

CONVEYORWARE

“All in One” SaaS Business Distribution Software

CONGRATULATIONS! With the purchase of CONVEYORWARE “All-in-One” SaaS Business Distribution Software you have taken the first step toward making your business a reality.

With the comprehensive menu options available, you are sure to find everything you need to run your business today and into the future. Each user can choose to use as much or as little of the software as they need. Small companies who grow into large corporations can continue to utilize the many in-depth layers and features of this software.

The menu driven “Help,” field sensitive “Help,” drop down options and the F7 “Jump” option demonstrate how CONVEYORWARE was built with **YOU** in mind.

--Access the software through the secure www.conveyorware.com website...

--Login with the user interface of your choice...

--You are ready to do business anytime, anywhere!

Proven, Efficient, Effective, in-depth Software-as-a-Service.

Welcome to CONVEYORWARE!

Trademark Notice

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BEFORE YOU START...

COMPANY PROFILE SETUP

As a new business owner, or even if you have been in business for years, it will be beneficial to take time to think about business details before beginning to use Conveyorware Software. The following pages contain information to be considered and recorded before creating your Company.

Administration login information has been provided with your subscription and is required for initial setup. Future changes to the company profile will also be made using this login.

Five (5) Login ID's have been provided. One is designated with an "A" and is solely for the System Administrator. More information can be found in **User ID Management** in the Administrator Guide.

General Company information is required for the initial setup including items such as the Company address, phone numbers, email and Federal tax ID number. This information should be available.

It is recommended that important Company details be recorded here. A Company **Abbreviation** will need to be created if you do not have a Manufacturing Code and a **Company Number** will be assigned once your Company is created.

Administration Login: _____ Administration Password: _____

User Login: _____ User Password: _____

Company Name: _____ Company Number:

Co. Abbreviation/Manufacturer Code: Federal Tax ID Number: _____

Creation Date (aka Earliest Posting Date): _____ Fiscal Year: _____

Contact Person: _____

Address: _____

Phone Number: _____ Email Address: _____

Fax Number:: _____ Website: _____

Other suggestions: Know your computer system: system passwords, etc.

PC Name: _____ (Required for UPS Shipping) Printer Name: _____

HOD Printer Login: _____ Password: _____

Notes: _____

Before You Start

You can refer to the **CONVEYORWARE On-Line Owner's Manual** for additional and/or specific software information. Visit www.conveyorware.com/manual.

The system has defaults set for managing your customers, inventory and orders. Review this list and consider these items before setting up your Company.

If you do not understand an item in this menu, we recommend retaining the default setting

Setting	Value
Inventory Management	FL
Internal Credit	P
Ship Via	
Dun & Bradstreet Code	--
NAICS Code	9999
Territory	1
Bypass Credit Limit (Y/N)	N
Bypass 60 Day Limit (Y/N)	N
Print Packing Slip (Y/N)	N
Print Price on Packing Slip (Y/N)	N
Print Invoice (Y/N)	Y
Put Invoice in Carton (Y/N)	N
Residential=R, Commercial=blank	
Include Frt Charge On Inv (Y/N)	N
Advertising Allowance (Y/N)	N
Customer Taxable (Y/N)	Y
Tax Authority	

Buttons: Exit, Prompt, Cancel, Help, Continue

Default Inventory Management is the most important item to consider because it relates to controlling your inventory. The default setting for “Inventory Management” is FL, as that is the most common. Other options are F and FA:

- FL = Inventory sorted by stock ID AND stock serial number allowing FIFO (First in-First out).
(Order accuracy verified automatically.)
- F = Inventory sorted by stock ID only so NOT FIFO specific.
(Order accuracy verified automatically.)
- FA =Inventory sorted by stock ID only. Recommended for ONE stock item only.
(Order accuracy NOT verified automatically.)

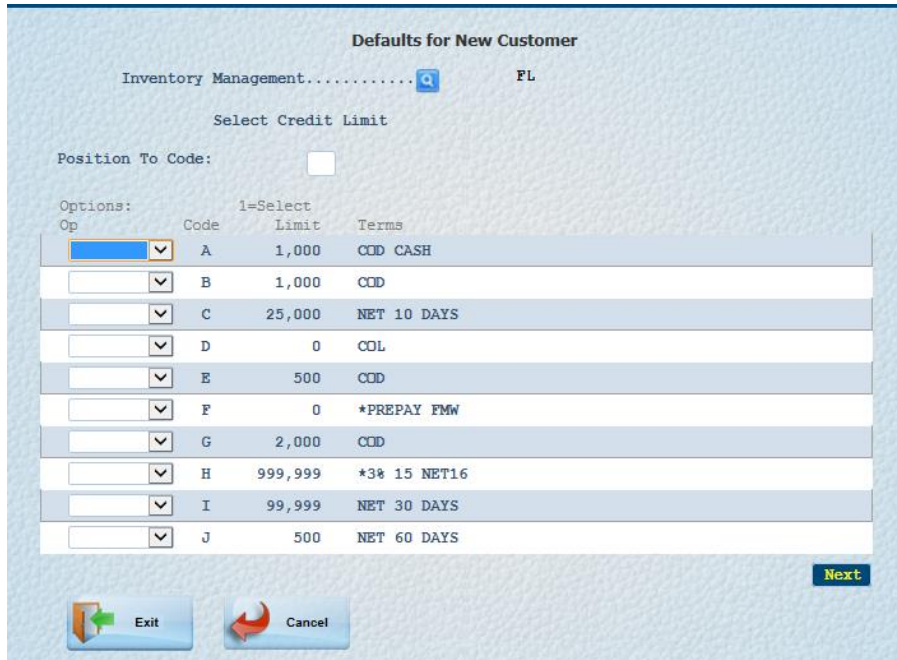
Default Ship Via.: “Prompt” to insert a default shipping method; **however**, this item can be changed for each customer or identified later in each customer file.

Default NAIS Code: 9999 is a default filler only. If you know your NAIS Code insert it here.


Before You Start

➤ **REMEMBER:** A field containing the  symbol has pre-set choices. Use “Prompt” to display them.

Internal Credit: “P” (Prepayment) is the default for this item; **however**, the payment/credit terms can be changed for each customer.













Defaults for New Customer



Inventory Management.....  FL

Select Credit Limit

Position To Code:

Options: 1=Select

Op	Code	Limit	Terms
	A	1,000	COD CASH
	B	1,000	COD
	C	25,000	NET 10 DAYS
	D	0	COL
	E	500	COD
	F	0	*PREPAY FMW
	G	2,000	COD
	H	999,999	*3% 15 NET16
	I	99,999	NET 30 DAYS
	J	500	NET 60 DAYS

Exit  Cancel 

➤ **REMEMBER:** The “Cancel” button will return you to the prior screen; however, you may lose any data entered.

FINANCIAL INFORMATION

The system has set defaults in the “Financial Corporation File” which must be considered before moving forward. **If you are unsure about these entries, consult with your business accountant.** Specific items to discuss are: Chart of Accounts, Fiscal year (Latest Posting Date) and Costing system.

Chart of Accounts

We recommend retaining defaults; however, if you have a unique reason to change your Chart of Accounts the **Financial Company File** MUST be updated.

Posting Dates

Default Posting Date will automatically change to the current calendar month and year.

Earliest Posting Date is your Company’s creation date.

Latest Posting Date is the last date of your fiscal year or calendar year-end. This date is important for year-end accounting processes.

Before You Start

Conveyorware Administrative System FMW Change CONVEYORA MSC3011

Financial Company File

Company Number.....: 139 LINDA TEST
Federal ID No.....: 123-45-6789
Merchant Id#.....:
Current NEC Year...: 2013 Define a fiscal year? Y/N N

Default Posting Date: 9 / 2013
Earliest Posting Date: 9 / 2013
Latest Posting Date: 12 / 2013

Retained Earnings.>: 1 5030 Retained Earnings

A/R-G/L Interface:

A/R Account <input type="button" value="q"/>	:	1	200	<input type="checkbox"/>	<input type="checkbox"/>	Accounts Receivable
Cash Account <input type="button" value="q"/>	:	1	100	<input type="checkbox"/>	<input type="checkbox"/>	Checking
Bad Debt Account <input type="button" value="q"/>	:	1	6200	<input type="checkbox"/>	<input type="checkbox"/>	Bad debt
Discounts Taken <input type="button" value="q"/>	:	1	5210	<input type="checkbox"/>	<input type="checkbox"/>	Discounts Taken
Reimbursed Prt <input type="button" value="q"/>	:	1	5220	<input type="checkbox"/>	<input type="checkbox"/>	Reimbursement Income:Reimbursed Pre

Inventory Cost of Goods Sold

Automatic Costing requires using PO system. This is a Permanent Choice!
Select with X: Average Cost Blank=Manual Costing

Inv Assets :

COGS Expense :

(Search)

Costing System

Manual Costing = Identifying the cost of an inventory item at time of last purchase in determining your Cost of Goods for Tax purposes. This method does not take into consideration the remaining stock purchased at a different price.

Average Costing = If you are using a **Purchase Order system to obtain inventory, you MUST choose the Average Costing method.** If an Average Costing method is used to determine your Cost of Inventory, insert an X in the box. This average yearly cost of an inventory item will also be used for Tax purposes. No X will default to the Manual Costing method.

➤ **REMEMBER: CONVEYORWARE has many “layers”. Many fields appear in menu options that you may not be using at this time. Be assured these fields have a purpose that you will understand and appreciate as your business grows!**

Before You Start

OTHER BUSINESS PRACTICES TO CONSIDER

Taking the time to consider the following business practices will help you to properly set up your Company in the Conveyorware system.

Inventory Management

Will you be storing product in multiple warehouses? _____

Does your inventory have unique stock numbers for each type and/or style of product? _____

Are your inventory items bar coded with a unique bar code for each type or style of stock? _____

Do you have reorder points for your inventory items? _____
If yes, be sure to enter them in the inventory file.

Will you be using the Purchase Order System to purchase inventory? _____

Will you be selling your products with quantity discounts? _____

Order Processing/ Pick Ticket/ Packing Slip

How will you be receiving orders? Electronically _____ Manually _____

How much detail do you want on your pick ticket/ order sheet/ packing slip?

Return authorization information? _____

Do you allow back orders? _____

Will you be using third-party parcel accounts? _____

Are you sending your invoice with the shipment or mailing after? _____

Shipping Options

Who determines best ship method? _____

How many ship options do you offer your client? _____

Are you shipping using UPS? If yes, enter UPS account number to Host system.

Before You Start

Are you shipping via Fed Ex? If yes, which system are you using?

Will you be using USPS for shipments? If yes, have you entered an account with Endicia @ www.endicia.com?

Will you be shipping via freight carriers requiring Bill of Ladings (BOL)? _____

Do your clients require Electronic Data Interchange (EDI)? _____

Payroll Options

Payroll data can be loaded directly into the General Ledger or you can manually enter details via general journal entries.