

ADMINISTRATOR GUIDE

➤ **REMEMBER:** You have been provided a “Practice” environment with your subscription which can be used for initial learning and training purposes.

SETTING UP A COMPANY

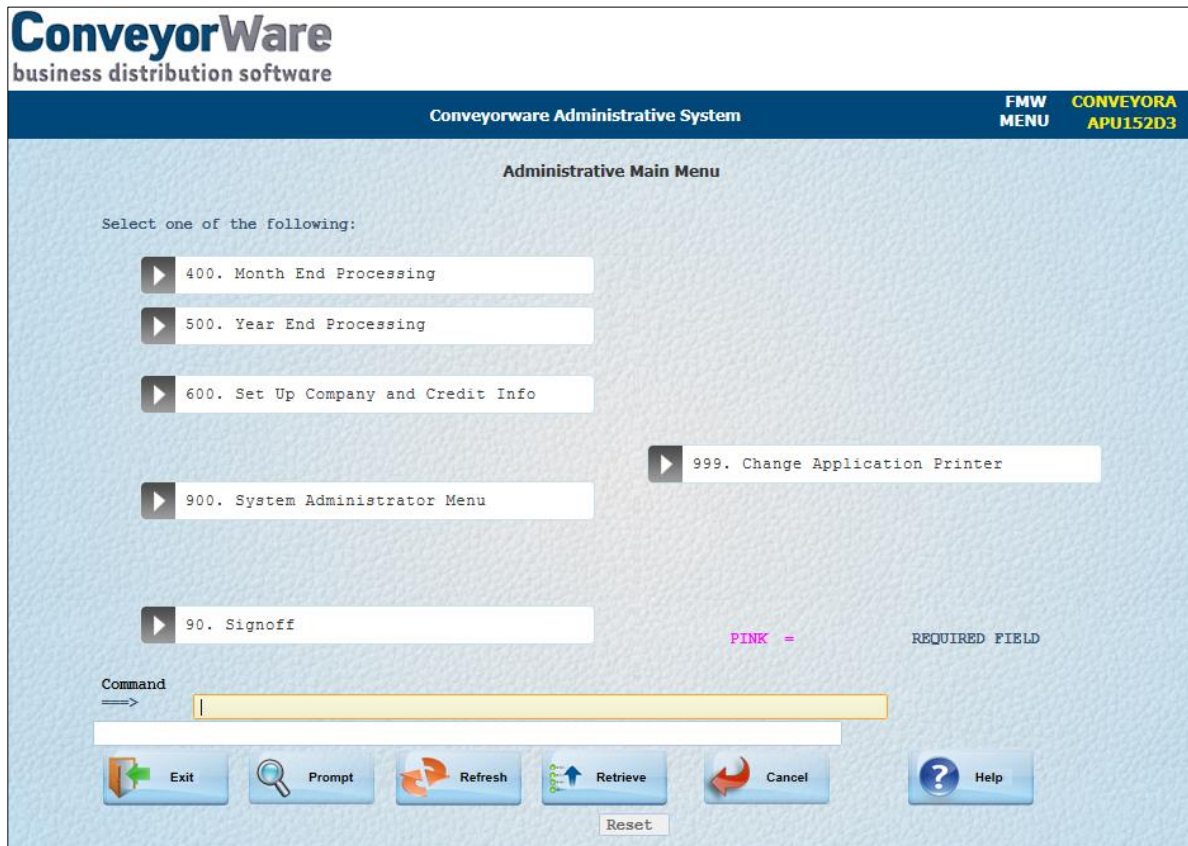
An “Administrator” login and one or more “User” logins have been provided with your subscription. The **Administrator** login is **only** used for setting up and maintaining basic information for a Company.

➔ Open www.conveyorware.com and select “My Accounts” in the **upper right corner**. Select the most common login option, “Web Access”.

Note: ONLY the **Websphere Host On-Demand Client** Login gives both **DISPLAY** and **PRINTER** access to **CONVEYORWARE**. This is fully discussed in the **Print Set-Up** section.

Initial Company Setup:

Use the **Administrator** Login information to enter the “Setup Menu”.



Select **600 Setup Company and Credit Info.**

Select **625 Initial Setup Company Defin.**

Conveyorware Administrative System FMW A000000010 CUS381D1

Initial Setup-Company Definitions

HIGHLIGHTED FIELDS ARE REQUIRED

Company #...: 105 Last Company #...: 104

Company Name: [] Comp.Abbreviation: []
(Mfr/Category Code)

Address 1...: []

Address 2...: []

Address 3...: []

City...: []

StateF4/F16 [] Zip: [] Country []

Contact Name: Prefix [] First: [] Last: []

Phone Number: [] Extension: [] FAX#: []

Email: []

Web: []

Federal ID # [] Merchant # []

UPS Account#: [] Duns Number: []

System Calculates Sales Tax..... (Y/N): [Y] [v]

Will you use ConveyorWare Financial Software?... (Y/N): [Y] [v]

Will you use ConveyorWare Point of Sale Software? (Y/N): [Y] [v]

Buttons: Help, Exit, Prompt, Cancel, Continue

Prompt for CA/Priv.

- Fill in all the pink highlighted areas and as many of the other fields as possible. [Enter] or [Continue] (These commands are interchangeable throughout the software!)
- **System Calculates State Tax** The default is “Yes.” This allows the software to calculate sales tax based on information provided in each Customer file. If default is changed to “No”, tax fields will not appear and no tax reports will be available through the software.
- Record Company Number and Abbreviation and other relevant information on your “**Before you Start**” page.
- [Continue] to view the system Customer Management default entries which were previously discussed in the **Before you Start** section. Retain the default if you do not understand an item.

➤ **REMEMBER:** [Enter] and [Continue] both move to the next screen. [Cancel] will return you to the prior screen; however, you may lose any data entered.

Defaults for New Customer

Inventory Management.....	FL
Payment Terms/Credit Limit.....	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.....	MICHIGAN

Buttons: Exit, Prompt, Cancel, Help, Continue

Note: Tax Authority has defaulted to the state of your company set-up. Sales tax will be calculated using this information. This information can be changed for each customer if necessary. Additional information regarding sales tax can be found in Option 201 Work with Customers.

Review the information, which is the same as that shown in “Before you Start”. [Continue]

Your company has now been set-up in Conveyorware. Using this information, the system has also automatically created **customer 99** as your default customer for your **HOUSE account**. This number should be used for ‘one-time’ purchasers—those who do not require a unique customer number, or for website purchases. **Customer 01** has also been created for **Point-of-Sale** activities. More information on customers can be found in the Customer section.

Company Created

The Admin 625 Company Records are Set up.

To Set up Company Financial Records:
Select (Continue or Enter)
Then Select Financial Setup.

-OR-

Select Exit or F3 to Stop Here.

Return to Admin Setup Option 626 at any time
to add or change Company information.

Buttons: Exit, Continue

We recommended that you set up your financial system now as the software will begin to record all transactions into the defaults which have been set. This financial information will then be available for your review or use at any time. The Financial Interface can be set up in the future using Option **626 Change Company Definitions** if you choose not to set it up at this time.

Company Financial Setup:

[Continue] has returned to the Company Definitions page.

Conveyorware Administrative System FMW CHANGE CONVEYORA CUS380D1

Change Company Definitions

HIGHLIGHTED FIELDS ARE REQUIRED

Company #...: 156 Deactivate Company: [v] (Y)

Company Name: []

Address 1...: []

Address 2...: []

Address 3...: []

City...: []

State/F16 [] Zip: 48092 Country [] []

Phone Number: [] Extension: [] FAX#: []

Email: []

Web: []

Federal ID # [] Merchant # []

UPS Account#: [] (Warehouse #1 only) Duns Number: []

System Calculates Sales Tax..... (Y/N): [Y] [v]

Do you use ConveyorWare Financial Software?... (Y/N): [Y] [v]

Do you use ConveyorWare Point of Sale Software? (Y/N): [Y] [v]

[?] Help [Exit] [Prompt] [Cancel] [Financial_Setup]

Prompt for CA/Prv

➔ Select **Financials Setup** on the bottom of the page to enter the financial menu.

Conveyorware Administrative System

Financial Setup Menu

104-LINDA TEST 3

Select one of the following:

▶ 1. Chart of Accounts

▶ 2. Financial Interface (AR & COGS/GL)

▶ 3. Locations (AP/GL)

▶ 4. Work with Inventory Class Code (Sales/GL)

▶ 5. Source Code List

▶ 6. Departments

▶ 7. User IDs

▶ 8. User Company Access

Selection ==> []

[?] Help [Exit] [Continue]

Option 1. Chart of Accounts: Conveyorware Software has automatic account postings that happen “behind the scenes”. It is important that if you make any changes to your Chart of Accounts from the default settings, those changes **MUST ALSO** be made in Option 2 and Option 3.

Default general ledger account numbers and financial layouts exist for balance sheet and income statement reports. (The general ledger account information can also be changed using a USER login in the Financial Menu. The pre-set password for this menu is **750**.)

We recommend retaining defaults; however, if you have a unique reason to change your Chart of Accounts you **MUST** also update your **Financial Company File** using Option 2. **Financial Interface**.

➤ **REMEMBER:** If you make any future changes to your Chart of Accounts that affect the accounts on this screen, you **MUST** come back and update them here.

Option 2. Financial Interface (AR & COGS/GL)

Some items to review are “fiscal year” designation and “posting dates.”

The screenshot displays the 'Financial Company File' interface within the 'Conveyorware Administrative System'. The header includes 'FMW Change' and 'CONVEYORA MSC3011'. The main form contains the following data:

- Company Number: 147 LMS TEST 4.29
- Federal ID No.: 123451234
- Merchant Id#: [Empty field]
- Current NEC Year: 2014
- Define a fiscal year? Y/N: N
- Default Posting Date: 4 / 2014
- Earliest Posting Date: 4 / 2014
- Latest Posting Date: 12 / 2014
- Retained Earnings: 1 5030
- A/R-G/L Interface:
 - A/R Account: 1 200
 - Cash Account: 1 100
 - Bad Debt Account: 1 6200
 - Discounts Taken: 1 5210
 - Reimbursed Frt: 1 5220
- Inventory Cost of Goods Sold:
 - Use Average Costing: [] Select with "X", Blank=Manual Costing
 - Inv Assets: [] [] [] []
 - COGS Expense: [] [] [] []

At the bottom, there are buttons for Help, Exit, Cancel, and Prompt.

POSTING DATES: Posting Date refers to journal entries.

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 your year-end accounting processes.

COSTING SYSTEM

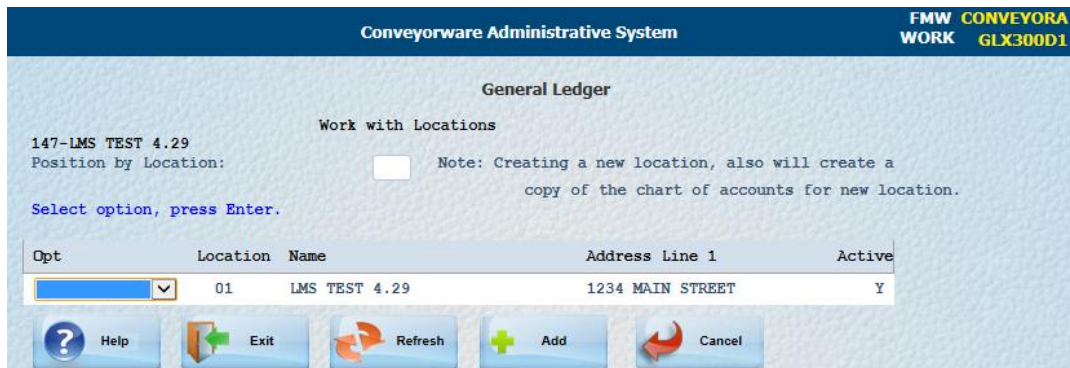
Closely review the defaults in this section. One of the items that has a permanent affect is the **Inventory Cost of Goods Sold**. Be sure you understand the difference between Average Costing and Manual Costing. **Average Costing requires the use of the Purchase Order System.**

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.

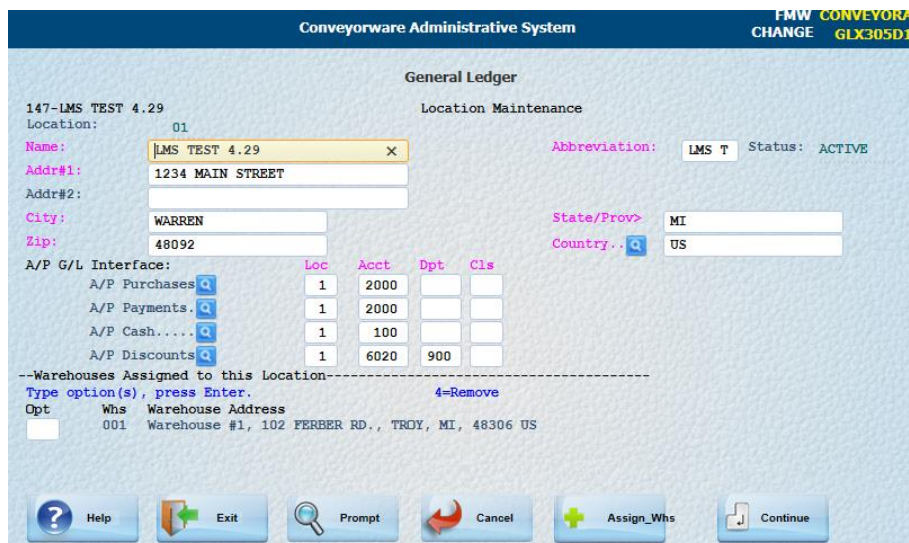
Average Costing = If you are using a **Purchase Order system to obtain inventory, you MUST choose the Average Costing method.** If an Average Costing method is used to determine your Cost of Inventory, insert an X in the box. This average yearly cost of an inventory item will also be used for Tax purposes.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

Option 3. Location (AP/GL).

Other items (cash account, payables, and discounts) may need to be updated.

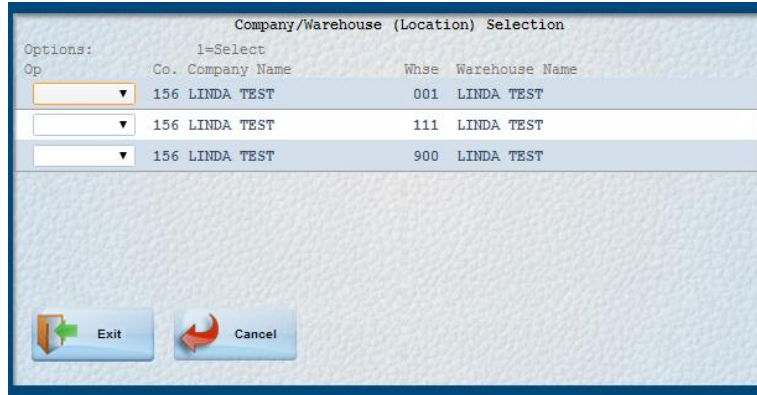


➔ Select “Change” in the drop-down option box to make changes on the General Ledger screen.



Store/Warehouse set-up:

The first three (3) Warehouses and Territories are defaulted. Additional **Warehouses** can be assigned to the primary **Location** using Option 325 Locator Warehouse Menu; Option 328 Work with System Warehouses in the **User** menu.



001 = The ‘default’ warehouse. This is the actual inventory location.

111 = The ‘virtual’ warehouse. This is a ‘pass-through’ location.

900 = The ‘returns’ warehouse. Returned items are held until proper disposition is identified.

Additional information regarding Warehouses can be found in the On-Line Owner’s Manual at www.conveyorware.com/manual.

[Exit] and [Signoff] to leave the Administration section of Conveyorware.

BE SURE YOUR PRINTER IS SET-UP AS NOTED IN SECTION 1.

To continue working in the software, **LOGIN** using your **USER ID** and password.

Contact Host provider for the following items:

Web Store connectivity: map your web store data into the order file:

- Connectivity of Scale to system
- Connectivity of Federal Express
- Connectivity of Endicia (Used for USPS shipments)

Many other packages can be added to Conveyorware’s open architecture. Contact your Host provider for details.

➤ **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!**