POSystem1

USER MANUAL 1.0

General features:
- Package tracking
- **Views –** all, open, due, late and approaching POs
- Receive and close a PO single touch button
- Choose which PO block or set you are currently using
- Dispense PO's to specific employees for future use
- Can use company info and logo on PO sheet
- Modify terms and save in a terms database
- Included vendor database with autodial capabilities
- Included shipper database with customizable shipping rates
- Inventory system to quickly search and find where to buy a certain part for the lowest price using wildcard system
- Customize the notes at the bottom of the PO
- Default sales tax information if applicable
- Bill Parts to different jobs under one PO

Manual - Contents

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8. Ship to Locations
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- Displays goods still on order with days late per item
- Receive partial or all parts in a PO, per shipment
- Fully network enabled (with purchase of un-compiled version)
- **And anything you wish to add!!!!**

Printable Reports:
- Job Costs
- Supplier Ratings - Based on price of items and punctuality
- Purchaser of the month - based on cutting costs for frequently ordered items
- **And anything you wish to add!!!!**

Screen Reports:
- All can be exported to any office application
- Employee performance scores with drilldown capability to see where they were in error or where they excelled with specific suppliers/parts
- Supplier ratings
- Parts often bought overpriced
- Purchaser ratings
- Job costs with optional date span
- **And anything you wish to add!!!!**

Configuring your software

Purchace Orders - All

PO No: 20534	☐ Closed ☑ SalesTax ☐ Sent to Main On:
Invoice No: 002342	Line Default Job: 560400
Vendor: United Rentals	ShipVia: WillCall
DateOrdered: 3/5/2002	ShipMethod: N/A
Responsible Emp: Employee1	Shipping Price: $9.40
Line Default ETA: 3/5/2002	Tracking NO: LV7723423344
Ship To: Trans Tech Electric	Terms: Net

Preview PO · Config. Menu
Print PO · Reports Menu
Datasheet · PO Inventory
due · closed
open · all
overdue
Receive All Items Now

Goods Ordered | Goods Received | Goods Still on Order | Notes

Item	StockNo	QTY Orderd	QTY Recieved	QTY Remaining	ETA	Days
FILTER, AIR FORAM PRE	4223141060	1	1	0	3/5/2002	27
MUFFLER	4223140060	1	1	0	3/5/2002	27
SCREEN STIHL	4223141900	1	1	0	3/5/2002	27
CLIP/SPARK ARRESTOR-	4223141660	1	1	0	3/5/2002	27
FILTR, AIR MAIN TS4	4223141030	1	1	0	3/5/2002	27
EXHAUST GASKET 034,	1125149060	1	1	0	3/5/2002	27
ENVIRONMENTAL CHARGE		1	1	0	3/5/2002	27
LABOR	LABOR	1	1	0	3/5/2002	27

Record: 1 of 8
Record: 2 of 4

Double-Click the "Configuration menu" button to open the configuration form represented below.

Purchace Orders - All

Configuration Menu

	Open	Closed
PO No's. In System: 4	4	0

- Enter New PO Block
- Edit Shippers
- Edit Units
- Edit Vendors | Form
- Edit Ship To Locations | Form
- Edit Terms
- Modify Company Info
- Modify notes at bottom of PO
- Modify Employees
- Pick Current User
- Linked Data Locations | Add
- Close out Recieved PO's | Show
- About POsystem

PO No's. Remaining: 9432
The Next PO will be: 20568
PO SetNo: 5
Current Bottom: 20000
Current Top: 29999
You are Logged in As: Employee1
StateCode: AZ Administrator ☑
Encrypted Password: znpbza Change
PW: 9985

Save and Close

Preview PO · Config. Menu
Print PO · Reports Menu
Datasheet · PO Inventory
due · closed
open · all
overdue
Receive All Items Now

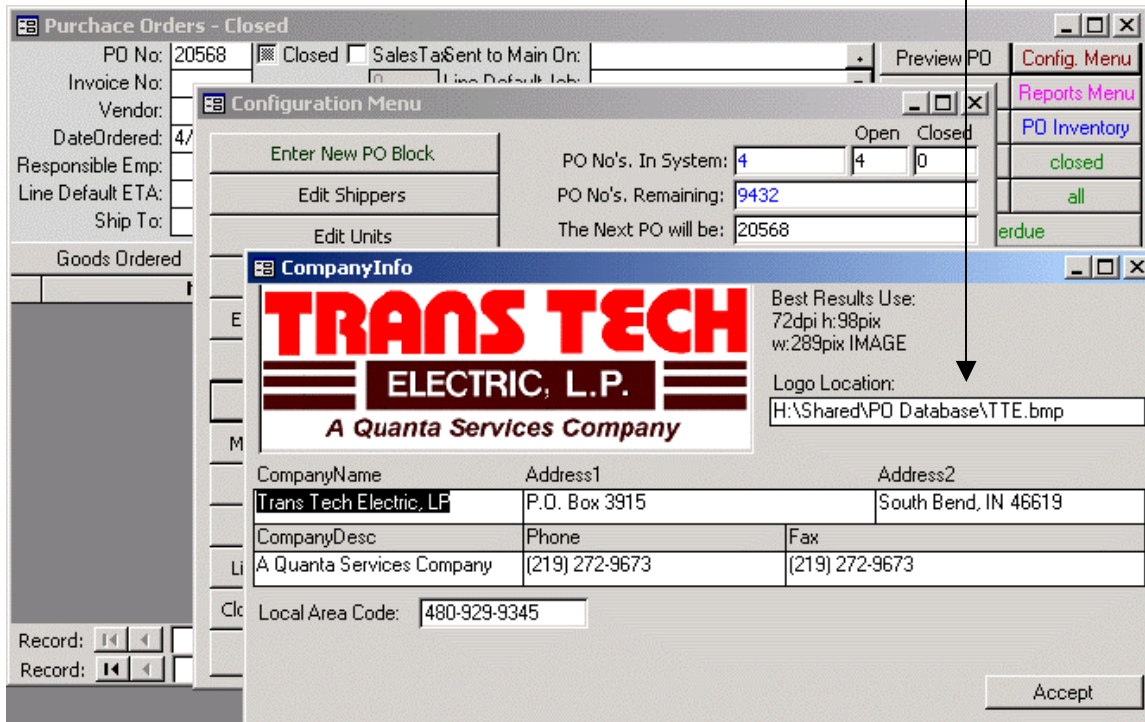| Remaining	ETA	Days
0	3/5/2002	27
0	3/5/2002	27
0	3/5/2002	27
0	3/5/2002	27
0	3/5/2002	27
0	3/5/2002	27
0	3/5/2002	27
0	3/5/2002	27

Record: 2 of 4

Pick Current User: When in a multi-user environment you must choose the name of the employee at each workstations install
Enter New PO block: Enter a block of PO's for the system to work in-between
Close Out Received PO's: Close PO's where all parts have been received and not been closed.
Modify Company Info: Change the information that is displayed on the PO printout. Logo, Name Address, Etc..

When updating company information a logo must be supplied if you choose to have your Logo on the printable PO form. The logos dimensions are critical for the appearance of the image. Use an image editor to make the appropriate file to be placed in the path marked "Logo Location".

Use 72dpi for the resolution
Width must be 289 Pixels
Height must be 98 Pixels

Note:
If the source code is purchased the whole report can be redrawn if desired.

Vendors

Purchace Orders - All

PO No:	20534
Invoice No:	002342
Vendor:	United Rentals
DateOrdered:	3/5/2002
Responsible Emp:	Employee1
Line Default ETA:	3/5/2002
Ship To:	Trans Tech Electric

☐ Closed ☑ SalesTax Sent to Main On:

Line Default Job:	560400
ShipVia:	WillCall
ShipMethod:	N/A
Shipping Price:	$9.40
Tracking NO:	LV7723423344
Terms:	Net

Preview PO | Config. Menu
Print PO | Reports Menu
Datasheet | PO Inventory
due | closed
open | all
overdue

Goods Ordered | Goods Received | Goods Still on Order | Notes | Receive All Items Now

	Item	StockNo	QTY Orderd	QTY Recieved	QTY Remaining	ETA	Days
▶	FILTER, AIR FORAM PRE	4223141060	1	1	0	3/5/2002	27
	MUFFLER	4223140060	1	1	0	3/5/2002	27
	SCREEN STIHL	4223141900	1	1	0	3/5/2002	27
	CLIP/SPARK ARRESTOR-	4223141660	1	1	0	3/5/2002	27
	FILTR, AIR MAIN TS4	4223141030	1	1	0	3/5/2002	27
	EXHAUST GASKET 034,	1125149060	1	1	0	3/5/2002	27
	ENVIRONMENTAL CHARGE		1	1	0	3/5/2002	27
	LABOR	LABOR	1	1	0	3/5/2002	27

Record: |◄ ◄ | 1 | ► ►| ►* | of 8
Record: |◄ ◄ | 2 | ► ►| ►* | of 4

Double-Click the "Vendor" field and you can edit the current vendor in the form that will appear. Vendor form represented below.

Vendors

Company Name	Border State Electric - BSE
Address	5519 East Washington
	Phoenix, AZ 85034-2133
Notes	

Contact	Bruce
Phone	(602) 244-0331
Fax	(602) 231-8335
AccountNo	
Default sales tax rate for this vendor	

|	
EnteredBy	Wendi Mullins
EnteredOn	2/22/2002
ModifiedBy	Justin Sapio
ModifiedOn	2/22/2002
ID	8

	Date	Notes
▶	4/1/2002	

Record: |◄ ◄ | 1 | ► ►| ►* | of 1 (Filtered)

Default sales tax for this vendor will enable the user to just check the sales tax box on the "main PO form" and have the current rate appear for the specific PO where the box is checked. The box below will become enabled and the value can be changed for a specific case at that time.

Vendors can be edited all at once by using the Configuration Menu by clicking the "Configuration Menu" button on the main PO form.

Editing the specific terms that can be included in the print form PO
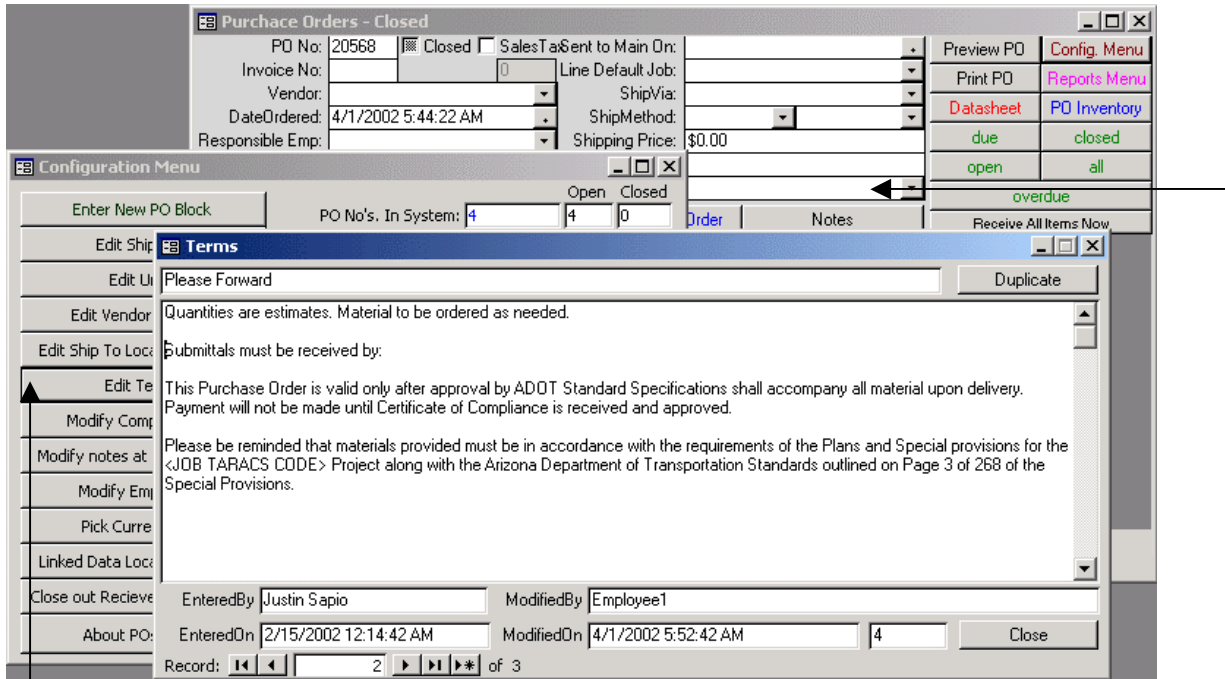
There are two ways to edit terms. The first method is from the configuration menu and the other way is to edit the terms by clicking the Terms field on the main PO menu. When you click the field you will be prompted with a dialog representing the term that was previously selected. You can view all the terms by clicking the button on the upper toolbar.

Editing ship to locations

Purchase Orders - All

PO No: 20534	☐ Closed ☑ SalesTax ☐ Sent to Main On:
Invoice No: 002342	Line Default Job: 560400
Vendor: United Rentals	ShipVia: WillCall
DateOrdered: 3/5/2002	ShipMethod: N/A
Responsible Emp: Employee1	Shipping Price: $9.40
Line Default ETA: 3/5/2002	Tracking NO: LV7723423344
Ship To: Trans Tech Electric	Terms: Net

Preview PO | Config. Menu
Print PO | Reports Menu
Datasheet | PO Inventory
due | closed
open | all
overdue
Receive All Items Now

| Goods Ordered | Goods Received | Goods Still on Order | Notes |

Item	StockNo	QTY Orderd	QTY Recieved	QTY Remaining	ETA	Days
FILTER, AIR FORAM PRE	4223141060	1	1	0	3/5/2002	27
MUFFLER	4223140060	1	1	0	3/5/2002	27
SCREEN STIHL	4223141900	1	1	0	3/5/2002	27
CLIP/SPARK ARRESTOR-	4223141660	1	1	0	3/5/2002	27
FILTR, AIR MAIN TS4	4223141030	1	1	0	3/5/2002	27
EXHAUST GASKET 034,	1125149060	1	1	0	3/5/2002	27
ENVIRONMENTAL CHARGE		1	1	0	3/5/2002	27
LABOR	LABOR	1	1	0	3/5/2002	27

Record: 1 of 8
Record: 2 of 4

By double-clicking the ship to field you can pull up the form below.

ShipToLocations

Turnippers	Phone (480) 839-9245
2236 E. Salado Parkway	Fax (480) 839-9422
Tempe, AZ 85280	4

Crossland Suites	Phone (512) 811-6812
1242 West Walnut Hill Lane	Fax (512) 728-6580
Irving, Texas 75038	5

	Phone
	Fax
	utoNumber)

Record: 1 of 2

These buttons will start the windows auto dialer to initiate the telephony functions of your modem

Navigating through records.

Purchace Orders - All

PO No: 20534 ☐ Closed ☑ SalesTa Sent to Main On:	Preview PO	Config. Menu
Invoice No: 002342	Line Default Job: 560400	Print PO	Reports Menu
Vendor: United Rentals	ShipVia: WillCall	Datasheet	PO Inventory
DateOrdered: 3/5/2002	ShipMethod: N/A	due	closed
Responsible Emp: Employee1	Shipping Price: $9.40	open	all
Line Default ETA: 3/5/2002	Tracking NO: LV7723423344	overdue
Ship To: Trans Tech Electric	Terms: Net	Receive All Items Nov

| Goods Ordered | Goods Received | Goods Still on Order | Notes |

Item	StockNo	QTY Orderd	QTY Recieved	QTY Remaining	ETA	Days
▶ FILTER, AIR FORAM PRE	422314106C	1	1	0	3/5/2002	27
MUFFLER	422314006C	1	1	0	3/5/2002	27
SCREEN STIHL	422314190C	1	1	0	3/5/2002	27
CLIP/SPARK ARRESTOR-	422314166C	1	1	0	3/5/2002	27
FILTR, AIR MAIN TS4	422314103C	1	1	0	3/5/2002	27
EXHAUST GASKET 034,	112514906C	1	1	0	3/5/2002	27
ENVIRONMENTAL CHARGE		1	1	0	3/5/2002	27
LABOR	LABOR	1	1	0	3/5/2002	27

Record: ◄◄ ◄ 1 ► ►► ►* of 8
Record: ◄◄ ◄ 2 ► ►► ►* of 4

1ˢᵗ , Previous, Next, Last buttons to navigate according to sort choice. Default sort type is the PO number. To sort click on field that you wish to sort by and click either   or

Adding New Records.

Purchace Orders - All

PO No: 20534 ☐ Closed ☑ SalesTa Sent to Main On:	Preview PO	Config. Menu
Invoice No: 002342	Line Default Job: 560400	Print PO	Reports Menu
Vendor: United Rentals	ShipVia: WillCall	Datasheet	PO Inventory
DateOrdered: 3/5/2002	ShipMethod: N/A	due	closed
Responsible Emp: Employee1	Shipping Price: $9.40	open	all
Line Default ETA: 3/5/2002	Tracking NO: LV7723423344	overdue
Ship To: Trans Tech Electric	Terms: Net	Receive All Items Nov

| Goods Ordered | Goods Received | Goods Still on Order | Notes |

Item	StockNo	QTY Orderd	QTY Recieved	QTY Remaining	ETA	Days
▶ FILTER, AIR FORAM PRE	422314106C	1	1	0	3/5/2002	27
MUFFLER	422314006C	1	1	0	3/5/2002	27
SCREEN STIHL	422314190C	1	1	0	3/5/2002	27
CLIP/SPARK ARRESTOR-	422314166C	1	1	0	3/5/2002	27
FILTR, AIR MAIN TS4	422314103C	1	1	0	3/5/2002	27
EXHAUST GASKET 034,	112514906C	1	1	0	3/5/2002	27
ENVIRONMENTAL CHARGE		1	1	0	3/5/2002	27
LABOR	LABOR	1	1	0	3/5/2002	27

Record: ◄◄ ◄ 1 ► ►► ►* of 8
Record: ◄◄ ◄ 2 ► ►► ►* of 4

Click here to go to the next available Purchase Order

Searching for specific PO information

You can apply custom filters to only show data that meets your criteria. Right-Click on the field that you want to add the filter to and type in the data either verbatim or by using wildcards"*" as in the example above.

Quick Filters

Quick filters can be used to display the records you wish to examine. Records can be added when any filters are applied.

Inputting goods ordered

	Purchase Orders - All									_ □ ×

PO No: 20549 ☐ Closed ☐ SalesTax Sent to Main On: [____] · | Preview PO | Config. Menu
Invoice No: [____] [____] Line Default Job: 01-396 ▼ | Print PO | Reports Menu
Vendor: Acterna ▼ ShipVia: UPS ▼ | Datasheet | PO Inventory
DateOrdered: 3/1/2002 4:09:21 PM · ShipMethod: Ground ▼ SupplierIncurs ▼ | due | closed
Responsible Emp: Employee2 ▼ Shipping Price: $0.00 | open | all
Line Default ETA: 3/11/2002 Tracking NO: [____] | overdue
Ship To: Ed Gleckler Room 228 c/o C ▼ Terms: Net ▼ | Receive All Items Now

| Goods Ordered | Goods Received | Goods Still on Order | Notes |

Line	StockNo	Item	Qty	Unit	Price	Total	JOB	Highli	ETA
▶ 53		SC/UPC Type Single Mode Patch (	36	ct.	$0.0000	$0.0000	01-396	☐	3/11/2002
54		FOSC 400 A4 Closure w/ One Tra	7	ct.	$97.2800	$680.9600	01-396	☐	3/11/2002
55		FOSC 400 Slack Basket	7	ct.	$17.4500	$122.1500	01-396	☐	3/11/2002
56		19" Front Panel Patch Panel 12 Po	6	ct.	$345.0000	$2,070.0000	01-396	☐	3/11/2002
102	10453	CAR - E997J-CAR 2-IN PVC BELL	10	ct.	$2.3000	$23.0000	00-200	☐	
✱ oer)			0		$0.0000	$0.0000	01-396	☐	3/11/2002

Record: |◄ ◄ [1] ► ►| ►✱ of 5
Record: |◄ ◄ [3] ► ►| ►✱ of 4

Parts existing as ordered parts in the current Purchase Order

Where user can enter new data for the current PO. (Last Line indicated with a Star) When user begins typing database tries to match from previously ordered parts. If part was previously ordered Stock Number and price for the current supplier will be automatically filled in.

Receiving goods ordered

Purchace Orders - All					

PO No: 20567 ☐ Closed ☑ SalesTax Sent to Main On: [ ] **Preview PO** **Config. Menu**
Invoice No: 2342334 [ ] Line Default Job: 00-200 **Print PO** **Reports Menu**
Vendor: Border State Electric - BSE **ShipVia:** [ ] **Datasheet** **PO Inventory**
DateOrdered: 3/8/2002 2:11:42 PM **ShipMethod:** [ ] **due** **closed**
Responsible Emp: Employee2 **Shipping Price:** $0.00 **open** **all**
Line Default ETA: [ ] **Tracking NO:** [ ] **overdue**
Ship To: Trans Tech Electric **Terms:** Net **Receive All Items Now**

Goods Ordered	Goods Received	Goods Still on Order	Notes

LineItem	Item	StockNo	Qty	RecievedOn
74	APC - PR-TOTE 330 GAL PULLING LUBE	165372	1	3/8/2002
▶ 0 ▾			0	4/1/2002

ID	Item		StockNo	QTY Remaining
74	APC - PR-TOTE	330 GAL PULLING LUBE	165372	0
75	CAR - E997J-CAR 2-IN PVC BELL END		104533	10

Record: I◀ ◀ [2] ▶ ▶I ▶* of 2
Record: I◀ ◀ [4] ▶ ▶I ▶* of 4

To receive a partial shipment: Click the dropdown and select the item that was received. And Repeat till all received items are accounted for. Then fill in the received quantities.

To receive a complete shipment: Click the "Receive all items now" button and the PO will be filled and closed automatically.

Searching the PO inventory

Click the "PO Inventory" button and the form below will appear.

Once a user is prompted with the search form they can either search by Stock no or item name. The user can use wildcards like the example. In the example the user types "Car*" they are displayed with an exportable table that shows suppliers at the top level indicating the variety of suppliers that carry the part. The sub table is in view once the table is expanded and one can find the best price for the part in question.

Reporting
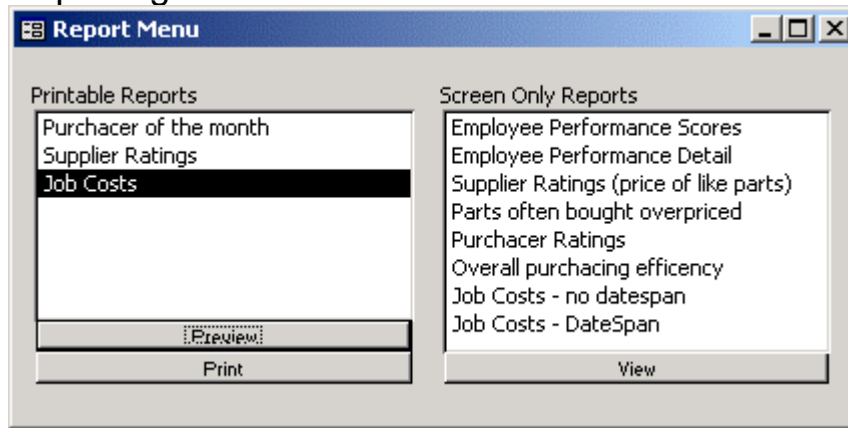
Report Type	Report Style	Description
Purchasers of the month	Printable	Not Configured
Supplier Ratings	Printable	Not Configured
Job Costs	Printable	Displays the list of job codes in the system and prints out the total cost of each job.
Employee Performance Scores	ScreenOnly	Displays a list of purchasing employees and their savings. If expanded shows the parts where the employee saved and lost money if identical parts were ordered in the past.
Employee Performance Detail	ScreenOnly	Exportable spreadsheet that shows each part ordered and the corresponding savings and losses. To use this feature it is recommended to use a standard item name for ordered parts separated in the database by supplier stock number.
Supplier Ratings (price of like parts)	ScreenOnly	Not Configured
Parts often bought overpriced	ScreenOnly	Displays a list of parts often bought overpriced from specific suppliers
Overall purchasing efficiency	ScreenOnly	Displays a calculation of purchasing efficiency. If purchasers are purchasing at the lowest price possible.
Job Costs - no date span	ScreenOnly	Displays an exportable spreadsheet consisting of a list of all jobs and their costs over their entire lifetime.
Job Costs - Date Span	ScreenOnly	Same as above but prompts users for a desired date span.

Editing ship to locations

Purchace Orders - All							
PO No: 20534 ☐ Closed ☑ SalesTax Sent to Main On:						Preview PO	Config. Menu
Invoice No: 002342		Line Default Job: 560400				Print PO	Reports Menu
Vendor: United Rentals		ShipVia: WillCall				Datasheet	PO Inventory
DateOrdered: 3/5/2002		ShipMethod: N/A				due	closed
Responsible Emp: Employee1		Shipping Price: $9.40				open	all
Line Default ETA: 3/5/2002		Tracking NO: LV7723423344				overdue	
Ship To: Trans Tech Electric		Terms: Net					

| Goods Ordered | Goods Received | Goods Still on Order | Notes | Receive All Items Now |

Item	StockNo	QTY Orderd	QTY Recieved	QTY Remaining	ETA	Days
▶ FILTER, AIR FORAM PRE	4223141060	1	1	0	3/5/2002	27
MUFFLER	4223140060	1	1	0	3/5/2002	27
SCREEN STIHL	4223141900	1	1	0	3/5/2002	27
CLIP/SPARK ARRESTOR-	4223141660	1	1	0	3/5/2002	27
FILTR, AIR MAIN TS4	4223141030	1	1	0	3/5/2002	27
EXHAUST GASKET 034,	1125149060	1	1	0	3/5/2002	27
ENVIRONMENTAL CHARGE		1	1	0	3/5/2002	27
LABOR	LABOR	1	1	0	3/5/2002	27

Record: I◄ ◄ 1 ► ►I ►* of 8
Record: I◄ ◄ 2 ► ►I ►* of 4

By double-clicking the ship to field you can pull up the form below.

ShipToLocations		
▶ Turnippers	Phone (480) 839-9245	☎
2236 E. Salado Parkway	Fax (480) 839-9422	
Tempe, AZ 85280	4	
Crossland Suites	Phone (512) 811-6812	☎
1242 West Walnut Hill Lane	Fax (512) 728-6580	
Irving, Texas 75038	5	
*	Phone	☎
	Fax	
	utoNumber)	

Record: I◄ ◄ 1 ► ►I ►* of 2

These buttons will start the windows auto dialer to initiate the telephony functions of your modem

Technical support
Note: There is no technical support for free users.

Please email: support@qasdatabases.com

If you need the source code for this database to enable customization email: sales@qasdatabases.com

If you need somebody to configure the software for you please email: consulting@qasdatabases.com

Making the database multi-user

To make the POSystem1 multi user the software must be purchased and a data file must be placed on a shared folder on your company LAN. The database can also be configured to run from an SQL server or an OBDC connection.

Please email:
sales@qasdatabases.com

Modifying POSystem1

Access 2000 is a critical part of Office 2000 and helps deliver on the areas listed above. Microsoft Access is one of the best-selling desktop databases of all time; users love the broad range of tools Microsoft Access provides to enter, analyze, and present data. Microsoft Access 2000 brings not only the traditional broad range of tools but also adds more productivity features, database Web document creation, increased integration with SQL Server, and a tight office programmability model.

A. **Have a consultant customize your Microsoft Office application** - This service is available for those unique customers that may have trouble conforming to all of our ready-made cures to business processes. We can develop specific reporting features, add fields, change processes and basically and implement anything you can imagine. Our software engineers are flexible and willing to help in any way we can to get your system online for a reasonable price. If interested please email: Consulting@qasdatabases.com

B. **Order the source and customize it in house.** – The POSystem1 is designed to be easily red by a Visual basic and Access proficient individual. You can order the un-compiled version from us and take care of your reworking in House. If interested please contact: sales@qasdatabases.com

Why we are the best - We use 100% Microsoft Access, a critical part of MS Office! Other competitors boast that they are fully customizable. This can't be true unless a un-compiled source code is sold. Our software is written in familiar Microsoft Access, one of the best-selling desktop database of all time; users love the broad range of tools Microsoft Access provides to enter, analyze, and present data. Microsoft Access brings not only the traditional broad range of tools but also adds more productivity features, database Web document creation, increased integration with SQL Server, and a tight office programmability model. You are never stuck with outdated software or the risk of your software company going under! If you want to automate all your processes you have come to the right place.