show in a Work Order or any other daily routines transactions.

### **Retiring an Equipment**

To retire this equipment, first select it, then:

- Click on the retire icon on the bottom of the window

A confirmation window will appear, click **Yes** to retire the tool or **No** to keep it.

The system will change the Status to **Retired** and will assigned the user and the date the tool is retired. The tool will be Inactive and disabled and no more transactions can be created in work orders or work accidents.

### **Showing Equipment Transaction**

To show the equipment transaction from work orders, the system will show a list of all transactions of the equipment with the following columns: Work Order #, Requestor, Date, Counter and Total amount of work order.

### **Showing Equipment Image**

To show the image of the equipment, if there is one associated with it. The system will show an image of the equipment when you have added the image file name at the image field.

### **Showing Equipment Manual**

To show the manual of the equipment in PDF format, if there is one associated with it. The system will show the manual of the equipment when you have added the manual file name at the manual field.

### **Showing Equipment Invoice**

To show the Invoice of the equipment in PDF format, if there is one associated with it. The system will show the invoice of the equipment when you have added the invoice file name at the invoice field.

## Information Equipment Page

The Information page contains the most relevant data for the equipment. Some data fields are informative only, while others are editable. Following is a list of the fields and their description (all fields are required and editable unless otherwise specified):

The screenshot shows the 'Create and Maintain Equipment File' window with the 'Information' tab selected. The form contains the following fields and values:

Field	Value
Equipment #	KIASORENTO2013
Description	KIA SORRENTO 2013
Manufacturer	KIA
Year	2013
Model	SORENTO LX FWD
Color	Silver
Serial #	5XYKT3A6XDG330913
Use on	Land
Group	AUTO
Class	WORK
Location	RPLOT
Incident: Open/Total	0 / 32
Last Service	05/24/2016
Reading	39676.00
Last Serv. Type	Corrective
Downtime-Days	6.00
Last Inspection	/ /
Avg. Effic.	17.586
Parent ID	
Custodian	RGZ ROXANA ZOUAIN
Supervisor	JFZ JOSE F. ZOUAIN
Parts	PTD: 0.00, YTD: 0.00, PYD: 0.00, ATD: 1513.32
Labor	PTD: 0.00, YTD: 0.00, PYD: 0.00, ATD: 30.00
Total	PTD: 0.00, YTD: 0.00, PYD: 0.00, ATD: 1543.32
Status	Retired
Primary Counter	Odometer
Consumption	GAS87
Region	MIA
Department	PATI
Area	GMIA
Max Meter	9999999.99
Current Meter	41305.00
Rollover Meter	0.00
Total Meter	41305.00
YTD Usage	42663.00
Retire by	SUPER
Retire Date	07/15/2017
Last Update by	SUPER
Last Update on	06/05/2022
Created by	SUPER
Created in	07/03/2012

- **Equipment #** - is the unique ID that identifies the equipment, up to twenty (20) alphanumeric characters. **Required**
- **Description** - it contains the description for the equipment, up to 54 characters. **Required**
- **Active** - indicates if the equipment is in **active** state. You can add equipment to work order and work accidents only if it has an **active** status. On the other hand, you can only delete an equipment that has an **inactive** status and/or no transactions
- **Manufacturer** - is the manufacturer for the equipment. **Optional**
- **Year** - is the year for the asset. **Optional**
- **Model** - is the model of the equipment. **Optional**
- **Color** - is the color of the equipment. **Required**
- **Serial** - is the serial # of the equipment. **Optional**

- **Used On** – is the equipment used on different environment, this option is for the Log Book. **Required**

The values are:

- **Air** – the equipment is used on air, like planes or AUV
- **Land** – the equipment is used on land, like cars or trucks
- **Water** - the equipment is used on water, like boats or ROV (Remote Operated Vehicles) for lakes or oceans
- **Group** – the code that identifies the product group assigned to this equipment. **Required**
- **Class** – the code that identifies the product class assigned to this equipment. **Required**
- **Location** – the code that identifies the location assigned to this equipment. **Required**
- **Open Incident** – it shows the total open incidents in work orders for the equipment up to the current date. This field cannot be change, updated by the system.
- **Total Incidents** – it shows the total incidents in work orders for the equipment up to the current date. This field cannot be change, updated by the system.
- **Last Service Date** - it shows the date for the last service date for this equipment. This field cannot be change, updated by the system.
- **Service Reading** - it shows the current meter reading when the Last Service Date occurred. This field cannot be change, updated by the system.
- **Last Service Type** - it shows the last service (Preventive, Corrective, Scheduled or Warranty) for this equipment. This field cannot be change, updated by the system.
- **Downtime Days** – is the accumulated downtime or the time spent for scheduled or unscheduled maintenance in days of the equipment through work orders, updated by the system. When opening a work order the downtime is calculated from the day the work order is assigned to the day the work order is closed.
- **Last Inspection Date** - it shows the date for the last inspection date for this equipment. This field cannot be change, updated by the system.
- **Average Efficiency** – is the average consumption, you can input the known value; after creation this field cannot be change, updated by the system.
- **Parent ID** - indicates the parent of the equipment, input or search (clicking on the search icon) the corresponding code from the equipment file. Any number of equipment can be associated to the parent equipment, for example, you can associate a tandem tractor-trailer (18-wheeler) to a trailer, a refrigeration unit and a lift-gate by selecting it as the Parent ID.  
Parent ID # cannot be the same Equipment #.
- **Custodian** – is the name of the person or resource from the resource table to contact when addressing issues with this equipment. **Required**

- **Supervisor** – is the name of the person or resource from the resource table that supervises the custodian and to contact when addressing issues with this equipment. **Required**
- **Parts PTD** – parts amount accumulated from the Work Orders for the current period. This field cannot be change, updated by the system.
- **Parts YTD** – parts amount accumulated from the Work Order since the start of the year up to date. This field cannot be change, updated by the system.
- **Parts PYD** – parts amount accumulated from the Work Order for the Prior Year Date. This field cannot be change, updated by the system.
- **Parts ATD** – parts amount accumulated from the Work Order since the start of the equipment in operation up to date. This field cannot be change, updated by the system.
- **Labor PTD** – labor amount accumulated from the Work Orders for the current period. This field cannot be change, updated by the system.
- **Labor YTD** – labor amount accumulated from the Work Order since the start of the year up to Date. This field cannot be change, updated by the system.
- **Labor PYD** – labor amount accumulated from the Work Order for the Prior Year Date. This field cannot be change, updated by the system.
- **Labor ATD** – labor amount accumulated from the Work Order since the start of the equipment in operation up to date. This field cannot be change, updated by the system.
- **Total PTD** – total amount in parts and labor accumulated from the Work Orders for the current period. This field cannot be change, updated by the system.
- **Total YTD** - total amount in parts and labor accumulated from the Work Order since the start of the year up to Date. This field cannot be change, updated by the system.
- **Total PYD** - total amount in parts and labor accumulated from the Work Order for the Prior Year Date. This field cannot be change, updated by the system.
- **Total ATD** - total amount in parts and labor accumulated from the Work Order since the start of the equipment in operation up to Date. This field cannot be change, updated by the system.
- **Track Consumption** – by flagging this indicates if the equipment is enable to track consumption from the Equipment Consumption option.
- **Track Log** – by flagging this indicates if the equipment is enable to track a log from the Equipment Log Book option.
- **Status** – it contains information of this equipment’s status. Only **In Service** status equipment can be subject to transactions (Work Orders, Consumption, etc.). **Required**

The values are:

- **In Service** – the equipment is in Service and is subject to Work Order or others transactions
- **Damage** – the equipment is in Damage condition
- **In Shop** - the equipment is in the Shop on repair

- **Retired** - the equipment is Retired, cannot be subject to transactions
- **Primary Counter** – is the equipment primary counter, the primary counter will define the equipment consumptions type. An equipment can have more than one counter, but must have a primary one, select one from the following primary counters. **Required**
  1. **Odometer**
  2. **Hour-meter**
  3. **Hubo-meter**
  4. **Fuel-meter**
  5. **Oil-meter**
  6. **Time based**
- **Consumption** – is the consumption type depending on the Primary Counter selected. **Required**
- **Region** – is the code that identifies the region of the equipment. **Required**
- **Department** – is the code that identifies in what department is this equipment. **Required**
- **Area** – is the code that identifies in what area of the location is this equipment. **Required**
- **Max Meter** – is the maximum meter value
- **Current Meter** – is the current meter value, updated by the system
- **Rollover Meter** – is the rollover meter value, see [Equipment Counter](#), updated by the system
- **Total Meter** – is the sum of current meter and the rollover meter, updated by the system
- **YTD Usage** – is the year to date usage of the equipment consumption, updated by the system
- **Retire by** – is the user that retired the equipment, updated by the system
- **Retire Date** – is the date the equipment is suspected to no longer be operational or in service, updated by the system
- **Last Update by** – is the user that last updated the record, updated by the system
- **Last Update on** – is the date when the last update was done, updated by the system
- **Created by** – is the user that created the record, updated by the system
- **Created in** – is the record creation date, updated by the system



## Settings Equipment Page

The Settings page contains the following information:

The screenshot shows the 'Settings' tab of the 'Create and Maintain Equipment File' window. The fields are organized into several sections:

- Equipment #:** KIASORENTO2013 (Active checkbox checked)
- Description:** KIA SORRENTO 2013
- Image:** (Empty field with folder icon)
- Manual:** KIA\_2013\_MAN.pdf (with folder icon)
- Invoice:** KIA\_2013\_COST.pdf (with folder icon)
- Asset Acct #:** 12014
- Deprec. Acct #:** 54070
- Purchase Vdr #:** KIASOUTHSD
- Invoice #:** 50216
- Purchase Date:** 07/03/2012
- Install Date:** 07/03/2012
- Warranty Vdr #:** FIDLYWARS
- Warranty #:** J000212742
- Start Date:** 07/03/2012
- End Date:** 07/03/2022
- Service Vdr #:** FIDLYWARS
- Contract #:** J000222126
- Start Date:** 07/03/2012
- End Date:** 07/03/2015
- Insurance Vdr #:** GEI001
- Policy #:** (Empty field)
- Start Date:** 07/04/2012
- End Date:** 10/22/2014
- Status:** Retired
- Asset #:** E0004
- Equipment Life:** 60 Month
- Purch. Condition:** New
- Depreciation:** Straight Line
- Purchase Cost:** 26682.58
- Acum. Deprec:** 40450.46
- Residual Value:** 4000.00
- Net Value:** 1154.14
- Period Deprec:** 0.00
- Deprec Ant./Pct:** 0.00 0.00
- Deprec Date:** 07/03/2012
- Notes:** MECHANICAL BREAKDOWN # J00021274292 - 10 YEARS OR 100K MILES - COST 1,960 REFUNDED ON 14 AUG 2017 - \$923.53  
EXCHANGE FOR ML350 ON 15 JULY 2017 - \$10,500
- Total Char.:** 228

- **Equipment #** - is the unique ID that identifies the equipment, up to twenty (20) alphanumeric characters, from prior page – read-only on this page
- **Active** - indicates if the equipment is in **active** state. You can add equipment to work order and work accidents only if it has an **active** status. On the other hand, you can only delete an equipment that has an **inactive** status and/or no transactions, from prior page – read-only on this page
- **Description** – it contains the description for the equipment, up to 54 characters, from prior page – read-only on this page
- **Image** - (optional) is up to forty characters indicating the file name that contains an image for your equipment. Click on the folder icon to the right of the field in edit mode to locate the image for this item. A good subdirectory to place all your images under the "SIS1" (business 01) will be SIS1\PIC
- **Manual** - (optional) is up to forty characters indicating the file name that contains the manual (PDF format) for your equipment. Click on the folder icon to the right of the field in edit mode to locate the image for this item. A good subdirectory to place all your images under the "SIS1" (business 01) will be SIS1\MAN

- **Invoice** - (optional) is up to forty characters indicating the file name that contains an invoice (PDF format) for your equipment. Click on the folder icon to the right of the field in edit mode to locate the image for this item. A good subdirectory to place all your images under the "SIS1" (business 01) will be SIS1\INV
  - **Asset Account #** - input or search (clicking on the search icon) the corresponding chart of account number for the asset for this equipment, required for depreciation purposes. **Required**
  - **Depreciation Account #** - input or search (clicking on the search icon) the corresponding chart of account number for depreciation for this equipment, required for depreciation purposes. **Required**
  - **Purchase Vendor** - input or search (clicking on the search icon) the corresponding code for the purchase vendor from the vendor file
  - **Invoice #** - input the invoice # when the equipment was purchased
  - **Purchase Date** - indicates the date the equipment was purchased
  - **Install Date** - indicates the date the equipment was set up and placed in service. **Required**
  - **Warranty Vendor** - input or search (clicking on the search icon) the corresponding code for the warranty vendor from the vendor file
  - **Warranty #** - input the warranty # of the equipment warranty
  - **Start Date** - indicates the start date of the equipment warranty
  - **End Date** - indicates the end date of the equipment warranty
  - **Service Vendor** - input or search (clicking on the search icon) the corresponding code for the service vendor from the vendor file
  - **Contract #** - input the contract # of the equipment service
  - **Start Date** - indicates the start date of the equipment service
  - **End Date** - indicates the end date of the equipment service
  - **Insurance Vendor** - input or search (clicking on the search icon) the corresponding code for the insurance vendor from the vendor file
  - **Policy #** - input the policy # of the equipment insurance
  - **Start Date** - indicates the start date of the equipment insurance
  - **End Date** - indicates the end date of the equipment insurance
  - **Notes** – notes are optional, you can enter any free text that relates to the equipment
  - **Status** - it contains information of this equipment's status from prior page
  - **Asset #** - indicates the asset ID and is any item of economic value owned by the corporation, especially which can be converted to cash, required for depreciation purposes
- Equipment Life** – indicates the number of years or month the equipment is expected to be in service from the install date, input the number of months or year and select from the drop down either month or year

- **Purchase Condition** – indicates the purchase condition for the equipment:
  - **New**
  - **Leased**
  - **Rented**
  - **Used**
  - **Reconditioned**
- **Depreciation** – indicates the depreciation method use to depreciate the equipment or no depreciation, see [Equipment Depreciation](#):
  - **No depreciation**
  - **Straight Line**
  - **Sum of the Digits**
  - **Double Declining**
- **Purchase Cost** – indicates the equipment purchase amount. **Required**
- **Accumulated Depreciation** – indicates the accumulated depreciation for the equipment, updated by the system
- **Residual Value** – indicates the residual value of the equipment after complete depreciation
- **Net Value** – indicates the net value resulting by deducting the accumulated depreciation and the residual value from the purchase cost, updated by the system
- **Period Depreciation** – calculated period depreciation of the equipment, updated by the system
- **Depreciation Amount** – period depreciation amount to be use in the depreciation process, updated by the system
- **Depreciation Percent** – period depreciation percent to be use in the depreciation process, **required for Double Declining method**.
- **Depreciation Date** – indicates the date the equipment was place in service for depreciation purposes, it takes the Install Date by replacing the day to the first of the month; this system uses the Full Month convention, the asset receives a full month of depreciation during the month it is place in service. This field cannot be change, updated by the system.

## Assets – Other Maintenance Tasks

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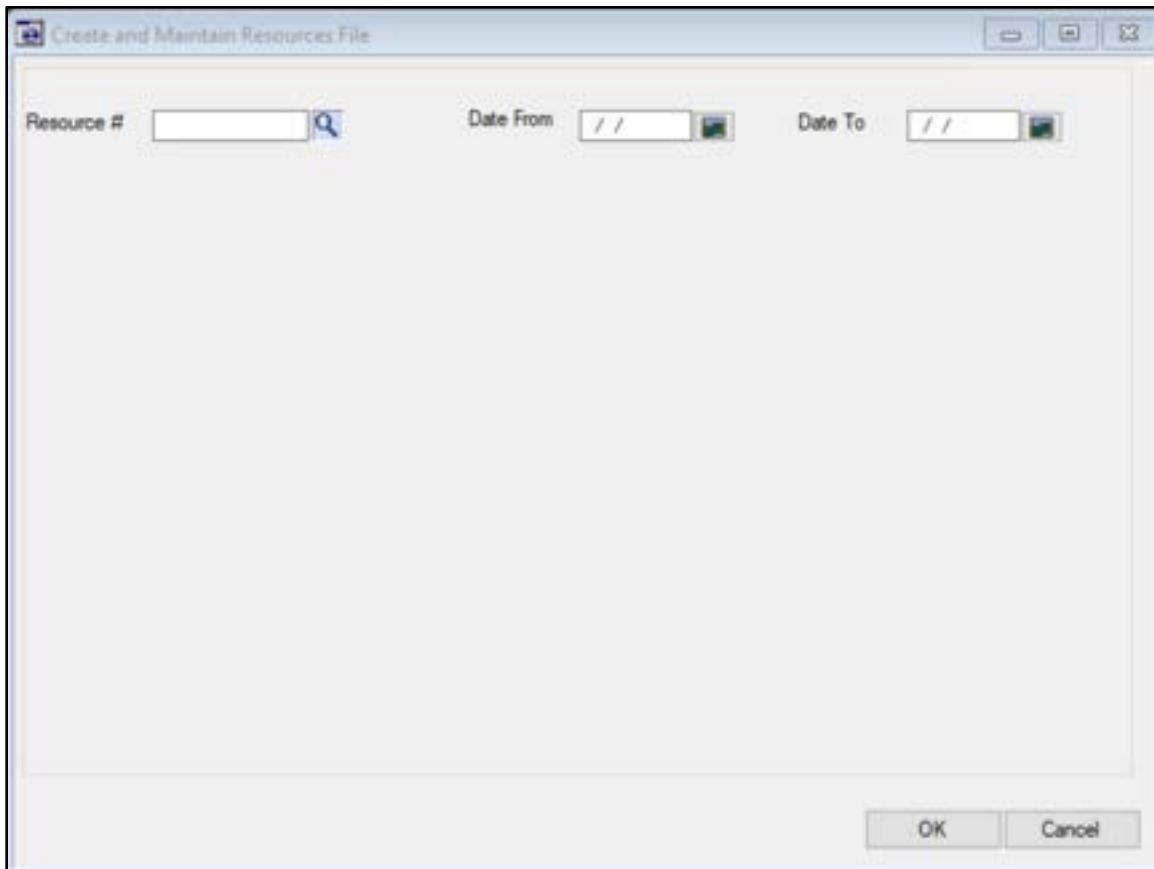
### Resources

You can pre-define all your resources in one place, informing management about your resources. With **Zeta Pro™**, you can easily track your resources.

To work with this function, select **Resources** from the **Maintenance menu** or click on **Create and Maintain Resource File icon**.

To help you with the data, the system will display the **Resource Search window** with the following searchable fields to help in the process.

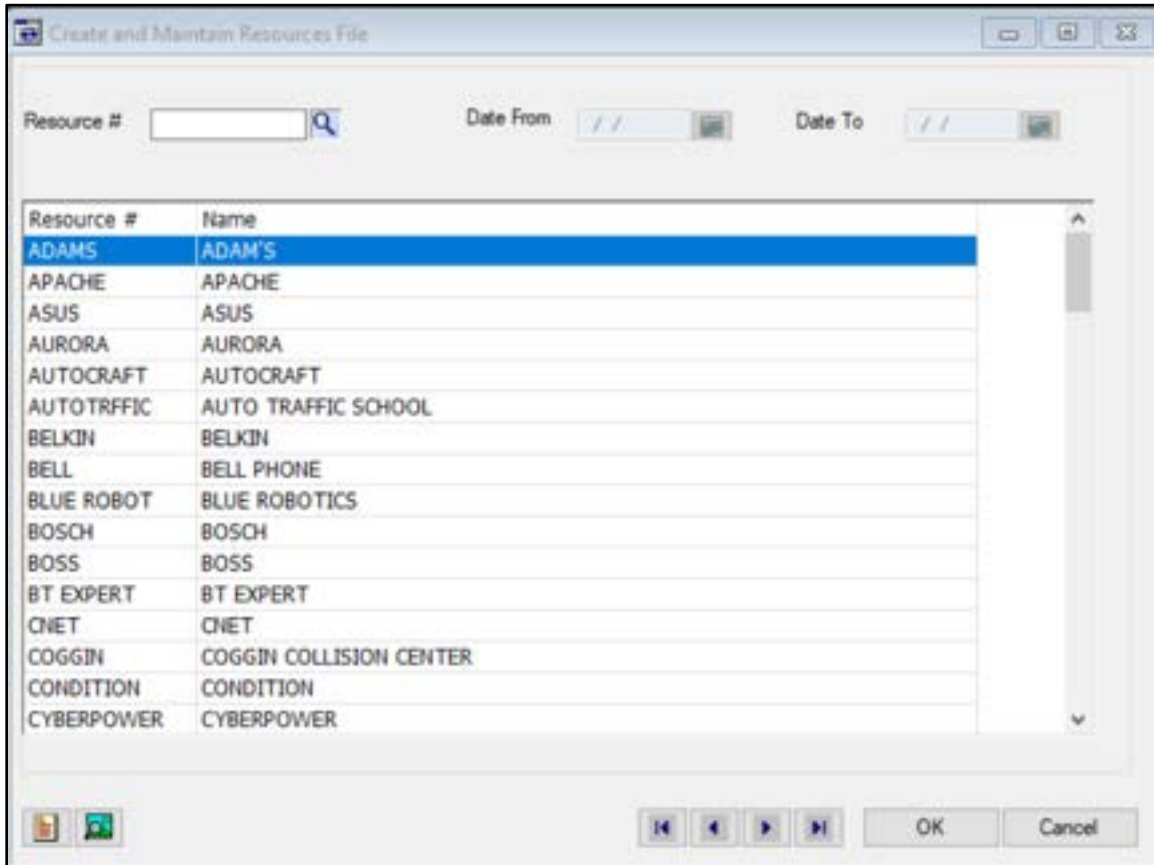
- **Resource #** - allows you to select all the resources or just one.
- **Date From** - allows you to select a date (create date) with a calendar popup icon
- **Date To** - allows you to select a date (create date) with a calendar popup icon



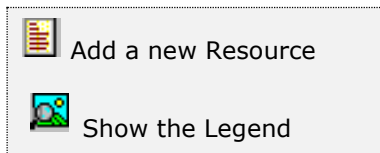
The screenshot shows a window titled "Create and Maintain Resources File". At the top, there are standard window control buttons (minimize, maximize, close). Below the title bar, there are three input fields: "Resource #" followed by a search icon, "Date From" followed by a date format " //" and a calendar icon, and "Date To" followed by a date format " //" and a calendar icon. At the bottom right of the window, there are "OK" and "Cancel" buttons.

The system will display the search window with the **OK** and **Cancel** buttons. Click **OK** to proceed or click **Cancel** to abort and return to the selection option.

The user can combine any criteria, and only those fields entered by the user become part of the query. If no searchable field entered and by clicking the **OK** button, the system will display the search result with all the resources.



The user can select the resource by **Double-clicking** on the selected resource or by selecting the resource and clicking the **OK** button.



At the bottom of the Search window, you will find a set of icons that will show available functions.

The user from this window can also add a new resource by clicking the **Add icon** to start a new resource.

The **Browser Legend** will display different colors depending of the status:

**Inactive** – the resource color is Red

**Active** – the resource color is White

**Selected** – the resource-selected color is dark blue (ADAMS)

You can also navigate through the records by means of the navigation icons.

After selecting the resource, the system will display the following window; at the bottom, you will find a set of icons that will show the available functions.

The following fields will be available:

- **Resource #** - is the unique ID that identifies the resource, up to ten (10) alphanumeric characters
- **Active** – indicates if the record is in “active” state. Only active resources can be subject to transactions (Work Order, Schedule, etc.)
- **Name** – it contains the description for the resource, up to 35 characters.
- **Contact** – is the name of the person to contact when addressing issues with this resource, up to 35 characters. **Optional**
- **Position** – defines the individual position of the resource in the organization. **Optional**
- **Role** – is the role unique ID of the contact from the **Resource Role** table
- **Address1, Address2, City, State, Zip Code and Country** – it contains information about the address for the resource. **Optional**
- **Phone** - is the resource’s phone number. **Optional**
- **Fax** - is the resource’s fax number. **Optional**
- **Cellular** - is the resource’s cellular number. **Optional**
- **Email** – is the contact email address. **Optional**
- **Cellular Email** - enter the contact cellular email address. **Optional**
- **Website** - enter the resource website address. **Optional**
- **Fiscal ID** – is the fiscal ID for the resource. **Optional**
- **Supervisor** – is the person or user that supervises or help manages this resource.
- **Is Supervisor** – indicates if the resource is a **Supervisor**. Only supervisor resources are assigned to Equipment as Supervisor
- **Is Custodian** – indicates if the resource is a **Custodian**. Only custodian resources are assigned to Equipment as Custodian
- **Is Manufacturer** – indicates if the resource is a **Manufacturer**. Only manufacturer resources are assigned to the inventory item as manufacturer.
- **Is Agency** – indicates if the resource is an “**Agency**”. Only agency resources are assigned to Work Accident detail page as agency.

- **Show in Work Order** – indicates if the resource will be assigned to the Work Order header or main page as a supervisor, or as a technician, etc.
- **Show in Log** – indicates if the resource will be assigned to the Log Book as a Pilot in Command (POC) or as an Observer, etc.
- **Regular Rate** - a resource showing at a work order must have a regular rate amount (hourly rate cost). This cost will be use for the **Repair Time and the Repair Travel option** of a Work Order at the Assets module. This cost should include all amounts which will be incurred (per hour) whenever the resource's services are being used
- **Overtime Rate** – a resource showing at a work order must have an overtime rate amount (overtime hourly rate cost). This cost will be use for the **Repair Time option** of a Work Order at the Assets module. This cost should include all amounts in excess of the regular or normal hours worked which will be incurred (per hour) whenever the resource's services are being used
- **Last Update by** – is the user that created the record, updated by the system
- **Last Update on** – the date when the record was created, updated by the system
- **Created by** – is the user that created the record, updated by the system
- **Created in** – the date when the record was created, updated by the system

Resource #	JFZ	Active	<input checked="" type="checkbox"/>
Name	JOSE F. ZOUAIN	Is Supervisor	<input checked="" type="checkbox"/>
Contact		Is Custodian	<input checked="" type="checkbox"/>
Position	PRESIDENT	Is Manufacturer	<input type="checkbox"/>
Role	OWNER	Is Agency	<input type="checkbox"/>
Address 1	MY STREET	Show in WO	<input checked="" type="checkbox"/>
Address 2		Show in Log	<input checked="" type="checkbox"/>
City	MIAMI	Regular Rate	60.00
State	FLORIDA	Overtime Rate	90.00
Zip Code	33155		
Country	USA		
Phone	305-227-0270		
Extension			
Fax			
Cellular			
eMail	SUPPORT@ZETACONCEPTS.COM		
Cel Mail		Last Update by	SUPER
Website	WWW.ZETACONCEPTS.COM	Last Update on	01/20/2019
Fiscal ID		Created by	SUPER
Supervisor		Create in	01/01/1989

**Sample Resource provided with a new business setup.**

### **Searching for a Resource**

To search for a specific resource you can:

- Click on the search icon on the bottom of the window, or
- Click the **F1** key on the keyboard

Navigate through the defined records, by means of the bottom movement icons.

Locate the record by means of the arrow keys [↑↓] and click **OK** to select it. To return without making a selection click **Cancel**.

### **Adding a Resource**

To create a new resource you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Now you can fill the resource code and the rest of data. Refer to the descriptions and guidelines for the different fields.

To save the new data click **OK** or click **Cancel** to discard it.

### **Editing a Resource**

To edit a resource first select it, then:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

You can now change the description text for the resource and other fields. Click **OK** to accept and save the new description or **Cancel** to retain the original.

### **Deleting a Resource**

To delete a resource first select it, then:

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or **No** to keep it.

You can assign a **Resource Role** to your resources when you are defining them. Preparing and defining them in advance can speed up your resource definition process. In addition, you can change them later without affecting you data, just the way you sort your reports.



## **Inventory Transfer**

**Zeta Pro™** Assets module allows you to access and maintain your inventory transfer without the need to go into a separate module. This feature will save you time and effort. Transfer allows you to transfer an inventory item into another one, you also transfer substitute items.

The main maintenance tasks you can carry on from within the Assets module pertaining to your Inventory module. For a full explanation about all the processes, functions and other inventory related tasks, refer to the [Inventory Transfers](#) in the **Inventory module**.

To work with this function, select **Inventory Management** from the **Maintenance** menu, and finally the **Inventory Transfer** option.

**Zeta Pro™** Assets module will be using the **Inventory classification** functions, you should pre-define a **Line, Group, Class, Subclass, Category, Parts, Location, Unit of Measure, Item Code and Adjustment Reason**, refer to the [Inventory Data Classification](#) in the **Sales module**.

To work with these functions, select the **Settings menu** then the submenu **Create Data** and finally the **Inventory** option to start the maintenance window for each option.

## **Inventory Adjustment**

**Zeta Pro™** Assets module allows you to access and maintain your inventory data without the need to go into a separate module. This feature will save you time and effort.

The main maintenance tasks you can carry on from within the Assets module pertaining to your Inventory module. For a full explanation about all the processes, functions and other inventory related tasks, refer to the [Inventory Adjustments](#) in the **Sales module**.

To work with this function, select **Inventory Management** from the **Maintenance** menu, and finally the **Inventory Adjustment** option.

**Zeta Pro™** Assets module will be using the **Inventory classification** functions, you should pre-define a **Line, Group, Class, Subclass, Category, Parts, Location, Unit of Measure, Item Code and Adjustment Reason**, refer to the [Inventory Data Classification](#) in the **Sales module**.

To work with these functions, select the **Settings menu** then the submenu **Create Data** and finally the **Inventory** option to start the maintenance window for each option.

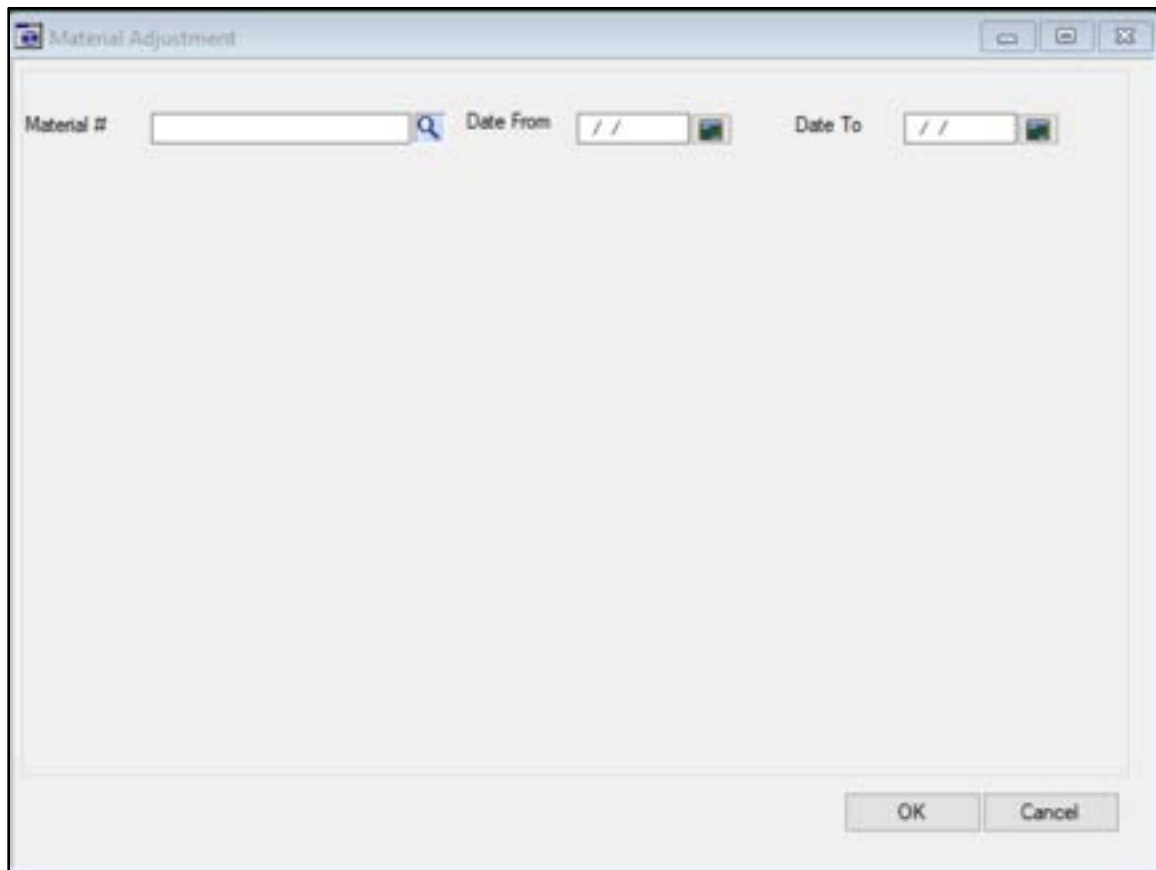
## **Material Adjustment**

With this option, you can directly enter the on-hand quantity as well as the cost for your materials. Use this option also to correct the information that the system holds about your material after you do a manual count and check out in your warehouse; or use it to enter the initial on-hand quantity and cost for newly created material, in case you did not fill this data during your creation process.

To work with this function, select **Inventory Management** from the **Maintenance** menu, and finally the **Material Adjustment** option.

To help you with the data, the system will display the **Material Search window** with the following searchable fields to help in the process.

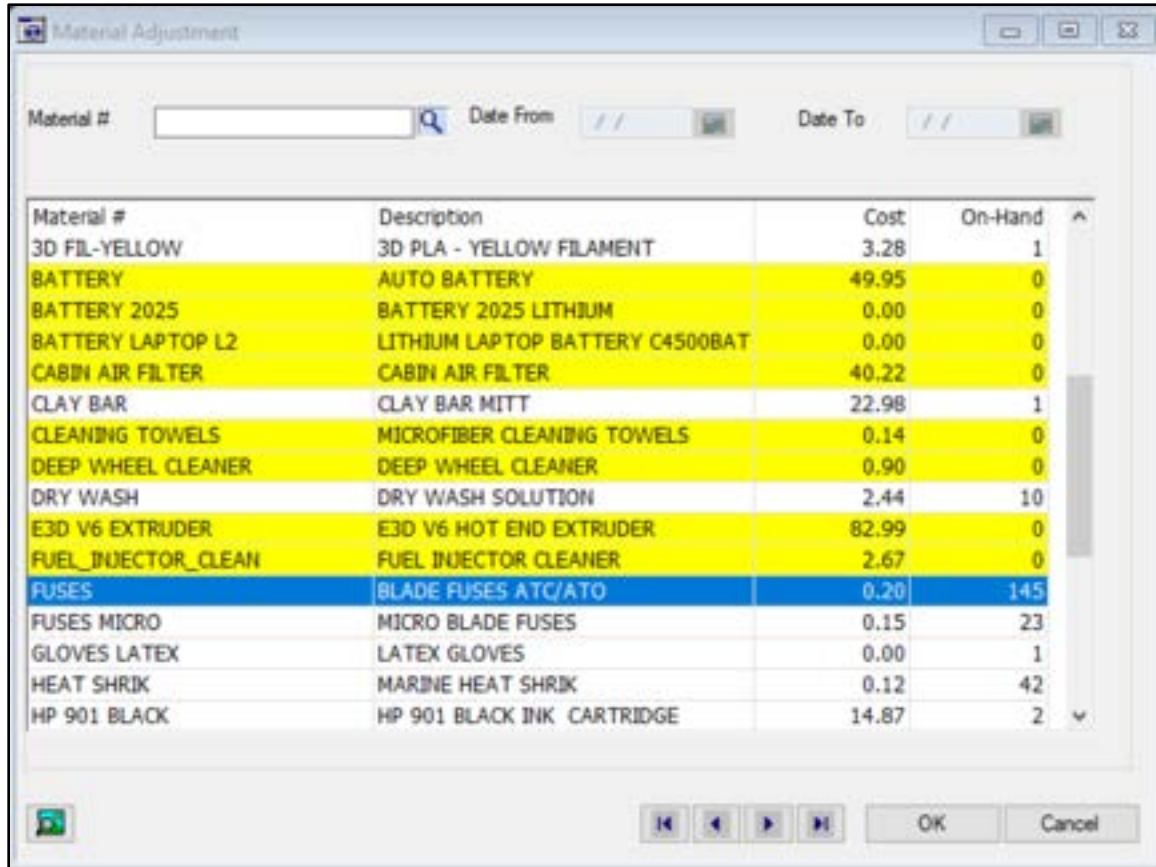
- **Material #** - allows you to select all the material or just one.
- **Date From** - allows you to select a date (create date) with a calendar popup icon
- **Date To** - allows you to select a date (create date) with a calendar popup icon



The screenshot shows a window titled "Material Adjustment". At the top, there are three small icons: a window icon, a maximize icon, and a close icon. Below the title bar, there are three search fields: "Material #" with a search icon, "Date From" with a date input field containing two slashes and a calendar icon, and "Date To" with a date input field containing two slashes and a calendar icon. At the bottom right of the window, there are two buttons: "OK" and "Cancel".

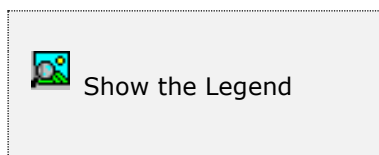
The system will display the search window with the **OK** and **Cancel** buttons. Click **OK** to proceed or click **Cancel** to abort and return to the selection option.

The user can combine any criteria, and only those fields entered by the user become part of the query. If no searchable field entered and by clicking the **OK** button, the system will display the search result with all the materials.



Material #	Description	Cost	On-Hand
3D FIL-YELLOW	3D PLA - YELLOW FILAMENT	3.28	1
BATTERY	AUTO BATTERY	49.95	0
BATTERY 2025	BATTERY 2025 LITHIUM	0.00	0
BATTERY LAPTOP L2	LITHIUM LAPTOP BATTERY C4500BAT	0.00	0
CABIN AIR FILTER	CABIN AIR FILTER	40.22	0
CLAY BAR	CLAY BAR MITT	22.98	1
CLEANING TOWELS	MICROFIBER CLEANING TOWELS	0.14	0
DEEP WHEEL CLEANER	DEEP WHEEL CLEANER	0.90	0
DRY WASH	DRY WASH SOLUTION	2.44	10
E3D V6 EXTRUDER	E3D V6 HOT END EXTRUDER	82.99	0
FUEL_INJECTOR_CLEAN	FUEL INJECTOR CLEANER	2.67	0
<b>FUSES</b>	<b>BLADE FUSES ATC/ATO</b>	<b>0.20</b>	<b>145</b>
FUSES MICRO	MICRO BLADE FUSES	0.15	23
GLOVES LATEX	LATEX GLOVES	0.00	1
HEAT SHRIK	MARINE HEAT SHRIK	0.12	42
HP 901 BLACK	HP 901 BLACK INK CARTRIDGE	14.87	2

The user can select the material by **Double-clicking** on the selected material or by selecting the material and clicking the **OK** button.



At the bottom of the Search window, you will find a set of icons that will show available functions.

The **Browser Legend** will display different colors depending of the status:

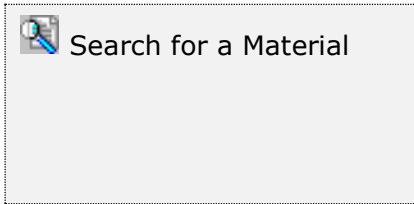
**Inactive** – the material color is **Red**

**No Stock** – the material color is **Yellow**

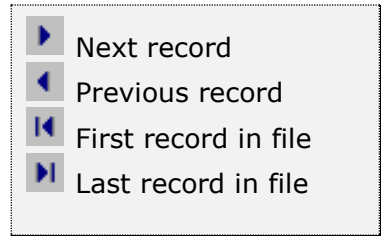
**Active** – the material color is **White**

**Selected** – the material-selected color is **Dark Blue** (FUSES)

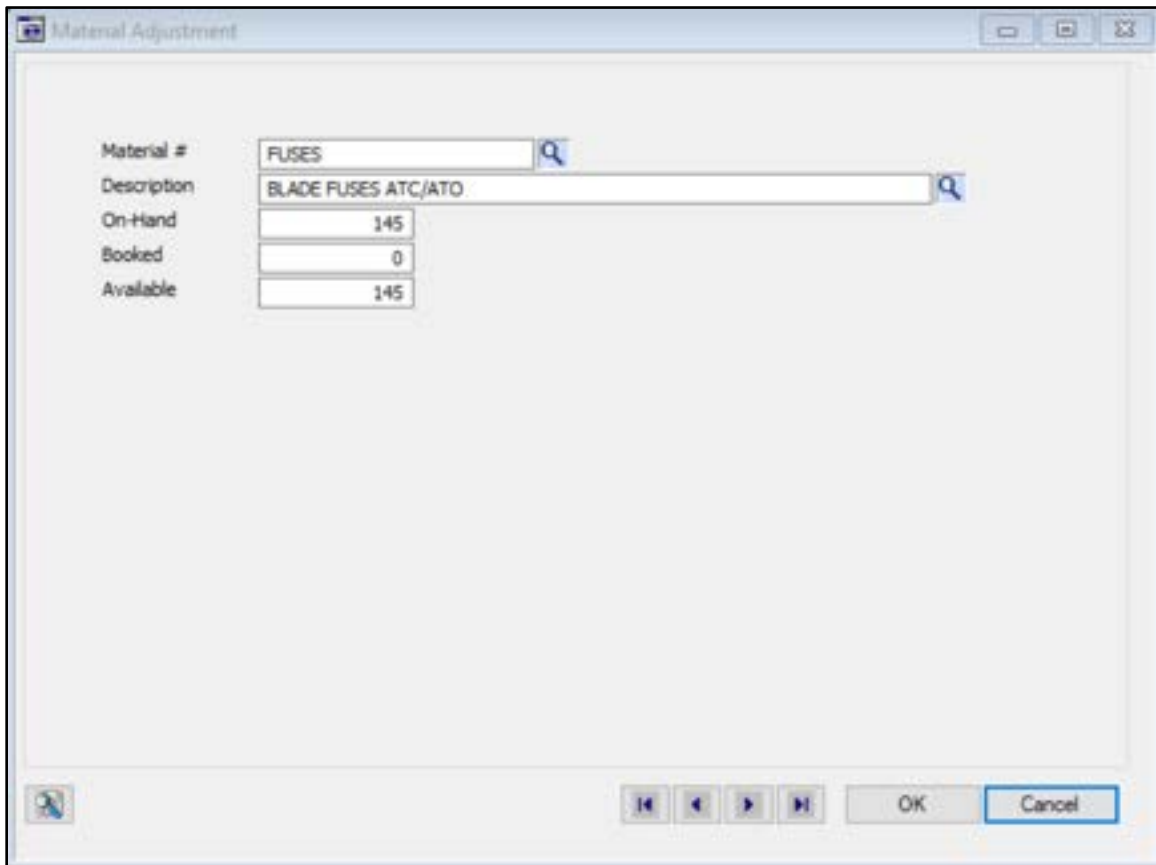
After selecting the material, the system will display the following window; at the bottom, you will find a set of icons that will show the available functions.



You can search, add, edit or delete records by means of the action icons. You can also navigate through the records by means of the navigation icons.



The upper section of the window lets you select or search your item. The middle section will allow to input and verify the adjustment quantity and cost.



Search for your material by clicking on the search icon to the right of the Material # field or on the middle of the window.

## Adjusting a Material

Click **OK** to activate the edit mode, showing the middle section of the window.

The screenshot shows the 'Material Adjustment' window with the following data:

Material #	FUSES			
Description	BLADE FUSES ATC/ATO			
On-Hand	145			
Booked	0			
Available	145			
Quantity	0	Cost	0.20	Adjustment
Quantity	145	Cost	0.20	New Total
				29.00
Comment				
Date	07/16/2022	Reason		
		Change Inventory-Material Adjustment Account?		<input checked="" type="checkbox"/>
Inventory	11071	Invenories on Stock		
Inventory Adjustment	54010	Inventory Adjustment		

In the **quantity** field, enter the new adjustment quantity. This quantity value is an **adjustment**, not the total On-Hand value. In other words, is the difference found from the On-Hand value reported by the system and the real On-Hand value. If the new On-Hand quantity is greater, than the adjustment value must be positive. If the new On-Hand quantity is less, the adjustment must be negative (value pre-ceded by a minus sign). The system will update the new On-Hand quantity on the second line as you type your adjustment.

You **cannot decrease** your material stock below the current On-Hand value. This will make your stock negative.

In the **cost** field, enter the new cost value, if needed. The default is the current calculated unit cost for your item. This value must always be zero or positive.

If you only need to adjust the unit average cost, enter zero (0) in quantity and the **new average cost per unit** in this field.

In the **comment** field, enter a brief comment for the transaction (up to 30 characters).

In the **date** field, enter the date for the transaction.

In the adjustment **Reason**, first search for your reason, clicking on the search icon to the right of the Reason field, this is a mandatory field.

## **Material Transfer to Finance**

**Zeta Pro™** will transfer directly the adjustment to the Inventory Adjustment account for the increase or decrease of the material quantity or cost adjusted. You have the option to post this transaction to another account if you check the field **Change Inventory-Material Adjustment Account**, letting you to enter the appropriate accounts at the bottom of the window. The system default value will show, if you need to, change them by entering the new account numbers or searching by clicking on the search icon to the right of the fields. This can be helpful when correcting data entry errors and the like. In any case, consult with your accountant.

Click **OK** to process the transaction.

**Note:** The system creates additional automatic adjustments (Transfer to Finance adjustment) in the adjustment file when the new adjusted cost multiplied by the new adjusted quantity is not equal to the new On-Hand total.

### **Take for example, the following case:**

We have 10 units in stock with a total cost of 8.10 giving an average unit cost of 0.81.

Now we have to increase the stock by 5 units at an average cost of 0.73.

The new total cost of our inventory item will be 11.75 ( $0.81 \times 10 + 0.73 \times 5$ ) which leads to a rounded average cost of 0.78 ( $11.75/15$ ).

With this new average cost, we have a difference of 0.05 from the original total cost of 11.75 and the new average cost of 11.70 ( $0.78 \times 15$ ).

In this case, the system will create an extra adjustment for the missing cost of 0.05, bringing the total cost to its real value and charging the appropriate Finance account.

## Task

You can define as many tasks as you need with **Zeta Pro™**. At least define one task in the system. Tasks are defined as details or activities of how to do a specific job, they include step-by-step instructions how to complete a job.

Tasks are group into a Procedure.

To work with this function, select **Tasks** from the **Maintenance** menu or click on **Create and Maintain Task File icon**.

To help you with the data, the system will display the **Task Search window** with the following searchable fields to help in the process.

- **Area** – allows you to select the entire area or just one. If you clear the check, a field will be shown where you can enter (or search) the area you want to process.
- **Department** – allows you to select the entire department or just one. If you clear the check, a field will be shown where you can enter (or search) the department you want to process.
- **Region** – allows you to select the entire region or just one. If you clear the check, a field will be shown where you can enter (or search) the region you want to process.
- **Task #** - allows you to select all the task or just one.
- **Date From** – allows you to select a date (create date) with a calendar popup icon
- **Date To** – allows you to select a date (create date) with a calendar popup icon

The screenshot shows a search window titled "Create and Maintain Task File". It features several search criteria:

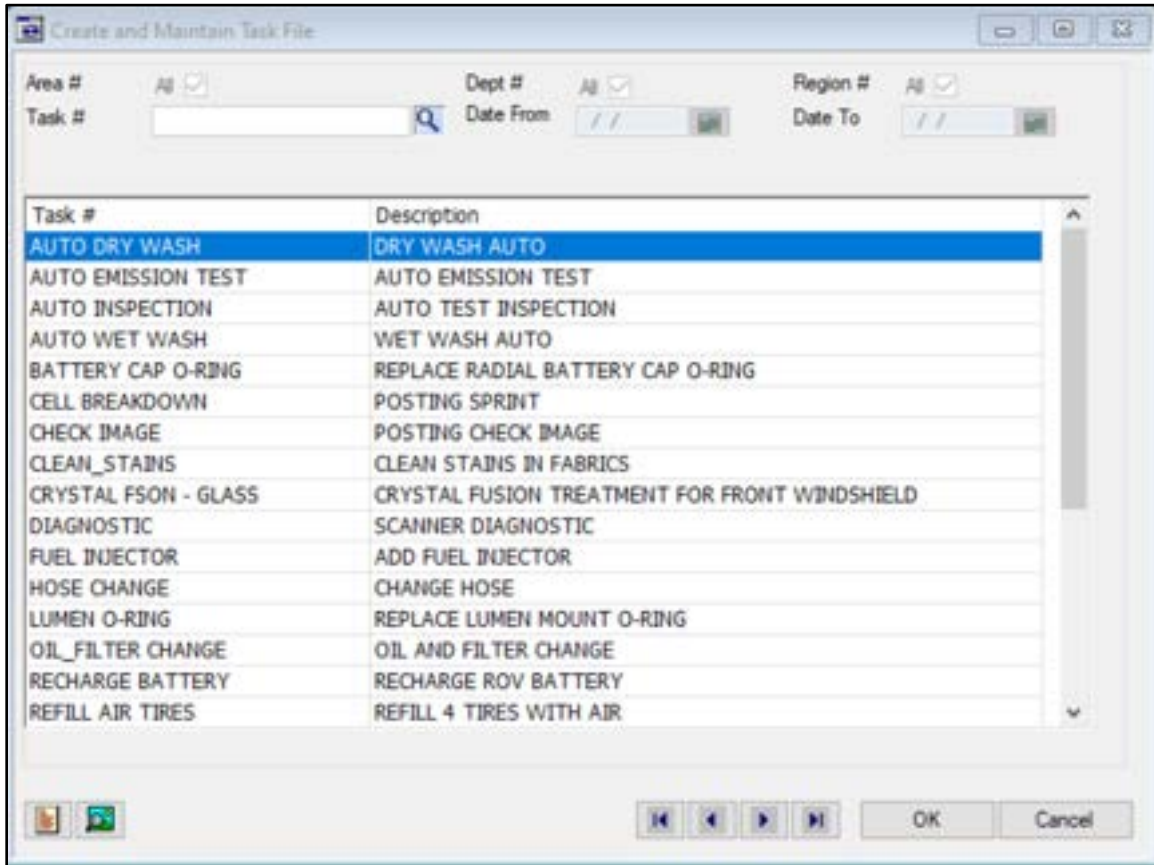
- Area #**: A checkbox labeled "All" is checked.
- Task #**: An empty text input field with a magnifying glass search icon to its right.
- Dept #**: A checkbox labeled "All" is checked.
- Date From**: A date input field with slashes (//) and a calendar icon to its right.
- Region #**: A checkbox labeled "All" is checked.
- Date To**: A date input field with slashes (//) and a calendar icon to its right.

At the bottom right of the window, there are two buttons: "OK" and "Cancel".

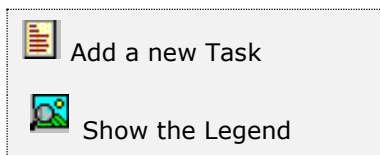


The system will display the search window with the **OK** and **Cancel** buttons. Click **OK** to proceed or click **Cancel** to abort and return to the selection option.

The user can combine any criteria, and only those fields entered by the user become part of the query. If no searchable field entered and by clicking the **OK** button, the system will display the search result with all the tasks.



The user can select the task by **Double-clicking** on the selected task or by selecting the task and clicking the **OK** button.



At the bottom of the Search window, you will find a set of icons that will show available functions.

The user from this window can also add a new task by clicking the **Add icon** to start a new task.





The **Browser Legend** will display different colors depending of the status:

**Inactive** – the task color is **Red**





**Active** – the task color is **White**

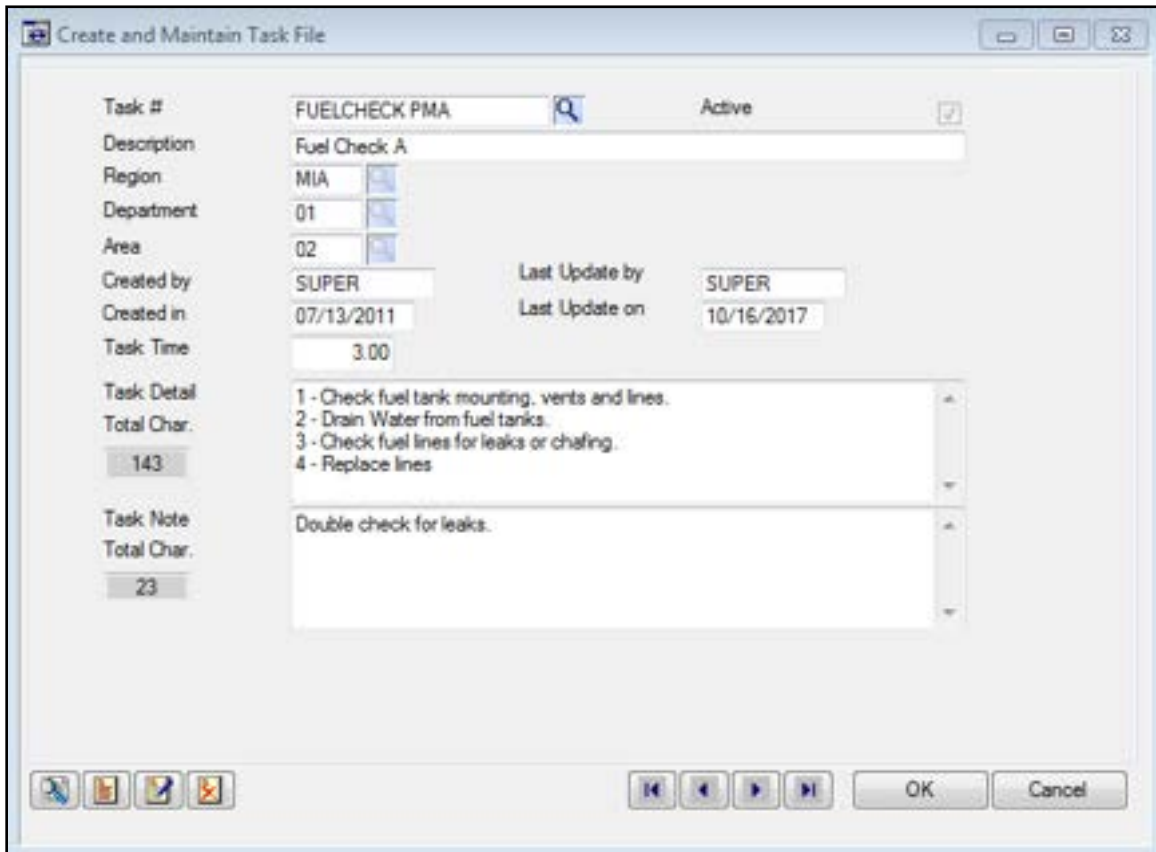
**Selected** – the task-selected color is **Dark Blue** (AUTO DRY WASH)

After selecting the task, the system will display the following window; at the bottom, you will find a set of icons that will show the available functions.

	Search for a Task
	Start a new Task
	Edit this Task
	Delete this Task

You can search, add, edit or delete records by means of the action icons. You can also navigate through the records by means of the navigation icons.

	Next record
	Previous record
	First record in file
	Last record in file



The screenshot shows a software window titled "Create and Maintain Task File". The window contains the following fields and data:

- Task #:** FUELCHECK PMA (with a search icon) **Active** (with a checkmark icon)
- Description:** Fuel Check A
- Region:** MIA (with a dropdown arrow)
- Department:** 01 (with a dropdown arrow)
- Area:** 02 (with a dropdown arrow)
- Created by:** SUPER **Last Update by:** SUPER
- Created in:** 07/13/2011 **Last Update on:** 10/16/2017
- Task Time:** 3.00
- Task Detail:**
  - 1 - Check fuel tank mounting, vents and lines.
  - 2 - Drain Water from fuel tanks.
  - 3 - Check fuel lines for leaks or chafing.
  - 4 - Replace lines
- Total Char.:** 143
- Task Note:** Double check for leaks.
- Total Char.:** 23

At the bottom of the window, there is a toolbar with icons for search, new, edit, delete, and navigation (first, previous, next, last), along with "OK" and "Cancel" buttons.

You will need to fill the following fields:

- **Task** – is the unique ID for the task, up to 20 alphanumeric characters
- **Active** - indicates if the task is in **active** state. You can add tasks to procedures only if the task has an **active** status. On the other hand, you can only delete a task that has an **inactive** status
- **Description** – is the description of the task, up to 54 characters
- **Region** – is the region assigned to the task
- **Department** – is the department assigned to the task
- **Area** – is the area assigned to the task
- **Last Update by** – is the user that last updated the record, updated by the system
- **Last Update on** – is the date when the last update was done, updated by the system
- **Created by** – is the user that created the record, updated by the system
- **Created in** – is the record creation date, updated by the system
- **Task Time** – is the task time in hours and minutes (decimal), meaning 15 minutes is 0.25, 30 minutes is 0.50 and 45 minutes is 0.75
- **Task Detail** – is the task detail in free text
- **Task Note** - is the task note if any in free text

### **Searching for a Task**

To search for a specific task you can:

- Click on the search icon on the bottom of the window, or
- Click the **F1** key on the keyboard

Navigate through the defined records, by means of the bottom movement icons.

Locate the record by means of the arrow keys [↑↓] and click **OK** to select it.

To return without making a selection click **Cancel**.

### **Adding a Task**

To create a new task you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Fill in the appropriate data and click **OK** to save the new record or **Cancel** to discard it.

### **Editing a Task**

To edit an existing task's data, first select it, then:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

Change the appropriate fields and click **OK** to save the new data or **Cancel** to retain the original and discard your changes.

### **Deleting a Task**

To delete an existing task's data, first select it, then:

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or **No** to keep it.

**NOTE:** you can only delete a task's record with an **inactive** status. The system will verify that the task is not in active status and is not use in a Procedure. The user should go to each Procedure and delete the associated task, then come back to the task and start the process again.

## **Procedure**

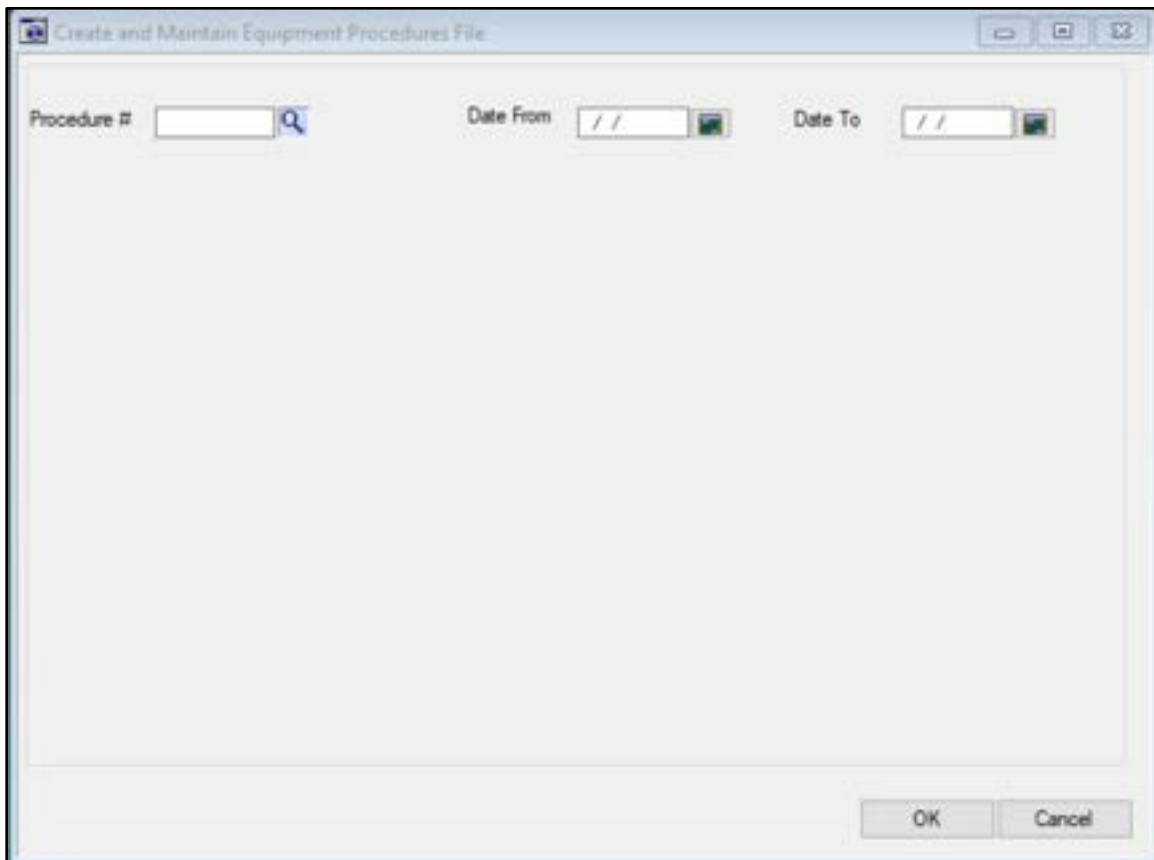
You can define as many procedures as you need with **Zeta Pro™**. At least define one procedure in the system. Procedure is made of a set of tasks under execution for an entire job. Procedure may include one task or many tasks, part, labor resources, material, etc. to be performed. It also identify labor estimates, parts to be used, and further down the line of priority for the entire process is assigned to the schedule.

The procedure consists of the procedure master and the procedure detail.

To work with this function, select **Procedure** from the **Maintenance** menu or click on **Create and Maintain Procedure File icon**.

To help you with the data, the system will display the **Procedure Search window** with the following searchable fields to help in the process.

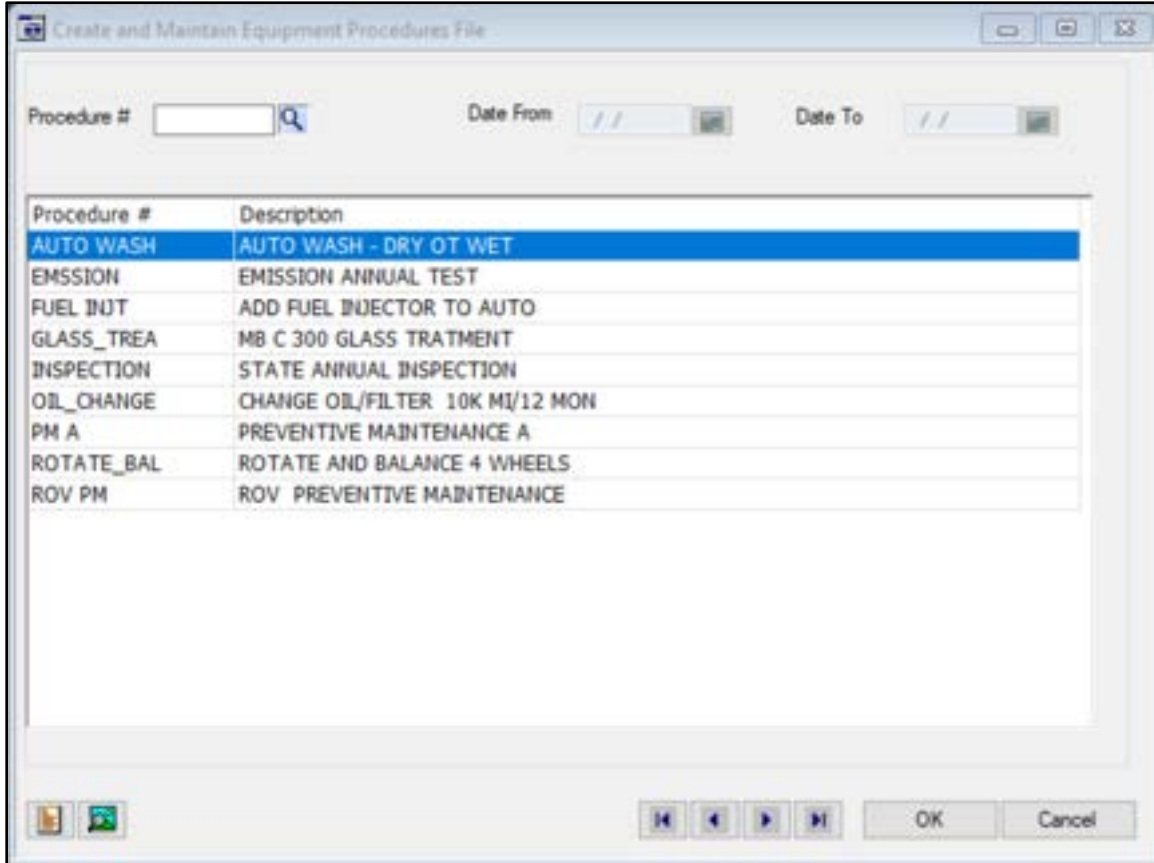
- **Procedure #** - allows you to select all the procedure or just one.
- **Date From** – allows you to select a date (create date) with a calendar popup icon
- **Date To** – allows you to select a date (create date) with a calendar popup icon



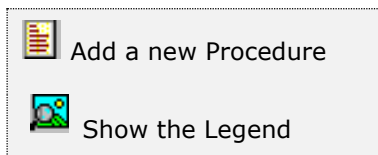
The screenshot shows a window titled "Create and Maintain Equipment Procedures File". At the top, there are three search fields: "Procedure #", "Date From", and "Date To". Each field has a small magnifying glass icon to its right. The "Date From" and "Date To" fields contain double slashes "//" and have small calendar icons to their right. At the bottom right of the window, there are two buttons: "OK" and "Cancel".

The system will display the search window with the **OK** and **Cancel** buttons. Click **OK** to proceed or click **Cancel** to abort and return to the selection option.

The user can combine any criteria, and only those fields entered by the user become part of the query. If no searchable field entered and by clicking the **OK** button, the system will display the search result with all the procedures.



The user can select the procedure by **Double-clicking** on the selected procedure or by selecting the procedure and clicking the **OK** button.



At the bottom of the Search window, you will find a set of icons that will show available functions.

The user from this window can also add a new procedure by clicking the **Add icon** to start a new procedure.

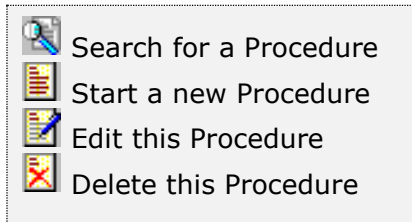
The **Browser Legend** will display different colors depending of the status:

**Inactive** – the procedure color is **Red**

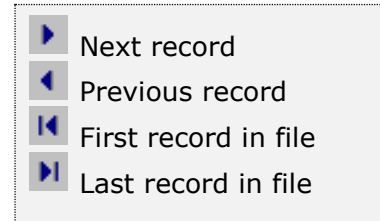
**Active** – the procedure color is **White**

**Selected** – the procedure-selected color is **Dark Blue** (AUTO WASH)

After selecting the procedure, the system will display the following window; at the bottom, you will find a set of icons that will show the available functions.



You can search, add, edit or delete records by means of the action icons. You can also navigate through the records by means of the navigation icons.



Create and Maintain Equipment Procedures File

Procedure #   Active

Description

Department

Created by  Updated by

Created in  Updated on  Detail

Task	Description	Quantity
FUELCHECK PMA	Fuel Check A	1.00
1001-839	PIN COTTER .062 DIA X .375 LONG	2.00
1001-867	PIN COTTER .125 DIA X 1.5	4.00
JFZ	JOSE F. ZOUAIN	4.00

You will need to fill the following fields:

- **Procedure** – is the unique ID for the procedure, up to 20 alphanumeric characters
- **Active** - indicates if the procedure is in **active** state. You can add procedures to schedules only if the procedure has an **active** status. On the other hand, you can only delete a procedure that has an **inactive** status
- **Description** – is the description of the procedure, up to 54 characters
- **Department** – is the department assigned to the procedure

- **Last Update by** – is the user that last updated the record, updated by the system
- **Last Update on** – is the date when the last update was done, updated by the system
- **Created by** – is the user that created the record, updated by the system
- **Created in** – is the record creation date, updated by the system

### **Searching for a Procedure**

To search for a specific procedure you can:

- Click on the search icon on the bottom of the window, or
- Click the **F1** key on the keyboard

Navigate through the defined records, by means of the bottom movement icons.

Locate the record by means of the arrow keys [↑↓] and click **OK** to select it.

To return without making a selection click **Cancel**.

### **Adding a Procedure**

To create a new procedure you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Fill in the appropriate data and click **OK** to save the new record or **Cancel** to discard it.

### **Editing a Procedure**

To edit an existing procedure's data, first select it, then:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

Change the appropriate fields and click **OK** to save the new data or **Cancel** to retain the original and discard your changes.

### **Deleting a Procedure**

To delete an existing procedure's data, first select it, then:

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or **No** to keep it.

**NOTE:** you can only delete a procedure's record with an **inactive** status.



To access the **Procedure Detail**, flag the **Detail** check box from the **Procedure Master**, this will enable the navigation icons (bottom movement icons) for this procedure and will display the moving arrows to the right

The screenshot shows the 'Create and Maintain Equipment Procedures File' window. The form fields are as follows:

- Procedure #: TRACTOR PM\_A
- Description: 10,000 miles or 3 months
- Department: 01
- Created by: SUPER
- Updated by: SUPER
- Created in: 07/13/2011
- Updated on: 10/16/2017
- Active:
- Detail:

The listview below the form contains the following data:

Task	Description	Quantity
FUELCHECK PMA	Fuel Check A	1.00
1001-839	PIN COTTER .062 DIA X .375 LONG	2.00
1001-867	PIN COTTER .125 DIA X 1.5	4.00
JFZ	JOSE F. ZOUAIN	4.00

The window also features navigation icons at the bottom: a search icon, a list icon, a refresh icon, a close icon, and a set of four arrow icons (left, right, up, down) for navigating the listview. 'OK' and 'Cancel' buttons are also present.

### **Searching for a Task, Part, Resource or Material**

To search for a specific task, part, resource or material, after selecting the corresponding procedure navigate through the list of records by means of the navigation bottom movement icons.

### **Moving a Task, Part, Resource or Material in Listview**

Locate the record by means of the bottom movement icons or positioning with the mouse to the desired record and with the arrow keys [↑↓] to the right move the record to the desire location. See next image where the resource JFZ was moved from the fourth position to the second position.

Create and Maintain Equipment Procedures File

Procedure #   Active

Description

Department

Created by  Updated by

Created in  Updated on  Detail

Task	Description	Quantity
FUELCHECK PMA	Fuel Check A	1.00
JFZ	JOSE F. ZOUAIN	4.00
1001-839	PIN COTTER .062 DIA X .375 LONG	2.00
1001-867	PIN COTTER .125 DIA X 1.5	4.00

### **Adding Task, Part, Resource, Material**

To add a task, part, resource or material to the procedure detail you must flag the **Detail** check box at the Procedure Master, then you can

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Select the corresponding radio button for task, part, resource or material, after selecting the entry the system will display the Description in read-only mode; then enter the units used for the corresponding entry and click **OK** to save the record or **Cancel** to discard your changes.

Create and Maintain Equipment Procedures File

Procedure #   Active

Description

Department

Created by  Updated by

Created in  Updated on  Detail

Task	Description	Quantity
FUELCHECK PMA	Fuel Check A	1.00
1001-839	PIN COTTER .062 DIA X .375 LONG	2.00
1001-867	PIN COTTER .125 DIA X 1.5	4.00
JFZ	JOSE F. ZOUAIN	4.00

Tasks
  Parts
  Resources
  Material

Task #  
 Description 
 Unit

### **Modifying Details**

To edit a task, part, resource or material, first select the **Detail** flag from the Procedure Master then navigate through the list of items:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

Change the unit field and click **OK** to save your changes or **Cancel** to discard.

### **Deleting Details**

To delete a task, part, resource or material, first select the **Detail** flag from the Procedure Master then navigate through the list of items:

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or **No** to keep it

## Schedule

A schedule consists of a list of procedures elements with different process for a specific equipment. Before creating a schedule, the user must have a set of procedures, with an effort estimate for each task, an estimate of resource requirements, parts and material needed to complete the job. You need at least one procedure to create a schedule.

To work with this function, select **Schedule** from the **Maintenance** menu or click on **Create and Maintain Equipment Schedule File icon**.

To help you with the data, the system will display the **Schedule Search window** with the following searchable fields to help in the process.

- **Area** – allows you to select the entire area or just one. If you clear the check, a field will be shown where you can enter (or search) the area you want to process.
- **Department** – allows you to select the entire department or just one. If you clear the check, a field will be shown where you can enter (or search) the department you want to process.
- **Region** – allows you to select the entire region or just one. If you clear the check, a field will be shown where you can enter (or search) the region you want to process.
- **Equipment #** - allows you to select all the equipment or just one.
- **Date From** – allows you to select a date (create date) with a calendar popup icon
- **Date To** – allows you to select a date (create date) with a calendar popup icon

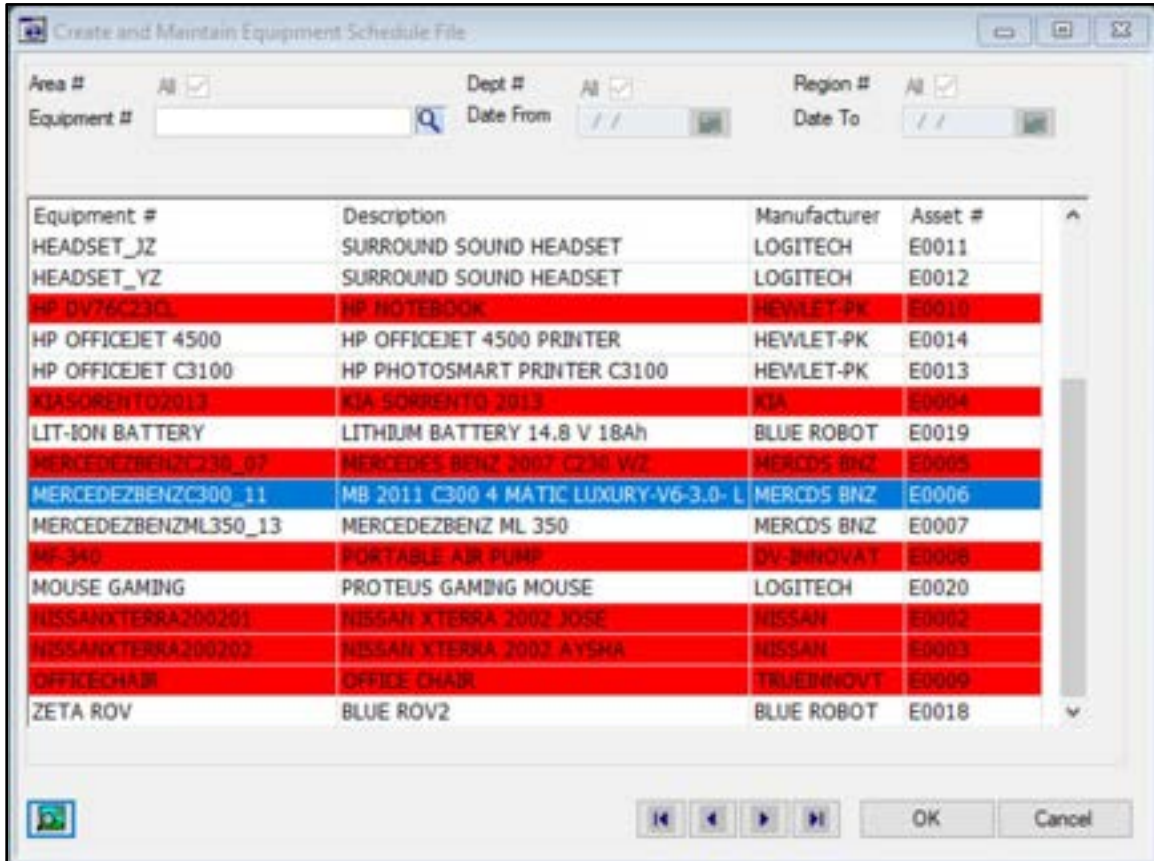
The screenshot shows a software window titled "Create and Maintain Equipment Schedule File". The window contains several search criteria fields:

- Area #**: A checkbox labeled "All" is checked.
- Equipment #**: An empty text input field with a magnifying glass search icon to its right.
- Dept #**: A checkbox labeled "All" is checked.
- Date From**: A date input field showing two slashes (//) and a calendar icon to its right.
- Region #**: A checkbox labeled "All" is checked.
- Date To**: A date input field showing two slashes (//) and a calendar icon to its right.

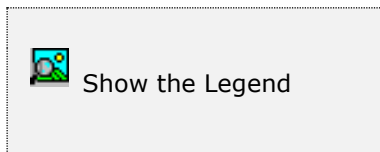
At the bottom right of the window, there are two buttons: "OK" and "Cancel".

The system will display the search window with the **OK** and **Cancel** buttons. Click **OK** to proceed or click **Cancel** to abort and return to the selection option.

The user can combine any criteria, and only those fields entered by the user become part of the query. If no searchable field entered and by clicking the **OK** button, the system will display the search result with all the schedules.



The user can select the equipment by **Double-clicking** on the selected equipment or by selecting the equipment and clicking the **OK** button.



At the bottom of the Search window, you will find a set of icons that will show available functions.

The **Browser Legend** will display different colors depending of the status:

**Retired** – the equipment color is **Red**

**Damage** – the equipment color is **Yellow**

**In Service** – the equipment color is **White**

**Selected** – the equipment-selected color is **Dark Blue** (MERCEDES BENZ C300\_11)

The initial window layout shows only Equipment data. You can start a search by clicking the search icon on the bottom of the window, or you can navigate through the Equipment with the navigation icons.

### **Searching for Equipment Schedule**

To search for specific equipment and the attached schedule you can start the search window by:

- Click on the search icon on the bottom of the window
- Click the **F1** key on the keyboard

Alternatively, navigate through the defined records without displaying a search window, by means of the bottom movement icons.

Locate the equipment record by means of the arrow keys [↑↓] and click **OK** to select it. To return without making a selection click **Cancel**.

The screenshot shows a software window titled "Create and Maintain Equipment Schedule File". The window contains a form with the following fields and values:

Equipment #	MERCEDEZBENZC300_11	Active	<input checked="" type="checkbox"/>
Description	MB 2011 C300 4MATIC LUXURY-V6-3.0-LT-GAS	Status	Service
Manufacturer #	MERCDS BNZ	Year	2011
Model #	C300 4MATIC - W204	Color	white
Serial #/VIN	WDDGF88B2BR183609	Avg.	12.296
		Region	MEA
		Department	MGAR
		Primary Counter	Odometer

At the bottom of the window, there are navigation icons (Home, Left, Right, End) and buttons for "OK" and "Cancel".

To access the **Procedure** click the **Add** icon by adding a new procedure, then select one or more schedule services

The screenshot shows a software window titled "Create and Maintain Equipment Schedule File". It features several input fields and dropdown menus for equipment details. Below the input fields is a table with the following columns: Procedure #, Description, Distance, Time, Liquid, and Date. The table is currently empty. At the bottom right of the window are "OK" and "Cancel" buttons.

Procedure #	Description	Distance	Time	Liquid	Date

### **Schedule Services**

The bottom section of the screen will show the different schedule services to be performed:

- Distance
- Time
- Liquid
- Date

Scheduling criteria will determine when or how often a work order will be generated, based on these criteria:

- Equipment primary counter
- Equipment counter reading
- Specific Dates
- Frequency since last service was last completed

You can choose any combination of the scheduling criteria permitted by the system.

Equipment # MERCEDEZBENZC300\_11

Description MB 2011 C300 4MATIC LUXURY-V6-3.0-LT-GAS

Manufacturer # MERCDS BNZ Year 2011

Model # C300 4MATIC - W204 Color white

Serial #/VIN WDDGF88B2BR183609 Avg. 12.296

Active

Status Service

Region MEA

Department MGAR

Primary Counter Odometer

Procedure #	Description	Distance	Time	Liquid	Date
OIL_CHANGE	CHANGE OIL/FILTER 10K MI/12 MON	10000.00 Miles	12.00 Months	<input type="checkbox"/>	<input type="checkbox"/>

Distance  10000.00 Miles

Time  12.00 Months

Liquid  0.00

Date

OK Cancel

This **Schedule Service** example is adding a procedure **OIL\_CHANGE** with a **Distance service** of 10,000 miles and Time service of 12 months (1 year), whichever comes first.

There are **Schedule Services**, which are exclusive from one to another, these are dependent from the equipment **Primary Counters**; these are:

- Odometer
- Hour-meter
- Hubo-meter

### Distance Service

When the equipment has any of these three types of above meter, the system will allow to select the Distance Service parameter, otherwise will be read-only. After flagging the distance service, select from drop down: Miles, KM, Feet or Meter

### Time Service

A vehicle, truck or any equipment can have an Odometer and can have a time base service, like every 90 days or every year. After flagging the time service, select from drop down: Hours, Days, Weeks or Month



## Liquid Service

When the equipment primary counter is Oil-meter or Fuel-meter, the system will allow selecting the Liquid Service parameter; otherwise will be read-only. Distance service and Liquid service are mutually exclusive, if user selects Liquid service, then Distance service is read-only, or vice-versa. After flagging the liquid service, select from drop down:

- Oil-meter: Lbs., Quarts or KGs
- Fuel-meter: Gallons, Liters or Quarts

User will enter the quantity needed for the procedure to happen, example every 200 gallons of fuel

## Date Service

When the primary counter is Time based, the Distance service and Liquid service are both disabled, presenting the last option type of service, which is the Date service. The Time service and Date service are mutually exclusive, if user selects Date service, then Time service is read-only, or vice-versa. After flagging the Date service, select from the first drop down, the date type either Specific Date of Repeated Date:

**Specific Date** – schedule the equipment with a specific month (January to December) of a year and a specific day (1-31) of the month. System has to validate the day of a particular month, like 28 or 29 days in February. The Specific Date determines when you want the Procedure to repeat in a specific date, like for example have a DOT Inspection on August 15 of every year. The system will perform a Procedure for that specific date every year.

**Repeated Date** –schedule the equipment for repeating dates, you determine how frequently you want the Procedure to repeat, for example, you want to repeat the Procedure every month and have a Work Order generated on future dates, like every Day 10 of the Month, or 2nd Week of the Month, or every 3rd Month of the Year. There is a two-way relation in the dropdown at this particular option:

- 1- Day-Month (1-31 days in a month)
- 2-Week-Month (1-6 weeks in a month)
- 3-Month-Year (1-12 months in a year)

Note: For days – if user has selected every 31 day of the month, the system will have a process to check the days for the months of February 28 or 29, April 30, June 30, September 30 and November 30

Equipment # MERCEDEZBENZC300\_11

Description MB 2011 C300 4MATIC LUXURY-V6-3.0-LT-GAS

Manufacturer # MERCEDES BENZ

Model # C300 4MATIC - W204

Serial #/VIN WDDGF88B2BR183609

Year 2011

Color white

Avg. 12,296

Active

Status Service

Region MEA

Department MGAR

Primary Counter Odometer

Procedure #	Description	Distance	Time	Liquid	Date
OIL_CHANGE	CHANGE OIL/FILTER 10K MI/12 MI	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OK Cancel

The **Schedule Service** is showing the **OIL\_CHANGE** procedure for the equipment just added.

### **Adding a Procedure to a Schedule**

To create a new schedule you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Fill in the appropriate data and click **OK** to save the new record or click **Cancel** to discard it.

### **Editing a Schedule**

To edit an existing schedule's data, first select it, then:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

Change the appropriate fields and click **OK** to save the new data or click **Cancel** to retain the original and discard your changes.

## Deleting a Schedule

To delete an existing procedure's data, first select it, then:

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or **No** to keep it.

## Moving a Procedure position on the Schedule

To move an existing procedure position up or down, first select the procedure row, then select the navigation arrow up or arrow down on the right to move it the same direction.

Equipment # MERCEDEZBENZC300\_11  
 Description MB 2011 C300 4MATIC LUXURY-V6-3.0-LT-GAS  
 Manufacturer # MERCDS BNZ Year 2011  
 Model # C300 4MATIC - W204 Color white  
 Serial #/VIN WDDGF8BB2BR183609 Avg. 12.250  
 Active   
 Status Service  
 Region MIA  
 Department MGAR  
 Primary Counter Odometer

Procedure #	Description	Distance	Time	Liquid	Date
OIL_CHANGE	CHANGE OIL/FILTER 10K MI/12 MC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MBC300 - GLASS TREAT	MB C 300 GLASS TRATMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
AUTO WASH	AUTO WASH - DRY OT WET	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EMSSION TEST	EMISSION ANNUAL TEST	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

OK Cancel

This **Schedule Service** example is showing several procedures for the equipment:

- OIL\_CHANGE – Distance and Time Service
- MBC300 – GLASS TREAT – Date Service (Specific)
- AUTO WASH – Time Service
- EMISSION TEST – Date Service (Repeated)

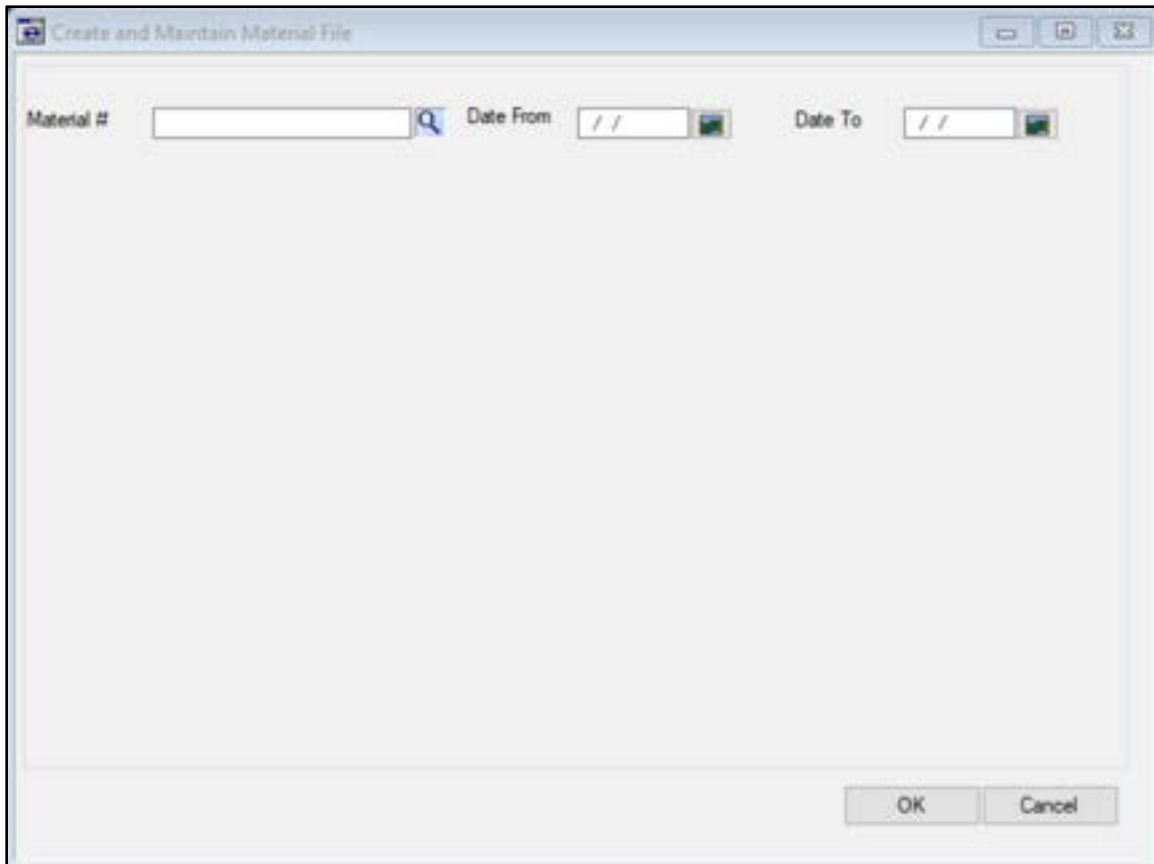
## **Materials**

You can define as many materials you need with **Zeta Pro™**. At least define one material record in the system.

To work with this function, select **Material** from the **Maintenance** menu or click on **Create and Maintain Material File icon**.

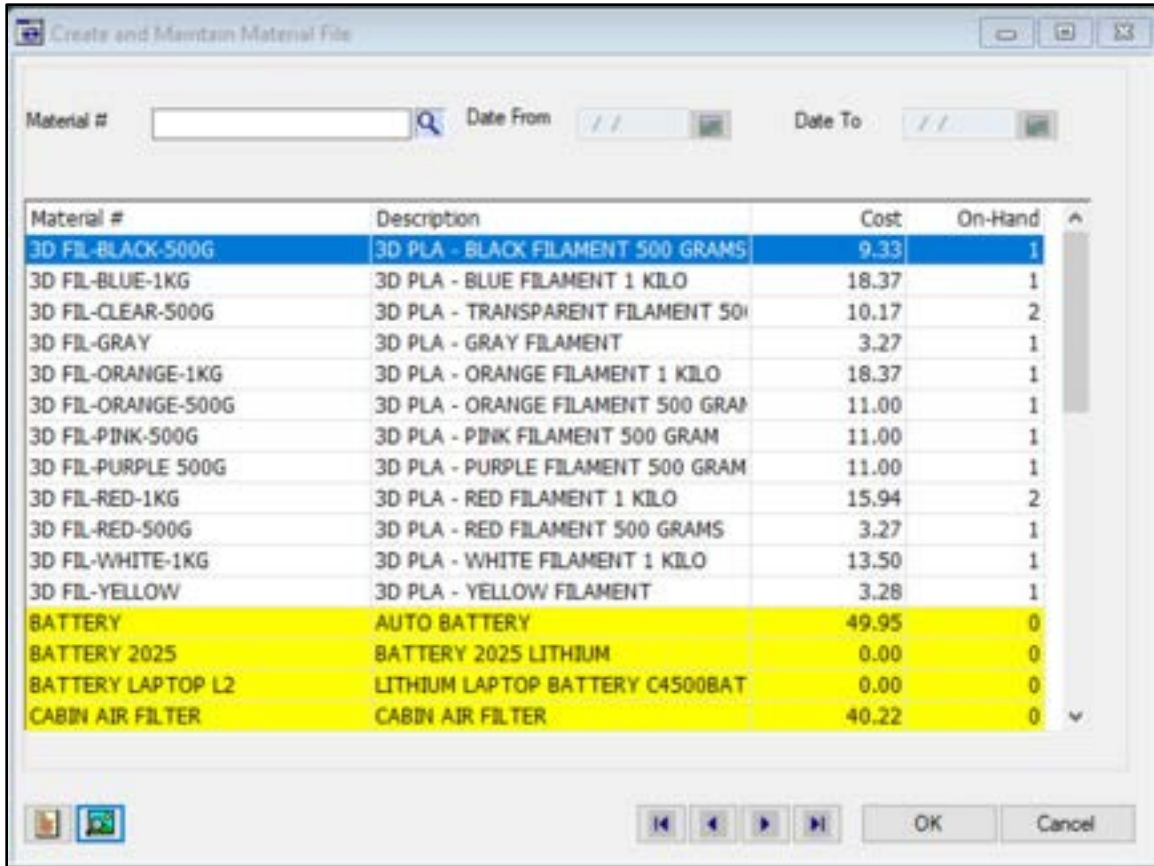
To help you with the data, the system will display the **Material Search window** with the following searchable fields to help in the process.

- **Material #** - allows you to select all the material or just one.
- **Date From** - allows you to select a date (create date) with a calendar popup icon
- **Date To** - allows you to select a date (create date) with a calendar popup icon

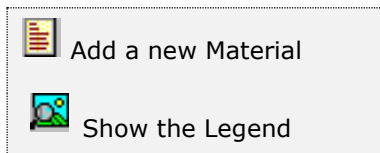


The system will display the search window with the **OK** and **Cancel** buttons. Click **OK** to proceed or click **Cancel** to abort and return to the selection option.

The user can combine any criteria, and only those fields entered by the user become part of the query. If no searchable field entered and by clicking the **OK** button, the system will display the search result with all the material.



The user can select the material by **Double-clicking** on the selected material or by selecting the material and clicking the **OK** button.



At the bottom of the Search window, you will find a set of icons that will show available functions.

The user from this window can also add a new material by clicking the **Add icon** to start a new material.

The **Browser Legend** will display different colors depending of the status:





**Inactive** – the material color is **Red**

**No Stock** – the material color is **Yellow**





**Active** – the material color is **White**

**Selected** – the material-selected color is **Dark Blue** (3D FIL-BLACK-500G)

After selecting the material, the system will display the following window; at the bottom, you will find a set of icons that will show the available functions.

	Search for a Material
	Start a new Material
	Edit this Material
	Delete this Material
	Show image

You can search, add, edit or delete records by means of the action icons. You can also navigate through the records by means of the navigation icons.

	Next record
	Previous record
	First record in file
	Last record in file

You will need to fill the following fields:

- **Material** – is the unique ID for a material, up to 20 alphanumeric characters
- **Active** - indicates if the material is in **active** state. You can process work orders only if the material has an **active** status. On the other hand, you can only delete a material that has an **inactive** status
- **Description** – it contains the description for the material, up to 54 characters
- **Model** – is the model of the material. **Optional**

- **UPC #** – is the material control number. **Optional**
- **Group** – the code that identifies the product group assigned to this material.
- **Image** - (optional) is up to forty characters indicating the file name that contains an image for the material. Click on the folder icon to the right of the field in edit mode to locate the image for this item. A good subdirectory to place all your images under the "SIS1" (business 01) will be SIS1\PIC
- **Cost** – is the current material unit cost. When you create a material record, you can input the initial cost if known. From there on, the cost value is update continuously as your material stock changes. The value shown represents the average cost of your on-hand material. **Optional**
- **Measure Unit** – is the code for the unit of measure used by this material, Click on the search icon to the right of the field to select from the list of defined units-id. **Optional**
- **Vendor #** - input or search (clicking on the search icon) the corresponding code for the purchase vendor from the vendor file.
- **Part #** - this is the vendor's material part number, up to 20 characters. **Optional**
- **Manufacturer** – is the manufacturer for the material. Input or search (clicking on the search icon) the corresponding code for the manufacturer from the resource file, flagged as "Is Manufacturer".
- **Manufacturer Part #** - this is the manufacturer's material part number, up to 20 characters. **Optional**
- **Item Code** – this is the Finance module account assigned to this group of material. The Item Code has four (4) Accounts: Sales, Cost of Goods Sold (COGS), Sales Return and Material. Click on the search icon to the right of the field to select from the list of defined product type codes.
- **Units PTD** – quantity accumulated from work orders for the current period, (PTD) Period-to-Date, updated by the system.
- **Units YTD** – quantity from work orders from the start of the fiscal year up to the current date, (YTD) Year-to-Date, updated by the system.
- **Units ATD** – quantity from work orders since the start up to the current date, (ATD) Amount-to-Date, updated by the system
- **Cost PTD** – cost accumulated from work orders for the current period, (PTD) Period-to-Date, updated by the system.
- **Cost YTD** – cost from work orders from the start of the fiscal year up to the current date, (YTD) Year-to-Date, updated by the system.
- **Cost ATD** – cost from work orders since the start up to the current date, (ATD) Amount-to-Date, updated by the system
- **Notes** – notes are optional, you can enter any text that relates to the tool
- **On-Hand** – is the current on-hand quantity. When you create a material record, you can input the initial on-hand quantity and the system will automatically create and Material Adjustment entry. You will have the option to change the posting to the material adjustment account; otherwise will be posted directly to the Material cost

- **Booked:** is the quantity posted in the Work Order not completed. This field cannot be changed is updated by the system.
- **Available** – is the quantity of the material you can include in a work order. Material On-Hand minus Booked. This field cannot be changed, is updated by the system
- **On Order** – is the quantity ordered to the vendor. This quantity increases when placing a Purchase Order and decreases when receiving the merchandise, it cannot be changed, is updated by the system.
- **To Order** – is the order quantity pending to the vendor at the Work Order creation and we do not have enough stock available (Booked minus On-Hand), the system generates quantities To Order. ***To Order*** quantity and ***On Order*** quantity are concurrently updated by the system and cannot be changed at creation of a Purchase Order or when making adjustments.
- **Min/Max** – is the minimum and maximum quantities you should stock for this item. You can change these quantities manually or through the Minimum and Maximum process in the Transactions menu at the **Inventory module**
- **Last Order** – is the last purchase order number, updated by the system.
- **Last Cost** – is the last cost in a purchase order received without any additional expenses added, updated by the system
- **Last Update By** – is the user that updated the record, updated by the system
- **Last Update Date** – is the date when the record was updated, updated by the system.
- **Created by** – is the user that created the record, updated by the system
- **Created in** – is the record creation date, updated by the system

### **Searching for a Material**

To search for a specific material you can:

- Click on the search icon on the bottom of the window,
- Click the **F1** key on the keyboard

Navigate through the records, by means of the bottom record movement icons.

Locate the record by means of the arrow keys [↑↓] and click **OK** to select it.

To return without making a selection click **Cancel**.



### **Adding a Material**

To create a new material you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Fill in the appropriate data and click **OK** to save the new record or click **Cancel** to discard it.

### **Editing a Material**

To edit an existing material's data, first select it, then:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

Change the appropriate fields and click **OK** to save the new data or click **Cancel** to retain the original and discard your changes.

### **Deleting a Material**

To delete an existing material's data, first select it, then:

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or **No** to keep it.

**NOTE:** you can only delete a material's record with an **inactive** status only.

### **Showing a Material Image**

To show the image of the material, if there is one associated with it. The system will show an image of the material when you have added the image file name at the image field.

## Tools

You can define as many tools you need with **Zeta Pro™**. At least define one tool in the system.

To work with this function, select **Tools** from the **Maintenance** menu or click on **Create and Maintain Tool File icon**.

To help you with the data, the system will display the **Tool Search window** with the following searchable fields to help in the process.

- **Area** – allows you to select the entire area or just one. If you clear the check, a field will be shown where you can enter (or search) the area you want to process.
- **Department** – allows you to select the entire department or just one. If you clear the check, a field will be shown where you can enter (or search) the department you want to process.
- **Region** – allows you to select the entire region or just one. If you clear the check, a field will be shown where you can enter (or search) the region you want to process.
- **Tool #** - allows you to select all the tool or just one.
- **Date From** – allows you to select a date (create date) with a calendar popup icon
- **Date To** – allows you to select a date (create date) with a calendar popup icon

The screenshot shows a window titled "Create and Maintain Tool File". At the top, there are three groups of search criteria, each with a checkbox labeled "All" and a search icon:

- Area #
- Dept #
- Region #

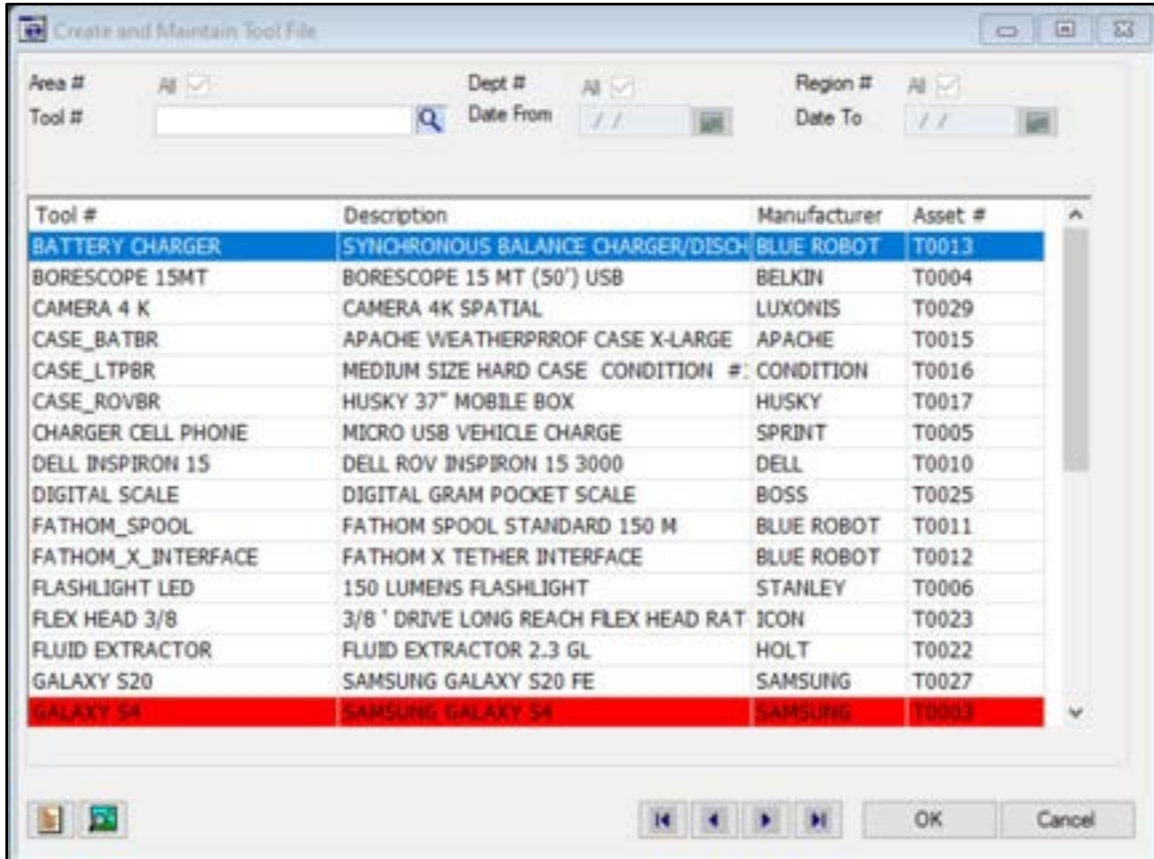
Below these are three input fields:

- Tool # (with a search icon)
- Date From (with a calendar icon)
- Date To (with a calendar icon)

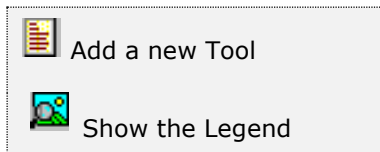
At the bottom right, there are "OK" and "Cancel" buttons.

The system will display the search window with the **OK** and **Cancel** buttons. Click **OK** to proceed or click **Cancel** to abort and return to the selection option.

The user can combine any criteria, and only those fields entered by the user become part of the query. If no searchable field entered and by clicking the **OK** button, the system will display the search result with all the tools.



The user can select the tool by **Double-clicking** on the selected tool or by selecting the tool and clicking the **OK** button.



At the bottom of the Search window, you will find a set of icons that will show available functions.

The user from this window can also add a new tool by clicking the **Add icon** to start a new tool.

The **Browser Legend** will display different colors depending of the status:

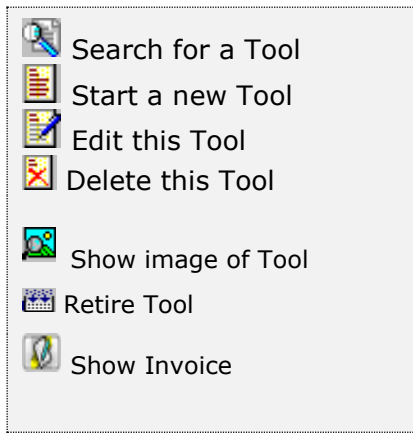
**Retired** – the tool color is **Red**

**Damage** – the tool color is **Yellow**

**In Service** – the tool color is **White**

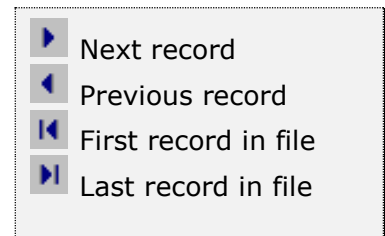
**Selected** – the tool-selected color is **Dark Blue** (BATTERY CHARGER)

After selecting the task, the system will display the following window; at the bottom, you will find a set of icons that will show the available functions.



You can search, add, edit or delete records by means of the action icons.

You can also navigate through the records by means of the navigation icons.



You will find new icons:

- one for showing the tool image (if there is one associated with it)
- one for retiring the tool
- one to show the tool invoice (if there is one associated with it)

The screenshot shows the 'Create and Maintain Tool File' window. The form is populated with the following data:

Tool #	BATTERY CHARGER	Active	<input checked="" type="checkbox"/>	Consumption	<input type="checkbox"/>
Description	SYNCHRONOUS BALANCE CHARGER/DISCHARGER	Status	Service	Primary Counter	Time based
Model	0620AC-R1	Year	2018	Consumption	MONTH
Serial #	NO S/N	Color	Aqua	Region	MIA
Location	HCAS2	BATTERY HARD CAS		Department	OFFC
Group	UWRS	UW ROV SERVICE		Area	OFFC
Image	LIPO CHARGER.jpg			Asset #	T0013
Manual				Tool Life	60 Month
Invoice	ROV_Invoice.pdf			Pur. Condition	New
Custodian	JFZ	JOSE F. ZOUAIN		Purchase Cost	131.44
Supervisor	JFZ	JOSE F. ZOUAIN		Units	1
Manufacturer	BLUE ROBOT	BLUE ROBOTICS		Last Update by	SUPER
Vendor #	BLUEROTOC	BLUE ROBOTICS, INC.		Last Update on	06/05/2022
Purchase Date	07/18/2017	Invoice #	16694	Created by	SUPER
Install Date	10/13/2017	Retire by		Created in	11/13/2018
Warr-Vendor	720	Days			
Notes	120 + Shipping				
Total Char.	14				

You will need to fill the following fields:

- **Tool** – is the unique ID for a tool, up to 20 alphanumeric characters. **Required**
- **Active** - indicates if the tool is in **active** state. You can process work orders only if the tool has an **active** status. On the other hand, you can only delete a tool that has an **inactive** status
- **Description** – it contains the description for the tool, up to 54 characters. **Required**
- **Model** – is the model of the tool. **Optional**
- **Serial #** – is the serial # of the tool. **Optional**
- **Location** – input or search (clicking on the search icon) the corresponding code for the location assigned to this tool. **Required**
- **Group** – input or search (clicking on the search icon) the corresponding code that identifies the product group assigned to this tool. **Required**
- **Image** - (optional) is up to forty characters indicating the file name that contains an image for your tool. Click on the folder icon to the right of the field in edit mode to locate the image for this item. A good subdirectory to place all your images under the "SIS1" (business 01) will be SIS1\PIC
- **Manual** - (optional) is up to forty characters indicating the file name that contains a manual (PDF format) for your tool. Click on the folder icon to the right of the field in edit mode to locate the image for this item. A good

subdirectory to place all your images under the "SIS1" (business 01) will be SIS1\MAN

- **Invoice** - (optional) is up to forty characters indicating the file name that contains an invoice (PDF format) for your tool. Click on the folder icon to the right of the field in edit mode to locate the image for this item. A good subdirectory to place all your images under the "SIS1" (business 01) will be SIS1\INV
- **Custodian** – is the name of the person or resource from the resource table to contact when addressing issues with this tool. **Required**
- **Supervisor** – is the name of the person or resource from the resource table that supervises the custodian and to contact when addressing issues with this tool. **Required**
- **Manufacturer** - input or search (clicking on the search icon) the corresponding code for the manufacturer from the resource file. **Required**
- **Vendor** - input or search (clicking on the search icon) the corresponding code for the purchase vendor from the vendor file. **Required**
- **Purchase Date** - indicates the date the tool was purchased.
- **Invoice #** - input the invoice # when the tool was purchased.
- **Install Date** - indicates the date the tool was install or started to be used
- **Warranty Vendor** – is the number of days from the vendor's invoice date for which you have warranty for this tool. The number of days entered is added to the invoice date to determine a tool's warranty expiry date.
- **Retire By** – is the user that retire the tool, updated by the system
- **Retire Date** – is the Retire date, updated by the system
- **Notes** – notes are optional, you can enter any text that relates to the tool
- **Status** – it contains information of this tool's status. Only **In Service** status tools can be subject to Procedures or Work Orders transactions. This field have the following meaning:
  - **In Service** – the tool is in Service and is subject to Work Order transactions
  - **Damage** – the tool is in Damage condition
  - **In Shop** – the tool is in the Shop on repair
  - **Retired** – the tool is Retired, cannot be subject to transactions
- **Primary Counter** – is the tool primary counter, the primary counter will define the tool consumptions type. A tool can have more than one counter, but must have a primary one, select one from the following primary counters:
  1. **Odometer**
  2. **Hour-meter**
  3. **Hubo-meter**
  4. **Fuel-meter**
  5. **Oil-meter**
  6. **Time based**

- **Consumption** – is the consumption type depending on the Primary Counter selected.
- **Region** – is the code that identifies the region of the tool. See Classification and Auxiliary Data on this section for details procedures on entering data into this field.
- **Department** – is the code that identifies in what department is this tool. See Classification and Auxiliary Data on this section for details procedures on entering data into this field.
- **Area** – is the code that identifies in what area of the location is this tool. See Classification and Auxiliary Data on this section for details procedures on entering data into this field
- **Asset #** - indicates the asset # for the tool
- **Tool Life** – indicates the tool life, input the number of months or year and select from the drop down either month or year
- **Purchase Condition** – indicates the purchase condition for the equipment:
  - **New**
  - **Leased**
  - **Rented**
  - **Used**
  - **Reconditioned**
- **Purchase Cost** – indicates the tool purchase cost
- **Purchase Units** – indicates the quantity of units for the tool
- **Last Update By** – is the user that updated the record, updated by the system
- **Last Update Date** – is the date when the record was updated, updated by the system
- **Created by** – is the user that created the record, updated by the system
- **Created in** – is the record creation date, updated by the system

### **Searching for a Tool**

To search for a specific tool you can start the search window by

- Click on the search icon on the bottom of the window,
- Click the **F1** key on the keyboard

Navigate through the defined records, by means of the bottom record movement icons.

Locate the record by means of the arrow keys [↑↓] and click **OK** to select it. To return without making a selection click **Cancel**.

### **Adding a Tool**

To create a new tool you can:

- Click on the add icon on the bottom of the window, or
- Click the **F3** key on the keyboard

Fill in the appropriate data and click **OK** to save the new record or click **Cancel** to discard it.

### **Editing a Tool**

To edit an existing tool's data, first select it, then:

- Click on the edit icon on the bottom of the window, or
- Click the **F5** key on the keyboard

Change the appropriate fields and click **OK** to save the new data or click **Cancel** to retain the original and discard your changes.

### **Deleting a Tool**

To delete an existing tool's data, first select it, then:

- Click on the delete icon on the bottom of the window, or
- Click the **F4** key on the keyboard

A confirmation window will appear, click **Yes** to delete the record or **No** to keep it.

**NOTE:** you can only delete a tool's record with an **inactive** status only.

### **Retiring a Tool**

To retire this tool, first select it, then:

- Click on the retire icon on the bottom of the window

A confirmation window will appear, click **Yes** to retire the tool or **No** to keep it.

The system will change the Status to **Retired** and will assigned the user and the date the tool is retired. The tool will be Inactive and disabled and no more transactions can be created.

### **Showing a Tool Image**

To show the image of the tool, if there is one associated with it. The system will show an image of the tool when you have added the image file name at the image field.




## Equipment Counter

With **Zeta Pro™**, you can easily update your equipment counter and your equipment meter rollover.

To work with this function, select **Counter** from the **Settings** menu or click on **Create and Maintain Counters and Meter Rollover icon**.

The initial window layout shows only Equipment data in view mode.



The screenshot shows a software window titled "Maintain Counters and Meter Rollover". The window contains a form with the following fields and values:

Equipment #	MERCEDEZBENZC300_11	Active	<input checked="" type="checkbox"/>
Description	MB 2011 C300 4MATIC LUXURY-V6-3.0-LT-GAS	Status	Service
Manufacturer #	MERCDS BNZ	Year	2011
Model #	C300 4MATIC - W204	Color	white
Serial #/VIN	WDDGF88B2BR183609	Avg.	12.150
		Location	MEA
		Department	MGAR
		Primary Counter	Odometer

At the bottom of the window, there are navigation buttons (Home, Back, Forward, End) and "OK" and "Cancel" buttons.

There are different counters or meters types, all equipment must have a Primary Meter, equipment also can have at the same time multiple counters:

1. Odometer - distance traveled
2. Hourmeter - operating hours
3. Hubometer - miles on trailers, installed on wheels
4. Oilmeter - oil consumed
5. Fuelmeter - usage related to fuel consumed
6. Chronometer - usage related to time used

There are counters, which are exclusive from one to another, these are the Odometer, Hourmeter and the Hubometer, is either one or the other. A Truck can have an Odometer and have a Time Based counter like every 90 days. Whichever comes first will show for the schedule maintenance.

## Searching for an Equipment

To search for a specific equipment you can start the search window by

- Click on the search icon on the bottom of the window,
- Click the **F1** key on the keyboard

Navigate through the defined records, by means of the bottom record movement icons.

If using the search window, locate the record by means of the arrow keys [↑↓] and click **OK** to select it. To return without making a selection click **Cancel**.

After selecting the equipment, the system will display new values to enter at the bottom.

The screenshot shows the 'Maintain Counters and Meter Rollover' window. The fields are populated with the following information:

- Equipment #: MERCEDEZBENZC300\_11
- Description: MB 2011 C300 4MATIC LUXURY-V6-3.0-LT-GAS
- Manufacturer #: MERCEDES BENZ
- Model #: C300 4MATIC - W204
- Serial #/VIN: WDDGF88B2BR183609
- Year: 2011
- Color: white
- Avg.: 12.150
- Active:
- Status: Service
- Location: MEA
- Department: MGAR
- Primary Counter: Odometer
- New Meter: 0.00
- Max Meter: 0.00
- Meter Date: 02/02/2019
- Current Meter: 66608.00
- Rollover Meter: 0.00
- Total Meter: 66608.00
- Max Meter Reached:

The table below shows a transaction record:

Transaction #	Old Meter	New Meter	Meter Date
001	0.00	16618.00	09/22/2012

You will need to enter the following values:

- **New Meter** – the value the new meter started.
- **Max Meter** – the maximum counter value.
- **Meter Date** – indicates the date the counter started.
- **Max Meter Reached** – indicates to reduce the counter by one (1) the Rollover unit. Flag this option **only** when replacing a counter that has reached the max meters, see example of **Adding a New Counter**.

Click **OK** to save the new record or **Cancel** to discard it.

The following values are calculated by the system and Read-Only:

- **Current Meter** – the usage of the equipment.
- **Rollover Meter** – is the meter rollover value for the equipment.
- **Total Meter** – is the current value plus the meter rollover for the equipment.

### **Adding a New Counter**

When tracking meter values, the system needs to be informed in order to include the prior meter value for its calculation, for instance when the meter has reached its maximum value and started counting back to one (1), or when the meter has been replaced with another meter. To keep the most accurate meter reading we need to inform the system that a meter rollover has occurred to count the value prior to the rollover or reset.

For example if your odometer can read the maximum of 999,999 and physically you have gone over that amount the display may show 000,042. It would not be correct to say the meter reading of this unit is 42. You must log that a meter rollover has occurred to calculate the total meter as reading as 1,000,041.

For meter rollover, the System will have a messaging system to alert the user about this, as soon as the user gets this alert or realizes that a meter rollover have occurred, user should update the **Maintain Counters and Rollover Screen** by adding a Meter Rollover transaction by replacing the Old Meter with the New Meter values, see examples.

In some occasion, a meter may be entered erroneously. If that happens, this option may be use to make the correction. Example, you have created a new equipment and entered the wrong initial Current Meter. Use this option to correct the Current Meter value by adding a new transaction at the **Maintain Counters and Rollover Screen**. See prior screen where the user entered zero (0) as the Current Meter instead of 16,618 miles, by adding a transaction #1 on 9/22/2012 with the correct value, the issue was fixed.

### **Counter Rollover by Replacement**

Current Meter reading is                    95,888  
New Meter replaced is reading            43

#### **1 - Equipment Screen:**

Max Meter                    999,999 – User input  
Current Meter                95,888 – Read-Only - System update  
Rollover Meter                0 – Read-Only  
Total Meter                    95,888 – Read-Only

User will add a transaction to adjust the values at the **Counters and Meter Rollover Screen**

**2 – Counters and Meter Rollover Screen:****Counter values:**

New Meter	43	– User input
Max Meter	1,999,999	– User input (new max meter)
New Meter Date	01/31/2019	– User input
Current Meter	95,888	– Read-Only
Rollover Meter	0	– Read-Only
Total Meter	95,888	– Read-Only

User clicks the **OK** Button will trigger a process to add this transaction, updating the Max Meter, the Current Meter, the Rollover Meter and the Total Meter in the Equipment Table.

**3 - Counters and Meter Rollover Screen (Updated):****List-view values:**

Rollover Transaction #	1
Old Meter	95,888
New Meter	43
Meter Date	01/31/2019

**Counter values:**

New Meter	0
Max Meter	0
Meter Date	01/31/2019 – Default Date
Current Meter	43 – Read-Only - System update
Rollover Meter	95,888 – Read-Only - System update
Total Meter	95,931 – Read-Only - System update

**4 - Equipment Screen (Updated):**

Max Meter	1,999,999	– Can be change by the User
Current Meter	43	– Read-Only
Rollover Meter	95,888	– Read-Only
Total Meter	95,931	– Read-Only, System updates (43 + 95,888)

**Counter Rollover by Max Meter reached**

Current Meter reading is 200  
 Max Meter reached 999,999

**1 - Equipment Screen:**

Max Meter 999,999 – User input  
 Current Meter 200 – Updated by the system  
 Rollover Meter 0 – Read-Only  
 Total Meter 200 – Read-Only

User will add a transaction to adjust the values at the **Counters and Meter Rollover Screen**

**2 - Equipment Counter Rollover Screen:****Counter values:**

New Meter 999,999 – User input  
 Max Meter 999,999 – User input (same max meter)  
 New Meter Date 01/31/2019 – User input  
 Current Meter 200 – Read-Only  
 Rollover Meter 0 – Read-Only  
 Total Meter 200 – Read-Only

User clicks the **OK** Button will trigger a process to add this transaction, updating the Max Meter, the Current Meter, the Rollover Meter and the Total Meter in the Equipment Table.

**3 - Counter and Meter Rollover Screen (Updated):****List-view values:**

Rollover Transaction # 1  
 Old Meter 999,999  
 New Meter 200  
 Meter Date 01/31/2019

**Counter values:**

New Meter 0  
 Max Meter 0  
 Meter Date 01/31/2019 – Default Date  
 Current Meter 200 – Read-Only - System update  
 Rollover Meter 999,999 – Read-Only - System update  
 Total Meter 1,999,198 – Read-Only - System update

**4 - Equipment Screen (Updated):**

Max Meter 999,999 – Can be change by the User  
 Current Meter 200 – Read-Only – System update  
 Rollover Meter 1,000,000 – Read-Only – System update (999,999 + 1)  
 Total Meter 1,000,200 – Read-Only – System update

The System updates the Rollover Meter when the user checks the **Max Meter Reached** Flag, with the Rollover Unit, only when the New Meter at the **Counters and Meter Rollover Screen** is divisible by 9, like 999 or 999,999 etc.

# Assets – Reports

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## Assets Reports

**Zeta Pro™** provides a full range of reports for your Assets information. This section groups the available reports in categories. These categories are **Document Printing, Maintenance Reports, Auditing Reports, Data Review and Analysis Reports** and **Other reports**. All the reports can be executed by selecting them from the **Reports** menu.

### Report data options

For most reports you can chose the **type** of data to show, normally detail or summary; determine the order in which data should be shown or filtered (**sort**) and the range of data to show (**data**). Choosing some options will display an additional window where you will have to select or enter more information. In the next sections, you will find detailed explanations on how these options affect each report.

### Report output options

Each report, unless specified otherwise, can be directed to your choice of output devices or locations. The following options are standard:

- **Screen** - Shows the report in a preview window where you can navigate from page to page, zoom in or out the view or print a hard copy.
- **Printer** - Sends the report to the system configured **default printer**. If you want to print to a different one, go to your computer's control panel and set another one as default.
- **Export** - Creates a file from the report data in one of the available formats. See the next topic for a detailed explanation.

### Export a report

**Zeta Pro™** offers a great flexibility for exporting your reports to a wide range of file formats. This can allow you to send the reports via e-mail, save them for archiving for later review or simply to share or communicate the data with other collaborators. Please note that this topic does not cover all the available formats. Some of them are disabled or are for *advanced users* and require special information to carry out the task.

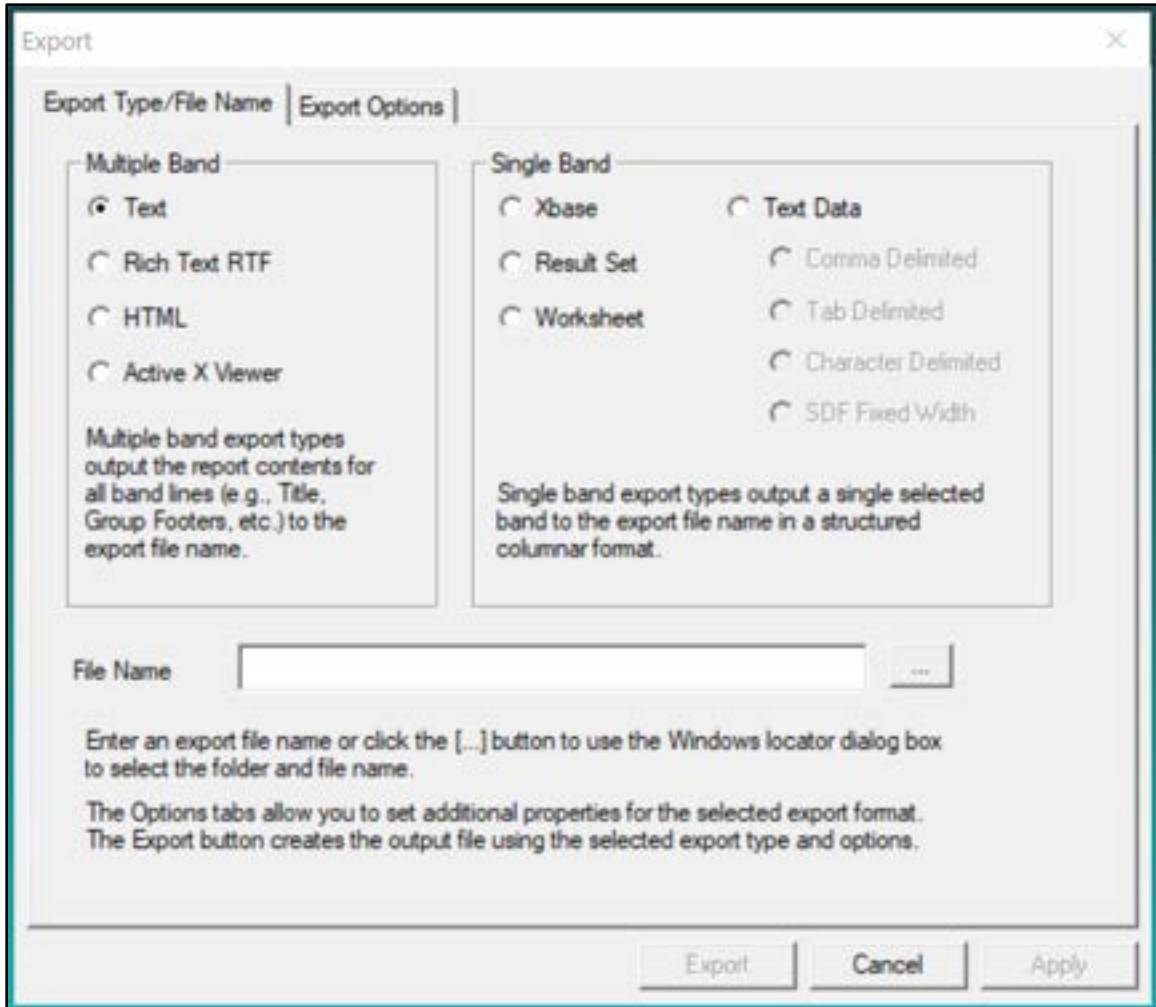
For all the export formats, you should click the **Edit** button to specify the filename and other needed parameters and then, click the **Export** button to execute the report.

The recommended formats for **Multiple Band** export are:

- **Text** - Exports the report as a simple text (\*.TXT) file. Specify the filename, either with or without full path name and click **Export**.
- **Rich Text Format (RTF)** - You can use this format to send reports that can be opened in Word or similar word processors. Specify the filename, either with or without full path name and click **Export**.
- **HTML** - Exports the report as a web page. Before specifying any option you should enter, the output filename (include the full path if necessary or Click the small browse button to the right of the field). If you do not want to view the file after export, clear the 'Open file in default browser after export' indicator.
- **Active X Viewer** - Exports the report as an Active X Viewer. When you select this export option, you can create a report file that will be written to a proprietary file format. To view a PDI file, you create an HTML container file. The HTML container includes a pointer to the ActiveX Viewer control (RRPRVIEW.CAB) along with a pointer to the generated PDI. When the HTML file is opened in a web browser that supports ActiveX such as Microsoft Internet Explorer the report is displayed in a viewer window. Specify the filename, either with or without full path name and click **Export**.

The recommended formats for **Single Band** export are:

- **Xbase** - Exports the report as a (\*.DBF) table. Xbase export only includes the computed and data fields that are on the selected band line. It does not include any memo fields. Specify the filename, either with or without full path name and click **Export**.
- **Result Set** - Exports the report as a SQL result set file. Specify the filename, either with or without full path name and click **Export**.
- **Worksheet** - Exports the report as a (\*.XLS) file, use it to transfer your data to a Microsoft Excel Worksheet or similar spreadsheet programs. Either specify the filename, with or without full path name then, click **Export**.
- **Text Data** - Exports the report as a simple text file. Specify the filename, either with or without full path name and click **Export**.





## **Document Printing**

### **Standard Formal Documents**

Although you can print all the formal documents from their own maintenance window as you create them, you also have the possibility to print them outside that process. This can come in handy to do batch printing or to reprint a missing document.

Selecting their corresponding function from the Printing submenu in the Reports menu can print all the documents described here.

**NOTE:** all the following documents, unless stated otherwise, go directly to the Windows® default printer. Refer to "Report data options" earlier in this chapter for more information.

Work Order

Work Plan

Work Accident

Log Book

For all of these you have to specify the range of document numbers to print (you can search using the search icons) and, after clicking **OK**, the number of copies to output. At any moment, you can click **Cancel** to abort the process. Once you click **OK** in the 'number of copies' window, control is handled to Windows Print Manager. Refer to your Windows® documentation if you need to manage your print job after this step.

## **Maintenance Reports**

### **Equipment**

This report prints all the main information the system knows about your Equipment. To execute this report select **Equipment** from the **Reports** menu. You have the following options:

- **Type** - Select the type of information you want:
  - **Detail** - Full information about each recurrent invoice record
- **Sort** – Select how your report is sorted:
  - **Equipment** – your report will sort by Equipment #
  - **Group** - your report will sort by group #
  - **Class** - your report will sort by class #
  - **Status** – your report will sort by status type
  - **Location** – your report will sort by location #
  - **Department** – your report will sort by department #
  - **Area** – your report will sort by area #
  - **Counter** – your report will sort by primary counter

- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort

### **Tasks**

This report prints all the main information the system knows about your Tasks. To execute this report select **Tasks** from the **Reports** menu. You have the following options:

- **Type** - Select the type of information you want:
  - **Detail** - Full information about each recurrent invoice record
- **Sort** – Select how your report is sorted:
  - **Task** – your report will sort by task #
  - **Department** – your report will sort by department #
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort

### **Procedure**

This report prints all the main information the system knows about your Procedures. To execute this report select **Procedure** from the **Reports** menu. You have the following options:

- **Type** - Select the type of information you want:
  - **Detail** - Full information about each recurrent invoice record
- **Sort** – Select how your report is sorted:
  - **Procedure** – your report will sort by task #
  - **Department** – your report will sort by department #
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window

- **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort

### **Schedule**

This report prints all the main information the system knows about your Schedules. To execute this report select **Schedule** from the **Reports** menu. You have the following options:

- **Type** - Select the type of information you want:
  - **Detail** - Full information about each recurrent invoice record
- **Sort** – Select how your report is sorted:
  - **Equipment** – your report will sort by Equipment #
  - **Department** – your report will sort by department #
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort

### **Tools**

This report prints all the main information the system knows about your Tools. To execute this report select **Tools** from the **Reports** menu. You have the following options:

- **Type** - Select the type of information you want:
  - **Detail** - Full information about each recurrent invoice record
- **Sort** – Select how your report is sorted:
  - **Tool** – your report will sort by tool #
  - **Manufacturer** - your report will sort by manufacturer #
  - **Group** - your report will sort by group #
  - **Location** – your report will sort by location #
  - **Department** – your report will sort by department #
  - **Area** – your report will sort by area #
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window

- **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort

### **Inventory Report**

The Inventory report shows essential data about the items you have created in the system. The information provided includes:

- Inventory number
- Item description
- Item standard price (local) per unit
- On-hand stock
- Item average cost per unit
- Total Item cost

You have the following options

- **Type** - Fixed, show summary
- **Sort** - You can select:
  - **Inventory** - To show your report ordered by Inventory #
  - **Any Classification Data** - To show your report ordered by Line, Group, Class, Subclass, Category or Vendor
  - **Special fields** - To show your data ordered by: **creation date, on-hand stock or location**
- **Data** - You can select:
  - **All** - All the records in the Inventory will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click OK and select your output option to execute the report

### **Material**

This report prints all the main information the system knows about your Materials. To execute this report select **Material** from the **Reports** menu. You have the following options:

- **Type** - Select the type of information you want:
  - **Detail** - Full information about each recurrent invoice record
- **Sort** – Select how your report is sorted:
  - **Material** – your report will sort by material #
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print

- **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
- **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort

### **Resources**

This report prints all the main information the system knows about your Resources. To execute this report select **Resources** from the **Reports** menu. You have the following options:

- **Type** - Select the type of information you want:
  - **Detail** - Full information about each recurrent invoice record
- **Sort** – Select how your report is sorted:
  - **Resources** – your report will sort by resources #
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort

### **Vendor**

The vendor report prints all the main information the system knows about your vendors. To execute this report select **Vendor** from the **Reports** menu. You have the following options:

- **Type** - Fixed, show detail
- **Sort** - Select the order for your report:
  - **Vendor** - Your report will sort by Vendor #
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print.
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window; and the type of data you should enter has to correspond to the selected **sort** order. For example, if you sort by vendor, then the range is vendor numbers
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort

## **Auditing Reports**

### **Work Orders**

This report prints information about your work orders. To execute this report select **Work Order** from the **Reports** menu. You have the following options:

- **Type** - Select what you want to print:
  - **Detail** - Detailed information about each transaction will print.
  - **Summary** - Just the most relevant information about each transaction will print.
- **Sort** - Select the order for your report:
  - **Work Order** - Your report will sort by work order #
  - **Equipment** - Your report will sort by Equipment #
  - **Status** - Your report will sort by status type
  - **Date** - Your report will sort by work order date
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window; and the type of data you should enter has to correspond to the selected **sort** order. For example: if you sort by Equipment, then the range is Equipment numbers
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort

### **Scheduling Orders**

This report prints information about your schedule work orders. To execute this report select **Scheduling Order** from the **Reports** menu. You have the following options:

- **Type** - Select what you want to print:
  - **Detail** - Detailed information about each transaction will print.
  - **Summary** - Just the most relevant information about each transaction will print.
- **Sort** - Select the order for your report:
  - **Work Order** - Your report will sort by work order #
  - **Equipment** - Your report will sort by Equipment #
  - **Date** - Your report will sort by work order date
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print

- **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window; and the type of data you should enter has to correspond to the selected **sort** order. For example: if you sort by Equipment, then the range is Equipment numbers
- **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort

### **Log Book**

This report prints information about your Equipment Log Book. To execute this report select **Log Book** from the **Reports** menu. You have the following options:

You have the following options

- **Type** - Fixed, show detail
- **Sort** – Fixed, show equipment
  - **Equipment** - Your report will sort by Equipment #
- **Data** - You can select:
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort

### **Inventory Transfers**

The Inventory Transfer Report shows you the transfer between source inventory and target inventory.

Print this report before running the End of Period process

You have the following options

- **Type** - Fixed, show detail
- **Sort** - You can select:
  - **Source inventory** - View your records ordered by the source of the transfers
  - **Target inventory** - View your records ordered by the destination of the transfers
  - **Date** - View your records ordered by the transaction date
- **Data** - You can select:
  - **All** - All the records in the Inventory will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window

- **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort

### **Inventory Adjustment**

The Adjustments Inventory Report shows you all the changes to the inventory through the Inventory Adjustment option. Print this report before running the End of Period process.

You have the following options

- **Type** - Fixed, show detail
- **Sort** - You can select:
  - **Inventory** - View your records ordered inventory #
  - **Adjustment** - View your records ordered by adjustment #
  - **Date** - View your records ordered by the transaction date
- **Data** - You can select:
  - **All** - All the records in the Inventory will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click OK and select your output option to execute the report

### **Transfer to Finance**

This report prints information about how you send, detail or summary, your Assets transactions to the Finance module. To execute this report select **Transfer to Finance** from the **Reports** menu. You have the following options:

- **Type** - Select the type of report:
  - **Detail** - A detailed report about the transactions
  - **Summary** - Just the most relevant data about the transactions
- **Sort** - Fixed: Chart of Account account number
- **Data** - Fixed: all the data will print

Click **OK** to execute the report or **Cancel** to abort



## **Data Review and Analysis Reports**

### **Consumption**

This report prints detailed information about your equipment consumption and average. To execute this report select **Consumption** from the **Reports** menu. You have the following options:

- **Type** - Fixed: detail
- **Sort** - Select the order for your report:
  - **Equipment** - Your report will sort by equipment #
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window; and the type of data you should enter has to correspond to the selected **sort** order. For example, if you sort by equipment, then the range is equipment numbers.
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort

### **Counter**

This report prints detailed information about your equipment's counters and rollover. To execute this report select **Counter** from the **Reports** menu. You have the following options:

- **Type** - Fixed: detail
- **Sort** - Select the order for your report:
  - **Equipment** - Your report will sort by equipment #
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window; and the type of data you should enter has to correspond to the selected **sort** order. For example, if you sort by equipment, then the range is equipment numbers.
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort

## **Retire Equipment**

This report prints detailed information about your retirement of equipment. To execute this report select **Retire Equipment** from the **Reports** menu. You have the following options:

- **Type** - Fixed: detail
- **Sort** - Select the order for your report:
  - **Equipment** - Your report will sort by equipment #
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window; and the type of data you should enter has to correspond to the selected **sort** order. For example: if you sort by equipment, then the range is equipment numbers.
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort

## **Data Classification - Inventory**

The Inventory Data Classification report prints information about the different ways you have classified the Inventory records. To execute this report select **Inventory** from the **Data Classification** submenu in the **Reports** menu. You have the following options:

- **Type** - Select the type of information you want:
  - **Detail** - Full information about each recurrent invoice record
- **Sort** – Select how your report is sorted:
  - **Line** - Line # defined
  - **Group** - Group # defined
  - **Class** - Class # defined
  - **Subclass** - Subclass # defined
  - **Category** - Category # defined
  - **Location** - Location # defined
  - **Measure** – Measure # defined
  - **Item Code** – Item Codes # defined
  - **Adjustment Reason** – Reason # defined
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window

- **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort

### **Data Classification – Assets**

The Assets Data Classification report prints information about the different ways you have classified the Assets records. To execute this report select **Assets** from the **Data Classification** submenu in the **Reports** menu. You have the following options:

- **Type** - Select the type of information you want:
  - **Detail** - Full information about each recurrent invoice record
- **Sort** – Select how your report is sorted:
  - **Group** - Group # defined
  - **Class** - Class # defined
  - **Custodian** – Resource Custodian # defined
  - **Supervisor** – Resource Supervisor # defined
  - **Location** – Location # defined
  - **Department** – Department # defined
  - **Area** – Area # defined
  - **Consumption** – Consumption # defined
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort

## **Data Classification - Vendor**

The Vendor Data Classification report prints information about the different ways you have classified the Vendor records. To execute this report select **Vendor** from the **Data Classification** submenu in the **Reports** menu. You have the following options:

- **Type** - Select the type of information you want:
  - **Detail** - Full information about each recurrent invoice record
- **Sort** – Select how your report is sorted:
  - **Class** – Vendor Class # defined
  - **Payment** – Vendor Payment Types defined
- **Data** - Select the data to be included in your report
  - **All** - All the records in file will print
  - **Range** - Just the records meeting the range criteria will print, the range is entered in an auxiliary window
  - **Individual** - Just the record that meets the criteria you enter or select in the auxiliary window will print

Click **OK** to execute the report or **Cancel** to abort

## **Other Reports**

### **Defined**

The Defined report option shows the reports defined externally by the user and included in the System. The quantity of reports to include is unlimited, is the option where all user-defined reports are listed.

When you select this option, a list of all defined reports will appear. Move around the list to select the report you want to execute and Click OK to select your output option.

## Assets – Settings

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### Closing fiscal periods

The **Period End** option allows you how to close a fiscal period in the Assets module. Likewise, it allows you how to close a fiscal year.

The system is sensitive to the period, not to the date - If you want to execute any function for the next period, first you should close the current one.

During the End of Period process, the following tasks will be performed automatically by the system:

- The End of Period process reduces the Period to Date (PTD) amount for Parts, Labor and Total in the Equipment File to zero. The End of Year process reduces the Year to Date (YTD) amount for Parts, Labor and Total in the Equipment File to zero.
- The End of Year process reduces the Year to Date (YTD) Usage in the Equipment file to zero.
- The End of Period process posts the period depreciation per Equipment to the Finance module.

Recommendations:

- Finish all the transactions for the current period.
- Transfer the data to the Finance module (optional).
- Print the following reports to have a record of all the information for the current period. The following reports should be printed as hard copy:
  - Consumption report
  - Depreciation report
  - Inventory report, if not printed in Sales
  - Inventory Adjustments report, if not printed in Sales
  - Transfer to Finance report
- Make backup of all the data files before executing the Period End process. If you have not done it, you will not be able to recover the previous data.
- Execute the end of period process for other linked modules (Sales, Purchasing, Inventory, for example).

Have in mind; the following actions will be carrying out by the Period End process:

- All the current period closed Work Order are deleted automatically and are sent to the history files during the End of Period process.

### **Period End Process**

**NOTE:** This option requires that nobody else will be using the system. Verify that you are the only user on the system before proceeding.

To work with this function, select **End of Period** from the **Settings** menu or click on **End of Period Process icon**.

Then answer **Yes** to continue or **No** to abort. There will be several confirmation windows before the actual process begins. Review the information that each one presents and answer accordingly.

**NOTE:** Pay attention to the question asking for the method to use to transfer data to the Finance module. The system will use the method you have chosen in the Set Up window for the module. If the method shown is not the appropriate, cancel the process answering **No** and then go to **Change Set Up** at the **Settings** menu to select the correct method.

### **Year End Process**

Are the same previous steps with the only difference that at period 12 or 13 depending to the periods used, will display as Year-End Process.

Follow the instructions, notes and recommendations for Period End Process in the previous topic to execute the process.

## **Change Set Up**

The Change Set Up option establishes the Assets essential information. You can initialize the information in minutes because the data is group by type and most of the fields are self-explanatory.

Initialize this section first, before initializing any data in the **Maintenance menu**.

Change this information as seldom as possible. If you change certain information after you begin using the system, you can generate erroneous data.

To work with this function, select **Change Set Up** from the **Settings** menu or click on **Change System Set Up icon**.

To edit the options, click on the edit icon on the bottom of the window or click the **F5** key on the keyboard. Once you have modified your data, click **OK** to save your changes or click **Cancel** to discard any change and keep the original configuration.

### **Information Assets Change Set Up Page**

The Information page contains the following settings that you can change:

- **Transfer Data in Detail to Finance** - Place a check mark on this field to transfer transactions in Detail, if cleared all transactions will be transferred as a **Summary** by account to the Finance module.

The screenshot shows a dialog box titled "Change System Set Up" with two tabs: "Information" and "Settings". The "Information" tab is active. The dialog contains the following settings:

Transfer Data in Detail to Finance	<input checked="" type="checkbox"/>
Use Multicurrency for this Business	<input type="checkbox"/>
Use Depreciation for this Business	<input type="checkbox"/>
Initial Work Order #	00000003
Initial Work Plan #	00000001
Initial Work Accident #	00000002
Initial Consumption #	00000001
Initial Log Book #	00000002
Initial Procedure #	00000001
Extended Hourmeter	<input type="checkbox"/>
Extended Value	MI
Reminder days before Scheduled Order	30

At the bottom of the dialog, there are "OK" and "Cancel" buttons.

- **Use Multicurrency for this Business** - Place a check mark if you want to use more than one currency. The system can use a foreign currency together with the local currency for pricing calculations and other tasks.
- **Use Depreciation for this Business** - Place a check mark if you want the system to use the **Equipment Depreciation option**, equipment must have previously setup their Asset account, Depreciation account, Depreciation method and corresponding values at the equipment level.
- **Initial Work Order #** - Enter the initial work order number. This number is updated by the system reflecting the next number used. **Required**
- **Initial Work Plan #** - Enter the initial work plan number. This number is updated by the system reflecting the next number used. **Required**
- **Initial Work Accident #** - Enter the initial work accident number. This number is updated by the system reflecting the next number used. **Required**
- **Initial Consumption #** - Enter the initial consumption number. This number is updated by the system reflecting the next number used. **Required**
- **Initial Log Book #** - Enter the initial logbook number. This number is updated by the system reflecting the next number used. **Required**
- **Initial Procedure #** - Enter the initial procedure number. This number is updated by the system reflecting the next number used. **Required**
- **Extended Hourmeter** - Place a check mark on this field to use the extended Hourmeter value in the Equipment and Tool Consumption option.
- **Extended Value** - Enter the value to show at the Equipment and Tool Consumption option when the prior field has a check mark.
- **Reminder days before Scheduled Orders** - Enter the days the system will use to calculate the scheduled orders in the Work Plan option.

### Settings Assets Change Set Up Page

The Settings page contains the following settings that you can change:

- **Default for Equipment Group** - the code that identifies the group assigned to the equipment or tool. This will be the default value when creating a new equipment or tool and can be change. **Required**
- **Default for Equipment Class** - the code that identifies the class assigned to the equipment. This will be the default value when creating a new equipment and can be change. **Required**
- **Default for Equipment Custodian** - the code that identifies the resource assigned to the equipment, the **Is Custodian** flag must be marked at the resource level to show in the Lookup list. This will be the default value when creating a new equipment and can be change. **Required**
- **Default for Equipment Supervisor** - the code that identifies the resource assigned to the equipment, the **Is Supervisor** flag must be marked at the resource level to show in the Lookup list. This will be the default value when creating a new equipment and can be change. **Required**



Equipment Default:	Group	UWRS	UW ROV SERVICE
Class	WORK	WORKING ASSET	
Custodian	JFZ	JOSE F. ZOUAIN	
Supervisor	JFZ	JOSE F. ZOUAIN	
Region	MIA	MIAMI	
Department	MGAR	MIAMI GARAGE	
Area	OCAR	ON CAR/AUTO	
Consumption	GAS93	GASOLINE 93	
Primary Counter	Odometer		

Account Type	Account # Dept	Account Description
Asset Account	12031	Equipment - Original Value
Depreciation Account	12032	Equipment - Accum. Depreciation
Transfer Account	54020	Account Clearing

- **Default for Equipment Region** - the code that identifies the region assigned to the equipment or tool. This will be the default value when creating a new equipment or tool and can be change. **Required**
- **Default for Equipment Department** - the code that identifies the department assigned to the equipment or tool. This will be the default value when creating a new equipment or tool and can be change. **Required**
- **Default for Equipment Area** - the code that identifies the area assigned to the equipment or tool. This will be the default value when creating a new equipment or tool and can be change. **Required**
- **Default for Equipment Consumption** - the code that identifies the consumption assigned to the equipment or tool. This will be the default value when creating a new equipment or tool and can be change. **Required**
- **Default for Primary Counter** - the code that identifies the primary counter assigned to the equipment or tool. This will be the default value when creating a new equipment or tool and can be change. **Required**
- **Asset Accounts** – the chart of account that holds the value of your assets, usually within the range of Current Assets. **Required**
- **Depreciation Account** – the chart of account that holds the value of assets depreciation, usually in the range of Expenses. **Required**
- **Transfer Account** – the chart of account that holds the value to post the accounting differences to the Finance module. **Required**

## **Reindex Files**

*This option shows you the process of Reindexing Files. You should use this function every time you are adding, deleting or modifying the files externally to the system; or when the system has been block by any reason; or if the system fails to locate information that you believe it has been previously entered.*

The system uses the indexes of the files like a directory to locate and to process the data files.

If you copy data from other files, the system will be unable to process the data because these do not have the included indexes.

When you reindex the files, you are telling the system to organize the data that are not in order, and if possible to order them (to recover them).

### **Reindex ALL Files**

**NOTE:** This option requires that nobody else be using the system.

To work with this function, select **Reindex Files**, then **Reindex ALL Files** from the **Settings** menu or click on **Recover All Indexes icon**. Then select **Yes** to continue or **No** to cancel.

A warning message displays that this option will recreate index files and optionally remove deleted record from your database, respond **Yes** or **No**, if you want or not to remove the deleted records. These are the records previously deleted in other options and will be removed completely.

You can do this every time you want, without damaging the system.

If you cannot recover the indexes, contact **Zeta Pro™ Technical Support**.

### **Reindex Selected Files**

**NOTE:** This option requires that nobody else be using the system.

To work with this function, select **Reindex Files**, then **Reindex Selected Files** from the **Settings** menu or click on **Recover Selected Indexes icon**.

A window with a list of files will be shown. Place a check mark on every file you want to reindex and click **OK** to execute. Click **Cancel** to close the window.

You can do this every time that you want, without damaging the system.

If you cannot recover the indexes, contact **Zeta Pro™ Technical Support**.

## **Transfer Data to Finance**

The system will transfer all the Assets generated records to the Finance module when closing the fiscal period. You can transfer data any time in the fiscal period to create financial statement in any given time, but the system does a final transfer automatically when executing Period End process.

**NOTE:** this process requires that nobody else be using the system.

To work with this function, select **Transfer Data** from the **Settings** menu or click on **Transfer Data to Finance icon**.

Then answer **Yes** to continue and wait for the process to complete or **No** to cancel.

Have in mind the following considerations:

- Sending transactions in Summary will reduce the total time of the process.
- Before beginning the transfer, confirm that you have initialized the correct number of the accounts from the Finance module, to those that you are transferring the data.
- Confirm that the Assets module is working in the same accounting period as the **Finance** module.

If you happen to have an invalid account, you receive a message indicating the invalid number. Take note of the invalid account number and execute **Change Set Up** at the **Settings** menu to fix the problem. When you have corrected the error, re-execute this process.

If you cannot solve the problem, contact **Zeta Pro™ Technical Support**.

# Data Module

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## Data – Query

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This module is a mini data warehouse; it will access your data from the different tables, with **Zeta Pro™**, you can easily audit your data:

The Query Window has the following group buttons:

**Group Data:**

Individual – user selects the individual record (Lookup enable)

Range – user selects the **From:** record and the **To:** record (Lookup enable)

All – user selects the first record to the last record (Lookup disable)

**Group Source:**

Current – current table

History – history table

Both – current and history table combined

**Group Other:**

Query – user can add a query, columns depending on the table

Report – user runs a report with or without the query based on the result set

Clear – systems clears result set from the window

Cancel – closes query window

**Inventory Query:**

- Inventory Sales – Invoice Detail and History Invoice Detail
- Inventory Purchase – Purchase Receipt Detail and History Purchase Receipt Detail
- Inventory Repair – Repair Header and History Repair Header
- Inventory Rent – Rent Detail and History Rent

**Customer Query:**

- Customer Sales – Invoice Header and History Invoice Header
- Customer Repair – Repair Header and History Repair Header
- Customer Rent – Rent Header and History Rent Header

**Vendor Query:**

- Vendor Purchase – Vendor Invoice and History Vendor Invoice
- Vendor Payment – Vendor Check and History Vendor Check

## **Individual Query**

A sample of an Individual query window.

From the **Group Data** the user will click the **Individual Button**, and the user can select the individual record with the lookup next to the inventory or the description.

The user will move to the next group of buttons, which is the **Group Source** to select current table, history table or both.

After clicking one of the three buttons the system will displays the result set.

The user has the option to look at the result set, run a report, add a query to the report or clear the result set for another query from the **Group Other** buttons.

The screenshot shows a software window titled "Inventory Sales Query". At the top right is a close button. Below the title bar are two input fields. The first is labeled "Inventory #" and contains the text "1001-106". The second is labeled "Description" and contains the text "PIN COTTER .062 X .500 LONG". Below these fields is a row of buttons: "Indiv", "Range", "All", "Current", "History", "Both", "Query", "Report", "Clear", and "Cancel". The "Indiv" button is highlighted in blue. The main area of the window is currently empty.

## Range Query

A sample of a Range query window.

From the **Group Data** the user will click the **Range Button**, and the user can select the from and the to record with the lookup next to the inventory or description.

The user will move to the next group of buttons, which is the **Group Source** to select current table, history table or both.

After clicking one of the three buttons the system will displays the result set.

The user has the option to look at the result set, run a report, add a query to the report or clear the result set for another query from the **Group Other** buttons.

The screenshot shows a software window titled "Inventory Sales Query". The window contains a form for defining a range query. The "From:" section has two fields: "Inventory #" with the value "1001-106" and "Description" with the value "PIN COTTER .062 X .500 LONG". The "To:" section has two empty fields: "Inventory #" and "Description". Below the form is a row of buttons: "Indiv", "Range" (which is highlighted), "All", "Current", "History", "Both", "Query", "Report", "Clear", and "Cancel". The main area of the window below the buttons is currently empty.

## **All Query**

A sample of an All query window.

From the **Group Data** the user will click the **All Button**, the system will present the first record and the last record, and lookups on all fields are disable.

The user will move to the next group of buttons, which is the **Group Source** to select current table, history table or both.

After clicking one of the three buttons the system will displays the result set.

The user has the option to look at the result set, run a report, add a query to the report or clear the result set for another query from the **Group Other** buttons.

The screenshot shows a software window titled "Inventory Sales Query". It contains a search form with the following fields:

From:	Inventory #	1001-106	Q
	Description	PIN COTTER .062 X .500 LONG	Q
To:	Inventory #	ZZTRAVELTIME	Q
	Description	TRAVEL TIME	Q

Below the search fields is a row of buttons: "Indiv", "Range", "All" (highlighted in blue), "Current", "History", "Both", "Query", "Report", "Clear", and "Cancel". The main area of the window is currently empty.



## **Filter Query**

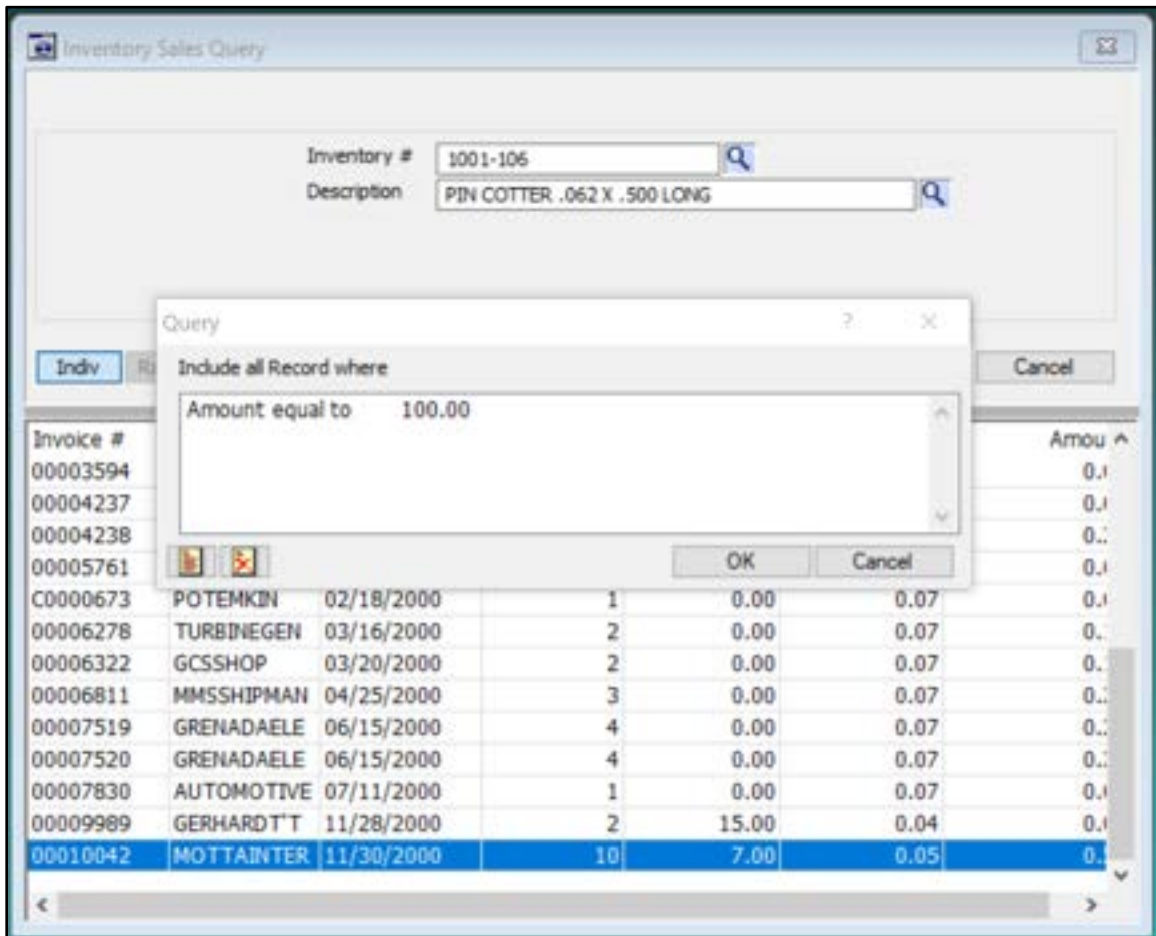
A sample of a filter query.

The user has the option to add a query by clicking the **Query Button** from the **Group Other**. This option can be run before or after the result set.

The system will display a Query window to add or delete a query, with the **Add** or **Delete** buttons at the query window.

By selecting the Add button, the system will display a set of columns or fields to select the query. After selecting the field, complete the comparison and click the **OK button**.

If you want a combined query please click the last option box at the query window and add another query.

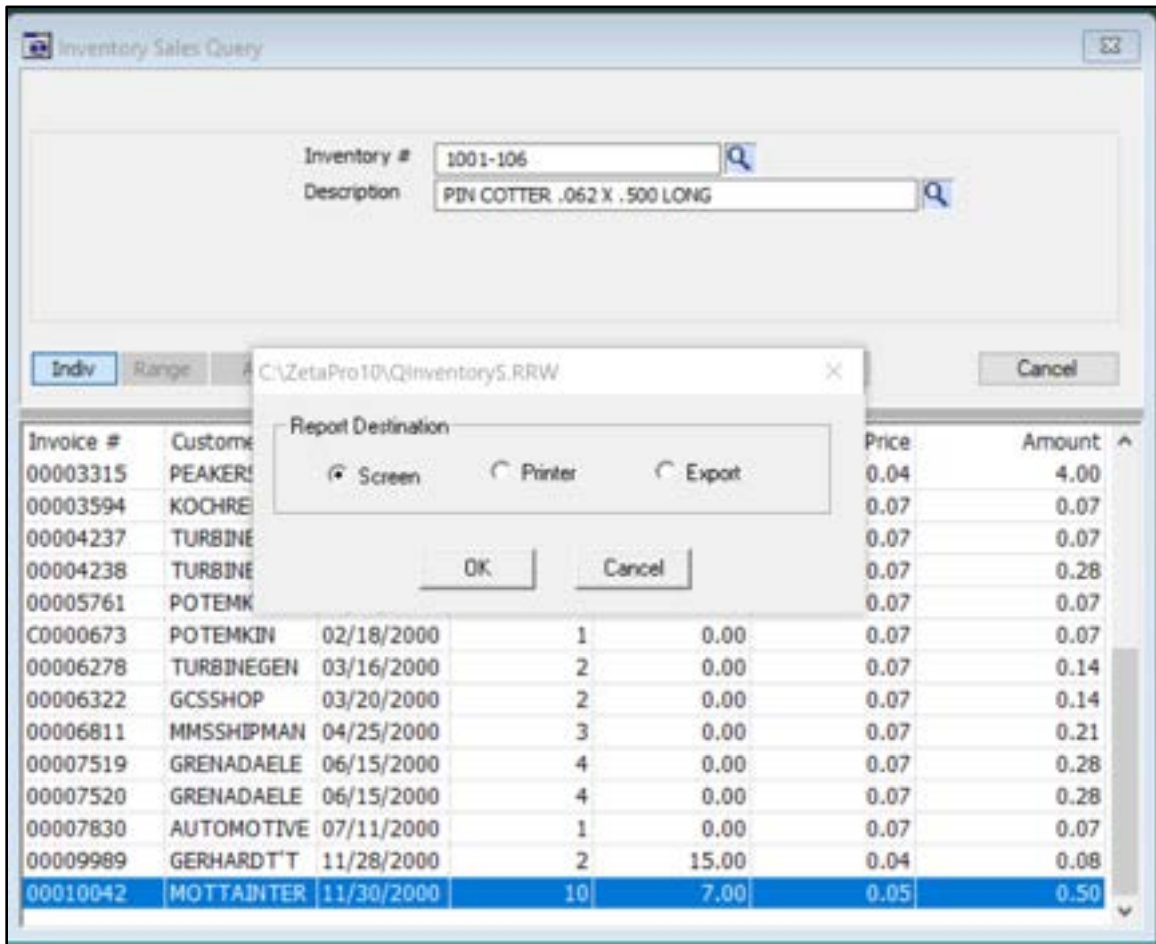


## Report Query

A sample of a report query.

After the system displays the result set, the **Report Button** and the **Query Button** are enable, the user has the option to look at the result set, run a report or clear the data.

By clicking the **Report Button**, the system runs a report based on the result set from the **Group Other** buttons. The report can have a query filter or not.



## Inventory Query

### Sales

A sample of an Inventory Sales Query

From the **Group Data** the user will click the **Individual Button**, the user will move to the **Group Source**, after clicking one of the three buttons the system will displays the result set.

#### Columns:

- Invoice #
- Customer #
- Invoice Date
- Inventory Ship
- Inventory Discount Percent
- Inventory Price
- Inventory Total Amount

The screenshot shows a software window titled "Inventory Sales Query". It contains two search input fields: "Inventory #" with the value "1001-106" and "Description" with the value "PIN COTTER .062 X .500 LONG". Below the search fields are several buttons: "Indiv", "Range", "All", "Current", "History", "Both", "Query", "Report", "Clear", and "Cancel". The "Indiv" button is highlighted. Below the buttons is a table with the following data:

Invoice #	Customer	Date	Ship	Discount	Price	Amount
00003315	PEAKERSERV	07/27/1999	100	20.00	0.04	4.00
00003594	KOCHREFINI	08/19/1999	1	0.00	0.07	0.07
00004237	TURBINEGEN	10/18/1999	1	0.00	0.07	0.07
00004238	TURBINEGEN	10/18/1999	4	0.00	0.07	0.28
00005761	POTEMKIN	02/08/2000	1	0.00	0.07	0.07
C0000673	POTEMKIN	02/18/2000	1	0.00	0.07	0.07
00006278	TURBINEGEN	03/16/2000	2	0.00	0.07	0.14
00006322	GCSHOP	03/20/2000	2	0.00	0.07	0.14
00006811	MMSSHIPMAN	04/25/2000	3	0.00	0.07	0.21
00007519	GRENADAELE	06/15/2000	4	0.00	0.07	0.28
00007520	GRENADAELE	06/15/2000	4	0.00	0.07	0.28
00007830	AUTOMOTIVE	07/11/2000	1	0.00	0.07	0.07
00009989	GERHARDT T	11/28/2000	2	15.00	0.04	0.08
00010042	MOTTANTER	11/30/2000	10	7.00	0.05	0.50

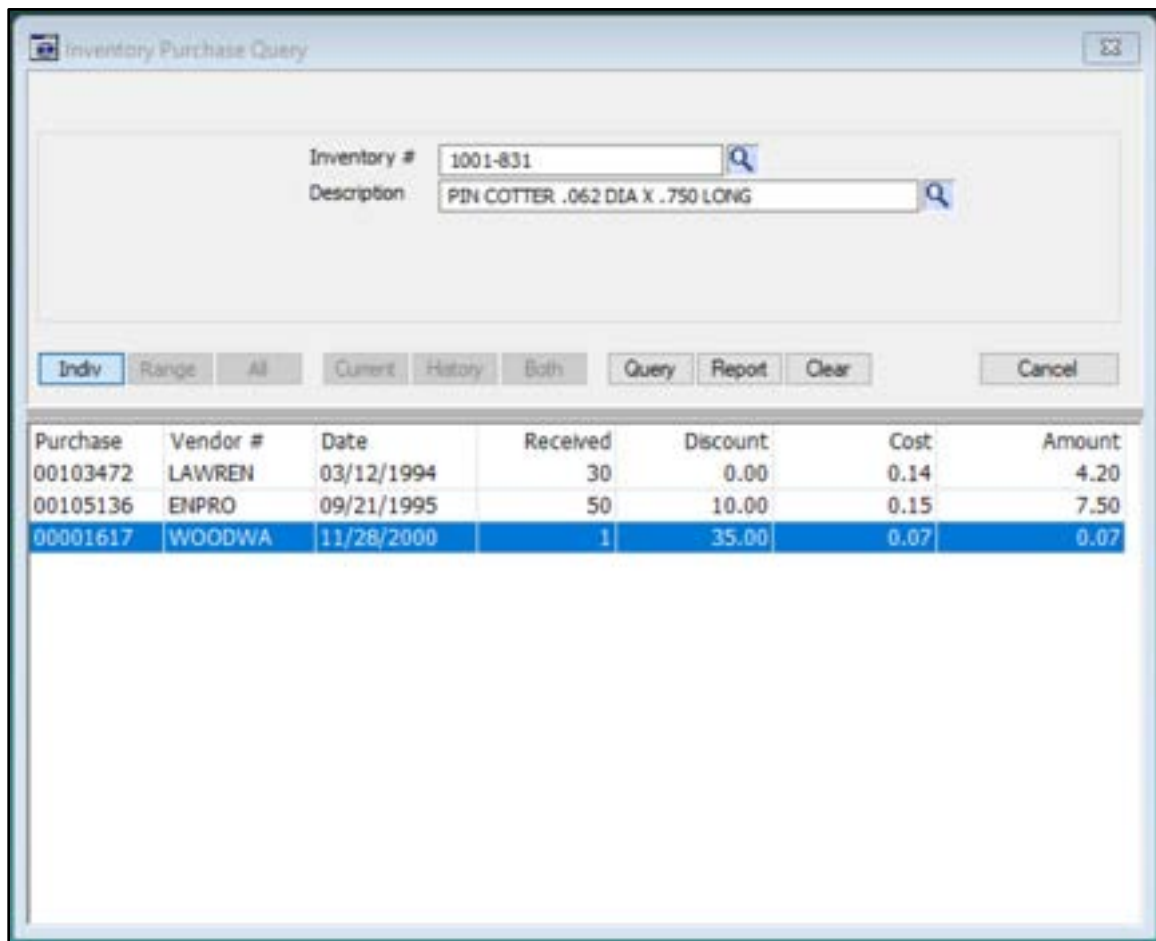
## Purchases

A sample of an Inventory Purchase Query

From the **Group Data** the user will click the **Individual Button**, the user will move to the **Group Source**, after clicking one of the three buttons the system will display the result set.

### Columns:

- Purchase #
- Vendor #
- Purchase Date
- Inventory Received
- Inventory Discount Percent
- Inventory Cost
- Inventory Total Cost Amount



The screenshot shows a software window titled "Inventory Purchase Query". It contains two search input fields: "Inventory #" with the value "1001-831" and "Description" with the value "PIN COTTER .062 DIA X .750 LONG". Below the search fields is a row of buttons: "Indiv", "Range", "All", "Current", "History", "Both", "Query", "Report", "Clear", and "Cancel". The "Indiv" button is highlighted. Below the buttons is a table with the following data:

Purchase	Vendor #	Date	Received	Discount	Cost	Amount
00103472	LAWREN	03/12/1994	30	0.00	0.14	4.20
00105136	ENPRO	09/21/1995	50	10.00	0.15	7.50
00001617	WOODWA	11/28/2000	1	35.00	0.07	0.07

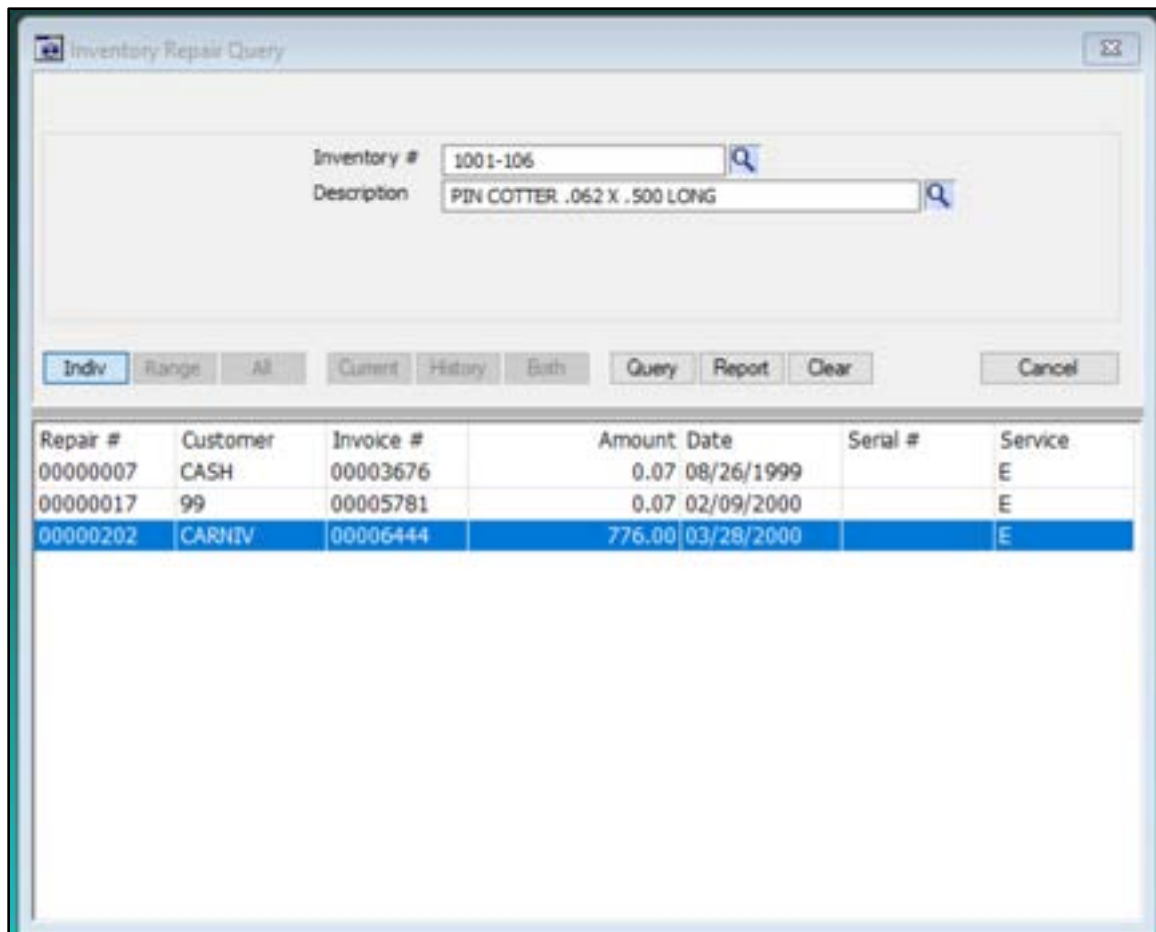
## Repairs

A sample of an Inventory Repair Query

From the **Group Data** the user will click the **Individual Button**, the user will move to the **Group Source**, after clicking one of the three buttons the system will display the result set.

### Columns:

- Repair #
- Customer #
- Invoice #
- Repair Amount
- Repair Date
- Serial # of Repair Product
- Repair Service



The screenshot shows a software window titled "Inventory Repair Query". It contains two search fields: "Inventory #" with the value "1001-106" and "Description" with the value "PIN COTTER .062 X .500 LONG". Below the search fields are several buttons: "Indiv", "Range", "All", "Current", "History", "Both", "Query", "Report", "Clear", and "Cancel". The "Indiv" button is selected. Below the buttons is a table with the following data:

Repair #	Customer	Invoice #	Amount	Date	Serial #	Service
00000007	CASH	00003676	0.07	08/26/1999		E
00000017	99	00005781	0.07	02/09/2000		E
00000202	CARNIV	00006444	776.00	03/28/2000		E

## Rents

A sample of an Inventory Rental Query

From the **Group Data** the user will click the **Individual Button**, the user will move to the **Group Source**, after clicking one of the three buttons the system will display the result set.

### Columns:

- Rental #
- Customer #
- Rent Date
- Rent Ship
- Rent Discount Percent
- Rent Price
- Rent Total Amount

The screenshot shows a software window titled "Inventory Rent Query". It contains two search fields: "Inventory #" with the value "ROV RENTAL" and "Description" with the value "ROV RENTAL". Below the search fields are several buttons: "Indiv", "Range", "All", "Current", "History", "Both", "Query", "Report", "Clear", and "Cancel". The "Indiv" button is highlighted. Below the buttons is a table with the following data:

Rental #	Customer	Date	Ship	Discount	Price	Amount
00000033	ABBA	11/25/2021	1	7.00	150.00	558.00
00000034	A.R.SAVAGE	11/25/2021	0	0.00	150.00	0.00
00000035	ACENERGY	11/26/2021	1	1.00	150.00	891.00
00000036	ACS	11/26/2021	1	7.00	1000.00	930.00
00000037	ADM	11/27/2021	0	0.00	150.00	0.00
00000038	ADM	11/27/2021	1	0.00	150.00	900.00
00000039	ADM	11/27/2021	0	0.00	1000.00	0.00
00000042	ABB	11/28/2021	1	0.00	12000.00	36000.00
00000043	ABBSERVICE	12/01/2021	1	0.00	1000.00	1000.00
00000044	AERO	12/02/2021	1	0.00	1000.00	1000.00
00000045	ADMCORN	12/02/2021	0	0.00	150.00	0.00
00000047	ACCOFOREIG	04/08/2022	1	0.00	1000.00	1000.00

## Customer Query

### Sales

A sample of a Customer Sales Query

From the **Group Data** the user will click the **Individual Button**, the user will move to the **Group Source**, after clicking one of the three buttons the system will displays the result set.

#### Columns:

- Invoice #
- Customer PO #
- Customer Name
- Invoice Date
- Invoice Total Amount

The screenshot shows a window titled "Customer Sales Query". It contains two search fields: "Customer #" with the value "ABB" and "Name" with the value "ABB SERVICES, INC.". Below the search fields are several buttons: "Indiv" (highlighted), "Range", "All", "Current", "History", "Both", "Query", "Report", "Clear", and "Cancel". Below the buttons is a table with the following data:

Invoice #	P. O. #	Name	Date	Total Amount
00002112	34-01038-P0096	ABB SERVICES, INC.	04/05/1999	3267.68
00005057	P000800892	ABB SERVICES, INC.	12/14/1999	633.61
C0000241	34-01038-P0096	ABB SERVICES, INC.	04/19/1999	-487.50
00010996		ABB SERVICES, INC.	11/28/2021	36000.00
00010999		ABB SERVICES, INC.	12/02/2021	30.00

## Repairs

A sample of a Customer Repair Query

From the **Group Data** the user will click the **Individual Button**, the user will move to the **Group Source**, after clicking one of the three buttons the system will display the result set.

### Columns:

- Repair #
- Invoice #
- Customer Name
- Repair Product #
- Repair Service
- Repair Date
- Repair Total Amount

The screenshot shows a software window titled "Customer Repair Query". It features two search input fields: "Customer #" with the value "ZETACONCEP" and "Name" with the value "ZETA CONCEPTS, INC.". Below the search fields is a row of buttons: "Indv" (highlighted), "Range", "All", "Current", "History", "Both", "Query", "Report", "Clear", and "Cancel". Below the buttons is a table with the following data:

Repair #	Invoice #	Name	Inventory	Service	Date	Total Amount
00001230		ZETA CONCEPTS, INC.	PGA	E	/ /	81.67
00001231	00010936	ZETA CONCEPTS, INC.	EGB13P	E	05/09/2016	1391.00



## Rents

A sample of a Customer Rent Query

From the **Group Data** the user will click the **Individual Button**, the user will move to the **Group Source**, after clicking one of the three buttons the system will displays the result set.

### Columns:

- Rent #
- Invoice #
- Customer Name
- Rental Type
- Rental Service
- Rental Date
- Rental Total Amount

The screenshot shows the 'Inventory Rent Query' window. The search criteria are: Customer # ABB and Name ABB SERVICES, INC. The window has buttons for 'Indv', 'Range', 'All', 'Current', 'History', 'Both', 'Query', 'Report', 'Clear', and 'Cancel'. Below the search area is a table with the following data:

Rent #	Invoice #	Name	Rental	Service	Date	Total Amount
00000035		ABB SERVICES, INC.	D	R	11/06/2022	45.00
00000008		ABB SERVICES, INC.	M	R	03/10/2012	2000.00
00000009	00010919	ABB SERVICES, INC.	D	R	01/14/2013	1.60
00000011		ABB SERVICES, INC.	D	R	11/12/2013	0.80
00000017		ABB SERVICES, INC.	D	R	10/12/2022	0.00
00000023		ABB SERVICES, INC.	D	R	11/06/2022	0.00

## Vendor Query

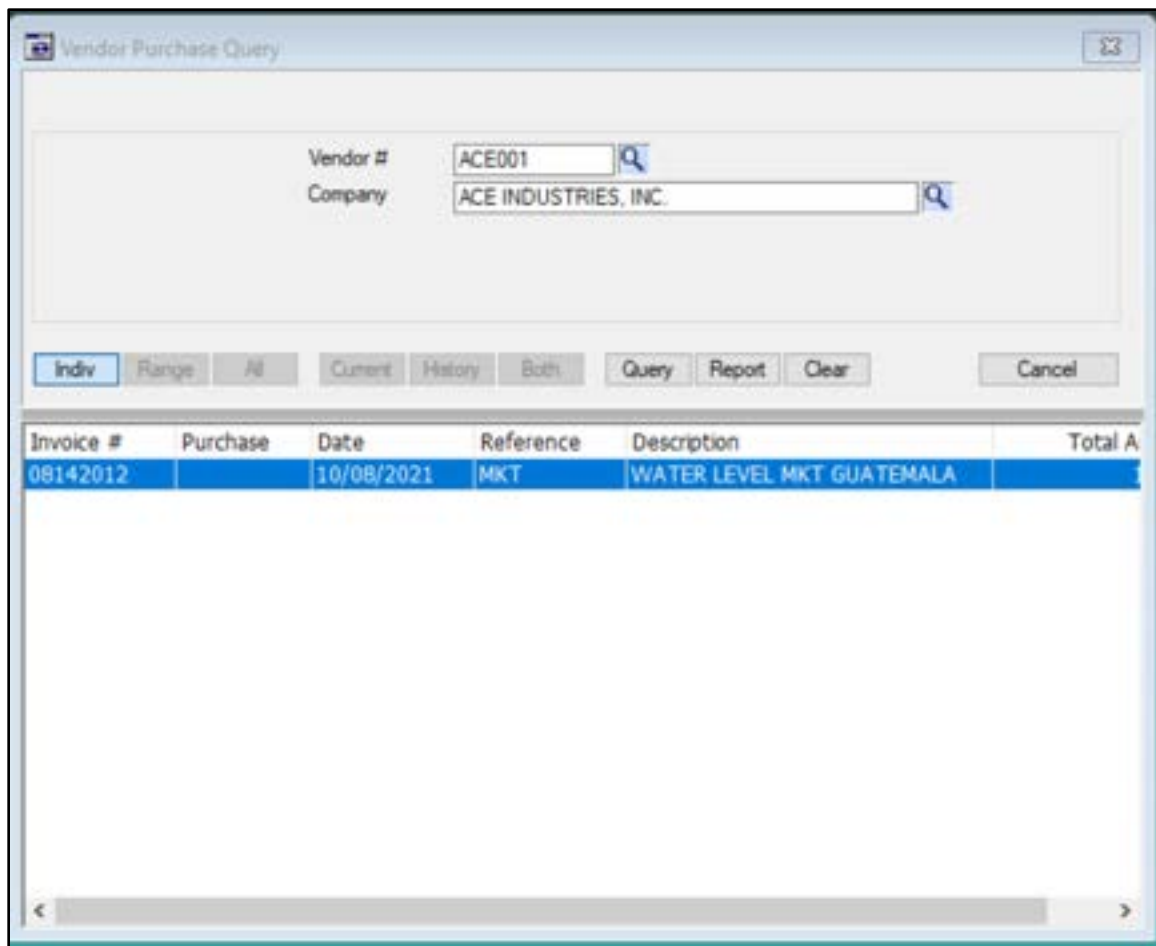
### Purchases

A sample of a Vendor Purchase Query

From the **Group Data** the user will click the **Individual Button**, the user will move to the **Group Source**, after clicking one of the three buttons the system will display the result set.

#### Columns:

- Vendor Invoice #
- Purchase Order #
- Purchase Date
- Purchase Reference
- Purchase Description
- Purchase Total Amount



The screenshot shows a software window titled "Vendor Purchase Query". It contains search fields for "Vendor #" (ACE001) and "Company" (ACE INDUSTRIES, INC.). Below the search fields are buttons for "Indiv", "Range", "All", "Current", "History", "Both", "Query", "Report", "Clear", and "Cancel". A table displays the search results with columns: Invoice #, Purchase, Date, Reference, Description, and Total A. The first row of data is highlighted in blue.

Invoice #	Purchase	Date	Reference	Description	Total A
08142012		10/08/2021	MKT	WATER LEVEL MKT GUATEMALA	

## Payments

A sample of a Vendor Payment Query

From the **Group Data** the user will click the **Individual Button**, the user will move to the **Group Source**, after clicking one of the three buttons the system will displays the result set.

### Columns:

- Check #
- Check Date
- Bank #
- Invoice # Paid
- Check Total Amount

The screenshot shows a software window titled "Vendor Payments Query". It contains two search fields: "Vendor #" with the value "ZETA" and "Company" with the value "ZETA CONCEPTS, INC.". Below the search fields are several buttons: "Indiv", "Range", "All", "Current", "History", "Both", "Query", "Report", "Clear", and "Cancel". The "Indiv" button is selected. Below the buttons is a table with the following data:

Check #	Check Date	Bank #	Invoice #	Inv. Date	Total Amount
00010054	10/26/1998	01	1363	09/16/1998	750.00
00010409	02/26/1999	01	1375	01/11/1999	75.00
00001248	10/19/1999	02	MSHS INV.	10/19/1999	1200.00