



Design Manager Pro 7.0 User's Guide

Revision K

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Introduction

Welcome

Welcome to Design Manager Professional, an advanced software package created specifically for Interior Designers. Design Manager provides the project management and accounting tools necessary to run a successful design firm, all in a user-friendly environment.

What is Design Manager?

Design Manager Professional is an advanced system comprised of several interrelated modules, including Project Management, Accounting, Security, Time Billing, and Inventory. Additional modules for Remote Data Collection, Showroom, and .sif Import Interface are also available. Every aspect of the software is fully integrated, meaning that you can print Proposals, Purchase Orders, Invoices, and Statements, all with Project information that you enter into the system **once**. The sophisticated accounting system will record all financial activity automatically.

Who uses Design Manager?

Thousands of Interior Designers across the country have discovered how easily and efficiently they can run their businesses using Design Manager. Design Manager keeps track of each design project, and handles all of your company's accounting needs effortlessly, allowing you to focus on design. Say goodbye to paperwork, and let Design Manager begin working for you!

Before You Start - Installation Requirements

The Design Manager Installation works with Microsoft Windows Installer to guide you through the installation process. The Installation Wizard automatically recognizes your computer's operating system and updates files as required. **Note:** *Design Manager Pro 7.0 no longer supports Windows 95, Windows 98/98se, Windows Me, or Windows NT 4.0; all workstations need to have a minimum of 800MB of local disk space (see installation requirements below).*

- Design Manager can be installed on a local (stand-alone) computer from the CD, on a peer-to-peer network using the CD, on a LAN (local area network) with a dedicated server using the CD, and on a workstation attached to a peer-to-peer network or LAN with or without the CD, or on Microsoft Windows Terminal Server. There are a few guidelines to follow when installing any program under Microsoft Windows:
- Make sure that your computers are equal to or better than the installation requirements (see below).
- Make sure that all Windows Updates and Service Packs are installed.
- All programs that you are using should be closed before beginning the installation. Make sure you close the program completely and save any work.
- Be prepared to restart your computer. All of the Design Manager installations require you to restart your computer.

Windows 10 Operating System Installation

If you are installing on Windows 10, know that Pro 7R3 is the **ONLY** version supported on Windows 10. It is advised that you right click and **Run as Administrator** on the setup file.

After installing Pro 7R3 on a Windows 10 operating system you will need to also do the following for each workstation running on Windows 10:

1. PDF patch (for ability to export or email a document from DM). See the following link for more help.
<http://knowledge.designmanager.com/media?mid=10000105&l=http%3a%2f%2fknowledge.designmanager.com%2farticles%2f10000105.pdf&hfk1=5>
2. Change a registry setting if you are using a Logo on your documents. See the following link for more help.
<http://knowledge.designmanager.com/media?mid=10000228&l=http%3a%2f%2fknowledge.designmanager.com%2farticles%2f10000228.pdf&hfk1=5>

Installation and Hardware Requirements

Below is a link to the minimum system requirements to run Design Manager Pro 7R3. These requirements are very modest; therefore, please also check the minimum requirements for the operating system and other software that you plan on running.

<http://knowledge.designmanager.com/media?mid=10000239&l=http%3a%2f%2fknowledge.designmanager.com%2farticles%2f10000239.pdf&hfk1=5>

****WARNING: Do not install Pro 7.0 into the same folder as Pro 6.0 or any other version of Design Manager. ****

Installing on a Stand-Alone Computer

If you have a stand-alone computer or computer that is not to be used in conjunction with a network, you can install Design Manager by following this procedure:

- Insert the CD into the CD drive. If your computer is set to auto-run then you will see the Design Manager welcome window after a short wait.
- If you do not see the welcome window then click on **Start**, select **Run** and type D:\launch.exe. If your CD drive is not drive letter "D" then substitute the correct letter in place of D.
- Click on the first gold button "Install Design Manager"
- Choose the first choice on the install menu, "Setup Design Manager Pro 7.0." Follow the setup wizard.

Installing on a Peer-to-Peer Network or Dedicated Server

If you have a peer-to-peer network or a dedicated server you can install Design Manager using the following procedure:

- You must identify which computer is to act as the server or main computer. This computer should be the fastest or most modern computer on your network. If you have different versions of Windows on the computers then the main computer must have the most advanced version. For this purpose the Windows versions are rated least to most advanced as follows: Windows XP Home, Windows 2000, Windows XP Pro, Windows Vista, Windows 2003 Server. The computer selected as the main computer will always have to be turned on and running when anyone is using Design Manager.
- Insert the CD into the CD drive on the main computer. If your computer is set to auto detect then you will see the Design Manager welcome window after a short wait.
- If you do not see the welcome window then click on Start, select Run and type D:\launch.exe. If your CD drive is not drive letter "D" then substitute the correct letter in place of D.
- Click on the first gold button "Install Design Manager"
- Choose the first choice on the setup menu, "Install Design Manager Pro 7.0." Follow the setup wizard.

- After the server computer is installed you need setup each of the workstations (clients). See below.

Installing on a Workstation (Setting Up Clients)

Whether Design Manager has been installed on a peer-to-peer network or a LAN with a dedicated server, each workstation computer (client) attached to the server must be set up. If you are using Windows Terminal Server then skip this section. To run the setup on the workstation, follow these steps:

- Go to the workstation computer that you wish to make run Design Manager.
- Double click on My Computer (for Windows XP click on Start and then My Computer).
- Find the network drive that received the Design Manager Installation when it was installed on the server. Next, find the Design Manager folder (usually named "DMPRO70") and double click on it.
- Find a folder named "Client" and double click on it.
- Finally, double click on the Setup executable to run the setup.
- The setup wizard will eventually ask you to set the location of the software. This must be set to the Design Manager directory (usually called "DMPRO70") on your server. An example is of this setting is "N:\DMPRO70" where "N" is your network drive letter and DMPRO70 is the Design Manager folder. This folder is also the same as the one that you browsed to in order to find the "Client" folder. The installation can also be run from the CD.

Special Note for Windows Vista: If you are installing on a Windows Vista, the installation may need to be run as the Administrator. Insert the CD into the Windows Vista computer. When the setup wizard initializes, simply cancel or exit it. Then, using Windows Explorer or My Computer, go to D:\setup where "D" is your CD drive. In the **Setup** folder, right-click on **setup.exe** and choose **Run as Administrator**.

Testing the Network Installation

After installing the software for the first you will be prompted to enter you company name and address information. After you complete this on the main computer or server go to each workstation that you have setup and make sure that you see that company information. If you are prompted to enter the company information again on the workstation then Design Manager has not been set up incorrectly.

Installing on a Terminal Server

Microsoft Windows Terminal Services are recommended if you have the need for remote workstations, need more than 8 workstations, or have a network with poor performance or that is prone to data corruptions. It is recommended that an experienced hardware consultant or network administrator be used to set up Terminal Services.

The following are step-by-step instructions for installing Design Manager on Windows 2003 (SP3)/2008 Terminal Server including special steps necessary for Crystal Reports. **Note:** *These instructions may need to be adjusted for future releases of Windows Terminal Server. Be prepared to restart the server during this procedure.*

- From the Terminal Server computer, log on as the Administrator (for 2008 Server this must be the actual account named Administrator).
- For Windows 2003, choose Start, Settings, Control Panel, Add/Remove Programs. Click on Add New Programs, then on the CD or Floppy button. The Install New Programs Wizard should find the setup.exe file on the CD-ROM drive. For Windows 2008, use the Install Application on Terminal Server tool in the Control Panel/Programs.
- From the Design Manager CD's Main Menu, choose Install Design Manager.

- Place the installation wherever you would like the Design Manager database to reside. Make sure that the “Install for All Users” option is chosen during the installation. *Note: C:\DMPRO70 will be used throughout the rest of this example; you may substitute your drive letter and path. Unless you wish the data to reside on another server on your network, this path must be on a local physical drive (do not use network drive mappings that map back to physical locations on the same machine). We will also assume that your windows directory resides on C: and is called WINDOWS.*
- After the Setup completes make sure that the Next button is clicked to complete the Add New Programs Wizard. The Add/Remove Programs and/or Control Panel windows can then be closed.
- After the Client Setup completes and you restart the computer, log in as the Administrator again.
- Start up a Command Prompt and change to the Windows\Crystal directory (i.e.:cd\windows\crystal).
- Use the copy command to copy the contents of the Crystal directory to the System32 directory (i.e.: from the c:\winnt\crystal prompt, type: copy *.* c:\windows\system32). Answer "All" if asked whether to overwrite files. For 64 bit versions, copy the contents of the Crystal directory to the SysWOW64 directory.
- The Command Prompt window can be closed. This completes the Design Manager Setup for Windows Terminal Server.
- Each workstation must have the Windows Terminal Client installed on it to access Terminal Services and before running Design Manager. Again, it is recommended that an experienced hardware consultant or network administrator set up Terminal Services.

Entering Your Product Code

After installing Design Manager, an icon should appear on your Windows desktop. Double-click on the icon. The title window will appear. If this is the first time you are running the software, you will need to enter your Product Code which is found on the back of the CD case. You will only need to enter the Product Code **once**.



Where Do I Start?

Logging into Design Manager

When you first start Design Manager, the Login Window will appear prompting you to enter your Password.



If Design Manager has been installed for the first time, enter the Password **DM**. Unique Passwords should be assigned for each person that uses Design Manager. The **DM** Password may be changed on the Passwords Tab of the Company Information after initially entering the software. For more information on Passwords, see **Passwords and the Company Information Window - Passwords Tab**.

If you have converted from Design Manager Professional 6.0, all of the Passwords created in the previous software will be available for use. However, any Password Attributes for new functions in Professional 7.0 will be set to Locked.

Note: The Password feature uses your computer's system date and time. Make sure that the date and time are synchronized on all of the workstations in the company.

Update Your Design Manager

Once Design Manager is run for the first time, you will be prompted to run the Live Update feature to download the most recent version of Design Manager Professional. It is **highly** recommended that you run the Live Update immediately. If you choose not to, it is imperative that you run the Live Update before entering any Projects and Specifications or converting your data from a prior version of Design Manager. For more information on the Live Update feature, see **Live Update** under Additional Features.



Are You a New User or Upgrading from a Prior Version?

If Professional 7.0 is your first Design Manager product, you will need to skip the next section entitled **Users Upgrading from Design Manager Professional 6.0 or SE6**. It is recommended that you read the the rest of this chapter thoroughly starting with the **An Interior Design Business Model** section.

Upgrading from Design Manager Professional 6.0 or SE6

Before converting your data make sure that Design Manager Professional 7.0 is completely installed, that the Product Code on the back of the CD case has been entered, and that you can successfully open the software.

When you are ready to convert your data, insert the Design Manager Professional 7.0 installation CD again. On the main installation window, choose "**Convert Data**". If the CD does not start automatically, click on the **Start** button in the lower left corner of your desktop. Choose **Run**, type **d:\setup** into the **Open** field, and click **OK**. In place of "d:" you may need to substitute the letter of your CD-ROM drive. **Note:** For **Vista**, you will need to choose **Start → All Programs → Accessories → Run**. **Read the on-screen instructions carefully before proceeding.**

Conversion Considerations

For users converting from Design Manager Professional 6.0 and SE6, there are a few Conversion Considerations to be cognizant of prior to the Conversion process:

All user Passwords will convert from Professional 6.0. However, besides the **Administrator** Password, all other Passwords will be **Disabled**. Disabled is new setting available for Passwords in Professional 7.0 that prevents a Password from being used to log into Design Manager without having to delete the Password. The converted Passwords will be Disabled in order for the Administrator to review new Password Attributes available in Professional 7.0 prior to granting other users access to the new software. When converting from SE6 the only password that will convert is the Administrator password, all other passwords must be re-entered and have the rights set accordingly.

Professional 7.0 maintains a **Checkbook** and **Credit Card Reconciliation History** from which the Reconciliations can be reprinted or even deleted. Only Reconciliations performed in Professional 7.0 will be listed. No past Reconciliations from Professional 6.0 will initially be displayed. For SE6, the Checkbook Reconciliation History will convert but there will be no history for credit cards.

For Professional 6.0 the Cash Receipts on the **Cash Receipts Window - Existing Tab** are now grouped by Check Number and Date with the distributions of the Receipt displayed in the new **Payment Distribution Grid**. All converted Cash Receipts, however, will continue to be listed individually, **not** grouped in such a manner.

One of the most exciting features of Professional 7.0 is the **Item Status** system through which Items for Projects and Orders are assigned a color-coded Item Status depending on variety of order processing and accounting conditions for the Item. Design Manager Professional 7.0 is configured with a predetermined set of Item Status Types that cover the major stages for an Item through the design process such as **Awaiting Client Approval, Ordered, and Needs to be Invoiced**. Upon converting the Professional 6.0/SE6 data, Design Manager will apply the new proper Item Status Type to each Item in the software depending on the current condition of the Item. However, if upon installing Professional 7.0, the Item Status Types are manipulated to create a listing more conducive to the company's design process prior to converting, the Conversion will utilize the customized list. For more information on the new Item Status Types, see **Item Status Types and the Company Information Window - Item Status Tab** under **Projects and Specifications**.

An Interior Design Business Model

Design Manager is a flexible project management and accounting package. Although it can be used in many different ways, there is a basic "flow" of work through the system. This flow can be considered a basic model for an average Interior Design business. At its simplest, the order or "work flow" through the software is as follows:

1. Enter the specifications which are the goods and services for which you will order for and sell to your client.
2. Create a proposal or estimate to give to your client.
3. Get the approval from your client and collect a deposit so you can begin ordering the merchandise.
4. Create purchase orders and vendor deposit checks to send with the orders.
5. Obtain acknowledgments of the orders from your vendors.
6. Receive the merchandise from the vendor or from the company's inventory and/or deliver it to the client.
7. Receive the invoice or bill from your vendor.
8. Give a final invoice to your client, remembering to apply the deposit received .
9. Print checks to pay your vendors.
10. Receive the final payment from your client.

The System is Flexible

Although there is a common utilization of Design Manager Professional, the system is flexible enough to allow steps to be skipped. For example, say that one of your long-time clients wants to order a chair. Since you have a good history with the client, you do not have to give them a proposal nor do you have to collect any deposit money from them. All that you have to do in Design Manager is enter the chair as a specification, print a purchase order to send to the vendor and an invoice for your client. You can skip the proposal and client deposit steps.

Parts of the system may also be ignored from the point of view of practicality. For instance, you might have a very small design business with little time to enter information into the software. Since you can mentally keep track of your projects, you can choose not to bother entering acknowledgement information, receiving status, etc. In other words, it might be enough for you that Design Manager knows when the items were ordered, how much they cost, and when you paid the vendor for the

merchandise. Just because Design Manager Professional tracks purchase order acknowledgements, expected shipping dates, back order quantities, received quantities, delivery dates, etc., you are not required to utilize all of those features. You can pick and choose the dates and order tracking information which is important for you to record and ignore the rest!

Moreover, all the modules of Design Manager Professional need not be utilized. For instance, if your company does not maintain an inventory, the Inventory module and associated functions can be left completely unused with no negative effects!

Organization of Design Projects in Design Manager

The organization of a **Project** or Projects in Design Manager begins with the **Client**. A Client may have one or more Projects. Usually a Project is established for each major grouping of work done for the Client. As an example, a Client may have a main residence and a summer home. Normally, two Projects would be created for this Client, one for the main residence and the other for the summer home. An example for a commercial Client might be a bank with several branches. In this case, the corporate bank office would be the Client. Then, a Project for each branch would be created. In some instances, a client may have on-going work that is continuous, spanning many years. A Project could be established at the beginning of each year to help organize the work by year in such a circumstance.

Projects in Design Manager are made up of the **Project** itself, **Locations**, **Groups** (an optional tier), **Items**, and **Components**. The Project holds the client's billing address, contact information, site address, etc. Locations are used to arrange a Project into logical and useful divisions. Locations are usually rooms in a house such as "Master Bedroom" or "Kitchen", but can be as creative or descriptive as "Floor Tile and Installation" or "Time Charges for Design Work". Locations can then be populated with Items. Items are the finished merchandise or service that is provided to the client and will be displayed on the Proposal and Client Invoice. An Item is comprised of one or more Components. Components appear on purchase orders to your vendors, but NOT on the Proposals or Client Invoices allowing completely different information to be displayed to your clients and vendors. Lastly, Groups can be optionally used to associate particular Items together within a given Location. For example, you might be making a custom sofa for your client's family room. The Location would be "Family Room," the Item would be the "Sofa," and the Components would be the frame, the fabric, upholstery work, and freight charges. If Groups are being utilized, the Item for the sofa may be included in a Group for "Sofas and Love Seats" within the "Family Room" Location.

Imagine the organization of the Project information in a hierarchy, beginning with the Project. Each Location is then listed under the Project. If Groups are being used, they would appear beneath the respective Location. Within the Location, or Group, each Item is displayed along with each Component under its Item. Using our example, the Project might look like this:

Mr. and Mrs. John Smith
Smith Summer Home
Family Room
 <Sofas and Love Seats>
 Custom Sofa
 Frame
 Shipping Charge for Frame
 Fabric
 Shipping Charge for Fabric
 Upholstery Work
 Shipping charge for finished sofa
Item #2
 Component for Item #2
 Component for Item #2

Kitchen
 <Group #1>
 Kitchen Item #1
 Component
 Kitchen Item #2
 Component
Smith Main Residence

Each Project can have up to 10,000 Items and Locations, with up to 1000 Components in each Item.

The Accounting System

Design Manager is an **Accrual Accounting** system. In the simplest terms, accrual accounting means that Client Invoices are held in an Accounts Receivable Account until the Client provides you with payment, and Vendor Invoices are held in an Accounts Payable Account until you pay your Vendor. This allows the system to record the sale or the purchase of goods without yet receiving the payment from your Client or sending payment to the Vendor. Opposed to an accrual system is **Cash-Based Accounting** where the sale or revenue is recorded at the time the final payment is received from the Client. Design Manager uses the accrual-based method because it is much more flexible, and it allows the system to give you a more accurate picture of where you stand financially.

The following is a summary of how transactions affect Accounts in Design Manager, described using “increases and decreases” terminology instead of debits and credits for simplicity:

Receiving the Client Deposit: increases your cash and increases your Client Deposit Account. The Client Deposit Account keeps track of all of the deposits and retainers that you are holding from your Clients. *Note: Creating a Proposal does not affect any Account balances because the Client does not have to proceed with the work or may choose to revise the Proposal.*

Sending a Deposit Check to the Vendor: decreases cash and increases your Vendor Deposit Account. The Vendor Deposit Account holds all of the Deposits that you have paid to your Vendors until you receive the bill from the Vendor. *Note: Creating a Purchase Order does not affect any Account balances because it is simply an order and could be canceled or revised.*

Receive the Invoice or bill from your Vendor: increases your Cost of Goods Sold, Work in Process, or Inventory, and decreases your Vendor Deposit Account. This transaction also puts the balance due of the invoice or bill into Accounts Payable. Your Accounts Payable Account holds all of the bills that came in from your Vendors that you have not yet paid, including Vendor Deposits.

Give the final Invoice to your Client: increases sales, increases the amount of sales tax that you owe, and decreases your Client Deposit Account. Invoicing the client also puts the balance due of the Invoice into Accounts Receivable. Your Accounts Receivable Account holds all of the Invoices that you have sent to Clients but for which you have not received payment.

Write a Check to pay your Vendor: decreases cash and removes the Invoice or bill from Accounts Payable.

Receive the final payment from the Client: increases cash and removes the Invoice from Accounts Receivable.

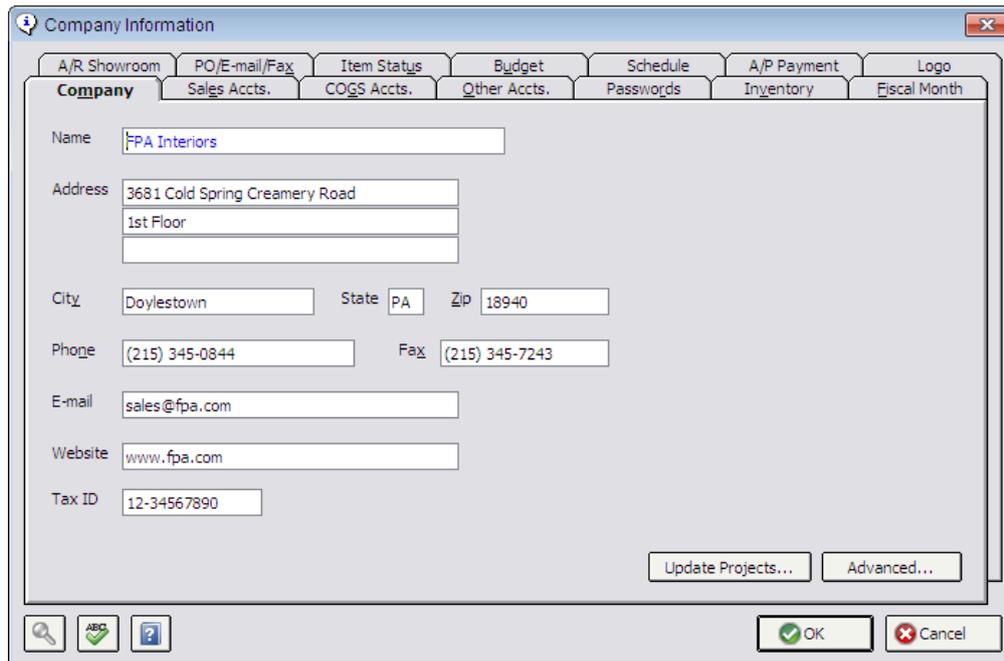
Design Manager also handles some other accounting transactions that are not associated with a particular Project. Examples include Operating Expenses such as your rent (increases a rent Expense Account and puts the amount into Accounts Payable) and Miscellaneous Cash Receipts such as a refund (increases cash and decreases Cost of Goods).

Using Design Manager for the First Time

The first time you run Design Manager, you will be prompted to record pertinent information about your design firm in the **Company Information Window**. Doing so is necessary before beginning to fully utilize Design Manager.

Entering General Company Information

Design Manager maintains some basic information about your company that needs to be entered into the Company Information Window, as shown below, prior to using the software. The Company Information Window will automatically be displayed the first time you use Design Manager. The window can then be accessed from the **G/L** menu during future usage.



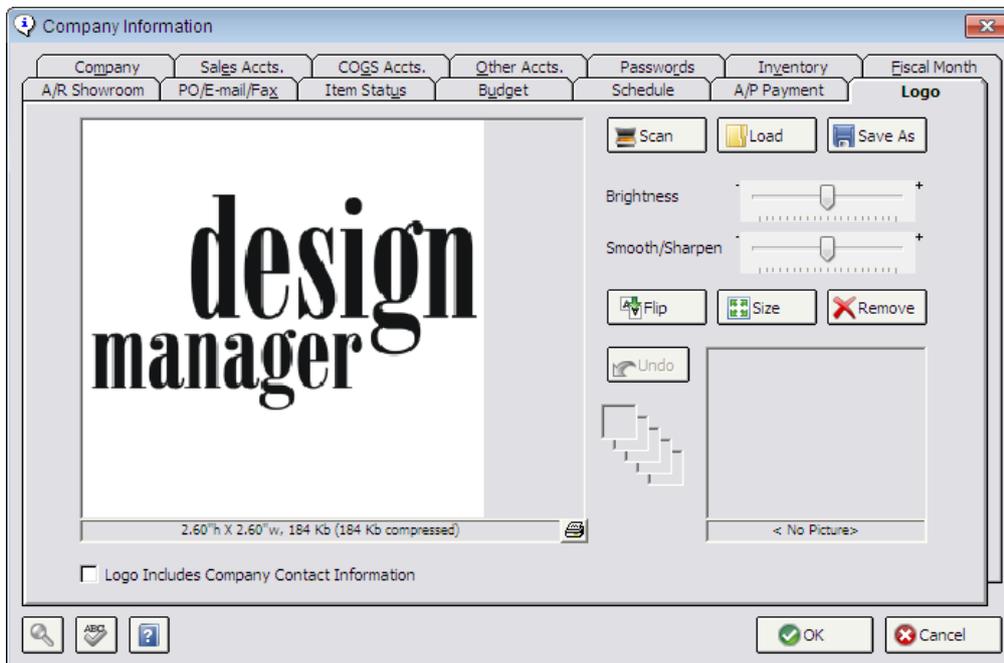
The **Company** Tab is used to record the **Name, Address, City, State, Zip, Phone, Fax, E-mail, Website, and Tax (Employer) Identification Number**. Some of the information such as the E-mail and Website can be left blank, if desired. This information will be used on documents and reports to identify your company.

On the Company Information window is an **Advanced...** button which displays the **Company Advanced Options** Window for configuring many of the operational parameters used by Design Manager. For a detailed description, see the **Company Advanced Options Window** under **Additional Features**.

The **Update Projects...** button is used to reconfigure all Projects, or particular Projects, within Design Manager to reflect changes in the Company Advanced Options window. For more information on using the Update Projects utility, see the **Update Projects Window** under **Additional Features**.

Adding a Company Logo and the Company Information Logo Tab

Design Manager allows a user to import a corporate logo into the software and display the image on Proposals, Client and Point-of-Sales Invoices, Purchase Orders and Request for Bids, Client Statements, and Delivery Tickets. For users who have purchased the optional **Showroom** module, the logo will also appear on the Quotes and Orders. The logo will appear in the top left corner of all the specified documents.



The logo can be imported into Design Manager on the Logo Tab of the Company Information Window.

The functions of the controls are the described below:

Logo Includes Company Contact Information: Select this option if the company logo has the company address, phone numbers, etc. embedded in the logo file. Design Manager cannot selectively display portions of the contact information (i.e., show the company website but not the company address) so be sure the logo file has all the necessary contact information before selecting this option. If all the desired information is not contained in the logo, it is suggested that the logo be edited to remove any contact information and to not select this option, allowing Design Manager to display the contact information immediately to the right of the logo. The Logo Includes Company Contact Information also determines the size of the logo that will be displayed on the documents. When selected, the logo will appear up to 3" x 3" or as large as the original dimensions of the file if it is smaller than 3" x 3". The logo will be 1.5" x 1.5" when this option is not selected.

Scan Button: If you have a TWAIN-compatible scanner attached to your computer, you can scan an image directly into the Logo Tab by clicking this button. Upon clicking Scan, you will be able to select the appropriate scanner from the **Select Source Window**.

Load: You can import an existing image on your hard drive or network into the Logo Tab by clicking the Load button. Doing so displays the **Design Manager - Load Picture Window** from which you can locate and select the company logo.

Save As: The Save As button allows you to store the company logo in a variety of formats on your hard drive, network, or removable media.

Picture Effects: Several controls are available for customizing the image. As these features alter the image, you'll notice that the original format will be stored in the **Picture History** in the right-hand corner of the window.

Brightness Bar: Clicking and "dragging" the Brightness bar to the left will reduce the overall image brightness. Conversely, dragging the Brightness Bar to the right will increase the overall brightness.

Smooth/Sharpen (S/S) Bar: Clicking and "dragging" the S/S bar to the left will reduce the sharpness of the image. Conversely, dragging the S/S Bar to the right will enhance the sharpness of the image.

Flip Button: Clicking the Flip button will vertically invert the image.

Size Button: The Size button will launch the **Resize Picture Window** which allows you to set the dimensions of the image. When using the Logo Includes Company Contact Information option and the company logo file exceeds 3" x 3", you can use the Size button to reduce the company logo in order to reduce the overall size of the page header on the documents, thereby allowing more information to be displayed in the body.

Remove Button: The Remove button will delete the associated company logo. Note that the using the Remove button will NOT delete the original image if it was loaded into the Company Information Window from your hard drive or network location.

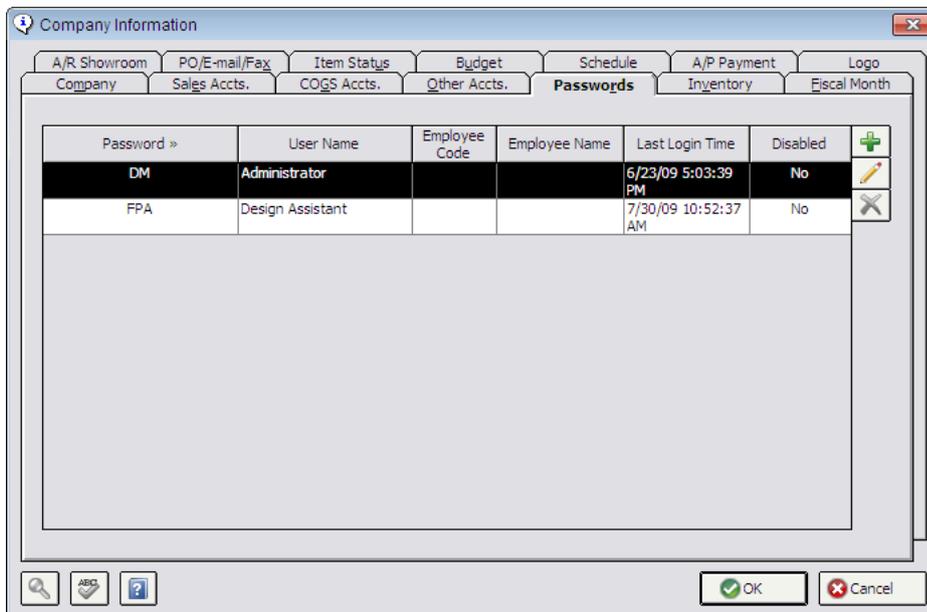
Undo Button: Clicking the Undo button will replace the current image with the most recent image in the Picture History. The Picture History is only available while currently adding or editing the image. Upon saving or canceling the Company Information Window, the History is lost.

Passwords and the Company Information Password Tab

Passwords are managed on the Password tab of the Company Information Window and are used primarily to grant and restrict access to functionality within Design Manager. Also, all financial activity in Design Manager is recorded by Password in order to determine which user entered a given transaction when necessary.

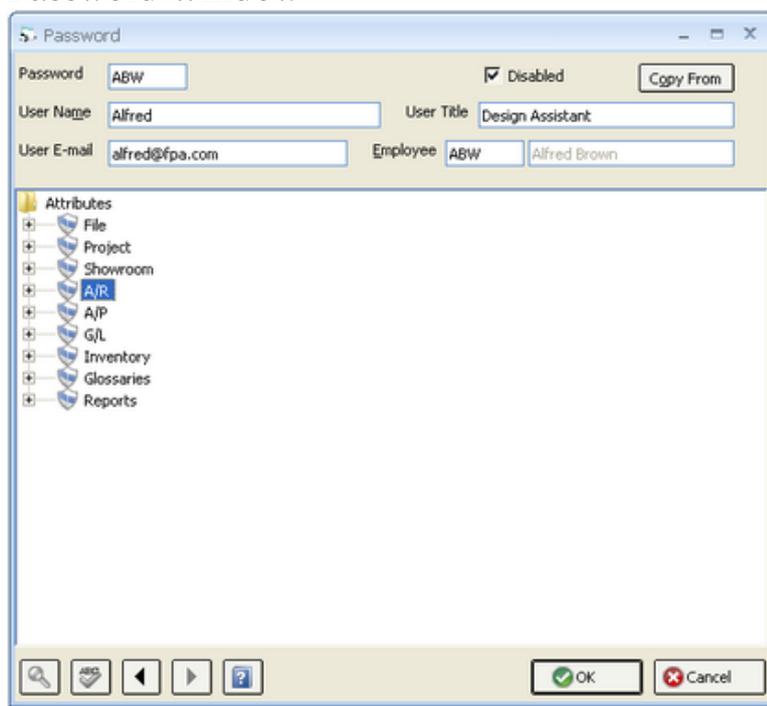
Design Manager requires you to have a unique Password for each user. If a user tries to log into Design Manager using a Password that is already in use, a message indicating as such will be displayed and the user will be prevented from logging into the software. Of course, if an invalid Password is entered, the user will also be denied access to the program.

All Passwords currently available in Design Manager will be displayed on the **Password** grid. Design Manager is shipped with a single **Administrator** Password of **DM**. The Administrator password has permanent access to all functionality in Design Manager and cannot be deleted. The Password of DM can, however, be changed as desired for the Administrator.



To create a new Password, click on the **Add** button which will display the **Password** window. Existing Passwords can be modified or removed by clicking the **Edit** and **Delete** buttons, respectively.

Password Window



Password: This is the user's desired unique Password code. The Password code can consist of any combination numbers, letters, and special characters (i.e., #, %, &, etc.) up to 5 characters long.

User Name: The User Name is a required field and is generally the employee's name but can also be more generic such as "Temporary Help" or "Accounting". The User Name will also be defaulted into the Microsoft® Word® Templates from the **Rolodex Window**. For more information on the Rolodex or using Templates, see *Rolodex®* under Additional Features.

User Title: The optional User Title is the employee's position title. The User Title will be defaulted into the Microsoft® Word® Templates from the Rolodex Window.

User E-mail: The optional User E-mail is the employee's e-mail address and will be defaulted into the Microsoft® Word® Templates from the Rolodex Window.

Employee: An Employee can be optionally assigned to the Password by entering or using the Search button to locate a valid Employee code. If an Employee is assigned to the Password, the Employee code will be defaulted to new Time Entries through the Time Keeping window to facilitate entry. For more information, see *Employees* under Glossary Windows.

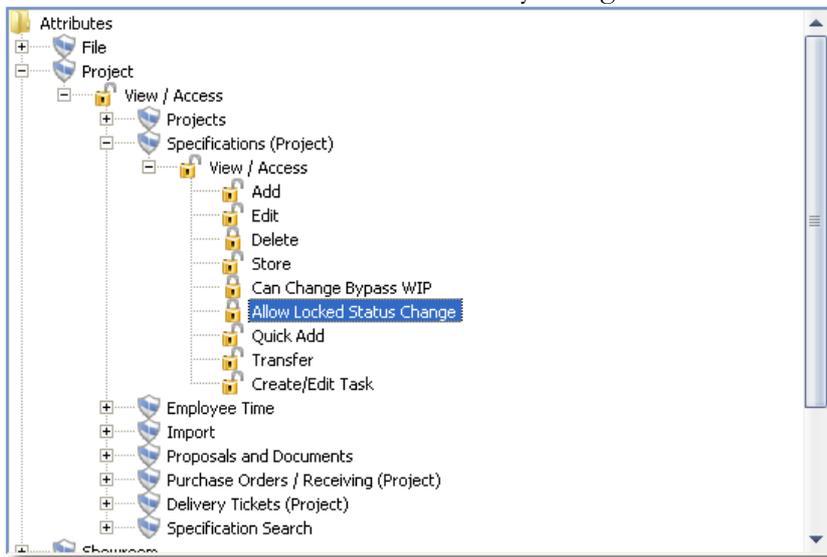
Disabled: Passwords can be permanently removed by clicking the Delete button next to the Passwords grid on the Password tab of the Company Information window. However, if a Password has been used to record **any** financial activity (i.e., Client Invoices, Deposits to Vendors, etc.), the Password cannot be deleted. However, setting the Disabled option will prevent the Password from being used to log into Design Manager in the future.

Copy From: The Copy From Button allows you to copy the Attributes from another Password into the current Password you are adding or editing. This is a convenient feature for rapidly configuring Passwords without having to set each Attribute individually.

Attributes:

Each Password can be assigned specific permissions or Attributes which grant or restrict access to certain portions of the software. The tree diagram below the User Email and Employee displays the Password's Attributes and roughly corresponds to the Design Manager menus. When the lock is open  in front of an Attribute, this means that the user has access to that portion of the software. To restrict access to a section, double-click on the lock in front of that entry. This will close the lock . Now the user may not access that section of the software. To regain access to a section, simply double-click on the lock to reopen the lock.

Most windows in Design Manager have view, add, edit, and delete options, which can be locked or unlocked in any combination. For example, if view is unlocked and edit is locked, then the user will be able to see the record but not make any changes to it.



Configuring Accounting Settings on the Company Information Window

Certain settings and defaults in Design Manager may need to be adjusted prior to fully utilizing the software. Such features include the Default Accounts into which fiscal activity will be recorded, the proper fiscal month of your company, how to address Work in Process, etc.

Please note that you may wish to confer with your accountant or accounting professional before making any changes to these settings!

Default Account Tabs - Sales, Cost of Goods Sold (COGS), and Other Accounts

The three Default Account tabs, **Sales or Revenue Accounts**, **COGS Accounts**, and **Other Accounts**, are also located on the Company Information Window. These tabs hold the General Ledger Accounts used to record fiscal activity for functions such as Accounts Receivable, Accounts Payable, Vendor Deposits, etc. These Accounts have preset defaults and may need no further maintenance. For more information on adding, editing, or removing the current Accounts in Design Manager, see Accounts under General Ledger.

Sales Accounts Tab

Design Manager provides six separate Sales Accounts titled Merchandise, Freight, Design Fee, Installation, Labor and Time. These are default Accounts used by the system when an Item is **not** assigned a Sales Category or the assigned Sales Category has Accounts set to Company Default. When the Company Default option is selected, the Sales Category will always use the current Revenue Account settings on this tab. For more information, see **Sales Categories** under **Glossary Windows**.

If you are unfamiliar with advanced accounting practices, it is recommended that you leave these Accounts as they are currently configured! Setting them incorrectly can cause data to be misrepresented in your General Ledger.

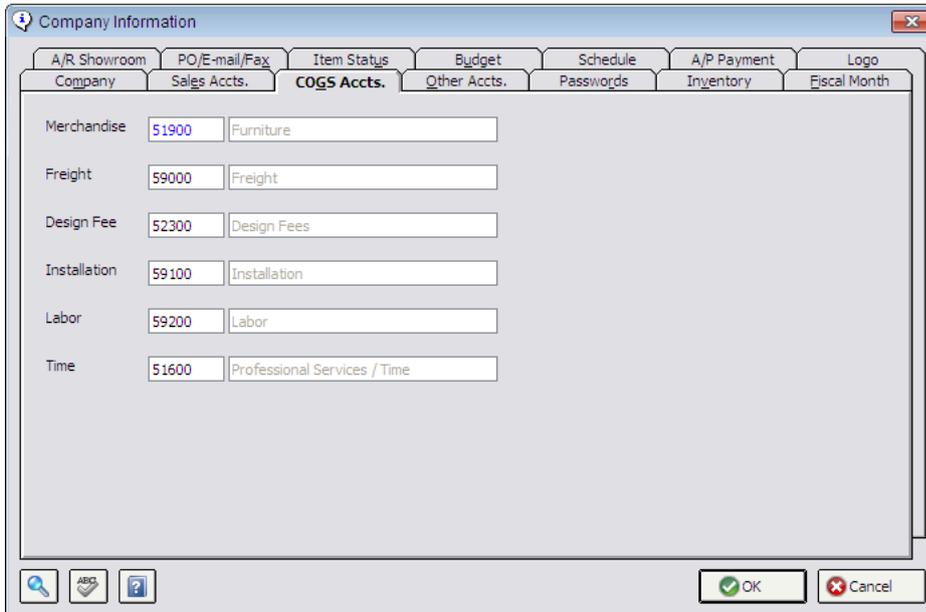
| Company | Sales Accts. | COGS Accts. | Other Accts. | Passwords | Inventory | Fiscal Month |
|--------------|--------------|-------------|------------------------------|-----------|-----------|--------------|
| Merchandise | 41900 | | Furniture | | | |
| Freight | 49000 | | Freight | | | |
| Design Fee | 42300 | | Design Fees / Mark-up | | | |
| Installation | 49100 | | Installation | | | |
| Labor | 49200 | | Labor | | | |
| Time | 41600 | | Professional Services / Time | | | |

To edit an Account Number on this window, highlight the Account Number and type in a new Number. To search for an Account Number, place the cursor into the field of interest, then click on the **Search** button in the lower left corner of this window and choose a Revenue Account.

COGS Accounts Tab

Design Manager provides six separate COGS Accounts titled Merchandise, Freight, Design Fee, Installation, Labor and Time. These are default Accounts used by the system when an Item is **not** assigned a Sales Category or the assigned Sales Category has Accounts set to Company Default. When the Company Default option is selected, the Sales Category will always use the current Cost of Goods Sold Account settings on this tab. For more information, see **Sales Categories** under **Glossary Windows**.

If you are unfamiliar with advanced accounting practices, it is recommended that you leave these Accounts as they are currently configured! Setting them incorrectly can cause data to be misrepresented in your General Ledger.

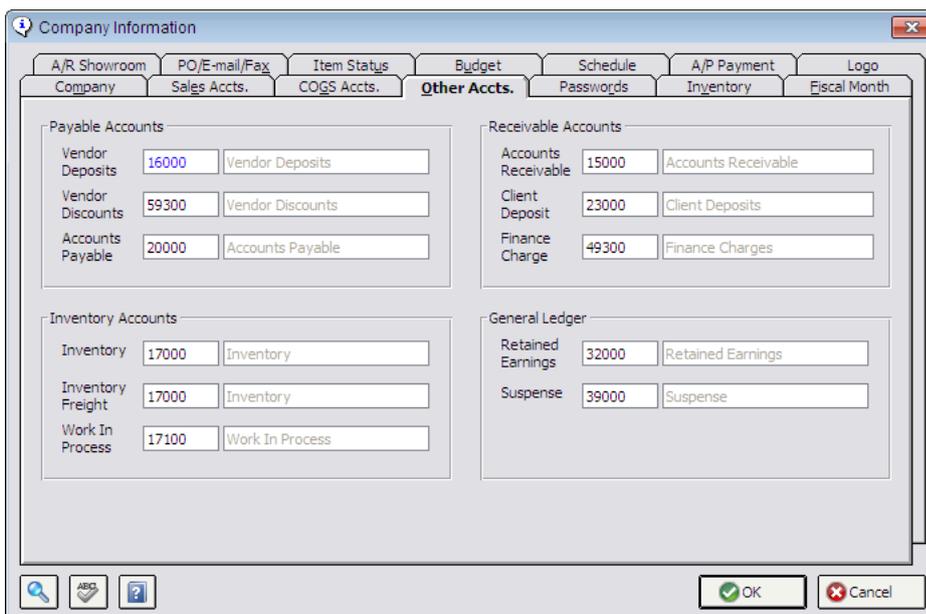


To edit an Account Number on this window, highlight the Account Number and type in a new Number. To search for an Account Number, place the cursor into the field of interest, then click on the **Search** button in the lower left corner of this window and choose a COGS Account.

Other Accounts Tab

These are Accounts that Design Manager uses in the normal course of processing. This tab is divided into four sections: **Payable Accounts**, **Receivable Accounts**, **Inventory**, and **General Ledger**. Payable Accounts include **Vendor Deposits**, **Vendor Discounts**, and **Accounts Payable**. The Receivable Accounts are **Accounts Receivable**, **Client Deposits**, and **Finance Charges**. Inventory Accounts consist of **Inventory**, **Inventory Freight**, and **Work in Process**. General Ledger includes the **Retained Earnings** and **Suspense** Accounts. Design Manager comes with these Accounts preconfigured.

If you are unfamiliar with advanced accounting practices, it is recommended that you leave these accounts as they are currently configured! Setting them incorrectly can cause data to be misrepresented in your General Ledger.



To edit an Account Number on this window, highlight the Account Number and type in a new Number. To search for an Account Number, place the cursor into the field of interest, then click on the **Search** button in the lower left corner of this window and choose the desired Account.

Payable Accounts:

Vendor Deposits: The General Ledger Account used to record Vendor Deposits. The current balance in this Account is always the total amount of Deposits paid to vendor, but not yet applied to Invoices received from the Vendor. In most cases, this is an Asset Account.

Vendor Discounts: The General Ledger Account used to record Vendor Discounts. A Vendor Discount is usually a percent reduction from an Invoice which you receive for paying the Invoice early. In most cases, the Vendor Discount is either a Revenue or Cost of Goods Sold Account.

Accounts Payable: The General Ledger Account used to record unpaid Vendor Deposits and Invoices. The balance of this Liability Account represents the total outstanding amount currently owed to Vendors.

Receivable Accounts:

Accounts Receivable: Accounts Receivable is an Asset Account that holds the total amount currently owed to you by your clients. In other words, this Account holds the value, or balance due, of all Client Invoices less any Payments applied to the Invoices.

Client Deposits: The General Ledger Account used to record Client Deposits. This Liability Account records the amount of Deposit or Retainer received from clients to be applied on future Invoices.

Finance Charge: Usually a Revenue Account, the Finance Charge Account is used to record the fees generated through the **Finance Charges** utility in Design Manager on delinquent Client Invoices. For more information, see *Finance Charges*.

Inventory:

Inventory: The Inventory Account is used when recording purchases for the company's Inventory and sales to clients for merchandise from the Inventory. The Inventory Account should be an Asset Account.

Inventory Freight: The shipping costs of merchandise for the company Inventory can be recorded separately into this Account, if desired. If you want the shipping costs to be included with the merchandise costs, set this Account to the current Inventory Account from above.

Work in Process: Work in Process is the General Ledger Account number used to maintain purchases from your Vendors that have not yet been invoiced to your clients. Work in Process should be an Asset, Liability, or Equity Account.

General Ledger:

Retained Earnings: This is the General Ledger Account used to record the company's retained earnings. This Equity Account holds the earnings of the company prior to the Income Statement for the current fiscal year.

Suspense: The General Ledger Account used to record the company's Suspense transactions. The Suspense Account gathers any transaction that cannot be recorded into a proper Account due to an error in the manner the Accounts were initially arranged or an Account is no longer available. The

Suspense Account is also used for moving activity between a Balance Sheet and Income Statement Account. This Account is usually an Equity Account so that its balance is not transferred into Retained Earnings at the end of the year.

Fiscal Month Setting and the Company Information Window - Fiscal Month Tab

The Fiscal Month tab is used to set the company's current fiscal month, closed fiscal months for Accounts Receivable, Accounts Payable, and General Ledger, and other options.

The screenshot shows the 'Company Information' window with the 'Fiscal Month' tab selected. The 'Last Closed Fiscal Month' section has dropdown menus for A/R, A/P, and G/L, all set to 05/2009. The 'Options' section has four checkboxes: 'Allow Posting Prior to the Calendar Date of the Last Cash Reconciliation' (unchecked), 'Allow Undeclaring of Checkbook/Credit Card Entries' (unchecked), 'Default Fiscal Month to 1 Plus the Closed Month' (unchecked), and 'Default Fiscal Month to Current Fiscal Month Below' (checked). A warning message is displayed: 'Your computer's current calendar month is 06/2009. The fiscal month that corresponds to this calendar month should be entered below. This fiscal month setting should NOT be changed after any data has been entered into Design Manager unless you are fully aware of the consequences in doing so. You must click on the button below before the Current Fiscal Month can be changed.' Below the message is a button labeled 'I have read and understand the above statement.' and a 'Current Fiscal Month' dropdown menu showing '06/2009'. The window has 'OK' and 'Cancel' buttons at the bottom right.

Important: If the current fiscal month of your company is different then the month displayed in the **Current Fiscal Month** field, you **must** set the correct fiscal month before entering any accounting transactions. You will be required to read the **Fiscal Month Statement** and click the **I have read and understand the above statement.** button before changing the Current Fiscal Month.

If you need to change your fiscal year after accounting transactions have been entered, it is **highly** recommended you contact with Design Manager Technical Support for assistance. **Further, as stated previously, you should confer with your accounting professional before making any changes to the current fiscal month!**

The **Last Closed Fiscal Month** allows you to set the fiscal month prior to which no accounting functions will be allowed to be posted. In other words, setting the Last Closed Fiscal Month to "01/2007" will prevent any transactions to be posted prior to fiscal 01/2007. The Last Closed Fiscal Month can be set independently for **Accounts Receivable** (Cash Receipts, Client Invoices, Invoice Adjustments, etc.), **Accounts Payable** (Vendor Deposits, Invoices, Payroll, Printing Checks, etc.), and **General Ledger** (Journal Entries) activity. **Important:** the Last Closed Fiscal Month settings **must** be updated manually when the fiscal month has been successfully reconciled and no further accounting activity should be recorded for the fiscal month.

The **Allow Posting Prior to the Calendar Date of the Last Cash Reconciliation** option determines whether or not to allow a transaction to be posted to a Cash Account dated prior to when the Cash Account was last reconciled. This option is used to protect the balance of the Cash Account(s) from being changed retroactively after the Account has already been successfully reconciled to the Bank Statement. For more information on reconciling Cash Accounts, see the **Checking Window - Reconcile Cash Tab.**

The **Allow Unclearing of Checkbook/Credit Card Entries** option determines if users can set Checkbook entries, such as Cash Receipts and Checks, and Credit Card entries, such as Purchases paid with the Credit Card, as **not** cleared after the entries have been successfully reconciled to the Bank or Credit Card Statement, respectively. Leave this option unselected to prevent users from inadvertently affecting past Checkbook and Credit Card reconciliations.

The **Default Fiscal Month to 1 Plus the Closed Month** and **Default Fiscal Month to Corresponding Calendar Month** determine how the fiscal month will initially be set when users are posting accounting transactions. Design Manager is initially configured to use the Corresponding Calendar Month setting which defaults the fiscal month to appropriate setting for the current month. For instance, if the current month is March of 2007, the fiscal month would default to "03/2007". If the 1 Plus the Closed Month setting is selected, Design Manager will default the fiscal month to one fiscal month after the current setting in the appropriate Last Closed Fiscal Month from above. For example, if the Last Closed Fiscal Month for Accounts Receivable is "03/2007", when the user goes to enter Cash Receipts, the fiscal month will default to "04/2007".

Work in Process

As Accrual Accounting software, by default, Design Manager records purchases from Vendors into the Asset Account of **Work in Process**. The cost of a purchase will remain in Work in Process until the client is invoiced for the merchandise whereby the cost will be transferred out of Work in Process into the proper Cost of Goods Sold Account. Recording purchases in this manner provides a clearer picture of the true fiscal standing of the company as the cost of purchase does not effect the net income until the client is invoiced.

Design Manager can, however, be configured to record purchases directly into Cost of Goods Sold by using the **Bypass WIP** option. To do, first open the **Company Information** Window by selecting **G/L → Company Information**. On the Company Information Window, click the **Advanced** button to display the **Company Advanced Options** Window shown below.

| Screen Title | % Type | % | Inc. in Dep. | Auto |
|--------------|--------|----|-------------------------------------|--------------------------|
| Merchandise | Markup | 50 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Freight | Markup | 10 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Design Fee | Fee | 0 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Installation | Markup | 30 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Labor | Markup | 30 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Time | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

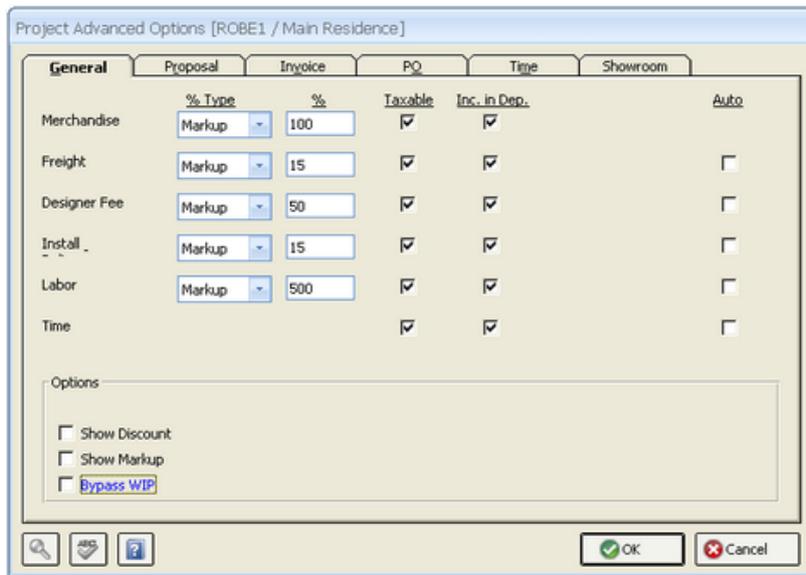
Options:

- Include Tax in Dep.
- Item Groups
- User Date 1 Title: Site Inspection
- CDep. %: 100
- Show Discount
- Update Proposals
- User Date 2 Title: User Date 2
- Ship To:
- Show Markup
- Bypass WIP**
- Require Journals
- Require Mgr.
- Require S. Cat.
- Loc in S/M

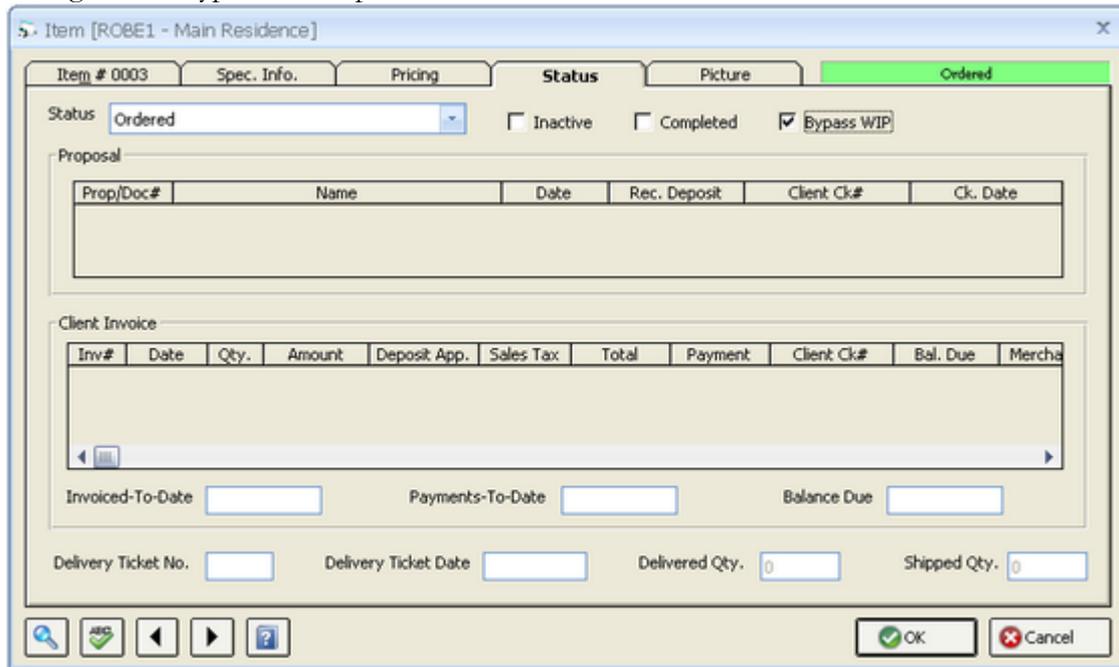
Now, go to the **General** Tab and select the Bypass WIP option in the lower left corner. Click the **OK** button on the Company Advanced Options and Company Information Windows to save the setting. Now, any **new** Project created in Design Manager will be configured to bypass Work in Process for all purchases.

The Bypass WIP option for each Project, however, can be configured independently as well. To change the setting for a particular Project, open the **Projects** Window by selecting **Project → Projects**. Select the Project in question on the Projects Window and click the **Edit** button. On the

Projects Window, go to the **Defaults** Tab and click the **Advanced / Mark-up** button to display the **Project Advanced Options** Window. The Bypass WIP option can be set as desired in the lower left corner.



Lastly, an individual Item can also be configured to bypass or not bypass Work in Process. To do so, go to the **Specifications** Window by selecting **Project** → **Specifications**. On the Specifications Window, select the Item and click the **Edit** button. On the **Item** Window, go to the **Status** Tab to configure the Bypass WIP option.



Other Necessary Accounting Configuration

After entering the necessary information on the Company Information window, along with any changes to accounting settings on that window, there are a few additional areas in Design Manager that need to be addressed prior to using the software including **Defining Accounts**, **Entering Sales Tax Codes**, **Understanding Sales Categories**, and, finally, **Switching Your Accounting to Design Manager**.

Defining Accounts

Before entering any financial information into Design Manager, configuring the Chart of Accounts properly is recommended. Design Manager is shipped with a basic set of Accounts already installed. You can utilize these Accounts if they satisfy your company's needs. Otherwise, you can edit or delete them and use your own Account numbers and names.

To access the Account Glossary, click on **G/L** → **Accounts** which will display the window below.

| Account Number | Account Name | Account Type | Department Code | Closed as of |
|----------------|-------------------------------|-------------------------|-----------------|--------------|
| 10010 | Cash - Checking | Asset (Bank/Checking) | | Open |
| 10020 | Money Market Account | Asset (Bank/Checking) | | Open |
| 15000 | Accounts Receivable | Asset | | Open |
| 16000 | Vendor Deposits | Asset | | Open |
| 17000 | Inventory | Asset | | Open |
| 17100 | Work In Process | Asset | | Open |
| 19100 | Equipment | Asset | | Open |
| 19110 | Accum. Depreciation - Equipmt | Asset | | Open |
| 20000 | Accounts Payable | Liability | | Open |
| 20100 | Visa Credit Card | Liability (Credit Card) | | Open |
| 21000 | Sales Tax Collected | Liability | | Open |
| 21050 | Sales Tax Collected - Florida | Liability | | Open |
| 22100 | Federal Income Tax Withheld | Liability | | Open |
| 22200 | FICA Tax Withheld | Liability | | Open |
| 22300 | Medicare Tax Withheld | Liability | | Open |
| 22400 | State Income Tax Withheld | Liability | | Open |
| 22500 | Local Income Tax Withheld | Liability | | Open |
| 23000 | Client Deposits | Liability | | Open |

You can use the Account Glossary Window to add new Accounts, edit the existing Accounts, or delete unwanted entries. Clicking the **Add** button will display the **Account Window** in order to create a new Account. Clicking the **Edit** and **Delete** buttons will allow you to change or permanently remove an Account, respectively.

Account

Account No. Name

Account Type Payroll Account

Department

Closed as of the End of Fiscal Mo.

How to Quickly Create Accounts

To create a new Account, first assign an **Account Number**. You may use any numbering scheme consisting of up to 5 digits. Punctuation is not allowed. The Accounts originally included with Design Manager utilize numbers starting with "1" for **Asset**, "2" for **Liability**, "3" for **Equity**, "4" for **Revenue**, "5" for **Cost of Goods Sold**, "6" for **Expense**, and "7" for **Other Income**. You may continue with this numbering method or employ your own. Once assigned, the Account number cannot be changed.

The **Name** is used to identify or describe the Account and will be displayed on most reports and financial statements where Account information is shown. The Name may be edited at a later time.

An **Account Type** must be selected on the corresponding menu. You may choose any of the Account Types described above along with specialized Account Types for **Asset (Bank/Checking)** and **Liability (Credit Card)**. The Asset (Bank/Checking) Account Type is used for any checking/savings/money market account from which you will generate payments to vendors and/or record receipts from Clients. The Liability (Credit Card) Account Type is used to define any credit card accounts your company utilizes to pay Vendors. The **CC Payee** is a Vendor in Design Manager that represents the credit card company to which you will send your monthly payments.

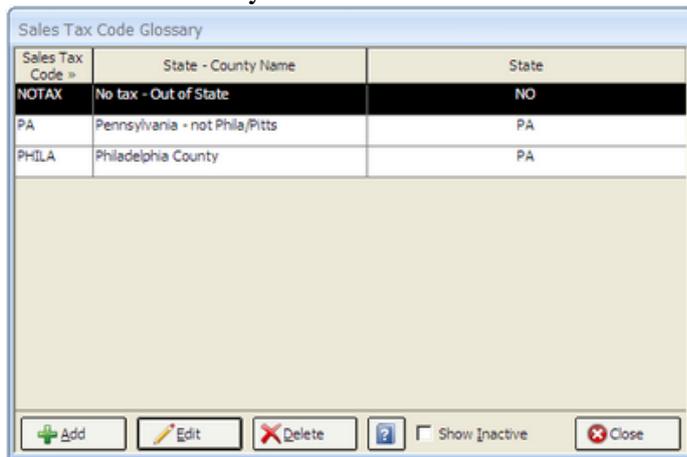
All of the other information on the Account window is optional. For a full explanation of these features, see **Accounts** under **General Ledger**.

Entering Sales Tax Codes

After the Accounts are properly defined, you will need to create Sales Tax Codes for each tax authority to which you report. Typically there will be at least one Sales Tax Code for each state in which you do business. In some states, however, there are different rates for each county, parish, etc. In these such states, you will then need a Sales Tax Code for each such subdivision.

If you are not required to collect sales tax, a single Sales Tax Code is still required to be created as you will not be able to create a Project without an associated Sales Tax Code.

To set up your state or county, click **Glossaries** → **Sales Tax Codes** which will display the **Sales Tax Code Glossary**.



| Sales Tax Code | State - County Name | State |
|----------------|--------------------------------|-------|
| NOTAX | No tax - Out of State | NO |
| PA | Pennsylvania - not Phila/Pitts | PA |
| PHILA | Philadelphia County | PA |

Clicking the **Add** button will display the **Sales Tax Code** Window in order to create a new Sales Tax Code.

Sales Tax Code

Tax Code: PHILA Description / Name: Philadelphia County State Abbrev.: PA

| Authority Name | Merch.% | Freight% | DesF.% | Inst.% | Labor% | Time% | Calculation |
|---------------------|---------|----------|--------|--------|--------|-------|---------------------|
| PA State | 6 | 6 | 6 | 6 | 6 | 6 | Total on total item |
| Philadelphia County | 1 | 1 | 1 | 1 | 1 | 1 | Total on total item |

Sales Tax Withholding Account: 22400 State Income Tax Withheld: Inactive

Taxable Defaults: Merchandise Freight Design Fee Installation Labor Time

Description For Invoice Printout: Sales Tax

You will need to assign a **Tax Code** which can be up to 5 alphanumeric characters. Using the state's abbreviation is a common method (i.e., "PA" for Pennsylvania) or the first few characters of the local municipality such as "PHILA" for Philadelphia County. Next, enter a phrase into the **Description / Name** field to identify the Sales Tax Code. In the "PA" and "PHILA" examples, the Description / Name could be "Pennsylvania State Tax" and "Philadelphia County", respectively. The **State Abbreviation** is also required and is used to properly group the Sales Tax Codes when multiple entities exist within a single state, allowing the proper total for the state to be calculated. Now, select the Account into which the sale tax is to be recorded in the **Sales Tax Withholding Account**. The Sales Tax Withholding Account is usually a Liability Account and it is not uncommon to have a unique Sales Tax Account for each tax authority. Beneath the Sales Tax Withholding Account are options for the **Taxable** status of each type of good or service. Select the option to indicate that the good or service needs to be taxed to the client. The Taxable settings will default to each Project to which the Sales Tax Code is assigned and, in turn, will default to all Specifications created for the Project.

Click the **Add** button to enter the proper sales tax rates on the **Sales Tax Calculation** Window.

Sales Tax Calculation

Authority Name/Description: Philadelphia County

| | Merchandise | Freight | Design Fee | Installation | Labor | Time |
|-------|-------------|---------|------------|--------------|-------|------|
| Tax % | 1 | 1 | 1 | 1 | 1 | 1 |

Total Below Between Above

Calculate on Unit Price Print Separate on Invoice

Based on the requirements of the tax authority, enter the rate for each type of good or service. All rates are entered as whole number amounts such as '8.25' for 8¼ percent. For a detailed description of Sales Tax Codes and information regarding the proper handling of more complicated tax calculations, see **Sales Tax Codes** under **Glossary Windows**.

Understanding Sales Categories

Design Manager uses a system of Sales Categories to associate the specifications for a Client with the desired General Ledger Revenue and Cost of Goods Sold Accounts. When creating specifications, a

Sales Category can optionally be assigned to each Item for the Client. Doing so allows the user entering the specifications to choose a categorization of the Item, "Furniture" for example, instead of having to choose the correct General Ledger Accounts. Many management reports may also be sorted and subtotaled by Sales Category.

Before entering Items into a Project, you should decide on the Sales Categories you wish to use. Design Manager comes with a preset list of Sales Categories which are typically used by design companies. You can, of course, delete them and define your own Sales Categories or simply modify the list shipped with Design Manager. The current list of Sales Categories can be printed by clicking the **Reports** button and selecting **Glossary Listings → Sales Categories**.

To add a new Sales Category, click **Glossaries → Sales Categories** which will display the **Sales Category Glossary Window**. Click on the **Add** button at the bottom to enter a new Sales Category or press the **Edit** button to edit a highlighted entry. Doing so will launch the **Sales Category Window** shown below.

The Sales Category **Code** is the first field on the window. The Code may be up to 5 alphanumeric characters. A descriptive Code assists users in recalling the Sales Category. A longer description may be entered in the **Name** field to further identify the Sales Category. You may edit the Name in the future but not the Code. As in all Glossaries in Design Manager, once the Code is assigned, it cannot be changed.

Below the Code and Name is a frame for each type of specification (Merchandise, Freight, etc.) used in Design Manager. For each type, you can designate the **Sales** (Revenue) **Account** and the **COGS** (Cost Of Goods Sold) **Account**. The Sales Account determines which Revenue Account will be affected upon invoicing the client for the particular type, while the COGS Account defines the Account affected upon entering Vendor Invoices.

Along with the Sales and COGS Account, a **Company Default** option is available for each type. Selecting this option will always set the Sales and COGS Accounts to the current Accounts on the Sales and COGS Account tabs of the Company Information window for the given type. The Account fields will also be disabled to prevent a user from changing the Account. An example of using the Company Default option may be for Freight. If you have a single, common Account for all Freight sales and a corresponding Account for Freight costs, these Accounts should be recorded on the proper tabs of the Company Information window. Next, edit each Sales Category and select the

Company Default option for Freight. Now, all freight will go to the correct Accounts upon invoicing the client or posting a vendor invoice for freight.

How Sales Categories Affect Accounting Transactions:

As stated above, the Sales Accounts are used during the posting of Client Invoices. Design Manager examines each Item on an Invoice prior to posting. If a Sales Category is entered for an Item, the Revenue Accounts assigned to the Sales Category will be used. Each Account will be credited for the portion of the Item associated with each type of good or service. The COGS Accounts of the Sales Category are affected either by posting Vendor Invoices or Client Invoices. The determination depends upon how Work in Process is configured. If WIP is being used, posting the Vendor Invoice places the activity first in the Work in Process Account. Upon invoicing the client, the activity moves out of Work in Process into the proper COGS Accounts of the Sales Category. Remember, if the Item is not assigned a Sales Category, the Company default Sales and COGS Accounts will be used. For more information on Work in Process, see *Work in Process*.

Switching Your Accounting to Design Manager

The following describes methods for moving from an existing system to Design Manager. If you are currently a user of Design Manager Professional 6.0, please skip to the section of this chapter entitled **Upgrading from Design Manager Professional 6.0**.

There are two methods that can be used when switching from another accounting program or hand written accounting and project management system to Design Manager. The first is to re-enter all work that is in your old system into Design Manager. This method is only feasible if you have a small amount of business. Due to data entry concerns, the preferred method of switching systems is to enter only new work in Design Manager, and let existing jobs finish on your old system. When your old system has a small enough amount of data left in it, you can then re-enter all of the current work into Design Manager at that time. The following describes this second method:

What You Will Need

You will need to gather several pieces of information from your old system in order to switch to Design Manager. The information that you will need is described below. If you cannot collect this information, you will probably not be able to use the method described in this section.

A list of all of your active Clients – This is a list of all Clients and their billing address, phone numbers, etc. with whom you are currently conducting business or will be in the near future. This includes all clients with open Purchase Orders, outstanding Deposits, unpaid Invoices, or other credits.

A list of all open Deposits that you have received from clients but have not yet applied to an Invoice – This is a list of Deposits that you have collected but have not yet completed the work (i.e., did not invoice the Client). For example, say you give the Client an estimate for \$1000.00 for some merchandise. They then give you a 25% deposit for \$250.00 so that you can begin ordering. This \$250.00 is an open Deposit because you have not yet invoiced them for the remaining \$750.00.

A list of all outstanding Invoices – A list of all Invoices that you have sent to your Clients but for which you have not yet received Payment. This is also called a list of open Accounts Receivable.

A list of all bills that you have received from Vendors, but have not paid yet – This list is also called your open Accounts Payable.

A list of checks and bank deposits that have not cleared your bank statement – This list should include checks that you have written and deposits that you have placed into the bank and have not appeared on any statements from the bank. If you have multiple checking accounts, you will need a separate list for each account. You also will need to keep your last bank statement handy.

A list of Accounts and their balances (often referred to as a Trial Balance) as of the date when you will be switching to Design Manager – A listing of all Accounts from your old system's General Ledger and the amount that is in each Account.

Entering Project Accounting Information

You will not be re-entering specifications that have already been entered into your old system, but you will still need to enter a Project into Design Manager to hold the Client's billing information, outstanding accounting such as Invoices, Deposits, etc. and future Items that they may purchase from you.

Take your list of Clients and enter a new Client and Project for each Client on the list. It may be a good idea to enter any outstanding Invoice numbers and Purchase Order numbers into the Project notes on the *Project Window - Notes/Information Tab*, as Design Manager will assign its own numbers to these documents. See **Creating a New Client** and **Creating a New Project** under **Projects and Specifications** for assistance in making new Clients and Projects in Design Manager.

You will also need to enter a Vendor for each supplier on your list of open Accounts Payable (#4 above). To do so, select **Glossaries → Vendors / Payees**. For more information on creating Vendors in Design Manager, see **Vendors** under **Glossary Windows**.

Entering Opening Balances

After you have a new Project created for each Client on your list and have entered all of the Vendors to which you owe bills, it will be time to enter the balances for each.

Entering Client Balances

First you will need to enter one Item into the newly created Projects for each deposit on your list of open Client Deposits (#2 above).

First, create a Global Location by selecting **Glossaries → Locations** and clicking the **Add** button on the **Location Glossary [Global List]** Window. Input "OPBAL" as the **Location Code** and "Opening Balances" as the **Location Name**.

See **Entering Locations** in **Projects and Specifications** and **Locations** under **Glossary Windows** for more information on creating Locations in Design Manager.

Next, to create an Item, select **Project → Specifications** to display the **Specifications Window** and click the **Add** button. On the **Item Window**, enter "Deposit from Old System" followed by any additional information about the Deposit that you would like to include into the **Description** field. Select the new Opening Balances Location created above as the **Item Location**. In the **Deposit Amount** field, enter the amount of the Deposit from the Client. Next, enter the total amount of the Proposal or estimate for which the Deposit applies into the **Total Estimated Price** field. For example, if you gave your Client an estimate that totaled \$1000.00 and collected a \$250.00 Deposit, enter 250.00 into the Deposit Amount and 1000.00 into the price while leaving the Total Estimated Cost as zero. It is not necessary to enter any Components for the Item.

See **Entering Items** in **Projects and Specifications** for assistance in creating Items in a Project.

After your have entered an Item into the Project for each Deposit, you will need to create Proposals to hold the Deposit themselves. Select **Project → Proposals and Documents** to display the **Proposals and Documents Window**. Click the **Add** button and select the proper Item to create a new Proposal. Do this for each Item created above. For more information on generating new Proposals, see **Creating a Proposal** under **Proposals**.

Finally, go the **Cash Receipts Window** by selecting **A/R → Cash Receipts**. Add and post a new Client Deposit for each of the Proposals. For a full explanation of adding a Deposit for a Proposal, see **Collecting a Deposit or Retainer from Your Client** under **Accounts Receivable**. After you have entered all of the Items, Proposals, and Deposits for each Project, print an **Open Client**

Deposit Report under Accounts Receivable reports. This report should match your list of Deposits. If it does not, you will have to find your mistakes and correct them.

Next you will repeat this process for each Invoice on your list of open receivables. Enter a Item for each Invoice. This time all you have to fill in is the Total Estimated Price in the lower right corner of the window. Make sure the price is equal to the total amount of the Invoice from your list. Select **A/R → Client Invoices / Finance Charges** and click the **Add** button on the **Client Invoices / Finance Charges Window** to create a new Client Invoice for each of these Items. See **Invoicing Clients** under **Accounts Receivable** for assistance in creating Client Invoices. Next print the Aged Accounts Receivables report and make sure that it matches your list.

Entering Vendor Balances

You will need to enter an Operating Expense for each bill listed on your open Accounts Payable (#4 above). See **Operating Expense or Miscellaneous Bill** under **Accounts Payable** for more information. On each entry, use the appropriate Expense or Cost of Goods Sold Account(s) for the Vendor payable. After you make the entries, print an Aged Accounts Payable report under Accounts Payable reports. Check to make sure that the report matches your list.

Entering Your Checking Account Balance

Enter another Operating Expense for each Check on your list of Checks (#5 above). When entering the Expense, use the **Hand Check / Wire Transfer (Hand Chk / Wire Trans)** button to fill in the number and date of the Check. Again, make sure that you use Expense and Cost of Goods Sold Accounts when making these entries.

Also enter a Miscellaneous Cash Receipt for each bank deposit on your list. For more information, see **Receiving Miscellaneous Cash** under **Accounts Receivable**. Next, enter one final Miscellaneous Cash Receipt to serve as your opening cash balance. On this entry, make the amount equal to the ending balance on your last bank statement. Date this entry prior to all Check and Deposit dates on your list. It is recommended to use the Retained Earnings Account for the Miscellaneous Cash Receipts.

Now you can review the Checkbook to see if it matches your checkbook from the old system. To do so, select **A/P → Checking**. Next click on the Checkbook tab of the Checking Window. Repeat the above process if you have multiple checking accounts.

Entering General Ledger Account Balances

Using Design Manager, print a **Trial Balance** found under General Ledger Reports. Compare it to the trial balance from your prior system (#6 above). Your cash, Accounts Payable, Accounts Receivable, and Client Deposit Account balances should already match if you have correctly followed the steps above. Write the correct numbers next to the Accounts on the Design Manager Trial Balance. Use these numbers to create a Journal Entry to adjust the balances accordingly. See **Journal Entries** under **General Ledger** for more information on creating Journal Entries.

Entering Client Payments and Vendor Bills

When a Client payment comes in for an Invoice that was recorded in your old system, enter it against the new Client Invoice that you have created in Design Manager. Make sure that you put it against the correct Invoice in Design Manager, as the Invoice numbers will not match the Invoice numbers from your old system. For more information, see **Entering Cash Receipts from Clients - Deposits, Retainers, and Payments**.

When a bill comes in from a Vendor, enter it as you normally would into Design Manager. If the bill is for a PO that was created in your old system, you will have to create an Operating Expense for it. If a Vendor Deposit is involved, enter that as a negative amount on the Vendor Invoice Distribution window using the Vendor Deposit Account to reduce the amount of the Vendor Invoice as necessary.

Enter the total amount of the Invoice as positive numbers to the appropriate Cost of Goods Sold Accounts. See **Paying a Bill or Entering a Miscellaneous Expense** for more information.

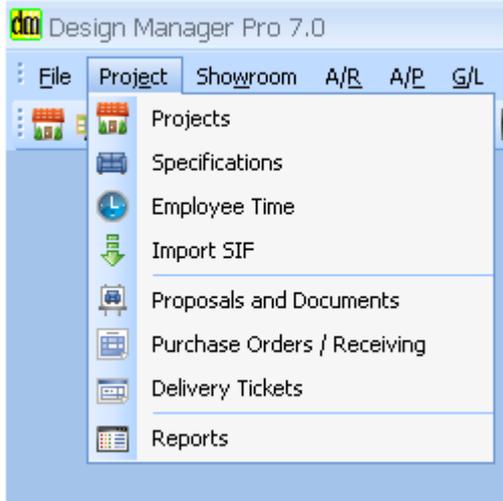
Note: The above has been a general overview to help you get the idea of how to get balances over from an existing system to begin using Design Manager. Since this is an advanced process, you may want to solicit help from your accountant.

Basic Operation

Tools and Functionality

Drop Down Menus

The Tool Bar is located at the top of the main Design Manager window. The buttons and drop-down menus provide access to every function and window in Design Manager. The top row contains nine headings (ten if the optional Showroom module has been purchased): **File, Project, A/R, A/P, G/L, Inventory, Glossaries, Window, and Help**, each with its own drop-down menu. Click on the heading to view the menu, and then click on your selection to open the corresponding window for that function.



The nine drop-down menus are listed below:

File:



Live Update: Accesses the Live Update function to download and install any revisions to Design Manager.



Utilities: Opens the Utilities Window (to do backups, repair the database, etc.).



User Settings: Displays the User Settings Window to configure default e-mail message, Outlook folder locations, etc. for a given user.



To Do List / Appointments: Opens the To Do List Tasks and Appointments Window.



Rolodex®: Displays the Rolodex®.

Exit: Closes the Design Manager program.

Project:



Projects: Displays a listing of all Projects recorded in Design Manager.



Specifications: The main window for the creating and editing of Items and Components and related functions.



Employee Time: A user-friendly interface for quickly recording and maintaining Time Sheets for multiple managers and designers.



Import SIF (optional with the **.sif Import Module**): Allows users to import Items and Components from specifying software such as CAP™ and Giza™.



Proposals and Documents: Displays the Proposals and Documents Window used for managing Proposals, Specification Sheets, etc.



Purchase Orders / Receiving: Allows users to generate and maintain Purchase Orders and record and review order tracking information.



Delivery Tickets: Launches the Delivery Tickets Window for creating shipping receipts for Clients and delivery personnel.



Reports: Displays the Reports Window for Project Management reports.

Showroom (optional with the Showroom Module):



Quotes and Orders: The Quotes and Orders Window is used for generating and manage custom merchandise orders for Clients who do not currently have an active Project.



Specifications: The main window for the creating and editing of Items and Components and related functions for Quotes and Orders.



Purchase Orders / Receiving: Allows users to generate and maintain Purchase Orders and record and review order tracking information.



Delivery Tickets: Launches the Delivery Tickets Window for creating shipping receipts for Clients and delivery personnel.



Reports: Displays the Reports Window for Showroom reports.

A/R (Accounts Receivable):



Client Invoices / Finance Charges: Displays the Client Invoices / Finance Charges Window for creating, crediting, and adjusting Client Invoices and generating Finance Charges for Clients.



Point of Sale / Miscellaneous Invoices: Launches the Point of Sale Login Window to allow users access to the Point of Sale module.



Cash Receipts: Opens the Cash Receipt Window for recording Client Deposits, Retainer, and Payments along with Miscellaneous Cash Receipts.



Reports: Displays the Reports Window for Accounts Receivable reports.

A/P (Accounts Payable):



Vendor Invoices (Deposits, Invoices, Expenses): The Vendor Invoice Window is used to record and review all payables for Vendors.



Checking (Print Checks, Checkbook, Credit Cards): Printing, recording, and reconciling Checks and Credit Cards.



Reports: Displays the Reports Window for Accounts Payable reports.

G/L (General Ledger):



Accounts: The Chart of Accounts Window to manage the financial Accounts for use throughout the software.



Journal Entries: Displays the Journal Entries Window to record General Ledger Journal Entries in order to directly affect Account activity.

 **Returns and Credits:** Launches the Returns and Credits Window used to guide users through the process of recording various refunds for Vendors and Clients.

 **Transaction Search:** Shows the Transaction Search Window used to quickly locate specific financial records in Design Manager.

 **Company Information and Settings:** Opens the Company Information Window.

 **Reports:** Displays the Reports Window for General Ledger reports.

Inventory:

 **Stock Items:** Displays the Inventory Stock Item Glossary to enter and review all Stock Inventory Items in Design Manager.

 **Purchase Orders / Receiving:** Allows users to generate and maintain Inventory Purchase Orders and record and review order tracking information.

 **Remote Data Collection** (optional with the Remote Data Collection module): Displays the Data Collection Window to transfer Inventory between Warehouses, deliver merchandise to Projects, perform Inventory Physical Counts, and other functions.

 **Reports:** Displays the Reports Window for Inventory reports.

Glossaries:

Select from the following twelve Glossaries all of which are explained in full detail under the *Glossaries Windows* section:

 **Catalog**

 **Clients**

 **Employees / Managers / Sales People**

 **Groups** (optionally)

 **Locations**

 **Remarks**

 **Sales Categories**

 **Sales Tax Codes**

 **Ship To / Warehouse and Showroom Codes**

 **Specification Templates**

 **Time Activities**

 **Vendors / Payees**

Window:

Tile Vertically: Arranges all open windows vertically within the main window.

Tile Horizontally: Arranges all open windows horizontally within the main window.

Cascade: Arranges all open windows one under the other with just the caption bar of each showing.

Arrange Icons: Arranges all minimized windows in an orderly fashion at the bottom of the main window.

Switch To: Displays a list of open windows. Selecting one will bring that window in the foreground.

Help:

Contents: Displays a list of contents in the Design Manager help file.

Context Sensitive: Brings up help for the window in the foreground.

Search For Help On: Allows help to be searched for a particular keyword.

Show Assistant: Clicking on this option will cause Peedy™ to appear on your computer screen.

Assistant Properties: Opens the Advanced Character Options window, which contains options for controlling how Peedy™ speaks and shows his dialog.

About Design Manager: Opens the About Design Manager Design Manager window where information on the software version, serial number, etc. is displayed.

Tool Bar

The Tool Bar is displayed immediately beneath the Drop Down Menus and contains buttons for the most common functions in Design Manager. Clicking on a button will open the corresponding window for that function. Certain buttons on the Tool Bar will only be displayed if the optional **Showroom** or **Remote Data Collection** modules have been purchased.



The button names are listed in their order, from left to right, on the Tool Bar as follows:



Projects



Orders and Quotes (optional with the Showroom module)



Specifications (Items/Components)



Proposals and Documents



Project Purchase Orders / Receiving



Employee Time



Client Invoices / Finance Charges



Point of Sale / Miscellaneous Invoices



Cash Receipts



Vendor Invoices (Deposits / Invoices / Expenses)



Checking (Print Checks / Checkbook / Credit Cards / Reconcile)



Stock Items



Inventory Purchase Orders / Receiving



Remote Data Collection (optional with the Data Collection module)



Reports



Transaction Search



To Do List / Appointments



Rolodex®

Sizing Windows, Searching and Sorting Data Grid Columns

Sizing Windows:

Most windows in Design Manager can be resized to suit your needs. To resize a window, move the cursor over the edge of the window until changes into a double arrow. When it does, left click the mouse and, while holding down the left button, stretch the window to the desired size.

Sorting Grids:

| | |
|------------------|---------------|
| Location Code >> | Location Name |
|------------------|---------------|

You can sort most grids in Design Manager by any column you desire simply by clicking on the column heading. Doing so will display ">>" to the right of the column name indicating the grid is now sorted by the column. The grid above displays will be sorted by the **Location Code** column.

Clicking the column heading a second time will then sort the grid in reverse order, indicated by "<<" next to the column heading as shown below.

| | |
|------------------|---------------|
| Location Code << | Location Name |
|------------------|---------------|

Searching for Data in Grids:

You can search or jump to a record in most grids in Design Manager by simply typing the first few characters of what you are looking for. Doing so will search and position the grid to the record with closest match for the column that is currently displaying the ">>" or "<<" to the right of the column name.

Window Button Bar

Clicking on the **Add** or **Edit** buttons on a window allows you to add information for a new record or edit information for an existing record. All windows used to edit or add information are similar including all Glossaries, Projects, Items, Components, Cash Receipts, etc. On each of these Add/Edit windows, the following tool bar will be present at the bottom of the window:

When Adding:



When Editing:



Search Button:

The first button is the **Search** button  which allows you to search for records in any of the Design Manager **Glossaries**. As you are adding information for a record, you may need assistance remembering or locating a particular code (i.e., a Vendor code). Place the cursor in the field you wish to search, and click on this button to open the corresponding Glossary for that field (i.e., the Vendor Glossary). The button will appear gray or disabled if a field has no corresponding Glossary to search. Any of the Design Manager Glossaries can be searched, as well as a Glossary for commonly used notes and remarks (accessed from any Description, Notes or Remarks field), and a calendar for looking up dates (accessed in any Date field). Hitting the **Alt** and **S** keys on your keyboard will also activate the appropriate Glossary Search.

Spell Check Button:

The second button is the **Spell Check** button . This function will check the accuracy of the spelling of text in the current field such as the Notes or Description fields. Upon clicking the Spell Check button, if no errors are found, then you will simply receive a message stating such. Click the OK button to continue. If errors are found, then a window will appear containing the misspelled word, and suggestions for the correct spelling. You may choose a suggestion from the list by selecting it and clicking the **Replace** button or type the correction into the **Replace With** field.

Clicking on the Options button will open the **Spell Options Window** which contains settings for the Spell Check feature.

Hitting the **Alt** and **C** keys on your keyboard will also activate the Spell Check feature.

Help Button:

The third button will access the Design Manager **Help** system . To display the Help page for a particular window, click on the Help button. Help can also be accessed by pressing the **F1 function key** on your keyboard.

Browse Buttons:

The **Browse** buttons, or **Previous**  and **Next**  buttons, appear on windows where multiple records can be viewed, such as the **Item** and **Component Windows**.

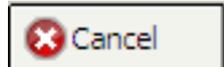
These buttons allow you to move from record to record without having to go back to the previous window. Clicking on these buttons will save any changes you make to the current entry before moving to the previous or next entry. For example, if a Project has three Items, you can open the Item Window for the first Item, and click on the Next button to view the second Item, and so on. Either button will appear gray or disabled if there are no previous or next records to view.

Saving or Canceling the Record:

There are several ways to save a record in Design Manager. If you are adding multiple records, say

adding a few Components to an Item, then you can use the **OK, Add** button  to save and close the current record, then clear the window so that you can enter the next Component for the same Item without leaving the Component window. If you are entering a single record and

wish to save that record and close the window, use the **OK** button . If you do not wish to save a new record, or changes that you made to an existing record, press the **Cancel** button



This will close the window and will not save any new information that you entered. If you are using OK, Add then only the current record that you are working on will not be saved.

When merely reviewing information on a window and not inputting or editing information, use the Cancel button as good practice to prevent inadvertent mistakes being saved!

Description/Note Formatting

On all special text fields, such as Descriptions or Notes, there are several formatting options available.



For the most part, these options work just like standard word-processing software. The **Bold**



and **Italics**  buttons will change the highlighted text to the **bold-face** or *italicized* formats,



respectively. The **Underline** button  will underline the designated text. Clicking the **Color**

button  launches the **Color Selection** Window where you can choose or create a **color** to

which you would like to change the selected text. The **Insert Date** button  will place the

current system date into the field at the cursor point. Lastly, the **Print** button  will send the text within the field to the printer.

Data Entry and Window Navigation Shortcuts

The following keys and combinations of keys on your keyboard may be used in place of clicking on items with the mouse. Using these shortcuts can increase data entry speed and overall use of Design Manager.

Tab – This key is usually on the left side of your keyboard above the **Caps Lock** key. Using the Tab key will make the cursor or focus move from field to field providing an easy way to get the next field when performing data entry.

Shift + Tab - Holding down the **Shift** key and pressing on the Tab key will cause the cursor of focus to move to the previous field. It is the reverse of using the Tab key.

Esc – The Esc key is in the upper left on the keyboard. It can be used to exit from many windows without saving the information. On many windows it works like the **Cancel** button.

Enter – The Enter key is usually on the right side of your keyboard about half way up from the bottom. Many windows will have a "**default**" button which is signified by a dark border surrounding the button.



If such a button exists, clicking the Enter key will activate button just as if you clicked the button with your mouse. The default button is often the OK button used to save information on the window. When entering text into Description or Notes fields, however, the Enter key will cause the cursor to move down a line similar to a word processor.

Space Bar – When an option has the window "focus", often signified by a dotted box surrounding the control and/or the label of the control appearing in blue, hitting the Space Bar will change the state of the control from unchecked to checked or from checked to unchecked. The check box must have focus for this to work. **Include Sales Tax in Deposit**

Alt – The Alt key is located on either side of the space bar on your keyboard. You use the Alt key in conjunction with another key, usually one of the letter keys by holding down the Alt key and pressing the letter key. You will find on many Design Manager windows that certain letters within labels will

be underlined such as the "x" in **Fax** on the Project window. 

By holding down the Alt key and pressing the X key, the cursor will jump to the Fax field so you can enter or edit the Fax number.

Another example is the "e" on the **Special Instructions** tab of the Component Window. Hitting the Alt and E keys will move to the Special Instructions tab as if you had clicked the tab heading with your mouse. If you watch for these underlined letters you can do most of your work without using the mouse.

Data Entry Basics

Percentages: All percentages, such as the **Deposit Percent** on the **Item Window - Item Tab**, will be entered as the entire percentage without the "%" sign. For example, fifty percent will be entered as **50**, not as **50%** or **.5**.

Dollar Amounts: All dollar figures, such as the **Unit Cost** on the **Component Window - Component Tab**, will be entered without the "\$" sign or a comma separating thousands, etc. Decimals will need to be included to represent the cents. For example, one thousand and five hundred dollars and fifty cents will be recorded as **1500.50**, not **\$1500.50** or **1,500.00**.

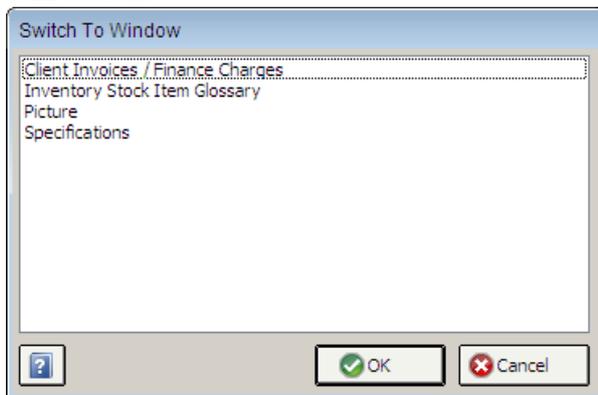
Arranging Windows and the Window Menu

Most windows in Design Manager can be resized in order to allow more information to be displayed or reduce the size of the window to allow information from multiple windows to be displayed. To resize a window, float the cursor over the edge of the window until the cursor changes to a double-ended arrow (↔). When the cursor changes, hold down the left mouse key and move the mouse in the proper direction to increase or reduce the size of the window. To move a window within Design Manager, click on the Caption Bar of the window and, while holding down the left mouse button, move the mouse in the desired direction to relocate the window. Windows can also be minimized and maximized within Design Manager by selecting the appropriate button in the top right of the window's Caption Bar.

Since Design Manager allows many windows to be open simultaneously, organizing those windows or quickly accessing a particular window may become necessary. The **Windows Menu** allows several options for rearranging and selecting a window. The **Tile Vertically** and **Tile Horizontally** options stack multiple windows along the vertical and horizontal axis, respectively, so that information from as many windows as possible can be viewed. The **Cascade** option resizes the open windows to the same size (if possible) and aligns the windows downward from the top left of Design Manager so that only the Caption Bar of the top window is visible over the second window and so on, making it quite easy to see all the open windows. The **Switch To . . .** option launches the **Switch To Window** from which a single desired window can be selected to be brought to the forefront of the program.

Switch To Window

The **Switch To Window** displays the name of each open window within Design Manager. To quickly locate a window and bring it to the front of all other windows, select the window name and click the **OK** button.



Using the Help System

To access written help for a particular window, click on the **Help** button  on the tool bar across the bottom of any window.

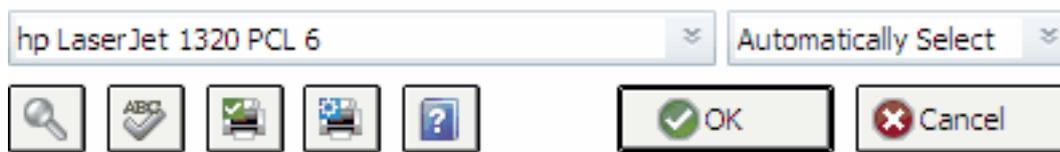
The Assistant

The Design Manager Assistant (Peedy™) provides help dialog throughout the software. To hide Peedy™, you can right-click on him and choose Hide or uncheck **Show Assistant** from the **Help** menu. To show Peedy™ once he has been hidden, select Show Assistant again from the Help menu. Also on the Help menu is an **Assistant Properties** selection. Doing so opens a window containing settings for Peedy's™ speaking speed, sound effects, etc.

Printing

Printer Button Bar

Located at the bottom of all windows from where printing occurs is the **Printer Button Bar** which consists of a **Printer** selection, **Tray** selection, **Print Preview** button, and the **Printer Setup** button.



The Printer selection is located just above the buttons on the bar and should contain the name of your computer's default Printer. To send documents will to a Printer other than the current default, click on the down arrow to the right and select the desired Printer from the menu. All Design Manager reports will always be initially directed to the default Printer. When printing **Proposals, Purchase Orders, Client Invoices, Delivery Tickets, Statements, Checks, Quotes and Orders**, Design Manager will independently retain the last selected Printer upon Accepting the document. Design Manager will also retain the last Printer used for and **Inventory and Claim Labels**. In other words, the software will remember the Printer you selected for these documents, even if different Printers are used for each function.

The Tray selection is used to determine which tray on the Printer to use when printing the report or document. The available options in the Tray selection depends upon the Printer currently displayed in the Printer selection.

Two Printer buttons are located between the Spell Check and Help buttons. The functions of each button are explained below.

The Print Preview button, located immediately after the Spell Check button, allows you to select whether you would like a document or report to be directed to the Printer or displayed on your

monitor for review. If the button is in the "up" position , then the document or report will print to your monitor (see *Print Preview Window*). You can then print a copy to the Printer from the Print Preview window. If you would like to print a physical copy of the document or report directly to the

Printer, click on this button and it will stay in the "depressed" position . All Design Manager reports will default to the Print Preview window. All Proposals, Purchase Order, Client Invoices, and Delivery Tickets will default to the last selected print option.

The next button is the Printer Setup button . Clicking on this button will open a window displaying Printer configuration settings. The layout of this window depends on your current print device and can include a variety of options for printing.

Clicking the **OK** button will print the report or document, while clicking the **Cancel** button terminates the printing process and closes the window.

Print Preview Window



If you are printing to the monitor, then you will see the Tool Bar shown above at the top of the **Print Preview Window**. The **Arrow** buttons at the top of the Print Preview Window allow you to go to the previous / next page of the document or report. The Arrow buttons with vertical lines before or after the arrow will show the first or last page of the document, respectively. The **Print** button, denoted by the printer icon, allows you to send the document directly to the print device. The **Stop** button, which has the square icon, will cancel any unprocessed data from being displayed on the monitor. You may find this useful if you are printing a very large document and wish to cancel printing prematurely. The **Export** button, which has an envelope icon, allows you to view and save the report in another format such as Excel or an Adobe .pdf. The **Size** selection shows the percentage of the

page that is currently being viewed. To increase or decrease the size of the page, click on the down arrow and select a different percentage from the menu. The **Page Width** option will increase the page to both edges of the window. The **Whole Page** option will show the entire page in a reduced size.

Forms, Envelopes, and Labels

Computer Checks, with the appropriate envelope, and Deposit Slips are available from **Deluxe**. To contact Deluxe call **1-800-328-0304** or go to **www.deluxeforms.com**. The following is a list of Deluxe product numbers for Design Manager:

Laser Checks:

Top printing check #881064

Middle printing check #881013

Bottom printing check #880102

Companion check window envelopes may be ordered for each product above.

Laser Deposit Ticket #81019

Standard Window Envelopes #91503

All labels including inventory or mailing are compatible with **Avery #5260**. Labels for Zebra inventory label printers purchased from Design Manager, Inc. are **Direct Thermal 2.25" X 2.00"** and are available directly from Design Manager. Rolls of receipt (4" wide continuous thermal) paper for the receipt printer purchased from Design Manager are also available from Design Manager. Call **1-800-836-2999** to order.

Additional Support Options

Design Manager, Inc. provides several methods for obtaining support for Design Manager. Technicians are available to answer calls on our telephone support line Monday through Friday from 9:00 a.m. to 5:00 p.m. The number is **(215) 345-0844**. We also provide support via our fax line or email. You may fax questions to **(215) 345-7243** or email support questions to *Support@DesignManager.com*, and a technician will contact you when they have received and reviewed your question.

We provide two free months of support when you buy the software, after which support may be purchased by the quarter hour or by 1-, 6-, or 12-month Support Contracts.

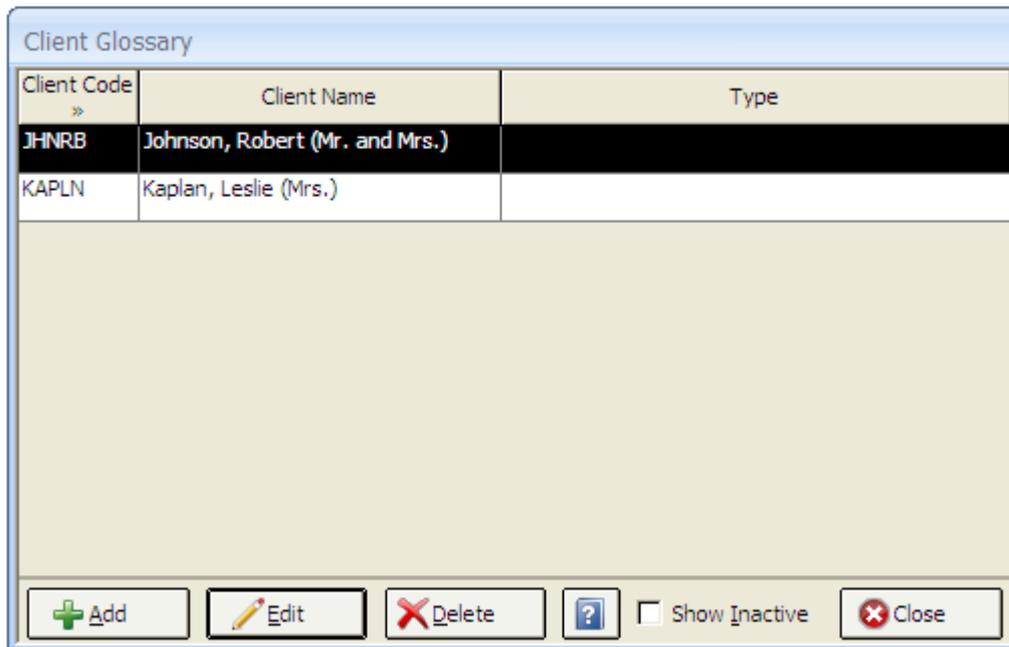
You may also search our **Knowledge Base** at <http://knowledge.designmanager.com> for frequently asked questions or common issues!

Projects and Specifications

Creating a New Client

The first step in Project Management within Design Manager, is to create a new **Client**. As described in **Organization of Design Projects in Design Manager**, Clients are the individuals or business to whom you sell merchandise and provide design services. Clients may have multiple **Projects** in Design Manager which are used to organize the goods and services into logical subdivisions.

To create a Client, select **Glossaries** → **Clients** which will display the **Client Glossary Window** as shown below.

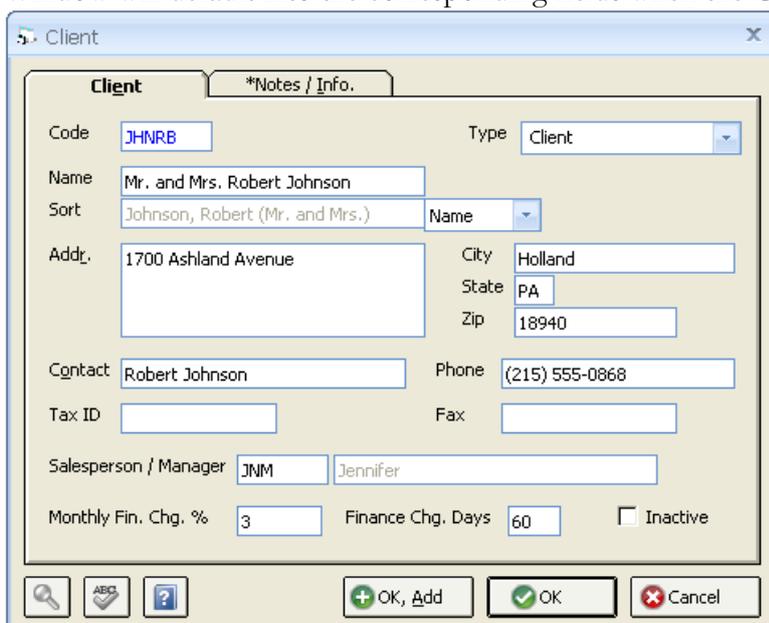


The Client Glossary Window displays a table with the following data:

| Client Code | Client Name | Type |
|-------------|--------------------------------|------|
| JHNRB | Johnson, Robert (Mr. and Mrs.) | |
| KAPLN | Kaplan, Leslie (Mrs.) | |

At the bottom of the window are buttons for **Add**, **Edit**, **Delete**, **Show Inactive**, and **Close**.

Click the **Add** button to launch the **Client Window**. Much of the information recorded on the Client Window will default into the corresponding fields when the Client is assigned to a new Project.



The Client Window contains the following fields:

- Code: JHNRB
- Type: Client
- Name: Mr. and Mrs. Robert Johnson
- Sort: Johnson, Robert (Mr. and Mrs.)
- Address: 1700 Ashland Avenue
- City: Holland
- State: PA
- Zip: 18940
- Contact: Robert Johnson
- Phone: (215) 555-0868
- Tax ID: [Empty]
- Fax: [Empty]
- Salesperson / Manager: JNM Jennifer
- Monthly Fin. Chg. %: 3
- Finance Chg. Days: 60
- Inactive

Buttons at the bottom include **OK, Add**, **OK**, and **Cancel**.

On the Client Window, first enter an alphanumeric **Code** for the Client of up to 5 characters. Common practice is to use the first characters of the Client's name as the Code. Another common method is to use the first 3 letters of the Client's name followed by 2 numbers such as "AND01" for

Mr. and Mrs. Anderson and "AND02" for Mr. and Mrs. Anders. Next, enter the Client's **Name** into the corresponding field. You'll notice that the **Sort** field automatically arranges the name when using titles (such as "Mr." or "Mrs.") and display the surname first. You can change the arrangement of the Name, if desired, by using the **Sort** selection.

Next, enter the **Address, City, State, Zip, Contact, Phone, and Fax** for the Client as necessary.

Clients can be categorized using the **Type** selection in any manner you see fit. You can add a new Type, "Commercial" for example, simply by entering it into Type field. After doing so, the "Commercial" selection will be available for all new Clients.

You may wish to assign a **Salesperson/Manager** to the Client. Many reports and windows in Design Manager can display Projects sorted and grouped by Salesperson/Manager so a user can conveniently review only Projects that pertain to themselves. The Salesperson/Manager can be created through the **Employees / Managers / Sales People Glossary**. For more information, see *Employees / Managers / Sales People* under Glossary Windows.

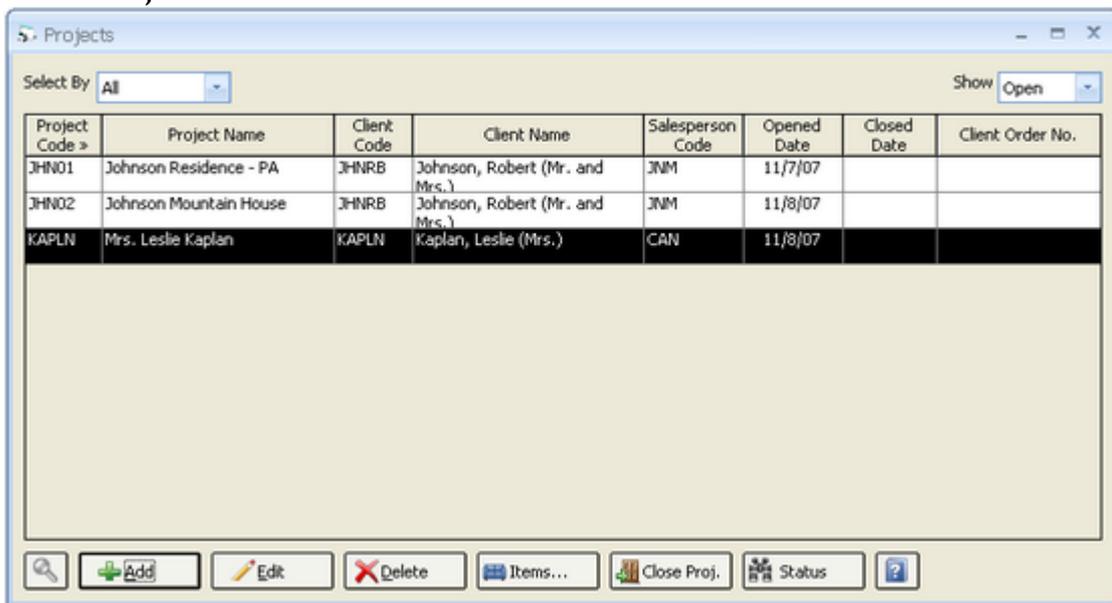
Lastly, you can use the **Notes** Tab to input the Client's **E-mail** address, **Website**, additional telephone numbers such as cell phone or office, and any other relevant information into the **Notes** field.

For a full description on all the fields and options on the Client Window, see **Clients** under **Glossary Windows**.

Creating a New Project

A **Project** in Design Manager maintains pertinent information for the design work for a Client including the billing, site, and shipping addresses, contact information, project management defaults, etc. Specifications, Purchase Order, Proposals, etc. are all assigned and organized by specific Projects in Design Manager.

To create a new Project in Design Manager, select **Project → Projects** or click the **Projects** button on the Tool Bar to open the **Projects** Window shown below. For a full explanation of this window, see the **Projects Window** below.



The Projects Window shows all active Projects in Design Manager. Next, click the **Add** button to open the **Project** Window.

On the **Project Tab** of the Project Window, first enter a **Code** for the Project of up to 5 alphanumeric characters. Utilizing Project Codes that are easy to remember is good practice, as the Code will be used throughout Design Manager whenever a reference is made to the Project. Using the Client Code as the Project Code is a common method. If a Client has multiple Projects, using the first 3 characters of the Client Code followed by 2 numbers such as "SMI01" for the Project Code for the "SMITH" Client Code.

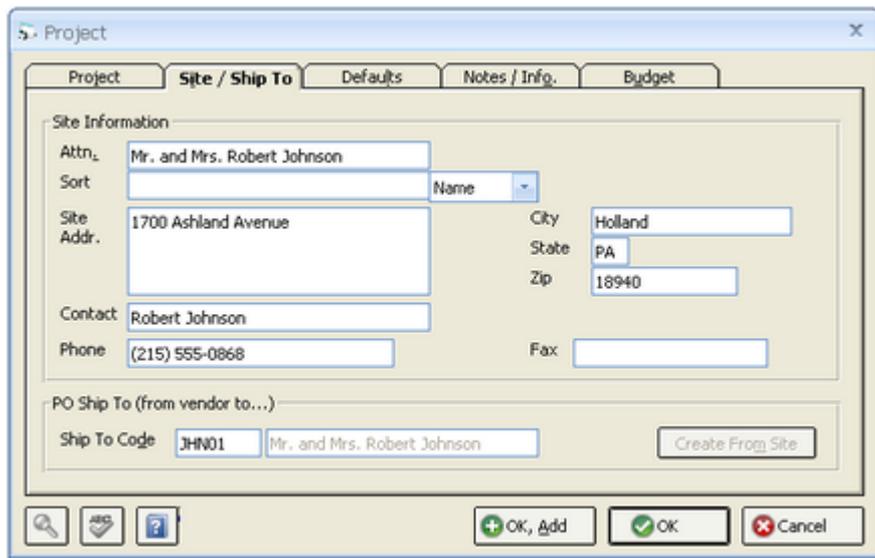
Next, enter the Project **Name** into the corresponding field. The Name should be something descriptive of the job such as "Main Residence" or "Summer Home". Normally it is not the Client's name as Client's can have multiple Projects which would lead to confusion.

Now select to proper **Client Code** for the Project. With the cursor in the Client Code field, you can click on the **Search Button** , or press the **Alt-S keys** on the keyboard, to use the **Client Search Window** to locate the desired Client Code. The Client Search Window can also be used to create a new Client. For more information, see **Creating a New Client**. When the Client Code is entered, the Client Name, Address, Contact, Phone, Fax, and Salesperson/Manager will all default from the information in the Client Glossary. You can edit any of this information as needed. Note the **Billing Address** and will be used on Proposals and Invoices generated for this Project.

The **Salesperson / Manager** is used to designate the individual responsible for overseeing the Project. Many of the management and tracking reports may be selected or sorted by the Salesperson / Manager. You can use the Search Button to select a Salesperson / Manager from the **Employee / Manager / Salesperson Search Window** or create a new Salesperson / Manager. For more information, see **Employees / Managers / Sales People Glossary Window** under **Glossary Windows**.

Next you will need to fill in a **Sales Tax Code**. This Code tells Design Manager how to charge sales tax for the Project. To search for a Sales Tax Code, or to create a new Sales Tax Code, place the cursor into this field and click on the Search Button in the lower left corner of the window. For a complete description on Sales Tax Codes, see the **Sales Tax Code Window**.

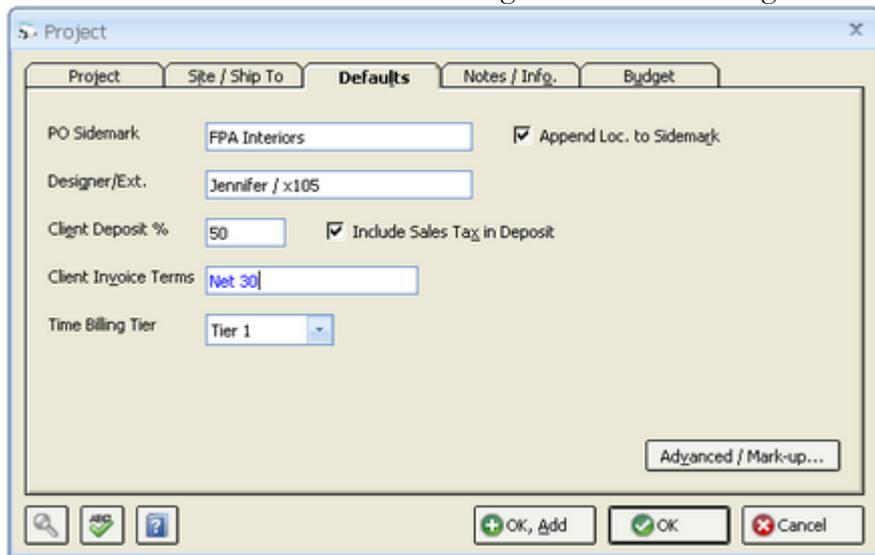
After completing the information on the Project Tab, click on the **Site / Ship To Tab** as shown below.



The **Site / Ship To** Tab allows you to specify a **Site Address** and a default **PO Ship To Code**. The Site Address can be optionally printed on Proposals and Client Invoices as desired.

The Ship To Code is used to select the default shipping address for Purchase Orders generated for the Project. When specifying Components for the Project, Design Manager will use the Ship To Code specified on this tab. The Ship To Code can, of course, be changed on the Component Window as necessary. Click the Search Button to select a Ship To Code from the **Ship To Search Window** or to create a new Ship To Code. For more information, see **Ship To Code Glossary Window** under **Glossary Windows**. The **Create From Site** button will allow you to create a new Ship To Code from the Project's Site Address. The new Ship To Code will be given the same code as the Project but will use all the information recorded in the Site Address.

The **Defaults** Tab can be used to configure additional settings or the Project.

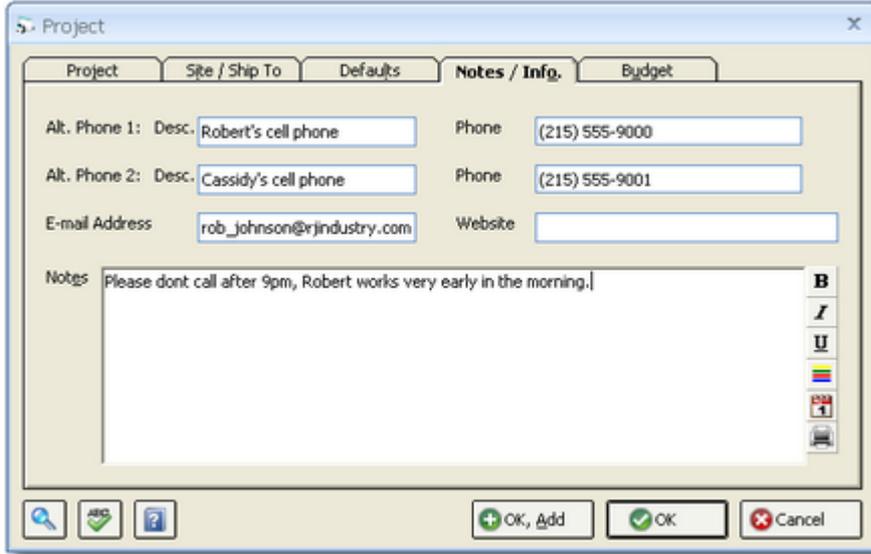


The **Sidemark** will be defaulted to all Components created for the Project and will print on all Purchase Orders generated for those Components. The **Append Location To Sidemark** (Append Loc. to Sidemark) option will add the Item Location to the Sidemark of each Component. As with other defaults, you can override these setting for individual specifications.

The **Designer/Extension** (Designer/Ext.) is used for the designer or project manager to enter their name and direct phone number and will print on the Purchase Order to assist the Vendor in contacting the appropriate individual in the company.

The **Client Invoice Terms** will print on all Client Invoices for the Project indicating the payment terms required upon invoicing.

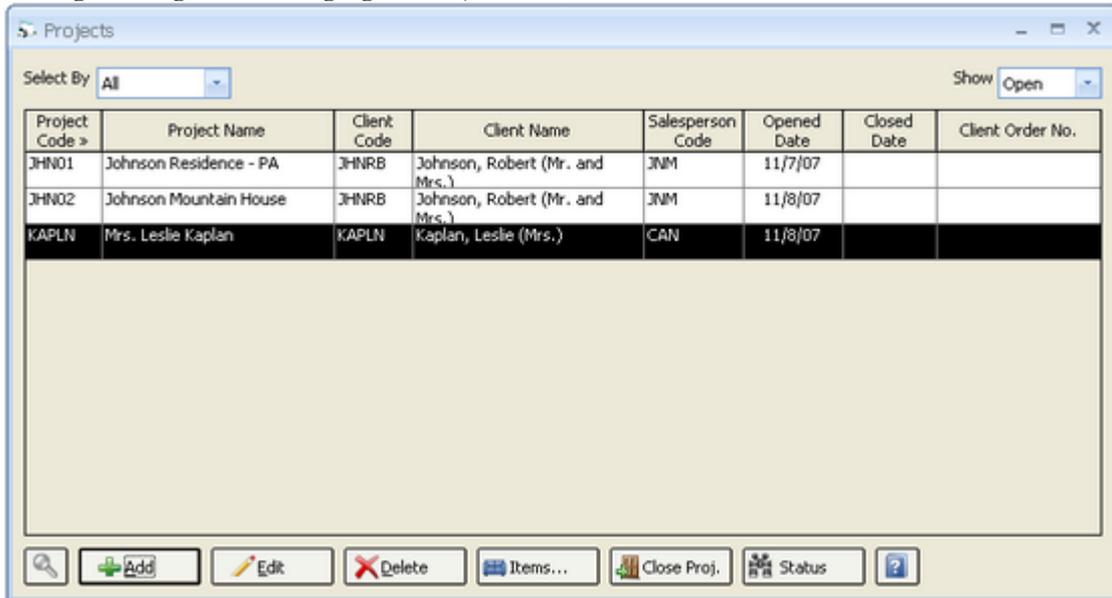
The **Notes / Information Tab** is for additional contact information and phone numbers, e-mail and website address, and any additional information pertaining to the Project.



For a full explanation of all the fields, options, and other functions on the Project Window, see the **Project Window**.

Projects Window

The **Projects Window** displays all active Projects in Design Manager and is the main interface for adding, editing, and managing all Project information.



The Project Window consists primarily of the **Projects Grid** which displays the following columns:

Project Code - The unique Code used identify the Project throughout Design Manager.

Project Name - The Project Name is the phrase used to further describe the Project such as "Smith Summer House" or "Jackson Home - Phase One".

Client Code - The Code of the Client for which the Project is being developed.

Client Name - The Name of the Client for which the Project is being developed.

Salesperson Code - The Code of the optional Employee / Manager / Salesperson assigned to the Project.

Opened Date - The date the Project was created or activated in Design Manager.

Closed Date - The date the Project was closed or deactivated in Design Manager.

Client Order Number (No.) - The Client Order Number is the optional coding scheme usually provided to you by your Client.

As with most grids in Design Manager, the Projects Grid can be sorted by any column simply by clicking the desired column heading.

Select By: The Select By option has three choices: **All**, **Client**, and **Salesperson**. By choosing the Client or Salesperson options, a Client or Employee / Manager / Salesperson Code can be entered which will limit the Projects listed on the Projects grid to only the desired Client or Employee, respectively. The All selection is the default and will always display each active Project in Design Manager.

Show: The Show option has three selections: **Open**, **Closed**, and **All**. The Open selection will only display Projects that do not have a Closed Date entered on the Projects Grid while the Closed option will only show Projects that do have Closed Date. The All option will list both Closed and Open Projects. Open is the default selection.

Add and Edit: The Add and Edit buttons will display the **Project Window** to create a new Project or change the selected Project on the Project Grid, respectively. For a full description of the Project Window, see the *Project Window* below.

Delete: Upon selecting a Project and clicking the Delete button, one of two actions will occur:

A message stating "**Are you sure you want to delete this Project along with all of its Locations, Items, and Components?**" will be displayed. Clicking the **Yes** button will permanently delete the Project along with any specifications that have been added to the Project. Clicking the **No** button will leave the Project and any specifications unaffected.

A message stating "**This Project cannot be deleted . . .**" along with the reason preventing the Project from being deleted will be displayed. Upon clicking the **OK** button, you will then be asked "**This Project cannot be deleted, however, it can be closed. Closed Projects can be re-opened at any time. Would you like to close this Project?**" Clicking the **Yes** button will close the Project by setting the Closed Date to the current system date. You will have to leave the Projects Window for the Project to no longer appear on the Projects Grid. Clicking the **No** button will not close the Project.

Note: Closing completed Projects is a good practice. Many windows and reports are designed to selectively ignore closed Projects and will, therefore, be more efficient if you maintain a smaller list of active Projects. Closed Projects also won't appear on the **Project Search Window** making finding a particular Project an easier task!

Items: Clicking the Items button will display the *Specifications Window*, listing all the Items for the Project currently selected on the Projects Grid.

Close Project: Upon clicking the Close Project button, you will be asked "**Are you sure that you want to close this Project?**". Clicking **Yes** will set the Closed Date of the Project to current system date and you will be notified that the Project has been closed. Clicking **No** will prevent the Project from being closed.

Status: Clicking the Status button will display the **Project Status Window** which presents a wide variety of accounting and purchasing information for the selected Project.

Project Window

Clicking the **Add** or **Edit** buttons on the **Projects Window** will display the **Project Window**.

The Project Window is divided into five tabs for entering basic information and defaults for a Project including billing address, site address, contact information, deposit and mark-up percentages, budgets, etc.

A Project is a logical association of design services and purchases that you provide to a Client. One Client can have many separate Projects. If you have multiple Projects for the same Client, each Project will probably have the same billing address but may have different site and ship to addresses.

Projects can be organized in any manner the designer sees fit. For example, some firms might have one Project for each room or phase of a design job. Other Design firms may maintain a single Project for the Client to which they continually add purchases and design services.

Each Project is further divided into Locations, Items, and Components creating a simple management hierarchy.

Project Window - Project Tab

The first tab on the Project Window is the **Project Tab**. This tab is where basic client and Project information is entered including client contact information.

The screenshot shows a software window titled "Project" with a tabbed interface. The "Project" tab is selected. The form contains the following fields and values:

| | | | | | |
|--------------------|---------------------|-------------------------------|-----------------------------|----------------|---------|
| Code | JHN01 | Name | Johnson Residence - PA | Opened | 11/7/07 |
| Client | JHNRB | Client Name | Mr. and Mrs. Robert Johnson | Client Order # | |
| Billing Address | 1700 Ashland Avenue | | City | Holland | |
| | | | State | PA | |
| | | | Zip | 18940 | |
| Contact | Robert Johnson | | Phone | (215) 555-0868 | |
| Salesperson / Mgr. | JNM | Jennifer | Fax | | |
| Sales Tax Code | PA | Pennsylvania - not Phila/Pitt | | | |

At the bottom of the window are three buttons: a search icon, a help icon, and a button labeled "+ OK, Add". To the right are two buttons: "OK" and "Cancel".

Each field on the Project Tab is described below:

Code: The Project Code is a unique series consisting of up to 5 characters that represents a Project or job in Design Manager. Ideally, the code should be something that can be easily remembered. It is recommended that the first few characters of the client's last name be used. For example, if you have two Projects for John Smith, the first Project's code might be "SMIT1" and the second might be "SMIT2". Once entered, the Project code cannot be changed - the Project must be deleted and re-entered. Using a purely numeric code such as "00001" is generally not recommended as it becomes difficult to distinguish or remember one code from another!

Name: Type the Name of the Project into this field. The Project Name should not be confused with the Client Name (see Client field below). The Project Name should be descriptive of the Project site or of the design services being provided. For example, if the Client's name is John Smith, then the Project Name might be "Summer Home – Florida". The name can be up to 40 characters.

Opened: The Opened Date represents the date that a Project was created in Design Manager. When creating a new Project, the Opened Date is defaulted to the current system date but may be changed to any valid date.

Client: This is the Code of the Client for which the Project has been created. Selecting or inputting a Client Code will default the Address, Contact, Phone, Fax, and Salesperson/Manager from the Client Window to facilitate the creation of the Project. To search for a Client Code, or to create a new Client, place the cursor into this field and click on the Search button in the lower left corner of the window. For a detailed explanation of Clients, see the **Client Window** under **Glossary Windows**.

Client Order Number (#): The Client Order Number is an optional field used to enter an order number given to you by a Client. If the Client is a hospital or other institution, they may ask you to record their Purchase Order number on any correspondence sent to them. Use this field to record that number as it will print on any Proposals and Invoices for this Project. Again, this field is optional and may be left blank. The Client Order Number can be up to 16 characters.

Billing Address: The Billing Address, with the City, State, and Zip Code, will be defaulted from the Client Window upon entering or selecting a valid Client Code. The information can then be revised if necessary. The Billing Address should contain the location where you want a Client's bills to be sent for the Project. This address may be the same as the Project Site address, but it does not have to be.

Contact: The Contact name will be defaulted upon inputting a Client Code and represents the name of the main contact for this Project. If you do not have a contact other than the Client, you may leave this field blank.

Phone: The Phone number will default to the Client Phone number but should be the main phone number for contacting individuals concerning this Project. Additional contacts and phone numbers concerning the Project can be entered on the **Notes / Information Tab**.

Salesperson / Manager: You may choose to enter the Employee / Manager / Salesperson Code for individual who is primarily responsible for this Project. The Employee Code from the Client Window will be defaulted upon selecting a Client Code. However, you can use the Search button to locate or add an Employee to the **Employee / Manager / Salesperson Glossary Window** to select a different Employee. Several reports can be printed using the Salesperson / Manager Code.

Fax: Enter the Fax number for a Project here. The Fax number will be defaulted from the Client information. If you do not have a Fax number, you may leave this field blank.

Sales Tax Code: The Sales Tax Code tells Design Manager how to charge sales tax for Items in a Project. While the cursor is in this field, use the Search button in the lower left corner of this window to search for a Sales Tax Code. If there are no codes on the *Sales Tax Code Search Window*, then press the Add button below the list to create a new one. You will need to have at least one Sales Tax Code for the state in which you live. For a detailed explanation of Sales Tax Codes, see the *Sales Tax Code Glossary Window*.

Project Window - Site / Ship To Tab

The second tab on the Project Window is the **Site / Ship To Tab**. As the **Site Address** is often the same as the Billing Address, Design Manager will automatically fill in the Site Address with the Billing Address information you entered on the Project Tab. There are circumstances, however, where the Billing Address differs from the Site Address. For example, if a Client lives full time in New York and wants to be billed there, then the Billing Address would be his or her New York address. However, if the Project for this Client were a summer home in Florida, then the Site Address would be his or her Florida address.

The **Ship To Address** is the default address to where Vendors will deliver merchandise. Each Component for this Project will initially be assigned this Ship To Code, but can have the code changed as necessary. If the Shipping Address is the same as the Site Address, you may click on the **Create From Site** button. You may also simply click the **OK** button to save the new Project and Design

Manager will ask you if you want to create a Ship To Code with the same code as the Project, and the same address as the Site Address. To edit the Shipping Address, place the cursor in the Ship To Code field and click on the **Search** button. This will open the **Ship To Code Search Window** where you may select a Ship To Code, create a new one, or edit a shipping address.

The screenshot shows a software window titled "Project" with a tabbed interface. The active tab is "Site / Ship To". The window is divided into several sections:

- Site Information:** A group box containing several text input fields: "Attn." (filled with "Mr. and Mrs. Robert Johnson"), "Sort" (empty), "Site Addr." (filled with "1700 Ashland Avenue"), "Contact" (filled with "Robert Johnson"), "Phone" (filled with "(215) 555-0868"), "City" (filled with "Holland"), "State" (filled with "PA"), and "Zip" (filled with "18940"). There is also a "Name" dropdown menu next to the "Sort" field.
- PO Ship To (from vendor to...):** A section with a "Ship To Code" field (filled with "JHN01") and a text field (filled with "Mr. and Mrs. Robert Johnson"). A "Create From Site" button is located to the right of these fields.
- Buttons:** At the bottom of the window, there are four buttons: a magnifying glass icon, a checkmark icon, a question mark icon, and three standard buttons labeled "+ OK, Add", "OK", and "Cancel".

Site Information:

Attention: Enter the attention name that you would like to appear above the Site Address for a Project on Proposals and Invoices. This could be the Client's name or another individual.

Sort: The Sort selection allows you to decide the alphabetical "order" in which you want to display the attention name on certain reports and documents. "Company" will display the name exactly as it appears in the Attention field. For instance, if the attention name is "Mr. John Smith", the Company selection will display the name exactly as "Mr. John Smith". When "Name" is selected, Design Manager will attempt to reconfigure the name with the surname of the individual before the first name. In this case, if the attention name is "Mr. John Smith", the name will be displayed as "Smith, John (Mr.)". "Manual" allows to configure the sort order of the attention name in any manner you wish.

Site Address: Enter the Project Site Address here. The Site Address allows you to define an alternate address for a Project site as opposed to the Billing Address. The Site Address can optionally print on Proposals and Invoices for the Project. Fill in the City, State, and Zip code information as needed.

Contact: Enter a separate contact name to use when calling the Project site.

Phone: Enter the phone number for the Project site.

Fax: Enter the fax number for the Project site.

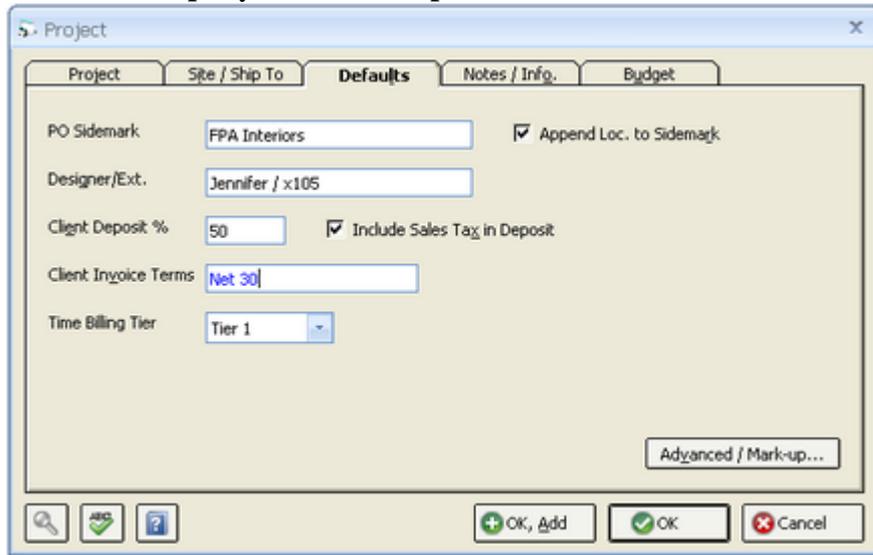
Ship To Information:

Ship To Code: The Ship To Code is used to designate the default address where Vendors will ship goods for a Project. To define a new code or choose an existing one, click on the Search button in the lower left corner of this window while the cursor is in this field. The Ship To Code entered here may be the same as a Project's site address. For each Item ordered from a Vendor, the Item will be assigned this Ship To Code by default. You may then change the Ship To Code to an alternate address for special Items that need to be shipped elsewhere.

Create From Site Button: If the Ship To Address is the same as the Site Address for a Project, you may click on this button. Design Manager will automatically create a Ship To Code, and make the address the same as the Site Address.

Project Window - Defaults Tab

The third tab on the Project Window is the **Defaults Tab**. Much of the information entered here will be applied to each new Item and Component created within the Project. To change the default information once an Item has been entered, you must change the information for each Item on the Item or Component Windows. When a new Project is created, some of this information is defaulted from the **Company Advanced Options – General Tab**.



The screenshot shows the 'Project' window with the 'Defaults' tab selected. The fields and their values are: PO Sidemark: 'FPA Interiors', Designer/Ext.: 'Jennifer / x105', Client Deposit %: '50', Client Invoice Terms: 'Net 30', and Time Billing Tier: 'Tier 1'. There are two checked checkboxes: 'Append Loc. to Sidemark' and 'Include Sales Tax in Deposit'. An 'Advanced / Mark-up...' button is located at the bottom right of the main form area. At the bottom of the window, there are three buttons: '+ OK, Add', 'OK', and 'Cancel'.

PO Sidemark: Enter a sidemark that will print on the Purchase Orders for a Project. The PO Sidemark is a default value which will be used for every new Component defined for a Project. To change the Sidemark for a particular Component, you must do so when entering that Component on the **Component Window – Special Instructions Tab**. This field can hold up to 60 characters.

Append Location to Sidemark: Selecting this option will tell Design Manager to append the Location name, such as Living Room, to the Sidemark for each Component. For example, if the Sidemark field is "SMIT1/John Smith" and this option is checked, then the Component's Sidemark might be "SMIT1/John Smith/Living Room" if the Item is in the "Living Room" Location.

Designer / Extension: Enter the designer or contact name and phone extension for the Vendor to use for inquiries concerning an order (ex. "Jennifer, Ext. 12"). This field will print on the Purchase Orders, and can be overridden before printing each Purchase Order.

Client Deposit %: Enter the percent of deposit that you require from the Client before you proceed with purchasing. This percent is a default value than can be adjusted on an Item-by-Item basis. Enter the percent as a whole number (ex. enter "10" for 10%, not ".10"). Do not type in the percent sign.

Include Sales Tax in Deposit: Checking this option tells Design Manager to include the sales tax in the calculated deposit amount for Items in the Project. For example, an Item for a Project is \$100.00 and you require a 50% deposit. The Item requires charging 6% sales tax. When this option is selected, the deposit required from the Client would be \$53.00 (one half of \$100.00 plus one half of \$6.00 dollars tax). If this option was not checked, the deposit required would be \$50.00.

Client Invoice Terms: The Client Invoice Terms will print on any Invoices issued for the Project. Examples of terms include "Net Due Upon Receipt" and "Net Due in 30 Days". This field will hold up to 30 characters.

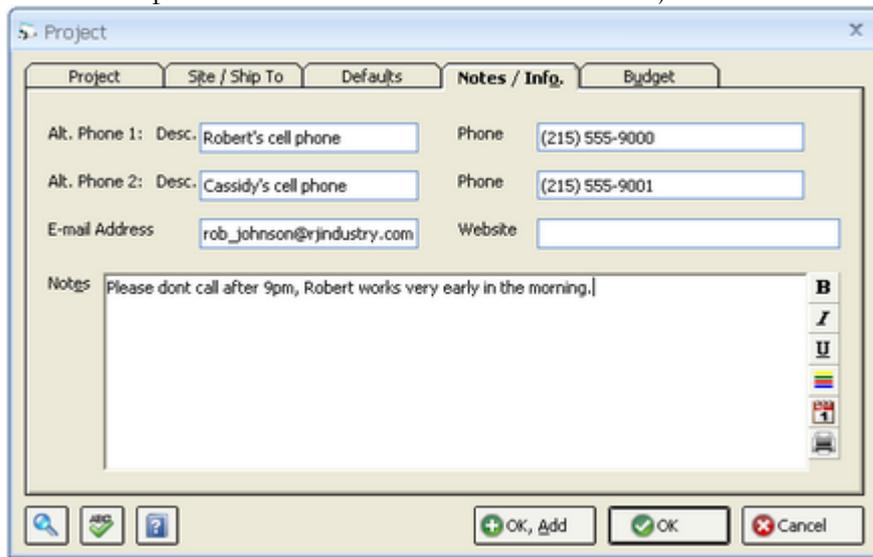
Time Billing Tier: The Time Billing Tier selection determines the default rate at which a Project is charged for Employee Time. Three Tiers are available.

Update Items Button: This button is only available when editing a Project. Clicking on this button will open the **Update Items Window** where you may change multiple Items in a Project based on new defaults. For more information, see **Update Items Window** under **Additional Features**.

Advanced Button: Clicking on this button will open the **Project Advanced Options Window**. Here many more Project defaults can be set for accounting, printing documents, as well as Project defaults for tax, markup, discount, etc. For a full explanation of these defaults, see **Project Advanced Options Window** under **Additional Features**.

Project Window - Notes / Information Tab

The fourth tab on the Project Window is the **Notes and Information Tab**. Here information such as alternate phone numbers can be entered for a Project.



Alternate Phone 1 (Alt. Phone 1)

Description (Desc.): Use this field to record the name of an additional contact. An example might be "John's pager". The pager number can then be typed into the Phone field to the right.

Phone: Use this field to record an additional phone number pertaining to a Project.

Alternate Phone 2 (Alt. Phone 2)

Description (Desc.): Use this field to record an additional contact.

Phone: Use this field to record an additional phone number. If you need more than two phone numbers, use the **Notes** field.

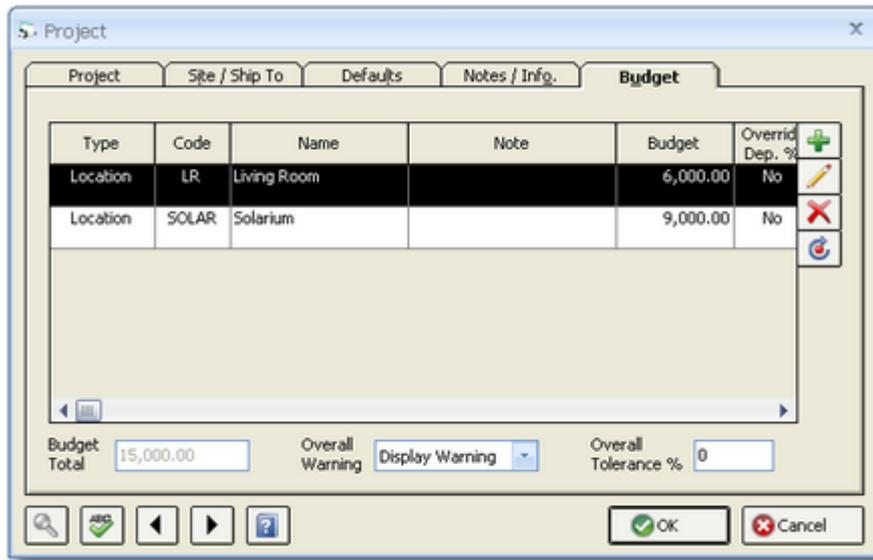
E-mail: Use this field to enter an e-mail address for a Project. When reprinting a Proposal or Invoice for e-mailing to your Client, this address will default in the "Send To" field on the e-mail message. 50 characters can be recorded for the e-mail address. If you need to enter multiple addresses, use the Notes field below this field.

Website: The Internet address pertaining to a Project or Client can optionally be recorded here.

Notes: Use this field to type any free-form notes or comments pertaining to a Project. This field can hold an almost unlimited amount of information. Press the Enter on your keyboard to skip to a new line while in the Notes field.

Project Window - Budgets Tab

The final tab on the Project Window is the **Budgets** Tab. The Budgets Tab displays all Location and Sales Category Budgets created for the Project. Utilizing Budgets in Design Manager is discussed at length in **Project Budgets, Overriding Project Defaults, and the Company Information Budget Tab** below.



Budgets Grid: The Budgets Grid lists each Location and Sales Category Budget entry that has been created for the Project. The grid has the following columns:

Type: Whether the Budget Entry is for a Sales Category or a Location.

Code: The Code of the Sales Category or Location, depending on the Type described above.

Name: The Name of the Sales Category or Location, depending on the Type.

Note: An optional description of the Budget Entry that can contain up to 60 characters.

Total Budget: The total amount of all types of goods and services (Merchandise, Freight, etc.) at which the desired Action of the Budget is executed.

Override Client Deposit % (Override Dep. %): Whether or not the Budget Entry is being used to supersede the default Client Deposit % on the *Project Window - Defaults Tab* for Items using the Budget Sales Category or Budget Location.

Client Deposit % (Client Dep. %): When the Budget Entry is set to Override Client Deposit %, this column will display the Client Deposit % to be assigned for Items using the Budget Sales Category or Budget Location.

Override Mark-Up % (Override M/U %): Whether or not the Budget Entry is being used to supersede the default Mark-Up % for any or all of the Component Types.

Merchandise Mark-Up % (Merchandise MU %): When the Budget Entry is set to Override Mark-Up the pricing percentage (Mark-Up, Discount, or Fee) for Merchandise will be displayed in this column.

Freight Mark-Up % (Freight MU %): When the Budget Entry is set to Override Mark-Up the pricing percentage for Freight will be displayed in this column.

Design Fee Mark-Up % (Design Fee MU %): When the Budget Entry is set to Override Mark-Up the pricing percentage for Design Fee will be displayed in this column.

Installation Mark-Up % (Installation MU %): When the Budget Entry is set to Override Mark-Up the pricing percentage for Installation will be displayed in this column.

Labor Mark-Up % (Labor MU %): When the Budget Entry is set to Override Mark-Up the pricing percentage for Labor will be displayed in this column.

Time Mark-Up % (Time MU %): When the Budget Entry is set to Override Mark-Up the pricing percentage for Time will be displayed in this column.

The **Add** and **Edit** buttons will display the **Override Defaults / Budget** Window to create a new or change an existing Budget Entry, respectively. The **Delete** button will permanently remove a Budget Entry for the Project. The **Reset** button will remove all the existing Budget Entries for the Project

and replace them with the Budget Entries currently listed on the **Budget** Tab of the **Company Information** Window.

Budget Total: The Budget Total is the sum of the Budgets for all Budget Entries recorded for the Project.

Overall Warning: Three selections are available for the Project Overall Warning:

None - No action will be taken when the total Project pricing has exceeded the Budget Total.

Warning - If Warning is chosen, whenever the total Project pricing exceeds the Budget Total, by entering Specifications, Accounts Payable, retrieving Inventory, etc., the user will be alerted as such, but will still be allowed to continue with the process.

Block Entry - Selecting Block Entry will prevent the user from continuing their process upon exceeding the Budget Total.

Overall Tolerance: The Overall Tolerance allows the user to optionally set a boundary under and over which the Budget Total will be allowed. For instance, if the Budget Total is 10,000.00 and there is 10% Overall Tolerance, the action of the Overall Warning will only be enacted when the Project exceeds 11,000.00. Conversely, an Overall Tolerance of -10% would cause the Overall Warning action to occur when the Project reaches 9,000.00.

Project Status Window

Clicking on the **Status** button on the **Projects Window** will display the **Project Status Window** for the Project currently selected on the **Projects Grid**. The Project Status Window displays a wide variety of purchasing and accounting information in both summarized and detail formats. The window is divided into three tabs: **Summary**, **Deposits/Retainers**, and **Invoices**.

Project Status Window - Summary Tab

The **Summary** Tab of the **Project Status Window** displays condensed information for the Project in three general categories: **Client Deposits/Retainers**, **Client Invoices**, and **Purchasing**.

The screenshot shows the 'Project Status' window for project 'JHN01' (Johnson Residence - PA) for 'Mr. and Mrs. Robert Johnson'. The 'Summary' tab is active, displaying three columns of financial data:

| Client Deposits/Retainers | | Client Invoices | | Purchasing | |
|---------------------------|-----------------|--------------------|-----------------|-----------------------|-----------------|
| Deposits Requested | 4,215.43 | Total Invoiced | 2,606.03 | Open POs | 1,900.00 |
| Retainers Received | 0.00 | Sales Tax | 156.36 | Open Vendor Deposits | 1,879.59 |
| Deposits Received | 2,298.75 | Subtotal | 2,762.39 | Future Due | 20.41 |
| Total Received | 2,298.75 | Dep./Ret. Applied | 1,298.75 | Gross Vendor Invoices | 980.00 |
| Dep./Ret. Applied | 1,298.75 | Subtotal | 1,463.64 | Deposit Applied | 585.00 |
| Available | 1,000.00 | Payments | 1,454.60 | Net Invoices | 395.00 |
| | | Adjustments | 0.00 | Total Payable | 2,859.59 |
| | | Balance Due | 9.04 | | |

The **Client Deposits/Retainers** frame displays the following information:

Deposits Requested: The total **Deposit Requested** amount of all Items within the Project that have been included on a Proposal to the Client. The Deposit Requested amount is recorded on **the Item Window - Item Tab**. **Note:** If a single Item has been included on more than one Proposal, its Deposit Requested amount will be included multiple times.

Retainers Received: The total of all **Retainers** recorded through **Cash Receipts** for the Project.

Deposits Received: The total of all **Client Deposits** recorded through **Cash Receipts** for the Project. For more information on recording Retainers or Client Deposits, see **Collecting a Deposit or Retainer From Your Client**.

Total Received: The sum of the Retainers Received and Deposits Received.

Deposits/Retainers Applied (Dep./Ret. Applied): The amount of Client Deposits and Retainers received for the Project that have already been applied to Client Invoices. This figure also corresponds to the sum of the **Deposit Applied** column on the **Client Invoices / Finance Charges Window - Existing Tab** for all Client Invoices for the Project.

Available: Total Received less the Deposits/Retainers Applied.

The **Client Invoices** frame displays the following information:

Total Invoiced: The total price of all goods and services included on Invoices to the Client **not** including Sales Tax. This figure also corresponds to the sum of the **Total Sale** column on the **Client Invoices / Finance Charges Window - Existing Tab** for all Client Invoices for the Project.

Sales Tax: The total amount of Sales Tax recorded on Invoices to the Client. This figure also corresponds to the sum of the **Sale Tax** column on the **Client Invoices / Finance Charges Window - Existing Tab** for all Client Invoices for the Project.

Subtotal: The sum of the Total Invoiced and Sales Tax.

Deposits/Retainers Applied (Dep./Ret. Applied): The amount of Client Deposits and Retainers received for the Project that have already been applied to Client Invoices. This is the same amount as the field of the same name under Client Deposits/Retainers but is repeated for clarity.

Subtotal: The sum of the Total Invoiced and Sales Tax less the Deposits/Retainers Applied.

Payments: The total of all **Payments** on Client Invoices recorded through **Cash Receipts** for the Project. This figure also corresponds to the sum of the **Payments** column on the **Client Invoices / Finance Charges Window - Existing Tab** for all Client Invoices for the Project. For more information on entering Payments on Client Invoices, see **Receiving Final Payment From Your Client**.

Adjustments: The total of all Adjustments on Client Invoices recorded through **Invoice Adjustments** for the Project. This figure also corresponds to the sum of the **Adjustments** column on the **Client Invoices / Finance Charges Window - Existing Tab** for all Client Invoices for the Project. For more information on recording Invoice Adjustments, see **Adjusting a Client Invoice**.

Balance Due: The sum of the Total Invoiced and Sales Tax less the Deposits/Retainers Applied, Payments, and Adjustments.

The **Purchasing** frame displays the following information:

Open Purchase Orders (Open POs): The total **Estimated Cost** of all Components within the Project that have been included on a Purchase Order to the Vendor that is currently "open". The Estimated Cost is recorded on the **Component Window - Component Tab**. **Note:** If a single Component has been included on more than one open Purchase Order, its Estimated Cost will be included multiple times. This amount will also correspond to the total **Estimated Cost** on the **Open Purchase Orders Report** for the Project. For more information on how Purchase Orders are

determined to be open or closed, see the **Company Advanced Options Window - PO Tab** and the **Purchase Order Status Window**.

Open Vendor Deposits: The total of all **Vendor Deposits** recorded through **Vendor Deposits, Invoices, and Operating Expenses** on Purchase Orders for the Project that are currently "open" or not yet applied to a Vendor Invoice. This amount will also correspond to the total **Amount** on the **Open Vendor Deposits Report** for the Project. For more information on Vendor Deposits, see **Deposit for a Project Purchase Order**.

Future Due: Open Purchase Orders less Open Vendor Deposits.

Gross Vendor Invoices: The total of all **Vendor Invoices** recorded through **Vendor Deposits, Invoices, and Operating Expenses** on Purchase Orders for the Project **prior** to any Vendor Deposit being applied. For more information on Vendor Invoices, see **Vendor Invoice for a Project Purchase Order**.

Deposit Applied: The total of any Vendor Deposits that were applied towards Vendor Invoices on Purchase Orders for the Project.

Net Invoices: The Gross Vendor Invoices less the Deposit Applied. This amount will correspond to the **Net Amount** column on the **Vendor Deposits, Invoices, and Operating Expenses Window - Existing Tab** for all Vendor Invoices on Purchase Orders for the Project.

Total Payable: The sum of the Open Vendor Deposits and Gross Vendor Invoices. The Total Payable amount represents all purchases already recorded for the Project plus prepayments for future purchases.

Project Status Window – Deposits/Retainers Tab

The **Deposits/Retainers Tab** of the **Project Status Window** displays detailed information regarding all **Retainers** and **Client Deposits** recorded for the Project.

| Date | Trans. # | Prop. # | Check # | Description | Type | Amount |
|---------|----------|---------|---------|------------------|------|----------|
| 2/3/09 | 10009 | 0002 | 1003 | Dep.-Prop. #0002 | Dep. | 1,000.00 |
| 4/15/09 | 10002 | | | | 3010 | 0.00 |

Open Retainer: 0.00 Open Deposit: 1,000.00 Invoices: 0.00 Available: 1,000.00 Go To...

The **Show Open/Available Only** option determines the type of information displayed both on the **Deposits and Retainers Grid** along with the totals at the bottom of the tab. The option is selected by default and will show the following information:

Deposits and Retainers Grid - Only Client Deposits and Retainers that have not yet been fully applied to Client Invoices will be displayed.

Open Retainer - The total amount of Retainers recorded for the Project that have not yet been entirely applied to Client Invoices.

Open Deposit - The total amount of Deposits recorded for the Project that have not yet been entirely applied to Client Invoices.

Invoices - The total amount of Deposit/Retainer currently applied to open Client Invoices.

Available - The sum of the Open Retainer and Open Deposit less the Invoices amount. The Available amount corresponds to the **Total Deposit/Retainer Available** on the **Deposit Analysis Report** and the **Amount** for the Project on the **Open Client Deposit Report**.

When the Show Open/Available Only is not selected, the following information is displayed:

Deposits and Retainers Grid - All Client Deposits and Retainers that have been recorded for the Project will be listed.

Total Retainer - The sum of all Retainers recorded for the Project.

Total Deposit - The sum of all Client Deposits recorded for the Project.

Total - The sum of the Total Retainer and Total Deposit.

Selecting a Deposit or Retainer on the grid and clicking the **Go To** will display the **Cash Receipts Window - Existing Tab** positioned to the entry in question, allowing the user to get additional information, make a revision, etc.

Project Status Window – Invoices Tab

The **Invoices Tab** of the **Project Status Window** displays detailed information regarding all **Client Invoices** generated for the Project. For more information on creating Client Invoices, see **Invoicing Clients**.

| Date | Inv. # | Prop. # | Gross | Dep./Ret. | Balance | Payment | Ck. # | A/R Balance | Reverse / C |
|---------|--------|---------|----------|-----------|---------|----------|-------|-------------|-------------|
| 2/12/09 | 10000 | 0001 | 2,753.35 | 1,298.75 | 0.00 | 1,454.60 | 1001 | 0.00 | |
| 4/15/09 | 10002 | | 9.04 | 0.00 | 0.00 | 0.00 | | 9.04 | |

Gross Invoices: 2,762.39 Dep./Ret. Applied: 1,298.75 Balance: 1,463.64 Pmts./Adj.: 1,454.60 A/R: 9.04 Go To...

The **Show Open Only** option determines whether or not the **Client Invoices Grid** along with the totals at the bottom of the tab display information regarding all Client Invoices for the Project or only Invoices not yet paid in full (or otherwise closed). The option is selected by default.

Client Invoices Grid - Only Client Invoices not yet paid in full will be displayed.

Gross Invoices - The total amount of all Client Invoices including Sales Tax prior to the application of any Deposits, Retainers, or Payments.

Deposit/Retainer Applied (Dep./Ret. Applied) - The total amount of Deposits and/or Retainers applied to Client Invoices for the Project.

Balance - Gross Invoices less the Deposit/Retainer Applied.

Payments/Adjustments (Pmts./Adj.) - The sum of all Payments and Invoice Adjustments recorded against the Invoices.

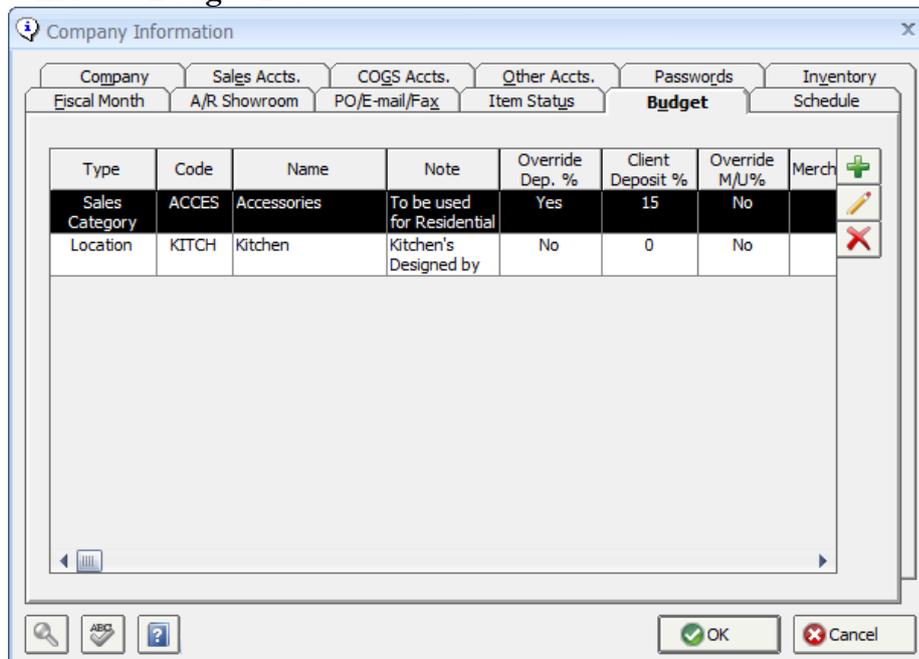
Accounts Receivable (A/R) - The current amount due from the Client for all Invoices displayed.

Selecting a Client Invoice on the grid and clicking the **Go To** will display the **Client Invoices / Finance Charges Window - Existing Tab** positioned to the entry in question, allowing the user to get additional information, reprint the Client Invoice, etc.

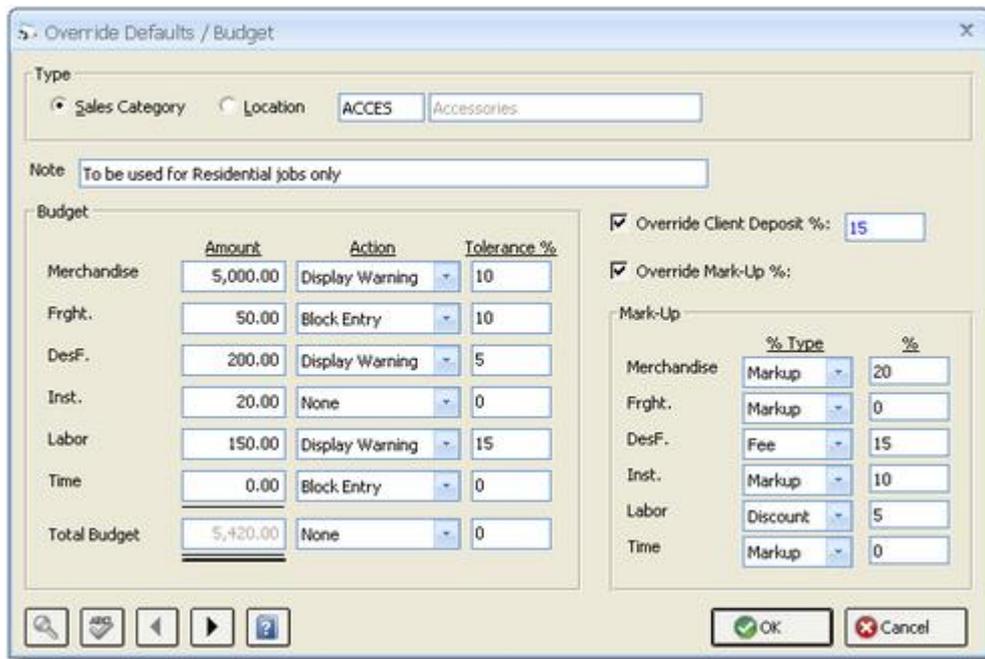
Project Budgets, Overriding Project Defaults, and the Company Information Budget Tab

Design Manager allows users to set a budget for an individual Item on the **Item Window - Pricing Information Tab**. However, some users may find setting budgets at the Sales Category or Location level a more useful method. For instance, a budget could be set for 10,000.00 for the Living Room Location or 2,500.00 can be budgeted for an Accessories Sales Category. In a similar vein, certain defaults, such as the Client Deposit percentage, can be set on the **Project Window - Defaults Tab** but one may desire to have a different Client Deposit percentage for a specific Sales Categories such as Fabric. Such defaults can be overridden at the Sales Category and Location level. For more information on creating and editing Sales Categories or Locations, see **Sales Categories** and **Locations** under **Glossaries**.

Setting budgets or defaults by Sales Category or Location begins on the **Company Information Window - Budget Tab**.



As Design Manager does not come with any preconfigured Budget Entries, to set a budget or default override by Sales Category or Location, click the **Add** button on the Budget tab which displays the **Override Defaults / Budget Window**.



On the Override Defaults / Budget Window, first select whether the Budget Entry will be by Sales Category or Location. After selecting, enter the desired code immediately to the right or click on the **Search** button in the bottom toolbar to find the code.

Note: You can optionally enter a brief phrase which describes the Budget Entry. For example, if you are setting a limit on expenditures for accessories, you may enter "Accessories Budget" into the Note field. Up to 60 characters can be entered.

Budgets: A budget allowance can be configured for each Component Type available in Design Manager along with a total budget figure.

Amount: If it is desired to set a budget for the Sales Category or Location, enter the desired dollar amount for the appropriate Component Type. Remember, this figure can be edited on a per-Project basis on the **Project Window - Budgets Tab**. As an example, a design firm may wish to keep accessories for any Projects under \$2500.00. In such a case, an entry would be created for the Accessories Sales Category with a Budget Amount of \$2500.00.

Action: The Budget Action selection determines how Design Manager reacts to the Budget Amount being exceeded. Three selections are available:

None - No action will be taken when the total Project pricing has exceeded the Budget Amount.

Warning - If Warning is chosen, whenever the total Project pricing exceeds the Budget Amount, by entering Specifications, Accounts Payable, retrieving Inventory, etc., the user will be alerted as such, but will still be allowed to continue with the process.

Block Entry - Selecting Block Entry will prevent the user from continuing their process as doing so would exceed the Budget Amount.

Tolerance: The Budget Tolerance allows the user to optionally set a boundary under and over which the Budget Amount will be allowed. For instance, if the Budget Amount is 10,000.00 and there is 10% Tolerance, the Action will only occur when the Project exceeds 11,000.00. Conversely, a Tolerance of -10% would cause the Action to occur when the Project reaches 9,000.00.

Override Client Deposit %: Select this option in order to set a Client Deposit percentage specific to the Sales Category or Location. Doing so will display the **Client Deposit %** field allowing the desired percentage to be entered. When the Override Client Deposit % option is selected, new Items with the Sales Category or Location will use the recorded percentage instead of Client Deposit % on the Defaults tab of the Project Window.

Override Mark-Up %: The Override Mark-up % option allows the user to set specific Mark-Up/Discount/Fee percentages for each Component Type for the Sales Category or Location. Selecting this option displays the **Mark-Up** frame with % **Types** and % fields for all six Component Types available in Design Manager. Choose the proper pricing calculation, either Mark-Up, Discount, or Fee, on the % Type selection and input the desired percentage for each desired Component Type. Design Manager will now use these values for new Items with the Sales Category or Location instead of the defaults recorded on the **General** tab of the **Project Advanced Options Window**. An example of using the Override Mark-up % option may be for window treatments. A design firm may mark-up all Merchandise, Freight, Labor, etc. at a uniform 50%. However, the firm wishes for the Merchandise (i.e., fabric, materials) and Labor for window treatments to have a mark-up of 75%. In such case, the Override Mark-Up % option would be utilized for the Window Treatments Sale Category with all Components Type excluding the Merchandise and Labor to be set for Mark-Up at 50%. The Merchandise and Labor Types would, in turn, be set to Mark-Up at 75%.

The entries created here will be automatically applied to all new Projects created in Design Manager. As stated previously, the Budget Entries for an individual Project can be edited, deleted, or created on the **Project Window - Budgets Tab**.

Creating a Project Schedule and the Company Information Schedule Tab

Design Manager has the ability to optionally create unique time lines or Schedules for each Project. If the company has a generic set of activities or Phases these can be entered on the **Company Information - Schedule Tab**.

| Phase | Duration (Days) |
|------------------------------|-----------------|
| 1. Prelim Planning Phase | 10 |
| 2. Approval for Work | 10 |
| 3. Scheduling Contractors | 7 |
| 4. Purchasing Merchandise | 30 |
| 5. Installation | 33 |
| 6. Final Meeting with Client | 2 |
| 7. | |
| 8. | |
| 9. | |
| 10. | |

Design Manager allows for ten separate Phases and their corresponding **Durations**. Enter the name or description of the activity into the Phase field. The Duration of the Phase is the usual number of days required to complete the activity. The Phases and their Durations entered on the Schedule Tab of the Company Information Window will default to the **Specifications Window - Schedule Tab**.

Creating Vendors and Global Locations

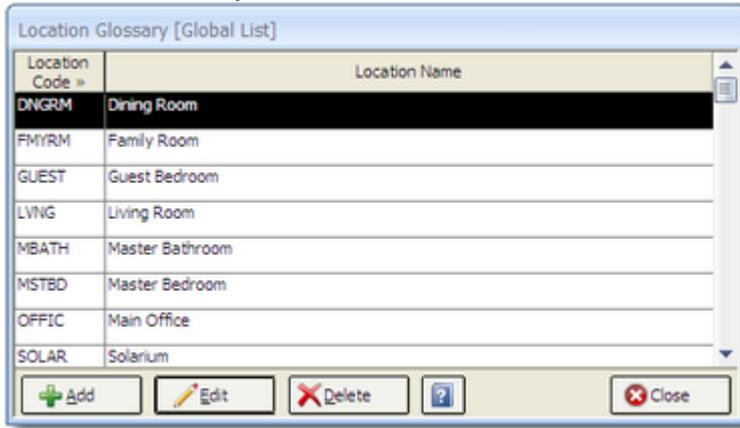
New users may find it useful to enter a preliminary list of Vendors and Locations rather than entering them individually as needed. As stated earlier, a **Vendor** is an entity, be it an individual, company, etc., from whom you purchase merchandise and receive bills for goods or operating expenses for payment. Examples of Vendors would be a fabric distributor, utility companies, independent contractors, etc. A **Location** is logical association of Items within a Project. A Location can be a physical locale such as

a bedroom or living room or a more abstract concept such as consulting or travel expenses. Items are organized by Location on Proposals, Invoices, and many management reports in Design Manager.

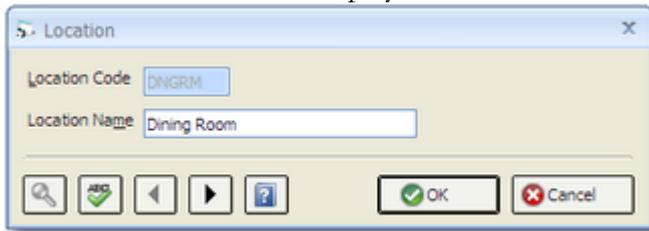
Entering Locations

Design Manager provides two independent **Location Glossaries**: a **Company-wide** list and a separate list for each **Project**. Use the Company-wide Location Glossary to maintain a master list of Locations that can be used to import Locations into any Project as desired. Use the Project-specific list to enter Locations unique to a particular Project.

To create a preliminary list of Locations, select **Glossaries** → **Locations**. Doing so will display the **Location Glossary Window**.



Click the **Add** button to display the **Location Window**.



Enter a unique **Code** which may be up to 5 alphanumeric characters. The Location **Name** is used to describe the Location and can up to 30 characters. As an example, you may want a Location for the client's living room. In such a case, "LVGRM" could be used as the Code while "Living Room" would be the Location Name.

Click **OK** to save the new Location.

You can enter as many common Locations as desired in the Location Glossary for use in future Projects.

Locations can also be added to a specific Project by using the Location Search on the **Item Window - Item Tab**. For more information on creating Locations for individual Projects, see the **Location Search Window** under Glossary Windows.

Entering Vendors

The following describes how to quickly create new Vendors in Design Manager. For a complete explanation of Vendors, see **Vendors** under **Glossary Windows**.

To create a new Vendor in Design Manager, select **Glossaries** → **Vendors / Payees** which will display the **Vendor Glossary** shown below.

| Vendor Code | Vendor Name | Payee Name | Type | Category |
|-------------|--------------------------------|--------------------------------|------|----------------|
| B&S | Bath and Kitchen Studio | Bath and Kitchen Studio | | BATHROOM |
| BRUNS | BRUNSWIG & FILS | BRUNSWIG & FILS | | FURNITURE |
| COUNT | Country Living | Country Living | | ACCESSORIES |
| EPIC | Epic Furniture | Epic Furniture | | FURNITURE |
| FEDEX | Federal Express | Federal Express | | SHIPPING |
| GRAND | Grand Furniture | Grand Furniture | | FURNITURE |
| HERMM | Herman Miller | Herman Miller | | |
| IRON | Ironworks | Ironworks | | FURNITURE |
| K&M | K & M, LLC. | K & M, LLC. | | EXPENSES |
| MYTH | Mythic Refinishing | Mythic Refinishing | | FINISHING |
| OCEAN | Ocean Furniture | Ocean Furniture | | FURNITURE |
| PILL | Pillows and More | Pillows and More | | ACCESSORIES |
| REST | Restaurants - any meal expense | Restaurants - any meal expense | | EXPENSES |
| RUST | Carolina Rustica | Carolina Rustica | | FURNITURE |
| STAPL | Staples | Staples | | OFFICESUPPLIES |
| STEEL | Steelcase | Steelcase | | |
| UPS | United Parcel Service | United Parcel Service | | SHIPPING |

Click the **Add** button to display the **Vendor / Payee Window**.

The screenshot shows the 'Vendor / Payee' window with the 'Vendor' tab selected. The form contains the following fields and values:

- Code:** EPIC
- Name:** Epic Furniture
- Sort:** Epic Furniture
- Address:** 100 11th Ave. NW, Suite 01
- City:** Hickory
- State:** NC
- Zip:** 28601
- Phone:** (828) 555-7474
- Fax:** (828) 555-7475
- EIN:** (empty)
- Account No.:** 10020-89
- Category:** FURNITURE

Enter a unique **Code** which may be up to 5 alphanumeric characters. It is recommend using codes that are easy to remember such as "FEDEX" for Federal Express.

Next, enter the Client's **Name** into the corresponding field. You'll notice that the **Sort** field automatically arranges the name when using titles (such as "Mr." or "Mrs.") and display the surname first. You can change the arrangement of the Name, if desired, by using the **Sort** selection.

Next, enter the **Address, City, State, Zip, Contact, Phone,** and **Fax** for the Client as necessary.

Vendors can be categorized using the **Type** selection in any manner you see fit. You can add a new Type, "Contractor" for example, simply be entering it into Type field. After doing so, the "Contractor" selection will be available for all new Vendors.

The **Account Number (No.)** is your account number with the Vendor and can be optionally printed on Checks to the Vendor by selecting the **Print Account Number (No.) On Check** option.

The **Category** is used to further classify the Vendor if desired. Examples could be generic such as Operating and Vendor or more detailed such as Lighting, Tile, Professional, etc.

The **Payee** Tab is used to record the **Payee Name** and **Address** which determine the contact and address information to deliver Checks for the Vendor. Upon entering the Vendor Name and Address on the Vendor Tab, the information will be default to the Payee Name and Address automatically. The Payee information can be changed if the Vendor Name and/or Address differs from the address to where Checks will be delivered.

The **Defaults** Tab is used to define additional information about the Vendor. The **Purchase Order (PO) Terms** and **Purchase Order (PO) Ship Via** will be displayed on the Purchase Orders to the Vendor. Use the **Deposit %** if this Vendor normally requires a standard deposit to accompany Purchase Orders. The **Deposit Applies To** selections determine which Component Types upon which the Vendor requires a deposit. The Deposit % will default to all Components of the selected Component Types who have the Vendor assigned to them.

The optional **Expense Account (Acct.)** is the General Ledger Account used for vendors associated with Operating Expenses such as telephone, rent and utilities.

The **Discount %**, **Days to Take Discount**, **Payment Due Days** determine the discount terms for timely payment with the Vendor. **Buying Terms** will automatically configure your cost from the Vendor by reducing the list price of merchandise accordingly.

Fax Purchase Orders (POs) and **Fax Dial String** are used in conjunction with Purchase Order Faxing in Design Manager. **Email Purchase Orders (POs)** indicates that Purchase Orders to the Vendor will be emailed by default rather than mailed conventionally.

You can use the **Notes** Tab to input the Vendor's **E-mail** address, **Website**, additional telephone numbers such as cell phone or office, and any other relevant information into the **Notes** field.

Lastly, the **Insurance** tab is used to record Insurance policy information for the Vendor including the **Insurance Carrier**, **Policy Number**, and **Effective** and **Expiration Dates**.

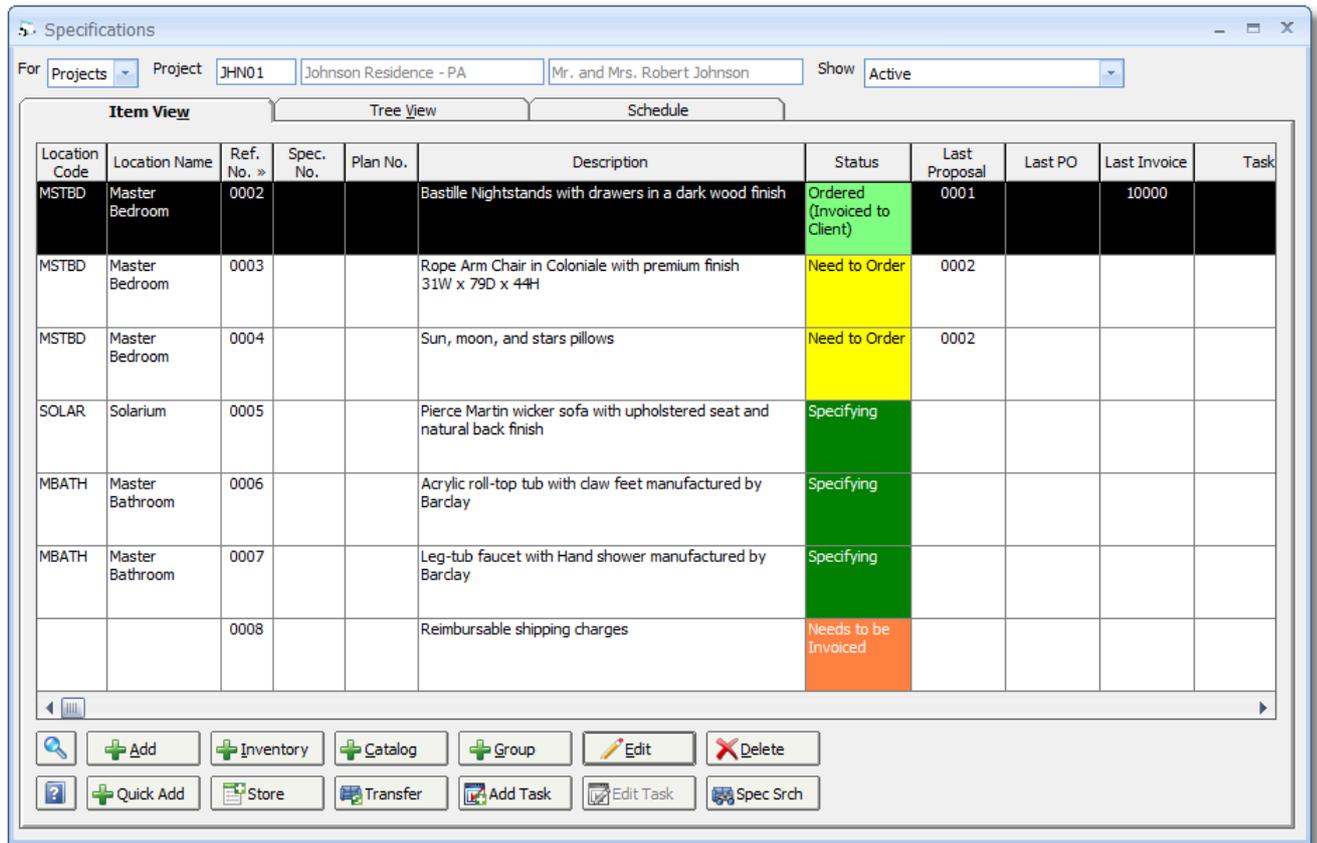
Specifying - Adding Items and Components to Your Project

Specifying in Design Manager terminology refers to the entering of information about the materials that will be used in your Client's Project and is the most fundamental process in Design Manager, driving all other Project Management functions. At the time that one begins specifying, all of the details about such materials may not be known. For example, it may be known that a custom sofa intended for a Project will require a certain number of yards of fabric. The Vendor of the sofa itself may also be known. However, the specific fabric itself may not yet be known. Design Manager does not require for all of the information about the sofa to be recorded at the same time. In the sofa example, you can enter the yardage and the intended Vendor of the sofa. The specific fabric may be entered later when the Client has made a final decision. All of the information can also be changes as necessary if a different Vendor is used for the sofa or more fabric is required than originally thought. From this example, you can see that entering of Specifications is a dynamic process.

Specifications Window

All information regarding the goods and services you are providing to your Clients is entered, maintained, and updated through the **Specifications Window**. To access the Specifications Window, select **Project → Specifications** or by clicking the Specifications (Items/Components) button on the

Tool Bar. Alternately, if the **Projects Window** is open, you can select the desired Project and click the **Items** button.



The window is divided into two tabs, **Item View** and **Tree View**, both of which provide distinct functionality and appearance.

Enter a Project Code into the appropriate field in the top left corner of the window or use the **Search** button to select a Project from the **Project Search Window**. Doing so will display all of the Active Items for the Project on the **Items Grid** of the Item View Tab and the **Items Tree** on the Tree View Tab. If no Items have yet been created for the Project, the grid will be blank.

Show: The Show selection determines which Items will be displayed on the Specifications Window depending on their current condition. The Show selection has the following options:

Active - Display only Items that are NOT designated as Inactive or Complete.

Inactive - Display only Items that are designated as Inactive.

Complete - Display only Items that are designated as Complete.

All - Display ALL Items regardless of their current condition.

Inactive and Complete:

An **Inactive** Item in Design Manager will not appear on any new document windows such as Proposals, Purchase Orders, Client Invoices, and Delivery Tickets nor will Inactive Items appear on any reports in Design Manager. Essentially Inactive Items are being placed "on hold" and are not intended to affect the profitability or management of the Project in any manner. To that end, Design Manager will not allow Items to be set as Inactive if the Item has been included on ANY Proposal, Purchase Order, or Client Invoice nor if any financial activity has been associated with the Item.

A **Completed** Item will also not appear on any new document window or the **Prebilling** and **Client Status** reports. They will, however, continue to appear on all other reports as they are intended to be included as an active contributor to the overall Project. Such Items have been determined to be finalized, either manually by the user or automatically by Design Manager, and simply being "hidden" from the stated windows and reports in order to ease Project management by maintaining a smaller list of on-going Items.

Item View Tab

The **Item View** Tab is dominated by the Items Grid which lists all the Items that have been created for the Project to date. By default, the Items Grid lists the Items in Reference Number order. Like most grids in Design Manager, however, the Items can be sorted by any of the columns simply by clicking the heading of the desired column.

| Location Code | Location Name | Ref. No. » | Spec. No. | Plan No. | Description | Status | Last Proposal | Last PO | Last Invoice | Task |
|---------------|-----------------|------------|-----------|----------|---|------------------------------|---------------|---------|--------------|------|
| MSTBD | Master Bedroom | 0002 | | | Bastille Nightstands with drawers in a dark wood finish | Ordered (Invoiced to Client) | 0001 | | 10000 | |
| MSTBD | Master Bedroom | 0003 | | | Rope Arm Chair in Coloniale with premium finish 31W x 79D x 44H | Need to Order | 0002 | | | |
| MSTBD | Master Bedroom | 0004 | | | Sun, moon, and stars pillows | Need to Order | 0002 | | | |
| SOLAR | Solarium | 0005 | | | Pierce Martin wicker sofa with upholstered seat and natural back finish | Specifying | | | | |
| MBATH | Master Bathroom | 0006 | | | Acrylic roll-top tub with claw feet manufactured by Barclay | Specifying | | | | |
| MBATH | Master Bathroom | 0007 | | | Leg-tub faucet with Hand shower manufactured by Barclay | Specifying | | | | |
| | | 0008 | | | Reimbursable shipping charges | Needs to be Invoiced | | | | |

Items Grid: The Items Grid has the following columns:

Location Code: The Code of the optional Location assigned to the Item, if present.

Location Name: The Name of the optional Location assigned to the Item, if present.

Group / Name (optional): If Item Groups are being utilized, the Group Name will be displayed in this column.

Reference Number (Ref. No.): The unique, sequential 4 digit number assigned to each Item in the Project.

Specification Number (Spec. No.): The optional Specification Number of the Item.

Plan Number (Plan No.): The optional Plan Number of the Item.

Description: The first few lines of the Client Description of the Item will be shown in the Description column. As with all grid columns in Design Manager, hovering the mouse pointer over the column will display the full contents of the cell.

Status: The color-coded current Status of the Item will be displayed in this column. A Right-click with the mouse on the Status column allows the user to set the Status of the Item from the **Status Menu**. A full explanation of Item Status Types is described later in this chapter under **Item Status Types and the Company Information Item Status Tab**.

Last Proposal: If the Item has been included on a previous Proposal to the Client, the most recent Proposal Number will be displayed.

Last Purchase Order (PO): If any of the Components of the Item have been included on a previous Purchase Order, the most recent Purchase Order Number will be displayed.

Last Invoice: If the Item has been included on a previous Client Invoice, the most recent Invoice Number will be displayed.

Inactive: The Inactive column indicates whether or not the Item is currently designated as Inactive. An Item can also be set as Inactive, if allowed, by simply clicking the checkbox in this column.

Complete: The Complete column indicates whether or not the Item is currently designated as Complete. An Item can also be set as Complete by simply clicking the checkbox in this column.

Task / Reminder: If a Task has been linked to the Item, the User, Due Date, and Subject of the Task will be displayed in the Task / Reminder column. Creating a Task / Reminder for an Item will be discussed later in this chapter and a full explanation is available in **To Do List Tasks and Appointments** under **Additional Features**.

First Vendor: The Vendor Code and Name of the first Component for the Item.

Following the Items Grid are the **Specifications Management** buttons each of which will be described briefly here as all will be fully explained later in this chapter.

Add and Edit: The Add and Edit buttons will display the **Item Window** to create a new Item or change the selected Item on the Items Grid, respectively. For a full description of the Item Window, see *Entering Items* below.

Delete: Upon selecting an Item and clicking the Delete button, one of two actions will occur: A message stating "**Are you sure you want to delete this Item along with all of its Components?**" will be displayed. Clicking the **Yes** button will permanently delete the Item and all of its Components. Clicking the **No** button will leave the Item as is.

A message stating "**This Item cannot be deleted . . .**" along with the reason preventing the Item from being deleted will be displayed. You can, however, set the Item as Complete by clicking the checkbox in the Complete column.

Note: Designating Items as Complete is a good practice. Many windows and reports are designed to selectively ignore Complete Items and will, therefore, be more efficient if you maintain a smaller list of active Items.

Inventory: The Inventory button displays the **Add Item from Inventory Window** which allows a user to select an Inventory Item from the **Inventory Stock Item Glossary** and commit it to the Project as an Item. Committing an Inventory Item to a Project will be described in full under **Adding Items from Inventory** below.

Catalog and Store: The Catalog button displays the **Add Item from the Catalog Window** which allows a user to select a Catalog Item from the **Catalog Glossary** and import it into the Project. Conversely, the Store button allows the user to create a new Catalog Item from the selected Item using the **Store Item in Catalog Window**. Retrieving a Catalog Item and storing an Item in the Catalog will be described in full under **Using the Catalog**.

Group: The Group button displays the **Add a Group of Items Window** which allows a user to retrieve an Item Group and import it to the Project as an Item or series of Items. Creating and importing Groups to a Project will be described in full under **Using Groups** later in this chapter.

Quick Add: Quick Add launches the **Quick Add Line Items Window** which is a very useful interface for rapidly creating Specifications by entering minimal information such as the Description, Location, Vendor, Quantity, etc.. A full explanation is provided under **Quick Add Line Items Window**.

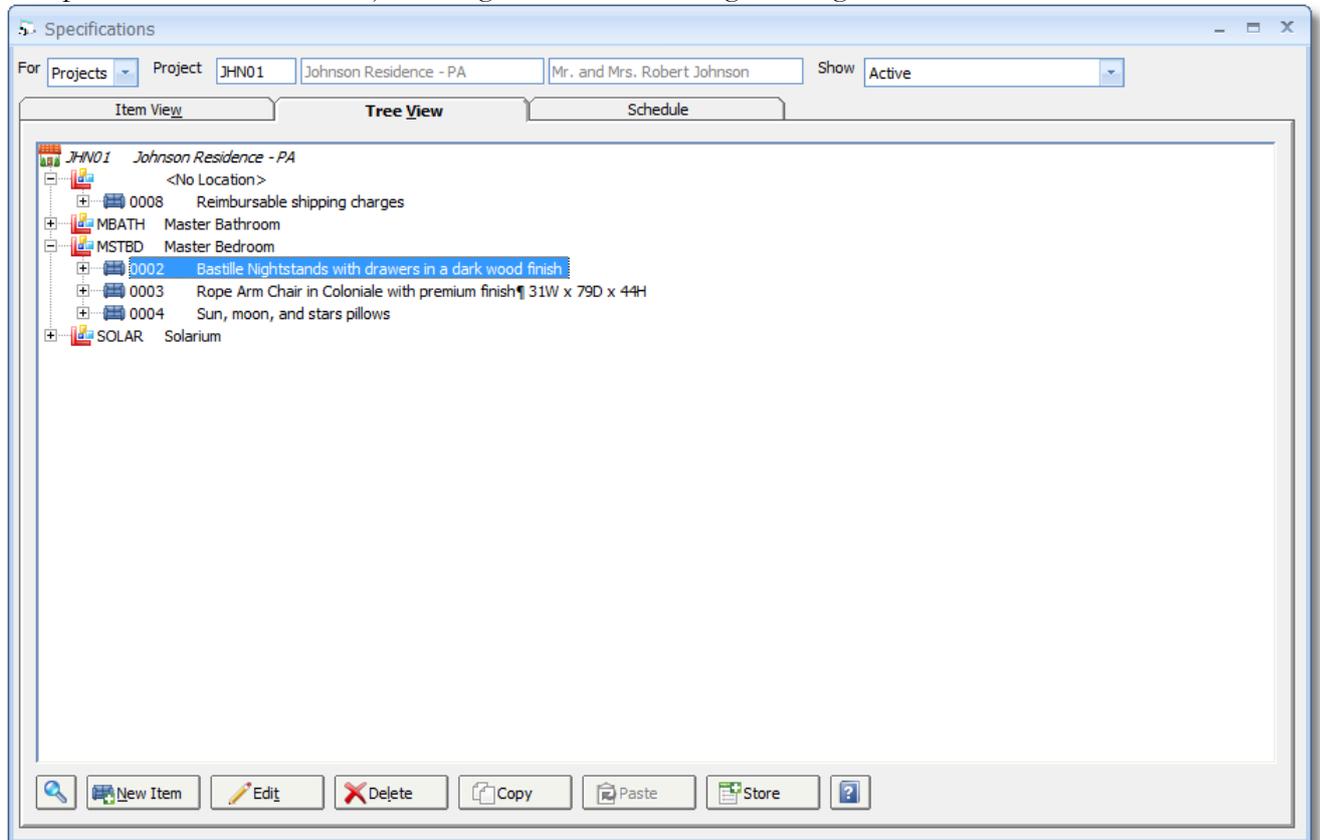
Transfer: The Transfer button provides a method of moving cost of some or all of an Item's Components to Inventory or to another existing Project through the **Transfer Project Item Window**. The Transfer process will be described in full under **Transferring Specifications to Other Projects or Inventory** below.

Create Task: Clicking the Create Task button displays a new **To Do List Task** from the **To Do List Tasks and Appointments** system with the **Link Project/Item** set to the Project and Item currently selected on the Items Grid.

Specification Search (Spec. Search): The Specification Search button launches the **Specification Search Window** which allows the user to enter a variety of criteria in order to locate particular Items and Components throughout Design Manager. For more information, see the **Specification Search Window** later in this chapter.

Tree View Tab

The **Tree View Tab** displays the entire Project in a hierarchical **Specification Tree** providing a visual interpretation of how the Project is organized within Design Manager.



The current Project Code and Name is listed at the top of the Specification Tree. Beneath the Project is each Location currently assigned to Items in the Project. Both the Location Code and Name are displayed and the Locations are listed in Code order. If any Items within the Project do not have a Location assigned, a special Location reading **<No Location>** will be listed first.

If a plus sign (+) precedes the Location Code, it indicates one of two possibilities:

If **Item Groups** are being used, the plus sign indicates that the Location contains one or more Groups beneath it. Click on the plus sign to view the Groups within the Location.

If Item Groups are not being used, the plus sign indicates that the Location contains one or more Items beneath it. Click on the plus sign to view the Items within the Location.

Expanding a Group by clicking on the plus sign will reveal the Items within the Group. Likewise, expanding an Item will display all of its Components. To collapse a level, click on the minus sign (-) which reverts it to a plus sign.

The Specification Tree will also list Items according to the Show Selection. Therefore, by default, only Active Items will be displayed on the Tree. Inactive, Complete, or All Items can be viewed by making the appropriate selection.

Several Specification Management buttons are also available on the Tree View tab.

New Item and **Edit**: The New Item and Edit buttons will display the **Item Window** to create a new Item or change the selected Item on the Specification Tree, respectively. For a full description of the Item Window, see **Entering Items** below.

Delete: Upon selecting an Item and clicking the Delete button, one of two actions will occur: A message stating "**Are you sure you want to delete this Item along with all of its Components?**" will be displayed. Clicking the **Yes** button will permanently delete the Item and all of its Components. Clicking the **No** button will leave the Item as is. A message stating "**This Item cannot be deleted . . .**" along with the reason preventing the Item from being deleted will be displayed. You can, however, set the Item as Complete by clicking the checkbox in the Complete column.

Note that only Items can be edited and deleted from the Specification Tree. Editing or deleting the Project, Locations, Groups, or Components is not possible from the Tree View tab.

New Item and **Edit**: The New Item and Edit buttons will display the **Item Window** to create a new Item or change the selected Item on the Specification Tree, respectively.

Store: The Store button allows the user to create a new Catalog Item from the selected Item using the **Store Item in Catalog Window**. Creating a Catalog Item from an existing Project Item is discussed in **Catalog System** below.

Copy and **Paste**: The Copy and Paste buttons allow the user to copy Specifications between Projects or even within a single Project. To copy an Item, enter the Project Code of the Project you will be copying **from** into the Project field. Select the desired Item on the Specification Tree and click the Copy button. To paste the Item into a new Project, enter the Code of the desired Project into the Project field. Click the Project on the Specification Tree so it highlights, then click the Paste button. Any "level" on the Specification Tree can be copied and pasted. All the Items within a Location, Group, or an entire Project can be copied by selecting the desired level on the Specification Tree and clicking the Copy button. The Items can be pasted into a desired level on the designation Project. For example, the Bedroom Location and all its Items are copied from the source Project. If the Master Bedroom Location is selected on the destination Project and the Past button is clicked, all the Items would be copied into the Master Bedroom, not the Bedroom. Single Components of an Item can be copied and pasted in the same manner. Copied Items do not carry forward any accounting or document information.

Schedule Tab

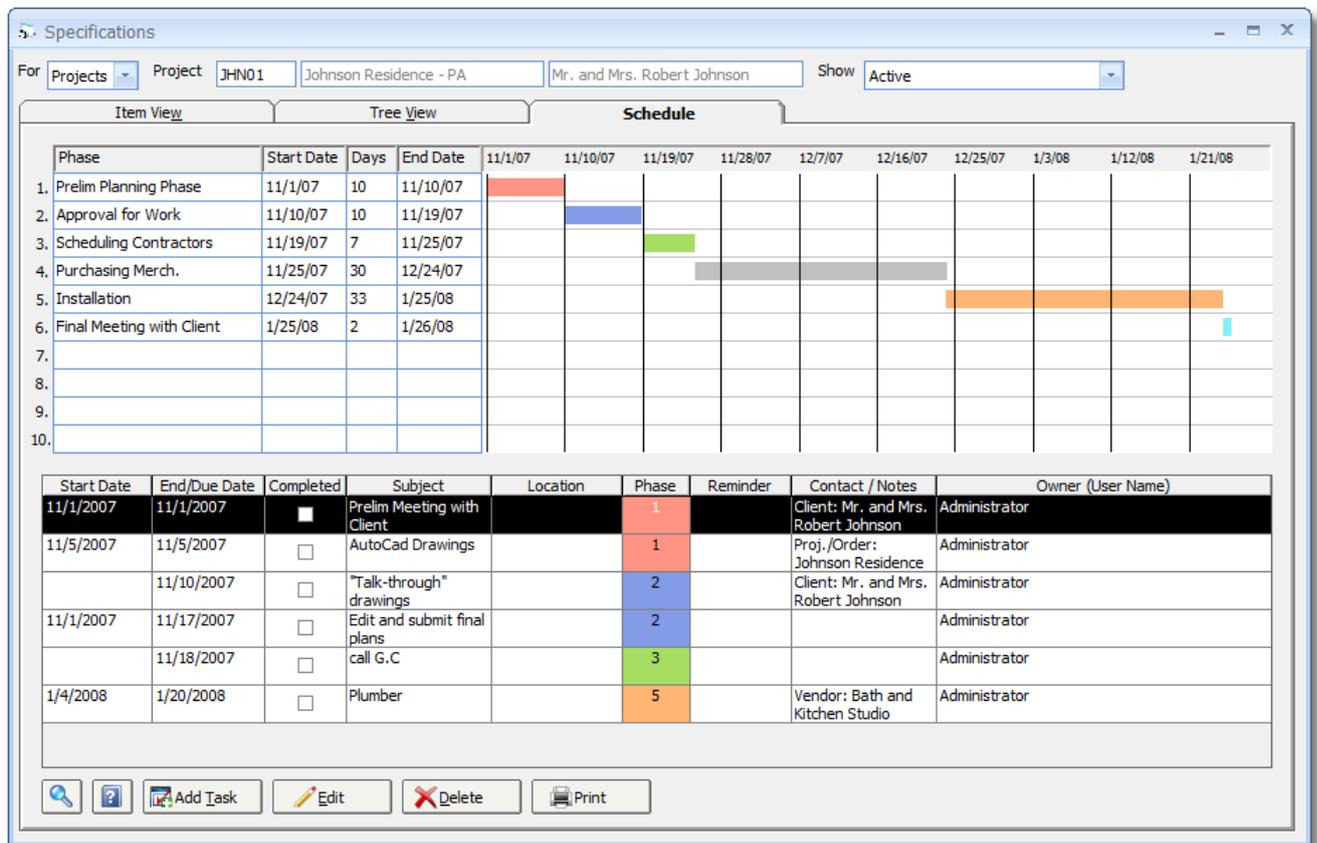
The **Schedule Tab** allows a unique time line to be constructed for each Project. The tab, however, will be disabled until a valid Project is entered into the **Project** field.

Main Phases entered on the **Company Information Window - Schedule Tab** will automatically be displayed in the **Phase** column of the **Project Schedule Grid** for each new Project. There can be up to 10 Main Phases and then any number of sub-phases or activities associated with each Main Phase.

Design Manager will also calculate **Start Date** and **End Date** for each Main Phase as follows:

The Start Date of the first Phase is the **Opened Date** of the Project from **Project Window - Project Tab**. Design Manager then adds the number of days in the **Duration** of the Phase to the Start Date to determine the End Date. The Start Date is always the first day of the Phase. For example, if the Start Date is 9/3/200X with a Duration of 10 days, the End Date would be 9/12/200X.

The Start Date of each subsequent Phase begins on the End Date of the prior Phase and the length of the Phase is determined by the Duration as described above.



A Project's Schedule can be customized as necessary. All of the Start and End Dates can be adjusted appropriately. The length of the Phase can be altered by simply changing the Duration or by changing the Start and/or End Dates which will then automatically adjust the Duration. Phases can be added by inputting the activity name into the Phase column and the proper Start Date and Duration. Phases can be removed by deleting the activity name from the Phase column.

Design Manager will calibrate the intervals of the color-coordinated **Phase Chart** depending on the total length of time between the Start Date of the first Phase and the End Date of the last Phase. Each Phase is automatically assigned an individual color. The colors, however, cannot be changed by the user.

A **Task** can be created from the Schedule Tab by clicking the **Add Task** button and will automatically be designated to be included on the Project Schedule. Tasks are activities that need to be monitored until their completion. When creating a Task from the Schedule Tab, the **Link to Project** field will display the current Project Code from the Project field. The **Show on Project Schedule** option will be selected and disabled, indicating that the Task is required to be included on the Schedule. The appropriate Phase can also be optionally assigned to the Task. For a full discussion on creating Tasks, see **To Do List Tasks and Appointments** and **To Do List Task and To Do List Appointment Windows**. All Tasks set to Show on the Project Schedule, whether created from this tab, the **Specifications Window - Item View Tab**, or the **To Do List Tasks and Appointments Window** will always be displayed on the **Project Schedule Task Grid** including Tasks designated as Completed. Tasks can be changed or permanently removed by selecting the desired Task on the Project Schedule Task Grid and clicking the **Edit** and **Delete** buttons, respectively.

The **Print** button can be used to generate the **Project Schedule Report** which displays a graphic representation of each Phase including the Phase name, Start Date, Duration, and End Date. Further, all Tasks designated as Show on Project Schedule will appear on the Project Schedule Report as well. If the Task has been assigned to a Phase, it will be displayed beneath that Phase. Tasks not assigned to a Phase will be listed beneath all Phases.

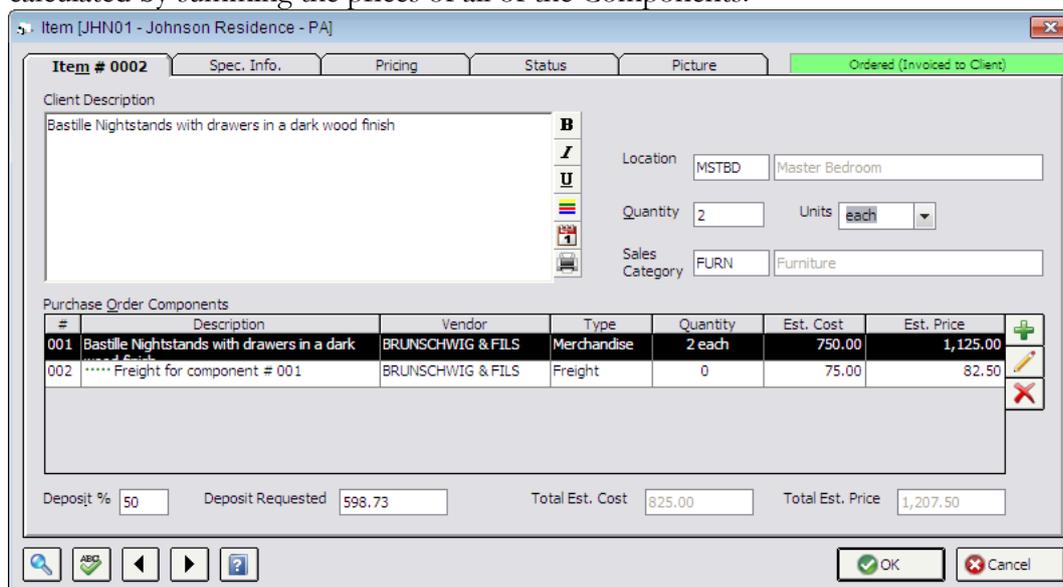
Entering Items

The most common function of the **Specifications Window** is the creation and revising of Items through the Item Window. The Item Window is accessed through the Specifications Window by clicking on the Add and Edit buttons to create or change an Item, respectively. This window is divided into five tabs for entering Item specifications and pricing information: **Item, Specification Information, Pricing Detail, Status, and Picture**.

A Project Item is merchandise, services, design time, etc. that is proposed and/or billed to a Client. A Project is made up of one or more Items in one or more Locations and each Item is comprised of one or more Components. The Item Tab on this window displays all of an Item's Components, and provides access to the **Component Window** where Vendor and purchasing information can be entered.

Item Window - Item Tab

The first tab on the **Item Window** is the **Item** Tab. You will use this tab to enter the specifications for an Item. The description of the Item on this window will print on the Proposal and the Invoice for the Client to read. The Item Tab also provides access to the **Component Window** where Purchase Order Components for an Item may be entered. Components are the constituent pieces that comprise an Item. For example, if the Item is a sofa, then the first Component might be the frame, while the second Component might be the fabric. Information entered on the Component Window will be seen by the Vendor on the Purchase Order. All of the Components of the Item are displayed on the grid titled **Purchase Order Components**. The Item's sell price to the client is calculated by summing the prices of all of the Components.



Reference Number: The Item reference number is created automatically by Design Manager starting at "0001" and is displayed in the Tab Caption. This number is used by Design Manager to uniquely identify each Item. As Items are created the next reference number is always used, but gaps between reference numbers may occur if existing Items have been deleted.

Client Description: This is the Description of the Item that the Client will see on the Invoice, Proposal, and Client-specific reports. The Client Description should be tailored to the Client's needs and does not need to contain details or instructions for your Vendor. Special instructions to your Vendor should be entered as part of the Component or Purchase Order Description. The Client Description can be of nearly unlimited length. As you type into this field, the text will automatically wrap at the end of each line. To skip to a new line while inside this box, press the Enter key on your keyboard. For information on formatting the Client Description, see **Description/Note Formatting**.

Quantity: The Quantity entered here will appear on documents that are for the Client, such as the Proposal and Invoice, but NOT on the Purchase Order. As an example, if an Item is one sofa, then the Item Quantity should be set to "1", even though the sofa might be made up of 12 yards of fabric and 1 frame.

Location: Enter the Location Code into which the Item is to be placed at the Client's site. To search for a Location or create a new Location for the Project, click on the **Search** button in the lower left corner of this window. The Location can also be left blank. For more information on Locations, see the **Location Window**.

Sales Category: Sales Categories are used to classify or group your revenue from sales and costs from purchases. For example, a sofa may fit into a Furniture Sales Category while installation of wallpaper may fit into a Labor Sales Category. To search for a Sales Category, click on the Search button in the lower left corner of this window. Sales Categories are completely optional. For more information on Sales Categories, see **Understanding Sales Categories** and the **Sales Category Window**.

Units: The Unit of Measure, up to 6 characters, may be entered here. This will print next to the Item Quantity on the Proposal and Client Invoice and describes the measurement of the Quantity, such as "yards" or "feet". For a list of commonly used Units of Measure, click on the drop-down arrow to the immediate right of this box. You may also type your own text directly.

Purchase Order Components Grid: The information displayed on this grid can be entered on the Component Window.

Reference Number (#): The unique Reference Number of the Component. Each Item can have up to 999 Components. A particular Component can be identified within a Project by the combination of the Item reference number and its own Reference Number as in "0001/001".

Description: The Purchase Order Description of the Component.

Vendor: The Vendor Name from which the Component will be purchased.

Type: The Component Type is the user-assigned designation which categorizes the good or service throughout Design Manager such as Merchandise, Freight, etc.

Estimated Cost (Est. Cost): The anticipated cost to purchase the Component from the Vendor.

Estimated Price (Est. Price): The anticipated price of the Component that will be charged to the Client.

The Item's Components can be managed using the buttons to the right of the Purchase Order Components Grid.

Add and Edit: The Add and Edit buttons will display the Component Window to create a new Component or change the selected Component on the Purchase Order Components Grid, respectively. For a full description of the Component Window, see the **Entering Components** below.

Delete: Upon selecting a Component and clicking the Delete button, one of two actions will occur: A message stating "**Are you sure that you want to permanently delete the current record?**" will be displayed. Clicking the **Yes** button will permanently delete the Component from the Item.

Clicking the **No** button will leave the Component unaffected.

A message stating "**This Component cannot be deleted . . .**" along with the reason preventing the Component from being deleted will be displayed.

Deposit %: This field holds the percentage of Deposit that you would like to request from your Client for this Item. If you have set a default Client Deposit Percent for this Project on the **Project Advanced Options Window - General Tab** or have a Budget Entry for the assigned Location or

Sales Category that overrides the Client Deposit percentage, then this field will be filled in automatically, but can be changed if you wish. For more information on overriding the Client Deposit percentage, see **Project Budgets, Overriding Project Defaults, and the Company Information Budget Tab**.

Deposit Amount: This field shows the total Deposit that you want to collect from your Client for this Item. The amount may include some portion of freight or sales tax, etc. If you type in a new value, you will notice Design Manager removes the percentage from the Deposit Percentage field. Doing so denotes that the Deposit Amount has been manually overridden. In turn, if you type a new percentage into the Deposit Percent field, a recalculated amount will appear in the Deposit Amount. This amount prints on the Proposal to indicate to the Client the requested amount of money needed to commence work.

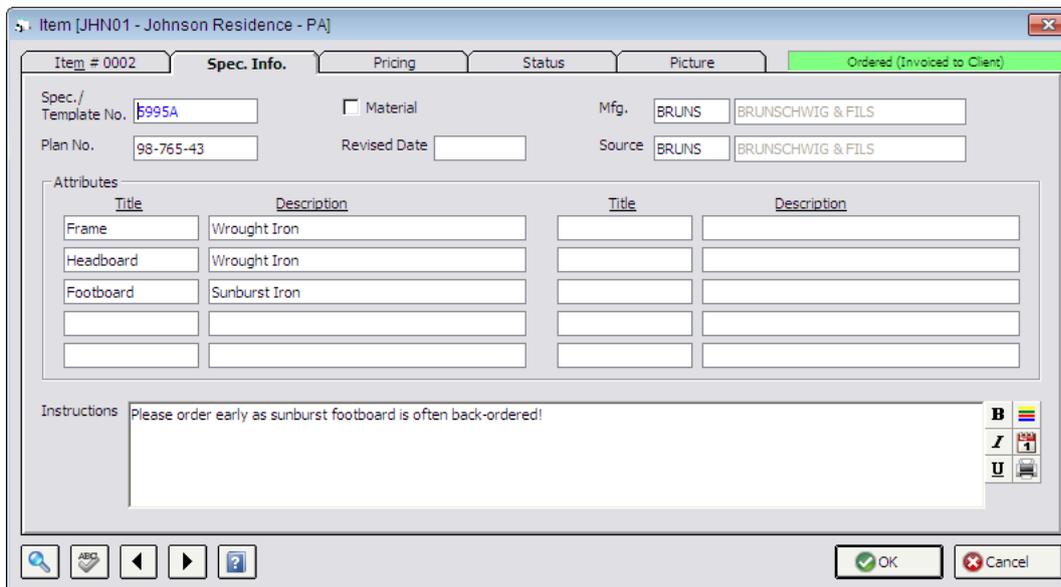
Total Estimated Cost: Design Manager populates this field automatically by adding together the Estimated Cost of each Component of the Item. This figure represent the sum of the anticipated costs for this Item. Remember, in Design Manager, "price" refers to an amount that you are charging a Client, while "cost" refers to an amount being charged to you by a Vendor. When there is only one Component, or if you are adding a new Item and there are no Components, a dollar amount can be typed directly into the Total Estimated Cost. The Cost of the Component will be automatically updated. This is useful to specify Items for a Proposal without entering all of the Vendor information.

Total Estimated Price: Design Manager fills in this field automatically by adding together the Estimated Price of each Component. This is the price of the Item that you will propose to the Client. When there is only one Component, or if you are adding a new Item and there are no Components, a dollar amount can be typed into this field.

Time Budget: The Time Budget option is used to create a Time Item with a number of Budget Hours and Budget amount on the **Item Window - Pricing Information Tab**. You can optionally enter the number of billable time hours into the Budget Hours and an overall Budget Amount for billable time. The Item can then have **Time Entries** joined to it and the accumulated time can be compared with the Budget amount and number of Budget Hours using the **Time Budget Analysis** report. For example, if you are putting in a tile floor for a client, and they can only spend \$2000.00, then you would add an Item to the Project and select this option. Enter \$2000.00 into the Budget field. You can now enter the work done on the **Employee Time Window** and join the Time Entries to the Time Item. The total price to the Client will accumulate with each Time Entry and can then be compared to the Budget Amount.

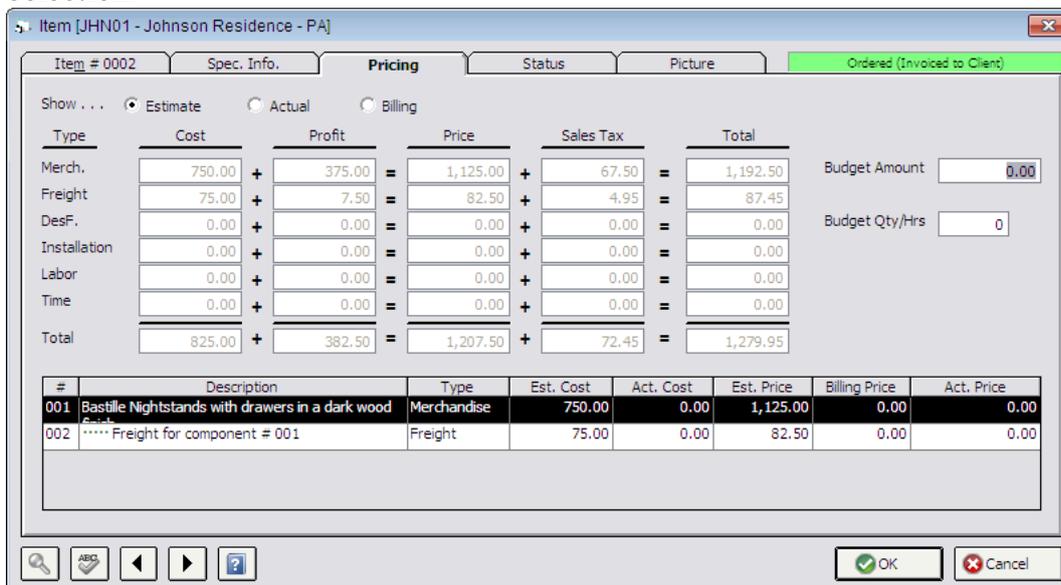
Item Window - Specification Information Tab

The second tab on the Item Window is **Specification Information Tab** which is used to record information to generate **Specification Sheets** in Design Manager. As there are several aspects to creating Specification Sheets and Templates, the entire process is described in full under **Using Specification Sheets and Templates** later in this chapter.



Item Window - Pricing Tab

The third tab on the Item Window is the **Pricing Tab**. The Pricing Tab is predominantly devoted to the **Pricing Grid** which displays the appropriate style of cost and price as determined by the **Show Selection**.



Show Selection: The Show Selection has three options of pricing and cost information:

Estimate - Estimate is the default option and will display the total Estimated Cost and Price of the Components for each Component Type as they were entered on the **Component Window**.

Actual - When Actual is chosen, the Pricing Grid uses the Actual Cost of the Components as derived by the Vendor Invoices recorded. The Actual Price is calculated by applying the pricing rules defined in the Project upon the Actual Costs rather than the Estimated Costs.

Billing - Billing will show the Estimate Costs for the Components but will display the future amount left to invoice the Client as the Price column.

The **Pricing Grid** has the following columns:

Type: This column lists the six possible Component Types that may have been entered for an Item.

Cost: Depending on the Show Selection, this column shows either the Estimated or Actual Cost for each Component Type before any Markup or Sales Tax amounts are applied.

Profit: The Profit column shows how much Markup is to be added to the Cost for each Type. This value is based on the Markup, Discount, or Fee percentage entered for Components of that Type.

Price: This column shows the anticipated selling price to the Client for each Component Type. The Price is calculated as the sum of the Cost and the Profit columns when the Show Selection is set to

Estimate or Actual. When Billing is selected, the Price will display the remaining amount left to invoice the Client for the Component Type.

Sales Tax: The Sales Tax column displays the amount of tax added for each Type based on whether the Components are Taxable and the appropriate Tax percentages of the Sales Tax Code entered on the **Project Window – Project Tab**.

Total: This column shows the Total Price, including Markup and Sales Tax, that will be charged to the Client for each Type.

Budget: In this field you may enter the amount budgeted for the Item. For example, if a client does not want to spend more than \$5000.00 on a carpet, you can enter 5000.00 into this field.

Alternatively, the original Estimated Price of the Item can be entered for future comparison in case the calculated value is going to change due to cost changes or other factors. The **Budget Analysis Report** will allow you to monitor the Budget versus the Estimated and Actual Prices of the Item. Using the Budget is especially helpful when the Item is designated as Time Budget as described in the **Item Window - Item Tab** above. The **Time Budget Analysis Report** allows you to monitor the total amount of billable Time Entries attached to the Item versus the Budget amount.

Budget Hours: The Budget Hours is used to record the total number of hours of billable time allocated to the Item and are often used in conjunction with the Budget above. As Time Entries are joined to the Item, the Budget Hours can be compared to total number of hours currently joined to the Item using the Time Budget Analysis Report.

For a full explanation of creating Time Entries in Design Manager, see **Employee Time Billing**.

Beneath the Pricing Grid is the **Component Analysis Grid** which displays the individual Components that comprise the information displayed in the Pricing Grid. The Component Analysis Grid has the following columns:

Reference Number (#): The unique Reference Number of the Component.

Description: The Purchase Order Description of the Component.

Type: The user-assigned Component Type of the Component such as Merchandise, Freight, etc.

Estimated Cost (Est. Cost): The anticipated cost to purchase the Component from the Vendor. The Estimated Cost is entered by the user on the Component Window.

Actual Cost (Act. Cost): The total cost from all Vendor Invoices recorded for the Component.

Estimated Price (Est. Price): Estimated Price is selling price to the Client for the Component based upon the Estimated Cost.

Billing Price: The remaining price to invoice the Client for the Component.

Actual Price (Act. Price): Actual Price is selling price to the Client for the Component based upon the Actual Cost.

Item Window - Status Tab

The fourth tab on the Item Window is the **Status Tab** and displays the Client accounting activity for a particular Item.

Item # 0002 Spec. Info. Pricing **Status** Picture Ordered (Invoiced to Client)

Status: Ordered (Invoiced to Client) Inactive Completed Bypass WIP

Proposal

| Prop/Doc# | Name | Date | Rec. Deposit | Client Ck# | Ck. Date |
|-----------|--------------------------|--------|--------------|------------|----------|
| 0001 | Master Bedroom - Phase 1 | 1/2/09 | 603.75 | 1000 | 1/2/09 |

Client Invoice

| Inv# | Date | Qty. | Amount | Deposit App. | Sales Tax | Total | Payment | Client Ck# | Bal. Due | Merchandise | F |
|-------|---------|------|----------|--------------|-----------|--------|---------|------------|----------|-------------|---|
| 10000 | 2/12/09 | 2 | 1,207.50 | 603.75 | 72.45 | 676.20 | 676.20 | 1001 | 0.00 | 1,125.00 | |

Invoiced-To-Date: 1,279.95 Payments-To-Date: 1,279.95 Balance Due: 0.00

Delivery Ticket No. Delivery Ticket Date Delivered Qty. 0 Shipped Qty. 0

OK Cancel

Status: The current Item Status that has been assigned to the Item either manually by the user or automatically by Design Manager. The Status for the Item can be changed by choosing the desired Status from the Status selection. A full explanation of Item Status Types is described later in this chapter under **Item Status Types and the Company Information Item Status Tab**.

Inactive: Select this option if you want to make the Item Inactive. An Item can only be made Inactive if it has not been included on any Proposals, Purchase Orders, Client Invoices, or Delivery Tickets. Inactive Items do not appear on the New Proposal, Invoice, Purchase Order, or Delivery Ticket Windows. Nor are Inactive Items included on any reports in Design Manager. Once an Item has been set as Inactive it will only be displayed on the **Specifications Window** when the Show Selection is to Inactive or All.

Complete: By marking an Item Complete, it will not appear on the New Proposal, Invoice, Purchase Order, and Delivery Tickets Windows, nor the **Pre-Billing** and **Client Status Reports**. Completed Items will, however, continue to print on other reports. The Complete is similar to the Inactive option. However, ANY Item can be designated as Complete. The option is often used to assist you in keeping the specification lists on the aforementioned windows more organized and easier to manage. Once an Item has been set as Inactive it will only be displayed on the Specifications Window when the Show Selection is to Complete or All.

Bypass WIP: Selecting Bypass WIP will cause the cost of purchases posted from Vendor Invoices to **not** be recorded in the Work in Process Account, but, rather, to be recorded directly in the appropriate Cost of Goods Sold Account.

Proposal Grid: The Proposal Grid is the first grid on the Status Tab. This grid shows information for the Proposal(s) upon which the Item has been included.

Proposal/Document Number (Prop/Doc#): This is the reference number of the Proposal which includes the Item. The Proposal Number is generated automatically by Design Manager and is unique to each Proposal for the Project.

Name: The Name column displays the descriptive Name of the Proposal.

Date: The Date of the Proposal.

Received Deposit (Rec. Deposit): This column shows the amount of Deposit that you have received from the Client for this Item on this Proposal. The Received Deposit is recorded upon entering a Client Deposit Cash Receipt against the Proposal.

Client Check Number (Client Ck#): The Check Number of the most recent Deposit received from the Client for this Item.

Check Date (Ck. Date): The date of the Check of the most recent Deposit received from the Client for this Item.

Client Invoice Grid: The Client Invoice Grid is the second grid on this tab. This grid shows information for the Invoice(s) upon which an Item has appeared. Use the scroll bar at the bottom of the grid to view the entire grid.

Invoice Number (Inv#): This column shows the reference number of the Client Invoice on which the Item appeared.

Date: The date of the Invoice is contained in this column.

Quantity (Qty.): The Quantity of the Item on the Invoice.

Amount: The Amount is the price for the Item on the Invoice.

Deposit Applied (Deposit App.): This column shows the amount of the Client Deposit that is applied to the Invoice for this Item.

Sales Tax: The amount of Sales Tax charged for the Item.

Total: The total amount due for the Item before any payments are applied. The Total column is the sum of the Amount and Sales Tax less Deposit Applied.

Payment: Any Payments received from the Client will be displayed in this column.

Client Check Number (Client Ck#): This column contains the Client's most recent Payment Check Number.

Balance Due: The Balance Due is the current unpaid portion of the Item and is the Total less the Payment.

Merchandise: This is the price billed for Merchandise.

Freight: This is the price billed for Freight.

Design Fee: This is the price billed for Design Fee.

Installation: This is the price billed for Installation.

Labor: This is the price billed for Labor.

Time: This is the price billed for Time.

The following three fields appear below the Invoices grid and show composite amounts for the Item.

Invoice-To-Date: This field shows the total amount that has been invoiced to the Client for the Item.

Payments-To-Date: This field shows the total amount of all Payments made by the Client for the Item.

Balance Due: This field shows the total amount that the Client still owes for the Item.

Finally, delivery information for the Item is displayed.

Delivery Ticket Number (Del. Ticket No.): The number of the most recent Delivery Ticket which included the Item.

Delivery Ticket Date (Del. Ticket Date): The date of the most recent Delivery Ticket which included the Item.

Delivered Quantity (Delivered Qty.): The total quantity of the Item that has been scheduled to be delivered to the Client.

Shipped Quantity (Shipped Qty.): The Shipped Quantity is the total quantity that has currently be delivered to the Client.

For more information on Delivery Tickets, see **Delivery Tickets**.

Item Window - Picture Tab

The fifth tab on the Item Window is the **Picture Tab**. Pictures can be associated with the Item and optionally be included on Proposals and Invoices to your Clients.



Scan Button: If you have a TWAIN-compatible scanner attached to your computer, you can scan an image directly into the Picture tab by clicking this button. Upon clicking Scan, you will be able to select the appropriate scanner from the **Select Source Window**.

Load: You can import an existing image on your hard drive or network into the Picture Tab by clicking the Load button. Doing so displays the **Design Manager - Load Picture Window** from which you can locate and select the image you would like to assign to the Item.

Save As: The Save As button allows you to store the Item's picture in a variety of formats on your hard drive, network, or removable media.

Picture Effects: Several controls are available for customizing the image. As these features alter the image, you'll notice that the original format will be stored in the **Picture History** in the right-hand corner of the window.

Brightness Bar: Clicking and "dragging" the Brightness bar to the left will reduce the overall image brightness. Conversely, dragging the Brightness Bar to the right will increase the overall brightness.

Smooth/Sharpen (S/S) Bar: Clicking and "dragging" the S/S bar to the left will reduce the sharpness of the image. Conversely, dragging the S/S Bar to the right will enhance the sharpness of the image.

Flip Button: Clicking the Flip button will vertically invert the image.

Size Button: The Size button will launch the **Resize Picture Window** which allows you to set the dimensions of the image. Changing the dimensions of the image will NOT change the size of the picture on the Proposal documents. These are fixed and cannot be altered manually. Therefore, it is useful to resize the image to smaller dimensions in order to save disk space on your computer and allow Design Manager to process the image faster when printing.

Remove Button: The Remove button will delete the associated image from the Item. Note that the using the Remove button will NOT delete the original image if it was loaded into the Item from your hard drive or network location.

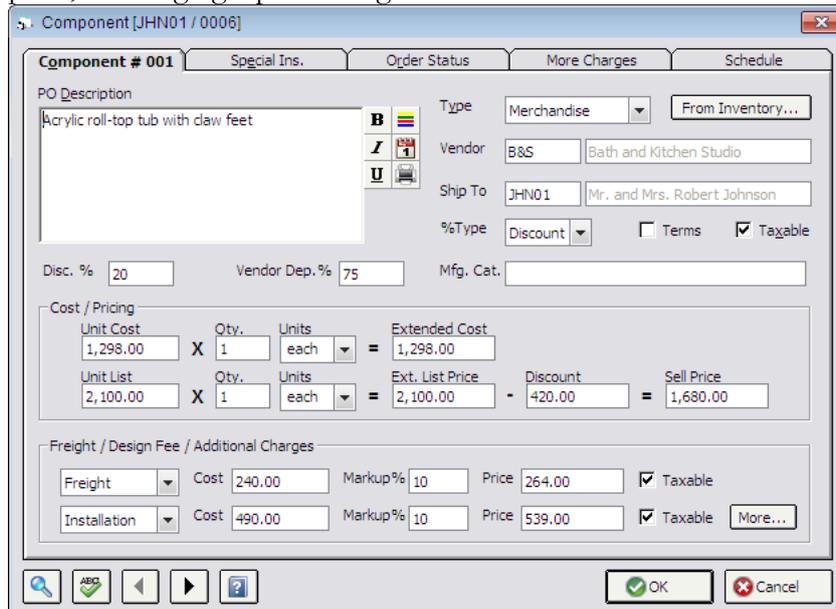
Undo Button: Clicking the Undo button will replace the current image with the most recent image in the Picture History. The Picture History is only available while currently adding or editing the image. Upon saving or canceling the Item, the History is lost.

Entering Components

The **Component Window** is accessed through the by clicking the **Add** or **Edit** buttons on the **Item Window – Item Tab**. This window is divided into four tabs for entering and displaying Component information: **Component**, **Special Instructions**, **Order Status**, and **More Charges**. Components are the constituent pieces that comprise an Item. For example, if the Item is a sofa, then the first Component might be the frame, and the second Component might be the fabric. You may order the frame from one Vendor and the fabric from another Vendor. An Item may have many Components from many different Vendors.

Component Window - Component Tab

The first tab on the Component Window is the **Component Tab**. Here Components for an Item can be entered or changed. This window records Vendor and shipping information as well as the options for calculating the Client's price for a Component either by marking up the cost, discounting the list price, or charging a purchasing fee.



The Component **Reference Number** is always displayed in the tab caption of the Component Tab. This number is generated automatically by Design Manager, starting with the "001", and provides a way of keeping track of Components within an Item. This number is **not** necessarily sequential and will appear as the Reference Number on the Purchase Order.

From Inventory\Remove Inventory:

The From Inventory button will only be displayed when adding a new Component. Clicking the From Inventory button will display the **Inventory Item Search Window**. Select the desired Inventory Item and click the **Choose** button. Doing so will import the Inventory Item as the Component and default the PO Description, Vendor, cost and pricing information, etc. Upon saving the Component, the Quantity of the Component will be designated as committed for the Inventory Item.

The Remove Inventory button will only be visible when editing a Component that has previously been retrieved from the Inventory. Clicking the Remove Inventory button will decommit the Quantity of the Component for the Inventory Item. All of the information, however, will remain unaffected.

For more information on retrieving Items from Inventory for a Project, see **Adding Items from Inventory** later in this chapter.

Type: This menu will display the classification of Component that you are entering. The six types provided by Design Manager include Merchandise, Freight, Design Fee, Installation, Labor and Time.

Merchandise is the default Component Type selection. To choose another type, click on the down arrow and select from the menu. These types can be defined by the user on the Company Advanced Options Window – General Tab. After selecting the Type, the appropriate % Type, Percentage, and Taxable status will be defaulted from the Project Advanced Options Window – General Tab. For more information, see the **Company Advanced Options Window – General Tab** and the **Project Advanced Options Window – General Tab**.

Vendor: Enter the Code of the Vendor from which you are ordering the Component in this field. To search for a Vendor Code, click on the **Search** button in the lower left corner of this window. A valid Vendor Code must be filled in before a Purchase Order is issued for the Component, but does not have to be filled in to create a Proposal or Client Invoice.

Ship To: Enter the Code for the Ship To address to where the merchandise will be delivered. To search for a Ship To Code, click on the Search button in the lower left corner of the window. When creating a new Component, this field defaults to the Ship To Code from the **Project Window – Site / Ship To Tab**.

Taxable: Select this option if sales tax should be charged to a client for a Component. The Taxable value will default to the settings entered on the Project Advanced Options Window – General Tab.

PO Description: Enter the description of the Component that the Vendor will see on the Purchase Order into this field. This description can include any special catalog numbers, instructions, cost references, or any other sensitive information as only you and the Vendor will see it. The Description can be of nearly unlimited length. As you type into this field, the text will automatically wrap at the end of each line. To skip to a new line, press the Enter key on your keyboard. For information on formatting the PO Description, see **Description/Note Formatting**.

Manufacturer's Catalog Number (Mfg. Cat.): This optional field holds the manufacturer's catalog number for the merchandise and will print on Purchase Orders for the Component.

% Type: The sell price to the client can be calculated by either adding markup to the cost of the Component, discounting the list price of the Component, or by charging a fee percentage based upon the cost of the Component. You can select the desired method by clicking on the % Type menu. The layout of the window will change according to your choice. The Markup, Discount, or Fee percentage will automatically be filled in to match the setting on the Project Advanced Options Window - General Tab. You may change the percentage, if you wish. The different % Types are described below:

Markup Cost (Markup): Select this option if you want to markup the cost of the goods or services to calculate the price to your Client. For example, if your cost is \$1000.00 and you enter a 50% Markup percentage, you will charge your Client \$1500.00 ($\$1000.00 + (\$1000.00 * .50) = \1500.00).

Discount List (Discount): Select Discount List if you would like to enter a list price and a Discount percent to determine the price to your Client. Using Discount List has NO bearing on what your cost is from the Vendor. For example, if the list price of the Component is \$1000.00 and you enter a 20% Discount percentage, you will charge your Client \$800.00 ($\$1000.00 - (\$1000.00 * .20) = \800.00).

Fee: The Fee option allows you to enter a base cost of a good or service and charge a purchasing fee upon that cost. Fee pricing is usually used when you are not paying for the merchandise itself, but require a purchasing fee from your Client. Further, Fee pricing can be used for recording any additional purchasing or design fee **above** simply marking up the cost of good. For example, if the base cost is \$2000.00 and you enter a 15% fee percentage, you will charge your client \$300.00 ($\$2000.00 * .15 = \300.00). Purchasing fees can be added as additional charges along with marking up the cost of the Component.

Terms: Selecting this option allows you to enter Buying Terms given to you by the Vendor. Buying Terms are used to derive your cost from the Vendor's retail or list price. Upon selecting the Terms option, three **Terms** fields will appear. Fill in the Terms from the Vendor and the Unit or Extended List Price of the Component and then Design Manager will calculate the cost. The calculation for Buying Terms is: $\text{Your Cost} = \text{List Price} * (100\% - \text{BuyingTerm1}\%) * (100\% - \text{BuyingTerm2}\%) * (100\% - \text{BuyingTerm3}\%)$. You'll notice that the cost fields themselves are now disabled as Design Manager is calculating the cost for you. If you have input Buying Terms for a Vendor on the **Vendor Window - Defaults Tab**, upon inputting the Vendor and selecting the terms option, the Buying Terms will automatically be displayed.

Markup %: This field will only appear when the Markup Cost % Type option is selected. Type a percent into this field. The cost will be marked up by that percentage to calculate the sell price to your Client.

Discount %: This field will only appear when the Discount List % Type option is selected. The list price will be discounted by the percentage you enter here to calculate the sell price to your client.

Fee %: This field will only appear when the Fee % Type option is selected. The sell price to the client will be determined by multiplying the base cost by this percentage.

Vendor Deposit % (Vendor Dep. %): Enter the percentage of the cost that the Vendor requires for Deposit before proceeding with the order. For example, if you are buying a chair for \$500.00, and the Vendor requires you to give a 50% Deposit or \$250.00 ahead of time, you would type "50" into this field. The deposit amount will print in the footer of the Purchase Order.

Unit Cost: Enter the Unit Cost of the Component. In Design Manager, "cost" refers to the amount you will pay the Vendor for merchandise or services. This is also referred to as the estimated or Purchase Order cost. For example, if you are ordering 20 yards of carpet at \$20.00 a yard, then the Unit Cost would be \$20.00 and the Extended Cost would be \$400.00. The Unit Cost field will only be displayed when using the Markup Cost or Discount List % types.

Quantity: Enter the Quantity of the Component. The Quantity will be multiplied by the Unit Cost to calculate the Extended Cost. If you leave this field zero or blank it will be treated as if a "1" is entered even though no Quantity will print on the Purchase Order.

Units: You can optionally enter a Unit of Measure for a Component. For example, if the Component is carpet, the Unit of Measure might be "sq yds". Up to 6 characters can be typed into this field and it will appear next to the Quantity on the Purchase Order. You may type in your own Unit of Measure or choose from the menu.

Extended Cost: This field shows the total estimated or Purchase Order cost of a Component. If you enter the Unit Cost and Quantity, then Design Manager will calculate the Extended Cost. If you enter an amount into this field, Design Manager will calculate a new Unit Cost by dividing the Extended Cost by the Quantity and rounding to the nearest penny.

Markup Pricing:

Markup: This field will only appear when the Markup Cost option is selected. This field shows the amount that the Design Manager will add to the cost to derive the Client's sell price. This field is calculated by multiplying the Extended Cost by the Markup percent. If you type a new dollar amount in this field, the Markup percent will change accordingly.

Sell Price: When the Markup Cost option is selected, this field shows the amount that a Client will be charged for a Component. This amount is calculated by adding together the Extended Cost and the Markup. If you type a new dollar amount into this field, the Markup amount will change accordingly.

Discount Pricing:

Unit List: When the Discount List option is selected, enter the unit manufacturer's suggested retail price for a Component into this field.

Extended List Price: When the Discount List option is selected, this field shows the total manufacturer's suggested retail price of a Component. When the Unit List Price and Quantity are entered, Design Manager calculates this field. If you type a number into this field, Design Manager will calculate a new Unit List Price.

Discount: When the Discount List option is selected, this field shows the amount of money that will be subtracted from the list or retail price to derive the Client's sell price. This field is calculated by multiplying the Extended List Price by the Discount percent. If you type a dollar amount into this field, Design Manager will change the Discount percent accordingly.

Sell Price: When the Discount List option is selected, this field shows the amount that the Client will be charged for a Component. This field is the Extended List Price less the Discount. If you change this number, Design Manager will change the Discount amount accordingly.

Fee Pricing:

Unit Base Cost: When the Fee option is selected, the Unit Base Cost is the amount, per unit, upon which the purchasing fee will be based.

Extended Base Cost: The Extended Base Cost is the Unit Base Cost multiplied by the Quantity. The Extended Base Cost multiplied by the Fee percentage will yield the Sell Price to the Client.

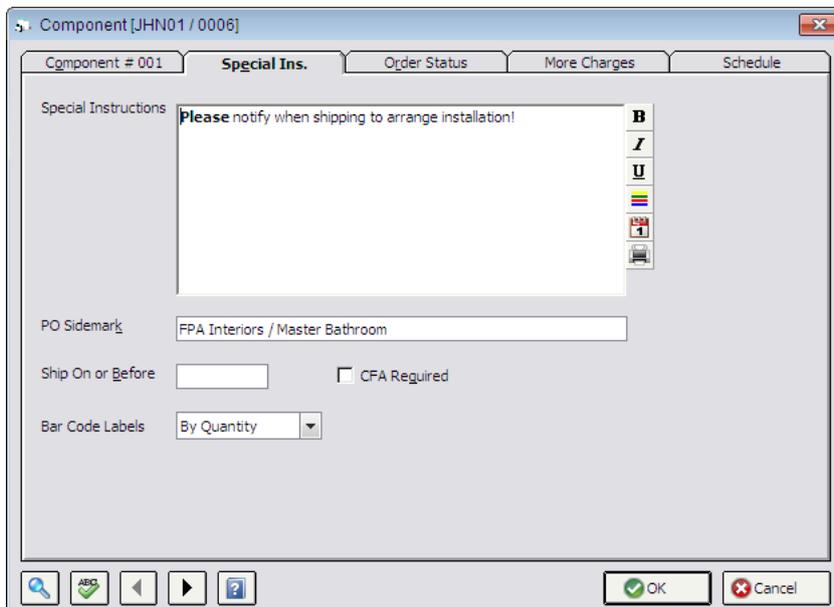
Sell Price: The Sell Price is the Extended Base Cost multiplied by the Fee percentage. If you change this number, the Fee percentage will change accordingly.

Lock Price: When in Markup or Fee % Type mode, the Lock Pricing button (with the icon of a lock) will be displayed immediately to the right of the Sell Price. Upon clicking the Lock Pricing button, Design Manager will set the Component into Discount List pricing, change the Discount % to 0, and default the current Sell Price into the Extended List Price of the Component. This procedure effectively "captures" the current Sell Price to the Client and prevents any changes to the cost of the Component from changing the Sell Price. Changes in the Component Quantity, however, will, of course, still change the Sell Price.

Freight / Design Fees / Additional Charges: This area is used to easily record supplemental costs associated with the current Component. For example, after inputting the Description, Unit Cost, etc. for the Component, you may need to record the estimated freight or shipping for the merchandise. To do so, simply drop down the **Charges Type** menu and select "Freight". Design Manager will default the % **Type** (Markup, Discount, or Fee), percentage, and Taxable status from the Project Advanced Options - General Tab for Freight. You simply need to input the appropriate cost for the Freight. If the particular Component Type is set to Auto on the Project Advanced Options - General Tab, Design Manager will **automatically** create the appropriate additional charge to further ease specification entry. Should you need to add more than two additional charges, click the **More** button.

Component Window - Special Instructions Tab

The second tab on the Component Window is the **Special Instructions** Tab. Here any shipping, handling, or other instructions for Vendors can be entered to print on Purchase Orders.



Special Instructions: Enter any instructions or necessary communication to the Vendor in this field which will be printed on the Purchase Order after all of the Components are listed. These instructions are used to make comments to the Vendor about the entire Purchase Order. For example, you might be ordering a table and a glass top. The Special Instructions for the glass top may be to install it onto the tabletop. Special Instructions generally relate to the Purchase Order in its entirety or to the Vendor themselves. If instructions are specific to a single Component, you may consider placing them into the Component Description instead of using Special Instructions. If you have instructions that you enter repeatedly on Purchase Orders, you can store the instructions in the **Remarks / Notes Glossary** and retrieve them by clicking on the **Search** button while in the Special Instructions memo field.

PO Sidemark: The information recorded here will print under the Component on the Purchase Order. A Sidemark is used to tell a Vendor how to properly tag merchandise for delivery. This field will default to the Sidemark as defined in the **Project Window – Defaults Tab** but, of course, can be changed as needed.

Ship On or Before: This date will print on the top of the Purchase Order and represents the date by which you would like to have the Vendor ship the Component. If more than one Component has a Ship On Date, the earliest date will be used on the Purchase Order.

CFA Required Check Box: Check this box if you need your Vendor to send you a "Cutting for Approval". This is a sample of the product, usually a fabric swatch, before they fill the order. "CFA Required" will appear under the Component on the Purchase Order.

Bar Code Labels (only visible if the optional **Remote Data Collection** has been purchased): The Bar Code Labels selection indicates to Design Manager how many tagging or claim labels should be printed for the Component following the creation of a new Purchase Order for the Component. There are three options for the Bar Code Labels:

None - No labels will be printed for the Component after generating a Purchase Order.

By Quantity - The amount recorded in the Quantity on the Component Tab will determine how many labels will be printed. For example, if the Quantity is 10, 10 labels will be generated. If the Quantity is 0 and the By Quantity option is selected, one label will still be generated.

Single - One label will be printed upon generating the Purchase Order.

Component Window - Order Status Tab

The third tab on the Component Window is the **Order Status** Tab. This tab displays useful information for tracking the Component. The information on the two grids is filled in automatically

based on the information you have entered for the Component such as Purchase Orders, Vendor Invoices, etc. Order status information might be filled in more easily using the **Purchase Order Status Window**.

Component # 001 Special Ins. **Order Status** More Charges Schedule

Purchase Orders

| PO # | Qty. | Order | Vendor | Deposit | Dp.Ck# | Ck. Dt. | Ack. Dt. | Recv'd Qty. |
|------|------|---------|-----------|---------|--------|---------|----------|-------------|
| 0001 | 1 | 1/15/09 | RUST | 585.00 | 00001 | 1/15/09 | | |
| | | | Federated | | | 0 | 3/1/09 | 1 |

CFA Date Site Inspection
 Status/Storage Loc. User Date 2

Vendor Invoices

| TX # | Vendor | Inv. # | Inv. Date | PO # | Qty. | Cost | Ck. # | Ck. Date |
|-------|--------|------------|-----------|------|------|--------|---------|----------|
| 10005 | RUST | JHN01-0001 | 3/1/09 | 0001 | 1 | 780.00 | WT00001 | 3/1/09 |

Purchase Order Grid: This grid shows information associated with all Purchase Orders upon which the Component is included. This information is filled in by Design Manager when a Purchase Order is created. Some information such as the Acknowledgement Date may be changed by clicking on the **Edit** button to the right of the grid. The grid columns are explained below:

Purchase Order Number (PO #): This is the number of the Purchase Order upon which the Component appears.

Quantity (Qty.): This is the Quantity or amount ordered of the Component on the Purchase Order.

Order: This is the date the Component was ordered from the Vendor.

Vendor: This column displays the Code of the Vendor for the Purchase Order. The Vendor Code of the Component may now be different if edits have occurred since originally creating the Purchase Order.

Deposit: This column shows the amount of Deposit paid to the Vendor for this Component.

Deposit Check Number (Dp.Ck#): This column shows your Check Number for the Deposit paid to the Vendor.

Check Date (Ck.Dt.): This column shows the Date of the Deposit Check.

Acknowledgement Date (Ack.Dt.): The Acknowledgement Date from the Vendor.

Acknowledgement Number (Ack.#): This column shows the Acknowledgement Number if one was provided to you by the Vendor.

Ship Via: This column shows the method used to ship the Component.

Expected: This is the date that you expect the Component to be shipped from the Vendor.

Back Ordered Quantity (B/O Qty.): This number is the quantity of the Component that is currently on back order from the Vendor.

Received (Recv'd): This is the date that the Component was received by you from the Vendor.

Received Quantity (Recv'd Qty.): This is the quantity of the Component received from the Vendor.

CFA Date: Use this field to record the date that the Cut For Approval was received from the Vendor and accepted.

Status/Storage Location (Loc.): This is a free-form line of text that can be used to store any additional information pertaining to the order. An example might be "Being delivered via UPS ground".

User Date 1: This field can be used to record an additional user-defined date that can be used to track any additional date that you wish. Change the title of this field on the **Company Advanced Options – General Tab**. Examples might be "Called On" or "Approved".

User Date 2: This field can be used to record an additional user-defined date that can be used to track any additional date that you wish. Change the title of this field on the Company Advanced Options – General Tab. An example might be "Confirmed Del."

Vendor Invoice Grid: This grid contains information pertaining to the Vendor Invoice(s) that a Component was included.

Transaction Number (TX #): This column displays the unique Transaction Number of the Vendor Invoice.

Vendor: This column displays the Vendor Code.

Invoice Number (Invoice #): This column displays the Vendor Invoice Number.

Invoice Date: This column displays the date recorded on the Vendor Invoice.

Purchase Order Number (PO#): This is the Purchase Order Number associated with the Invoice.

Quantity: This number is the quantity purchased of the Component on the Vendor Invoice. If a portion of the Component is back-ordered and you are only being billed for the portion that has been provided, this number will reflect the quantity for which you are truly paying. This quantity is also referred to as the Paid For Quantity.

Cost: This column displays the total Cost for the Component on the Vendor Invoice.

Check Number (Check #): This column displays your Check Number used to pay the Invoice. If this field is blank, this means that the Invoice is most likely in your open Accounts Payable and has not actually been paid. If multiple Checks have been sent for a single Vendor Invoice only the most recent Check Number will be displayed.

Check Date (Ck. Date): This is the date of the Check applied to this Invoice.

Component Window - More Charges Tab

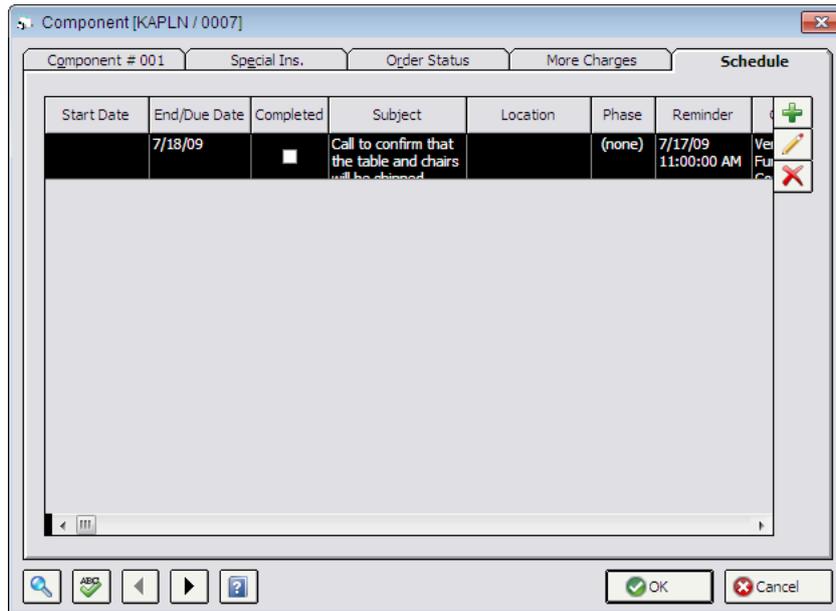
The fourth tab on the Component Window is the **More Charges Tab**. If you are in need of more than the two Additional Charges available on the Component Window - Component Tab, you can input them on this tab. For information on Additional Component Charges, see the **Freight / Design Fees / Additional Charges** section on the **Component Window - Component Tab**.

| Charge Type | Cost | Markup% | Price | Taxable |
|--------------|--------|---------|--------|-------------------------------------|
| Labor | 300.00 | 0 | 300.00 | <input checked="" type="checkbox"/> |
| Installation | 150.00 | 17.5 | 176.25 | <input checked="" type="checkbox"/> |

Component Window - Schedule Tab

The Design Manager **To Do List Tasks and Appointments** system allows you to create a To Do List Task that is associated with a particular Item, or an individual Component within an Item, for a given Project. More commonly, the Task is associated with the Item as a whole since the Item is the

end commodity to the Client. However, if an Item is comprised of multiple Components from varying Vendors, a Task may pertain to a particular Component of the Item. In such a case, the **Schedule Tab** of the Component Window allows the user to join a Task down to the Component level of the Specification rather than to the Item itself as described in **Creating Specification-related Tasks** below.



The **Component Tasks Grid** lists all Tasks associated with the Component. Tasks are created, changed, and removed using the Add, Edit, and Delete buttons, respectively.

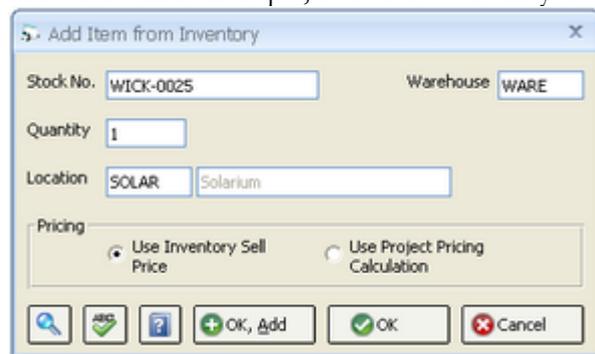
For a full explanation of creating Tasks, Appointments, and Reminders see **To Do List Tasks and Appointments** under **Additional Features**.

Other Methods of Adding Items to a Project

Adding Items from Inventory

If your company has showroom or warehouse inventory, you may want to use merchandise from this inventory when entering items and components for a project. The component window is used to control to whether merchandise comes from inventory or whether a purchase order is to be issued for it.

There are 2 methods to get inventory into project specifications depending on whether the inventory item is to be a separate item itself or if it is to be one of many components. If it is to be an item by itself such as an antique, click the Inventory button on the main specifications grid.



You will be asked to enter the stock number, location and quantity. Click on OK and the item will be set up in the project specifications.

If the inventory item is one component of many making up an item you must first enter the item into your project as described earlier. Make sure that the item description shows the wording that you

would like the client to see. Next, click the Add button to the right of the purchase order components. You will now see the Component window.

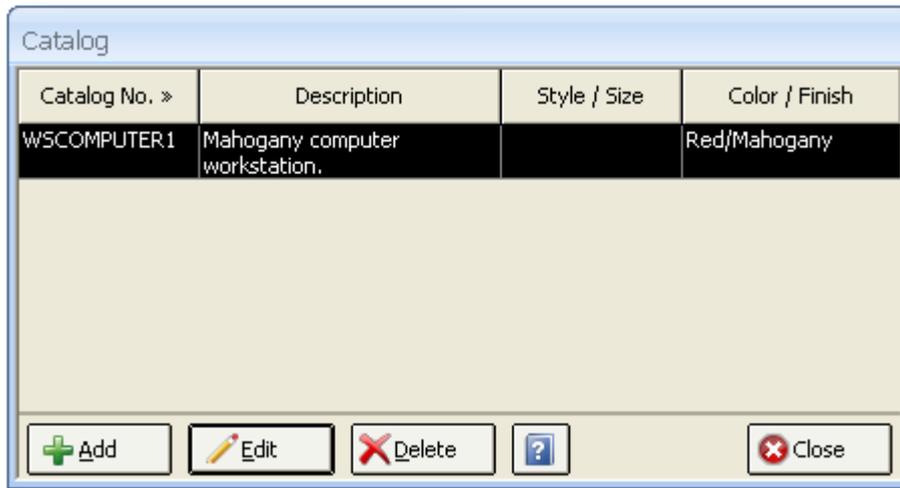
If you were ordering this merchandise from a vendor, you would simply fill out this window with the appropriate information. But, since we are taking the merchandise from inventory, you may click on the From Inventory button in the upper right of the Component window. The computer will show you a list of inventory to choose from. Highlight the merchandise you would like to use and click the Choose button at the bottom of the window. The computer will return to the Component window with your chosen merchandise displayed. The computer will bring over from inventory the cost and the sell price information, as well as the description and other information. The computer will NOT know what quantity you would like to use, so be sure to fill in the quantity in the Cost/Pricing area of the Component window. You may also change any of the pricing figures if you would like to charge an amount other than what is indicated in the inventory record.

After your inventory component is selected, you will notice that the From Inventory button now reads Remove Inv. This button is now used if you change your mind and no longer want to use the merchandise from inventory. Click this button and the merchandise will be returned to inventory. Note, however, that the description, vendor, and other information will remain on the window. This feature keeps you from having to re-type the information to create a purchase order for this project if you are now planning to order the merchandise. To remove the component information completely you must delete the component using the Delete button on the item window. If this is the only component in the item, then you will delete the item itself because every item must contain at least one component. It is not necessary to use the Remove Inv button if you are planning to delete the component. Deleting the component automatically places the merchandise back into inventory by removing the commitment.

Catalog System

The catalog system allows you to save a copy of an item and its components for use in future projects. Suppose that over several months you find you are proposing a particular set of end tables to many clients. You could place this end table in your catalog and the retrieve it with a single action instead of typing all the information each time the table is used in a project.

You may go directly to the catalog by clicking "Glossaries" and then choosing "Catalog". A window will appear showing all of the items currently in your catalog.



You may add items, delete items or edit items by using the buttons at the bottom of the window. If you type an item and its components into the computer using this window, it does not become part of a project. It is simply a new choice in your catalog. This window will be most useful when either editing catalog items that were entered earlier or when deleting catalog items from the catalog. You may enter items into the catalog here, but we will next discuss another method for entering items into the catalog that you may find more convenient.

The most obvious time to realize that you are repeatedly entering the same item is while you are entering it into a project specification. The program allows you to place the item into your catalog system at this point. Simply complete the entry of the item and component information as you normally would. After the item is entered into the project, click on the Catalog button. A window will appear in which you may enter the catalog number that you would like to use for this item. You may also enter information on the color, size, style and finish. Then click the "OK" button. The computer will automatically copy all of the information used to search the catalog about the highlighted item and its components into the catalog for you. You may then use that item from the catalog the next time it is required.

Adding an item to your project from the catalog is quite simple. At the bottom of the Specifications window on the "Item View" tab you will see a button titled "Catalog". Simply click this button and a window will appear titled "Add Item from the Catalog". On this Window you may enter the catalog number that you have assigned to the item. If you do not remember the number, you can click on the binoculars to search the entire catalog listing. You may also enter a quantity. In our case of the end tables, we might enter two as the quantity, because we need one table at each end of a sofa. There is also a place for you to enter the location in the house where this item will be placed. When you are finished, simply click the "OK" button at the bottom, and the item will appear in your project.

Quick Add Line Items Window

The **Quick Add Line Items Window** is an interface which allows users rapidly create Specifications by inputting only essential information and is shown below.

Quick Add Line Items [JHN01 / Johnson Residence - PA / Mr. and Mrs. Robert Johnson]

Location: MBATH Master Bathroom Sales Cat.: BATH Bathroom fixtures and plumbir Vendor: B&S Bath and Kitchen Studio

Description: _____

Quantity: 1 Units: each Unit Cost: _____ Ext. Cost: _____ Mark-up: _____ Price: _____ Add >>

| Location | Sales Category | Vendor | Quantity | Units | Description | Estimated (PO) Cost | Mark-up | Estimated Price |
|-------------------------|------------------------------|-------------------------------|----------|-------|---|---------------------|---------|-----------------|
| MBATH / Master Bathroom | BATH / Bathroom fixtures and | B&S / Bath and Kitchen Studio | 1 | each | Infinity sink with stainless steel faucet | 800.00 | 400.00 | 1,200.00 |
| MBATH / Master Bathroom | BATH / Bathroom fixtures and | B&S / Bath and Kitchen Studio | 1 | each | Hunter Green bath mat | 40.00 | 20.00 | 60.00 |

To Project
 Close
 Edit
 Delete
 Delete All
 Set the Budget Price/Qty.

Three instances where using the Quick Add Line Items Window are particularly useful are: Specifics regarding the merchandise are not yet known but general knowledge of what is to be purchased has been determined. For example, the Client requires a new set of couches, chairs, area rugs, etc. The Quick Add Line Items Window can be used to create the Specifications with just the Location, limited Description, even the Estimated Sell Price. The Specifications can then be used for preliminary approval by the Client, review by a Purchasing Manager or Lead Designer, etc. All of the detailed information can be entered as it becomes known.

Reimbursable Expenses such as travel expenses, postage, etc. can be easily entered for billing to the Client.

Large design Projects often have a multitude of small accessories - candles, pillows, etc. - that can create a burdensome task to enter using the Add button on the Specifications Window.

The Quick Add Line Items Window allows the user to rapidly create the Specifications for these accessories.

All of the information on the Quick Add Line Items Window can be left blank. The following fields are available:

Location: Enter the Location Code into which the Item is to be placed at the Client's site. To search for a Location or create a new Location for the Project, click on the **Search** button in the lower left corner of this window. For more information on Locations, see the **Location Window** under **Glossary Windows**.

Sales Category (Sales Cat.): Sales Categories are used to classify or group your revenue from sales and costs from purchases. For example, a sofa may fit into a Furniture Sales Category while installation of wallpaper may fit into a Labor Sales Category. Sales Categories are completely optional. For more information on Sales Categories, see **Understanding Sales Categories** and the **Sales Category Window**.

Vendor: Enter the Code of the Vendor from which you will be ordering the merchandise. A valid Vendor Code must be filled in before a Purchase Order is issued for the Specification, but does not have to be filled in to create a Proposal or Client Invoice. For more information on Vendors, see the **Vendor Window** under Glossary Windows.

Description: This is the Description that will be recorded on the both the **Item Window - Item Tab**, for the Client, and the **Component Window - Component Tab** for the Vendor. Remember, both Descriptions can be edited independently at a later time as necessary.

Quantity: The estimated Quantity of the Specification.

Units: The Unit of Measure, up to 6 characters, may be entered here and describes the measurement of the Quantity, such as "yards" or "feet". For a list of commonly used Units of Measure, click on the drop-down arrow to the immediate right of this box. You may also type your own text directly.

Cost and Pricing Information: The Pricing information on the Quick Add Line Items Window will change based upon **Pricing % Type** for Merchandise as configured on the **Project Advanced Options Window - General Tab** for the current Project entered on the Specifications Window. The **Unit Cost** field, which is the anticipated cost from the Vendor per unit of Quantity, is always present. Other fields will be displayed depending on the Pricing % Type and will often be automatically calculated based upon the Project **Pricing %** for Merchandise. The three Pricing % options will change the window in the following manner:

Markup Cost (Markup): Fields for **Extended Cost (Ext. Cost)**, **Mark-up**, and **Price** will be displayed. The Extended Cost will be automatically calculated as the Unit Cost multiplied by the Quantity. The Mark-up and Price will also be automatically calculated as the Extended Cost multiplied by the Project Pricing % while the Price is the sum of the Extended Cost and the Mark-up.

Discount List (Discount): Fields for **Extended Cost (Ext. Cost)**, **List**, and **Price** will be displayed. The Extended Cost will be automatically calculated as the Unit Cost multiplied by the Quantity. Enter the unit list price of the specification into the List field. Doing so will automatically calculate the Price as the product of the List and the Quantity less the appropriate Discount from the Project Pricing %.

Fee: Fields for **Base** and **Fee** will be displayed. The Base will be calculated as the product of the Quantity and Unit Cost. The Fee will be calculated as the product of the Base and Project Pricing %.

Set the Budget Price and Quantity (Set the Budget Price/Qty.): This option will place the Price and Quantity of each specification into the Budget Amount and Budget Quantity/Hours fields, respectively, on the Item Window - Pricing Information Tab. Doing so allows the Budget Analysis (Item Level) Report to compare the initial Price and Quantity to the current values as they may have changed due to cost variances or other factors over time. Sometimes, however, storing the Price and Quantity may not be desired. For instance, certain accessories may not be part of the overall Project Budget. By not storing the Price of these goods, the Budget Analysis (Project Level) Report will properly display the accessories as being non-Budget Items and won't interfere with the analysis of Items that are under budget.

Enter as much or a little information in the fields above as desired. When concluded, click the **Add>>** button which will create a new entry on the **Quick Add Line Item Grid**. The Location, Sales Category, Quantity, and Unit of Measure will default from the prior entry to facilitate data input. Add as many entries as necessary in this method. When all the entries have been added, click the **Project** button on the bottom of the window. Upon clicking the Project button, you will be asked **"All Items on the grid will be created in the Project. Do you wish to continue?"**. Clicking **Yes** will create a new Item in the Project for each entry on the Quick Add Line Item Grid and close the window. Clicking **No** will close the window, but leave the entries for the Project unaffected. The entries will remain on the Quick Add Line Item Grid for the Project so the appropriate action can be taken the next time the window is loaded.

The buttons at the bottom of the window are used in the following manner:

Edit: The information for the selected entry on the Quick Add Line Item Grid can be changed by clicking the Edit button. Doing so will populate the fields with the original information and change the Add>> button to read **Save>>**. Make the necessary revisions and click the Save>> button to change the entry.

Delete: Upon clicking the Delete button, you will be asked "**Do you wish to delete the highlighted record?**". Clicking **Yes** will remove the selected entry from the Quick Add Line Item Grid while selecting **No** will leave the entry unaffected.

Delete All: Upon clicking the Delete All button, you will be asked "**Are you sure you want to delete all of the Items entered on the window?**". Clicking **Yes** will remove **all** entries from the Quick Add Line Item Grid while selecting **No** will leave them unaffected.

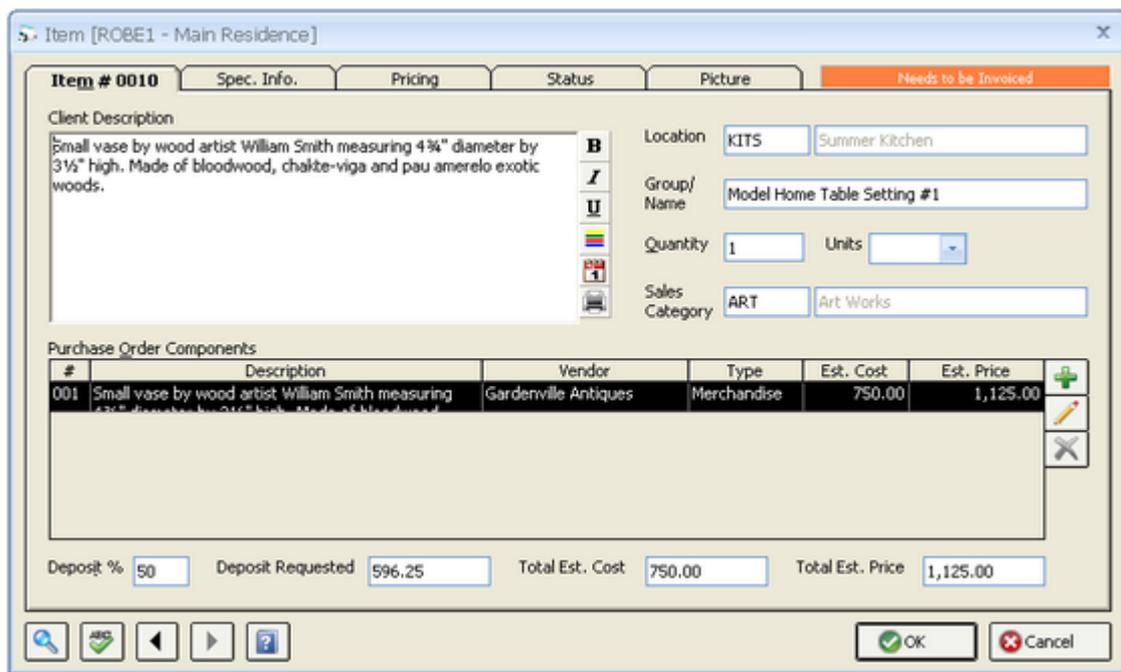
Close: The Close button will close the Quick Add Line Item Window. Any entries recorded will remain on the window so they can be created as Items for the Project at a later time.

Using Groups

Sometimes you may find it useful to group several pieces of furniture together on a proposal or invoice to show the client the cost of that collection of items. In Design Manager this collection of items is referred to as a "group" some firms also call this the overall item name. To work with groups you will first need to turn that feature on. The feature is found in the General Ledger under the Company Information window. Click the **Advanced** button in the lower right corner of this window and then choose the General tab from the tabs that appear at the top of the window. You will see in the lower half of the window a square box titled "Item Groups". To enable the use of groups, place a check mark in this box by clicking on it. Groups are now available for your use. (Don't forget to click the **OK** button to save your settings on both windows.)

The screenshot shows the 'Company Advanced Options' dialog box with the 'General' tab selected. The dialog has several tabs: Print, General, Proposal, Invoice, PQ, Time, and Showroom. The 'General' tab contains a table with columns for 'Screen Title', '% Type', '%', 'Inc. in Dep.', and 'Auto'. The rows are: Merchandise (Markup, 50, checked), Freight (Markup, 10, checked), Design Fee (Fee, 0, checked), Installation (Markup, 30, checked), Labor (Markup, 30, checked), and Time (Time, checked). Below the table is an 'Options' section with several checkboxes: 'Include Tax in Dep.' (unchecked), 'Item Groups' (checked), 'Show Discount' (unchecked), 'Update Proposals' (unchecked), 'Show Markup' (unchecked), 'Require Journals' (unchecked), 'Bypass WIP' (unchecked), 'Require Mgr.' (unchecked), 'Require S. Cat.' (checked), and 'Loc in S/M' (unchecked). There are also text boxes for 'User Date 1 Title' (Site Inspection), 'User Date 2 Title' (User Date 2), 'CDep. %' (100), and 'Ship To'. At the bottom are 'OK' and 'Cancel' buttons.

The most basic reason to use a group is to show a subtotal for those particular pieces of the project on either a proposal or a client invoice. For example, using groups, you can have a Sofa in a Living Room, the "Sofa" becomes the item group or name and then the line items become the major pieces of the sofa such as a frame, fabric, and pillows. Pillows, for example, can then have components (hidden from the client) such as fabric, trim, and stuffing. Groups show as headings on the Proposal and Invoice and are subtotaled within each location.



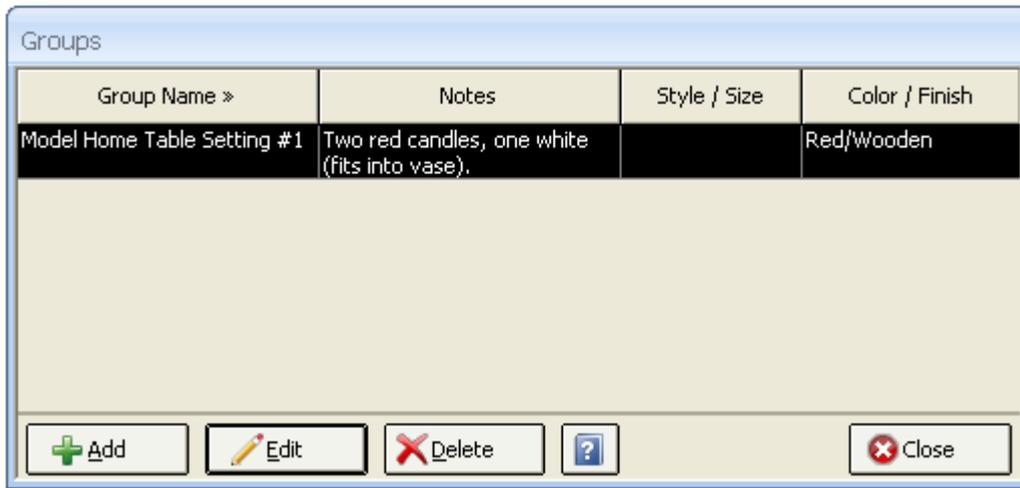
To use groups simply enter the name of the group or name of the item in the box titled “Group” to the right of the item description on the Item window. You may enter any name that you wish. If you would like to see a list of group names that you have entered so far for this project, simply place the cursor in the Group box and click the search button in the lower left corner. The computer will show you a list of group names that you have entered earlier and allow you to select from this list.

| Quantity | Description | Unit Price | Extended Price |
|-----------------------------------|---|------------|-----------------|
| Summer Kitchen | | | |
| ModelHome Table Setting #1 | | | |
| 1 | 10" round red candles Ref #: 0008 | 2.24 | 2.24 |
| 1 | 10" white round candles Ref #: 0009 | 1.12 | 1.12 |
| 1 | Small vase by wood artist William Smith measuring 4 1/4" diameter by 3 1/4" high. Made of bloodwood, chakte-viga and pau amerelo exotic woods. Ref #: 0010 | 1,125.00 | 1,125.00 |
| ModelHome Table Setting #1 | | | <u>1,128.36</u> |
| Summer Kitchen | | | <u>1,128.36</u> |

The computer will show a subtotal for the group on the proposal and on the client invoice for all items with the exact same group name.

Group Glossary Window

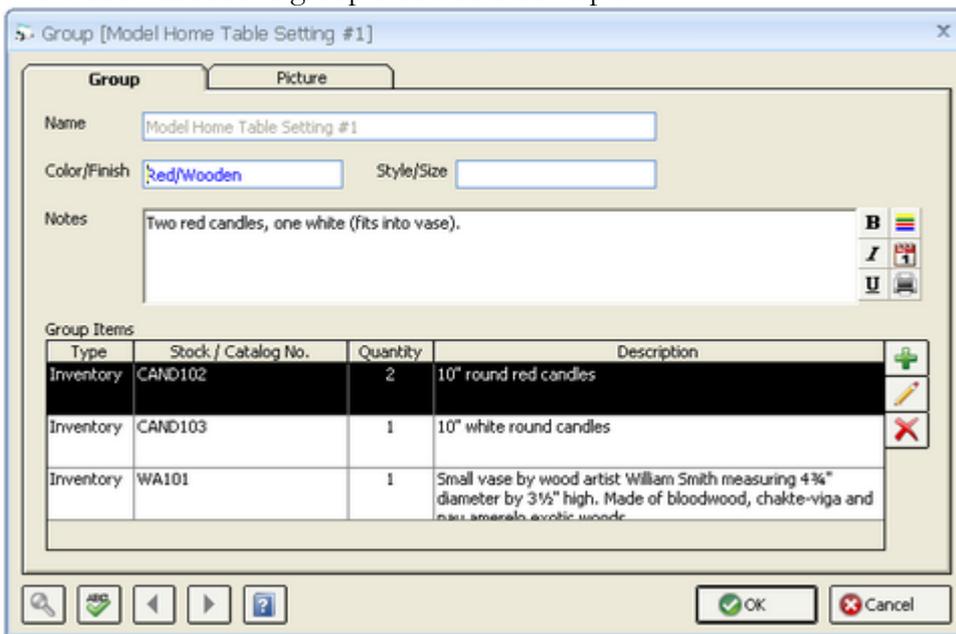
Like catalog or inventory item, groups can be pre-defined in the Group Glossary. A group defined in the glossary consists of several whole catalog and/or inventory stock items. A group may be brought into a project in a single operation. The group is defined by choosing "Groups" from the glossary menu.



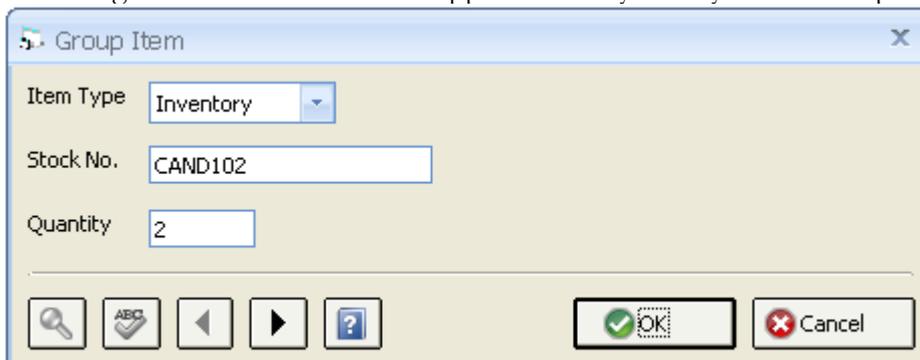
The window that appears will show you any groups that have already been defined. To make a new group, click the **Add** button at the bottom of the window.

Group Window

Clicking Add or Edit on the Group Glossary Window will bring up the Group Window used to add or edit a group. A window will appear which allows you to enter a name for the group, as well as the optional color, size, style, and finish information. You may also enter notes to yourself if there is information about this group that would be helpful.



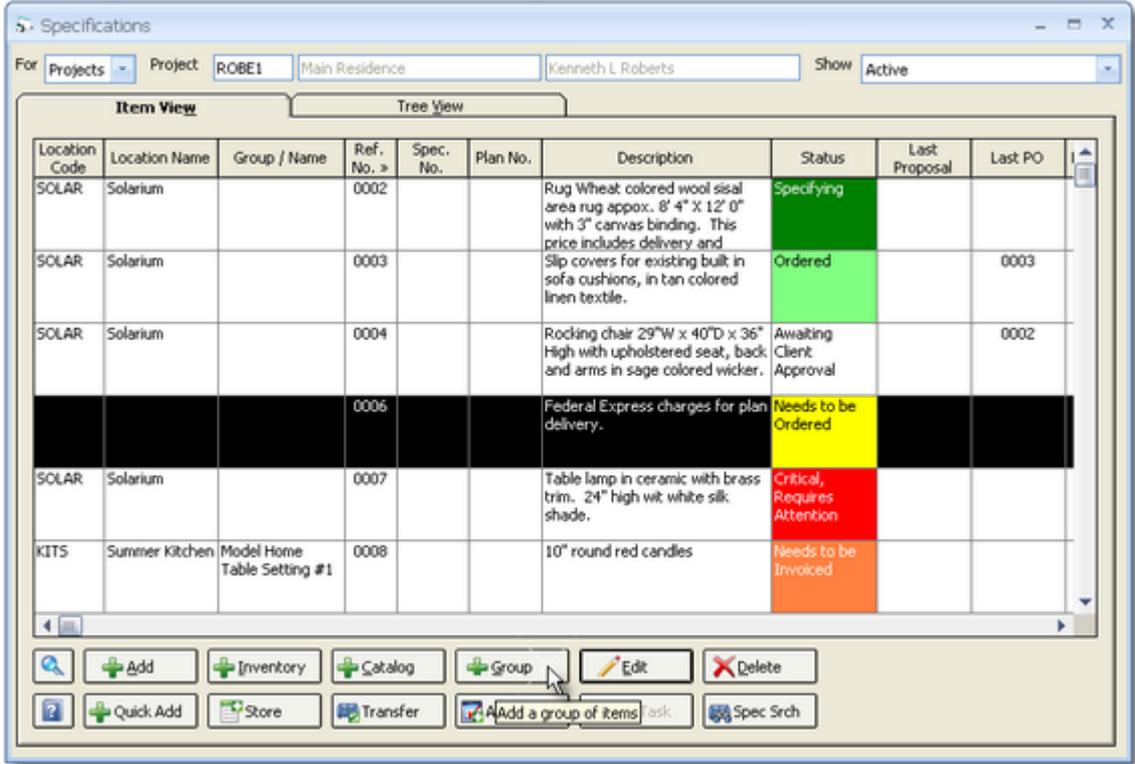
You may now begin adding items to this new group by clicking the **Add** button on the right side of the item grid. A window will now appear so that you may choose the particular items for this group.



The top field on this window may be changed to either "Catalog" or "Inventory". If you set this field (called the item type) to "Catalog", then the computer will expect you to enter the catalog number of the item you wish to add to the group. If you cannot remember the catalog number you can click the search button in the lower left to see a list of possibilities. If you set the field to "Inventory" then the computer will expect you to enter a stock number for the item you wish to add to the group. Again, you may click the search if you need a list of possible stock numbers to choose from. Whether you choose "Catalog" or "Inventory", you will be able to enter a quantity to indicate how many of these items are require in the group. Continue adding new items to the group until all of the desired items are shown. The order that you add the items is the order that they will be brought into your project when using groups. Your definition of the group is now complete. Don't forget to click **OK** to save it.

Retrieving a Group into a Project

To bring a group of items from the group glossary into a project, you must bring up the specifications windows, where you would normally enter new line items for the project. At the bottom of that window you will see a button called "Group".



Clicking on the "Group" button will show you a window in which you may enter the name of the group that you would like to bring into this project.



If you cannot remember the names of the groups you have made, then simply click on the search button for a list of possibilities. After choosing the group you would like to bring in, you may also enter the number of groups that you need. We can take as an example a group consisting of two items. The first item is a quantity of four chairs. The second item is quantity of one table. Assume

that the table and chairs make up a seating arrangement that we have defined as a group. If we bring this group into our project and indicate that the number of groups required is two, then the computer will place into our project an item for chairs with a quantity of eight and an item for tables with a quantity of two. Each item in your group can have a picture associated with it, a picture can also be associated with the entire group. Use the “place group picture on first item of group” option if you want to use the overall group picture, otherwise individual pictures will be maintained for each item of the group, if the pictures exist on the items. You can also enter a location for the group that is being brought into the project, and all of the items will be assigned to the location you have chosen. The method of calculating the price of the item can also be chosen; to use the price exactly as it has been entered into the group, choose the “Use Group Prices” option. The “Use Project Pricing Calculation” option will apply the current default mark-up settings defined in your project to the cost of each component of each item in your group and will calculate a new price of each item. When you are finished, simply click the "OK" button at the bottom, and the items will appear in your project.

Using Specification Sheets and Templates

The specifying portion of Design Manager offers several features that can be used when there is a need to supply specification sheets to the client. Specification sheets are usually employed when you will not be providing the client with the actual merchandise. Instead, you will provide a precise list of all of the materials that must be obtained. This list is the end of your involvement, and it is up to the client to actually obtain the merchandise.

It is often necessary, when providing these lists, to include information that would not normally be seen if the merchandise were being purchased by the designer. There is a special tab of the Item Window in Design Manager that allows the designer to enter this type of information. Start Design Manager and bring the Specifications window up on your computer window. Make sure that a project is entered at the top of the window. Click the Edit button to bring up an existing item or click Add to bring up a blank item window. You will see a tab titled Spec Info. Click on this tab to see the window shown below.

The screenshot shows the 'Item [JHN01 - Johnson Residence - PA]' window with the 'Spec. Info.' tab selected. The window contains the following fields and sections:

- Item #**: 0002
- Spec./Template No.**: E995A
- Plan No.**: 98-765-43
- Mfg.**: BRUNS (BRUNSWIG & FILS)
- Source**: BRUNS (BRUNSWIG & FILS)
- Material**:
- Attributes Table**:

| Title | Description | Title | Description |
|-----------|---------------|-------|-------------|
| Frame | Wrought Iron | | |
| Headboard | Wrought Iron | | |
| Footboard | Sunburst Iron | | |
| | | | |
| | | | |
- Instructions**: Please order early as sunburst footboard is often back-ordered!

This is the window we will use to enter the additional specification information. We will discuss the use of each of the fields on this window, beginning with the Mfg box in the upper right corner. We will describe the Spec/Template No box and the Material box at the end of our discussion.

The manufacturer (Mfg) box is used to indicate to the client the company that manufactures the product and maybe different from the company or vendor that will sell the product (even though this field takes a code from the vendor glossary). Below the manufacturer is the source or the vendor code that the item is actually purchased from. For example, you might specify that the client purchase some Hayworth office furniture. It is unlikely that your client would purchase this furniture directly from Hayworth. In most cases you would indicate the name of a Hayworth dealer who would supply

the furniture to your client. In this example, the vendor code of the Hayworth dealer would be placed in the Source box and the vendor code for Haworth itself in the Mfg box.

Many times specification items will appear on blueprints. These items will be shown with an identifying number or code. This code may be placed in the Plan No box to allow the association between items shown on the blueprint and items listed in the specification. The Revised Date box to the right of the Plan No box is used to hold the date on which this item was most recently revised.

The center of this window contains an area titled Attributes. This area is made up of columns containing ten titles and ten descriptions. To use this portion of the window simply enter the name of an attribute of the item in one of the Title boxes. The value of this attribute should be entered in the corresponding Description box. For example, an item such as a table could have attributes consisting of dimensions and finish. The Title box would contain the word "dimensions". The Description box to its right will contain the actual measurements, such as 30" x 20" x 28". The next Title box would contain the word "finish". The actual finish would be typed in the Description box to the right, such as distressed antique cherry. A maximum of ten attributes is available. Below the attributes is a box titled Instructions. You would type in this box any special instructions regarding installation, plumbing requirements, electrical requirements, venting restrictions, etc.

Moving back to the top of the window you will see the small box titled Material. Place a checkmark in this box if the item you are describing is material that will be used on another item in the specification. An example would be a chair that is to be upholstered using a special fabric. The chair itself would be an item, and the fabric could also be an item. In this case the material box would be left unchecked with the chair, but checked for the fabric. There is a report entitled Material Reference that can be printed to just list items set as materials.

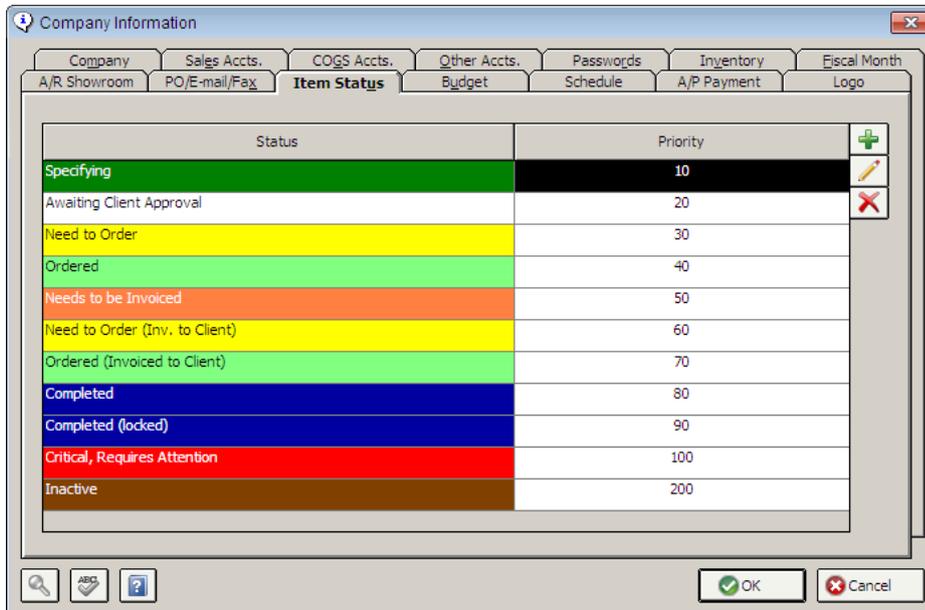
In the upper left of the Item Window, Spec. Info. Tab, we have the Spec/ Template No box. You may find that in many cases, such as seating, you will tend to use the same set of attributes repeatedly. The Spec/ Template No box allows you to select an entire set of attributes quickly. Clicking the search button in the lower left of the window while the cursor is in this field will bring up the Specification Template Glossary where pre-defined templates are stored. For more information see the Specification Template Glossary Window.

The information entered on the Spec. Info. Tab is used whenever you create specification sheets for your client. Specification sheets may be printed by using the proposal feature of Design Manager (see Proposals and Documents Window).

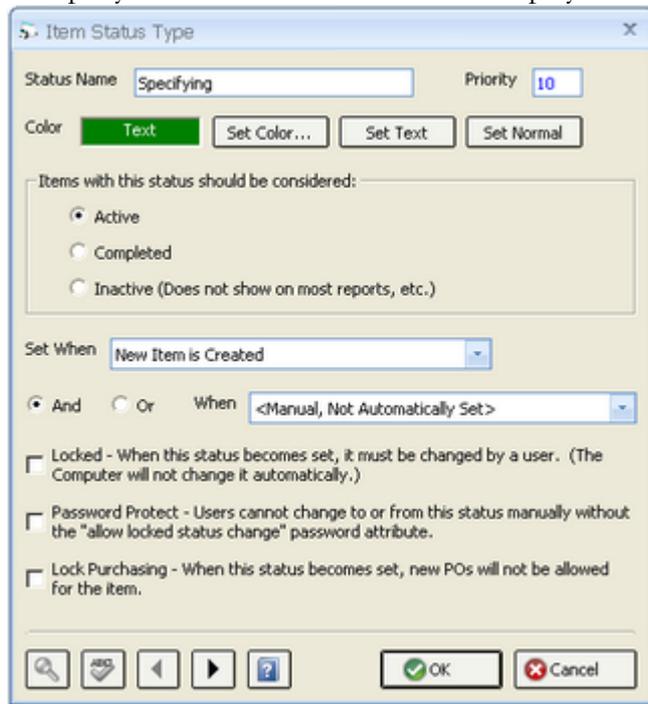
Item Status Types and the Company Information Window - Item Status Tab

Design Manager Professional 7.0 allows the user to manually and automatically indicate the current stage, progress, or status of the Specifications in the software. The **Item Status Types** are defined on the **Item Status** tab of the **Company Information Window**. The Status of an Item can be manually set by the user on the Specifications or Item windows. Status Types, however, can be set to automatically update the Status of Item as certain processes, such as creating a Purchase Order or receiving a deposit from the client, occur.

Predefined Types: **Specifying, Awaiting Client Approval, Need to Order, Ordered, Needs to be Invoiced, Needs to be Delivered, Completed, Critical - Requires Attention, and Inactive**, are already defined when the software is installed, based upon the most common criteria in the design process. The predefined Status Types can be edited or deleted as necessary by clicking the **Edit** or **Delete** buttons, respectively.



The user can also define custom Status Types. For instance, there may be a requirement to track when an Item has been received. As this criteria is not covered in the predefined Status Types, a new Status Type would need to be created. To do so, click the **Add** button on the Item Status tab of the Company Information Window which displays the **Item Status Type** Window.



Status Name: The Status Name describes the current state or phase of the Item. In the example above, "Received" would be the Status Name.

Priority: The Priority is a number from 1 to 999 which determines the precedence of the Status Type. In other words, the Priority determines which Status Type will be used if a Specification can satisfy the criteria of multiple Status Types. The higher the Priority, the greater the precedence of the Status Type. The status is evaluated from lowest to highest priority number and the highest priority to qualify is what the item will be set for (provided that it is not set to a locked status). For example, the new "Received" Status Type should "override" Specifying, Awaiting Client Approval, Needs to be Ordered, and Ordered but should not supersede any other Status Type. Therefore, the Priority of "Received" should be greater than Ordered, but less than Needs to be Invoiced. It may be necessary to change the Priority of multiple Status Types when adding a new Status Type.

Color: Clicking the **Set Color** button displays the **Color Window** from which a color can be selected and new colors can be defined. Select the desired color to represent the Status Type. Doing so will change the background color in the **Sample Text** field to the desired color. The **Set Text** button switches the text of the Status Name from white to black in order for greater readability depending on the selected color. Again, clicking the Set Text button will change the text in the Sample Text field for review. The **Set Normal** button will return the background and text colors to the original state (i.e., black and white or the Windows default text color and Windows default background color).

Items with this status should be considered: This setting determines whether or not to automatically indicate an Item as **Inactive**, **Completed**, or **Active** (not Inactive and not Complete) upon being set to the Status Type. Inactive Items will not appear on the vast majority of windows or reports. By default, Completed Items will not appear on the Specifications, Proposal, Purchase Order, Client Invoice, and Delivery Ticket windows along with select reports including the Client Status and Prebilling. Active Items appear universally throughout Design Manager.

Set When: Each Status Type can be configured to be automatically applied to Items based upon up to two different criteria. The criteria are selected from the two drop-down menus which contain a large number of the most common phases in the design process. In the on-going "Received" Status Type example, the "Item Fully Received" option would be selected on the first Status drop-down menu. Doing so will automatically set the Status Type of an Item to "Received" once the Item has been received in full. When using two criteria, the **And** option specifies that **both** criteria must be fulfilled for the Status Type to be set while the **Or** option states that the Status Type will be set if **either** of the criteria are satisfied. The default value of the Set When options is **<Manual, Not Automatically Set>** meaning that the Status Type will never automatically be applied. The user must set this Status Type for each desired Item. When the second **When** criteria is set to **<Manual, Not Automatically Set>** then the **And/Or** function is ignored. **Set When** has the following possible values:

New Item is Created: This status is a "catch all" that is usually set as lowest priority or first status on the list. It is set when no other Status Types qualify such as when the Item is first created.

Proposal Issued / No Proposal Issued: This is set when the Items are included on a Proposal or when the Item is **not** on any Proposal, respectively.

Deposit Received from Client / No Deposit Received from Client: This Status Type becomes set when a Deposit is recorded against the Item on a Proposal and the amount of the Deposit is not zero. The Item must also have a non-zero amount in the **Deposit Requested** field on the *Item Window - Item Tab*. The No Deposit Received from Client option will become set when there is no money received on the Item or the Item has a zero value in the Requested Deposit field.

PO Issued / No PO Issued: Becomes set when all purchasable Components have been included on a Purchase Order or when **not** all Components are included on Purchase Orders. A purchasable Component is any non-Time Component that is not set as PO N/A on the Company Advanced Options, PO Tab.

Vendor Deposit Sent / No Vendor Deposit Sent: This becomes set when all components that have a non-zero vendor deposit percentage has an actual (non-zero) vendor deposit for the PO recorded in the accounting system. This applies to only purchasable components. In the case of No Vendor Deposit Sent, does not have a vendor deposit recorded.

Vendor Invoice Posted / No Vendor Invoice Posted: This becomes set when all components that have a non-zero quantity have a quantity paid for equal to the quantity ordered. In the case of components with a zero or blank quantity they must have a vendor invoice recorded in the accounting

system. This applies to only purchasable components. No Vendor Invoice Posted is when the opposite condition is true.

Item Fully Received / Item Not Fully Received: This becomes set when all components that have a non-zero quantity have a quantity received equal to the quantity ordered. This applies to only purchasable components. Item Not Fully Received is when the opposite condition is true.

Item Delivered / Item Not Delivered: This becomes set when the item is on a delivery ticket (has a delivered date filled in). Item Not Delivered is when the opposite condition is true.

Item Fully Invoiced to the Client / Item Not Fully Invoiced to the Client: This becomes set when an item no longer has a billable balance and a client invoice has been issued. Item Not Fully Invoiced to the Client is when the opposite condition is true.

Invoice Fully Paid by the Client / Invoice Fully Paid by the Client: This becomes set when an item no longer has a billable balance and a client invoice has been issued and that invoice has been paid.. Item Not Fully Invoiced to the Client is when the opposite condition is true. This status condition is not evaluated unless a client invoice has been issued.

Locked: When a Status Type is set to "Locked", no processes within Design Manager will automatically change the Item to a different Status Type. Rather, a user must manually set the Item to a new Status Type at the appropriate time. Returning to the "Received" example, it would not be desirable to set the "Received" Status Type to Locked. As an Item gets delivered or invoiced to a client, it would be advantageous for the Status Type to be updated accordingly. An example when it would be desirable for a Status Type to be Locked might be "On Hold". The Item would remain On Hold until a user decides that the Item can be set to a different Status Type which they must switch the item to manually.

Password Protect: The Password Protect option prevents users from manually changing an Item **to** or **from** the protected Status Type to any other Type, unless they have the Projects → View/Access → Specifications → View/Access → Allow Locked Status Change attribute unlocked. Using the Password Protect option prevents unauthorized users from changing a Status Type and narrows the control of changing Types to only a subdivision of desired users.

Lock Purchasing: The Lock Purchasing option will prevent any new Purchase Orders from being created for the Item upon being set to a Status Type the is set for Lock Purchasing. For Example, this setting can be used in combination with the **Password Protect** option to require a manager's approval before items can be purchased. A status condition could be added to the list entitled "Needs Manager Approval." This can be set to Locked, Password Protect, and Lock Purchasing. A manager who has the right to change a password protected status must now review each line item and manually set each item to the "Need to Order" status before users can create purchase orders.

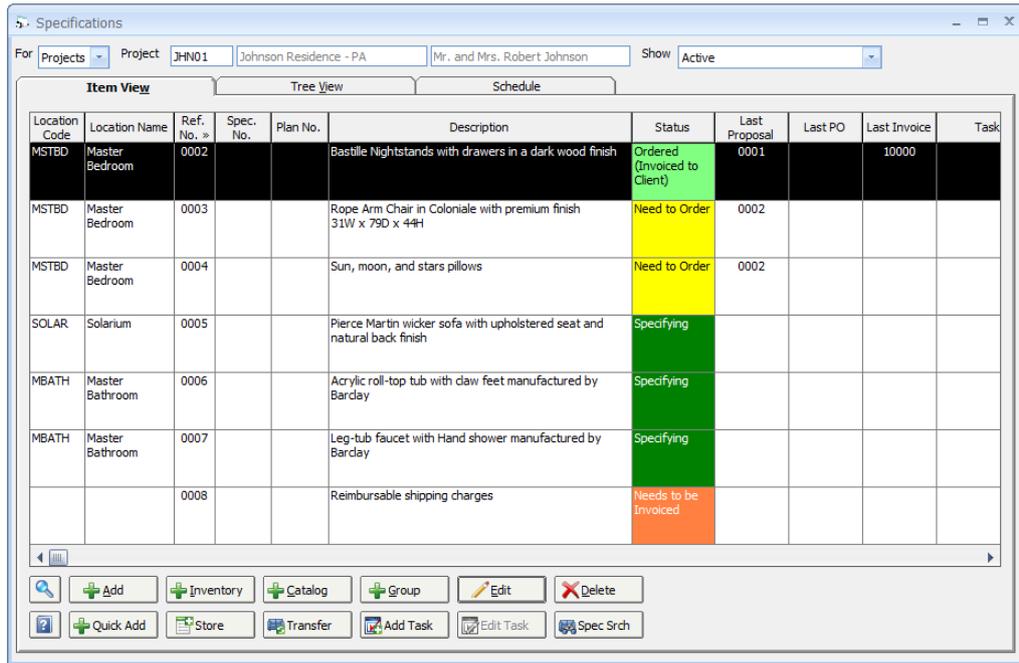
Manually setting the Status of an Item

The Status of an Item can be set by right-clicking the **Status** column on the **Specifications Window** and selecting the desired Status or by using the **Status** selection on the **Item Window - Status Tab**.

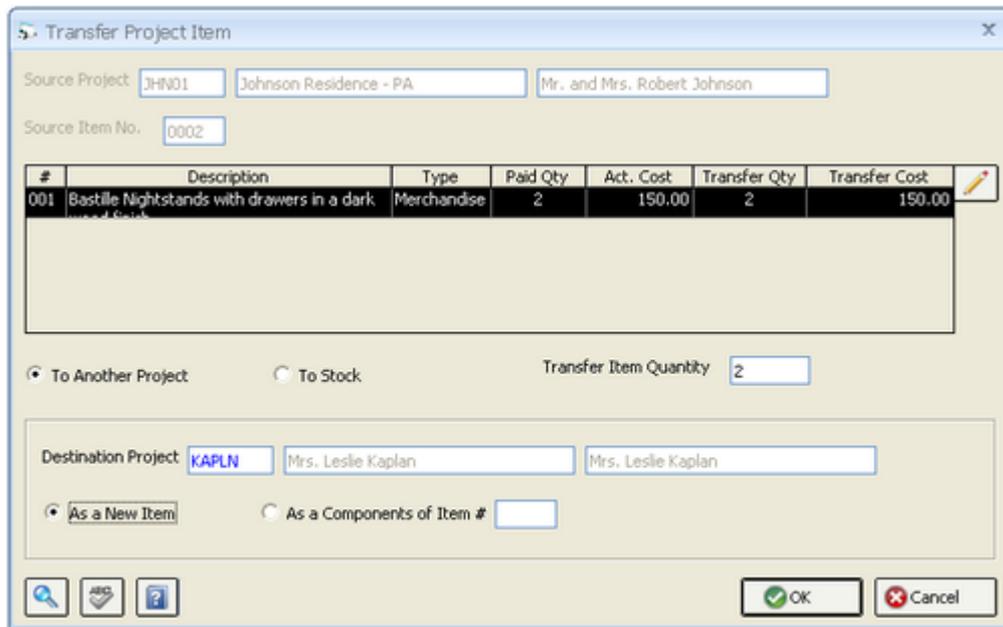
Transferring Specifications to Other Projects or Inventory

During a design project, it is not uncommon for an article of merchandise to be purchased from a Vendor, only to have the Client ultimately not desire the good for whatever reason. In such circumstances, the cost needs to be removed from the Project as to not distort the overall profitability of the job. Design Manager provides an interface to move the such merchandise out of the Project into another Project or Inventory along with providing a complete Accounting audit trail of the transactions by using the **Transfer Project Item Window**.

To utilize the Transfer Project Item Window, first go to the **Specifications Window**. On the Specifications Window, input the desired Project Code into the Project field in the top left of the window.



On the **Items Grid**, select the Item which contains the Component needs to be transferred and click the **Transfer** button. Doing so will display the Transfer Project Item Window shown below. **Note that if none of the components have actual cost (the supplier has not been paid) then the transfer function cannot be used. In this case, use the copy and paste of specifications instead.**



The **Source Project** and **Source Item** information is populated automatically with the Project and selected Item from the Specifications Window. Beneath the Source Item is the **Transfer Components Grid** which displays each Component of the Item that has had a Vendor Invoice recorded against it. Components with no prior Vendor Invoices will not be displayed as they have no actual cost to be transferred. The Transfer Components Grid has the following columns:

- Reference Number (#):** The unique Reference Number of the Component.
- Description:** The Purchase Order Description of the Component.
- Type:** The user-assigned Component Type such as Merchandise, Freight, etc.
- Paid Quantity (Paid Qty.):** The total quantity recorded on all Vendor Invoices for the Component.
- Actual Cost (Act. Cost):** The total cost recorded on all Vendor Invoices for the Component.

Transfer Quantity (Transfer Qty.): The quantity of the Component that is going to be transferred to another Project or Inventory. By default, the Transfer Quantity will equal the Paid Quantity.

Transfer Cost: The amount of cost of the Component that is going to be transferred to another Project or Inventory. By default, the Transfer Cost will equal the Actual Cost.

The Transfer Quantity and Transfer Cost can be changed for the Component selected on the Transfer Components Grid by clicking **Edit** button. You would want to reduce the Transfer Cost and/or Transfer Quantity if the Component is not going to be transferred in its entirety. Each Component with a non-zero Transfer Cost and/or Transfer Quantity will be included in the transfer. If a specific Component is not intended to be included in the transfer, make the Transfer Cost and Transfer Quantity zero by selecting the Component and clicking the Edit button.

There are two **Transfer Options** which determine the format of the bottom of the window:

To Another Project: This is the default option when entering the window and indicates that the Components will be moved to another Project in Design Manager. When this option is selected, enter the Project Code of the Project into which the Components will be transferred into the **Destination Project** field. Beneath the Destination Project are two additional options to determine precisely how the Components will be created in the new Project:

As a New Item: The As a New Item option will create a new Item in the Destination Project containing each Component included in the transfer. The Item Quantity, which is displayed on Proposals and Client Invoices, will be set to the amount recorded in the **Transfer Item Quantity** field. The Transfer Item Quantity amount is defaulted from the original Item on the Specifications Window.

As Components of Item #: When the As Components of Item # option is selected, enter or select the Reference Number of the desired Item from the Destination Project into which the Components will be transferred.

Upon clicking the **OK** button, you will be asked "**Are you sure that you want to execute this transfer?**". Clicking **Yes** will transfer the Components including the Description, Vendor, etc. and the Transfer Cost and Transfer Quantity into the Destination Project. If the As a New Item option is used, the Item Description will be set to the Description of the Item from which the Components are being transferred. If the As Components of Item # option is being used, the Components will simply be added to the selected Item in the Destination Project. A message stating "**The transfer is complete.**" will be displayed upon the conclusion of the transfer process.

To Stock: The To Stock option indicates that the Components will be moved to Inventory. Enter or select the desired Warehouse Code into which the Components will be transferred into the **Warehouse** field. Two additional options to determine precisely how the Components will be created in Inventory are available:

As a New Stock Item: The As a New Stock Item option will create a new Inventory Stock Item in Inventory. Enter a Stock Number for the new Inventory Stock Item into the **Stock Number (Stock No.)** field. The Item Quantity, which is displayed on Proposals and Client Invoices, will be set to the amount recorded in the **Transfer Item Quantity** field. The Transfer Item Quantity amount is defaulted from the original Item on the Specifications Window. The Transfer Item Quantity is the amount to which the On Hand and Paid For Quantities of the Stock Item will be set. **Note:** As the Paid For Quantity is critical in determining the cost of the Stock Item that will be transferred out of the Inventory Account, it is very important to insure the Transfer Item Quantity is correct.

To an Existing Stock Item: When the To an Existing Stock Item option is selected, enter or select the Stock Number of the desired Inventory Stock Item into which the Components will be transferred. The Transfer Item Quantity is the amount by which the On Hand and Paid For Quantities of the Stock Item will be increased. **Note:** As the Paid For Quantity is critical in determining the cost of the Stock Item that will be transferred out of the Inventory Account, it is very important to insure the Transfer Item Quantity is correct.

Upon clicking the **OK** button, you will be asked "**Are you sure that you want to execute this transfer?**". If using the As a New Stock Item option, clicking **Yes** will create a new Inventory Stock Item with the Item Description of the Item from which the Components are being transferred and the Total Cost equal to the sum of the Transfer Cost of all transferred Components. If the To an Existing Stock Item is being used, clicking **Yes** will add the sum of the Transfer Cost of all transferred Component to the selected Inventory Stock Item. A message stating "**The transfer is complete.**" will be displayed upon the conclusion of the transfer process.

Accounting: Upon executing the transfer, the following transactions are created:

A negative Project Purchase Order Vendor Invoice is created for each Component on the original Purchase Order for the Transfer Cost of the Component. The negative Vendor Invoice will be for a special **XFER** Vendor so that all the activity of all transfers can be monitored by reviewing the activity for the XFER Vendor.

If the Component was originally created using a Project-Related Operating Expense, a negative Project-Related Operating Expense for the XFER Vendor will be created rather than a negative Vendor Invoice for a Project Purchase Order.

A positive Operating Expense Vendor Invoice is created for the total Transfer Amount for all Components using the Inventory Account.

These Vendor Invoices will remain on the **Checking Window - Pay / Print Tab** and in Accounts Payable until manual removed using the **Offset** button on that window. This allows the offsetting Payables to be reviewed if necessary.

When using the To Stock option, an Inventory Adjustment will be created for the Transfer Cost each Component into the new or selected Stock Inventory Item. The On Hand and Paid For Quantities will be set the Transfer Item Quantity.

When using the To Another Project option, a new Stock Inventory Item with a Stock Number comprised of the phrase "**XFER:**" followed by the Project Code and Reference Number of the transferred Component will be created for each Component. An Inventory Adjustment will be created for the Transfer Cost of the Component and the On Hand and Paid For Quantities will be set to the Transfer Item Quantity. The new Stock Inventory Item will also be designated as Committed to the Destination Project.

Creating Specification-related Tasks

The Design Manager **To Do List Tasks and Appointments** system allows you to create a To Do List Task that is associated with a particular Item in a Project. From the Specifications Window, enter the desired Project Code into the **Project** field and select the proper Item on the **Items Grid**. Next, click the **Add Task** button. Doing so will display the **To Do List Task Window** shown below.

Notice that the **Link Project/Item (Link Proj/Item)** fields are set the Project Code and Item Reference Number from the Specifications Window. Upon creating the To Do List Task, the **User**, Due Date, Subject, and Body of the To Do List Task will be displayed in the **Task / Reminder** column of the Items Grid on the Specifications Window.

For a full explanation of creating tasks, appointments, and reminders see **To Do List Tasks and Appointments** under **Additional Features**.

Specification Search Window

Quickly finding a particular Item or Component for which only limited information is known can seem a daunting task. For example, you may recall the Vendor and a portion of the Description of a Component but cannot remember in which Project it was entered. The **Specification Search Window** is the perfect tool for tracking down Specifications in such a circumstance. To utilize the Specification Search Window, go to the **Specifications Window**, input a Project Code into the **Project** field, and click the **Specification Search (Spec Srch)** button.

The screenshot shows the 'Specification Search' window with the following search criteria:

- Project: All
- Projects: Projects
- Project/Order Range: [] Through []
- And: Status
- Status: Specifying
- Item Status: Specifying
- And: Vendors
- Vendor Range: B&S Through B&S
- And: <none>
- And: <none>
- And: <none>

The results table is as follows:

| Project » | Client | Location | Sales Cat. | Ref. No. | Status | Comp. Description | Type | Vendor | Ship To | Mfg. Cat. No. |
|-----------|--------|----------|------------|----------|------------|---------------------|-------------|--------|---------|---------------|
| J#N01 | J#NRB | MBATH | FINIS | 0009/001 | Specifying | Bronze cabinet knob | Merchandise | B&S | J#N01 | KN-909 |

The Specification Search Window allows a user to input a variety of criteria and to display all the Specifications that satisfy such criteria. To do so, choose the desired criteria from the first **Criteria Selection** which is always set to **Projects** upon initially entering the window. Each Criteria Selection has the following options:

- Projects**
- Clients**
- Item Selections** (Information pertaining to the Item only)
 - Item Descriptions Containing**
 - Status**
 - Locations**
 - Sales Categories**
 - Specification Numbers (Specification Nos.)**
 - Plan Numbers (Plan Nos.)**
 - Completed**
 - Inactive**
 - Active**
 - Latest**

Proposal Number (Proposal No.)
Proposal Date
Invoice Number (Invoice No.)
Invoice Date
Client Check Number (Client Check No.)
Component Selections (Information pertaining to the Component only)
Component Descriptions Containing (Comp. Descriptions Containing)
Type
Vendors
Ship To
Manufacturer's Catalog Numbers (Man. Catalog Nos.)
Inventory Stock Numbers (Inv. Stock Nos.)
Status/Storage Locations
Ship On or Before Date
CFA Required
CFA Date
User Date 1
User Date 2
Latest
Purchase Order Number (Purchase Order No.)
Ordered Date
Acknowledgment Number (Acknowledgment No.)
Acknowledgment Date
Expected Ship Date (Exp. Ship Date)
Vendor Invoice Number (Vendor Invoice No.)
Vendor Invoice Date
Received Date
Vendor Check Number (Vendor Check No.)

Each of the options in the Criteria Selections are also included as a column in the **Specification Search Grid**.

Using the example from above to illustrate how fully use the Specification Search Window, select **Vendors** under **Component Selections** as the Criteria Selection. Upon doing so, you'll notice the **Selection Range** switches from "**Project/Order Range**" to "**Vendor Range**". Enter or select the Vendor Code of the known Vendor into the Vendor Range, Vendor "XYZ" for example. Since a portion of the Description is also known, "blue textured fabric" for instance, select **Component Descriptions Containing** on the second Criteria Selection and enter "blue textured fabric" into the **Description** Selection Range. Now, click the **Find** button to display all the Specifications in Design Manager with the selected Vendor Code and have a Description that contain the phrase "blue textured fabric" in the Specification Search Grid. Several actions can now be taken with the Specifications using the other buttons on the window as follows:

Clear: The Clear button will return all the Criteria Selections to **<none>** and remove all the Specifications from the Specification Search Grid.

Go To: Clicking the Go To button will launch the **Specifications Window** and position the **Items Grid** to the selected Specification on the Specification Search Grid.

Edit Item: Clicking the Edit Item button will launch the **Item Window** for the selected Specification on the Specification Search Grid to revise or review the Item.

Edit Component (Edit Comp.): Clicking the Edit Component button will launch the **Component Window** for the selected Specification on the Specification Search Grid to revise or review the Component.

Print: The Print button allows the user to print several different reports including:

Items and Components Report which lists both Items and Components, essentially displaying all the information on the Specification Search Grid.

Items with Profit which displays the Description and Estimated and Actual Cost, Price, and Profit Amounts for the listed Items only.

Components with Profit - Item Subtotal which lists the Description, Component Type, Vendor and Estimated and Actual Cost, Price, and Profit Amounts for the listed Components but subtotaled by Item.

The example just used is fairly simplistic. The Specification Search Window can handle far more complicated queries using the **Criteria Qualifiers**. The Criteria Qualifiers precede each Criteria Selection. The Criteria Qualifier for the first Criteria Selection is different than all the others and has the following two options:

All: Using the All option displays each Specification that satisfies the Selection Range for the first Criteria Selection. This is the default option. As example, using All with Projects as the Criteria Selection and "ABC" as the Project Code will list each Specification in the ABC Project.

Not: The Not option will list each Specification that does NOT satisfy the Selection Range for the first Criteria Selection. For example, using the Not option with Status as the Criteria Selection and Ordered as the Item Status will show all Specifications that do NOT have their Item Status Type set to Ordered.

The other Criteria Qualifiers are somewhat more complex with the following options:

And: Using the And option "links" a Criteria Selection with the preceding one together indicating that BOTH the Criteria must be satisfied by the Specification in order to be displayed. This is the default option. In the first example, the And option was used to show Specifications that had a Vendor Code of XYZ AND had a Component Description containing "blue textured fabric".

Or: The Or will list Specifications that satisfy either the Criteria Selection OR its predecessor. If the Or option was used with the XYZ Vendor and the "blue textured fabric" Component Description, a Specification will be displayed if the Component has the XYZ Vendor OR has a Description containing "blue textured fabric".

And Not: Using the And Not option "links" the Criteria Selections together indicating that a Specification must satisfy the first Criteria and does NOT satisfy the second Criteria. Continuing the example, if And Not was utilized, Specifications would be displayed if they had a Vendor Code of XYZ but did NOT have a Component Description containing "blue textured fabric".

Or Not: The Or Not will list Specifications that satisfy either the preceding Criteria Selection but does NOT satisfy the second Criteria. If the Or Not was used with the XYZ Vendor and the "blue textured fabric" Component Description, a Specification will be displayed if the Component has the XYZ Vendor OR has a does NOT have a Description containing "blue textured fabric".

Note: If multiple conditions are present with combinations of both **And (Not)** and **Or (Not)**, all of the And conditions will be evaluated as a single condition while each Or will be evaluated separately. For example, a query is created with 3 And conditions and 2 Or conditions. A specification will be displayed if it satisfies **all** of the And conditions **or** if it satisfies either of the Or conditions. This logic is independent of the order of the conditions as Design Manager will always place all of the And conditions first followed by all of the Or conditions.

The Specification Search Window can be used for other tasks besides just locating a particular Specification. One can use the window to generate lists of Specifications satisfying complex combinations of Criteria as desired. For instance, the Vendor and Ship To Criteria with the And option can be used to show all Specifications from a particular Vendor that are to be shipped to a

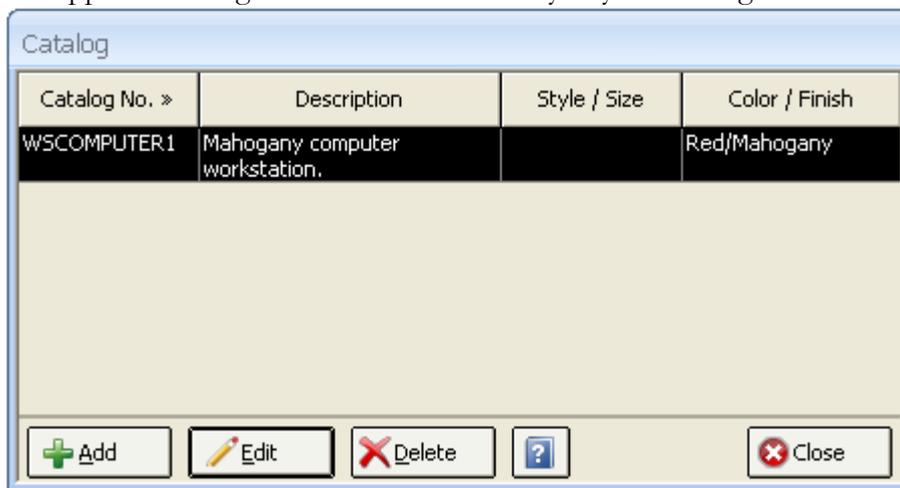
particular location regardless of the Project. Another example would be using the Proposal Number with a range of "0001" to "9999" and the And Not option with a Purchase Order range of "0001" to "9999". Doing so will show all Specifications that have been proposed to Clients but not yet included on Purchase Order.

Using the Catalog

Catalog Glossary

The catalog glossary allows you to save a copy of an item and its components for use in future projects or to pre-define commonly used items filling in a many details as are called for. Suppose that over several months you find you are proposing a particular set of end tables to many clients. You could place this end table in your catalog and the retrieve it with a single action instead of typing all the information each time the table is used in a project. Another use for the catalog is building a template; say you have a window treatment that you use for many clients except for a few changes in hardware and fabric. This window treatment can be setup in the catalog along with components for all of the various options. It can be brought into the project and then unwanted components can be removed while others are changed to create the final custom window treatment.

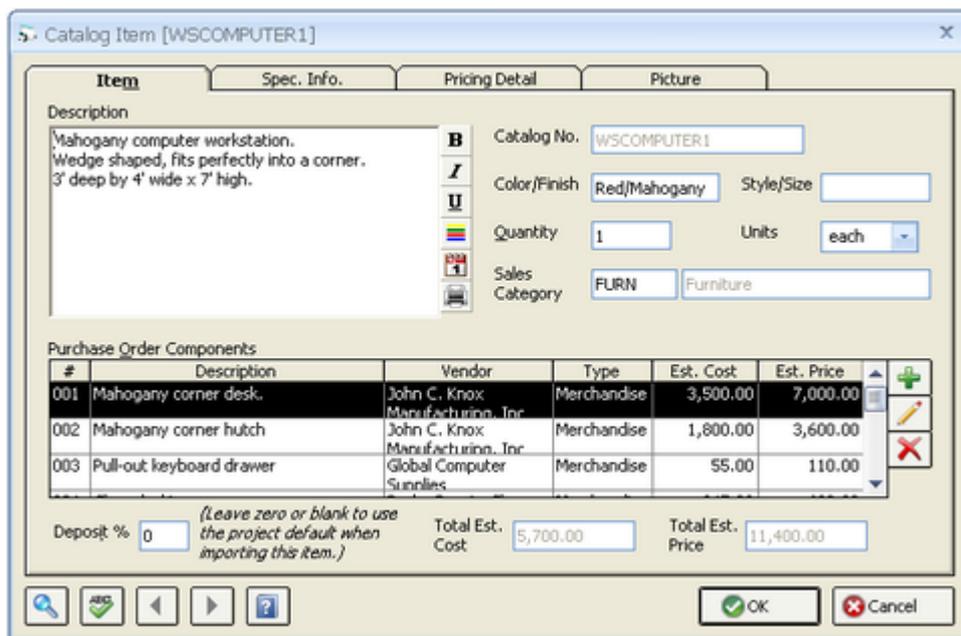
You may go directly to the catalog by clicking "Glossaries" and then choosing "Catalog". A window will appear showing all of the items currently in your catalog.



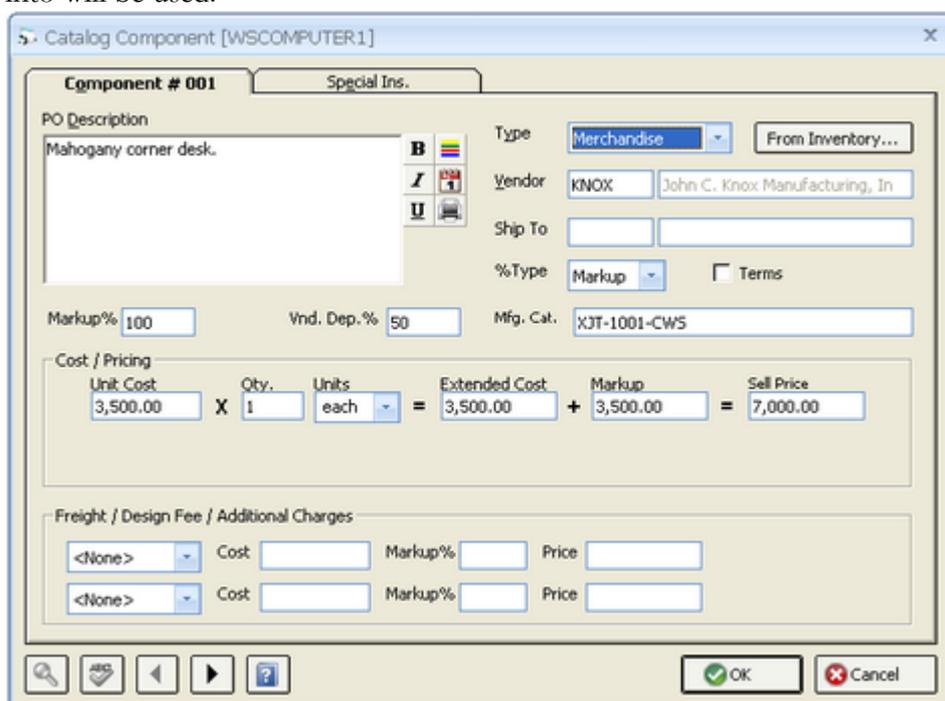
You may add items, delete items or edit items by using the buttons at the bottom of the window. If you type an item and its components into the computer using this window, it does not become part of a project. It is simply a new choice in your catalog. This window will be most useful when either editing catalog items that were entered earlier or when deleting catalog items from the catalog.

Catalog Item and Component Windows

Clicking the Add or Edit button from Catalog Glossary will bring up the Item Catalog Window. This window is use to enter or edit a catalog item. All fields on this window operate just like the Item Window (see Item Window) so not all will be described in this section. The catalog number field is used to uniquely identify your catalog item while the Color/Finish and Style/Size fields are can be used to further categorize the item. The deposit required by a client for the item may be entered in the lower left, if this field is left blank then the default deposit percentage from the project defaults will be used when the catalog item is retrieved into a project.

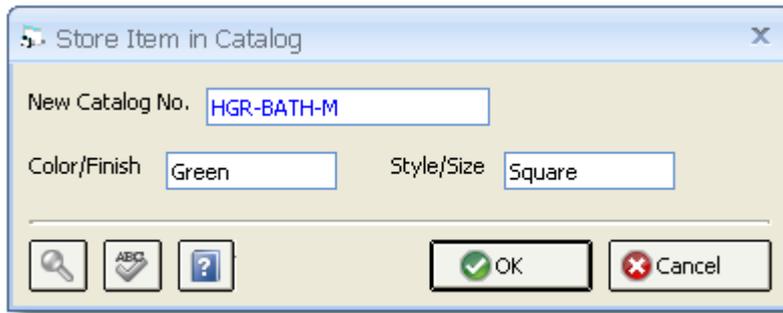


Components can be added to catalog item just like can be done on the Item Window in Project Specifications (see Component Window for a field by field description). The only exception is that when the Ship To Code is left blank, the default ship to from the project the catalog is being retrieved into will be used.



Storing Existing Project Items into the Catalog

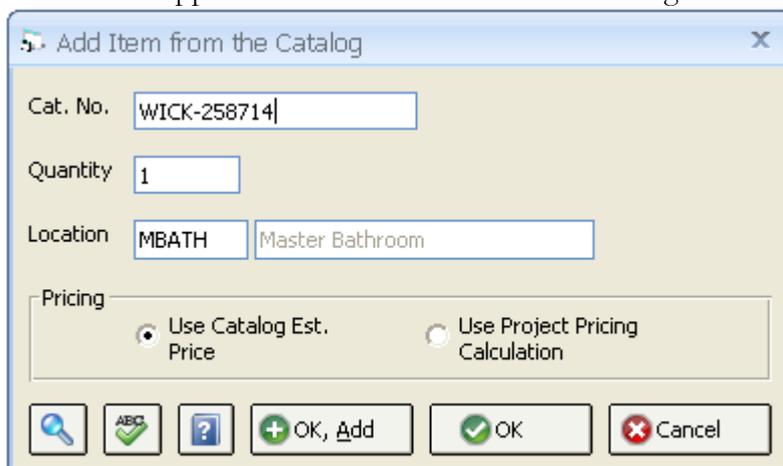
You may enter items into the catalog glossary, but there is another method for entering items into the catalog that you may find more convenient. The most obvious time to realize that you are repeatedly entering the same item is while you are entering it into a project specification. The program allows you to place the item into your catalog system at this point. Simply complete the entry of the item and component information as you normally would. After the item is entered into the project, click on the Store button.



A window will appear in which you may enter the catalog number that you would like to use for this item. You may also enter information on the color, size, style and finish. Then click the "OK" button. The computer will automatically copy all of the information about the highlighted item and its components into the catalog. You may then use that item from the catalog the next time it is required using the retrieve from catalog button.

Retrieving an Item from the Catalog into a Project

Adding an item to your project from the catalog is quite simple. At the bottom of the Specifications window on the "Item View" tab you will see a button titled "Catalog". Simply click this button and a window will appear titled "Add Item from the Catalog".



On this Window you may enter the catalog number that you have assigned to the item. If you do not remember the number, you can click on the search button in the lower left to search the entire catalog listing. You may also enter a quantity. In our case of the end tables, we might enter two as the quantity, because we need one table at each end of a sofa. The quantity of each component will be multiplied by this number (i.e. 4 legs to a table, 2 tables will yield 8 legs). There is also a place for you to enter the location in the project where this item will be placed. The method of calculating the price of the item can also be chosen; to use the price exactly as it has been entered into the catalog, chose the "Use Catalog Estimated Price" option. The "Use Project Pricing Calculation" option will apply the current default mark-up settings defined in your project to the cost of each component in your catalog item and calculate a new price of the entire item. When you are finished, simply click the "OK" button at the bottom, and the item will appear in your project.

Proposals

Creating a Proposal

Once you have entered specifications for a Project, the next step is often to create a Proposal. The Proposal is an estimate that you can provide to your Client to indicate the foreseen price of the agreed upon design work and purchasing. You do **not** have to create a Proposal. If desired, you may skip directly to **Generating a Purchase Order** described later. However, if you plan to receive a Deposit from your Client to begin your purchasing, then a Proposal is desirable in order to track the application of the Deposit. Recording a Deposit on a Proposal is discussed in full in **Collecting a Deposit or Retainer From Your Client** under **Accounts Receivable**.

In brief, to create a Proposal, select **Project → Proposals and Documents** which will open the **Proposals and Documents Window**. Enter or select the proper Project Code into the **Project** field. Next, click the **Add** button to display the **New Proposal Window**. The New Proposal Window contains a grid showing all of the active Items that have been entered for this Project. The Items will be displayed in Location Code order but you can click most column headings on the **Proposal Items Grid** to sort the Items in the manner of your choice. Items that have been set as Inactive or Complete, either manually on the **Specifications Window** or **Item Window - Status Tab** or automatically by the Item Status, will **not** be displayed. For a description of the Proposals and Documents and New Proposal Windows, see the **Proposals and Documents Window** and the **New Proposal Window** below.

Note: Most windows are sizable and can be made bigger by grabbing an edge with the mouse and dragging the window.

You will need to “tag” or select the Items that you wish to appear on the Proposal. You can tag Items three ways. You may simply click the box in the **Tag** column next to the Item you want to include on the Proposal or, if the Item is already highlighted, hit the Space Bar on your keyboard to tag the Item. You may also press the **Tag** button to open the *Tag Items for a Proposal Window* and choose one of the tagging options. Select the option of your choice and press **OK** to return to the New Proposal Window. The Items you selected should now appear tagged with a check mark in the Tag column. The total pricing and deposit information for the Proposal will appear beneath the Proposal Items grid.

Before you print your Proposal, you may want to add Remarks or adjust the order in which Items and Locations will appear on the printed document. You can do this on the **Options** Tab. For more information, see **New Proposal Window – Options Tab**.

If all of the information appears to be correct, then you are ready to print your Proposal. Make sure that the Printer Button Bar menu is set to the proper printer on which you wish to print the Proposal. For more information on printing options, see the **Printer Button Bar**. Press the **OK** button to print the Proposal.

After the Proposal is sent to the printer or the **Print Preview Window** has been closed, an **Accept or Reject** message will appear. Do not make a selection until you have reviewed the Proposal. If all of the information appears to be correct, then click on the **Accept** button. This means that the Proposal will be entered into Design Manager. If you need to make corrections, press **Reject**.

Note: When rejecting a Proposal, be careful to write “Reject” on the printed copy or throw it away, so that you do not accidentally send it to the Client. If you send a rejected copy of the Proposal, Design Manager will have no record of it.

In order to make changes to an existing Proposal, highlight the Proposal on the Proposals and Documents Window and press the **Edit** button. This will open the **Edit Proposal Window** where you can make any changes and print the Proposal again.

You can permanently remove a Proposal by highlighting the Proposal on the Proposals and Documents Window and clicking the **Delete** button. Proposals can only be deleted if no Deposits have been recorded for the Proposal.

Proposals and Documents Window

The Proposals and Documents Window is the interface to manage Proposals or Estimates for Projects along with other specialized documents such as the Bid Specification and Specification Sheet.

| Prop. / Doc. No. | Date | Name / Phase | Status | Style | Total Proposed | Requested Deposit | Received Deposit | Last Client Ck. # | Last Client Ck. Date | Inactive | Complete | Additional Deposit Required | Required Date |
|------------------|---------|--------------------------|---------------------|----------------|----------------|-------------------|------------------|-------------------|----------------------|--------------------------|-------------------------------------|-----------------------------|---------------|
| 0002 | 6/30/06 | Master Bedroom - Phase 2 | Needs to be Ordered | Proposal - Res | 1,944.94 | 944.97 | 1,000.00 | 1003 | 7/3/06 | <input type="checkbox"/> | <input type="checkbox"/> | 0.00 | |
| 0001 | 6/2/06 | Master Bedroom - Phase 1 | Completed | Proposal - Res | 2,753.35 | 1,298.75 | 1,298.75 | 1000 | 6/2/06 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 0.00 | |

Entering or selecting a Project Code into the **Project** field displays all Proposals and Documents for the Project on the **Proposals Grid**.

Show: The Show selection determines which classification of Proposals will be displayed on the Proposals and Documents Window. The Show selection has the following options:

Active - Display only Proposals that are NOT designated as **Inactive** or **Complete**.

Inactive - Display only Proposals that are designated as Inactive.

Complete - Display only Proposals that are designated as Complete.

All - Display ALL Proposals regardless of their current classification.

The Proposals Grid has the following columns:

Proposal / Document Number (Prop. / Doc. No.): The unique reference number of the Proposal or Document within the selected Project.

Date: The Date of the Proposal.

Name / Phase: The Name / Phase is the phrase used to describe the Proposal such as "Living Room" or "Jackson Home - Phase One".

Status: The current Status of the Items of the included on the Proposal. If the Items are currently of differing Status Types, then the Status column will read **<Mixed>**.

Style: The format of the Proposal / Document which can be one of the following four choices: **Proposal - Residential (Proposal - Res.)**, **Proposal - Commercial (Proposal - Com.)**, **Specification Sheets (Spec. Sheets)**, or **Bid Specification**.

Total Proposed: The sum of the Estimated Price and Estimated Sales Tax of all Items included on the Proposal.

Requested Deposit: The total of the Deposit Amount of all Items included on the Proposal.

Received Deposit: The total Deposits recorded for the Proposal.

Last Client Check Number (Last Client Ck. #): The Check Number of the most recent Deposit recorded for the Proposal.

Last Client Check Date (Last Client Ck. Date): The Check Date of the most recent Deposit recorded for the Proposal.

Inactive: The Inactive column indicates whether or not the Proposal is currently designated as Inactive. A Proposal can be set as Inactive, if allowed, by simply clicking the checkbox in this column. Upon doing so, a message asking "**All Items on the Proposal will be marked as Inactive. Do you wish to continue?**". Clicking **Yes** will set the Proposal and all of the Items included on the Proposal as Inactive. Clicking **No** will take no action.

Complete: The Complete column indicates whether or not the Proposal is currently designated as Complete. A Proposal can be set as Complete by clicking the checkbox in this column. Upon doing so, a message asking "**All Items on the Proposal will be marked as Complete. Do you wish to continue?**". Clicking **Yes** will set the Proposal and all of the Items included on the Proposal as Complete. Clicking **No** will take no action. For more information on settings Items as Inactive or Complete, see the **Specifications Window**.

Note: Designating Proposals as Complete is a good practice as doing so quickly sets all Items on the Proposal as Complete. Many windows and reports are designed to selectively ignore Complete Items and will, therefore, be more efficient if you maintain a smaller list of active Items. Further, Complete and Inactive Proposals will not appear on this window by default nor on the **Proposal Search Window**.

Additional Deposit Required: If an **Additional Deposit Request** has been generated for the Proposal, the Additional Deposit Required Amount will be displayed in this column.

Required Date: If an Additional Deposit Request has been generated for the Proposal, the Required Date will be displayed in this column. For more information on Additional Deposit Requests, see **Requesting Additional Deposit** later in this chapter.

Add and Edit: The Add and Edit buttons will display the **New Proposal** or **Edit Proposal Windows** to create a new Proposal or revise the selected Proposal on the Proposals Grid, respectively. More information on is available under the **New Proposal Window** and **Editing a Proposal** below.

Delete: Upon selecting a Proposal and clicking the Delete button, one of two actions will occur: A message stating "**Are you sure you want to delete this Proposal?**" will be displayed. Clicking the **Yes** button will permanently delete the Proposal from Design Manager. Clicking the **No** button will leave the Proposal unaffected. **Note:** If a Proposal is deleted, no record of the document will be available in Design Manager regardless if the Client actually possesses a copy of the Proposal. A message stating "**This Proposal cannot be deleted because of activity in the General Ledger that refers to this Proposal. Try voiding the entries associated with the Proposal and see if it can be deleted.**"

Re-Print: The Re-Print button will display the **Re-Print Proposal Window** whereupon the selected Proposal can be reviewed in the **Print Preview Window**, printed directly to a printer, emailed to a Client and other tasks. The Re-Print Proposal Window will discussed in full under **Re-printing or E-mailing a Proposal** later in this chapter.

Status: Clicking the Status button will display the **Status Window** to review a wide variety of information for the Items on the selected Proposal. The Status Window also allows the user to quickly set the Item Status for all Items on the Proposal. For more information on the Status Window, see **Monitoring and Setting the Status of a Proposal** below.

New Proposal Window

The New Proposal Window is accessed through the **Proposals and Documents Window** and clicking the **Add** button. This window is divided into two tabs - **Proposal** and **Options**, for generating Proposals and other specialized documents for Projects and setting defaults for how

Proposals will print, respectively. Design Manager produces a Proposal, also known as an Estimate, based on the Specifications entered on the **Specifications Window**.

Note: Proposals are optional. You may enter an Item and invoice it to the Client without creating a Proposal. However, if you plan to receive a deposit from your Client to begin your purchasing, then a Proposal is desirable in order to track the usage of the deposit.

New Proposal Window - Proposal Tab

The first tab on the New Proposal Window is the **Proposal Tab** and is where Proposals for Projects are generated. This tab shows all of the active Items in the Project that are available to be placed on a Proposal for the Client. Once you have "tagged" or selected the Items you wish to propose, you can print a copy of the Proposal. If the information on the Proposal appears to be correct, you can "Accept" the Proposal which will process the document into Design Manager.

The screenshot shows the 'New Proposal' window for 'Johnson Residence - PA'. The window has a 'Proposal' tab and an 'Options' section. The 'Options' section includes fields for 'Name/Phase' (Johnson Residence - PA), 'Date' (11/20/07), 'Style' (Proposal - Res.), and checkboxes for 'Pictures' (checked) and 'Show All' (unchecked). Below this is a table with the following data:

| Tag | Location | Spec. Code | Ref. No. | Description | Proposal Price | Status | Merch. | Freight | De |
|-------------------------------------|-------------------------|------------|----------|---|----------------|------------|----------|---------|----|
| <input checked="" type="checkbox"/> | MBATH / Master Bathroom | | 0006 | Acrylic roll-top tub with claw feet manufactured by Barday | 1,680.00 | Specifying | 1,680.00 | 264.00 | |
| <input type="checkbox"/> | MBATH / Master Bathroom | | 0007 | Leg-tub faucet with Hand shower manufactured by Barday | 420.00 | Specifying | 420.00 | 22.00 | |
| <input type="checkbox"/> | SOLAR / Solarium | | 0005 | Pierce Martin wicker sofa with upholstered seat and natural back finish | 2,850.00 | Specifying | 2,850.00 | 0.00 | |

At the bottom of the window, there are summary fields: Total Price (0.00), Frt./Fees/Etc. (0.00), Sales Tax (0.00), Tot. Estimated (0.00), and Req. Deposit (0.00). There are also buttons for 'Edit Item' and 'Tag'. The window title bar shows 'hp LaserJet 1320 PCL 6' and 'Automatically Select'.

Name: This field will show the Project Name by default and will print at the top of the Proposal. You may change the Proposal Name by typing a new name or description into this field. Some designers use this field to designate a particular phase of a job. Defaults for this field may be set on the *Project Advanced Options – Proposal Tab*, including the option to hide the Proposal Name and to use the Proposal Name in place of the Proposal Number if you want to use your own numbering system.

Date: This field will default to the current system date and will print at the top of the Proposal. You may change the Date by typing a new one into this field or by using the **Search** button.

Style: You can select to use the **Residential Proposal**, **Commercial Proposal**, **Bid Specification**, or **Specification Sheets** from the Style menu. In general, the Residential format has a general appearance of a correspondence letter while the Commercial format has a more industrial appearance. **Bid Specifications** can also be generated which are used to show the Quantity, Description, Vendor, and Extended List Price of each Component for an Item. Bid Specifications are primarily used in commercial Projects where detailed information of all purchasing is required. Lastly, **Specification Sheets** can be printed to show all the **Specification Attributes** and **Special Instructions** for an Item. Specification Sheets are discussed in more detail under **Using Specification Sheets and Templates**. The Style will default from the selection on the **Company Advanced Options - Print Tab**.

Pictures: Selecting the Pictures option will display the image loaded on the **Item Window - Picture Tab** for each Item on the Proposal.

Show All: Selecting the Show All option will display all Items within the Project that are not set as Inactive or Complete. Previously proposed Items will appear beneath all Items that have not yet been proposed.

Proposal Grid: This grid lists and displays information for each Item that can be proposed for a Project. By default, the Proposal grid only shows active Items that have not been included on a Proposal previously. Click on the Tag check box to select an Item for inclusion on the Proposal. Double-clicking on any Item will open the **Item Window** which is useful for making quick adjustments to the Item before proposing. The Proposal Grid is sorted by Location code, followed by the Item reference number within a given Location. Like many grids in Design Manager, you can change the sorting of the Proposal Grid by clicking the heading of the column by which you would like to sort. Some columns, however, are unavailable for sorting.

Tag: Click on this check box to "tag" an Item to include it on the Proposal. To untag an Item, simply click on the check box a second time to remove the check mark. You do not have to include all Items on a Proposal. A Project can have many Proposals. As Items are tagged or untagged, the pricing and deposit totals change at the bottom accordingly.

Already Proposed: If the Show All option is selected, this column will be visible. If an Item has already been proposed, then the Proposal number and date of the last Proposal upon which the Item appeared on will be displayed. You may include an already proposed Item on a new Proposal. Items previously proposed will appear at the bottom of the Proposal grid.

Location: This column contains the Location code and name of the Item.

Group: If the **Item Groups** option on the **Company Advanced Options Window - General Tab** is selected, the Item Group will be displayed.

Specification Code (Spec. Code): The Specification / Template Number of the Item.

Reference Number (Ref. No.): This column contains the Design Manager Reference Number assigned to each Item and is useful for finding the Item on the Specifications Window.

Description: This column contains the first few words of the Item's Description.

Proposal Price: The total price of the Item being proposed to the Client will be displayed here.

Merchandise (Merch.): The portion of the Item price that is categorized as Merchandise is displayed in this column.

Freight: The portion of the Item price that is categorized as Freight is displayed in this column.

Design Fee: The portion of the Item price that is categorized as Design Fee is displayed in this column.

Installation: The portion of the Item price that is categorized as Installation is displayed in this column

Labor: The portion of the Item price that is categorized as Labor is displayed in this column

Time: The portion of the Item price that is categorized as Time is displayed in this column.

Requested Deposit: This columns contains the Deposit Amount required from the Client for an Item.

Quantity: The Quantity of Item being proposed is recorded in this column.

Sales Tax: This column contains the total estimated amount of Sales Tax for the Item.

The following fields are located below the Proposal Items Grid and apply to the entire Proposal:

Total Price: The total price contains the total Estimated Price of all Items being proposed not including any fees, freight, other charges, or sales tax being applied to the Proposal.

Freight / Fees / Etc. (Frt. / Fees / Etc.): This field contains the total amount of all Freight charges, Design Fees, and any other charges being included on the Proposal.

Sales Tax: This field contains the total Estimated Sales Tax being recorded on the Proposal.

Total Estimated (Tot. Estimated): The Total Estimated field is the sum of the Total Price, Freight/Fees, and Sales Tax.

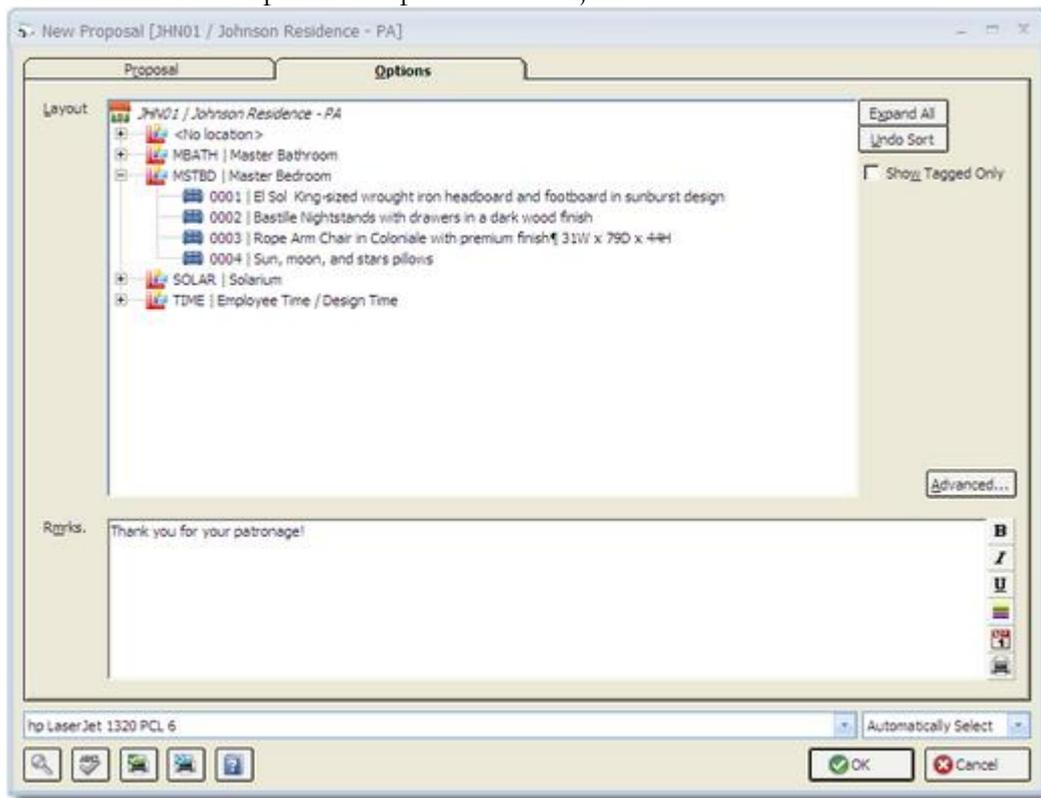
Requested Deposit (Req. Deposit): This field contains the total deposit that you will require from the Client. This amount is calculated by summing each tagged Item's requested Deposit Amount.

Tag: Click on this button to open the Tag Items for a Proposal Window. This window contains several options for Item "tagging" or selecting groups of Items to be included on a Proposal. You may also tag individual Items by clicking on each Item's Tag check box on the Proposal Grid. See the **Tag Items for a Proposal Window** for more information.

Edit: If you wish to make changes to an Item before generating the Proposal, you can select the Item on the Proposal grid and click the Edit button. This will display the **Item Window** where you can make the necessary revisions. Double-clicking the Item on the Proposal grid will also launch the Item Window.

New Proposal Window - Options Tab

The second tab on the New Proposal Window is the **Options** Tab. This tab shows all of the Items within a Project in a tree structure similar to the **Specifications Window - Tree View Tab**. It also provides access to the Project Advanced Options Window – Proposal Tab where you may change defaults for how Proposals will print for a Project.



Layout: The Layout displays the Project hierarchy from the Specifications Window - Tree View Tab and allows you to edit the order that Locations, Groups, and Items appear on a printed Proposal. By default, the Items will be in Location Code order, followed by their Group, then with each Item in Reference Number order with its Group. To change the order, you can select and drag an Item, Group, or Location to the desired position. Locations can be arranged in any order. Items can be arranged in any order but only in their respective Group and Location. If you want to move the Item to another Location or Group, click the **Edit Item** button on the Proposal Tab and change the Location or Group as necessary. **Note:** Groups will only be displayed if the **Item Groups** option on the **Company Advanced Options Window - General Tab** is selected

Expand All: This button can be used to open each Location and Group within the Project to display all of the Items for rearranging in the layout area.

Undo Sort: This button will close all of the layout branches and puts the Items, Groups, and Locations in default order (i.e., Location Code, Group, then Item Reference Number order). Please note that all prior changes to the sort order of the Items, Groups, and Locations will be lost!

Show Tagged Only: Selecting this option causes the layout to only show Items you have currently tagged on the Proposal Tab.

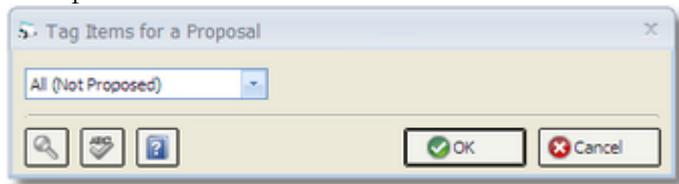
Keep Description Together (Keep Desc. Together): This option is defaulted from the **Company Advanced Options Window - Print Tab** and determines whether or not Design Manager will split the Description of an Item over multiple pages of the Proposal. If Keep Description Together is selected, an Item will begin on a new page if it is determined that the Description would span over two pages. If the option is not selected, the Description will print to the bottom of the current page then continue on the subsequent page. The option is set for each Item individually to allow further flexibility in the appearance of the printed Proposal. Simply select the desired Item on the Layout Tree and set the option as desired.

Advanced: Clicking on this button will open the Project Advanced Options Window – Proposal Tab where printing defaults can be set for how Proposals will print for a Project. See the **Project Advanced Options Window - Proposal Tab** for a full description of the Proposal defaults.

Remarks: This optional field can hold Remarks that will print on the bottom of the Proposal. To view a Glossary of frequently used Remarks, click on the Search button when the cursor is in the Remarks field. The Remarks will default from the Remarks field on the Project Advanced Options – Proposal Tab but can be edited as desired.

Tag Items for a Proposal Window

Clicking on the **Tag** button on the **New** or **Edit Proposal Windows** will open the **Tag Items for a Proposal Window**. This window contains options for "tagging" or selecting Items to be included on a Proposal.



Tag All (Not Proposed): Selecting this option will tag only those Items that have not yet appeared on a Proposal.

Tag All (Including Proposed): Selecting this option will tag all of the Items in a Project, including Items that have already appeared on a Proposal if the **Show All** option on the New or Edit Proposal Window is selected.

Tag Location: Selecting this option will tag all Items within a desired Location within a Project that have not yet been included on a Proposal. Type a Location Code into the field. To search for a Location, click on the **Search** button in the lower left corner of this window.

Tag Group: Selecting this option will tag all Items within a desired Group within a Project that have not yet been included on a Proposal. Type the Group code into the field or use the Search button to find the desired Group. This option will only be available if **Item Groups** option on the **Company Advanced Options - General Tab** has been selected.

Tag Item: To tag a specific Item or a continuous range of Items in a Project, enter the desired Item Reference Number(s) into the starting and ending Reference Number fields. This feature is especially useful when trying to tag one Item out of many in a Project. To search for an Item, click on the Search button in the lower left corner of this window.

Status: All Items of a specific Item Status Type can be selected simultaneously by using this option. Tagging by Status is particularly useful to select all Items with a Status such as **Specifying** in order to include them on a Proposal for the Client's approval.

Untag All: This option will untag or deselect all Items on the New/Edit Proposal Window.

Printing Proposals:

After tagging the desired Items, click on the **OK** button to print the Proposal. Make sure that you have the Printer selection on the Printer Button Bar set to the desired printer. For more information on printing options, see **Printer Button Bar**. Whether printing the Proposal to the monitor or directly to the printer, you will need to either accept or reject the Proposal after printing and reviewing it.

Accepting and Rejecting Proposals:

After printing a Proposal, Design Manager will ask "**Would you like to accept or reject this Proposal?**". Be sure to thoroughly review the Proposal before clicking the **Accept** button. If you find any errors on the Proposal, click the **Reject** button and correct those errors. You can then generate and print the Proposal again.

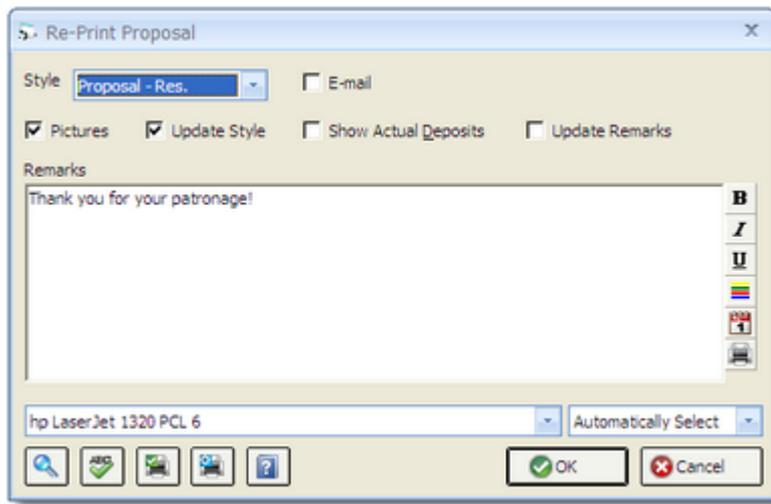
Editing a Proposal

Proposals are dynamic documents and often need to be changed and updated frequently. Items often need to be removed or added to the Proposal or changes in the cost of the Item need to be reflected. You can revise an existing Proposal by selecting the desired Proposal on the **Proposals and Documents Window** and clicking the **Edit** button. This will display the **Edit Proposal Window** which is very similar to the **New Proposal Window**, except that it displays the Items on the Proposal as already "tagged". This is so Items can be removed or new Items can be added to the Proposal while maintaining the same Proposal Number. Any changes you have made through the **Specifications Window** to Items currently on the Proposal will be reflected on the Edit Proposal Window. To save the changes to the Proposal, simply click the **OK** button to print and accept the edited Proposal.

If a Client Deposit has already been recorded on the Proposal, Design Manager will automatically redistribute the Deposit as necessary. For instance, if an Item has been removed from the Proposal, the portion of the Deposit originally allocated to the Item will be proportionately distributed to the remaining Items. Conversely, if a new Item is included on the Proposal, a portion of the Deposit attributed to the original Items will be allocated to the new Item based upon the Item's requested Deposit Amount.

Re-printing or E-mailing a Proposal

To re-print an existing Proposal, go the **Proposals and Documents Window**, select the desired Proposal, and click the **Re-Print** button. Doing so will open the Re-Print Proposal Window shown below.



Simply click the **OK** button to re-print the Proposal. Other options can be changed as described below.

Style: You can select to use the **Residential Proposal**, **Commercial Proposal**, **Bid Specification**, or **Specification Sheets** from the Style menu. In general, the Residential format has a general appearance of a correspondence letter while the Commercial format has a more industrial appearance. **Bid Specifications** can also be generated which are used to show the Quantity, Description, Vendor, and Extended List Price of each Component for an Item. Bid Specifications are primarily used in commercial Projects where detailed information of all purchasing is required. Lastly, **Specification Sheets** can be printed to show all the **Specification Attributes** and **Special Instructions** for an Item. Specification Sheets are discussed in more detail under **Using Specification Sheets and Templates**. This will default to the style originally selected when first generating the Proposal.

Pictures: Select this option if you wish to re-print the Proposal with any Item pictures embedded in the document. For more information on assigning a picture to an Item, see the **Item Window - Picture Tab**.

Update Style: Select the Update Style option if you have changed the Style and wish to keep the Proposal in the new format.

Override Letterhead Settings: If the **Letterhead** option for Proposals is selected on the **Company Advanced Options - Print Tab**, the Override Letterhead Settings option will be available. Selecting this option will always show the Company Name and Address information at top of the Proposal document effectively ignoring the Letterhead setting which prevents this information from printing in order to properly fit the Company custom letterhead paper. This option is useful when e-mailing or exporting the Proposal to insure that the Company information is being displayed and will automatically be selected when the E-mail option is chosen.

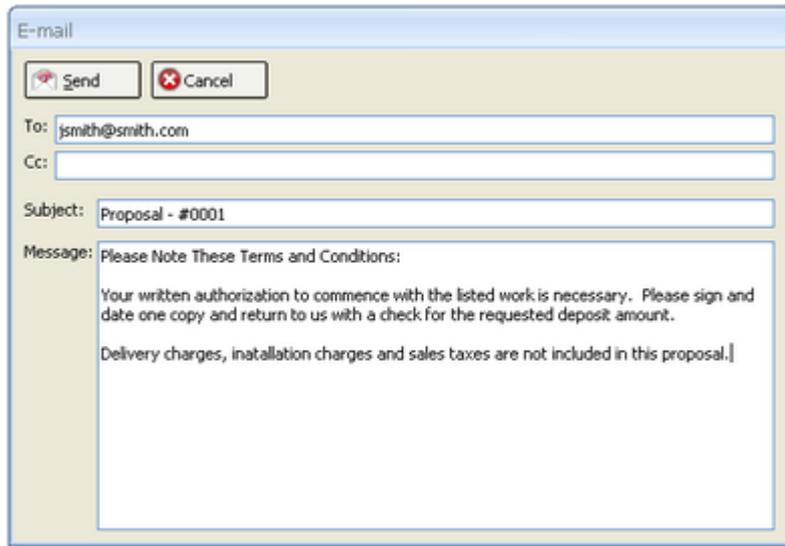
Show Actual Deposits: The Show Actual Deposits option will print any recorded Deposits on the Proposal in the totals region of the document, indicating the current estimated amount due on the Proposal.

Update Remarks: Use the Update Remarks option to change the Remarks on the Proposal to those currently entered in the Remarks field described below.

Remarks: The original Remarks on the Proposal will be displayed in the Remarks field so they can be edited or altered if desired. Only if the Update Remarks option above is selected will the Proposal Remarks be changed to reflect any changes upon reprinting the Proposal. Otherwise, any edits will only appear on the currently reprinted Proposal. Future reprints will **not** show the edited Remarks.

E-mail: The E-mail option will allow you to create a e-mail message with the Proposal attached in a .pdf format. If the **Use MAPI instead of Outlook for E-mail** is NOT selected on the **User Settings Window**, an Outlook E-mail Message will be displayed with the Proposal as an attachment upon clicking **OK**. Outlook will then manage the delivery of the E-mail. If you have recorded an E-mail address on the **Project Window - Notes/Information Tab**, it will be defaulted as the "To address" on your Outlook E-mail.

If **Use MAPI instead of Outlook for E-mail** option is selected on the User Settings Window, a generic **E-mail Window** will be displayed where you can input the subject and message. Again, the e-mail address will default from the Project Window - Notes/Information Tab. The E-mail Window is shown below.

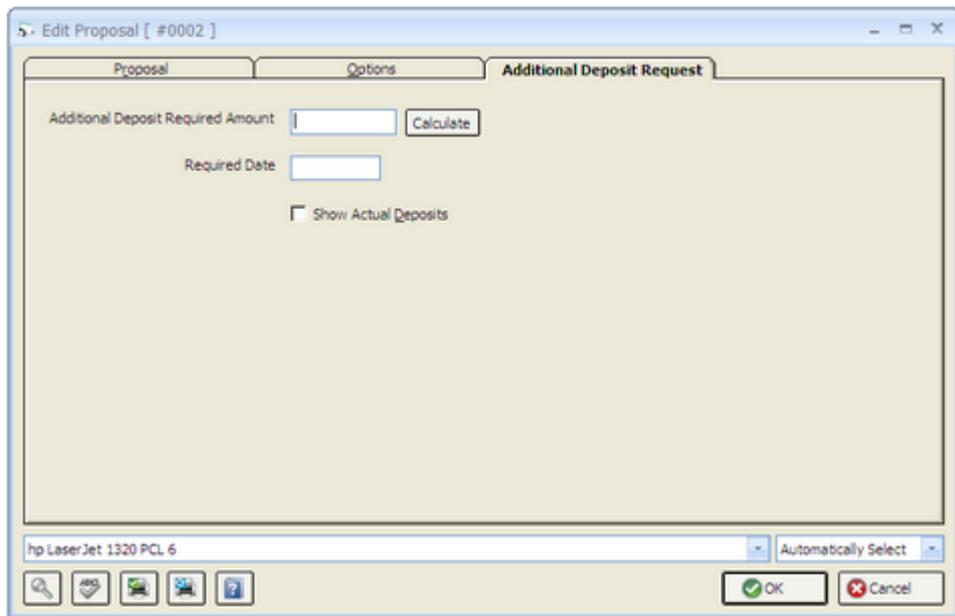


Clicking the **Send** button will create an e-mail in your default E-mail software for transmission. In order for Design Manager to send an e-mail, your e-mail software must be MAPI-compliant. Some e-mail software must be running to receive e-mail from other programs such as Design Manager.

Requesting Additional Deposit

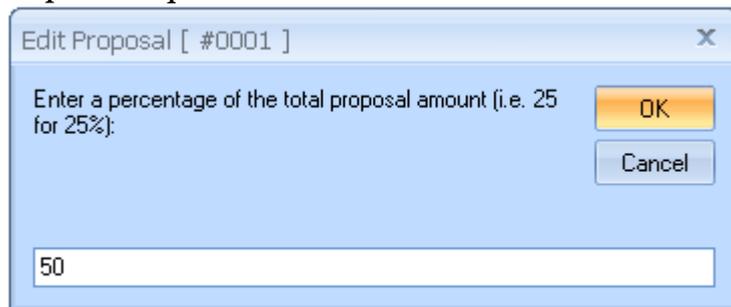
It may be the policy of your company to receive a Deposit on a Proposal, then request additional funds prior to the final Invoice. Or a circumstance may arise when a second Deposit is required to proceed with additional work on an existing Proposal. In either case, Design Manager can generate another format of the Proposal, for just such situations.

To do so, go the **Proposals and Documents Window**, select the original Proposal, and click the **Edit** button. Doing so will open the **Edit Proposal Window** as described in **Editing a Proposal**. To input the necessary information for the **Additional Deposit Request**, click on the **Additional Deposit Request** Tab as shown below. The Additional Deposit Request Tab is **not** visible when adding a new Proposal.



Additional Deposit Required Amount: Enter the amount of supplementary Deposit needed from the Client into this field.

Calculate: Use the Calculate button if a particular percentage of the total price of the Proposal is desired as the required Deposit. For instance, say the Proposal in question has a total estimated price of 15,000.00. If an additional 15% Deposit is needed, click the Calculate button and input "15" on the **Deposit Request Window** shown here.



Upon clicking **OK**, the Additional Deposit Required Amount will now read 2,250.00.

Required Date: The Required Date will replace the Proposal Date on the document and defaults to the current system date.

Show Actual Deposits: By selecting this option, all recorded Deposits for the Proposal will be displayed in the totals region of the document, indicating the current estimated amount due on the Proposal.

After entering the Additional Deposit Required Amount and Required Date, click **OK** to print the document. The format is very similar to the standard Proposal format except the words "Deposit Required" will be appended to the Proposal title and term "Additional Deposit Required" will appear beneath the totals region.

Note: **Only** if an Additional Deposit Required Amount is entered will the Proposal be displayed in the Deposit Required format. Otherwise, the Proposal will appear in the standard format.

Monitoring and Setting the Status of a Proposal

The **Proposal Status Window** is accessed through the **Proposals and Documents Window** by highlighting a Proposal and clicking on the **Status** button. This window is used to set the Status of

the Items on the Proposal and to view detailed information about the Items. For more information on Item Status Types, see **Item Status Types and the Company Information Window Item Status Tab**.

| Loc. Code | Location Name | Ref. No. | Description | Status | Qty. | Est. Price | Est. Sales Tax | Est. Total | Requested Deposit | Deposit Received | Check No. | Invoiced |
|-----------|---------------|----------|---|------------------------------|------|------------|----------------|------------|-------------------|------------------|-----------|----------|
| FMYRM | Family Room | 0001 | Marquerty-top coffee table | Ordered (Invoiced to Client) | 1 | 3,690.00 | 221.40 | 3,911.40 | 1,845.00 | 1,845.00 | 1006 | 3,690.00 |
| FMYRM | Family Room | 0002 | Storage cocktail table with 4 drawers and | Ordered | 1 | 2,407.50 | 144.45 | 2,551.95 | 1,203.75 | 1,203.75 | 1006 | 0.00 |

You can select the desired Items Status Type from the **Set All Items to the Following Status** menu. Then, click the **Set** button. Upon doing so, you will be asked "**Are you sure that you would like to change the status of all Items on this Proposal?**". Clicking **Yes** will change the Status of all Items, and the Proposal itself, to the selected Status Type while clicking **No** will take no effect. The **Proposal Item Status Grid** displays information about the Items and can be used in assessing to what Status the Items and Proposal should be set. Design Manager recommends to set the Proposal as Complete when all of its Items are invoiced to the Client. Items that are not yet invoiced are displayed in red so they can be detected easily.

The columns for the Proposal Item Status Grid are as follows:

Location Code (Loc. Code): The Code of the Location for the Item, if one has been assigned.

Location Name: The Name of the assigned Location.

Reference Number (Ref. No.): The unique Item Reference Number within the Project.

Description: The Client Description of the Item. You can briefly view the entire Description of the Item by hovering the cursor over this column.

Status: The color-coded current Status of the Item will be displayed in this column. A Right-click with the mouse on the Status column allows the user to set the Status of the Item from the **Status Menu**.

Quantity: The Quantity of the Item.

Estimated Price (Est. Price): The current Total Estimated Price of the Item as recorded through the **Specifications Window**.

Estimated Sales Tax (Est. Sales Tax): The current total Estimated Sales Tax of the Item as recorded through the Specifications Window.

Estimated Total Price (Est. Total): The sum of the Estimated Price and Estimated Sales Tax columns.

Requested Deposit: The deposit requested from the Client for the Item as input in the Deposit Amount field on the **Item Window - Item Tab** at the time the Proposal was generated.

Deposit Received: The amount Deposit actually received for the Item on this Proposal.

Check Number (Check No.): The number of the Check from the most recently received Deposit from the Client for Item.

Invoiced: The total amount of the Item that has previously been invoiced to the Client.

Invoiced Sales Tax: The total sales tax recorded for the Item during prior invoicing.

Invoiced Total: The sum of the Invoiced and Invoiced Sales Tax columns.

Invoice Number (Invoice No.): The number of the most recent Client Invoice upon which the Item was included.

Deposit Applied: Any Deposit for the Item that was utilized on a prior Invoice will be displayed here.

Invoice Balance: The Invoiced Total less the Deposit Applied. The Invoice Balance represents the amount due of the Item prior to any Payments being recorded for the Invoice.

Payments: Any Payments on the Client Invoice recorded for the Item.

Check Number (Check No.): The number of the Check from the most recent Payment from the Client for Item.

Balance Due: The current amount of the Item that still requires Payment from the Client.

Deposit Available: Any Deposit received for the Item that has not yet been applied to a Client Invoice.

Sales Category Code: The Code of the Sales Category for the Item if one has been assigned.

Sales Category Name: The Name of the assigned Sales Category.

Selecting the **Deposit View** option will alter the Proposal Item Status Grid slightly in order to aid in reviewing the Deposit information for the Items by removing several columns leaving only the Location Code and Name, Reference Number, Description, Status, Quantity, Estimated Price, Sales Tax, and Total, Requested and Received Deposit, and Deposit Applied and Available columns.

| Loc. Code | Location Name | Ref. No. | Description | Status | Qty. | Est. Price | Est. Sales Tax | Est. Total | Requested Deposit | Deposit Received | Deposit Applied | Deposit Available |
|-----------|---------------|----------|---|------------------------------|------|------------|----------------|------------|-------------------|------------------|-----------------|-------------------|
| FMYRM | Family Room | 0001 | Marquetry-top coffee table | Ordered (Invoiced to Client) | 1 | 3,690.00 | 221.40 | 3,911.40 | 1,845.00 | 1,845.00 | 1,845.00 | 0.00 |
| FMYRM | Family Room | 0002 | Storage cocktail table with 4 drawers and | Ordered | 1 | 2,407.50 | 144.45 | 2,551.95 | 1,203.75 | 1,203.75 | 0.00 | 1,203.75 |

Adjusting the Deposit Received Amount for Items on a Proposal

In addition to being a convenient interface to monitor Items and quickly update their Status, the **Proposal Status Window** also allows the user to alter the amount of Deposit that has been allocated to each Item on the Proposal. Design Manager distributes a Client Deposit Cash Receipt to each Item on the Proposal based upon the **Deposit Requested** amount from the **Item Window - Item Tab**. If the amount of the Client Deposit matches the total Deposit Requested for the Proposal, each Item will have a Deposit Received amount equal to its Deposit Requested amount. If the actual Client Deposit recorded is either more or less than the Deposit Requested for the Proposal than the difference is applied to each Item in proportion to its Deposit Requested amount. Situations may arise, however, when the Deposit Received for an Item or Items may need to be adjusted. For instance, perhaps a particular piece of merchandise for which the Client has already sent a Deposit is back-ordered. Since the majority of the other merchandise has been delivered, the Client wants to use the Deposit allocated to the back-ordered piece against the remainder due on the delivered goods. Such a process can be expedited using the **Manually Allocate Received Deposit** option on the Proposal Status Window.

Proposal Status [JHN02 / 0001 / Coffee and cocktail table]

Set all items to the following status: Manually Allocate Received Deposit

1 out of 2 items are invoiced in full. Items in red are not invoiced or may need to be reviewed. Deposit View

| Loc. Code | Location Name | Ref. No. » | Description | Status | Qty. | Est. Price | Est. Sales Tax | Est. Total | Requested Deposit | Deposit Received | Check No. | Invoiced |
|-----------|---------------|------------|---|------------------------------|------|------------|----------------|------------|-------------------|------------------|-----------|----------|
| FMYRM | Family Room | 0001 | Marquetry-top coffee table | Ordered (Invoiced to Client) | 1 | 3,690.00 | 221.40 | 3,911.40 | 1,845.00 | 1,845.00 | 1006 | 3,690.00 |
| FMYRM | Family Room | 0002 | Storage cocktail table with 4 drawers and | Ordered | 1 | 2,407.50 | 144.45 | 2,551.95 | 1,203.75 | 1,203.75 | 1006 | 0.00 |

Total Received Total Allocated Total Unallocated

To redistribute the Deposit Received amounts for Items on the Proposal, select the Manually Allocate Received Deposit option which will then display the **Edit Deposit** button along with the **Total Received, Total Allocated,** and **Total Unallocated** fields along the bottom of the window. When planning on redistributing Deposit, selecting the **Deposit View** option may be desirable as doing so will remove many columns from the **Proposal Item Status Grid** so that the columns pertinent to Deposit allocation - **Requested Deposit, Deposit Received, Deposit Applied,** and **Deposit Available** - can easily be seen.

The Total Received field indicates the sum of all Client Deposits recorded for the Proposal and also equals the sum of the Deposit Received column for all Items on the Proposal. The Total Allocated amount reflects the portion of the Total Received that has been distributed to the Proposal Items. Under normal circumstances, the Total Received should equal the Total Allocated. If the two amounts do **not** equal, the difference will be displayed in the Total Unallocated field indicating that the Deposit allocation has been manually altered by a user.

To change the Deposit Received amount for an Item on the Proposal, select the desired Item on the Proposal Item Status Grid and click the Edit Deposit button. Doing so will display the **Edit Deposit Window**.

Edit Deposit [Item #0002]

| | | | |
|-------------------|---------------------------------------|-------------------|---------------------------------------|
| Requested Deposit | <input type="text" value="1,203.75"/> | Received Deposit | <input type="text" value="1,203.75"/> |
| | | Applied Deposit | <input type="text" value="0.00"/> |
| | | Available Deposit | <input type="text" value="1,203.75"/> |

The Edit Deposit Window displays all of the Item's Deposit information but only the **Received Deposit** and **Available Deposit** can be altered. Changing either amount will force the other to recalculate effectively reducing or increasing the Available Deposit as necessary. After making the appropriate change, click the **OK** button. To close the window without saving any changes, click **Cancel**. Upon returning to the Proposal Status Window, the Total Allocated and Total Unallocated amounts will be updated to reflect the changes to the Item's Deposit Available amount. Another Item or Items should now also be edited to increase or decrease the Available Deposit in order to return the Total Unallocated Amount to zero. **Note: The user will be warned but not prevented from closing the Proposal Status Window with a non-zero Total Unallocated amount. In most circumstances, this is an undesirable situation as the Client's Deposit may not be fully utilized upon invoicing all Items on the Proposal.**

To illustrate this process using the example started above, say the backordered merchandise has a Deposit Received of 1000.00 and, since it has not yet been invoiced to the Client, an Available Deposit of the same amount. Changing the Available Deposit amount to 0.00 will indicate that this Item should no longer reflect any Deposit from the Client. After making such a change and clicking OK, the Deposit Available column for the Item will now read zero while the Total Allocated for the Proposal will be reduced by 1000.00 and the Total Unallocated increased to 1000.00. Another Item that has been delivered to the Client should then be selected to have the 1000.00 added to its Available Deposit. The additional Available Deposit added the delivered Item will be reflected upon invoicing the Item to the Client.

Purchase Orders

Generating Purchase Orders

After you have entered your specifications for a Project and the Client has sent you a Deposit for the Proposal, the next step is normally to generate Purchase Orders to buy the Components from the Vendors.

In brief, to create a Purchase Order, select **Project → Purchase Orders / Receiving** which will open the **Purchase Orders Window**. Enter or select the proper Project Code into the **Project** field. Next, click the **Add** button to display the **New Purchase Order Window**. The New Purchase Order Window will appear with a grid showing all of the Components for the Project that have not yet been included on a Purchase Order. The Components will be displayed in Vendor Code order, but you can click most column headings to sort the Components in the manner of your choice. Only Components that have **both** a Vendor and Ship-To assigned will be displayed. For a description of each field on the New Purchase Order Window, see the **New Purchase Order Window** below.

Note: Most windows are sizable and can be made bigger by grabbing an edge with the mouse and dragging the window.

You will need to “tag” or select the Components that you wish to appear on the Purchase Order. You can tag Components three ways. You may simply click the box in the **Tag** column next to the Component you want to include on the Purchase Order or, if the Component is already highlighted, hit the Space Bar on your keyboard to tag the Component. You may also press the **Tag** button to open the **Tag Components for a Purchase Order Window** and choose one of the tagging options. Select the option of your choice and press **OK** to return to the New Purchase Order Window. The Components you selected should now have a check in the Tag column. Once you have tagged all of the Components you wish to include on the Purchase Order(s), press **OK** to open the **Generated Purchase Order(s) Window**.

The Purchase Orders created from the tagged Components should appear on the **Generated Purchase Orders Grid**. Components with the same Vendor **and** Ship-To combination will appear on the same Purchase Order. Each Purchase Order will appear on a separate row on the Generated Purchase Orders Grid. Several Purchase Orders for a Project may be printed at one time, even if they are going to different Vendors or shipping addresses.

To add or change Purchase Order information, such as the Ship Via and Special Instructions, highlight the Purchase Order and press the **Edit** button to display the **Edit Generated PO Window**. When all of the information appears to be correct, press the **OK** button in the lower right corner to print the Purchase Orders.

After the Purchase Order(s) are sent to the printer or the **Print Preview Window** has been closed, an **Accept or Reject** message will appear. Do not make a selection until you have reviewed the Purchase Order(s). If all of the information appears to be correct, then click on the **Accept** button. Doing so will record the Purchase Order(s) into Design Manager. If you need to make changes, press **Reject**.

Note: When rejecting a Purchase Order, be careful to write “Reject” on the printed copy or throw it away, so that you do not accidentally send it to the Vendor. If you send a rejected copy of the Purchase Order, Design Manager will have no record of it.

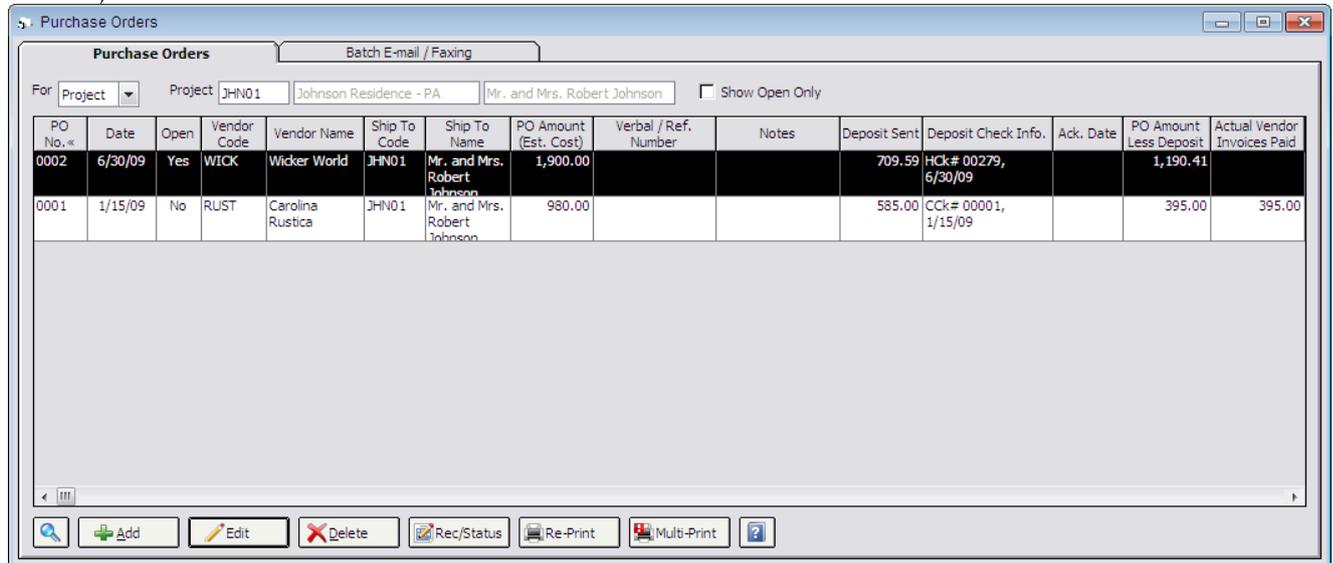
In order to make changes to an existing Purchase Order, highlight the Purchase Order on the Purchase Orders Window and press the **Edit** button. This will open the **Edit PO / Change Order Window** where you can make any changes and print the Purchase Order again.

You can remove a Purchase Order by clicking the **Delete** button on the Purchase Orders Window if no Deposit or Vendor Invoices have been recorded for the Purchase Order.

Before mailing the Pos, some of them may need to have a Vendor Deposit check included with them. Generating Vendor Deposits is discussed at length in **Deposits for a Project Purchase Order** under **Accounts Payable**.

Purchase Orders Window - Purchase Orders Tab

The Purchase Orders Window is the interface to manage and monitor the status of Purchase Orders for Projects.



The Purchase Orders Window allows the user to display Purchase Orders either for a Project or Vendor by choosing the appropriate option on the **For** selection. If **Project** is selected, enter or choose the desired Project Code into the **Project** field. If the **Vendor** option is chosen, enter or select the proper Vendor Code in the **Vendor** field. Doing so will display all Purchase Order for the Project or Vendor on the **Purchase Orders Grid**.

Show Open Only: By default, the Purchase Orders Grid will display all Purchase Orders for the Project or Vendor, regardless if the Purchase Order is open or closed. Select the Show Open Only option to display only Purchase Orders that are currently designated as open which can often greatly reduce the number of Purchase Orders listed. For more information on how Design Manager designates a Purchase Order as open or closed, see the **Company Advanced Options - Purchase Order Tab**.

The Purchase Orders Grid has the following columns:

Purchase Order Number (PO No.): The unique reference number of the Project Purchase Order.

Date: The Ordered Date of the Purchase Order.

Open: If the Purchase Order is currently open, **Yes** will appear in this column. If the Purchase Order has been closed, **No** will be displayed.

Vendor Code: The Code of the Vendor for the Purchase Order was created. This column will only be displayed when viewing Purchase Orders by Project.

Vendor Name: The Name of the Vendor for the Purchase Order was created. This column will only be displayed when viewing Purchase Orders by Project.

Ship To Code: The Ship To Code of the shipping address designated for the Purchase Order.

Ship To Name: The Name of the shipping address designated for the Purchase Order.

PO Amount (Est. Cost): The sum of the Extended Cost of all Components included on the Purchase Order.

Verbal / Reference Number (Verbal / Ref. Number): If a reference number was given by the Vendor for an order placed over the phone, e-mail, or other media, the user can input this number on

the **Edit Generated PO Window** when creating the Purchase Order in Design Manager. Upon accepting the Purchase Order, the reference number will then be displayed in this column.

Notes: Any information recorded on the **Purchase Order Status - Notes Tab** will be displayed in this column. To see the entire Notes for the Purchase Order, simply hover the mouse over the column.

Deposit Sent: The Deposit Sent column will display the total of all Credit Card payments and Checks written for Deposits recorded for the Purchase Order.

Deposit Check Information (Deposit Check Info.): The Check Number and Check Date of each Check for all Deposits for the Purchase Order will be listed in this column. If the Deposit was paid using a Credit Card, it will be so noted with the date of the payment.

Acknowledgement Date (Ack. Date): The date the Purchase Order was acknowledged by the Vendor.

PO Amount Less Deposit: The difference of the PO Amount and Deposit Sent columns.

Actual Vendor Invoices Paid: This column will display the total of all Credit Card Payments and Checks written for Vendor Invoices recorded for the Purchase Order.

Paid Check Information (Paid Check Info.): The Check Number and Check Date of each Check for all Vendor Invoices for the Purchase Order will be listed in this column. If the Vendor Invoice was paid using a Credit Card, it will be so noted with the date of the payment.

Add and Edit: The Add and Edit buttons will display the **New Purchase Order** or **Edit / Change Order Windows** to create a new Purchase Order or revise the selected Purchase Order on the Purchase Orders Grid, respectively. More information on is available under the **New Purchase Order Window** and **Editing a Purchase Order** below.

Delete: Upon selecting a Purchase Order and clicking the Delete button, one of two actions will occur:

A message stating "**Are you sure you want to delete this Purchase Order?**" will be displayed. Clicking the **Yes** button will permanently delete the Purchase Order from Design Manager. Clicking the **No** button will leave the Purchase Order unaffected. **Note:** If a Purchase Order is deleted, no record of the document will be available in Design Manager regardless if the Vendor actually possesses a copy of the Purchase Order.

A message stating "**This Purchase Order cannot be deleted because of activity in the General Ledger that refers to this Purchase Order. Try voiding the entries associated with the Purchase Order and see if it can be deleted.**"

Re-Print: The Re-Print button will display the **Reprint Purchase Order Window** whereupon the selected Purchase Order can be reviewed in the **Print Preview Window**, printed directly to a printer, or emailed to a Vendor. The Reprint Purchase Order Window will be discussed in full under **Re-printing or E-mailing a Purchase Order** later in this chapter.

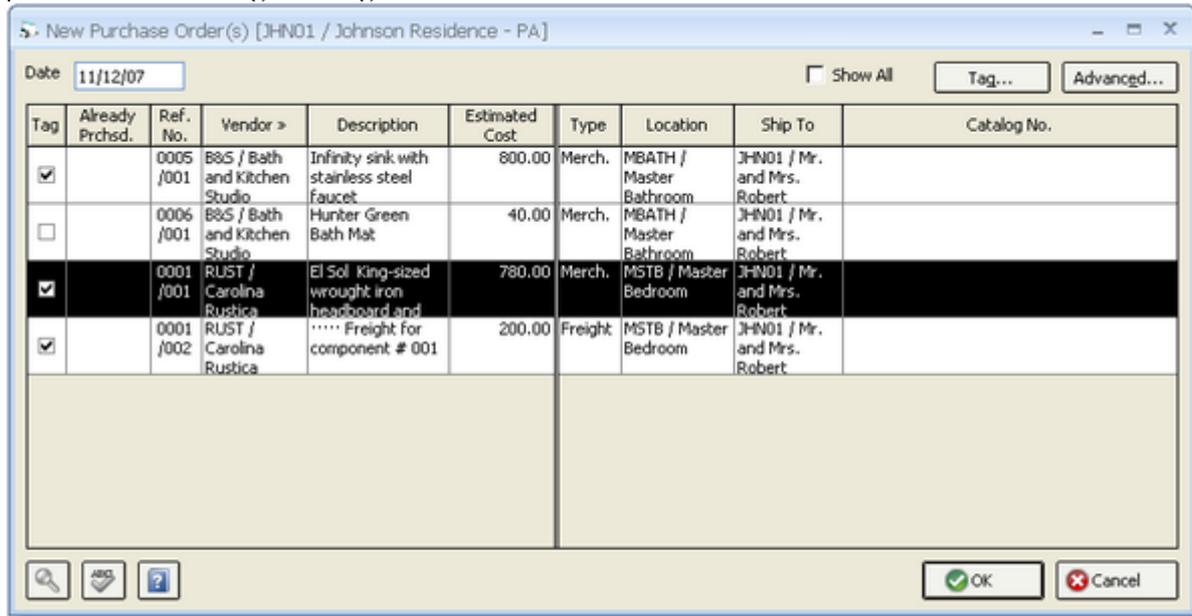
Multi-Print: An entire selection of Purchase Orders can be reprinted simultaneously using the Re-Print Multiple Purchase Orders Window which is accessed by clicking the Multi-Print button. For more information, see **Re-printing Multiple Purchase Orders** below.

Receiving/Status (Rec/Status): Clicking the Receiving/Status button will display the **Purchase Order Status Window** to record and review a wide variety of information regarding the purchasing, shipping and receiving for the Components on the selected Purchase Order. For more information on the Purchase Order Status Window, see **Acknowledging Purchase Orders and Receiving Merchandise** below.

New Purchase Order Window

The New Purchase Order Window is accessed through the **Purchase Orders Window** and clicking the **Add** button. This window shows all Components in a Project and allows you to "tag" or select Components to appear on Purchase Orders to vendors. Once you have tagged the Components you

wish to purchase, you can print a copy of the Purchase Order(s). If the information on the Purchase Order(s) appears to be correct, you can then "Accept" the Purchase Order(s) and they will be processed into Design Manager.



Date: This is the date that is printed on the Purchase Order(s) and upon which the Components on the Purchase Order(s) are considered ordered from the Vendor.

Show All: By default, only Components that have not been previously included on a Purchase Order and not designated as Inactive will be displayed. Selecting the Show All option will display all Components within the Project that have a Vendor recorded.

Tag: Click this button to open the **Tag Components for a Purchase Order Window**. This window contains several options for Component "tagging" or selecting groups of Components to be included on a Purchase Order. You may also tag individual Components by clicking the **Tag** column before each Component on the **Purchase Order Components Grid**. For more information, see the **Tag Components for a Purchase Order Window**.

Advanced: The Advanced button opens the Project Advanced Options Window – PO Tab where you can change the printing options for Purchase Orders for this Project. For a full description of the Purchase Order options, see the **Project Advanced Options Window - PO Tab**.

Purchase Order Components Grid: This grid displays purchasing information from the **Component Window**. The Tag column allow you to tag or select Components to include on a Purchase Order. The columns on this grid are explained below:

Tag: Check the box in this column to "tag" or select a Component to be on the Purchase Order.

Already Purchased (Already Prchsd.): If the Component has already been included on a Purchase Order, then the Purchase Order Number and Ordered Date will be displayed in this column. If a Component has been included on multiple Purchase Orders, only the most recent Purchase Order Number and Ordered Date will be shown. When the Show All option is selected, Components that have already been purchased will appear to the bottom of the grid.

Reference Number (Ref. No.): This column shows the Component Reference Number.

Vendor: The Vendor Code and Name from which the Component is being ordered.

Description: A portion of the Component's Description is shown in this column. Hovering the cursor over the Description will briefly display the entire Component Description for your reference.

Estimated Cost: The Extended Cost of the Component.

Type: This column displays the Component Type for the Component.

Location: The Location Code and Name of the Item for which the Component is being ordered is displayed in this column.

Ship To: The Ship-To Code and Name to where the Component will initially be delivered.

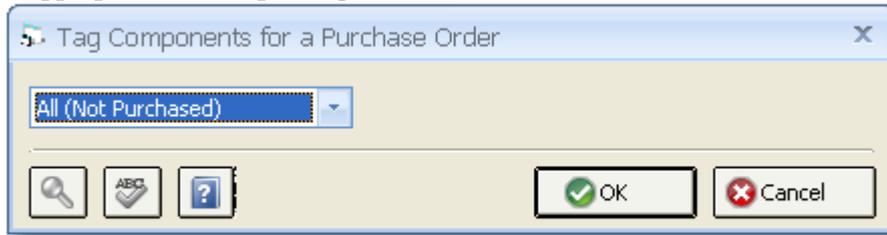
Catalog Number (Catalog No.): The optional Manufacturer's Catalog Number for the Component will be shown here.

Double-clicking a Component on the Purchase Order Components Grid will display the **Component Window** allowing you to easily make any necessary changes to the Component prior to ordering.

Printing Purchase Orders: Once you have selected the desired Components, click on the **OK** button to open the **Generated Purchase Order Window** from where Purchase Orders can be printed.

Tag Components for a Purchase Order Window

Clicking on the **Tag** button on the **New Purchase Order** or **Edit / Change Order Windows** will open the **Tag Components for a Purchase Order Window**. This window contains options for "tagging" or selecting Components to be included on a Purchase Order.



Tag All (Not Purchased): Selecting this option will tag all Components that have not yet been included on a Purchase Order.

Tag All (Including Purchased): Selecting this option will tag all of the Components in a Project, including Components that have previously been included on a Purchase Order.

Tag Location: The Tag Location will select all Components in a desired Location within a Project. Type a Location Code into the field. To search for a Location, click on the **Search** button in the lower left corner of this window.

Tag Group: Selecting this option will tag all Components within a desired Group within a Project that have not yet been included on a Proposal. Type the Group code into the field or use the Search button to find the desired Group. This option will only be available if **Item Groups** option on the **Company Advanced Options - General Tab** has been selected.

Tag Item: To select all Components for a specific Item or a continuous range of Items in a Project, enter the desired Item Reference Number(s) into the starting and ending Reference Number fields. To search for an Item, click on the Search button in the lower left corner of this window.

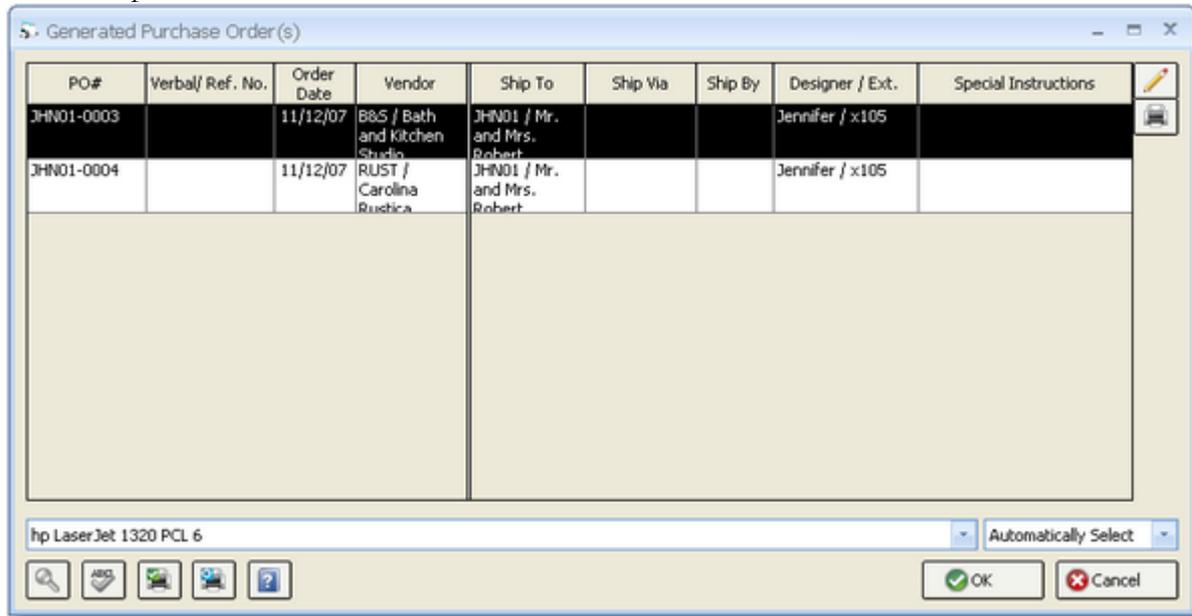
Tag Vendor: The Tag Vendor option will select all Components in the Project that have the desired Vendor. Type a Vendor Code into the field. To search for a Vendor, click on the Search button in the lower left corner of this window.

Tag Proposal: The Tag Proposal will select all Components for Items included on the desired Proposal. Type a Proposal Number into the field. To search for a Proposal, click on the Search button in the lower left corner of this window.

Untag All: This option will untag or deselect all Components on the New Purchase Order or Edit / Change Order Windows.

Generated Purchase Orders Window

The **Generated Purchase Order Window** is accessed from the **New Purchase Order Window**. When you are ready to print the Purchase Orders from the selected Components on the New Purchase Order Window, click the OK button to show the Generated Purchase Order Window. The Purchase Orders produced from the tagged Components will appear on the **Purchase Orders Grid** with one row per Purchase Order. If the information appears to be correct, you may click on the **OK** button to print the Purchase Orders.



Edit: Clicking on the Edit button to the right of the Purchase Orders Grid will open the **Edit Generated PO Window** where you can change the Ship Via, Ship On or Before Date, Designer and Phone Extension, and the Special Instructions fields. You can also record a reference number if the purchase was made via the telephone or other medium.

Purchase Order List (PO List): Clicking on the Purchase Order List button to the right of the Purchase Orders Grid will allow you to print a consolidated listing of the Purchase Orders and of the Components included upon them for your reference. This document is also referred to a Proforma Purchase Order often used for approval from a purchasing manager or owner.

Purchase Orders Grid: This grid displays the Purchase Orders creating by consolidating the Components from the New Purchase Order Window by Vendor and Ship-To Codes. The majority of the information on this grid can be changed by selecting the desired Purchase Order and clicking the Edit button. The columns on this grid are explained below:

Purchase Order Number (PO #): The unique Purchase Order Number for the document.

Order Date: The date which will be displayed on the Purchase Order.

Vendor: The Vendor Code and Name of from which you are ordering the merchandise.

Ship To: The Ship-To Code and Name to where the Component will initially be delivered.

For a description of the other columns on the Purchase Orders Grid, see the **Edit Generated PO Window** as the information is often reviewed and edited on that window.

Printing Purchase Orders: Click on the **OK** button to print the Purchase Order(s). Make sure that you have the printer selection on the Printer Button Bar set to the desired printer. For more information on printing options, see **Printer Button Bar**. Whether printing the Purchase Order(s) to the monitor or directly to the printer, you will need to either accept or reject the Purchase Order(s) after printing and reviewing them.

Accepting and Rejecting Purchase Orders: After printing the Purchase Order(s), Design Manager will ask "**Would you like to accept or reject this Purchase Order?**". Be sure to examine the

Purchase Order(s) carefully before accepting. If you find any errors on the Purchase Order(s), click the **Reject** button and correct the errors before printing the Purchase Order(s) again. Components will be ordered as of the date on the Purchase Order after the Purchase Order is accepted.

Edit Generated PO Window

The Edit Generated Purchase Order Window is accessed by clicking on the **Edit** button to the right of the **Purchase Orders Grid** on the **Generated Purchase Orders Window**. Here you can enter and edit order tracking information for the Purchase Order.

This window allows you to add or change the Ship Via, Ship On or Before Date, Designer / Phone Extension, and Special Instructions for the Purchase Order.

Verbal/Reference Number (Verbal/Ref. No.): Sometimes you may order merchandise from a Vendor over the telephone or via email, etc., instead of sending a traditional Purchase Order requesting the goods. In this case, the Vendor will often provide a reference number to assist in tracking the order. You must still, however, generate a Purchase Order in Design Manager to properly track the order and record Deposits and/or Vendor Invoices. You can input the reference number provided by the Vendor to correlate the order with the Design Manager Purchase Order Number.

Ship Via: You can optionally enter the method or shipping company that will be utilized for delivery. The Ship Via information defaults from the **Vendor Window - Defaults Tab** but can be edited as necessary.

Ship On or Before Date: The date by which you want the merchandise to be shipped from the Vendor the specified Ship-To address. The Ship On or Before Date defaults from the **Component Window - Special Instructions Tab** and is also referred to as the **Ship By Date**.

Designer / Extension (Ext.): The Designer and Telephone Extension from the **Project Window - Defaults Tab** will be displayed here to print on the Purchase Order.

Special Instructions and the Override Special Instructions option: By default, the Special Instructions from the Component Window - Special Instructions Tab for each of the Components will be concatenated together for printing on the Purchase Order when adding a new or editing a Purchase Order. By selecting the Override Special Instructions option, however, the Special

Instructions will be available for editing manually and will **no longer** be updated to reflect changes in the Special Instructions of each Component upon editing the Purchase Order.

Editing a Purchase Order

Circumstances may arise where you will need to modify an existing Purchase Order due to cost changes, unavailable merchandise, etc. You can revise a Purchase Order by selecting the PO on the **Purchase Orders Window** and clicking the **Edit** button. This will display the **Edit / Change Order Window** which is very similar to the **New Purchase Order Window** except that it displays the Components on the Purchase Order as already "tagged". This is so Components can be removed or new Components can be added to the Purchase Order while maintaining the original Purchase Order Number. Any changes you have made through the **Specifications Window** to Components currently on the Purchase Order will be reflected on the Edit / Change Order Window. To save the changes to the Purchase Order, simply click the **OK** button to print and accept the revised Purchase Order.

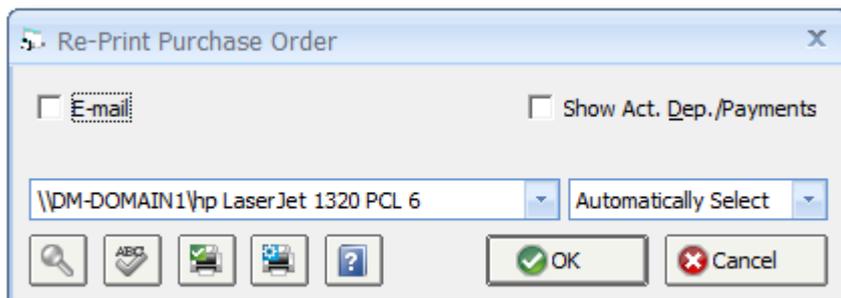
There are a few differences between the Edit / Change Order and New Purchase Order Window and they are listed below:

Change Order: Upon editing a Purchase Order, Design Manager can selectively display the title "Change Order" in place of "Purchase Order" on the document to relate to the Vendor that revisions have been made. Whether or not this option is selected is determined by the **Default to Change Order When Editing** option on the Company Advanced Options Window - PO Tab. See **Company Advanced Options Window - PO Tab** for a more detailed description of Change Order processing.

Revision Date: When selecting the Change Order option, the Revision Date field will be available and will be the date displayed on the Change Order (revised Purchase Order). The Purchase Order will maintain the original Order Date, however, for reference. The Revision Date defaults to the current system date of the computer.

Re-printing or E-mailing a Purchase Order

To re-print an existing Purchase Order, go the **Purchase Orders Window**, select the desired Purchase Order, and click the **Re-Print** button. Doing so will open the Re-Print Purchase Order Window shown below.



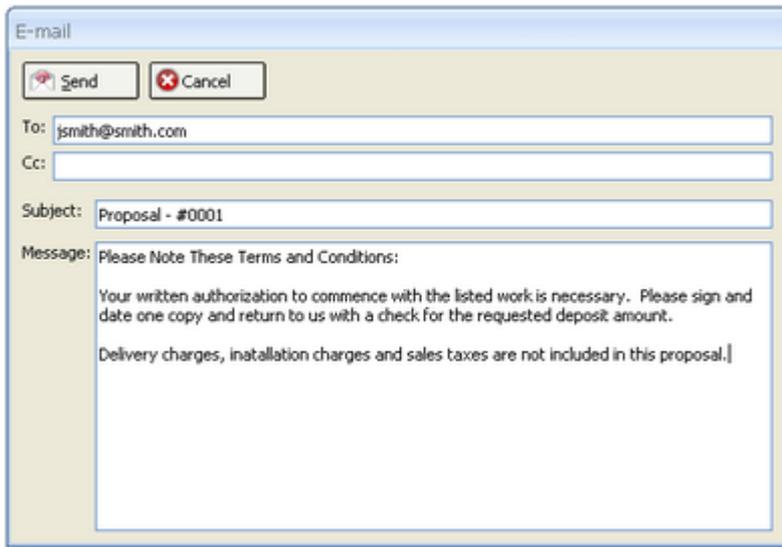
Show Actual Deposits/Payments (Show Act. Dep./Payments): The Show Actual Deposits/Payments option will print any recorded Vendor Deposits **and** Vendor Invoices for the Purchase Order in the totals region of the document, indicating the current estimated amount due on the Purchase Order.

Override Letterhead Settings: If the **Letterhead** option for Purchase Orders is selected on the **Company Advanced Options - Print Tab**, the Override Letterhead Settings option will be available. Selecting this option will always show the Company Name and Address information at top of the Purchase Order document effectively ignoring the Letterhead setting which prevents this information from printing in order to properly fit the Company custom letterhead paper. This option is useful

when e-mailing or exporting the Purchase Order to insure that the Company information is being displayed and will automatically be selected when the E-mail option is chosen.

E-mail: The E-mail option will allow you to create a e-mail message with the Purchase Order attached in a .pdf format. If the **Use MAPI instead of Outlook for E-mail** is NOT selected on the **User Settings Window**, an Outlook E-mail Message will be displayed with the Purchase Order as an attachment upon clicking **OK**. Outlook will then manage the delivery of the E-mail. If you have recorded an E-mail address on the **Vendor / Payee Window - Notes/Information Tab**, it will be defaulted as the "To address" on your Outlook E-mail.

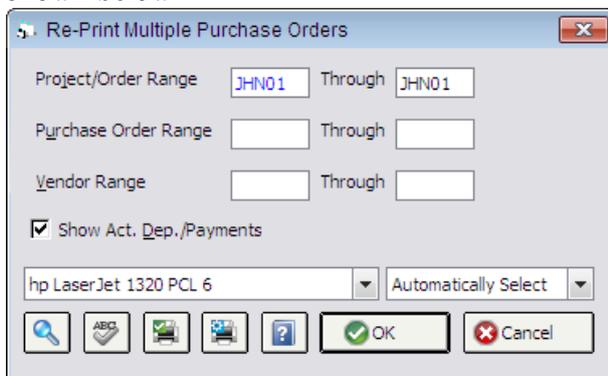
If **Use MAPI instead of Outlook for E-mail** option is selected on the User Settings Window, a generic **E-mail Window** will be displayed where you can input the subject and message. Again, the e-mail address will default from the Vendor / Payee Window - Notes/Information Tab. The E-mail Window is shown below.



Clicking the **Send** button will create an e-mail in your default E-mail software for transmission. In order for Design Manager to send an e-mail, your e-mail software must be MAPI-compliant. Some e-mail software must be running to receive e-mail from other programs such as Design Manager.

Re-printing Multiple Purchase Orders

Design Manager allows the user to reprint an entire selection of Project Purchase Orders for any combination of Projects, Vendors, and Purchase Order Numbers using the **Re-Print Multiple Purchase Orders Window**. To do so, go to the **Purchase Orders Window - Purchase Order Tab** and click the **Multi-Print** button which displays the Re-Print Multiple Purchase Orders Window shown below.



If a Project or Vendor Code was entered on the Purchase Orders Window, the appropriate range will default to that Code. Enter the other desired parameters into the Project\Order, Purchase Order Number, and Vendor Ranges to indicate the selection of Purchase Orders to reprint. For example, if a situation arises where all Purchase Orders for a particular Vendor, input the Vendor Code into the

Starting and Ending fields of the Vendor Range. After any parameters are entered, click the **OK** button to reprint.

Project/Order Range: Purchase Orders can be reprinted for a particular Project or a range of Projects. For example, all Purchase Orders can be reprinted for the "Johnson Residence - PA" by setting the Project/Order Range to "JHN01" to "JHN01" where "JHN01" is the Project Code. Leaving the Project/Order Range blank will reprint all Purchase Orders regardless of their Project Code.

Purchase Order Range: Purchase Orders can be reprinted for a particular Purchase Order Number or, more commonly, a range of Purchase Order Numbers. For example, all Purchase Orders between 0010 and 0020 can be reprinted by setting the Purchase Order Range to "0010" to "0020". Leaving the Purchase Order Range blank will reprint all Purchase Orders regardless of their Purchase Order Number.

Vendor Range: Purchase Orders can be reprinted for a particular Vendor or a range of Vendors. For example, all Purchase Orders can be reprinted for the "Bath and Kitchen Studio" by setting the Vendor Range to "B&S" to "B&S" where "B&S" is the Vendor Code. Leaving the Vendor Range blank will reprint all Purchase Orders regardless of their Vendor Code.

Show Actual Deposits/Payments (Show Act. Dep./Payments): The Show Actual Deposits/Payments option will print any recorded Vendor Deposits **and** Vendor Invoices for the reprinted Purchase Orders in the totals region of the document, indicating the current estimated amount due on each Purchase Order.

PO Conditions and the Company Information - PO/E-mail/Fax Tab

The **Company Information Window - PO/E-mail/Fax Tab** is used to enter the **Project Purchase Order Conditions**, **Default Purchase Order E-mail Message**, and the **Purchase Order Fax Cover Page Remarks**.

The screenshot shows the 'Company Information' window with the 'PO/E-mail/Fax' tab selected. The window contains three text input fields for entering PO conditions, default email messages, and fax cover page remarks. The 'PO Conditions' field contains the text 'Please advise when completed to schedule shipping!'. The 'Default PO E-mail Message for Batch E-mail System' field contains 'Please call to confirm receipt of email!'. The 'PO Fax Cover Page Remarks' field contains 'Please call to confirm receipt of fax!'. There are also icons for text formatting (Bold, Italic, Underline) and a printer icon. At the bottom, there is a field for 'Microsoft Fax Server (leave blank for local computer)' and 'OK' and 'Cancel' buttons.

The Project PO Conditions are remarks, comments, or terms that will be displayed at the bottom of all Project Purchase Orders. The Default PO E-mail Message will be displayed in the Message portion of E-mail window used to transmit a reprinted Purchase Order, but, of course, can be edited as

necessary. The PO Fax Cover Page Remarks will be displayed on the cover page of each PO transmitted via the PO Faxing system. Batch e-mailing and faxing of Purchase Orders will be discussed in full below.

Faxing and Batch E-mailing Purchase Orders

Design Manager has an integrated system for faxing & e-mailing Purchase Orders in batches. The E-mail and Faxing system maintains a **Status** for each Purchase Order indicating whether delivery of the document is **Pending**, has been sent **Successfully**, or an **Error** has occurred. Faxes and e-mails can be set for delivery at any time during the day or overnight as desired.

Technical Requirements: The E-mail and Faxing system requires **Microsoft Fax Server 2003** to be installed on a network server in order to fax Purchase Orders. If you are unsure if Fax Server 2003 has been installed, contact your hardware/network technician or system administrator.

For e-mailing, the transmitting computer must have e-mail software that supports Microsoft's MAPI mail system which is usually installed on computers using Microsoft Outlook or Outlook Express but may be present with other e-mail software programs.

To use the E-mail and Faxing system, you must first indicate to which Vendors you will be faxing or batch e-mailing Purchase Orders. To do so, select **Glossaries** → **Vendors / Payees** and edit the desired Vendor on the **Vendor Glossary**.

| Vendor Code » | Vendor Name | Payee Name | Type | Category |
|---------------|--------------------------------|--------------------------------|------|----------------|
| B&G | Bath and Kitchen Studio | Bath and Kitchen Studio | | BATHROOM |
| BRUNS | BRUNSCHWIG & FILS | BRUNSCHWIG & FILS | | FURNITURE |
| COUNT | Country Living | Country Living | | ACCESSORIES |
| EPIC | Epic Furniture | Epic Furniture | | FURNITURE |
| FEDEX | Federal Express | Federal Express | | SHIPPING |
| GRAND | Grand Furniture | Grand Furniture | | FURNITURE |
| HERMM | Herman Miller | Herman Miller | | |
| IRON | Ironworks | Ironworks | | FURNITURE |
| K&M | K & M, LLC. | K & M, LLC. | | EXPENSES |
| MYTH | Mythic Refinishing | Mythic Refinishing | | FINISHING |
| OCEAN | Ocean Furniture | Ocean Furniture | | FURNITURE |
| PILL | Pillows and More | Pillows and More | | ACCESSORIES |
| REST | Restaurants - any meal expense | Restaurants - any meal expense | | EXPENSES |
| RUST | Carolina Rustica | Carolina Rustica | | FURNITURE |
| STAPL | Staples | Staples | | OFFICESUPPLIES |
| STEEL | Steelcase | Steelcase | | |
| UPS | United Parcel Service | United Parcel Service | | SHIPPING |

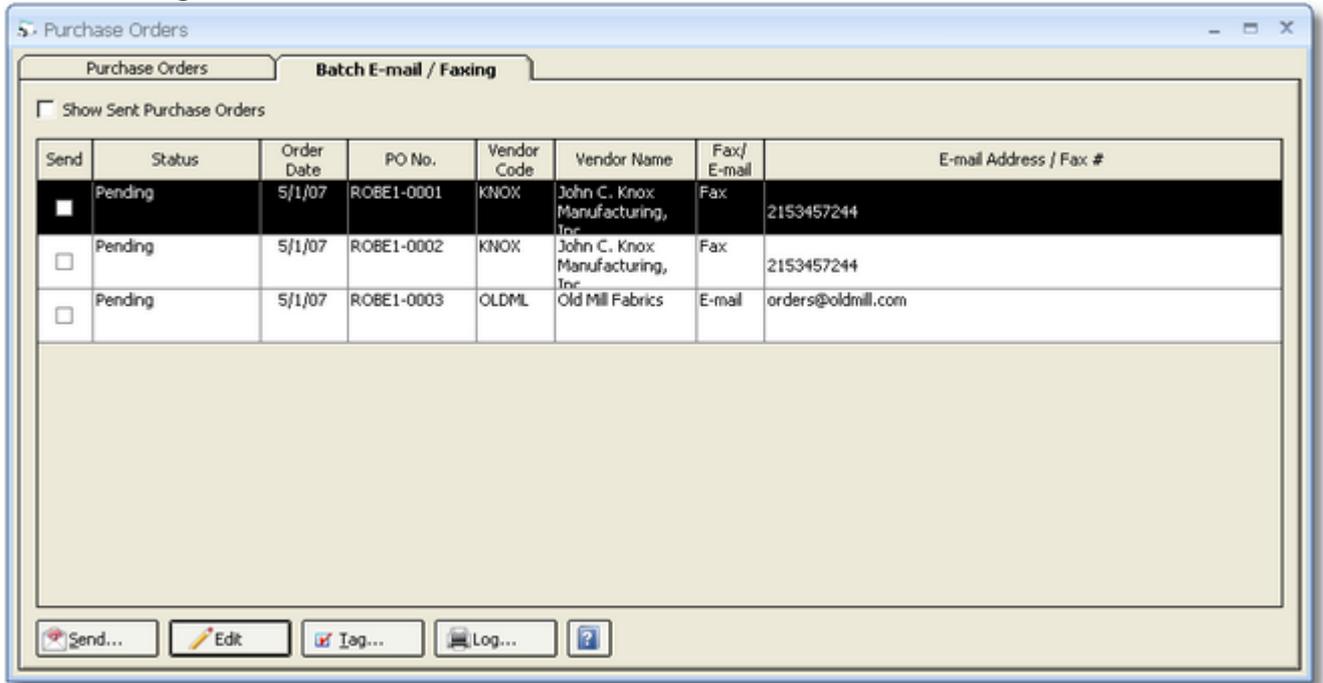
At the bottom of the window, there are buttons for Add, Edit, Delete, Status..., a help icon, a checkbox for Show Inactive, and a Close button.

On the **Vendor / Payee Window - Defaults Tab**, select the **Fax POs** or **Email POs** options as desired. Only one of the options can be selected for a particular Vendor. If using the Fax Pos option, make sure that the Fax Number of the Vendor, including any special characters that may be needed for your or their fax devices, is entered into the **Fax Dial String** field. The Fax Dial String is automatically populated with the **Fax** number from the **Vendor Tab** but can be edited as necessary. When using the Email Pos option, be sure to enter the Vendor's e-mail address into the **E-mail** field on the **Notes / Information Tab**. Design Manager will alert you if the necessary Fax Dial String or E-mail address is not entered when saving the Vendor.

Once the Vendor is configured properly, upon generating a Purchase Order for the Vendor, the document will be placed in the queue on the **Purchase Orders Window - Batch Emailing and Faxing Tab** described below.

Purchase Orders Window - Batch Emailing and Faxing Tab

To utilize the E-mail and Fax system, select **Project → Purchase Orders** and click the **Batch E-mail / Faxing Tab** which is shown below.



The **E-mail and Faxing Grid** lists all Purchase Orders that have not yet been successfully transmitted to the Vendor. If you would like to all Purchase Orders that were processed through the E-mail and Faxing system, including those sent successfully, canceled, or failed to transmit, select the **Show Sent Purchase Orders** option.

The E-mail and Faxing Grid has the following columns:

Send: Select the checkbox in the Send column to include the Purchase Order in the next batch e-mail and/or fax transmission.

Status: The Status column will indicate the current transmission state of the Purchase Order. Purchase Orders that are waiting to be faxed or e-mailed will be listed as **Pending**. The Status column will also display if an error has occurred during transmission or, if the Show Sent Purchase Orders option is selected, the date and time of the successful transmission.

Order Date: The date of the Purchase Order.

Purchase Order Number (PO No.): The unique reference number of the Purchase Order.

Vendor Code: The Code of the Vendor to whom the Purchase Order will be transmitted.

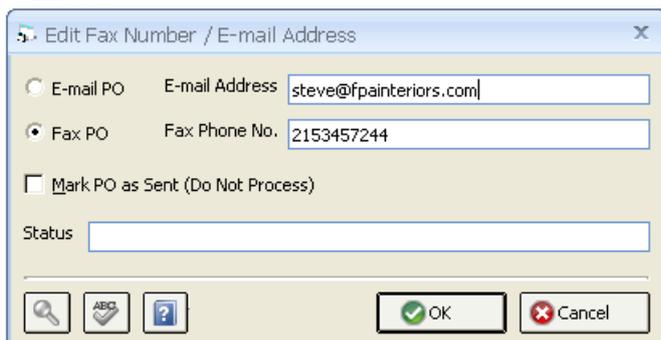
Vendor Name: The Name of the Vendor to whom the Purchase Order will be transmitted.

Fax/E-mail: This column indicates whether the Purchase Order will be transmitted via fax or e-mail.

E-mail Address / Fax # (Number): The Fax Dial String and E-mail address of the Vendor will be listed this column.

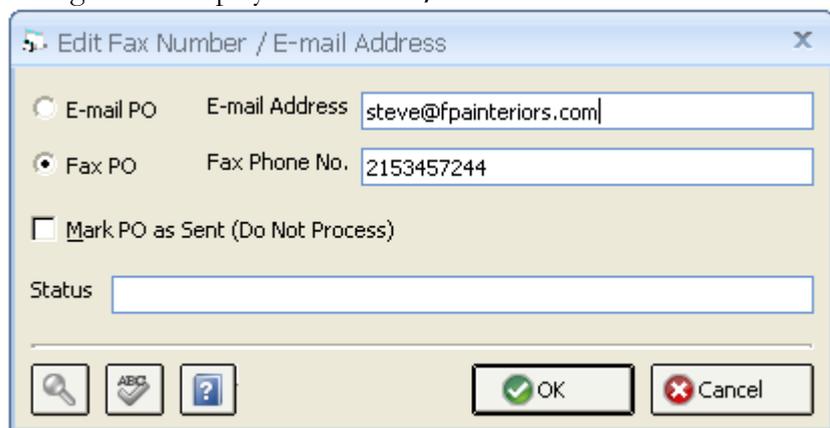
The transmission of the Purchase Orders can be managed and reviewed using the **Send, Edit,** and **Log** buttons beneath the E-mail and Faxing Grid.

The **Edit** button allows the user to change particular settings for the transmission of the selected Purchase Order on the E-mail and Faxing Grid using the **Edit Fax Number / E-mail Address Window**.



The Edit Fax Number / E-mail Address Window will be displayed with the original E-mail and Fax Dial String of the Vendor displayed in the **E-mail Address** and **Fax Phone Number (No.)** fields, respectively. If either has changed for the Vendor since the Purchase Order was generated, update the information as necessary. Further, the original transmission method of the Purchase Order will be indicated by the **E-mail PO** or **Fax PO** options. Again, if the Purchase Order is to be transmitted via a different method, simply select the desired option to indicate the change. The Edit Fax Number / E-mail Address Window can also be used to manually designate a Purchase Order as being transmitted to the Vendor by selecting the **Mark PO as Sent (Do Not Process)** option. This is useful if the Vendor has received the Purchase Order in some other manner in order to prevent the Vendor from inadvertently processing the Purchase Order twice. Notice that the **Status** field will automatically display "**Sent - <date and time> marked by user <User Name>**" when selecting the Mark PO as Sent (Do Not Process) option. For a Purchase Order that has previously been sent, the information in the Status column of the E-mail and Faxing Grid for the Purchase Order will be displayed in the Status field.

To schedule Purchase Orders for transmission to the Vendors, select the Send column for each desired Purchase Order. You can also click the **Tag** button to automatically select all Purchase Orders that have not been sent. After selecting the desired Purchase Orders, click the **Send** button. Doing so will display the **E-mail / Fax Purchase Orders Window** shown below.



The E-mail / Fax Purchase Orders Window allows you to configure what type of transmission is being scheduled and when the transmission will take place. The **Send** option dictates which type of transmission to commence and has the following selections:

E-mail and Faxes: Purchase Orders designated to be transmitted by either fax or e-mail will be sent.

E-mail Only: Only Purchase Orders designated to be e-mailed to the Vendor will be sent.

Faxes Only: Only Purchase Orders designated to be faxed to the Vendor will be sent.

E-mail Now, Faxes Later: This selection will transmit the Purchase Orders which are to be e-mailed immediately while Purchase Orders that are going to be faxed will be sent at the time indicated in the **Start** option described below.

The **Start** option provides five choices for the time transmission of the Purchase Orders will commence: **Now, 6 pm, 8 pm, 10 pm, and 12 am**. There are several considerations when selecting the Start time. First, when e-mailing Purchase Orders it is recommended to use the **Now** option. Depending on the security settings of the e-mail software being utilized on the computer, user interaction may be required to allow Design Manager to access the e-mail software and for how long. Therefore, sending the e-mail Purchase Orders immediately allows the user to grant Design Manager access to the e-mail software, if necessary. Second, when transmitted Purchase Orders via fax, it may be desirable to select a later time for lower billing rates or to prevent congestion on the Fax Server. When doing so, it is important to note that the computer being used to transmit the Purchase Orders will not be able to utilize, or close, Design Manager until transmission completes. Further, the Fax Server must, obviously, be running when the Purchase Orders are transmitted. Lastly, if selecting a Start option for a time after normal business hours, using the **Exit Design Manager When Finished** option is good practice as Design Manager will automatically close upon completing transmission.

Most automated back-up programs will require that Design Manager is closed in order to properly back-up the Design Manager data.

To initiate the transmission of the Purchase Orders, click the **OK** button. The status of the transmission will be displayed in red to keep the user apprised of its progress. Again, Design Manager will be unavailable for other usage on the transmitting computer during this process.

The **Log** button is used to print the **Project Purchase Order Fax / E-mail Log Report** to review the status of Purchase Order transmissions or review the history of transmitted Purchase Orders for particular Vendors or Projects.

Important Considerations: When e-mailing Purchase Orders, it may be necessary to start the e-mail software prior to transmitting the Purchase Orders. If an error occurs within the e-mail software, the logs of the software must be reviewed in order to determine if the Purchase Orders were successfully transmitted. As stated above, when e-mailing the e-mail software may require authorization for access. this authorization can usually be eliminated by adjusting the security level. Please review the security settings with an IT professional before changing the software's current security setting.

During e-mailing, Design Manager will record the time the Purchase Order was successfully sent when it is transmitted to the e-mail software on the computer, NOT the time the e-mail is actually sent from the e-mail software. So, if the e-mail software is not active or is not configured to automatically send pending e-mails, a differential between the date and time recorded by Design Manager and when the e-mail was truly sent may occur. In a similar vein, a faxed Purchase Order will be recorded as sent when it is transmitted to the Fax Server, NOT when the Fax Server actually sends the documents. Due to the configuration of the Fax Server, back-logs in the Fax Queue, etc., differences in the sent date and time may be present.

Tracking Fax Phone Usage for Projects

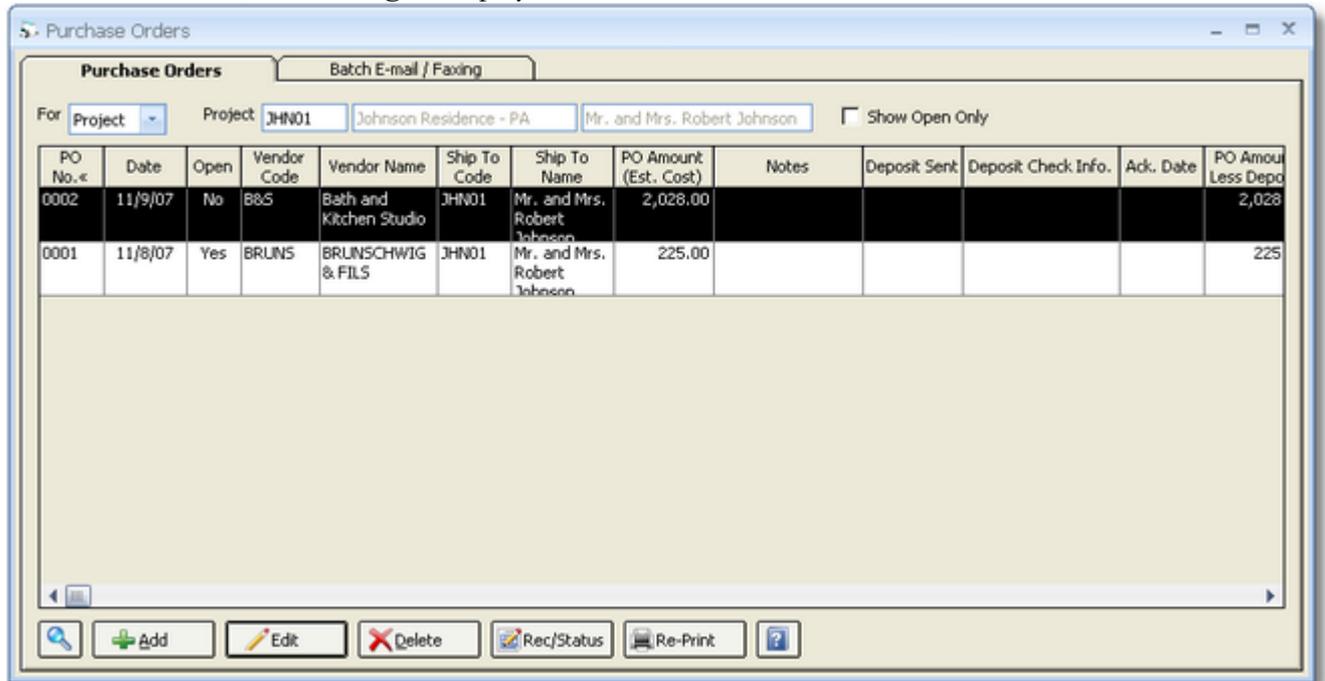
Sophisticated phone systems can be used to monitor fax transmissions sent by your company on behalf of a particular Project. Some companies choose to monitor the fax transmissions in such a way so the Project can be then be billed for the expense incurred by faxing. Such phone systems correlate a fax to a particular Project by a unique code that is used to identify the Project and is included in the fax transmission. To enter such in code in Design Manager, go to **Project → Projects** to open the **Projects Window**. Highlight the desired Project on the **Projects Grids** and click the **Edit** button. On the **Project Window**, go to the **Defaults** Tab and click the **Advanced / Mark-up** button. Finally, on the **Projects Advanced Options Window**, select the **PO** Tab which is shown below.

The screenshot shows the 'Project Advanced Options' window for 'JHND1 / Johnson Residence - PA'. The 'PO' tab is selected. The window contains several input fields and checkboxes. The 'Freight' section has a 'Title' field with 'Freight' and a 'Style' dropdown with 'Total'. The 'Installation' section has a 'Title' field with 'Installation' and a 'Style' dropdown with 'List'. The 'Design Fee' section has an empty 'Title' field and a 'Style' dropdown with 'Ignore'. The 'Labor' section has a 'Title' field with 'Labor' and a 'Style' dropdown with 'List'. The 'PO Options' section includes a 'Title' field with 'Purchase Order', three checkboxes: 'Single Item PO', '"Agent For" POs', and 'Show Email/Website', and another checkbox 'One Purchase Order Per Component'. There is also a 'Fax Prefix' field. The bottom of the window has a search icon, a green checkmark icon, a question mark icon, and 'OK' and 'Cancel' buttons.

Input the fax code for the Project into the **Fax Prefix** field. When faxing Purchase Orders as described in *Faxing and Batch E-mailing Purchase Orders*, the Fax Prefix is appended to the Fax number of the Vendor and will be recognized by fax tracking program for reporting purposes.

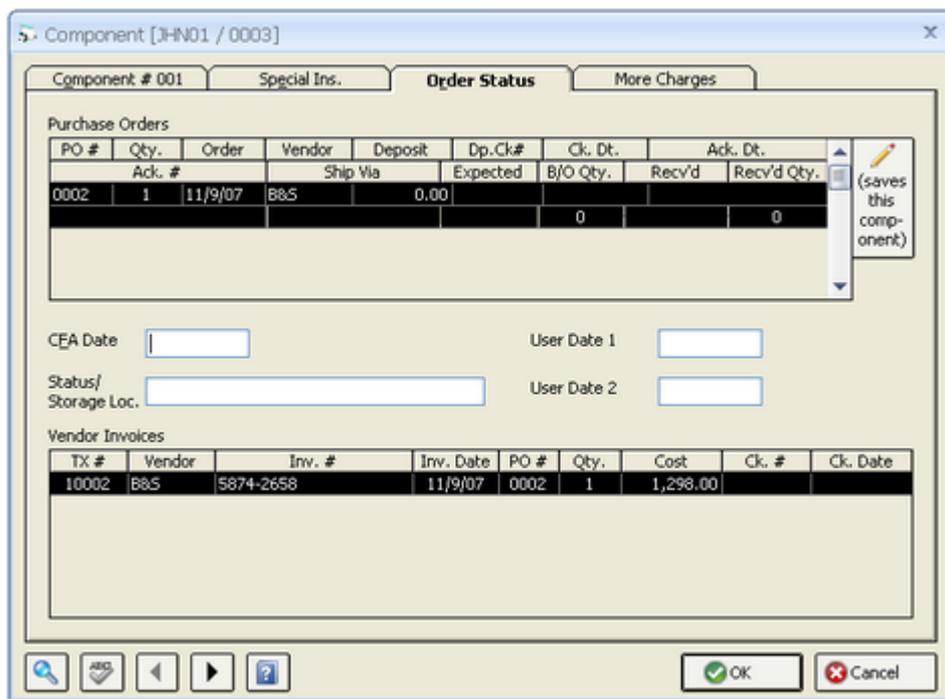
Acknowledging Purchase Orders and Receiving Merchandise

Design Manager allows you to record Purchase Order acknowledgements, receive merchandise and track back-ordered products, and monitor a wide variety of other information regarding the status of an order. Such tasks are considered of the utmost importance to many design firms. The Order Tracking reports in Design Manager are dependent on proper entry of the order status information. Users can record order tracking information at any time on the **Purchase Order Status Window**. The Purchase Order Status Window can be accessed in two manners. First, select **Project → Purchase Orders / Receiving** to display the **Purchase Orders Window**.



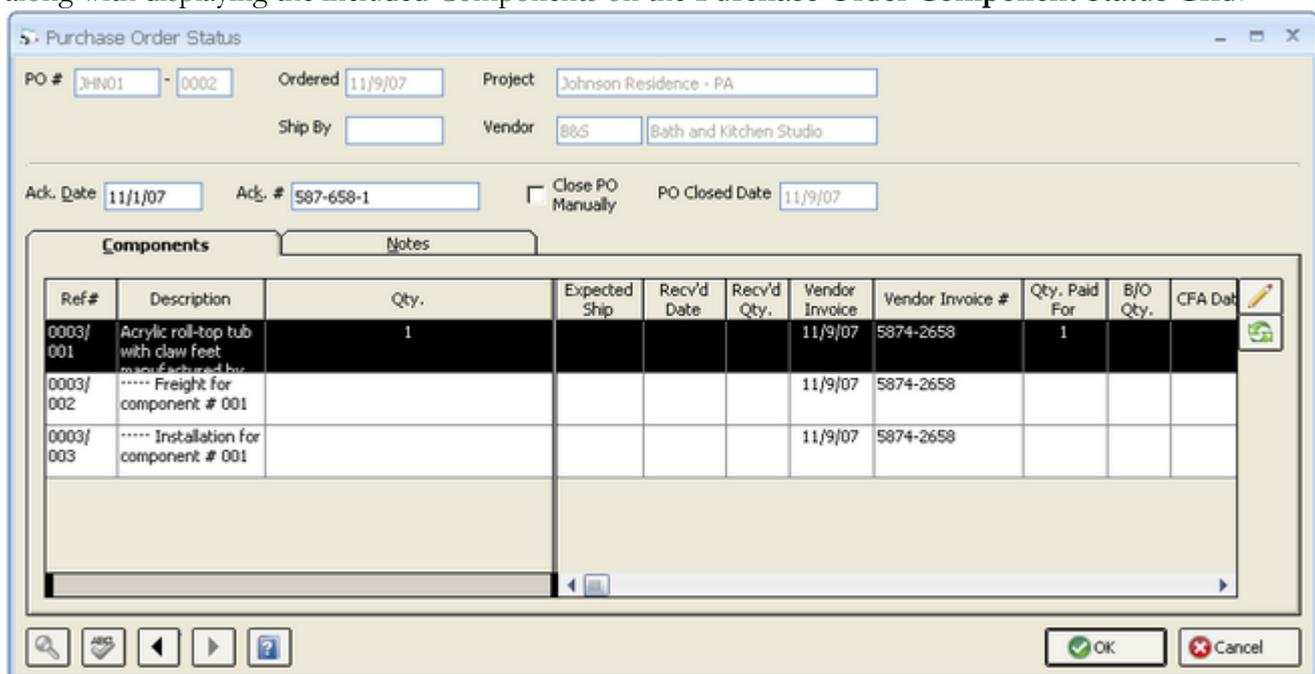
Input or select the desired Project Code into the **Project** field. Then, select the desired Purchase Order from the **Purchase Orders Grid** and click the **Receiving / Status (Rec/Status)** button.

The second method to access the Purchase Order Status Window is to select **Project → Specifications** to display the **Specifications Window**. Input or select the desired Project Code into the **Project** field. Then, edit the proper Item on the **Items Grid**. On the **Item Window**, edit the proper Component on the **Purchase Order Components Grid**.



Finally, go to the **Order Status Tab** of the **Component Window**, select the desired Purchase Order on the **Purchase Orders Grid**, and click the **Edit** button.

The Purchase Order Status Window displays all pertinent information regarding the Purchase Order, along with displaying the included Components on the **Purchase Order Component Status Grid**.



Using this window you can enter an **Acknowledgement Date** and **Number**. The Acknowledgment Date is when the Vendor receives and accepts your Purchase Order. This Acknowledgment may be given verbally over the phone or the Vendor may send you a printed Acknowledgement. The Vendor may also give you an Acknowledgement or confirmation number for the order. Clicking on the **Edit** button will open the **Edit Order Status Window** for the highlighted Component in the grid. On this window, you can put in a **Received Date** and a **Received Quantity** when the merchandise arrives. You can also enter an **Expected Ship Date**, a **Cut For Approval Date**, **Status**, etc. When you are finished click the **OK** button. The new information will be displayed on the Purchase Order Component Status Grid.

Purchase Order Status Window

The **Purchase Order Status Window** is accessed from the **Purchase Orders Window** by selecting a Purchase Order and clicking on the **Receiving/Status (Rec/Status)** button. This window provides a method to enter and edit Purchase Order status information, as well as manually close a Purchase Order. Use this window to enter Acknowledgements, shipping dates, receiving and back-ordered information, etc.

The screenshot shows the 'Purchase Order Status' window with the following fields and data:

- PO #: JHN01 - 0002
- Ordered: 11/9/07
- Project: Johnson Residence - PA
- Ship By: [Empty]
- Vendor: B&S Bath and Kitchen Studio
- Ack. Date: 11/1/07
- Ack. #: 587-658-1
- Close PO Manually:
- PO Closed Date: 11/9/07

| Ref# | Description | Qty. | Expected Ship | Recv'd Date | Recv'd Qty. | Vendor Invoice | Vendor Invoice # | Qty. Paid For | B/O Qty. | CFA Dat |
|----------|--|------|---------------|-------------|-------------|----------------|------------------|---------------|----------|---------|
| 0003/001 | Acrylic roll-top tub with claw feet | 1 | | | | 11/9/07 | 5874-2658 | 1 | | |
| 0003/002 | Freight for component # 001 | | | | | 11/9/07 | 5874-2658 | | | |
| 0003/003 | Installation for component # 001 | | | | | 11/9/07 | 5874-2658 | | | |

Notice that many fields on this window are disabled as the information is recorded at the time the Purchase Order is created. The fields are described below:

Purchase Order Number (PO#): The unique reference of the Purchase Order.

Ordered: The date of the Purchase Order.

Ship By: The Vendor should be ship the merchandise no later than this date.

Project: The Name of the Project for which the Purchase Order was generated.

Vendor: The Vendor from which the merchandise was ordered.

Certain order tracking information can be entered on this window as well:

Acknowledgement Date (Ack. Date): The Acknowledgement Date is when the Vendor receives and confirms the order. The confirmation may be given verbally or the Vendor may send you a printed Acknowledgement.

Acknowledgement Number (Ack. #): If the Vendor gives you an Acknowledgement or confirmation Number for the order, enter the information here.

Purchase Order (PO) Closed Date: The date upon which the Purchase Order was considered closed by Design Manager. Defaults can be set for how Purchase Orders will be closed in the software on the **Company Advanced Options – Purchase Orders Tab**. The Purchase Order Closed Date is often recorded automatically by Design Manager.

Close Purchase Order (PO) Manually: Select this option to indicate the Purchase Order as closed without waiting for Design Manager to automatically do so. Design Manager will set the Purchase Order Closed Date to the current system date upon selecting this option.

Notes: You can click the **Notes Tab** to input any information desired regarding the status of the Purchase Order. The Notes can be printed and can optionally be displayed on a variety of Order Tracking reports. When Notes are present, an asterisk will be displayed next to the tab caption as in "Notes*".

Purchase Order (PO) Component Status Grid: This grid displays all of the order information for each Component on the Purchase Order. This information may be edited on the **Edit Order Status Window** by clicking on the **Edit** button to the right of this grid. Clicking on the **All** button opens the **Change All Window** which is identical to the Edit Order Status Window, except that all of the fields are blank allowing you to enter new information and update all of the Components simultaneously. The Purchase Order Component Status Grid contains the following columns:

Reference Number (Ref#): The unique Reference Number to identify the Component within the Project.

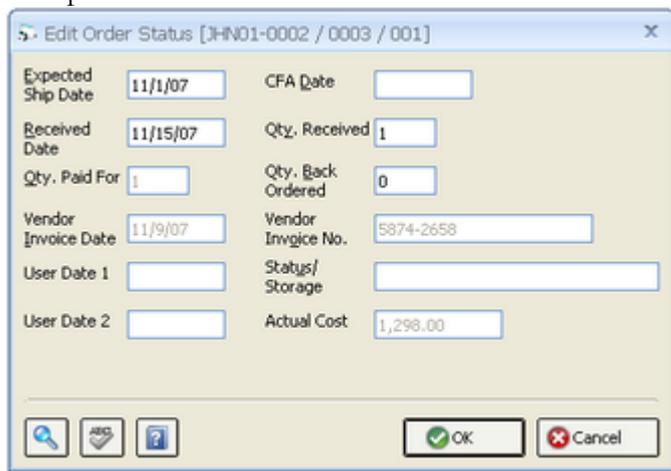
Description: The Description of the Component on the Purchase Order. You can briefly view the entire Description by hovering your cursor over this column.

Quantity (Qty.): The Quantity of the Component on the Purchase Order.

See the **Edit Order Status Window** for a description of the remaining columns as much of the information will be recorded on that window.

Edit Order Status Window

The **Edit Order Status Window** is accessed from the **Purchase Order Status Window** by clicking on the **Edit** button to the right of the **Purchase Order Component Status Grid**. This window provides numerous fields for recording and updating Purchase Order tracking information. To update tracking information for all Components on the Purchase Order at once, click on the **All** button on the Purchase Order Status Window. This will open the **Change All Window** for the Purchase Order. This window is identical to the Edit Order Status Window, except that all of the fields will be blank, allowing you to enter new dates and information and will record the information for all the Purchase Order Components. Using the Change All Window is convenient when all the Components on the Purchase Order are received simultaneously.



The screenshot shows a window titled "Edit Order Status [JHN01-0002 / 0003 / 001]". It contains several input fields arranged in two columns:

| | | | |
|---------------------|----------|--------------------|-----------|
| Expected Ship Date | 11/1/07 | CFA Date | |
| Received Date | 11/15/07 | Qty. Received | 1 |
| Qty. Paid For | 1 | Qty. Back Ordered | 0 |
| Vendor Invoice Date | 11/9/07 | Vendor Invoice No. | 5874-2658 |
| User Date 1 | | Status/Storage | |
| User Date 2 | | Actual Cost | 1,298.00 |

At the bottom of the window, there are icons for search, help, and a toolbar with "OK" and "Cancel" buttons.

Expected Ship Date: This is the date that you expect merchandise to be shipped from the Vendor.

Received Date: The date that you actually receive the merchandise from the Vendor.

CFA Date: The CFA date is used to record when a "Cutting For Approval" is received from the Vendor, if one is required.

Quantity Received (Qty. Received): The quantity of the item actually delivered from the Vendor. The Quantity Received may differ from the original Ordered Quantity if a portion of the merchandise is back ordered. **Note:** The Quantity Received should reflect the total amount of merchandise

received to date. For example, if 5 lamps were ordered and 2 lamps had been received, enter 2 as the Quantity Received. When the additional 3 lamps are delivered, the Quantity Received should be changed from 2 to 5.

Quantity Paid For (Qty. Paid For): The Quantity Paid For represents the amount of the merchandise for which you have actually paid the Vendor and is automatically recorded by Design Manager when the Vendor Invoice for the merchandise is recorded.

Quantity Back Ordered (Qty. Back Ordered): The quantity of the product that is currently on back order from the Vendor.

Vendor Invoice Date: The date on the Vendor Invoice was recorded for the merchandise. Again, this date will be displayed automatically.

Vendor Invoice Number (Vendor Invoice No.): The invoice number of the bill from the Vendor which will be recorded when the Vendor Invoice is entered in Design Manager.

User Date 1: This is a user-defined field that can be used for any additional Purchase Order tracking information that may be required. The title for this field can be set on the **Company Advanced Options – General Tab**.

User Date 2: See above.

Status / Storage: You may use this field for entering any additional information for this Purchase Order Component.

Actual Cost: The cost of the Component recorded while entering the Vendor Invoice for this Purchase Order will be displayed here.

Two options will be available when using the Change All Window:

Receive All Items: Clicking this option will set the Received Date to the current system date, which can be changed, and will set the Received Quantity to the original Ordered Quantity for all Components on the Purchase Order.

Clear Blank Fields: Selecting this option will cause Design Manager to delete the order tracking information for any fields that are blank or zero for all Components on the Purchase Order.

Click the **OK** button to record the information for the Component or Components if the Change All Window was being used. The updated information will now appear on the Purchase Order Component Status Grid of the Purchase Order Status Window.

Accounts Receivable

Accounts Receivable in Design Manager is used to create Client Invoices for Projects or Orders from the optional Showroom module. Point-of-Sale Invoices are also recorded through Accounts Receivable as are Client Cash Receipts including Retainers and Deposits, Payments on Client Invoices, and Miscellaneous Receipts such as bank account interest, commission, or the refund of an insurance premium. Accounts Receivable also contains the ability to create Finance Charges, adjust Client Invoices for bad debt or other problem, to process a Credit Client Invoice, and void Cash Receipts.

Entering Cash Receipts from Clients - Deposits, Retainers, and Payments

All Cash Receipts in Design Manager will be entered through the **Cash Receipts Window** which is accessed by selecting **A/R → Cash Receipts**. **Cash Receipt Payment Types** for properly grouping and classifying receipts will be discussed first, followed by general procedures for recording Deposits and Retainers, Payments on Client Invoices, and Miscellaneous Cash. A detailed description of the **Cash Receipt Window** and **New Cash Receipt Window** will conclude the section and may be skipped, to be used for in-depth reference only.

Cash Receipt Payment Types and the Company Information A/R Showroom Tab

Prior to recording any Cash Receipts in Design Manager, it is important to properly define **Cash Receipt Payment Types**. Payment Types consist of a **Type** or name and a **General Ledger Cash/Checking Account**. Primarily, Payment Types are designed to distinguish different methods of payment from your Clients by automating the separation of the payment methods in your Cash Account. Design Manager attempts to conveniently group all receipts of the same Payment Type together so you can easily reconcile your credit card receipts, bank deposits, etc. with the entries recorded in Design Manager. Payment Types also allow you to distinguish between different Cash Accounts to easily record deposits into the proper Account. To define and review the Cash Receipt Payment Types, select **General Ledger → Company Information** to display the **Company Information Window**. Click the **A/R Showroom Tab** which is shown below.

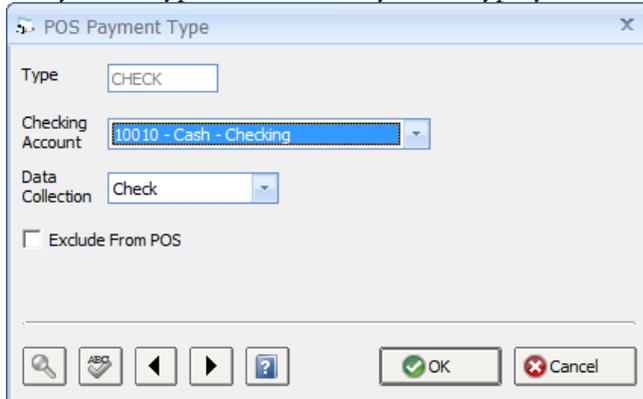
| Type | Cash Account No. | Cash Account Name |
|-------|------------------|-------------------|
| CHECK | 10010 | Cash - Checking |
| CASH | 10010 | Cash - Checking |
| VISA | 10010 | Cash - Checking |
| MC | 10010 | Cash - Checking |
| AMEX | 10010 | Cash - Checking |

Sales Category to Record Store Credits: CREDI Store Credits

Showroom:
Default PO Ship To: MAIN FPA Interiors - Main Showroom
Default Tax Exempt Code: NOTAX No tax - Out of State

POS / Cash Receipt Payment Type Window

Add a new Payment Type to the software by clicking on the **Add** button to the right of the **Cash Receipt Payment Types Grid** which will open the **POS / Cash Receipt Payment Type Window** where Payment Type information can be entered. An existing Payment Type can be revised by selecting the entry on the Cash Receipt Payment Types Grid and clicking the **Edit** button. To remove a Payment Type, select the Payment Type you wish to remove and click the **Delete** button.



Type: This is the code or name used to identify the Payment Type on the **New Cash Receipt Window**. The Type is often a descriptive term such as "CHECK" for a company checking account or "MONEY" for an additional money market account. However, some users will find using the Account Number of the General Ledger Checking Account, such as "10010", as the Type Name more useful.

Checking Account: Select the General Ledger Checking Account associated with the Payment Type.

Exclude from Point of Sale (POS): When this option is selected, the Payment Type will **not** be listed in the Payment Type menu on the Point of Sale Invoice Window - Totals/Payments Tab. This may be desirable to prevent operators from recording a receipt into the wrong Account by inadvertently selecting the wrong Payment Type or to restrict certain types of payment methods such as personal checks, etc.

Data Collection: The Data Collection selection is used to properly configure the Point of Sale Invoice Window - Totals/Payments Tab and to designate a Payment Type to be used with **Merchant Warehouse's MerchantWARE** automatic credit card processing. The Data Collection menu has four options: **Generic**, **Check**, **Credit Card**, and **MerchantWARE**. When **Generic** is selected for a Payment Type, when choosing the Payment Type on the Point of Sale Window, a **Transaction Description** field will be available to record any necessary information for the sale. If **Check** is used assigned to the Payment Type, using the Payment Type will offer a **Check Number** field on the Point of Sale Invoice Window to store the Client's Check Number. Likewise, if the Payment Type has **Credit Card**, the Point of Sale Invoice Window will have a **Credit Card Number** and **Expiration Date** fields available for the Client's credit card information. If **MerchantWARE** is selected, when entering a new Cash Receipt on the **New Cash Receipt Window** or processing a Point-of-Sale Invoice, the **Credit Card Transaction Window** will be displayed to process a Credit Card transaction over the Internet through Merchant Warehouse's MerchantWARE interface. The MerchantWARE selection also displays the **Always ask for CV Code** option which, when selected, will always prompt the user to enter the credit card CV Code when processing the credit card transaction.

If the company has signed up with Design Manager and **Merchant Warehouse** to automatically process credit card transactions over the Internet through **MerchantWARE**, use the **Enter MW Credentials (Enter MW Cred...) Button** to input the necessary MerchantWARE identification including the company's **Site ID**, **Key**, **Name**, etc.

For a full explanation of using MerchantWARE to process credit card transactions, see **Using Design Manager and Merchant Warehouse to Post Credit Card Transactions**.

Additional Point of Sale and Accounts Receivable Settings

After adding or revising all of the necessary Payment Types, the A/R Showroom Tab has other options as well.

The **Use Receipt Printer** option indicates to Design Manager that the optional **Label/Receipt Printer** will be used when generating Inventory Labels and Point-of-Sale Invoice Receipts. Contact the Design Manager Sales Department at 800-836-2999 for information on the Label/Receipt Printer.

The **POS Timeout** determines the amount of time, in minutes, before Design Manager will automatically log out the **Point of Sale Invoice Window**. Automatically logging out the Point of Sale Invoice Window is advantageous to prevent unauthorized individuals from posting fictitious Invoices and Gift Certificates/Credits or, if the optional **Cash Drawer** has been purchased, having access to open the Cash Drawer.

The **Show Ship-To on Point of Sale (POS) Invoice** option determines whether or not to display the Ship-To location for the merchandise on the Point-of-Sale Invoice document.

Sales Category to Record Store Credits allows the user to determine which Revenue and COGS Accounts will be used to maintain credits generated through the Point of Sale system. For more information, see Sales Categories and Gift Certificates & Store Credits.

If you have purchased the optional **Showroom** module, you will have two additional settings:

The **Default PO Ship-To** allows a Ship-To to be specified which will be defaulted to each new Purchase Order Component for new Quotes and Orders. Specifying a Default PO Ship-To facilitates creating new Specifications and prevents users from inputting incorrect shipping information.

The **Default Tax Exempt Code** is the Sales Tax Code used when an Order or Quote is created for a Client that has Tax ID entered, indicating the Client should not be charged sales tax. If the Client does not have a Tax ID, the **Default Sales Tax Code** from the **Employee Window - POS/Showroom Tab** of the Employee generating the Order or Quote will be used.

Collecting a Deposit or Retainer From Your Client

Design Manager has two methods for recording preliminary or deposit funds from your Client: **Retainers** and **Deposits** on Proposals.

A Retainer should be used when the funds from the Client are not yet dedicated to any particular merchandise. Retainers can be manually utilized when the Client is invoiced. Conversely, when a Deposit on a Proposal is recorded, the funds are allocated to each Item on the Proposal, based upon their Deposit Requested amount, and cannot be used for other Items. In other words, the Deposit "ties" the money directly to the desired Items.

Recording a Retainer:

If you would like to record a Retainer for a Project, as you will with all Cash Receipts, select **A/R → Cash Receipts** which will display the **Cash Receipts Window**.

Cash Receipts

New Existing

Fiscal Month: 07/2009 Total Receipts: \$9,650.76

| Hold | Client Code | Client Name | Check No. (Payment Status) | Date | Payment Type | Amount | Project/Order - Invoice/Proposal | Deposit Slip | Cash Account | Cash Account Name | Offset Account |
|-------------------------------------|-------------|-----------------------------|----------------------------|----------|--------------|----------|--|--------------|--------------|-------------------|--|
| <input checked="" type="checkbox"/> | JHNRB | Mr. and Mrs. Robert Johnson | Run CC | 07/24/09 | VISA | 5,115.15 | JHN02 - Johnson Mountain House, Proposal# 0001, \$3,048.75 JHN02 - Johnson Mountain House, Invoice# 10001, \$2,066.40 | VISA | 10010 | Cash - Checking | 23000 - Client Deposits, \$3,15000 - Accounts Receivable |
| <input type="checkbox"/> | KAPLN | Mrs. Leslie Kaplan | VLXNUM-45789 | 07/24/09 | CHECK | 4,535.61 | KAPLN - Mrs. Leslie Kaplan, Proposal# 0002, \$4,535.61 | CHECK | 10010 | Cash - Checking | 23000 - Client Deposits, \$4, |

Buttons: Add, Add Misc., Edit, Delete, Journal, Post

On the Cash Receipts Window, click the **Add** button which will display the **New Cash Receipt Window**

New Cash Receipt

By Project/Order Proj./Ord: JHN01 Johnson Residence - PA Amount: 1999.25 Date: 8/12/09

By Client Payment Type: CHECK Chk. No.: Deposit Slip No.: CHECK

Client Deposit / Retainer (Proposals / Quotes) Show All

| Pay Tag | Project/Quote | Proposal/Doc. No. | Date | Name / Description | Requested Amount | Received To Date | Available | This Payment |
|-------------------------------------|---------------|-------------------|--------|---|------------------|------------------|-----------|--------------|
| <input type="checkbox"/> | JHN01 | | | Use to enter retainer for: Johnson Residence - PA | 0.00 | 0.00 | 0.00 | 0.00 |
| <input checked="" type="checkbox"/> | JHN01 | 0003 | 3/5/09 | Johnson Residence - PA Johnson Residence - PA | 1,999.25 | 0.00 | 0.00 | 1,999.25 |

Payment (Invoices) Show All

| Pay Tag | Project/Order No. | Invoice No. | Date | Prop. No. | Name / Description | Balance Due | Payments To Date | This Payment |
|-------------------------------------|-------------------|-------------|---------|-----------|------------------------|-------------|------------------|--------------|
| <input checked="" type="checkbox"/> | JHN01 | 10002 | 4/15/09 | | Johnson Residence - PA | 9.04 | 0.00 | 9.04 |

Total Dep./Ret. 1,999.25 + Total Payment 0.00 = Total Receipt 1,999.25 Difference -1,999.25

Buttons: OK, Cancel

Input or select the proper Project Code into the **Project/Order (Proj./Ord.)** field. Enter the amount of the Retainer into the **Amount** field. The Amount field should **always** contain the total amount received from the Client! Select the appropriate **Payment Type** and enter the Client's **Check Number** and the **Deposit Slip Number**, if desired. The Deposit Slip Number will default from the selected Payment Type. The **Receipt Date** defaults to the current system date, but can be changed, and represents the date the receipt will appear in the Checkbook. Click the **Edit** button to the right of the **Client Deposit / Retainer Grid**. On the **Edit Cash Receipt Payment Window**, enter the **Amount** of the Retainer and, optionally, a **Transaction Description**. Click the **OK** button on the Edit Cash Receipt Window to return to the New Cash Receipt Window. "Tag" the Retainer by clicking in the Tag column on the Client Deposit / Retainer Grid or by hitting the Space Bar on the keyboard. Finally, click **OK** to save the new Retainer. After the Retainer has been entered, it will

appear on the **New Cash Receipts Grid** on the New Tab of the Cash Receipts Window. The Retainer can be edited or removed at this point by clicking the **Edit** and **Delete** buttons, respectively. To record the Retainer for the Project, click the **Post** button.

Recording a Deposit on a Proposal:

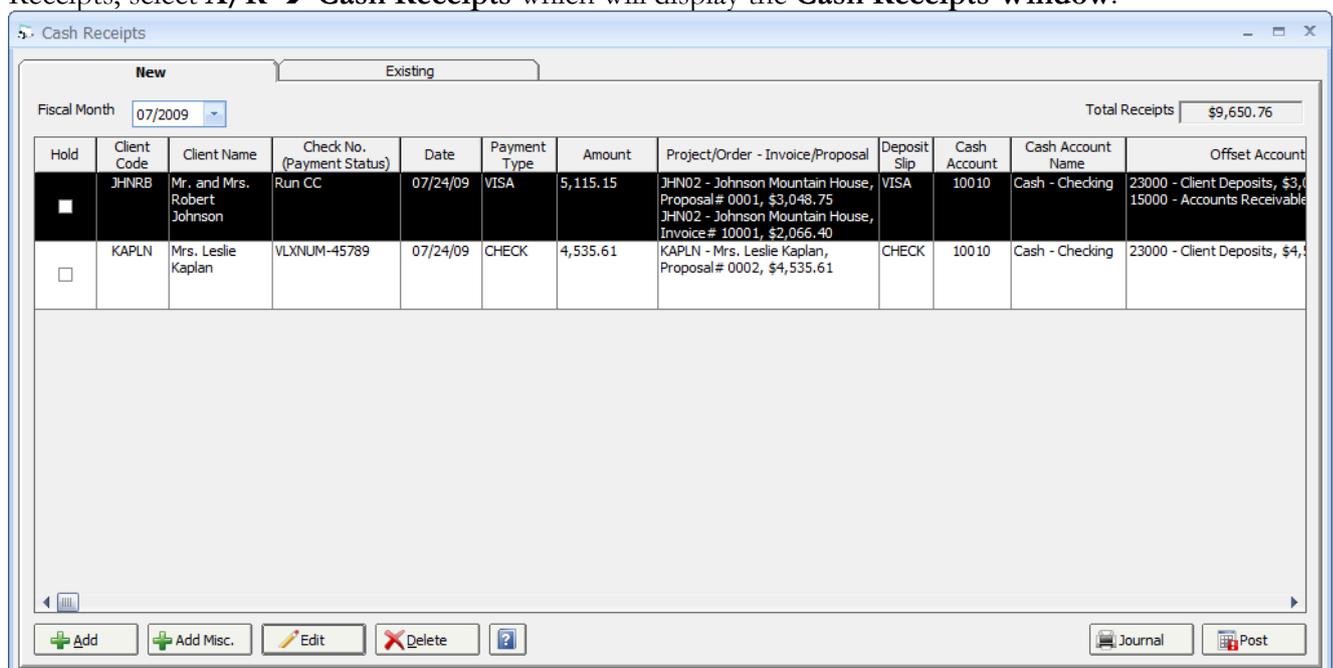
If your Client has accepted a Proposal and sent a Deposit Check for the Items on the Proposal, you will enter the funds as a Deposit against the Proposal. To do so, select **A/R → Cash Receipts** to display the Cash Receipts Window.

Input or select the proper Project Code into the **Project/Order (Proj./Ord.)** field. Enter the amount of the Deposit into the **Amount** field. The Amount field should **always** contain the total amount received from the Client! Select the appropriate **Payment Type** and enter the Client's **Check Number** and the **Deposit Slip Number**, if desired. The Deposit Slip Number will default from the selected Payment Type. The **Receipt Date** defaults to the system current date, but can be changed, and represents the date the receipt will appear in the Checkbook. If the amount the Client gave you differs from the amount in the **This Payment** column of the **Client Deposit / Retainer Grid**, click the **Edit** button. On the Edit Cash Receipt Payment Window, enter the **Amount** of the Deposit and, optionally, a **Transaction Description**. Click the **OK** button on the Edit Cash Receipt Window to return to the New Cash Receipt Window. "Tag" the Proposal by clicking in the Tag column on the Client Deposit / Retainer Grid or by hitting the Space Bar on the keyboard with the proper Proposal selected on the Client Deposit / Retainer Grid. You can also use the **Tag** button to the right of the grid to use the **Tag Proposal Window** in order to quickly find and select the desired Proposal. Finally, click **OK** to save the new Deposit. After the Deposit has been entered, it will appear on the **New Cash Receipts Grid** on the New Tab of the Cash Receipts Window. The Deposit can be edited or removed at this point by clicking the **Edit** and **Delete** buttons, respectively. To record the Deposit for the Project, click the **Post** button.

A full description of the windows mentioned above are available under the **Cash Receipts Window** and the **New Cash Receipt Window** later in this chapter.

Receiving Final Payment From Your Client

If you would like to record a Payment on a Client Invoice for the Project, as you will with all Cash Receipts, select **A/R → Cash Receipts** which will display the **Cash Receipts Window**.



On the Cash Receipts Window, click the **Add** button which will display the **New Cash Receipt Window**

New Cash Receipt

By Project/Order Proj./Ord. Amount Date

By Client Payment Type Chk. No. Deposit Slip No.

Client Deposit / Retainer (Proposals / Quotes) Show All

| Pay Tag | Project/Quote | Proposal/Doc. No. | Date | Name / Description | Requested Amount | Received To Date | Available | This Payment | |
|-------------------------------------|---------------|-------------------|--------|---|------------------|------------------|-----------|--------------|--------------------------|
| <input type="checkbox"/> | JHN01 | | | Use to enter retainer for: Johnson Residence - PA | 0.00 | 0.00 | 0.00 | 0.00 | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | JHN01 | 0003 | 3/5/09 | Johnson Residence - PA Johnson Residence - PA | 1,999.25 | 0.00 | 0.00 | 1,999.25 | <input type="checkbox"/> |

Payment (Invoices) Show All

| Pay Tag | Project/Order No. | Invoice No. | Date | Prop. No. | Name / Description | Balance Due | Payments To Date | This Payment | |
|-------------------------------------|-------------------|-------------|---------|-----------|------------------------|-------------|------------------|--------------|--------------------------|
| <input checked="" type="checkbox"/> | JHN01 | 10002 | 4/15/09 | | Johnson Residence - PA | 9.04 | 0.00 | 9.04 | <input type="checkbox"/> |

Total Dep./Ret. + Total Payment = Total Receipt Difference

Input or select the proper Project Code into the **Project/Order (Proj./Ord.)** field. The Amount field should **always** contain the total amount received from the Client! Select the appropriate **Payment Type** and enter the Client's **Check Number** and the **Deposit Slip Number**, if desired. The Deposit Slip Number will default from the selected Payment Type. The **Receipt Date** defaults to the current system date, but can be changed, and represents the date the receipt will appear in the Checkbook. Select the Invoice for which the Payment refers on the **Payment Grid**. If the amount of the Client's Check matches the value displayed in the **This Payment** column, you can simply "tag" the Invoice and click the **OK** button to record the Payment. If the amount the Client gave you differs from the amount in the This Payment column, click the **Edit** button to the right of the Payment Grid. On the **Edit Cash Receipt Payment Window**, enter the **Amount** of the Payment and, optionally, a **Transaction Description**. Click the **OK** button on the Edit Cash Receipt Window to return to the New Cash Receipt Window. "Tag" the Invoice by clicking in the Tag column on the Payment Grid or by hitting the Space Bar on the keyboard. You can also use the **Tag** button to the right of the grid to use the **Tag Invoice Window** in order to quickly find and select the desired Invoice. Finally, click **OK** to save the new Payment. After the Payment has been entered, it will appear on the **New Cash Receipts Grid** on the New Tab of the Cash Receipts Window. The Payment can be edited or removed at this point by clicking the **Edit** and **Delete** buttons, respectively. To record the Payment for the Project, click the **Post** button.

A full description of the windows mentioned above are available under the **Cash Receipts Window** and the **New Cash Receipt Window** later in this chapter.

Receiving Miscellaneous Cash

Sometimes you will receive money from a source other than your Clients. Likely examples of such monies is the interest you receive from the bank, commission or a finder's fee, or some sort of refund check. Money that comes into your business and is not payment for services or merchandise is known as a **Miscellaneous Cash Receipt**.

If you would like to record a Miscellaneous Cash Receipt, as you will with all Cash Receipts, select **A/R → Cash Receipts** which will display the **Cash Receipts Window**.

Cash Receipts

New Existing

Fiscal Month: 07/2009 Total Receipts: \$9,650.76

| Hold | Client Code | Client Name | Check No. (Payment Status) | Date | Payment Type | Amount | Project/Order - Invoice/Proposal | Deposit Slip | Cash Account | Cash Account Name | Offset Account |
|-------------------------------------|-------------|-----------------------------|----------------------------|----------|--------------|----------|--|--------------|--------------|-------------------|--|
| <input checked="" type="checkbox"/> | JHNRB | Mr. and Mrs. Robert Johnson | Run CC | 07/24/09 | VISA | 5,115.15 | JHN02 - Johnson Mountain House, Proposal# 0001, \$3,048.75 JHN02 - Johnson Mountain House, Invoice# 10001, \$2,066.40 | VISA | 10010 | Cash - Checking | 23000 - Client Deposits, \$3,15000 - Accounts Receivable |
| <input type="checkbox"/> | KAPLN | Mrs. Leslie Kaplan | VLXNUM-45789 | 07/24/09 | CHECK | 4,535.61 | KAPLN - Mrs. Leslie Kaplan, Proposal# 0002, \$4,535.61 | CHECK | 10010 | Cash - Checking | 23000 - Client Deposits, \$4, |

Buttons: Add, Add Misc., Edit, Delete, Journal, Post

On the Cash Receipts Window, click the **Add Miscellaneous (Misc.)** button which will display the **Cash Receipt - Miscellaneous Window** shown below.

Cash Receipt - Misc.

Receipt Information

Date: 11/20/07 Check No.: 455678 Payment Type: CHECK

Deposit Slip No.: CHECK

Payment Distribution

Trans. Desc.: Tax Refund

Name: Internal Revenue Service

Amount: 5,000.00

Offset Account: 68000 Taxes

Buttons: OK, Add, OK, Cancel

Receipt Information:

The **Date** will default to the current system date, but can be changed as necessary. The Date entered determines on which date the Miscellaneous Cash Receipt will appear on the **Checking Window - Checkbook Tab**. The **Check Number (Check No.)** allows you to enter the number of the Client's Check, if one is available. You can also record a transfer number, etc. in lieu of a check number depending on the mode of payment. Select the appropriate **Payment Type** which will automatically default into the **Deposit Slip**. Change the Deposit Slip if necessary.

Payment Distribution:

You can enter the **Name** of the person or organization from which the company is receiving the funds. Enter the amount that you are receiving in the **Amount** field. An optional **Transaction Description** regarding the cash receipt can be recorded for future reference. Finally, enter or select a General Ledger Account Number in the **Offset Account** field. This Account Number represents the classification of the funds you are receiving and will often be a Revenue Account. Click **OK** to save the Miscellaneous Cash Receipt. After the Miscellaneous Cash Receipt has been entered, it will appear on the **New Cash Receipts Grid** on the New Tab of the Cash Receipts Window. The Miscellaneous Cash Receipt can be edited or removed at this point by clicking the **Edit** and **Delete** buttons, respectively. To record the Miscellaneous Cash Receipt, click the **Post** button.

Accounting: Assuming the Amount is a positive figure, the Offset Account determines which General Ledger Account will be credited while the Checking Account of the selected Payment Type will be debited. If you enter a negative figure (i.e. -100.00) in the Amount field then Checking Account will be credited, or reduced, and the Offset Account will be debited. If you do not know what Offset Account then you may want to select the Suspense Account or verify with your accountant. The Fiscal Month to which the Miscellaneous Cash Receipt is posted is set on the New Tab of the Cash Receipts Window.

Cash Receipts Window

All Cash Receipts in Design Manager will be entered through the **Cash Receipts Window** which is accessed by selecting **A/R → Cash Receipts**.

The Cash Receipts Window is divided into two tabs: **New** and **Existing**. The **New Tab** is used to record any new receipts received by the company including Retainers and Deposits from Clients, Payment on Invoices, and Miscellaneous Cash Receipts for commissions, refunds, etc. The New Tab is also used to revise or delete Cash Receipts **prior** to the entries being posted. The **Existing Tab** allows the user to review, revise, and void previously posted Cash Receipts.

Cash Receipts Window - New Tab

The Cash Receipts Window - New Tab is the interface to record all monies received by the company whether they have been paid via check, credit card, wire transfer, or other method.

| Hold | Client Code | Client Name | Check No. (Payment Status) | Date | Payment Type | Amount | Project/Order - Invoice/Proposal | Deposit Slip | Cash Account | Cash Account Name | Offset Account |
|-------------------------------------|-------------|-----------------------------|----------------------------|----------|--------------|----------|--|--------------|--------------|-------------------|--|
| <input checked="" type="checkbox"/> | JHNRB | Mr. and Mrs. Robert Johnson | Run CC | 07/24/09 | VISA | 5,115.15 | JHN02 - Johnson Mountain House, Proposal# 0001, \$3,048.75 JHN02 - Johnson Mountain House, Invoice# 10001, \$2,066.40 | VISA | 10010 | Cash - Checking | 23000 - Client Deposits, \$3,048.75 15000 - Accounts Receivable |
| <input type="checkbox"/> | KAPLN | Mrs. Leslie Kaplan | VXNUM-45789 | 07/24/09 | CHECK | 4,535.61 | KAPLN - Mrs. Leslie Kaplan, Proposal# 0002, \$4,535.61 | CHECK | 10010 | Cash - Checking | 23000 - Client Deposits, \$4,535.61 |

Fiscal Month: Like all Transaction Posting Windows in Design Manager, the Fiscal Month into which the entries on the **New Cash Receipts Grid** will be posted is displayed in the top left corner of the New Tab. Depending on the settings on the **Company Information Window - Fiscal Month Tab**, the Fiscal Month will either default to the current Company Fiscal Month or to one month after the last Closed Fiscal Month. If the user has the **Allow Fiscal Month Changes** Password Attribute unlocked, the Fiscal Month can be changed as desired.

Total Receipts: As new Cash Receipts are added to the New Cash Receipts Grid, the Total Receipts will automatically update to display the sum of the Cash Receipts entered thus far that are **not** on Hold as described below.

The **New Cash Receipts Grid** dominates the New Cash Receipts Window and displays all unposted Cash Receipts for the current Design Manager user. **Note:** Each user maintains their own list of

Cash Receipts on the New Cash Receipts Grid and will **not** view other users' Cash Receipts. Entries on this grid are grouped together by the **total** amount of the Cash Receipt even though the monies may be allocated to several areas. For example, the Client may have given the company a Check for 10,000.00 but that amount consists of Payments on two Client Invoices for a total of 5,000.00 and the other 5,000.00 is allocated for a Retainer. The Cash Receipt in this case will still appear as a single entry on the grid for a 10,000.00 Amount. The New Cash Receipts Grid has the following columns:

Hold: The Hold column allows the user to selectively prevent a Cash Receipt from being posted upon clicking the Post button. To set a Cash Receipt on Hold, click the checkbox in this column for the desired Cash Receipt.

Client Code: The Code of the Client from who the Cash Receipt was received.

Client Name: The Name of the Client from who the Cash Receipt was received.

Check Number (Check No.) \ Payment Status: The optional Number of the Client's Check or descriptive phrase if another payment method was used. If the company has enrolled in Design Manager's automatic credit card processing with **Merchant Warehouse**, information regarding the authorization of the charge will be displayed in this column. For more information on using Design Manager with Merchant Warehouse, see **Using Design Manager and MerchantWARE to Post Credit Card Transactions**.

Date: The Cash Receipt Date as entered by the user. The Date should correspond to the date the monies were received by the banking institution to make reconciliation as easy as possible.

Payment Type: The selected Payment Type of the Cash Receipt used to properly group Cash Receipts on the *Checking Window - Checkbook Tab* and to determine the appropriate Cash Account.

Amount: The amount of the Cash Receipt.

Project/Order - Invoice/Proposal: This column displays how the Cash Receipt is being allocated within a given Project. The information is displayed in the format **<Project Code> - <Project Name>**, **<Retainer, Proposal #, or Invoice #>**, **<Amount>**. Using the example above, the Project/Order - Invoice/Proposal column would display three entries:

JHN02 - Johnson Mountain Home, Invoice #10000, \$3500.00

JHN02 - Johnson Mountain Home, Invoice #10001, \$1500.00

JHN02 - Johnson Mountain Home, Retainer, \$5000.00

Note that the sum of the three individual distributions sum to the total 10,000.00 received from the Client.

Deposit Slip: The optional Deposit Slip of the Cash Receipt. The Deposit Slip defaults to the Payment Type in order to easily group Cash Receipts of the same Payment Type and Date together on the *Checking Window - Checkbook Tab*.

Cash Account: The Account Number into which the Cash Receipt will be posted. The Account Number is determined by the selected Payment Type.

Cash Account Name: The Account Name into which the Cash Receipt will be posted.

Add and Edit: The Add and Edit buttons will display the **New Cash Receipt Window** to enter a new Cash Receipt or revise the selected Cash Receipt on the New Cash Receipts Grid, respectively. Until the Cash Receipts are posted, any revisions will be done from the New Tab of the Cash Receipt Window. After posting, if a Cash Receipt needs to be edited or voided, it must be done from the Existing Tab as described later in this chapter. More information on is available under the **New Cash Receipt Window** below.

Delete: Upon selecting a Cash Receipt and clicking the Delete button, you will be asked "**Are you sure that you want to permanently delete the current record?**". Clicking **Yes** will remove the Cash Receipt from the New Cash Receipts Grid while selecting **No** will take no effect.

Journal: Click the Journal button to print the **Cash Receipt Posting List Report**. **Note:** If the **Require Journals** option is selected on the **Company Advanced Options Window - General Tab**,

the Journal **must** be sent to the printer prior to posting the Cash Receipts. All Posting Lists always default to be sent directly to the printer rather than being displayed in the Print Preview Window.

Post: Upon clicking the Post button, you will be asked "**Do you wish to post this list of Cash Receipts into <Fiscal Month>?**" where <Fiscal Month> is the selected month of the Fiscal Month. Clicking **Yes** will post the Cash Receipts and remove them from the New Cash Receipts Grid. Selecting **No** will take not post the Cash Receipts, leaving them on the grid for further review, addition, or editing. **Note:** Unposted Cash Receipts will not be visible anywhere else in Design Manager! Only upon posting the Cash Receipts will accounting activity occur, Project information be updated, etc.

New Cash Receipt Window

The New Cash Receipt Window is used to record any Retainers, Deposits on Proposals, or Payments on Invoices from your Client. The New Cash Receipt Window allows you record a Check for a single Deposit or Payment or to easily distribute a single Check from your Client across a variety of Proposals or Invoices.

New Cash Receipt

By Project/Order Proj./Ord. Amount Date

By Client Payment Type Chk. No. Deposit Slip No.

Client Deposit / Retainer (Proposals / Quotes) Show All

| Pay Tag | Project/Quote | Proposal/Doc. No. | Date | Name / Description | Requested Amount | Received To Date | Available | This Payment |
|-------------------------------------|---------------|-------------------|--------|---|------------------|------------------|-----------|--------------|
| <input type="checkbox"/> | JHN01 | | | Use to enter retainer for: Johnson Residence - PA | 0.00 | 0.00 | 0.00 | 0.00 |
| <input checked="" type="checkbox"/> | JHN01 | 0003 | 3/5/09 | Johnson Residence - PA Johnson Residence - PA | 1,999.25 | 0.00 | 0.00 | 1,999.25 |

Payment (Invoices) Show All

| Pay Tag | Project/Order No. | Invoice No. | Date | Prop. No. | Name / Description | Balance Due | Payments To Date | This Payment |
|-------------------------------------|-------------------|-------------|---------|-----------|------------------------|-------------|------------------|--------------|
| <input checked="" type="checkbox"/> | JHN01 | 10002 | 4/15/09 | | Johnson Residence - PA | 9.04 | 0.00 | 9.04 |

Total Dep./Ret. + Total Payment = Total Receipt Difference

To record a new Cash Receipt, first select if you want to record the funds for a single Project or for all Projects of a particular Client by using the **By Project/Order** and **By Client** options, respectively. Then, depending on your selection, enter or search for the desired Code in the **Project/Order (Proj./Ord.)** or **Client** field to the right. Then enter the amount of the receipt into the **Amount** field. Select the appropriate **Payment Type**. You can optionally input the Client's **Check Number**, your **Deposit Slip Number**, and change the **Receipt Date**. Next, simply "tag" the Retainer, Deposit on a Proposal, or Payment on an Invoice, or any combination thereof, to which you wish to record the Cash Receipt. Click the **OK** button to save the new receipt. Each of the controls and fields on the window are described in detail below.

By Project/Order and By Client: Cash Receipts can be recorded for a single Project or over all Projects for a single Client.

Project/Order (Proj./Ord.) and Client: Depending on the By Project/Order or By Client selection, input the proper Project or Client Code in this field. Upon doing so, the **Client Deposit /**

Retainer and Payment Grids will display all the Proposals and unpaid Client Invoices for the Project or Client, respectively.

Amount: Enter the full value of the Client's Check into the Amount field. The Amount may represent a single Deposit or Payment, but also may be distributed as several Deposits, Payments, and/or Retainer.

Payment Type: Select the appropriate Payment Type for the Cash Receipt. Payment Types determine into which Cash Account the receipt will be recorded and automate the grouping of receipts with the same payment method (i.e., credit card, client check, etc.) into a single entry on the **Checking Window - Checkbook Tab**. Payment Types can be created or edited on the **Company Information Window - A/R Showroom Tab**. For more information, see **Cash Receipt Payment Types and the Company Information Window - A/R Showroom Tab**.

Check Number (Chk. No.): This is an optional field which is used to record the number of the Client's Check or, if other methods of payment were employed, a phrase or confirmation number such as "WIRE" for funds that were electronically wired.

Date: The Date of the Cash Receipt needs to be entered here and will represent the date on which the Cash Receipt is displayed in the **Checking Window - Checkbook Tab**.

Deposit Slip Number (Deposit Slip No.): This is an optional field which is used to record the number of your bank Deposit Slip. The Deposit Slip Number will default to the selected Payment Type. Receipts will be grouped together on the Checking Window - Checkbook Tab by the combination of the Receipt Date and Deposit Slip Number. In other words, if certain Cash Receipts have the same Receipt Date and Deposit Slip Number, they will appear as a single Deposit entry on the Checkbook.

Client Deposit / Retainer (Proposals / Quotes) Grid: The Client Deposit / Retainer Grid is the top grid on the New Cash Receipt Window. The first row of this grid is always reserved to enter Retainers for the Project. If the By Client option is used, one Retainer row will be present for each Project of the Client. Beneath the Retainer row, the grid displays all Proposals for the Project in Proposal Number order. Proposals that have received Deposits equal to their Requested Amount will appear at the bottom of the grid to avoid confusion. When recording a new Cash Receipt, you can select which Proposals or Retainer to apply the funds.

By default, only Proposals **not** indicated as Complete **nor** Inactive and that have not received Deposits **greater** than their Requested Amount will appear. If every Proposal for the Project or Client is needed, select the **Show All** option above the Client Deposit / Retainer Grid.

Pay Tag: Click this column to select the Proposals and/or Retainer to which the new Cash Receipt is intended. Hitting the Space Bar on the keyboard will also tag the currently selected Proposal or Retainer.

Project/Quote: The Code of the Project for which the Proposal was generated.

Proposal/Document Number (Proposal/Doc. No.): The unique number of the Proposal or Document for the Project.

Date: The Date of the Proposal.

Name/Description: The title or description of the Proposal.

Requested Amount: The total Requested Deposit for the Proposal will be displayed here. The Requested Amount will always be 0.00 in Retainer rows.

Received To Date: For Proposals, the Received To Date column displays the total of all Deposits previously recorded against the Proposal. For the Retainer row, the Received To Date will display the sum of all Retainers previously recorded for the Project.

Available: The Available column displays what portion of the Retainer or Deposit has not yet been allocated to existing Client Invoices.

This Payment: The amount displayed in this column represents how much Deposit or Retainer will be recorded when tagged. For Proposals, the Requested Amount less the Received To Date amount will be defaulted for new Cash Receipt. You must change the amount in the This Payment column by clicking the **Edit** button to launch the *Edit Cash Receipt Payment Window* if the amount differs from what the Client is actually paying. For Retainers, this column will always be 0.00. You will need to click the Edit button to input the desired Retainer amount.

Edit Button: Click the Edit button to change the Amount or Transaction Description of the selected Retainer or Deposit on Proposal on the Edit Cash Receipt Payment Window.

Tag Button: Click the Tag Button to display the **Tag Proposal Window** on which you can input, or search for, a Proposal Number to quickly select and tag the Proposal on the Client Deposit / Retainers grid.

Payment (Invoices) Grid: The Payment Grid is the second grid on the New Cash Receipt Window. This grid shows all Client Invoices for the Project or Client, depending on the By Project/Order and By Client options, that the Client has not yet paid in full. The Invoices will be listed in Invoice Number order.

Pay Tag: Click this column to select the Invoice(s) to which the new cash receipt is intended.

Project/Order Number (No.): The Code of the Project for which the Invoice was generated.

Invoice Number (Invoice No.): The unique number of the Invoice.

Date: The Date of the Invoice.

Proposal Number (Prop. No.): The optional Proposal Number associated with the Invoice.

Name / Description: The Project Name and the optional Invoice Transaction Description.

Balance Due: The current unpaid portion of the Invoice.

Payments To Date: The sum of all prior Payments on the Invoice will be displayed in this column.

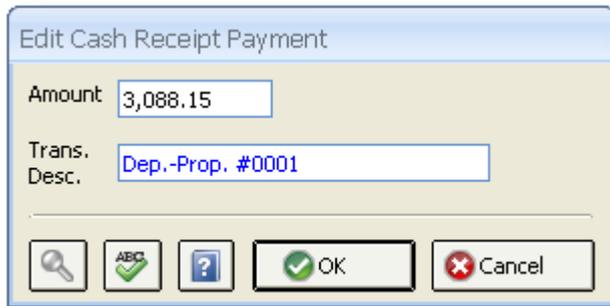
This Payment: The amount displayed in this column represents how much Payment will be recorded on the Invoice when tagged. By default, the amount in this column will be the Balance Due less the Payments To Date. You must change the amount in the This Payment column by clicking the **Edit** button to launch the Edit Cash Receipt Payment Window if the amount differs from what the Client is actually paying.

Edit Button: Click the Edit button to change the Amount or Transaction Description of the selected Payment on Invoice on the Edit Cash Receipt Payment Window.

Tag Button: Click the Tag button to display the **Tag Invoice Window** on which you can input, or search for, an Invoice Number to quickly select and tag the Invoice on the Payments grid.

Edit Cash Receipt Payment Window

Use the **Edit Cash Receipt Payment Window** to change the amount of the Retainer, Deposit, or Payment for the new Cash Receipt. You can also input or edit the Transaction Description pertaining to the Cash Receipt.



Amount: Enter the desired Amount of the new Cash Receipt. Doing so will update the This Payment column of the **Client Deposit / Retainer** or **Payment Grids** on the **New Cash Receipt Window**.

Transaction Description (Trans. Desc.): The optional description for the receipt transaction can be entered here. For Deposits on Proposals, the description is defaulted to "**Dep. - Prop. #XXXX**" while a Payment on an Invoice will default to "**Payment-Inv. #XXXXX**".

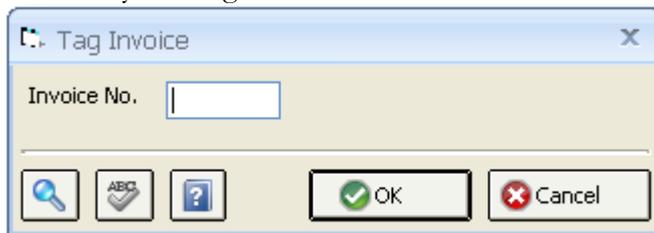
Tag Proposal Window

You can use the **Tag Proposal Window** to input a Proposal Number in order to quickly tag the Proposal on the **Client Deposit / Retainer Grid** on the **New Cash Receipt Window**. Simply type the Proposal Number into the **Proposal Number (Proposal No.)** field and click the **OK** button. You can search for the desired Proposal by clicking the **Search** button in lower left corner of the window.



Tag Invoice Window

You can use the **Tag Invoice Window** to input an Invoice Number to quickly tag the Invoice on the **Payment Grid** on the **New Cash Receipt Window**. Simply type the number of the Invoice into the **Invoice Number (Invoice No.)** field and click the **OK** button. You can search for the desired Invoice by clicking the **Search** button in lower left corner of the window.



Cash Receipts Window - Existing Tab

The Cash Receipts Window - Existing Tab is the used to review, revise, and void Cash Receipts that have previously been posted. The tab contains two interrelated grids, the **Existing Cash Receipts Grid** and **Payment Distribution Grid**, to achieve these goals.

| Cash Receipts | | | | | | | | | | | | |
|---------------|---------|--------------|----------------------------|----------|-------------|-----------------------------|--------------|--------------|------------------|-------------------|----------------------|---------------|
| Existing | | | | | | | | | | | | |
| Ref. No. | Date | Fiscal Month | Check No. (Payment Status) | Amount | Client Code | Client Name | Payment Type | Deposit Slip | Cash Account No. | Cash Account Name | Keyed Date | Keyed By User |
| 10062 | 6/7/09 | 06/2009 | 12345 | 6,085.00 | KAPLN | Mrs. Leslie Kaplan | CHECK | CHECK | 10010 | Cash - Checking | 6/11/09 9:32:08 AM | Administrator |
| 10058 | 1/25/09 | 01/2009 | 5454265 | 270.42 | | IRS Tax refund | CHECK | CHECK | 10010 | Cash - Checking | 11/5/08 11:35:30 PM | Administrator |
| 10055 | 4/29/09 | 04/2009 | | 10.50 | | Bank | CASH | INT | 10010 | Cash - Checking | 11/4/08 8:06:04 PM | Administrator |
| 10041 | 5/1/09 | 05/2009 | 8955 | 102.50 | | Elite Wallcoverings | CHECK | | 10010 | Cash - Checking | 10/18/08 12:52:25 PM | Administrator |
| 10018 | 4/22/09 | 04/2009 | 1006 | 3,048.75 | JHNRB | Mr. and Mrs. Robert Johnson | VISA | VISA | 10010 | Cash - Checking | 10/17/08 10:16:35 AM | Administrator |
| 10010 | 4/8/09 | 04/2009 | 1005 | 400.00 | KAPLN | Mrs. Leslie Kaplan | CHECK | CHECK | 10010 | Cash - Checking | 10/4/08 12:19:55 PM | Administrator |
| 10009 | 2/3/09 | 02/2009 | 1003 | 1,000.00 | JHNRB | Mr. and Mrs. Robert Johnson | CHECK | CHECK | 10010 | Cash - Checking | 10/3/08 12:19:34 PM | Administrator |
| 10005 | 2/28/09 | 02/2009 | 1002 | 700.00 | JHNRB | Mr. and Mrs. Robert Johnson | CHECK | CHECK | 10010 | Cash - Checking | 10/3/08 12:16:55 PM | Administrator |
| 10004 | 4/15/09 | 04/2009 | 1010 | 5,000.00 | JHNRB | Mr. and Mrs. Robert Johnson | VISA | VISA | 10010 | Cash - Checking | 10/18/08 12:26:06 PM | Administrator |
| 10003 | 3/2/09 | 03/2009 | 1001 | 754.60 | JHNRB | Mr. and Mrs. Robert Johnson | CHECK | CHECK | 10010 | Cash - Checking | 10/2/08 4:56:04 PM | Administrator |
| 10002 | 1/2/09 | 01/2009 | 1000 | 1,298.75 | JHNRB | Mr. and Mrs. Robert Johnson | CHECK | CHECK | 10010 | Cash - Checking | 10/2/08 4:49:05 PM | Administrator |

| Payment Distribution (for highlighted receipt above) | | | | | | | | | | |
|--|------|----------|----------------------|------------------------|-----------|-------------|-------------------------|----------------|---------------------|--|
| TX Ref. No. | Type | Amount | Project / Order Code | Project / Order Name | Prop. No. | Invoice No. | Transaction Description | Offset Account | Offset Account Name | |
| 10018 | Dep. | 3,048.75 | JHN02 | Johnson Mountain House | 0001 | | Dep.-Prop. #0001 | 23000 | Client Deposits | |

The **Existing Cash Receipts Grid** lists every Cash Receipt recorded in Design Manager. Cash Receipts are listed in descending **Reference Number** order so that the most recently posted entries are at the top of the grid. However, the Existing Cash Receipts Grid can be sorted by the majority of the columns simply by clicking the column heading. Cash Receipts are displayed on this grid exactly as they originally appeared on the New Tab of the window prior to posting in that the **total** amount of the Cash Receipt is displayed even though the monies may be allocated to several areas. For example, the Client may have given the company a Check for 10,000.00 but that amount consists of Payments on two Client Invoices for a total of 5,000.00 and the other 5,000.00 is allocated for a Retainer. The Cash Receipt in this case will still appear as a single entry on the grid for a 10,000.00 Amount. Such a case is also referred to as a **Cash Receipt Grouping**. The grid has the following columns:

Reference Number: The unique identifier of the Cash Receipt or Cash Receipt Grouping.

Date: The Cash Receipt Date as entered by the user.

Fiscal Month: The Fiscal Month into which the Cash Receipt was posted.

Check Number (Check No.): The optional Number of the Client's Check or descriptive phrase if another payment method was used.

Amount: The total amount of the Cash Receipt.

Client Code: The Code of the Client from who the Cash Receipt was received.

Client Name: The Name of the Client from who the Cash Receipt was received.

Payment Type: The selected Payment Type of the Cash Receipt used to properly group Cash Receipts on the *Checking Window - Checkbook Tab* and to determine the appropriate Cash Account.

Deposit Slip: The optional Deposit Slip of the Cash Receipt. The Deposit Slip defaults to the Payment Type in order to easily group Cash Receipts of the same Payment Type and Date together on the *Checking Window - Checkbook Tab*.

Cash Account Number (No.): The Account Number into which the Cash Receipt was posted.

Cash Account Name: The Account Name into which the Cash Receipt was be posted.

Keyed Date: The system date and time that the Cash Receipt was recorded in Design Manager. The Keyed Date often differs from the Receipt Date.

Keyed By User: The User Name associated with the Password used to post the Cash Receipts.

The **Payment Distribution Grid** shows the distribution of the current Cash Receipt selected on the Existing Cash Receipts Grid and allows the constituent pieces of the Cash Receipt to be reviewed, edited, and voided. Cash Receipts Distributions are listed in ascending **Transaction Number** order.

The Payment Distribution Grid does **not** allow users to sort the Cash Receipt Distributions in any other order. The grid has the following columns:

Transaction Reference Number (TX Ref. No.): The unique identifier of the Cash Receipt Distribution.

Type: The classification of the Cash Receipt Distribution which can be either: **Retainer (Ret.)**, **Deposit (Dep.)** on a Proposal, **Payment (Pmt.)** on a Client Invoice or a **Miscellaneous Cash Receipt (Misc.)**.

Amount: The amount of the Cash Receipt Distribution. The sum of all the Cash Receipt Distributions will always equal the Amount of the Cash Receipt Grouping.

Project / Order Code: The Code of the Project/Order for which the Cash Receipt was recorded.

Project / Order Name: The Name of the Project/Order for which the Cash Receipt was recorded.

Proposal Number (Prop. No.): For Deposits, the Proposal Number to which the Deposit was recorded will be displayed in this column.

Invoice Number (Invoice No.): For Payment, the Invoice Number to which the Payment was applied will be displayed in this column.

Transaction Description: The optional Transaction Description as entered on the *Edit Cash Receipt Payment Window* for Deposits, Retainers, and Payments on Invoice and on the *Cash Receipt - Miscellaneous Window* for Miscellaneous Cash Receipts.

Offset Account: The Account Number that was affected to balance the Cash Receipt Distribution. The Offset Account will **not** be the Cash Account of the Payment Type but will rather be the Client Deposits Account for Deposits and Retainers, Accounts Receivable Account for Payments on Invoices, and the Offset Account entered by the user for Miscellaneous Cash Receipts.

Offset Account Name: The Name of the Offset Account.

Edit: Clicking the Edit button will display the **Cash Receipt Window** where the current information for the Cash Receipt Distribution selected on the Payment Distribution Grid may be revised. More information on is available under **Editing a Cash Receipt** below.

Void: Click the Void button to permanently delete the selected Cash Receipt Distribution. Deleting existing Cash Receipts is discussed in more detail under **Voiding a Cash Receipt** below.

Void All: Click the Void All button to permanently delete the entire cash receipt or all parts of the Cash Receipt Distribution. Deleting existing Cash Receipts is discussed in more detail under **Voiding a Cash Receipt** below.

Deposit Slip (Dep. Slip): The Deposit Slip button displays the **Deposit Slips Report Window** with the **Cash Account**, **Receipt Dates**, and **Deposit Slip Number (No.)** set the values of the Cash Receipt selected on the Existing Cash Receipts Grid in order to print a bank deposit slip.

Editing a Cash Receipt

Previously entered Cash Receipts can be edited to correct errors or record additional information. To do so, select the Cash Receipt Grouping on the **Existing Cash Receipts Grid** of the **Cash Receipts Window - Existing Tab**. Then, if the Cash Receipt Grouping has multiple Cash Receipt Distributions, select the proper entry on the **Payment Distributions Grid** and click the **Edit** button. This will display the **Cash Receipt Window**.

You'll notice that certain information on this window is available for editing while other information cannot be changed. If you need to alter information that is unavailable, the **Project Code** for instance, you would have to void the entry and re-enter it correctly.

It is important to understand that changing information in the **Receipt Information** portion of the window, such as the **Fiscal Month** and **Receipt Date**, will change **all** Cash Receipt Distributions within the Cash Receipt Grouping selected on the Existing Cash Receipt Grid. However, changing information in the **Payment Distribution** section, such as the **Amount** or the **Transaction Description**, will be changed only for the Cash Receipt Distribution selected on the Payment Distribution Grid.

Make any desired changes to the Cash Receipt Distribution and click the **OK** button to save your edits. Upon doing so, the appropriate information on both the Existing Cash Receipts and Payment Distribution Grids will be updated. Each field on the Cash Receipt Window is explained next.

Receipt Information (changes all Distributions in the Cash Receipt):

Date: The date of the Cash Receipt Grouping. This is the date the receipt will appear in the **Checking Window - Checkbook Tab**.

Check Number (Check No.): You can optionally enter the Client's Check Number or other reference to the payment method such as "WIREXFER".

Payment Type: Select the appropriate Payment Type for the receipt which determines into which Cash Account the receipt will be recorded.

Deposit Slip Number (Deposit Slip No.): You can optionally enter your Deposit Slip Number. Cash Receipts are grouped on the Checkbook by Receipt Date and Deposit Slip Number.

Fiscal Month: The Fiscal Month into which the Cash Receipt is posted.

Payment Distribution (only changes the current Cash Receipt Distribution):

Type: A non-editable field describing the classification of the Cash Receipt. The Cash Receipt Types are: **Retainer for Project, Deposit on Proposal, Payment on Invoice, and Miscellaneous**.

Transaction Description (Trans. Desc.): You can enter the optional description of the Cash Receipt transaction to further explain the purpose of the receipt.

Amount: The amount of the Cash Receipt is recorded in this field.

Other information on the Cash Receipt Window will be displayed depending on the Type of the Cash Receipt:

Project/Order: The Project Code and Name from which the Cash Receipt was received. This information cannot be edited and will be displayed for all Types except Miscellaneous Cash Receipts.

Name: The optional Name field will only be available for Miscellaneous Cash Receipts and is the name of the individual or company from which the Cash Receipt was received or may also be a description of the Cash Receipt.

Invoice Number (Invoice No.): The Invoice Number is available only for Payment Types and is the Invoice to which the Payment is recorded. You can change the Invoice Number to move the Payment to a different Invoice. You can search for the desired Invoice Number by clicking the **Search** button in left corner of the window.

Proposal/Document Number (Prp/Doc No.): The Project Proposal Number to which the Deposit is recorded. This cannot be changed from this window and is only present for Deposit Types.

Voiding a Cash Receipt

To remove an erroneous Cash Receipt from Design Manager, select the Cash Receipt Grouping on the **Existing Cash Receipts Grid** of the **Cash Receipts Window - Existing Tab**. Then, select the proper entry on the **Payment Distributions Grid** and click the **Void** button. Upon doing so, you will be asked "**Do you wish to void the highlighted receipt?**". Clicking **Yes** will permanently remove the Cash Receipt Distribution. If only one Cash Receipt Distribution exists for the Cash Receipt Grouping on the Existing Cash Receipts Grid, the Cash Receipt Grouping will also be deleted. If multiple Cash Receipt Distributions exist for the Cash Receipt Grouping, then the Amount of the Cash Receipt Grouping will be updated accordingly. To remove all Payment Distributions for the Cash Receipt Grouping and the Grouping itself, select the Grouping on the Existing Cash Receipts Grid and click the **Void All** button.

Using Design Manager and MerchantWARE to Post Credit Card Transactions

Introduction

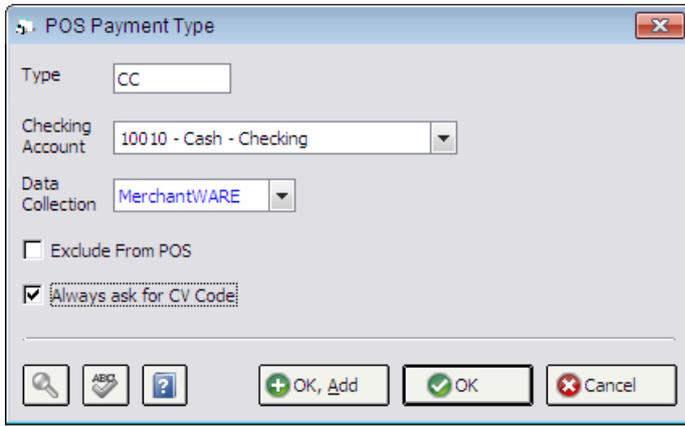
Design Manager can be used to process secure credit card transactions through a **Merchant Warehouse Merchant Account** over the Internet. No credit card machines are required. Transaction data is encrypted using SSL encryption which is standard to most web page interfaces. Design Manager supports swiped (using a USB/keyboard card reader) or keyed (by an operator) transactions. Design Manager does not support debit cards (transactions that require a PIN). To open or switch to a Merchant Warehouse account, call **800-836-2999** or e-mail **sales@designmanager.com** so that Design Manager can refer a Merchant Warehouse representative to you.

One-time Set up

Merchant Warehouse will furnish a **Site ID, Key, and Name** along with a **Username and Password** to the **MerchantWARE** gateway. The gateway can be used to view transactions and run charges outside of Design Manager. Transactions put through the gateway directly will need to also be entered into Design Manager. Therefore, it is recommended that all charges are processed using Design Manager.

To configure Design Manager to process the credit card transactions through the MerchantWARE gateway, log onto Design Manager as the Administrator and select **G/L → Company Information and Settings**. Select the A/R Showroom Tab on the Company Information Window.

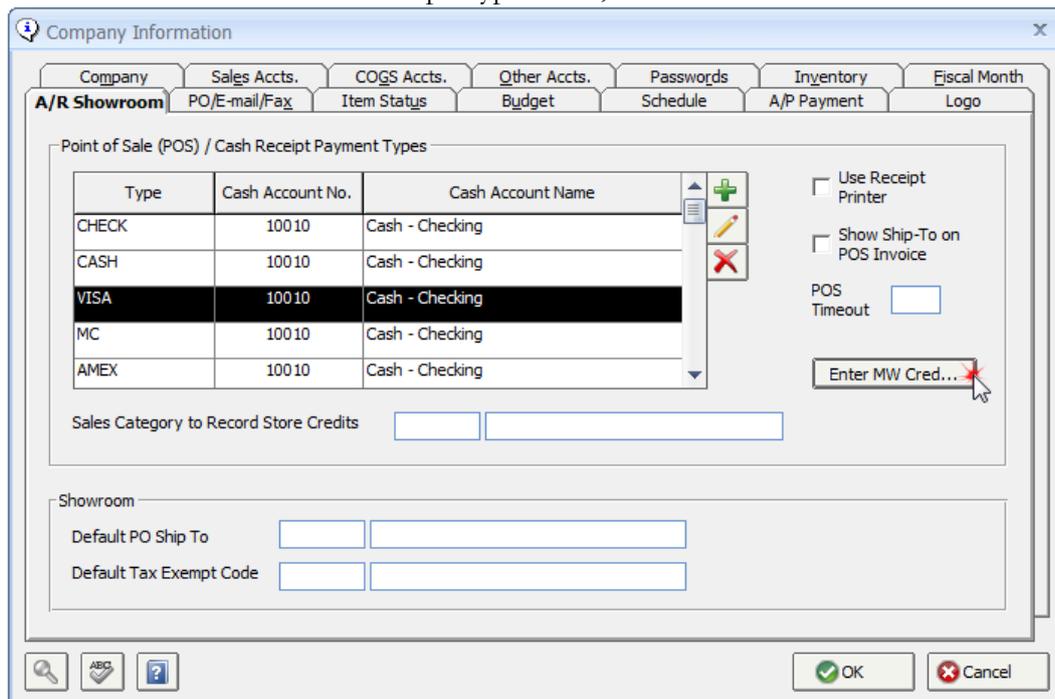
If separate **Cash Receipt Payment Types** currently exist for various credit cards (i.e. Visa, MC, AMEX) they can be removed. Only one Credit Card Cash Receipt Payment Type is required if transactions for all credit card companies will be processed through the Merchant Warehouse Merchant Account.



To create a Payment Type for MerchantWARE, click the Add button to the right of the **Cash Receipt Payment Types Grid**. Designate a **Type** name or description. “CC” for Credit Card is used as an example. Choose the **Checking Account** that will be receiving the funds from Merchant Warehouse. On the **Data Collection** menu, choose the **MerchantWARE** entry. The **Always Ask for CV Code** option can be selected if there is a desire to always remind the operator to enter the CV Code of the credit card if available. Design Manager never requires a CV Code. The Always Ask for CV Code simply displays an additional warning.

The CV Code is a three-digit number that appears in the signature area on the back of a credit card immediately after the credit card number. On American Express cards, the code is 4 digits long and appears on the front, just to the right and slightly above the card number.

Click OK to save new Cash Receipt Type. Next, click on the button.

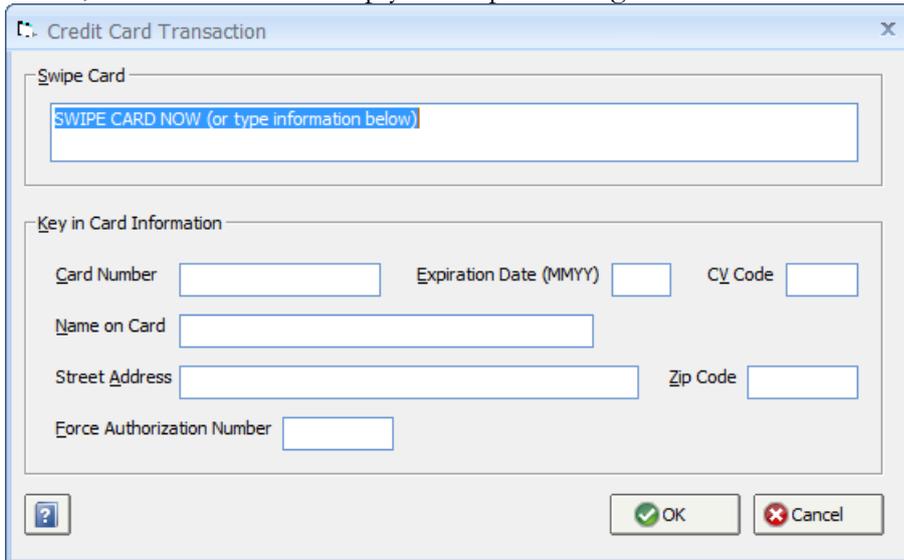


Enter the **SiteID**, **Key**, and **Name** into the respective windows. Make sure that you enter the codes exactly as given by Merchant Warehouse. Make sure that to click **OK** to save the entire Company Information Window.

Processing Credit Card Transactions

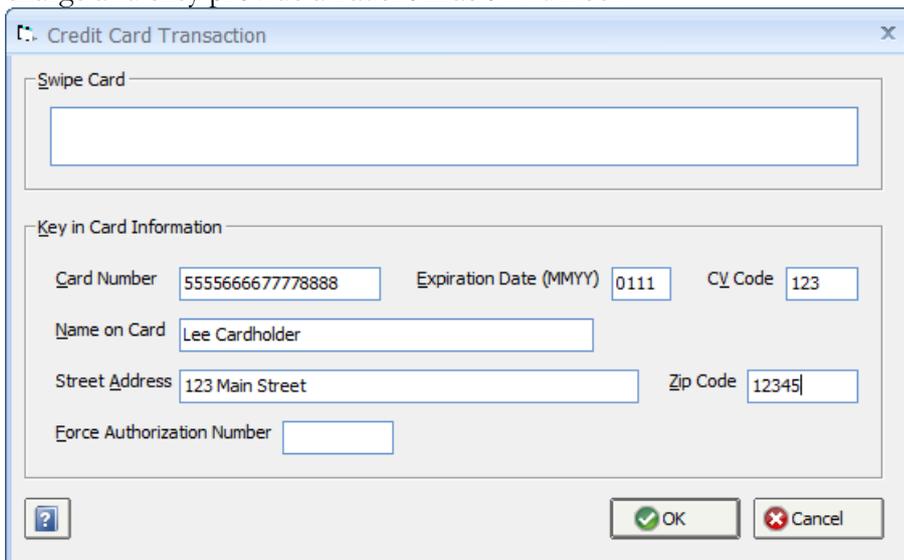
A credit card transaction is processed in Design Manager just like any other Cash Receipt. Simply enter the receipt through the **Cash Receipt Window - New Tab** and the **New Cash Receipt Window** as normal.

When the Payment Type associated with Merchant Warehouse is selected, the text **“Run CC”** will appear in the **Check Number** field. Enter the rest of the necessary Cash Receipt information and click **OK**. Design Manager will display the **Credit Card Transaction Window** to enter the credit card information. If the credit card is physically present and the company has purchased a credit card reader, then the card can simply be swiped through the reader.



The screenshot shows a window titled "Credit Card Transaction". It has two main sections: "Swipe Card" and "Key in Card Information". The "Swipe Card" section contains a text box with the text "SWIPE CARD NOW (or type information below)". The "Key in Card Information" section contains several input fields: "Card Number", "Expiration Date (MMYY)", "CV Code", "Name on Card", "Street Address", "Zip Code", and "Force Authorization Number". At the bottom of the window, there are three buttons: a help button (question mark in a square), an "OK" button (green checkmark), and a "Cancel" button (red X).

If the credit card is not present or a reader has not been purchased, just type in the information. The only required information is the **Card Number** and **Expiration Date**. However, a better financing rate for the transaction may be available if the other information is entered as well. Use the **Force Authorization Number** only when it is required to call Merchant Warehouse to get approval for a charge and they provide an authorization number.



The screenshot shows the same "Credit Card Transaction" window, but now the "Key in Card Information" section is filled with example data. The "Card Number" field contains "5555666677778888", "Expiration Date (MMYY)" contains "0111", "CV Code" contains "123", "Name on Card" contains "Lee Cardholder", "Street Address" contains "123 Main Street", and "Zip Code" contains "12345". The "Force Authorization Number" field is empty. The "Swipe Card" section is also empty. The "OK" and "Cancel" buttons are still present at the bottom.

Click **OK** to close both the Credit Card Transaction Window and the New Cash Receipt Window. The Cash Receipt will now be displayed on the **New Cash Receipts Grid** of the Cash Receipt Window. Upon clicking the **Post** button and allowing the transactions to be posted, Design Manager will record the Cash Receipts and process the credit card charges with Merchant Warehouse.

When the Credit Card is declined or not approved, the transaction will be kept on the New Cash Receipts Grid with the reason being displayed in the **Check Number (Payment Status)** column. By not posting or removing the Cash Receipt, the credit card information can be reviewed and the receipt can be posted again. Design Manager **must** receive authorization for the charge in order to post the Cash Receipt. Otherwise a different Payment Type needs to be used if the operator wishes to force the receipt into Design Manager without running the credit card.

Invoicing Clients

At some point after you have ordered the merchandise or paid your vendor, you will need to send your client the final bill or invoice. Even if you have collected a 100% deposit, you will still need to generate an invoice with a zero balance in order to relieve the deposit, record revenue and, if appropriate, sales tax. Client invoices in Design Manager are similar to Proposals and Purchase Orders in that you generate and print an Invoice then accept or reject it. Unlike Proposals and Purchase Orders, however, accepting an Invoice will affect General Ledger Accounts. Also unlike Proposals and Purchase Orders, once a Client Invoice is accepted, it cannot be edited or revised. If you need to change the Invoice, it must be credited on the **Client Invoices / Finance Charges Window - Existing Tab**. Then, a new Invoice must be generated using the corrected information.

In brief, to create a Client Invoice, select **A/R → Client Invoices / Finance Charges** which will display the **Client Invoices / Finance Charges Window**.

On the Client Invoices / Finance Charges Window, click the **Add** button which will display the **New Invoice Window**.

The New Invoice Window contains an **Invoice Items Grid** which, upon entering or selecting a Project Code into the **Project** field, displays all of the active Items for the Project that have not yet been included on a Client Invoice. Selecting the **Show All** option will display all Items within the Project including Items previously invoiced to the Client. You can input or search for a Proposal Number into the **Proposal/Document Number (Proposal/Doc. No.)** field which will only show Items that were included on that specific Proposal. You will need to select or tag the Items that you want to include on the Invoice by clicking the checkbox in the **Tag** column on the Invoice Items grid. You may also tag groups of Items by pressing the Tag Button in the upper right corner. Once you have tagged all of the Items you wish to include, Design Manager will calculate the total amount due, including any freight or sales tax, and less any deposit the client may have already paid. You can manually utilize a Retainer on the Invoice by inputting the desired amount into the **Retainer** field. When all of the information appears to be correct, press **OK**. Doing so will list the Invoice on the **New Client Invoices Grid** of the Client Invoices / Finance Charges Window - New Tab.

To print the Invoice on the New Client Invoices Grid, click the **Print/Post** button which will display the **Print Client Invoices Window** from which the Invoices can be printed. After the Client Invoice is sent to the printer or the **Print Preview Window** has been closed, an **Accept or Reject** message will appear. Be sure to review the Invoice before accepting, as once you accept, the Invoice will be permanently recorded in Design Manager. If you need to make changes to the Invoice, press **Reject**. Remember, you cannot edit a Client Invoice. To reflect any changes, you must credit the Invoice and generate again properly.

Note: When rejecting a Client Invoices, be careful to write “Reject” on the printed copy or throw it away, so that you do not accidentally send it to the Client. If you send a rejected copy of the Client Invoice, Design Manager will have no record of it.

After the Invoice has been reviewed and accepted, it will appear at the top of the **Existing Client Invoices Grid** on the Client Invoices / Finance Charges Window - Existing Tab.

All windows mentioned above are described in detail in below, but may be skipped and used for in-depth reference in the future.

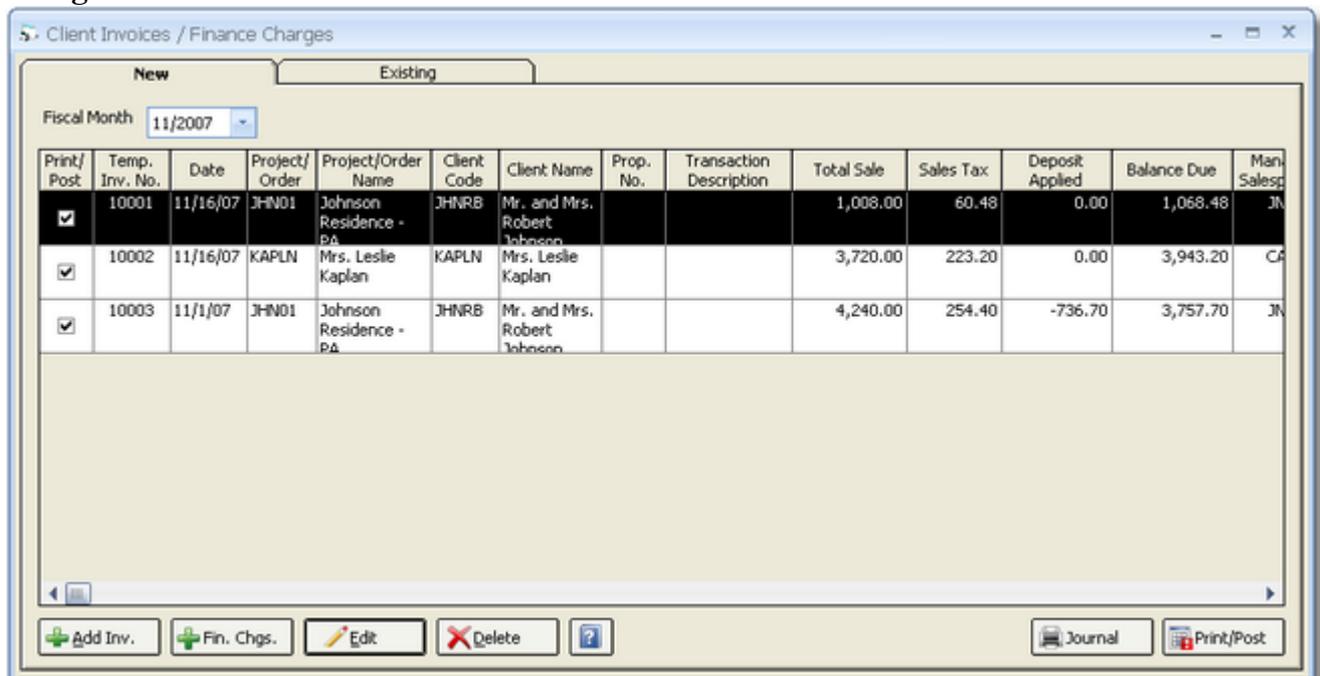
Client Invoices / Finance Charges Window

Creating new Client Invoices, editing or deleting unposted Invoices, generating Finance Charges, and crediting existing Client Invoices are all functions accomplished through the **Client Invoices / Finance Charges Window**. To access this window in Design Manager, select **A/R → Client Invoices / Finance Charges**.

The Client Invoices / Finance Charges Window is divided into two tabs: **New** and **Existing**. The **New Tab** is used to generate any new Client Invoices and create Finance Charge Invoices. The **New Tab** is also used to revise or delete Client Invoices **prior** to posting. The **Existing Tab** allows the user to review, re-print, credit, and adjust previously posted Client Invoices.

Client Invoices / Finance Charges Window - New Tab

The **Client Invoices / Finance Charges Window - New Tab** is used to generate all new Client Invoices in Design Manager. Further, any unposted Client Invoices can also be revised or deleted from this tab prior to posting as well. Lastly, **Finance Charge Invoices** for outstanding Client Invoices are created from the **Generate Finance Charges Window** accessed through the **Finance Charges** button on this window.



Fiscal Month: Like all Transaction Posting Windows in Design Manager, the Fiscal Month into which the Client Invoices on the **New Client Invoices Grid** will be posted is displayed in the top left corner of the New Tab. Depending on the settings on the **Company Information Window - Fiscal Month Tab**, the Fiscal Month will either default to the current Company Fiscal Month or to one month after the last Closed Fiscal Month. If the user has the **Allow Fiscal Month Changes** Password Attribute unlocked, the Fiscal Month can be changed as desired.

The **New Client Invoices Grid** dominates the New Tab of Client Invoices / Finance Charges Window and displays all unposted Client Invoices for the current Design Manager user. **Note:** Each user maintains their own list of Client Invoices on the New Client Invoices Grid and will **not** view other users' Client Invoices. The New Client Invoices Grid has the following columns:

Print/Post: The Print/Post column allows the user to selectively prevent a Client Invoices from being posted upon clicking the Post button. New Client Invoices are defaulted to Print/Post. To prevent a Client Invoice from printing, click the checkbox in this column for the desired Client Invoice.

Temporary Invoice Number (Temp. Inv. No.): Design Manager temporarily assigns the next available Invoice Number to each Client Invoice as it is created. Once an Invoice is printed and posted, the Invoice Number is then permanently assigned to the Invoice. If one user creates, prints, and posts a Client Invoice while a second user has unposted Client Invoices on their New Client Invoices Grid, Design Manager will renumber the second users Client Invoices to prevent duplicate or skipped Invoice Numbers. **Note:** With that in mind, it is **extremely** important to discard any printed, yet unposted Client Invoices to prevent the Client from receiving a document with a different Invoice Number than is truly recorded in Design Manager.

Date: The Date of the Client Invoice. As Sales Tax is recorded on a calendar-basis, it is the Invoice Date, rather than the Fiscal Month, that determines which month the Sales Tax for a given Invoice is to be paid.

Project/Order: The Code of the Project for which the Invoice was created.

Project/Order Name: The Name of the Project for which the Invoice was created.

Client Code: The Code of the Client assigned to the Project.

Client Name: The Name of the Client assigned to the Project.

Proposal Number (Prop. No.): If a Proposal Number is entered on the *New Invoice Window - Invoice Tab* when creating the Invoice, it will be displayed in this column.

Total Sale: The total Price to the Client for the Invoice excluding Sales Tax.

Sales Tax: The total Sales Tax to the Client for the Invoice, if applicable.

Deposit Applied: Any Deposit and/or Retainers applied to the Client Invoice will be displayed in this column.

Net Invoice: The total amount due of the Invoice prior to any Payments or Invoice Adjustments. The Net Invoice is the sum of the Total Sale and Sales Tax less any Deposit Applied.

Payment: The sum of all Payments applied to the Client Invoice will be displayed in this column.

Adjustments: Any Invoice Adjustments recorded for the Invoice will be displayed in the Adjustments column.

Balance Due: The Balance Due is the current unpaid portion of the Client Invoice and is the Net Invoice less any Payments and/or Invoice Adjustments.

Transaction Description: The optional description regarding the Client Invoice that is displayed on many Reports for your reference.

Style: The original Client Invoice format selected when generating the Client Invoice.

Manager / Salesperson: The Employee Code of the Manager/Salesperson responsible for the Client Invoice. The Manger/Salesperson determines which Employee will be credited for the sale on the **Commission Report**.

Add Invoice (Add Inv.) and Edit: The Add Invoice and Edit buttons will display the **New Invoice Window** to create a new Client Invoice or revise the selected Client Invoice on the New Client Invoices Grid, respectively. Until the Client Invoices are posted, any revisions will be done from the New Tab of the Client Invoices/ Finance Charges Window. After posting, a Client Invoice cannot be revised. If the information on the Invoice is incorrect, it must be voided on the Existing Tab of the Client Invoices / Finance Charges Window and recreated properly as described later in this chapter. More information on is available under the **New Invoice Window** below.

Delete: Upon selecting a Client Invoice and clicking the Delete button, you will be asked "**Are you sure that you want to permanently delete the current record?**". Clicking **Yes** will remove the Client Invoice from the New Client Invoices Grid while selecting **No** will leave the Invoice unaffected.

Journal: Click the Journal button to print the **Client Invoice Posting List Report**. The Client Invoice Posting List Report can be printed to list each of the Invoices on the New Client Invoices Grid or to also list each Item within the Invoice by selecting **List Invoices** and **List Items** respectively. **Note:** If the **Require Journals** option is selected on the **Company Advanced Options Window - General Tab**, the Journal **must** be sent to the printer prior to posting the Client Invoices.

All Posting Lists always default to be sent directly to the printer rather than being displayed in the Print Preview Window.

Print/Post: Clicking the Print/Post button displays the **Print Client Invoices Window** from which the Invoices will ultimately be printed. A full explanation is available under **Printing and Posting Client Invoices** later in this chapter.

New Invoice Window

The New Invoice Window can be accessed by selecting **A/R → Client Invoices / Finance Charges** to display the **Client Invoices / Finance Charges Window**. Then, on the Client Invoices / Finance Charges Window, click the **Add** button. The New Invoice Window is divided into two tabs, **Invoice** and **Options**, for creating Invoices and setting defaults for how Client Invoices will print for a particular Project, respectively.

New Invoice Window - Invoice Tab

The first tab on the New Invoice Window is the **Invoice** Tab. Here all active Items for a Project are listed, and may be "tagged", or selected, to appear on a Client Invoice. Items can be tagged by either clicking on the check box in the Tag column, selecting the Item on the **Client Invoice Items Grid** and hitting the Space Bar on the keyboard, or by clicking on the **Tag** button.

| Tag | Location » | Group | Ref. No. | Last Prop# | Description | Status | Qty. | Price | Qty. To Date | Invoiced To Date | Inv. Qty. |
|-------------------------------------|-------------------------|---------|----------|------------|--|--------------------------|------|----------|--------------|------------------|-----------|
| <input checked="" type="checkbox"/> | MBATH / Master Bathroom | | 0006 | 0003 | Acrylic roll-top tub with claw feet manufactured by Barday | Awaiting Client Approval | 1 | 2,483.00 | | | 1 |
| <input checked="" type="checkbox"/> | MBATH / Master Bathroom | | 0007 | 0003 | Leg-tub faucet with Hand shower manufactured by Barday | Awaiting Client Approval | 1 | 442.00 | | | 1 |
| <input type="checkbox"/> | MBATH / Master Bathroom | | 0009 | | Bronze cabinet knob | Specifying | 6 | 59.40 | | | 6 |
| <input type="checkbox"/> | MSTBD / Master Bedroom | | 0003 | 0002 | Rope Arm Chair in Coloniale with premium finish | Need to Order | 1 | 1,745.00 | | | 1 |
| <input type="checkbox"/> | MSTBD / Master Bedroom | Pillows | 0004 | 0002 | Sun, moon, and stars pillows | Need to Order | 2 | 89.85 | | | 2 |

*Total Inv. Price 2,925.00 + Sales Tax 175.50 - Deposit 0.00 - Retainer 0.00 = Balance Due 3,100.50 Avail. Retainer 0.00

Proposal Number (Proposal No.): By default, Design Manager will display all active Items in the Project on the Invoice Items grid. However, you can input or search for a specific Proposal to only view Items included on the Proposal. When a Proposal Number is entered, it will also appear on the Client Invoice document.

Date: This is the date that the Invoice is created. As Sales Tax is recorded on a calendar-basis, it is the Invoice Date, rather than the Fiscal Month, that determines which month the Sales Tax for a given Invoice is to be paid.

Transaction Description (TX Desc.): You may optionally enter a brief description of the Invoice for your future reference.

Manager/Salesperson (Mgr/SP): You may optionally record the Employee code for the manager, designer, or salesperson associated with the Invoice. This information defaults from the Salesperson/Manager on the **Project Window - Project Tab**.

Show All: Select this option to display all Items within the Project, including Items previously invoiced to the Client, on the Client Invoice Items Grid. Complete and Inactive Items will continue to not be displayed, however.

Client Invoice Items Grid: This grid lists and displays information for each Item to be invoiced to a Client.

Tag: Click on this check box to "tag" an Item to include it on the Invoice. To untag an Item, simply click on the check box a second time to remove the check mark. You do not have to include all Items on an Invoice. As Items are tagged or untagged, the pricing and deposit totals change at the bottom accordingly.

Location (Loc.): This column contains the Location Code and Name of the Item.

Group: If the **Item Groups** option on the **Company Advanced Options Window - General Tab** is selected, the Item Group will be displayed.

Reference Number (Ref. No.): This column contains the Design Manager Reference Number assigned to each Item and is useful for finding the Item on the **Specifications Window**.

Last Proposal Number (Last Prop. #): The number of the most recent Proposal upon which the Item was included.

Description: This column contains the first few words of the Item's Description.

Quantity (Qty.): The Quantity of the Item that will be invoiced.

Price: The total selling price of Item as recorded on the **Item Window - Item Tab**. The Price will match the Invoice Price if the Item has been invoiced previously or is in Override mode.

Quantity to Date (Qty. to Date): The Quantity to Date is the total quantity of the Item included on prior Client Invoices.

Invoiced to Date: The invoice amount for the Item included on prior Client Invoices.

Invoice Quantity (Inv. Qty.): The current quantity of the Item to be invoiced. This is the quantity that will be appear on the Invoice you are presently creating. The Invoice Quantity can be changed using the **Override** button.

Invoice Price: The current price of the Item to be invoiced. This is the price for the Item that will be appear on the Invoice you are presently creating. The Invoice Price can be changed using the **Override** button.

Override: A red check will appear in this column to alert you that the Item is in Override mode.

Merchandise: The portion of the Item price that is categorized as Merchandise is displayed in this column.

Freight: The portion of the Item price that is categorized as Freight is displayed in this column.

Design Fee: The portion of the Item price that is categorized as Design Fee is displayed in this column.

Installation: The portion of the Item price that is categorized as Installation is displayed in this column

Labor: The portion of the Item price that is categorized as Labor is displayed in this column

Time: The portion of the Item price that is categorized as Time is displayed in this column.

Time Entry Date: This column will display the entry date most recent Time Entry associated with the Item.

Estimated (PO) Cost: The Total Estimated Cost of Item as recorded in Specifications.

Actual (Vendor Invoice) Cost (Act. (Vendor Inv.) Cost): The Total Actual Cost of the Item from previously recorded Vendor Invoices.

Estimated (Proposal) Price (Est. (Proposal) Price): The Total Estimated Price of the Item as recorded in Specifications.

Requested Deposit: This columns contains the amount of Deposit Required from the Client for an Item.

Received Deposit: The sum of all Deposits from the Client currently recorded for the Item.

Sales Category Code: The code of the Item's Sales Category, if one had been assigned.

Last Invoice: The Number and Date of the most recent Client Invoice upon which the Item was included.

The following fields are located below the Client Invoice Items Grid and apply to the entire Client Invoice:

Total Invoice Price (Total Inv. Price): This is the total price of all Items to appear on the Invoice.

Sales Tax: Any Sales Tax being charged will be displayed.

Deposit: Any Deposit monies received from the Client for the Items being invoiced will appear in this field.

Retainer: Enter the amount of Retainer to be applied to the Invoice into this field, if necessary.

Balance Due: The Balance Due is the Total Invoice Price plus Sales Tax less any Deposit and Retainer amounts.

Available Retainer (Avail. Retainer): The sum of all unused portions of Retainers recorded for the Project. This field is useful in determining how much, if any, Retainer should be utilized on the current Client Invoice.

Tag Button: Clicking on this button will open the **Tag Items for an Invoice Window** to quickly select multiple Items for invoicing.

Override Button: Click this button to open the **Override Invoice Price Window** where you can change the Invoice Prices, Quantities, and Taxable Amounts for Items. For more information, see the **Override Invoice Price Window**.

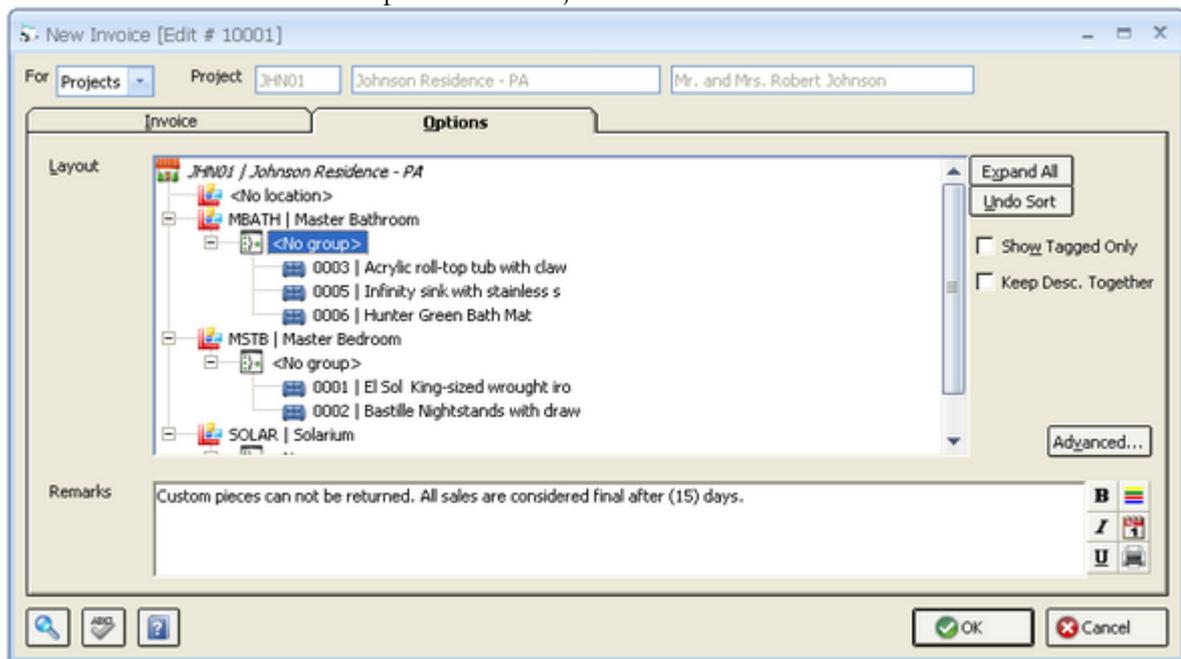
Edit Item Button: Click the Edit button to open the **Item Window** to make any changes to Item Description, Quantity, Location, etc. before invoicing.

Generating Invoices:

Click on the **OK** button to generate the Invoice. Upon doing so, it will be listed on the **New Client Invoices Grid** on the **Client Invoices / Finance Charges Window - New Tab** for printing an posting. More information on printing the Invoice will be discussed in **Printing and Posting Client Invoices** later in this chapter.

New Invoice Window - Options Tab

The second tab on the New Invoice Window is the **Options Tab**. This tab shows all of the Items within a Project in a tree structure similar to the **Specifications Window - Tree View Tab**. It also provides access to the **Project Advanced Options Window – Invoice Tab** where you may change defaults for how Invoices will print for a Project.



Layout: The Layout displays the Project hierarchy from the Specifications Window - Tree View Tab and allows you to edit the order that Locations, Groups, and Items appear on a printed Proposal. By default, the Items will be in Location Code order, followed by their Group, then with each Item in Reference Number order with its Group. To change the order, you can select and drag an Item, Group, or Location to the desired position. Locations can be arranged in any order. Items can be arranged in any order but only in their respective Group and Location. If you want to move the Item to another Location or Group, click the **Edit Item** button on the Invoice Tab and change the Location or Group as necessary. **Note:** Groups will only be displayed if the **Item Groups** option on the **Company Advanced Options Window - General Tab** is selected

Expand All: This button can be used to open each Location and Group within the Project to display all of the Items for rearranging in the layout area.

Undo Sort: This button will close all of the layout branches and puts the Items, Groups, and Locations in default order (i.e., Location Code, Group, then Item Reference Number order). Please note that all prior changes to the sort order of the Items, Groups, and Locations will be lost!

Show Tagged Only Check Box: Selecting this option causes the layout to only show Items you have currently tagged on the Invoice Tab.

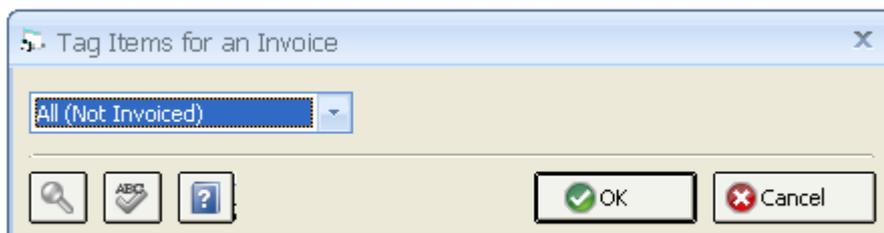
Keep Description Together (Keep Desc. Together): This option is defaulted from the **Company Advanced Options Window - Print Tab** and determines whether or not Design Manager will split the Description of an Item over multiple pages of the Client Invoice. If Keep Description Together is selected, an Item will begin on a new page if it is determined that the Description would span over two pages. If the option is not selected, the Description will print to the bottom of the current page then continue on the subsequent page. The option is set for each Item individually to allow further flexibility in the appearance of the printed Client Invoice. Simply select the desired Item on the Layout Tree and set the option as desired.

Advanced Button: Clicking on this button will open the Project Advanced Options Window – Invoice Tab where printing defaults can be set for how Invoices will print for a Project. For a full description of the Client Invoice options, see the **Project Advanced Options Window - Invoice Tab**.

Remarks: This optional field can hold Remarks that will print on the bottom of the Invoice. To view a Glossary of frequently used Remarks, click on the **Search** button when the cursor is in the Remarks field. The text will default from the **Remarks** on the Project Advanced Options – Invoice Tab but can be edited as desired.

Tag Items for an Invoice Window

Clicking on the Tag Button on the **New Invoice Window** will open the **Tag Items for an Invoice Window**. This window contains options for "tagging" or selecting Items to be included on an Invoice. Select the desired tagging option and click the **OK** button to tag the appropriate Items on the **Client Invoice Items Grid** on the New Invoice Window.



The Invoice tag options are shown below:

All (Not Invoiced): Selecting this option will tag only those Items that have not yet been invoiced in full. Items that have been partially billed to the Client will be included when selecting this option.

All (Including Invoiced): Selecting this option will tag all of the Items in a Project, including Items that have been fully invoiced to the Client if the **Show All** option is selected on the New Invoice Window.

Location: The Location option will select all Items within a particular Location for a Project. After selecting this option, type a Location Code into the field displayed. To search for a Location, click on the **Search** button in the lower left corner of this window.

Tag Group: Selecting this option will tag all Items within a desired Group within a Project that have not yet been invoiced in full. Type the Group code into the field or use the Search button to find the desired Group. This option will only be available if **Item Groups** option on the **Company Advanced Options - General Tab** has been selected.

Item: To select a specific Item or a continuous range of Items within a Project, use the Item option and enter the desired Item Reference Number(s) into the starting and ending Reference Number fields. You can search for a Reference Number by clicking the Search button. This is a useful option when invoicing a single Item within a large Project.

Status: All Items of a specific Item Status Type can be selected simultaneously by using this option. Tagging by Status is particularly useful to select all Items with a Status such as **Needs to be Invoiced** in order to quickly include them on a Client Invoice for billing.

Time Entry Date: You can select all Items with Time Entries dated on or prior to a certain date by using this selection. You can search for a date by clicking the Search button.

Untag All: This option will untag or deselect all Items on the Client Invoice Items Grid.

Override Invoice Price Window

The **Override Invoice Price Window** is accessed on the **New Invoice Window – Invoice Tab**. By selecting an Item and clicking on the **Override** button, you can change the Invoice Price, Quantity, and Taxable Amounts for the Item.

Override Invoice Price [Item # 0006]

Override

Qty. to Invoice: Item Quantity: Quantity Inv. to Date:

| | Price To Invoice | Taxable Amount | Est. Cost | Est. Price | Act. Cost | Inv. To Date |
|-------------------------|------------------|-----------------|-----------------|-----------------|-------------|--------------|
| Merchandise | 1,680.00 | 1,680.00 | 1,298.00 | 1,680.00 | 0.00 | 0.00 |
| Freight | 264.00 | 264.00 | 240.00 | 264.00 | 0.00 | 0.00 |
| Design Fee | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Installation | 539.00 | 539.00 | 490.00 | 539.00 | 0.00 | 0.00 |
| Labor | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Time | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Item Price | 2,483.00 | 2,483.00 | 2,028.00 | 2,483.00 | 0.00 | 0.00 |

Deposit to Apply:

Here are some examples of when to override the price:

You are only invoicing for a portion of the Item such as when some quantity of the Item is back-ordered.

You have invoiced for the merchandise of the Item but now want to bill the Client for additional charges such as freight and shipping.

You want to round the Invoice Price to even amount for the Item.

Note: If feel the Invoice Price is incorrect, you should edit the Item on the **Specifications Window** to correct the price and not override the price to compensate!

The prices of the Item will be shown on the right side of the window. Check the **Override** box by clicking on it to change the **Quantity to Invoice, Price to Invoice, Taxable Amounts, and Deposit to Apply**. You will only be able to change the prices for Component Types that have an amount displayed. You will not be able to override any Types that do not have a corresponding Component defined in Specifications. For example, if the Freight Type is disabled, you must go back to the Specifications Window and input a Freight Component for the Item. Sales tax will be calculated automatically based on the new Taxable Amounts and the Taxable settings for the respective Item. Please note that is very uncommon that the Taxable Amount does **not** match the Price to Invoice for taxable Items! Further, Design Manager will not allow the user to change the Deposit to Apply to an amount **greater** than the total available Deposit for the Item. An Item's available Deposit can be reviewed in several places including the **Deposit Analysis Report** and the **Proposal Status Window**.

When creating a Invoice for a partially received Item, it may be convenient to use the **Recalculate** button. When the Quantity to Invoice has changed, the Recalculate button will become enabled. Clicking the Recalculate button will automatically change the Price to Invoice, Taxable Amounts, and Deposit to Apply to be the proportional amount for the new Quantity to Invoice saving the trouble of manually calculating those figures.

After making the desired changes to the Item for invoicing, click the **OK** button. The changes will be reflected on the **Client Invoice Items Grid** on the New Invoice Window.

Override: Select this option if you need to make Invoice Price, Quantity, or Taxable Amount changes for the Item to be invoiced. Upon clicking the Override option, the Quantity to Invoice and appropriate Price to Invoice and Taxable Amount fields will be enabled. Again, you can only change the invoice price for a particular Component Type if the Item has a Component with that Type defined.

Quantity to Invoice: You can change the invoice quantity of the Item. This is useful if you are only invoicing the Client for a portion of the merchandise at this time.

Price to Invoice: You can adjust the invoice price for each available Component Type as necessary.

Taxable Amount: The Taxable Amount is the portion of the price that should be taxed by Design Manager. When changing the Price to Invoice, the Taxable Amount is automatically set to the same value but can be set independently as well.

Deposit to Apply: The Deposit to Apply is the amount of Deposit to be applied to the Item on the Invoice. When creating a new Client Invoice, the Deposit to Apply will default to the current total Deposit available for the Item. Again, the Deposit to Apply can be changed but can never exceed the Deposit available amount. **Note:** When the Item is in Override mode, the Deposit to Apply will be fixed to the amount entered by the user regardless of other changes to the total Deposit available for the Item such as additional Deposit being recorded or manipulations to the Deposit Received amount through the Proposal Status Window.

The following information is for reference only and is not editable:

Item Quantity: The Quantity of the Item as recorded on the **Item Window - Item Tab**.

Quantity Invoiced to Date (Quantity Inv. to Date): The total quantity of the Item that has previously been invoiced to the Client.

Estimated Cost (Est. Cost): The Total Estimated Cost of the Item for each Component Type as recorded on the **Component Window - Component Tab**.

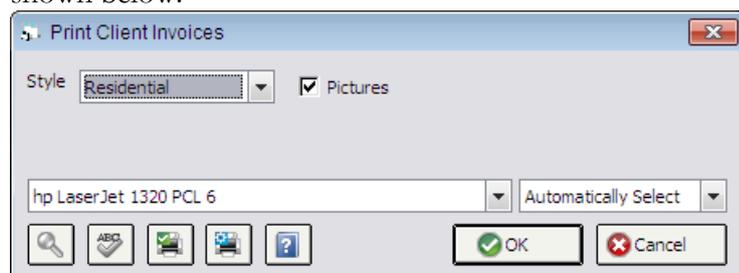
Estimated Price (Est. Price): The Total Estimated Price of the Item for each Component Type as recorded on the Component Window - Component Tab.

Actual Cost (Act. Cost): The Actual Cost of the Item for each Component Type from previously recorded Vendor Invoices.

Invoiced To Date (Inv. to Date): The total amount previously invoiced to the Client for each Component Type of the Item.

Printing and Posting Client Invoices

After creating a Client Invoice through the **New Invoice Window**, the Invoice will appear on the **New Client Invoices Grid** of the **Client Invoices / Finance Charges Window - New Tab**. If you would like to print a pre-posting listing of the Client Invoices, click the **Journal** button to print the **Client Invoice Posting List Report**. The Client Invoice Posting List Report can be printed to list each of the Invoices on the New Client Invoices Grid or to also list each Item within the Invoice by selecting **List Invoices** and **List Items**, respectively. To print the Client Invoices and record them into Design Manager, click the **Print/Post** button to display the **Print Client Invoices Window** shown below.



The **Style** will default to the **Invoice Style** as set on the **Company Advanced Options Window - Print Tab** but can be set to either the **Residential** or **Commercial** format as desired. Select the **Pictures** option to display the optional image from the **Item Window - Picture Tab** for each Item included on the Invoices. Note that displaying the Item pictures generally increases the length of each Invoice. If the Invoices are being sent directly to the printer, make sure that you have the Printer selection on the Printer Button Bar set to the desired printer. For more information on printing options, see **Printer Button Bar**. Click the **OK** button to print the Invoices. Unlike printing Proposals which are printed individually, all the Client Invoices on the New Client Invoices Grid are printed in a single batch. Whether printing the Client Invoices to the monitor or directly to the printer, you will need to either **Accept or Reject** the Invoices after printing and reviewing. Clicking **Accept** will post the Client Invoices into the Fiscal Month selected on New Tab of the Client Invoices / Finance Charges Window, remove the Invoices from the New Client Invoices Grid, and now display them on the top of the **Existing Client Invoices Grid** of the **Client Invoices / Finance Charges Window - Existing Tab**.

Accounting: Posting the Invoices will credit the Revenue Accounts as configured in the **Sales Categories** of the Items on the Invoices. The Client Deposit and Accounts Receivable Accounts will be debited and the appropriate Sales Tax Account will be credited, if necessary. In addition, the posting of Client Invoices may trigger a transfer from the Work in Process Account to various Cost of Goods Sold Accounts. If any Items on the Client Invoice have Vendor Invoices recorded against them then those amounts will be credited to Work in Process and debited to Cost of Goods Sold.

Finance Charges

The **Finance Charges** function in Design Manager is used to create a **Finance Charge Invoice** for existing Client Invoices that have not been paid on a timely basis. You can indicate which Clients to charge, at what rate, and how many days overdue an Invoice is permitted to remain unpaid before it accrues a Finance Charge.

Configuring Client for Finance Charges

You can configure how Clients receive Finance Charges individually on the **Client Window**. However, if all Clients will use the same Finance Charge Percentage and Finance Charge Days, you can skip to the **Generating Finance Charges** section below. To configure Clients for Finance Charges individually, select **Glossaries → Clients** to open the **Client Glossary Window**. Select the desired Client and click the **Edit** button. The picture below displays the lower portion of the Client Window:

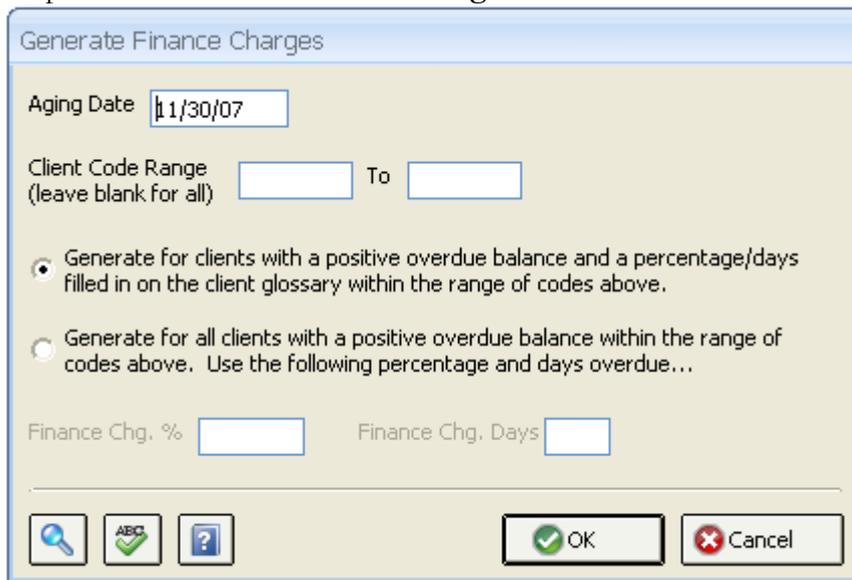


Monthly Fin. Chg. % Finance Chg. Days Inactive

Fill in the rate you want to use for this Client and the number of days until an Invoice becomes past due. Click the **OK** button to save the changes. The Client will now be included when Finance Charges are generated for overdue Invoices.

Generating Finance Charges

To generate Finance Charges, select **A/R → Client Invoices / Finance Charges** to launch the **Client Invoices / Finance Charges Window**. Click the **Finance Charges ("Fin. Chgs.")** button to open the **Generate Finance Charges Window** shown below:



Generate Finance Charges

Aging Date

Client Code Range To
(leave blank for all)

Generate for clients with a positive overdue balance and a percentage/days filled in on the client glossary within the range of codes above.

Generate for all clients with a positive overdue balance within the range of codes above. Use the following percentage and days overdue...

Finance Chg. % Finance Chg. Days

You can select one of two ways to use this window:

Generate for Clients with an overdue balance and a percentage/days filled in on the Client Glossary within the range of codes above.: This is the default option and will use the Client Window for Finance Charge Percentage and Finance Charge Days for each Client individually. A Finance Charge will be generated for Clients that have both the Finance Charge Percentage and Finance Charge Days filled in and have a past due balance on at least one Client Invoice. All other Clients will be ignored.

Generate for all Clients with an overdue balance within the range of codes above. Use the following Percentage and Days overdue . . . : The second option will ignore the settings on the Client Window. Selecting this option will allow you to enter a **Finance Charge Percentage** and **Finance Charge Days** to use for **all** Clients. Finance Charges will be generated for all Clients who have past due balances according to the designated Finance Charge Days.

The **Aging Date** defaults to the last day of the current month and is used to determine if an Invoice is past due. To determine if an Invoice is past due, Design Manager examines the Client Invoice Date versus the Aging Date. If the Invoice Date is **earlier** than the **Aging Date less the Finance Charge Days**, then the Invoice is considered past due and a Finance Charge Invoice will be generated.

When you click on the **OK** button, the Finance Charge Invoices will be generated as unposted Client Invoices on the New Tab of the Client Invoices / Finance Charges Window. The Finance Charge Invoice will be the sum of the balances of all overdue Client Invoices for a given Client multiplied by the Finance Charge Percentage. You should review the charges that have been created then print and post. The Finance Charge Invoice will list each past due Invoice and the total Finance Charge all past due Invoices. Upon posting the Finance Charge Invoices, Design Manager will create an Item in the corresponding Project showing the amount of the Finance Charge and the Invoices that were past due.

Accounting: When the Finance Charge Invoice is posted, Design Manager will debit the Accounts Receivable Account and credit the Finance Charge Account. No sales tax is calculated for the Finance Charge Invoices. To set the Finance Charge Account, select **G/L → Company Information**. On the **Company Information** Window, click on the *Other Accounts Tab*. The Finance Charge Account is in the Accounts Receivable section and is usually designated as a Revenue Account.

Client Invoices / Finance Charges Window - Existing Tab

The **Client Invoices / Finance Charges Window - Existing Tab** is used to review, reprint, adjust, and reverse Client Invoices in Design Manager.

The screenshot shows a software window titled "Client Invoices / Finance Charges" with two tabs: "New" and "Existing". The "Existing" tab is active, displaying a grid of invoice data. The grid has the following columns: Inv. No., Date, Fiscal Month, Keyed Date, Project/Order, Project/Order Name, Client Code, Client Name, Prop. No., Total Sale, Sales Tax, Deposit Applied, Net Invoice, Payments, Adjustments, and Balance Due. Two rows of data are visible. Below the grid, there are buttons for "Re-Print", "Adjust", "Credit", "Updt. Desc.", and "Multi-Print". In the bottom right corner, there is a checkbox labeled "Open Only".

| Inv. No. | Date | Fiscal Month | Keyed Date | Project/Order | Project/Order Name | Client Code | Client Name | Prop. No. | Total Sale | Sales Tax | Deposit Applied | Net Invoice | Payments | Adjustments | Balance Due |
|----------|---------|--------------|------------------------|---------------|------------------------|-------------|-----------------------------|-----------|------------|-----------|-----------------|-------------|-----------|-------------|-------------|
| 10001 | 11/4/06 | 11/2006 | 3/17/06 10:18:06 AM | JH02 | Johnson Mountain House | JH02B | Mr. and Mrs. Robert Johnson | 0001 | 3,690.00 | 221.40 | -1,845.00 | 2,066.40 | | | 2,066.40 |
| 10000 | 7/12/06 | 07/2006 | 3/2/06 4:52:55 PM | JH01 | Johnson Residence - PA | JH01B | Mr. and Mrs. Robert Johnson | 0001 | 2,597.50 | 155.85 | -1,298.75 | 1,454.60 | -1,454.60 | | |

By default, the **Existing Client Invoices Grid** lists every Client Invoice recorded in Design Manager. A user can, however, choose to only display Client Invoices with a current Balance Due by selecting the **Open Only** option in the bottom right corner of the window. Client Invoices are listed in descending **Invoice Number** order so that the most recently posted Invoices are at the top of the grid. However, the Existing Client Invoices Grid can be sorted by the majority of the columns simply by clicking the column heading. The grid has the following columns:

Invoice Number (Inv. No.): The unique identifier of the Client Invoice within Design Manager.

Date: The Client Invoice Date as entered by the user. As Sales Tax is recorded on a calendar-basis, it is the Invoice Date, rather than the Fiscal Month, that determines which month the Sales Tax for a given Invoice is to be paid.

Fiscal Month: The Fiscal Month into which the Client Invoice was posted.

Keyed Date: The system date and time that the Client Invoice was recorded in Design Manager. The Keyed Date often differs from the Client Invoice Date.

Project/Order: The Code of the Project for which the Invoice was created.

Project/Order Name: The Name of the Project for which the Invoice was created.

Client Code: The Code of the Client assigned to the Project.

Client Name: The Name of the Client assigned to the Project.

Proposal Number (Prop. No.): If a Proposal Number is entered on the *New Invoice Window - Invoice Tab* when creating the Invoice, it will be displayed in this column.

Total Sale: The total Price to the Client for the Invoice excluding Sales Tax.

Sales Tax: The total Sales Tax to the Client for the Invoice, if applicable.

Deposit Applied: Any Deposit and/or Retainers applied to the Client Invoice will be displayed in this column.

Balance Due: The total amount due from the Client for the Invoice. The Balance Due is the sum of the Total Sale and Sales Tax less any Deposit Applied.

Transaction Description: The optional description regarding the Client Invoice that is displayed on many Reports for your reference.

Style: The original Client Invoice format selected when printing and posting the Invoice.

Keyed By User: The User Name associated with the Password used to post the Client Invoice.

Has Been Reversed (Credited): If the Client Invoice has been reversed using the *Credit Client Invoice* function, "Yes" will be displayed in this column.

Reverse of Invoice Number (No.): If the Client Invoice is a Credit Invoice generated to reverse another Invoice, the original Client Invoice Number will be listed here as reference.

Cash Account Number (No.): The Account Number into which the Cash Receipt was posted.

Cash Account Name: The Account Name into which the Cash Receipt was be posted.

Manager / Salesperson: The Employee Code of the Manager/Salesperson responsible for the Client Invoice. The Manger/Salesperson determines which Employee will be credited for the sale on the **Commission Report**.

Re-Print: The Re-Print button will display the **Re-Print Client Invoice Window** whereupon the selected Invoice can be reviewed in the **Print Preview Window**, printed directly to a printer, emailed to a Client and other tasks. The Re-Print Client Invoice Window will discussed in full under **Re-printing or E-mailing a Client Invoice** later in this chapter.

Adjust: Clicking the Adjust button will display the **Invoice Adjustments Window** where the outstanding balance of the selected Client Invoice can manually be manipulated as discussed in detail under **Adjusting a Client Invoice** below.

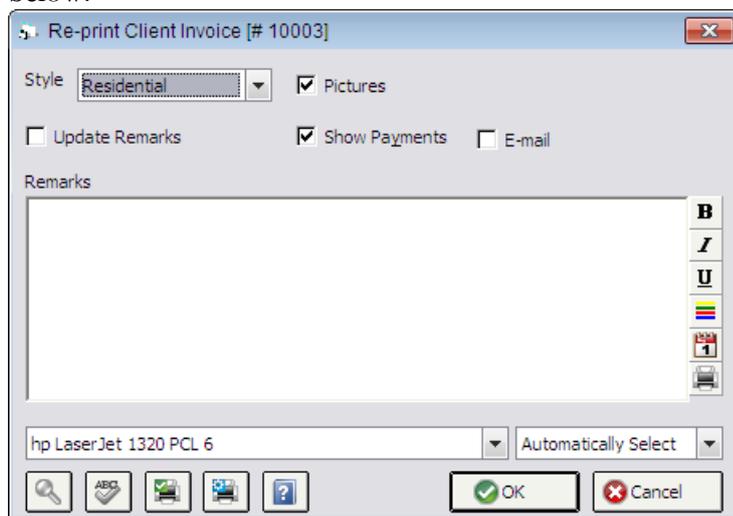
Credit: Upon clicking the Credit button, one of two events will occur. Either the **Reverse/Credit Invoice Window** used to create a Credit Invoice in order to fully reverse an existing Client Invoice will be displayed. Otherwise a message stating why the Client Invoice selected on the Existing Client Invoices Grid cannot be credited or reversed will be displayed. Creating a Credit Invoice is explained in detail in **Reversing/Crediting a Client Invoice**.

Update Description (Updt. Desc.): The Update Description button allows the user to change the Descriptions and Unit of Measures of all the Items on the selected Invoice to the information currently recorded on the **Item Window** for the Items. Upon clicking this button, the user will be asked "**Are you sure that you wish to update all Item Descriptions on the highlighted Invoice?**". Clicking **Yes** will update the information while clicking **No** will take no effect. Using the Update Description function is convenient if a spelling error or other minor issue regarding the Description of an Item or Items on the Invoice has been detected after posting the Invoice. If other information such as the Invoice Price, Sales Tax, etc. is incorrect on the Client Invoice, it must then be credited/reversed and generating again properly.

Multi-Print: The Multi-Print button is used to print an entire range of Client Invoices simultaneously. To do so, first make sure the Existing Client Invoices Grid is sorted by Invoice Number in ascending order (i.e., the oldest Client Invoices are listed at the top of the grid). Next, select the Client Invoice on the grid that will be the **first** Invoice that you wish to print. Finally, click the Multi-Print button which will display the **Re-Print Multiple Invoices Window**. On that window, input the Invoice Number of the **last** Invoice that will be printed. For example, if you want to reprint Client Invoices 11000 through 11010, highlight Client Invoice 11000 on the Existing Client Invoices Grid. Then click the Multi-Print button and input 11010 on the Re-Print Multiple Invoices Window and click the **OK** button. Design Manager will then print all the Client Invoices from 11000 to 11010. **Note:** when using the Multi-Print function, Design Manager always sends the Invoices directly to the printer. They **cannot** be reviewed using the Print Preview Window.

Re-printing or E-mailing a Client Invoice

To re-print an existing Client Invoice, select **A/R → Client Invoices / Finance Charges** to display the **Client Invoices / Finance Charges Window** and click the **Existing** Tab on that window. Then, click the **Re-Print** button which will open the **Re-Print Client Invoice Window** shown below.

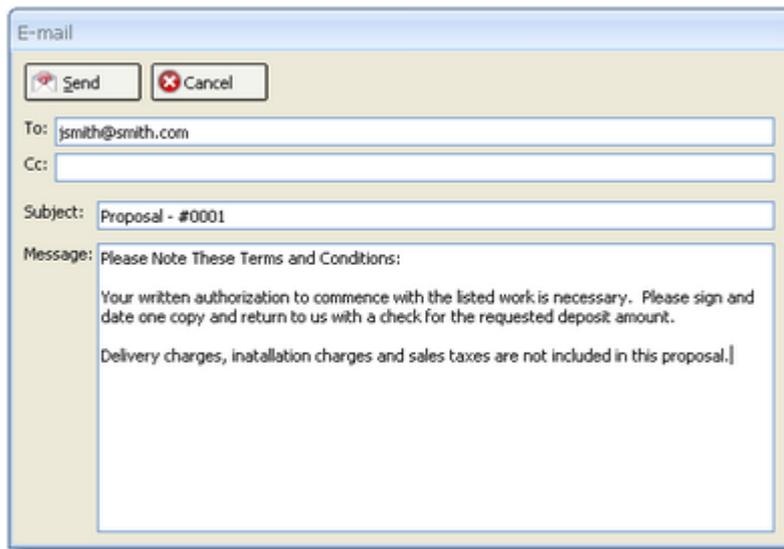


Style: The style represents the format of the Invoice - either **Commercial** or **Residential**. This will default to the style originally selected when first generating the Client Invoice.

Pictures: Select the Pictures option to display the optional image from the **Item Window - Picture Tab** for each Item included on the Invoice.

E-mail: The E-mail option will allow you to create a e-mail message with the Proposal attached in a .pdf format. If the **Use MAPI instead of Outlook for E-mail** is NOT selected on the **User Settings Window**, an Outlook E-mail Message will be displayed with the Proposal as an attachment upon clicking **OK**. Outlook will then manage the delivery of the E-mail. If you have recorded an E-mail address on the **Project Window - Notes/Information Tab**, it will be defaulted as the "To address" on your Outlook E-mail.

If **Use MAPI instead of Outlook for E-mail** option is selected on the User Settings Window, a generic **E-mail Window** will be displayed where you can input the subject and message. Again, the e-mail address will default from the Project Window - Notes/Information Tab. The E-mail Window is shown below.



Clicking the **Send** button will create an e-mail in your default E-mail software for transmission. In order for Design Manager to send an e-mail, your e-mail software must be MAPI-compliant. Some e-mail software must be running to receive e-mail from other programs such as Design Manager.

Override Letterhead Settings: If the **Letterhead** option for Client Invoices is selected on the **Company Advanced Options - Print Tab**, the Override Letterhead Settings option will be available. Selecting this option will always show the Company Name and Address information at top of the Client Invoice document effectively ignoring the Letterhead setting which prevents this information from printing in order to properly fit the Company custom letterhead paper. This option is useful when e-mailing or exporting the Client Invoice to insure that the Company information is being displayed and will automatically be selected when the E-mail option is chosen.

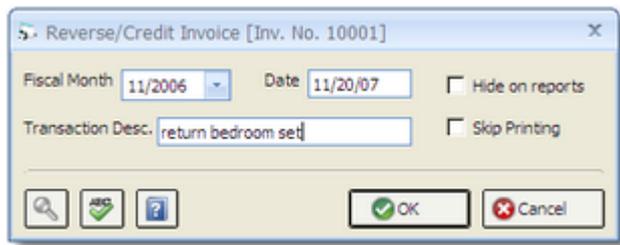
Show Payments: The Show Payments option will display any recorded Payments or Invoice Adjustments for the Client Invoice in the totals region of the document, indicating the current Balance Due.

Update Remarks: Use the Update Remarks option to change the Remarks on the Client Invoice to those currently entered in the Remarks field described below.

Remarks: The original Remarks on the Client Invoice will be displayed in the Remarks field so they can be edited or altered if desired. Only if the Update Remarks option above is selected will the Client Invoice Remarks be changed to reflect any changes upon reprinting the Client Invoice. Otherwise, any edits will only appear on the currently reprinted Client Invoice. Future reprints will **not** show the edited Remarks.

Reversing/Crediting a Client Invoice

Circumstances may arise when an existing Client Invoice is incorrect such as the Invoice Price or Sales Tax of an Item is wrong. After a Client Invoice has been posted, it cannot be edited. In order to make changes, the Invoice must be reversed and reissued with the correct Items and figures. To do so, go to **A/R → Client Invoices / Finance Charges** to display the **Client Invoices / Finance Charges Window** and click the **Existing** Tab on that window. Then, click the **Credit** button which will open the **Reverse/Credit Invoice Window** shown below.



An Invoice cannot be reversed if it has any Payments, Adjustments, or prior credits applied to it. In order to reverse or credit the invoice, all Payment and Invoice Adjustments recorded for the Invoice must first be voided. A Client Invoice also cannot be reversed if it is itself a Credit Invoice or it has been credited previously. A warning will appear to alert you when this happens.

Fiscal Month: The Fiscal Month defaults to the original Fiscal Month of the Client Invoice. Provided the user has the **Allow Fiscal Month Changes** Password Attribute, the Fiscal Month can be changed if desired.

Date: This is the date that prints on the Credit Invoice, and the date that the credit will be posted to the General Ledger. This date will default to the current system date, but you may wish to "back date" the Credit Invoice to the original Invoice date in certain circumstances. As Sales Tax is recorded on a calendar-basis, it is the Credit Invoice Date, rather than the Fiscal Month, that determines which month the credit for the Sales Tax of the Credit Invoice is recorded.

Transaction Description (Desc.): You may optionally enter an explanation of the Credit (i.e. Merchandise Returned) for your future reference.

Hide on Reports: You can use this option to prevent the Credit Invoice and the original Invoice from appearing on certain reports such as the **Sales Journal**. This is convenient if the Invoice was simply an error and you do not wish to have the erroneous transactions cluttering your reports.

Skip Printing: If you do not require a printed copy of the Credit Invoice, you can select this option.

After properly configuring the above options, provided that the Skip Printing option is **not** selected, click the **OK** button to display the **Print Credit Invoice Window** from which the Credit Invoice can be reviewed in the Print Preview Window or sent to the printer. After printing and reviewing the Credit Invoice, you will be asked to **Accept or Reject** the Credit Invoice. Accepting the Credit Invoice will post the Credit Invoice, effectively reversing the accounting of the original Client Invoice. If the Skip Printing option is selected, you will immediately be asked "**Are you sure that you wish to post this Credit Invoice?**". Selecting **Yes** will post the Credit Invoice while clicking **No** will take no effect.

Accounting: Crediting an Invoice will reverse all of the accounting entries made by posting the original Client Invoice. If the Credit Invoice is made to a Fiscal Month different than the original Client Invoice then you may have open Accounts Receivable entry for the Client Invoice between the two Fiscal Months. You should not post a Credit Invoice to a period prior to the original Invoice.

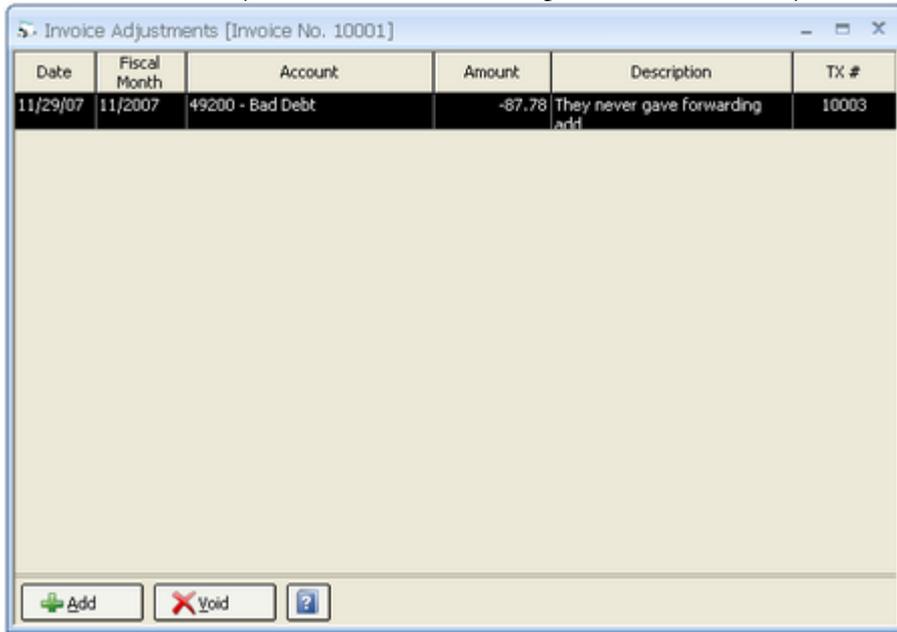
Note: Some information such as the Item Description can be changed using the **Update Description** button on the Client Invoices / Finance Charges Window - Existing Tab without crediting the Invoice. For more information see **Client Invoices / Finance Charges Window - Existing Tab**.

Adjusting a Client Invoice

Invoice Adjustments should be used for write offs or minor changes, as they do not affect the Project information. To reverse the Client Invoice, and then Invoice the items again with the correct amounts

is far more common. For more information on crediting a Client Invoice, see **Reversing/Crediting a Client Invoice**.

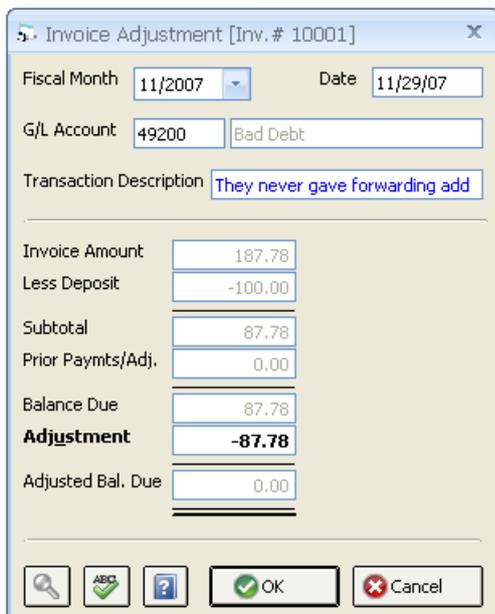
To adjust an existing Client Invoice, select **A/R → Client Invoices / Finance Charges** to display the **Client Invoices / Finance Charges Window** and click the **Existing** Tab on that window. Then, click the **Adjust** button which will open the **Invoice Adjustments Window** shown below.



| Date | Fiscal Month | Account | Amount | Description | TX # |
|----------|--------------|------------------|--------|--------------------------------|-------|
| 11/29/07 | 11/2007 | 49200 - Bad Debt | -87.78 | They never gave forwarding add | 10003 |

The Invoice Adjustments Window displays all Invoice Adjustments previously created for the Client Invoice on the **Invoice Adjustments Grid**. The columns of the Invoice Adjustments Grid will be discussed under the **Invoice Adjustment Window** below as the information displayed in the columns is derived from that window.

To create a new Invoice Adjustment, click the **Add** button to display the Invoice Adjustments Window shown below.



Invoice Adjustment [Inv. # 10001]

Fiscal Month: 11/2007 Date: 11/29/07

G/L Account: 49200 Bad Debt

Transaction Description: They never gave forwarding add

Invoice Amount: 187.78
Less Deposit: -100.00
Subtotal: 87.78
Prior Paymts/Adj.: 0.00
Balance Due: 87.78
Adjustment: -87.78
Adjusted Bal. Due: 0.00

Buttons: Add, Void, ?

Fiscal Month: The Fiscal Month into which the Invoice Adjustment will be reflected.

Date: This is the date that the Adjustment which defaults to the current system date.

General Ledger Account (G/L Account): This field must contain the General Ledger Account Number that is used to record this Adjustment. The G/L Accounts should **not** be the Accounts Receivable Account as Design Manager will automatically adjust the Accounts Receivable Account. Rather, enter the Account Number of the Account that will be the offset to the Accounts Receivable Account. For example, if you are writing off an Invoice you might use a Write Off Expense Account. To search for an Account, click on the **Search** button.

Transaction Description: You may optionally add a description of the Adjustment in this field for future reference.

Invoice Amount: This is the total amount of the Client Invoice before any Deposits were applied.

Less Deposit: This is the Deposit amount that was applied to the Invoice.

Subtotal: The Invoice Amount less the Deposit Amount.

Prior Payment/Adjustments (Prior Paymts / Adj.): This field shows any Payments or Adjustments previously recorded on the Invoice.

Balance Due: The current total balance due on the Invoice prior to any new Adjustments.

Adjustment: Enter the amount by which you wish to adjust the Invoice. Use a minus (-) sign to indicate a negative amount and reduce the adjusted balance.

Adjusted Balance Due: This is the new total amount due for the Invoice after this Adjustment is accepted.

Click the **OK** button to record the Adjustment which will then display the Adjustment on the Invoice Adjustments Grid of the Invoice Adjustments Window.

To remove an invalid Invoice Adjustment, select the Invoice Adjustment on the Invoice Adjustments Grid and click the **Void** button. Upon doing so you will be asked, "**Are you sure that you wish to void the highlighted Invoice Adjustment?**" Clicking **Yes** will delete the Invoice Adjustment and affect the Balance Due of the Invoice appropriately. Selecting **No** will take no effect.

Accounting: The Accounts Receivable Account is always affected upon creating an Invoice Adjustment with the Account selected in the G/L Account field being the other Account affected. Upon reducing a positive Balance Due with a negative Invoice Adjustment, the Accounts Receivable Account will be reduced or credited and the G/L Account will be increased or debited.

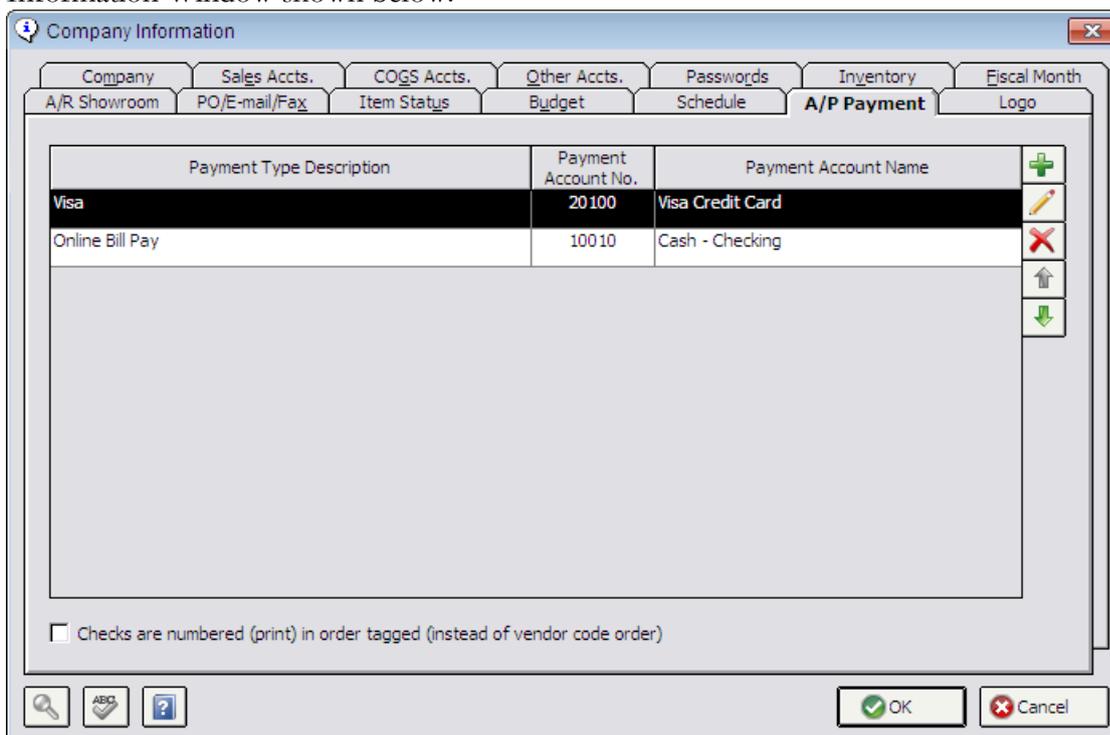
Accounts Payable

Accounts Payable in Design Manager is used to enter Vendor Deposits for Project and Inventory Purchase Orders, record the Vendor Invoices on those Purchase Orders, and enter Operating Expenses and Payroll Invoices. Accounts Payable also includes writing Checks, recording Wire or Electronic Transfers, and reconciling the Checking and Credit Card Accounts.

Accounts Payable Payment Types and the Company Information Window – A/P Payment Tab

In accrual accounting, upon recording a bill from a Vendor, the amount of the bill is maintained in the **Accounts Payable Liability Account** until a check (or other form of payment) has been generated. Processing payables in this manner allows the expense or cost of the bill to be recorded into a different period than the actual payment. Though all such accounting transactions are accumulated into a single Account, Design Manager allows the user to categorize unpaid invoices and deposits prior to payment. Common uses for doing so include grouping bills that will be paid through a commercial banking institution's online bill payment system or via a credit card at a later date or to departmentalize invoices for various divisions (i.e, Commercial Design, Residential Design, Showroom, etc.) within a company.

Creating Accounts Payable Payment Types is done from the **A/P Payment Tab** of the Company Information Window shown below.



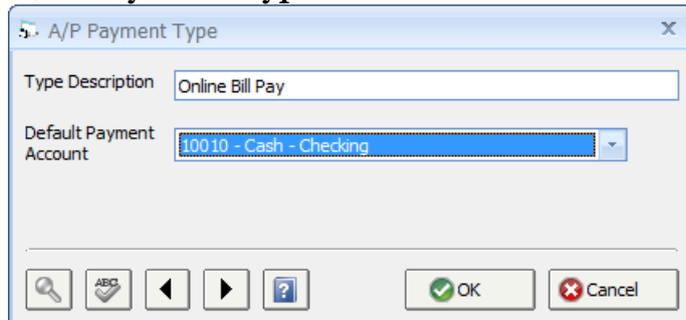
When Design Manager is first installed, a single Accounts Payable Payment Type for "**A Check**" is displayed on the **Accounts Payable Payment Types Grid**. Until additional Payment Types are created, all expenses, bills, and deposits from Vendors not being paid immediately via a credit card will be associated with this default Payment Type. Using credit cards for payment to Vendors will be discussed at length in **Using Credit Cards for Payments**.

To create a new Accounts Payable Payment Type, click the **Add** button which will display the **A/P Payment Type Window**. Existing Payment Types can be modified or removed by clicking the **Edit** and **Delete** buttons, respectively.

Payments Types are added to the Accounts Payable Payment Type grid in the order they are created and will be displayed in the Pay With menu on the Vendor Deposit, Invoice, or Operating Expense Window in the same order. The order can, however, be changed to conveniently move the most common methods of payment towards the top of the list. Simply select the desired Payment Type on the Accounts Payable Payment Type grid and click the **Up** and **Down** buttons to move the Payment Type towards the top or bottom of the list, respectively.

The A/P Payment Tab is also used to determine the order in which Checks are physically printed (or numbered). By default, Checks are printed (or numbered) in ascending Vendor Code order. However, by selecting the **Checks are numbered (print) in order tagged (instead of vendor code order)**, the Checks will be numbered in the order they are physically "tagged" for printing by the user.

A/P Payment Type Window.



Type Description: The Type Description is the phrase used to identify the Payment Type on the **Pay With** menu on the **Vendor Deposit, Invoice, or Operating Expense** and the **Checking Window - Pay/Print Tab**. The Type Description should be expressive enough to make each A/P Payment Type easily distinguished from each other. Examples include "Pay Online" for bills that will have payment sent electronically from a banking institution online payment service or "Pay Later with US Bank VISA" for payables that will be ultimately paid via a particular company credit card. The Type Description can be up to 40 characters.

Default Payment Account: Select the General Ledger Checking or Credit Card Account that will be used to record payment for payables associated with the Payment Type. Note that this is only the default Account to be used for payment. Upon paying the bill or invoice with a check, wire transfer, or credit card, however, a different Account may be selected.

Entering Vendor Invoices

All payables due Vendors will be entered through the **Vendor Deposits, Invoices, and Operating Expenses Window**. General procedures for entering Vendor Deposits and Vendor Invoices on Project and Inventory Purchase Orders, Operating Expenses, and Payroll Entries will be discussed first. Each window required in the process of recording payables will then be described in great detail which may be skipped, to be used for reference in the future.

Deposit for a Project Purchase Order

A Vendor Deposit is an initial payment required by the Vendor to accompany the Purchase Order in order for the Vendor to begin processing the order. Deposits are normally less than 100% of the cost of the merchandise being ordered. If 100% of the merchandise is being requested, it is suggested that the payable be recorded as a Vendor Invoice on the Project Purchase Order rather than as a Deposit. This process is described under **Vendor Invoice for a Project Purchase Order**.

To record a Vendor Deposit on a Project Purchase Order, select **A/P → Vendor Invoices (Deposits, Invoices, Expenses)**. Doing so will display the **Vendor Deposits, Invoices, Expenses Window**.

Click the **Add** button to display the **Vendor Deposit, Invoice, or Expense Window**. On the **Type** menu, select **Deposit for a Project PO**. Doing so will cause the Vendor Deposit, Invoice, or Expense Window to reconfigure properly for the Vendor Deposit information as shown below.

Enter the desired Purchase Order into the **Purchase Order Number (PO #)** field. To locate the Purchase Order Number using the **Project Purchase Order Search Window**, click the **Search** button. Upon entering or selecting the Purchase Order Number, Design Manager will default much of the remaining information on the window as follows:

The **Vendor** will default from the original Vendor of the Purchase Order.

The **Invoice Date (Inv. Date)** and **Due Date** will be set to the Ordered Date of the Purchase Order.

The **Amount** will default to the **Total Requested Deposit** of the Purchase Order.

Insure that the Amount is correct and make changes as needed. For example, the Vendor can be changed if the Deposit is going to Product Representative. Choose the proper method to pay the invoice in the **Pay With** menu. The Pay With menu option will default to the first Accounts Payable Payment Type which is most commonly **“A Check”**. To choose to pay with a Credit Card, select the desired Credit Card from the menu. For more information on using a credit card to pay your Vendor, see **Paying a Vendor with a Credit Card**. To learn more about creating and using Accounts Payable Payment Types, see **Accounts Payable Payment Types and the Company Information Window - A/P Payment Tab**. If paying with a hand written check or a wire transfer/debit card, click on the **Hand Check Wire Transfer (Hand Chk Wire Trans)** button to enter the check/transfer information. If a check is going to be physically printed on the printer, **do not** click the Hand Check Wire Transfer Button. Click **OK** to save the new Deposit.

The Deposit will now appear on the **New Vendor Payables Grid** on the New Tab of the Vendor Deposits, Invoices, and Operating Expenses Window. The Deposit can be edited or removed at this point by clicking the **Edit** and **Delete** buttons, respectively. To record the Deposit for the Project Purchase Order, click the **Post** button.

If a Check needs to be printed through Design Manager, skip to the section on **Printing Checks** below.

A full description of the windows mentioned above are available under the **Vendor Deposits, Invoices, and Operating Expenses Window** and the **Vendor Deposit, Invoice, or Operating Expense Window** later in this chapter.

Accounting: Upon posting a Vendor Deposit, Design Manager will credit the Accounts Payable Account and debit the Vendor Deposit Account. The Vendor Deposit will remain on Accounts Payable until a Check or other form of payment is applied to the Deposit. If the Hand Check Wire Transfer button was used, then Design Manager will further debit the Accounts Payable Account and credit the designated Cash Account. If the Deposit is being paid with a Credit Card, the Credit Card Liability Account, rather than Accounts Payable, will be credited.

Deposits for an Inventory Purchase Order

A Vendor Deposit is an initial payment required by the Vendor to accompany the Purchase Order in order for the Vendor to begin processing the order. Deposits are normally less than 100% of the cost of the merchandise being ordered. If 100% of the merchandise is being requested, it is suggested that the payable be recorded as a Vendor Invoice on the Inventory Purchase Order rather than as a Deposit. This process is described under **Vendor Invoice for an Inventory Purchase Order**.

To record a Vendor Deposit on an Inventory Purchase Order, select **A/P → Vendor Invoices (Deposits, Invoices, Expenses)**. Doing so will display the **Vendor Deposits, Invoices, Expenses Window**.

Click the **Add** button to display the **Vendor Deposit, Invoice, or Expense Window**. On the **Type** menu, select **Deposit for an Inventory PO**. Doing so will cause the Vendor Deposit, Invoice, or Expense Window to reconfigure properly for the Vendor Deposit information as shown below.

Enter the desired Inventory Purchase Order into the **Purchase Order Number (PO #)** field. To locate the Purchase Order Number using the **Inventory Purchase Order Search Window**, click the **Search** button. Upon entering or selecting the Purchase Order Number, Design Manager will default much of the remaining information on the window as follows:

The **Vendor** will default from the original Vendor of the Purchase Order.

The **Invoice Date (Inv. Date)** and **Due Date** will be set to the Ordered Date of the Purchase Order.

The **Amount** will default to the **Total Requested Deposit** of the Purchase Order.

Insure that the Amount is correct and make changes as needed. For example, the Vendor can be changed if the Deposit is going to Product Representative. Choose the proper method to pay the invoice in the **Pay With** menu. The Pay With menu option will default to the first Accounts Payable Payment Type which is most commonly **"A Check"**. To choose to pay with a Credit Card, select the desired Credit Card from the menu. For more information on using a credit card to pay your Vendor, see **Paying a Vendor with a Credit Card**. To learn more about creating and using Accounts Payable Payment Types, see **Accounts Payable Payment Types and the Company Information Window - A/P Payment Tab**. . If paying with a hand written check or a wire transfer/debit card, click on the **Hand Check Wire Transfer (Hand Chk Wire Trans)** button to enter the check/transfer information. If a check is going to be physically printed on the printer, **do not** click the Hand Check Wire Transfer Button. Click **OK** to save the new Deposit.

The Deposit will now appear on the **New Vendor Payables Grid** on the New Tab of the Vendor Deposits, Invoices, and Operating Expenses Window. The Deposit can be edited or removed at this point by clicking the **Edit** and **Delete** buttons, respectively. To record the Deposit for the Project Purchase Order, click the **Post** button.

If a Check needs to be printed through Design Manager, skip to the section on **Printing Checks** below.

A full description of the windows mentioned above are available under the **Vendor Deposits, Invoices, and Operating Expenses Window** and the **Vendor Deposit, Invoice, or Operating Expense Window** later in this chapter.

Accounting: Upon posting a Vendor Deposit, Design Manager will credit the Accounts Payable Account and debit the Vendor Deposit Account. The Vendor Deposit will remain on Accounts Payable until a Check or other form of payment is applied to the Deposit. If the Hand Check Wire Transfer button was used, then Design Manager will further debit the Accounts Payable Account and credit the designated Cash Account. If the Deposit is being paid with a Credit Card, the Credit Card Liability Account, rather than Accounts Payable, will be credited.

Vendor Invoice for a Project Purchase Order

Vendor Invoices represent the final bill received from the Vendor for a Project Purchase Order. In common practice, Vendor Invoices should be entered in a timely fashion upon receipt, even though they may not be due until a later date. The Check can be written later when the bill is actually due.

To record a Vendor Invoice on a Project Purchase Order, select **A/P → Vendor Invoices (Deposits, Invoices, Expenses)**. Doing so will display the **Vendor Deposits, Invoices, Expenses Window**.

Click the **Add** button to display the **Vendor Deposit, Invoice, or Expense Window**. On the **Type** menu, select **Invoice for a Project PO**. Doing so will cause the Vendor Deposit, Invoice, or Expense Window to reconfigure properly for the Vendor Invoice information as shown below

Enter the desired Purchase Order into the **Purchase Order Number (PO #)** field. To locate the Purchase Order Number using the **Project Purchase Order Search Window**, click the **Search** button. Upon entering or selecting the Purchase Order Number, Design Manager will default the **Vendor** from the Purchase Order. The Vendor Code may be changed if a different company than the original Purchase Order Vendor is receiving the payment as in the case when paying a separate entity for freight or shipping. Choose the proper method to pay the invoice in the **Pay With** menu. The Pay With menu option will default to the first Accounts Payable Payment Type which is most commonly **“A Check”**. To choose to pay with a Credit Card, select the desired Credit Card from the menu. For more information on using a credit card to pay your Vendor, see **Paying a Vendor with a Credit Card**. To learn more about creating and using Accounts Payable Payment Types, see **Accounts Payable Payment Types and the Company Information Window - A/P Payment Tab**. Enter the **Invoice Number (Invoice #)** and **Invoice Date**, as well as the **Due Date** that is printed on the bill. Each Component that was included on the Purchase Order will be listed on the **Purchase Order Components Grid**.

Below the grid, the **Subtotal** of all merchandise, freight, etc. will appear, as well as the total of all Deposits previously recorded for the Purchase Order in the **Less Deposit** field. Design Manager will calculate the total **Amount Due** by reducing the Subtotal by the Less Deposit amount. If the Vendor offers a discount for early payment, and the discount information on the **Vendor Window – Defaults Tab** was entered, then the **Discount** amount and number of **Days To Take** the discount will be displayed. Please note that this will **not** affect the Amount Due. Only the amount for which the Check will be written or charged to the Credit Card will be affected, provided the Invoice is paid before the deadline. Sometimes the Vendor Invoice will only be for a portion of the original Purchase Order. In this case, the cost of the Component(s) need to adjusted or removed. To do so, select the Component on the Purchase Order Components Grid and click the **Edit** button to the right of the grid. This will open the **Vendor Invoice Distribution Window**.

Here the costs for the Invoice can be changed as well as entering tracking information for the Purchase Order. Sometimes additional charges such as freight or delivery were not included on the Purchase Order but are included on the bill from the Vendor. Enter these new charges in the appropriate field. Design Manager will automatically create a new Component under the Item to support the additional charge. There is no need to edit the Purchase Order to include the additional charge! Press **OK** when any necessary changes have been made.

If the Vendor Invoice is for a single Component on a large Purchase Order, click the **Clear** button to remove the current costs from all Components on the Purchase Order. Then input the proper cost on the Component for which is now being paid as described above.

Sometimes it may be desirable to spread an additional charge from the Vendor across **all** Components on the Purchase Order such as a single delivery charge that is not itemized per Component. In such a case, click the **Distribute Cost** button to display the **Distribute Invoice Cost Window** whereupon the total cost can be spread across all Components under a variety of conditions. The Distribute Invoice Cost Window is discussed in detail below.

Important: Make sure that the cost of each Component on the Purchase Order Components Grid matches the corresponding entry on the bill. Insure that the Amount Due field matches the amount due of the bill!

If paying with a hand written check or a wire transfer/debit card, click on the **Hand Check Wire Transfer (Hand Chk Wire Trans)** button to enter the check/transfer information. If a check is going to be physically printed on the printer, **do not** click the Hand Check Wire Transfer Button.

When all of the information appears to be correct for the Vendor Invoice, press **OK**. The Vendor Invoice will now appear on the **New Vendor Payables Grid** on the New Tab of the Vendor Deposits, Invoices, and Operating Expenses Window. The Invoice can be edited or removed at this point by clicking the **Edit** and **Delete** buttons, respectively. To record the Invoice for the Project Purchase Order, click the **Post** button.

Additional Vendor Invoices:

Quite commonly, multiple Vendor Invoices for a single Purchase Order will need to be recorded.

Here are a few examples of such cases:

The company is not being billed for all of the merchandise on the Purchase Order at the same time.

A portion of the merchandise is on back-ordered and the company will be billed when it arrives.

Separate invoices for freight or installation charges were received.

Additional Vendor Invoices are recorded in the same manner as recording the first Invoice. Design Manager, however, will now only display costs for merchandise that has not yet been paid. In other words, if a prior Vendor Invoice was recorded for some Components on the Purchase Order, but not others, only those that are not yet purchased will be included in the Invoice total. Costs can be adjusted as necessary on the Vendor Invoice Distribution Window. If a freight or installation bill has been received, all of the costs may already be zero. Only the appropriate freight or installation cost may need to be recorded to match the invoice received.

If a Check needs to be printed through Design Manager, skip to the section on **Printing Checks** below.

A full description of the windows mentioned above are available under the **Vendor Deposits, Invoices, and Operating Expenses Window, Vendor Deposit, Invoice, or Operating Expense Window, Vendor Invoice Distribution Window, and Distribute Invoice Cost Window** later in this chapter.

Accounting: Upon posting a Vendor Invoice for a Project Purchase Order, Design Manager will credit the Accounts Payable Account and debit either Work in Process Account or Cost of Goods Sold depending on the setting of the **Bypass WIP** option on the Vendor Invoice Distribution Window. If the option is selected, Cost of Goods Sold will be debited. If not, Work in Process will receive the debit. If Cost of Goods Sold will be affected, the exact COGS Account can be determined by the **Sales Category** of the Item. If WIP will be affected, upon invoicing the Client for the goods and services, the activity will be transferred from Work in Process to the Cost of Goods Sold Account of the Sales Category. The Vendor Invoice will remain on Accounts Payable until a Check or other form of payment is applied to the Invoice. If the Hand Check Wire Transfer button was used, then Design Manager will further debit the Accounts Payable Account and credit the designated Cash Account. If the Vendor Invoice is being paid with a Credit Card, the Credit Card Liability Account, rather than Accounts Payable, will be credited.

Vendor Invoice for an Inventory Purchase Order

Vendor Invoices represent the final bill received from the Vendor for an Inventory Purchase Order. In common practice, Vendor Invoices should be entered in a timely fashion upon receipt, even though they may not be due until a later date. The Check can be written later when the bill is actually due.

To record a Vendor Invoice on an Inventory Purchase Order, select **A/P → Vendor Invoices (Deposits, Invoices, Expenses)**. Doing so will display the **Vendor Deposits, Invoices, Expenses Window**.

Click the **Add** button to display the **Vendor Deposit, Invoice, or Expense Window**. On the **Type** menu, select **Invoice for Inventory PO**. Doing so will cause the Vendor Deposit, Invoice, or Expense Window to reconfigure properly for the Vendor Invoice information as shown below

Enter the desired Purchase Order into the **Purchase Order Number (PO #)** field. To locate the Purchase Order Number using the **Inventory Purchase Order Search Window**, click the **Search** button. Upon entering or selecting the Purchase Order Number, Design Manager will default the **Vendor** from the Purchase Order. The Vendor Code may be changed if a different company than the original Purchase Order Vendor is receiving the payment as in the case when paying a separate entity for freight or shipping. Choose the proper method to pay the invoice in the **Pay With** menu. The Pay With menu option will default to the first Accounts Payable Payment Type which is most commonly **“A Check”**. To choose to pay with a Credit Card, select the desired Credit Card from the menu. For more information on using a credit card to pay your Vendor, see **Paying a Vendor with a Credit Card**. To learn more about creating and using Accounts Payable Payment Types, see **Accounts Payable Payment Types and the Company Information Window - A/P Payment Tab**. Enter the **Invoice Number (Invoice #)** and **Invoice Date**, as well as the **Due Date** that is printed on the bill. Each Inventory Stock Item that was included on the Purchase Order will be listed on the **Purchase Order Stock Items Grid**.

Below the grid, the **Subtotal** of all merchandise, freight, etc. will appear, as well as the total of all Deposits previously recorded for the Purchase Order in the **Less Deposit** field. Design Manager will calculate the total **Amount Due** by reducing the Subtotal by the Less Deposit amount. If the Vendor offers a discount for early payment, and the discount information on the **Vendor Window – Defaults Tab** was entered, then the **Discount** amount and number of **Days To Take** the discount will be displayed. Please note that this will **not** affect the Amount Due. Only the amount for which the Check will be written or charged to the Credit Card will be affected, provided the Invoice is paid before the deadline. Sometimes the Vendor Invoice will only be for a portion of the original Purchase Order. In this case, the cost of the Stock Item(s) need to adjusted or removed. To do so, select the Stock Item on the Purchase Order Stock Items Grid and click the **Edit** button to the right of the grid. This will open the **Vendor Invoice Distribution Window**.

Here the costs for the merchandise can be changed as well as entering tracking information for the Purchase Order. Be sure to record the proper quantity of the Stock Item that is currently being billed by the Vendor into the **Quantity Paid For (Qty. Paid For)** field as this is a critical figure in maintaining a proper Inventory! For information on the Quantity Paid For, see **Inventory Stock Item Window - Status / Adjustments Tab**. Sometimes additional charges such as freight or delivery were not included on the There is no need to edit the Purchase Order to include the additional charge! Press **OK** when any necessary changes have been made.

If the Vendor Invoice is for a single Stock Item on a large Purchase Order, click the **Clear** button to remove the current costs from all Stock Items on the Purchase Order. Then input the proper cost on the Stock Item for which is now being paid as described above.

Sometimes it may be desirable to spread an additional charge from the Vendor across **all** Stock Items on the Inventory Purchase Order such as a single delivery charge that is not itemized per Stock Item. In such a case, click the **Distribute Cost** button to display the **Distribute Invoice Cost Window** whereupon the total cost can be spread across all Stock Item under a variety of conditions. The Distribute Invoice Cost Window is discussed in detail below.

Important: Make sure that the cost of each Stock Item on the Purchase Order Stock Items Grid matches the corresponding entry on the bill. Insure that the Amount Due field matches the amount due of the bill!

If paying with a hand written check or a wire transfer/debit card, click on the **Hand Check Wire Transfer (Hand Chk Wire Trans)** button to enter the check/transfer information. If a check is going to be physically printed on the printer, **do not** click the Hand Check Wire Transfer Button.

When all of the information appears to be correct for the Vendor Invoice, press **OK**. The Vendor Invoice will now appear on the **New Vendor Payables Grid** on the New Tab of the Vendor Deposits, Invoices, and Operating Expenses Window. The Invoice can be edited or removed at this point by clicking the **Edit** and **Delete** buttons, respectively. To record the Invoice for the Inventory Purchase Order, click the **Post** button.

Additional Vendor Invoices:

Quite commonly, multiple Vendor Invoices for a single Purchase Order will need to be recorded. Here are a few examples of such cases:

The company is not being billed for all of the merchandise on the Purchase Order at the same time. A portion of the merchandise is on back-ordered and the company will be billed when it arrives. Separate invoices for freight or installation charges were received.

Additional Vendor Invoices are recorded in the same manner as recording the first Invoice. Design Manager, however, will now only display costs for merchandise that has not yet been paid. In other words, if a prior Vendor Invoice was recorded for some Stock Items on the Purchase Order, but not others, only those that are not yet purchased will be included in the Invoice total. Costs can be adjusted as necessary on the Vendor Invoice Distribution Window. If a freight or installation bill has been received, all of the costs may already be zero. Only the appropriate freight or installation cost may need to be recorded to match the invoice received.

If a Check needs to be printed through Design Manager, skip to the section on **Printing Checks** below.

A full description of the windows mentioned above are available under the **Vendor Deposits, Invoices, and Operating Expenses Window, Vendor Deposit, Invoice, or Operating Expense Window, Vendor Invoice Distribution Window, and Distribute Invoice Cost Window** later in this chapter.

Accounting: Upon posting a Vendor Invoice for a Project Purchase Order, Design Manager will credit the Accounts Payable Account and debit the Inventory Account. The Vendor Invoice will remain on Accounts Payable until a Check or other form of payment is applied to the Invoice. If the Hand Check Wire Transfer button was used, then Design Manager will further debit the Accounts Payable Account and credit the designated Cash Account. If the Vendor Invoice is being paid with a Credit Card, the Credit Card Liability Account, rather than Accounts Payable, will be credited.

Operating Expense or Miscellaneous Bill

An Operating Expense, or just Expense, refers to an invoice or bill from a Vendor for a good or service not related to a Project or Inventory Purchase Order. Examples would be the company phone bill or rent for which a Purchase Order would not be created. These expenses are usually connected with the general cost of operating the business rather than a particular purchase for a Client or for Inventory.

To record an Operating Expense, select **A/P → Vendor Invoices (Deposits, Invoices, Expenses)**. Doing so will display the **Vendor Deposits, Invoices, Expenses Window**.

Click the **Add** button to display the **Vendor Deposit, Invoice, or Expense Window**. On the **Type** menu, select **Expense / Bill / Miscellaneous**. Doing so will cause the Vendor Deposit, Invoice, or Expense Window to reconfigure properly for the Operating Expense information as shown below.

Enter the proper Vendor Code into the **Vendor** field. To locate the desired Vendor Code using the **Vendor / Payee Search Window**, click the **Search** button. Choose the proper method to pay the invoice in the **Pay With** menu. The Pay With menu option will default to the first Accounts Payable Payment Type which is most commonly **"A Check"**. To choose to pay with a Credit Card, select the desired Credit Card from the menu. For more information on using a credit card to pay your Vendor, see **Paying a Vendor with a Credit Card**. To learn more about creating and using Accounts Payable Payment Types, see **Accounts Payable Payment Types and the Company Information Window - A/P Payment Tab**. Next, enter the **Invoice Number**. Enter a date or description if there is no invoice number involved (i.e. "Rent 12/06") as an Invoice Number must be recorded. The **Invoice Date** is used to enter the date that is printed on the invoice or bill. Use the current date if there is no date on the bill. Enter the **Due Date** of the invoice by which the Vendor requires payment.

Next, the Account(s) that will be charged for this bill or expense need to be entered. Click on the **Add** button to the right of the **Operating Expense Distributions Grid**. Doing so will open the **Vendor Invoice Distribution Window**.

Two options exist for Operating Expenses: **Non-Project** and **Project Related**. Selecting Project Related will allow a Specification in a Project to be created in order to bill the Client for the expense. Such expenses are often referred to as Reimbursables and will be discussed below.

Non-Project:

Use the Non-Project option for bills and invoices that pertain to the general company as a whole such as rent, tax payments, office supplies, insurance premiums, etc. Such payables will not have an associated Purchase Order nor are they related to a particular Project.

In the **Account Number (Account No.)** field, enter the General Ledger Account Number to which the expense is to be charged. To locate the desired Account Number using the **Account Search Window**, click the **Search** button. In most cases, choose an Account whose **Type** is either **Expense** or **Cost of Goods Sold**. After choosing the Account, enter the cost being charged in the **Amount / Cost** field. After clicking **OK**, the entry will appear on the Operating Expense Distributions grid on the Vendor Invoice Window. In some cases, additional General Ledger Accounts will receive charges on an invoice, although such cases are infrequent. If such charges are required, click the **Add** button again and enter additional Distributions for the invoice until all expenses have been entered and appear in the Operating Expense Distributions Grid. At this point, the **Amount Due** should equal the total amount of the vendor bill. *It is important that the Amount Due matches exactly the amount due that is printed on the bill.*

Project Related:

Project Related Operating Expenses are bills received from the Vendor that need to be charged to a particular Project or Projects for reimbursement without having an associated Purchase Order. Common examples include blueprint services or overnight shipping charges.

Since the Client will be invoiced for the expenditure, a **Sales Category** may be entered instead of a direct Account Number in order to pair the cost of the bill with the proper Cost of Goods Sold Account while associating the future sale with the desired Revenue Account. If a Sales Category is not selected, the appropriate COGS and Sales Accounts from the **Company Information Window** for the selected Component Type will be used for the cost and sale activity. To use a Sales Category, enter the desired Code into the **Sales Category** field. To locate the desired Sales Category Code using the **Sales Category Search Window**, click the **Search** button. Enter the amount of the bill that will be applied to the particular Project into the **Amount / Cost** field.

Next, enter the desired Project Code into the **Project** field. Use the Search button to locate a Project Code, if necessary. Upon doing so, Design Manager will ask if certain Project defaults should be applied. Select if a new Item should be created in the Project for the expense or to join the expense to an existing Item, by using the **New Item** or **Existing Item**, respectively. When using the Existing Item option, enter the desired Item Reference Number to join the expense into the adjacent field. If using the New Item option, a **Location** may be optionally entered. Select the proper **Component Type** of the expense. Use Freight, for example, for a reimbursable shipping charge. Next, select the proper **Pricing % Type, Markup/Discount/Fee Percent**, and **Taxable** status of the expense. Enter the **Description** of the Expense. If the New Item option is selected, the Description will be the Client Description which will be displayed on the Client Invoice.

Click the **OK** button after entering the desired information. The Expense Distribution will now be listed on Operating Expense Distribution Grid on the Vendor Deposit, Invoice, or Operating Expense Window. Add as many Expense Distributions as necessary, each with different Projects if required. Both Non Project and Project Related Distributions can be added to a single Operating Expense. An example would be a large bill from an express delivery company whereupon some of the charges need to be recouped from the Clients as Project Related Expenses while the remainder of the bill will be recorded as Non Project Expense for the company delivery expenditures.

If the Vendor offers a discount for early payment, and the discount information on the **Vendor Window – Defaults Tab** was entered, then the **Discount** amount and number of **Days To Take** the discount will be displayed. Please note that this will **not** affect the Amount Due. Only the amount for which the Check will be written or charged to the Credit Card will be affected, provided the Invoice is paid before the deadline.

If paying with a hand written check or a wire transfer/debit card, click on the **Hand Check Wire Transfer (Hand Chk Wire Trans)** button to enter the check/transfer information. If a check is going to be physically printed on the printer, **do not** click the Hand Check Wire Transfer Button.

When all of the information appears to be correct for the Vendor Invoice, press **OK**. The Vendor Invoice will now appear on the **New Vendor Payables Grid** on the New Tab of the Vendor Deposits, Invoices, and Operating Expenses Window. The Invoice can be edited or removed at this point by clicking the **Edit** and **Delete** buttons, respectively. To record the Invoice for the Inventory Purchase Order, click the **Post** button.

If a Check needs to be printed through Design Manager, skip to the section on **Printing Checks** below.

A full description of the windows mentioned above are available under the **Vendor Deposits, Invoices, and Operating Expenses Window, Vendor Deposit, Invoice, or Operating Expense Window**, and **Vendor Invoice Distribution Window** later in this chapter.

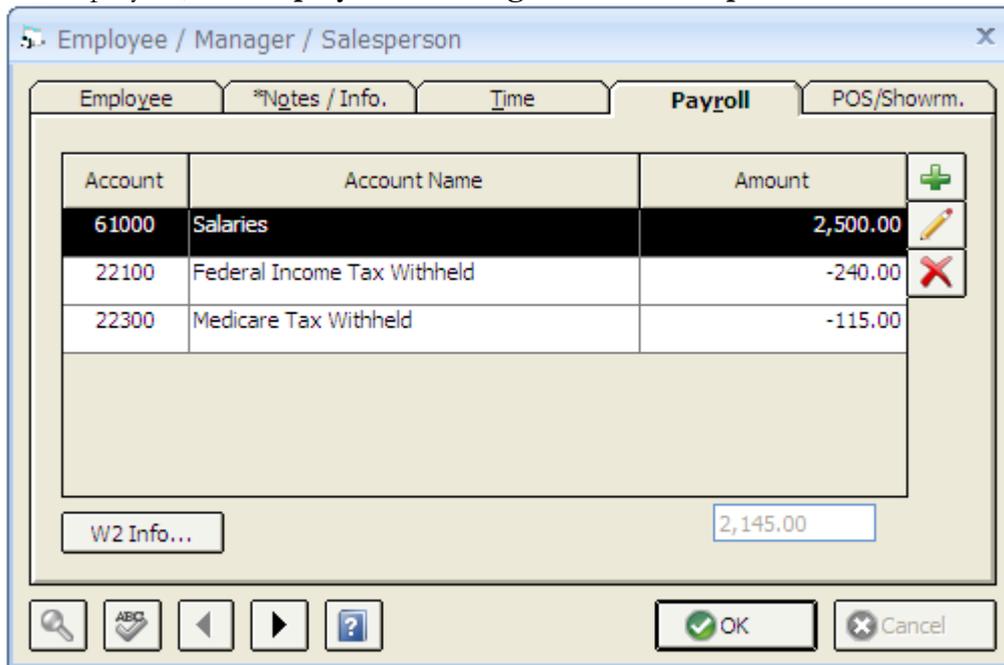
Accounting: Upon posting an Operating Expense, Design Manager will credit the Accounts Payable Account and debit the Expense Distribution Account or Accounts which will usually be an Expense or Cost of Goods Sold Account. The Distribution Account will either be directly entered by the user when selecting a Non Project Expense Distribution or will be determined by the Sales Category or Company Information default Accounts when using a Project Related Expense Distribution. The Operating Expense will remain on Accounts Payable until a Check or other form of payment is applied to the Invoice. If the Hand Check Wire Transfer button was used, then Design Manager will further debit the Accounts Payable Account and credit the designated Cash Account. If the Operating Expense is being paid with a Credit Card, the Credit Card Liability Account, rather than Accounts Payable, will be credited.

Payroll Entries

Design Manager has a simple payroll system to accommodate a small number of paychecks. Design Manager Payroll is a manual system – it does not calculate wages and deductions automatically. Payroll Accounts can be defined and assigned to Employees, Payroll Checks can be produced, along with W2 Forms and the necessary information to complete Form 941.

Setting Up Payroll Entries

For each Employee, Payroll Accounts can be assigned on the **Employee / Manager / Salesperson Window - Payroll Tab**. To do so, select **Glossaries → Employees / Managers / Salespeople** which will display the **Employee / Manager / Salesperson Glossary Window**. Highlight the desired Employee and click **Edit** to open the **Employee / Manager / Salesperson Window**. Click on the **Payroll** Tab to enter payroll information for the Employee. If no Employees are listed, click the **Add** button to create an Employee while inputting the Payroll information. For more information on Employees, see **Employees / Managers / Sales People** under **Glossaries**.

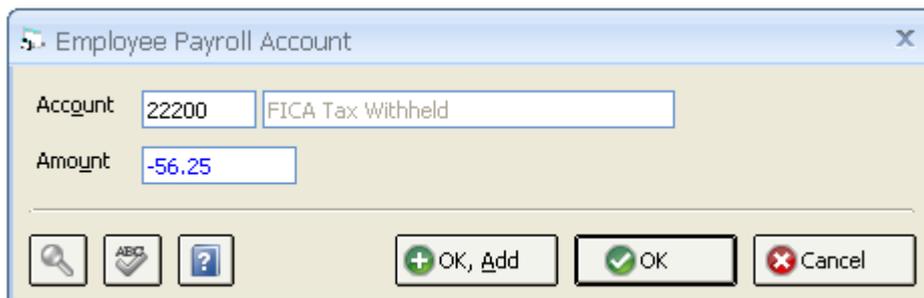


The screenshot shows the 'Employee / Manager / Salesperson' window with the 'Payroll' tab selected. The window contains a table with the following data:

| Account | Account Name | Amount | |
|---------|-----------------------------|----------|---|
| 61000 | Salaries | 2,500.00 | + |
| 22100 | Federal Income Tax Withheld | -240.00 | ✗ |
| 22300 | Medicare Tax Withheld | -115.00 | |

Below the table, there is a 'W2 Info...' button and a text box containing '2,145.00'. At the bottom of the window are buttons for 'OK' and 'Cancel'.

This Payroll information only needs to be set up once. Click on the **Add** button to add a Payroll **Account** and enter an **Amount**.



The screenshot shows the 'Employee Payroll Account' dialog box. It has two input fields: 'Account' with the value '22200' and 'FICA Tax Withheld', and 'Amount' with the value '-56.25'. At the bottom, there are buttons for 'OK, Add', 'OK', and 'Cancel'.

The first Payroll Account is usually a salary Expense Account and contains the gross pay for one pay period. The other Accounts are usually Liability deductions which include withholdings such as federal income tax, state income tax, social security, etc.. For the deduction Accounts, input a negative (-) sign in front of these amounts to represent the deduction. Enter as many deductions as necessary. The **Payroll Total** will be calculated at the bottom of the **Payroll Accounts Grid** and represents the Employee's net pay. If the Employee's salary changes every period, then enter the most typical salary, as it can be overridden when the Payroll entry is created. If all of the information appears to be correct, click **OK** to close the Employee / Manager / Salesperson Window.

Creating a Payroll Entry

A Payroll Entry is a specialized Operating Expense only utilized to record payroll information and generate Checks for Employees in Design Manager.

To generate a Payroll Entry, select **A/P → Vendor Invoices (Deposits, Invoices, Expenses)**. Doing so will display the **Vendor Deposits, Invoices, Expenses Window**.

Click the **Add** button to display the **Vendor Deposit, Invoice, or Expense Window**. On the **Type** menu, select **Payroll Entry**. Doing so will cause the Vendor Deposit, Invoice, or Expense Window to reconfigure properly for the Payroll Entry information as shown below.

Enter the proper Employee Code into the **Employee** field. To locate the Employee Code using the **Employee / Manager / Salesperson Search Window**, click the **Search** button. Upon entering or selecting the Employee Code, Design Manager will default all of the **Payroll Accounts** from the **Employee / Manager / Salesperson Window - Payroll Tab** into the **Payroll Distributions Grid**.

Choose the proper method to pay the invoice in the **Pay With** menu. The Pay With menu option will default to **“A Check”**. It would be very unusual to pay the Payroll Entry with a Credit Card. If paying with a hand written check or a wire transfer/debit card, click on the **Hand Check Wire Transfer (Hand Chk Wire Trans)** button to enter the check/transfer information. If a check is going to be physically printed on the printer, **do not** click the Hand Check Wire Transfer Button. Enter a description of the Payroll Entry into the **Period** field. Most commonly the date range for which the Payroll Entry covers is used as the Period (i.e. “10/30/08 through 11/10/08”). A Period, however, **must** be entered. Input the date that will appear on the Payroll Check into the **Check Date** which will automatically transfer into the **Due Date**. If any additional Payroll Distributions need to be added, such as a quarterly municipality withholding, click the **Add** button to display the **Payroll Account Distribution Window**.

Input the proper Account Number into the **Account** field for the Payroll Distribution such as a municipality withholding Liability Account from the example above or a bonus Expense Account for a yearly bonus. To locate the desired Account Number using the **Account Search Window**, click the **Search** button. Enter the proper amount of the Payroll Distribution into the **Amount** field. Use a positive value for Expenses such as salaries or bonuses and a negative value for Liabilities. Click **OK** to save the Payroll Distribution. It will now appear on the Payroll Distributions Grid. Distributions can be revised or deleted using the **Edit** and **Delete** buttons, respectively. After making all necessary additions or revisions, insure that the **Net Pay** for the Payroll Entry is correct. Click **OK** to save the new Payroll Entry.

The Payroll Entry will now appear on the **New Vendor Payables Grid** on the New Tab of the Vendor Deposits, Invoices, and Operating Expenses Window. The Payroll Entry can be edited or removed at this point by clicking the **Edit** and **Delete** buttons, respectively. To record the Payroll Entry, click the **Post** button.

If a Check needs to be printed through Design Manager, skip to the section on **Printing Checks** below.

A full description of the windows mentioned above are available under the **Vendor Deposits, Invoices, and Operating Expenses Window**, the **Vendor Deposit, Invoice, or Operating Expense Window**, and the **Payroll Account Distribution Window** later in this chapter.

Accounting: Upon posting a Payroll, Design Manager will credit the Accounts Payable Account, credit all Liability Accounts for withholdings, and debit the Expense Accounts for salaries, bonuses, commissions, etc. The Payroll Entry will remain on Accounts Payable until a Check or other form of payment is applied to the Payroll Entry. If the Hand Check Wire Transfer button was used, then

Design Manager will further debit the Accounts Payable Account and credit the designated Cash Account.

Vendor Deposits, Invoices, and Operating Expenses Window

All payables due Vendors will be entered through the **Vendor Deposits, Invoices, and Operating Expenses Window** which is accessed by selecting **A/P → Vendor Invoice (Deposits, Invoices, Expenses)**.

The Vendor Deposits, Invoices, and Operating Expenses Window is divided into two tabs: **New** and **Existing**. The **New Tab** is used to record any new payables due by the company including Deposits on Project and Inventory Purchase Orders, Vendor Invoices on those Purchase Orders, Operating Expenses, and Payroll Entries. The New Tab is also used to revise or delete payables **prior** to the entries being posted. The **Existing Tab** allows the user to review, revise, and void previously posted payables.

Vendor Deposits, Invoices, and Operating Expenses Window - New Tab

The Vendor Deposits, Invoices, and Operating Expenses Window - New Tab is the interface to record all payables including bills and invoices for purchased merchandise, deposits to accompany Purchase Orders, general business expenses, payroll, etc.

The screenshot shows a software window titled "Vendor Deposits, Invoices, and Operating Expenses". It has two tabs: "New" (selected) and "Existing". The "Fiscal Month" is set to "07/2009". The "Total Purchases" is \$2,799.75. The main area is a grid with the following columns: Hold, TX Ref. No., Type, Pay With, Vendor Code, Vendor Name, Invoice No., PO No., Inv. Date, Pay Date, Gross Amount, Deposit Applied, Net Amount, Discount Amount, Disc. Days, Credit Card, Trans. Desc., Hand Ck./Wire Xfer. No., Hck./Wire Xfer. Date, Hck./Wire Xfer. Cash, and Hck. Trans. Desc. The grid contains several rows of transaction data, including entries for "Bath and Kitchen Studio", "Epic Furniture", "Verizon", "Grand Furniture", and "Cynthia Newton".

| Hold | TX Ref. No. | Type | Pay With | Vendor Code | Vendor Name | Invoice No. | PO No. | Inv. Date | Pay Date | Gross Amount | Deposit Applied | Net Amount | Discount Amount | Disc. Days | Credit Card | Trans. Desc. | Hand Ck./Wire Xfer. No. | Hck./Wire Xfer. Date | Hck./Wire Xfer. Cash | Hck. Trans. Desc. |
|-------------------------------------|-------------|------------------------|-----------------|-------------|-------------------------|------------------------|------------|-----------|----------|--------------|-----------------|------------|-----------------|------------|-------------|--------------------------------|-------------------------|----------------------|----------------------|-------------------|
| <input checked="" type="checkbox"/> | 10088 | Deposit (Proj. PO) | Check | BBS | Bath and Kitchen Studio | Deposit on PO# 10001 | JAN01-0001 | 01/15/09 | 01/15/09 | \$85.00 | | \$85.00 | 0.00 | | | 50% Deposit on Oven | WT00003 | 02/12/09 | 10010 | WIRE |
| <input type="checkbox"/> | 10089 | Deposit (Inventory PO) | Online Bill Pay | EPIC | Epic Furniture | Deposit on PO# 10001 | 10001 | 03/25/09 | 03/25/09 | 377.50 | | 377.50 | 0.00 | | | 25% Deposit for Leather Sofa | | | | |
| <input type="checkbox"/> | 10091 | Expense/Misc. | Visa | VERIZ | Verizon | 541258A | | 07/24/09 | 07/24/09 | 120.00 | | 120.00 | 0.00 | | | June Phone Bill | | | | |
| <input type="checkbox"/> | 10092 | Proj. PO | Check | GRAND | Grand Furniture | 2486211 | JAN02-0001 | 07/09/09 | 07/24/09 | 2,865.00 | -2,032.00 | 833.00 | 20.00 | 7 | | Balance of Freight & Insurance | | | | |
| <input type="checkbox"/> | 10094 | Inventory PO | Online Bill Pay | BBS | Bath and Kitchen Studio | BBS 125-116 | 10002 | 07/24/09 | 07/24/09 | 84.25 | | 84.25 | 0.00 | | | Final Payment on hardware | | | | |
| <input type="checkbox"/> | 10097 | Payroll | Check | CAN | Cynthia Newton | 7-1-09 through 7-15-09 | | 07/16/09 | 07/16/09 | 760.00 | | 760.00 | 0.00 | | | | | | | |

Fiscal Month: Like all Transaction Posting Windows in Design Manager, the Fiscal Month into which the entries on the **New Vendor Payables Grid** will be posted is displayed in the top left corner of the New Tab. Depending on the settings on the **Company Information Window - Fiscal Month Tab**, the Fiscal Month will either default to the current Company Fiscal Month or to one month after the last Closed Fiscal Month. If the user has the **Allow Fiscal Month Changes** Password Attribute unlocked, the Fiscal Month can be changed as desired.

Total Purchases: As new Payables are added to the New Vendor Payables Grid, the Total Purchases will automatically update to display the sum of the Payables entered thus far that are **not** on Hold as described below.

The **New Vendor Payables Grid** displays all unposted Vendor Payables for the current Design Manager user. **Note:** Each user maintains their own list of Vendor Payables on the New Vendor Payables Grid and will **not** view other users' Payables. The New Vendor Payables Grid has the following columns:

Hold: The Hold column allows the user to selectively prevent a Payable from being posted upon clicking the Post button. To set a Vendor Payable on Hold, click the checkbox in this column for the desired Payable.

Transaction Reference Number (TX Ref. No.): The unique identifier of the Vendor Payable within Design Manager.

Vendor Code: The Code of the Vendor for who the Payable is owed.

Vendor Name: The Name of the Vendor for who the Payable is owed.

Invoice Number (Invoice No.): The number or code to identify the Vendor's bill.

Purchase Order Number (PO No.): If the Payable is a Deposit or Vendor Invoice on a Project or Inventory Purchase Order, the corresponding Purchase Order Number will be displayed in this column.

Invoice Date (Inv. Date): The date displayed on the Vendor's bill or the date the invoice was received and/or recorded.

Pay Date: The date by which payment is due to the Vendor.

Gross Amount: The total amount of the Vendor Payable prior to the reduction of any Vendor Deposits, if applicable.

Deposit Applied: For Vendor Invoices on Project and Inventory Purchase Orders, any previously recorded Vendor Deposits for the Purchase Order will be displayed.

Net Amount: The Gross Amount of the Invoice less any Deposit Applied, if applicable.

Discount Amount: Any Discount from the Vendor for the Payable will be listed in this column.

Discount Days (Disc. Days): The number of days from the Invoice Date by which payment for the Payable must be made in order for the Discount to be applied.

Credit Card: If a Credit Card was used to pay the Vendor Payable, the Credit Card Account Name will be displayed.

Transaction Description: The optional Transaction Description for the Payable, if one was entered by the user.

Hand Check Wire Transfer Number (Hand Ck./Wire Xfer. No.): If the Hand Check Wire Transfer button was used to indicate the Payable was previously paid by a hand-written check or electronic transfer, the Hand Check Number or Wire Transfer Number will be displayed.

Hand Check Wire Transfer Date (Hand Ck./Wire Xfer. Date): If the Hand Check Wire Transfer button was used to indicate the Payable was previously paid by a hand-written check or electronic transfer, the date of the Hand Check or Wire Transfer will be displayed.

Hand Check Wire Transfer Cash Account (Hand Ck./Wire Xfer. Cash Acct.): The Number of the Cash Account used to record the Hand Check or Wire Transfer.

Hand Check Wire Transfer Transaction Description (Hck. Trans. Desc.): The optional Transaction Description associated with Hand Check or Wire Transfer.

Add and Edit: The Add and Edit buttons will display the **Vendor Deposit, Invoice, or Operating Expense Window** to enter a new Vendor Payable or revise the selected Vendor Payable on the New Vendor Payables Grid, respectively. Until the Vendor Payables are posted, any revisions will be done from the New Tab of the Vendor Deposits, Invoices, and Operating Expenses Window. After posting, if a Vendor Payable needs to be edited or voided, it must be done from the Existing Tab as described later in this chapter. More information on is available under the **Vendor Deposit, Invoice, or Operating Expense Window** below.

Delete: Upon selecting a Vendor Payable and clicking the Delete button, you will be asked "**Are you sure that you want to permanently delete the current record?**". Clicking **Yes** will remove the Vendor Payable from the New Vendor Payables Grid while selecting **No** will take no effect.

Deposits: The Deposits button launches the **Quick Add Vendor Deposits Window** which is used to automatically generate Vendor Deposits for multiple open Project and Inventory Purchase Orders. For more information on this process, see **Automatically Generating Vendor Deposits and the Quick Add Vendor Deposits Window** below.

Recurring: Clicking the Recurring button displays the **Recurring Operating Expenses Window** from where Recurring Operating Expenses can be created, edited, and selected for posting. Recurring Operating Expenses will be discussed in full in **Recurring Operating Expenses or Bills**.

Journal: Click the Journal button to print the **Purchases Posting List Report**. **Note:** If the **Require Journals** option is selected on the **Company Advanced Options Window - General Tab**, the Journal **must** be sent to the printer prior to posting the Vendor Payables. All Posting Lists always default to be sent directly to the printer rather than being displayed in the Print Preview Window.

Post: Upon clicking the Post button, you will be asked **"Do you wish to post this list of Purchases into <Fiscal Month>?"** where <Fiscal Month> is the selected month of the Fiscal Month. Clicking **Yes** will post the Vendor Payables and remove them from the New Vendor Payables Grid. Selecting **No** will take not post the Payables, leaving them on the grid for further review, addition, or editing.

Note: Unposted Payables will not be visible any where else in Design Manager! Only upon posting the Vendor Payables will accounting activity occur, Project information be updated, etc.

Vendor Deposit, Invoice, or Operating Expense Window

The Vendor Deposit, Invoice, or Operating Expense Window is used to enter all the necessary information for all Vendor Payables including Vendor Deposits and Invoices on Project and Inventory Purchase Orders, Operating Expenses, and Payroll Entries. Upon choosing the desired classification of the Payable in the **Type** selection, the window will reconfigure to input the proper information. Each configuration of the Vendor Deposit, Invoice, or Operating Expense Window will be discussed below.

Deposit on Project Purchase Order

A Vendor Deposit is an initial payment required by the Vendor to accompany the Purchase Order in order for the Vendor to begin processing the order. Deposits are normally less than 100% of the cost of the merchandise being ordered. If 100% of the merchandise is being requested, it is suggested that the payable be recorded as a Vendor Invoice on the Project Purchase Order rather than as a Deposit. This process is described under **Vendor Invoice for a Project Purchase Order**.

When adding a Vendor Deposit on a Project Purchase Order, the Vendor Deposit, Invoice, or Operating Expense Window has the following fields:

Purchase Order Number (PO#): The Purchase Order Number for which the Deposit is being sent.

Pay With: The Pay With selection allows the user to choose the method of payment for the Vendor Deposit, either by Check/Wire Transfer or a Credit Card. The **"A Check"** will be the only selection that can be made until a Credit Card Account has been defined in the Accounts Glossary or additional Accounts Payable Payment Type has been created. For more information on defining Credit Cards in Design Manager, see **Paying a Vendor with a Credit Card** while adding additional A/P Payment Types is described in under **Accounts Payable Payment Types and the Company Information Window - A/P Payment Types**.

Vendor: The Vendor Code to which the Deposit is being sent. The Vendor Name will be displayed upon entering or selecting a valid Vendor Code.

Invoice Date (Inv. Date): The Invoice Date is used to record the date that the Deposit is being issued and defaults to the Ordered Date of the Project Purchase Order.

Due Date: The Due Date is the date by which the Deposit check needs to be sent to the Vendor and is often the same as the Invoice Date. The Due Date defaults to the Ordered Date of the Project Purchase Order but can be changed.

Transaction Description (Trans. Desc.): This is an optional field which allows the user to enter a brief description of the Deposit transaction.

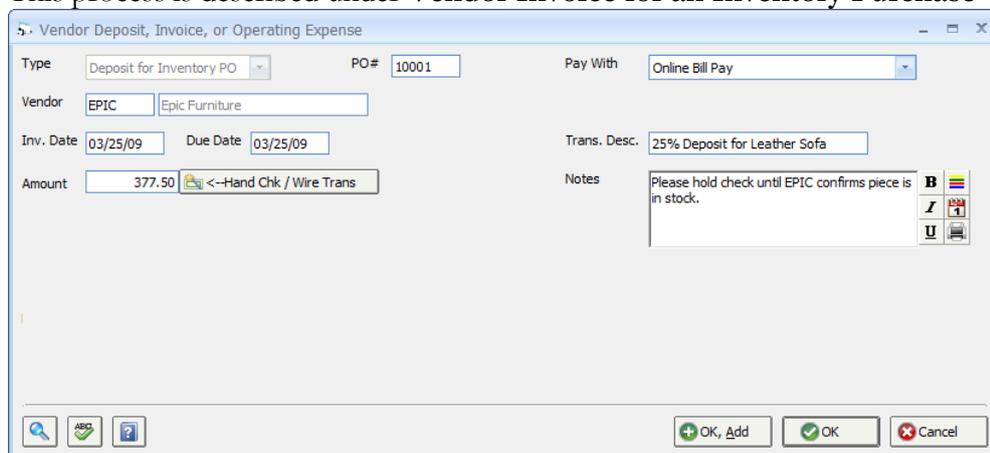
Amount: Input the proper amount of the Deposit. The Amount will default to the total Requested Deposit of the Project Purchase Order.

Notes: Any internal information regarding the Deposit can be entered in the Notes field. The Notes will be displayed on the Existing Vendor Payables Grid of the Vendor Deposits, Invoices, and Operating Expenses Window - Existing Tab and certain Accounts Payable reports.

Hand Check/Wire Transfer (Hand Chk / Wire Trans): If a hand written check, wire transfer, or debit card is used to pay the Vendor Deposit, click this button to open the **Hand Check / Wire Transfer Window**. The Hand Check / Wire Transfer Window allows the user to enter a Check Number, or automatically create a Wire Transfer Number, and date to record the payment in the Checkbook.

Deposit on Inventory Purchase Order

A Vendor Deposit is an initial payment required by the Vendor to accompany the Purchase Order in order for the Vendor to begin processing the order. Deposits are normally less than 100% of the cost of the merchandise being ordered. If 100% of the merchandise is being requested, it is suggested that the payable be recorded as a Vendor Invoice on the Project Purchase Order rather than as a Deposit. This process is described under **Vendor Invoice for an Inventory Purchase Order**.



When adding a Vendor Deposit on an Inventory Purchase Order, the Vendor Deposit, Invoice, or Operating Expense Window has the following fields:

Purchase Order Number (PO#): The Purchase Order Number for which the Deposit is being sent.

Pay With: The Pay With selection allows the user to choose the method of payment for the Vendor Deposit, either by Check/Wire Transfer or a Credit Card. The **"A Check"** will be the only selection that can be made until a Credit Card Account has been defined in the Accounts Glossary or additional Accounts Payable Payment Type has been created. For more information on defining Credit Cards in Design Manager, see **Paying a Vendor with a Credit Card** while adding additional A/P Payment

Types is described in under **Accounts Payable Payment Types and the Company Information Window - A/P Payment Types.**

Vendor: The Vendor Code to which the Deposit is being sent. The Vendor Name will be displayed upon entering or selecting a valid Vendor Code.

Invoice Date (Inv. Date): The Invoice Date is used to record the date that the Deposit is being issued and defaults to the Ordered Date of the Inventory Purchase Order.

Due Date: The Due Date is the date by which the Deposit check needs to be sent to the Vendor and is often the same as the Invoice Date. The Due Date defaults to the Ordered Date of the Inventory Purchase Order but can be changed.

Transaction Description (Trans. Desc.): This is an optional field which allows the user to enter a brief description of the Deposit transaction.

Amount: Input the proper amount of the Deposit. The Amount will default to the total Requested Deposit of the Inventory Purchase Order.

Notes: Any internal information regarding the Deposit can be entered in the Notes field. The Notes will be displayed on the Existing Vendor Payables Grid of the Vendor Deposits, Invoices, and Operating Expenses Window - Existing Tab and certain Accounts Payable reports.

Hand Check/Wire Transfer (Hand Chk / Wire Trans): If a hand written check, wire transfer, or debit card is used to pay the Vendor Deposit, click this button to open the **Hand Check / Wire Transfer Window.** The Hand Check / Wire Transfer Window allows the user to enter a Check Number, or automatically create a Wire Transfer Number, and date to record the payment in the Checkbook.

Invoice for Project Purchase Order

Vendor Invoices represent the final, or partial, bill received from the Vendor for a Project Purchase Order.

When adding a Vendor Invoice on a Project Purchase Order, the Vendor Deposit, Invoice, or Operating Expense Window has the following fields:

Purchase Order Number (PO #): This field will contain the Purchase Order Number for which the Vendor Invoice is being recorded.

Pay With: The Pay With selection allows the user to choose the method of payment for the Vendor Deposit, either by Check/Wire Transfer or a Credit Card. The **"A Check"** will be the only selection that can be made until a Credit Card Account has been defined in the Accounts Glossary or additional Accounts Payable Payment Type has been created. For more information on defining Credit Cards in

Design Manager, see **Paying a Vendor with a Credit Card** while adding additional A/P Payment Types is described in under **Accounts Payable Payment Types and the Company Information Window - A/P Payment Types**.

Vendor: The Vendor Code for which the Invoice is being recorded. The Vendor Name will be displayed upon entering or selecting a valid Vendor Code.

Invoice Number (Invoice #): Enter the Invoice Number that is printed on the vendor bill that is being recorded. If the bill does not have an Invoice Number, the Purchase Order Number, date, or other designation for the Vendor Invoice may used instead. An Invoice Number of some nature, however, **must** be entered.

Invoice Date (Inv. Date): Enter the date of the bill or invoice received from the Vendor. If no date is available, use the current date or the date the bill was received. An Invoice Date of some nature **must** be entered.

Due Date: The Due Date is the date by which the Check or other payment method needs to be received by the Vendor. If the **Payment Due Days** is entered on the if the **Vendor Window - Defaults Tab**, the Due Date will default to the Invoice Date plus the amount of the Payment Due Days. For example, if the Vendor has a Payment Due Days of 20, the Due Date will default to 20 days after the Invoice Date. If no Payment Due Days has been entered for the Vendor, the Due Date will default to the Invoice Date. A Due Date **must** be entered.

Transaction Description (Trans. Desc.): This is an optional field which allows the user to enter a brief description of the Vendor Invoice transaction.

Purchase Order Components Grid: This grid will list all of the Components included on the Purchase Order. **It is important that the Quantity On Invoice (Qty. On Inv.) and Cost on Invoice (Cost on Inv.) for each Component exactly match the corresponding information printed on the physical invoice or bill from the Vendor.** If the Invoice that is being recorded is only for a portion of an order, be sure to set the costs of the Components that do **not** appear on this invoice to zero. To do so, select the Component and click the **Edit** button to display the **Vendor Invoice Distribution Window** or click the **Clear** button to automatically set the cost to zero for **all** Components.

The Purchase Order Components Grid has the following columns:

Reference Number (Ref. #): The unique Component Reference Number within the Project.

Type: The Component Type of the ordered Component will be displayed in this column.

Description: The first few words of the Component Description will be shown here. Hover the cursor over this column to briefly see the entire Component Description.

Manufacturer's Catalog Number (MFG Cat. #): The catalog number of the merchandise from the Vendor, if one has been recorded.

Purchase Order Quantity (PO Qty.): The original quantity ordered for the Component on this Purchase Order.

Purchase Order Cost/Estimated Cost (PO (Est.) Cost): This is the Estimated Cost of the Component on this Purchase Order.

Cost-to-Date: The total of any previously recorded Vendor Invoice for the Component on this Purchase Order. The Cost-to-Date will be zero when adding the first Vendor Invoice for the Purchase Order.

Received: Order tracking information including the total Received Quantity, most recent Received Date, Back Ordered Quantity, and Expected Ship Date for the Component will be displayed in this column.

Quantity On Invoice (Qty. On Inv.): This is the quantity of the Component as listed on the invoice or bill from the Vendor and may differ from the Purchase Order Quantity. The Quantity On Invoice amount corresponds to the Paid For Quantity on the *Vendor Invoice Distribution Window*.

Cost On Invoice (Cost On Inv.): This is the actual cost of the Component as listed on the invoice being entered. If only a portion of the total Component is being recorded at present, the Cost On Invoice will differ from the Estimated Cost.

Edit: The Edit button opens the **Vendor Invoice Distribution Window** where the majority of the information listed on the Purchase Order Components Grid can be adjusted.

Clear All: The Clear All button will set the cost for all Components on the Purchase Order to zero. This a useful feature when recording a Vendor Invoice for only a small portion of the original Purchase Order. In other words, when currently paying for only one or two Components on the Purchase Order, click the Clear All button to remove all the costs and re-enter the cost on the Components for which are currently being paid.

Distribute Cost: Sometimes it may be desirable to spread an additional charge from the Vendor across **all** Components on the Purchase Order such as a single delivery charge that is not itemized per Component. In such a case, click the Distribute Cost button to display the **Distribute Invoice Cost Window** whereupon the total cost can be spread across all Components under a variety of conditions. The Distribute Invoice Cost Window is discussed in detail below.

The following fields appear below the Purchase Order Components Grid:

Discount: The Discount field shows any cost reduction offered from the Vendor for early payment, if available. The Discount will automatically be calculated if a **Discount Percent** has been entered on the *Vendor Window - Defaults Tab*. Please note that the Discount does **not** reduce the merchandise amount! The discount will reduce the amount of the Check, Hand Check/Wire Transfer or Credit Card payment when paying the Vendor.

Days To Take: This is the number of days from the Invoice Date that payment must be made in order to receive the Discount from the Vendor.

Subtotal: This is the total amount for the Vendor Invoice, not including any applied Deposit amount.

Less Deposit: This is the total Vendor Deposits that were previously paid to the Vendor for this Purchase Order. The Deposit amount may be reduced, for partial Vendor Invoices, for example, but Design Manager will prevent the user from using more Deposit than has been recorded for the Purchase Order.

Amount Due: The Amount Due is the Subtotal less the Deposit Amount. **This must match exactly the total amount of the Vendor Invoice or bill currently being recorded!**

Notes: Any internal information regarding the Vendor Invoice can be entered in the Notes field. The Notes will be displayed on the Existing Vendor Payables Grid of the Vendor Deposits, Invoices, and Operating Expenses Window - Existing Tab and certain Accounts Payable reports.

Hand Check/Wire Transfer (Hand Chk / Wire Trans): If a hand written check, wire transfer, or debit card is used to pay the Vendor Invoice, click this button to open the **Hand Check / Wire Transfer Window**. The Hand Check / Wire Transfer Window allows the user to enter a Check Number, or automatically create a Wire Transfer Number, and date to record the payment in the Checkbook.

Vendor Invoice Distribution Window - Project PO

Clicking the **Edit** button on the **Vendor Deposit, Invoice, or Operating Expense Window** for Vendor Invoices on Project and Inventory Purchase Orders and Operating Expenses will display the Vendor Invoice Distribution Window. This window will appear differently for each type of Payable transaction. The Vendor Invoice Distribution Window when recording a Vendor Invoice on a Project Purchase Order is described below.

By highlighting a Component on the **Purchase Order Components Grid** of the Vendor Deposit, Invoice, or Operating Expense Window when recording an Invoice on a Project Purchase Order and clicking on the **Edit** button, the Vendor Invoice Distribution Window for that Component will be displayed.

The screenshot shows the 'Vendor Invoice Distribution [Project PO]' window. On the left, there is a list of cost categories with corresponding input fields: Merchandise (3,000.00), Freight (120.00), Design Fee (0.00), Installation (0.00), Labor (0.00), and Total (3,120.00). Below these are fields for 'Qty. Paid For' (1) and 'B/O Qty. Remaining' (0). A checkbox labeled 'Bypass WIP' is checked. On the right, the 'Optional Tracking Info.' section includes fields for 'Recv'd Qty.' (1), 'Recv'd Date' (8/1/06), 'Exp. Ship Date', 'Status', 'Site Inspection', and 'User Date 2'. At the bottom, there are navigation icons (search, ABC, left arrow, right arrow, help) and 'OK' and 'Cancel' buttons.

On this window, the cost of the Merchandise can be changed, as well as adding any Freight, Design Fee, Installation, Labor, or other charges. Design Manager will recalculate the **Subtotal** on the Vendor Deposit, Invoice, or Operating Expense Window for the Vendor Invoice to reflect any changes made. The Purchase Order does **not** need to be edited to reflect these changes! If an additional charge, such as freight, has been added, Design Manager will automatically create a Component within the Project for the cost of the additional charge. The Description of the Component will be "**Additional cost on vendor invoice # XXXXX associated with PO # ABCDE-XXXX**". There will be no Estimated Cost displayed for the new Component, but it will have Actual Cost equal the amount of the charge entered here.

Entering the proper **Quantity Paid For** is extremely important if only a portion of the merchandise has been billed by the Vendor. The quantity still on back order may be optionally recorded in the **Back Order Quantity Remaining (B/O Qty. Remaining)** field for this Component. Optional tracking information including the **Received Quantity** and **Received Date**, **Expected Ship Date**, **Status**, and the two user-defined fields may also be entered. Any changes made to the information on this window will appear on the Purchase Order Components Grid on the Vendor Deposit, Invoice, or Operating Expense Window.

The following fields are available on the Vendor Invoice Distribution Window when recording a Vendor Invoice for a Project PO:

Merchandise: Record the proper cost for the Merchandise portion of the Component being purchased. This amount should always match the actual cost displayed on the invoice or bill received from the Vendor.

Freight: Record any additional Freight charges for the Component in this field. It is common to create more than one Vendor Invoice for a single Purchase Order if freight and shipping charges are billed separately.

Design Fee: Record any additional Design Fee charges for the Component in this field.

Installation: Record any additional Installation charges for the Component in this field.

Labor: Record any additional Labor charges for the Component in this field.

Total: The sum of the Merchandise, Freight, Design Fee, Installation, and Labor costs will automatically be calculated into this field.

Quantity Paid For (Qty. Paid For): The Quantity Paid For defaults to the Ordered Quantity of the Component less the Invoiced to Date Quantity. It is very important to properly record the actual quantity of the merchandise that is currently be purchased if a portion of the merchandise is back-ordered as Design Manager uses this information in determining the status of the Component on a variety of reports. The Quantity Paid For is also used in properly closing the Purchase Order if the **PO Closed By** selection on the **Company Advanced Options Window - PO Tab** is set to either **Vendor Invoice** or **Both**.

Back Ordered Quantity Remaining (B/O Qty. Remaining): If a portion of the merchandise is on back order, the back ordered amount may optionally be entered into this field. This is useful in accurately monitoring the status of the order.

Bypass WIP: The Bypass WIP option determines whether the costs of the merchandise and other charges will be recorded into Work in Process or directly into Cost of Goods Sold. Selecting the option will cause the costs to go to Cost of Goods Sold. The Bypass WIP option will be automatically selected if the **Bypass WIP** option is selected on the **Item Window - Status Tab** for the Item or the Item has already been invoiced to the Client. It may be desirable to set the Bypass WIP option if the costs will never be invoiced to the Client. If unsure of the proper setting for the Bypass WIP, it is wise to leave the defaulted selection.

Optional Tracking Information: This information will be available on the **Purchase Order Status Window** for further input and review.

Received Quantity (Recv'd. Qty.): The amount of the merchandise that has actually been received from the Vendor may optionally be recorded while processing the Vendor Invoice. Again, this is useful in accurately monitoring the status of the order.

Received Date (Recv'd. Date): The date the merchandise was received from the Vendor.

Expected Ship Date (Exp. Ship Date): The date upon which the merchandise is expected to be shipped from the Vendor.

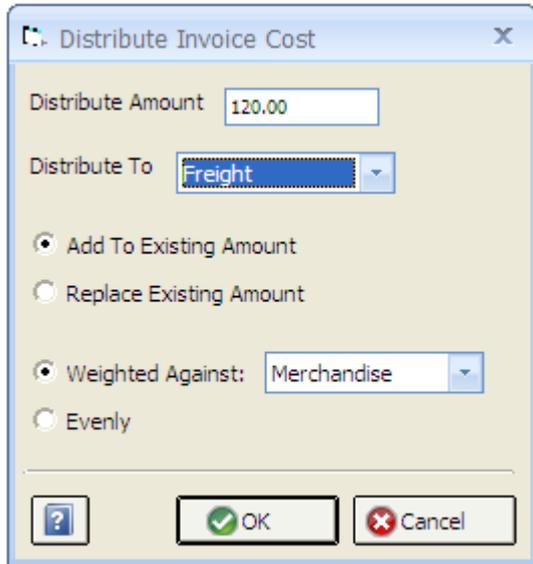
Status: The Status field may be used for entering any additional information for this Purchase Order Component.

User Date 1: This is a user-defined field that can be used for any additional tracking information that may be required. The title for this field can be set on the **Company Advanced Options – General Tab**.

User Date 2: See above.

Distribute Invoice Cost Window - Project PO

An additional charge, freight, for example, is often charged by the Vendor for a particular Component on the Project Purchase Order. Recording such a charge is described in the **Vendor Invoice Distribution Window**. Sometimes, however, it may be desirable to spread an additional charge from the Vendor across **all** Components on the Purchase Order such as a single delivery charge that is not itemized per Component. In such a case, click the **Distribute Cost** button on the Vendor Deposit, Invoice, or Operating Expense Window when entering a Vendor Invoice on a Project Purchase Order to display the **Distribute Invoice Cost Window**. The Distribute Invoice Cost Window is used to allocate the total cost across all Components under a variety of conditions.



Enter the total amount of the charge from the Vendor into the **Distribute Amount** field.

When the cost is distributed to the Components, Design Manager will automatically create a new Component for the charge that is associated with the Component for the merchandise itself if such an associated Component does not already exist. The Component Type for these associated Components is determined by the **Distribute To** selection. For example, if Freight is selected in the Distribute To menu, Design Manager will create an associated Freight Component for each Merchandise Component on the Purchase Order to properly record the cost.

The **Add to Existing Amount** and **Replace Existing Amount** options determine whether Design Manager will increase the existing value of the charge or remove the current existing charge and replace it with the new distributed amount. For example, if the Components on the Purchase Order each already have an associated Freight amount, the Add to Existing Amount will increase the Freight by the distributed amount while the Replace Existing Amount will use only the new distributed amount.

Weighted Against and **Evenly** indicate how the distribution is to occur. The Weighted Against option will proportionally allocate the Distribute Amount based upon the value of selected Component Type for each Component on the Purchase Order. Evenly will simply divide the Distribute Amount by the total number of Components and allocate that portion to each Component. Examples may help in understanding how each selection works.

Weighted Against: There are two Components on the Purchase Order with Estimated Merchandise Costs of 500.00 and 100.00, respectively, the Distribute Amount is 10.00, and **Merchandise** is selected. Upon distributing, 8.33 will be allocated to the first Component as follows: $500.00/600.00 \times 10.00 = 8.33$. In the same logic, 1.67 will be allocated to the second Component since $100.00/600.00 \times 10.00 = 1.67$. **Note:** If a particular Component does not have **any** cost of the selected Component Type, it will **not** receive any of the distributed cost!

Evenly: If the Evenly option was selected when distributing the same 100.00 against the two Components above, each Component would be allocated 50.00 as $100.00/2 = 50.00$.

Deciding which distribution should be used comes down to whether or not the actual cost of the charge per Component is of greater importance than having each Component receive a portion of the charge. If so, the Weighted Against is a more accurate distribution while the Evenly distribution insures that each Component receives at least some portion of the charge.

Invoice for Inventory Purchase Order

Vendor Invoices represent the final, or partial, bill received from the Vendor for a Project Purchase Order.

| Stock No. | Description | MFG Cat. # | PO Qty. | Qty. on Inv. | Cost on Inv. |
|-----------|---------------------|------------|---------|--------------|--------------------|
| HRD275 | Bronze cabinet knob | KN-909 | 15 | 15 | 74.25 Fr: 10.00 |

When adding a Vendor Invoice on an Inventory Purchase Order, the Vendor Deposit, Invoice, or Operating Expense Window has the following fields:

Purchase Order Number (PO #): This field will contain the Purchase Order Number for which the Vendor Invoice is being recorded.

Pay With: The Pay With selection allows the user to choose the method of payment for the Vendor Deposit, either by Check/Wire Transfer or a Credit Card. The "**A Check**" will be the only selection that can be made until a Credit Card Account has been defined in the Accounts Glossary or additional Accounts Payable Payment Type has been created. For more information on defining Credit Cards in Design Manager, see **Paying a Vendor with a Credit Card** while adding additional A/P Payment Types is described in under **Accounts Payable Payment Types and the Company Information Window - A/P Payment Types**.

Vendor: The Vendor Code for which the Invoice is being recorded. The Vendor Name will be displayed upon entering or selecting a valid Vendor Code.

Invoice Number (Invoice #): Enter the Invoice Number that is printed on the vendor bill that is being recorded. If the bill does not have an Invoice Number, the Purchase Order Number, date, or other designation for the Vendor Invoice may be used instead. An Invoice Number of some nature, however, **must** be entered.

Invoice Date (Inv. Date): Enter the date of the bill or invoice received from the Vendor. If no date is available, use the current date or the date the bill was received. An Invoice Date of some nature **must** be entered.

Due Date: The Due Date is the date by which the Check or other payment method needs to be received by the Vendor. If the **Payment Due Days** is entered on the **Vendor Window - Defaults Tab**, the Due Date will default to the Invoice Date plus the amount of the Payment Due Days. For example, if the Vendor has a Payment Due Days of 20, the Due Date will default to 20 days after the Invoice Date. If no Payment Due Days has been entered for the Vendor, the Due Date will default to the Invoice Date. A Due Date **must** be entered.

Transaction Description (Trans. Desc.): This is an optional field which allows the user to enter a brief description of the Vendor Invoice transaction.

Purchase Order Stock Items Grid: This grid will list all of the Stock Items included on the Purchase Order. **It is important that the Quantity On Invoice (Qty. On Inv.) and Cost on Invoice (Cost on Inv.) for each Stock Item exactly match the corresponding information printed on the physical invoice or bill from the Vendor.** If the Invoice that is being recorded is only for a portion of an order, be sure to set the costs of the Stock Items that do **not** appear on this invoice to zero. To do so, select the Stock Item and click the **Edit** button to display the **Vendor Invoice Distribution Window** or click the **Clear** button to automatically set the cost to zero for **all** Stock Items.

The Purchase Order Stock Items Grid has the following columns:

Stock Number (Stock No.): The unique Stock Number of the Inventory Stock Item.

Description: The first few words of the Stock Item Description will be shown here. Hover the cursor over this column to briefly see the entire Stock Item Description.

Manufacturer's Catalog Number (MFG Cat. #): The catalog number of the merchandise from the Vendor, if one has been recorded.

Purchase Order Quantity (PO Qty.): The original quantity ordered for the Stock Item on this Inventory Purchase Order.

Purchase Order Cost/Estimated Cost (PO (Est.) Cost): This is the Estimated Cost of the Stock Item on this Purchase Order. Any Estimated Freight will also be displayed in this column.

Cost-to-Date: The total of any previously recorded Vendor Invoice for the Stock Item on this Purchase Order. The Cost-to-Date will be zero when adding the first Vendor Invoice for the Purchase Order. Any Freight recorded for the Stock Item on previous Vendor Invoices will also be displayed in this column.

Quantity Received (Qty. Rec'vd): The current Quantity Received of the Stock Item on this Purchase Order and the most recent Received Date will be displayed in the Quantity Received column.

Quantity On Invoice (Qty. On Inv.): This is the quantity of the Stock Item as listed on the invoice or bill from the Vendor and may differ from the Purchase Order Quantity. The Quantity On Invoice amount corresponds to the Quantity Paid For on the **Vendor Invoice Distribution Window**.

Cost On Invoice (Cost On Inv.): This is the actual cost of the Stock Item as listed on the invoice being entered. If only a portion of the total Stock Item is being recorded at present, the Cost On Invoice will differ from the Estimated Cost.

Edit: The Edit button opens the **Vendor Invoice Distribution Window** where the majority of the information listed on the Purchase Order Stock Items Grid can be adjusted.

Clear All: The Clear All button will set the cost for all Stock Items on the Purchase Order to zero. This is a useful feature when recording a Vendor Invoice for only a small portion of the original Purchase Order. In other words, when currently paying for only one or two Stock Item on the Purchase Order, click the Clear All button to remove all the costs and re-enter the cost on the Stock Items for which are currently being paid.

Distribute Cost: Sometimes it may be desirable to spread an additional charge from the Vendor across **all** Stock Items on the Purchase Order such as a single delivery charge that is not itemized per Stock Item. In such a case, click the Distribute Cost button to display the **Distribute Invoice Cost Window** whereupon the total cost can be spread across all Stock Items under a variety of conditions. The Distribute Invoice Cost Window is discussed in detail below.

The following fields appear below the Purchase Order Stock Items Grid:

Discount: The Discount field shows any cost reduction offered from the Vendor for early payment, if available. The Discount will automatically be calculated if a **Discount Percent** has been entered on the **Vendor Window - Defaults Tab**. Please note that the Discount does **not** reduce the merchandise amount! The discount will reduce the amount of the Check, Hand Check/Wire Transfer or Credit Card payment when paying the Vendor.

Days To Take: This is the number of days from the Invoice Date that payment must be made in order to receive the Discount from the Vendor.

Subtotal: This is the total amount for the Vendor Invoice, not including any applied Deposit amount.

Less Deposit: This is the total Vendor Deposits that were previously paid to the Vendor for this Inventory Purchase Order. The Deposit amount may be reduced, for partial Vendor Invoices, for example, but Design Manager will prevent the user from using more Deposit than has been recorded for the Purchase Order.

Amount Due: The Amount Due is the Subtotal less the Deposit Amount. **This must match exactly the total amount of the Vendor Invoice or bill currently being recorded!**

Notes: Any internal information regarding the Vendor Invoice can be entered in the Notes field. The Notes will be displayed on the Existing Vendor Payables Grid of the Vendor Deposits, Invoices, and Operating Expenses Window - Existing Tab and certain Accounts Payable reports.

Hand Check/Wire Transfer (Hand Chk / Wire Trans): If a hand written check, wire transfer, or debit card is used to pay the Vendor Invoice, click this button to open the **Hand Check / Wire Transfer Window**. The Hand Check / Wire Transfer Window allows the user to enter a Check Number, or automatically create a Wire Transfer Number, and date to record the payment in the Checkbook.

Vendor Invoice Distribution Window - Inventory PO

Clicking the **Edit** button on the **Vendor Deposit, Invoice, or Operating Expense Window** for Vendor Invoices on Project and Inventory Purchase Orders and Operating Expenses will display the Vendor Invoice Distribution Window. This window will appear differently for each type of Payable transaction. The Vendor Invoice Distribution Window when recording a Vendor Invoice on an Inventory Purchase Order is described below.

By highlighting a Stock Item on the **Purchase Order Stock Items Grid** of the Vendor Deposit, Invoice, or Operating Expense Window when recording an Invoice on an Inventory Purchase Order and clicking on the **Edit** button, the Vendor Invoice Distribution Window for that Stock Item will be displayed.

On this window, the cost of the Merchandise can be changed as well as adding any Freight charges. Design Manager will recalculate the **Subtotal** on the Vendor Deposit, Invoice, or Operating Expense Window for the Vendor Invoice to reflect any changes made. The Inventory Purchase Order does **not** need to be edited to reflect these changes!

Entering the proper **Quantity Paid For** is extremely important if only a portion of the merchandise has been billed by the Vendor. The quantity still on back order may be optionally recorded in the **Back Order Quantity Remaining (B/O Qty. Remaining)** field for this Component. Optional tracking information including the **Received Quantity** and **Received Date**, **Expected Ship Date**, **Status**, and the two user-defined fields may also be entered. Any changes made to the information on this window will appear on the Purchase Order Components Grid on the Vendor Deposit, Invoice, or Operating Expense Window.

The following fields are available on the Vendor Invoice Distribution Window when recording a Vendor Invoice for an Inventory Purchase Order:

Inventory Information: The information in this section is for reference only and cannot be edited through this window. The **Stock Number**, **Style / Size**, **Color / Finish**, and **Description** as entered on the **Inventory Stock Item - Stock Item Tab** for the Stock Item will all be displayed.

Cost / Quantity:

Merchandise: Record the proper cost for the merchandise portion of the Stock Item being purchased. This amount should always match the actual cost displayed on the invoice or bill received from the Vendor.

Freight: Record any additional Freight charges for the Stock Item in this field. It is common to create more than one Vendor Invoice for a single Purchase Order if freight and shipping charges are billed separately from the merchandise.

Quantity Paid For (Qty. Paid For): The Quantity Paid For defaults to the Ordered Quantity of the Stock Item less the Invoiced to Date Quantity. It is **very** important to properly record the actual quantity of the Stock Item that is currently be purchased if a portion of the merchandise is back-ordered. Design Manager uses the Quantity Paid For in order to calculate the Unit Actual Cost for the Stock Item which is cost that will be transferred out of the Inventory Account into Cost of Good Sold upon invoicing the Stock Item. Further, The Quantity Paid For is also used in properly closing the Inventory Purchase Order.

Back Ordered Quantity Remaining (B/O Qty. Remaining): If a portion of the merchandise is on back order, the back ordered amount may optionally be entered into this field. This is useful in accurately monitoring the status of the order.

Cost Reason: The Cost Reason is an optional field where any information regarding the Vendor Invoice for this Stock Item may be recorded for future reference. The Cost Reason will be listed on the **Adjustments / Transactions Grid** on the **Inventory Stock Item Window - Status / Adjustments Tab** as well as certain reports such as the **Inventory Transaction Register**.

Optional Tracking Information: This information will be available on the **Inventory Purchase Order Status Window** for further input and review.

Expected Ship Date (Exp. Ship Date): The date upon which the merchandise is expected to be shipped from the Vendor.

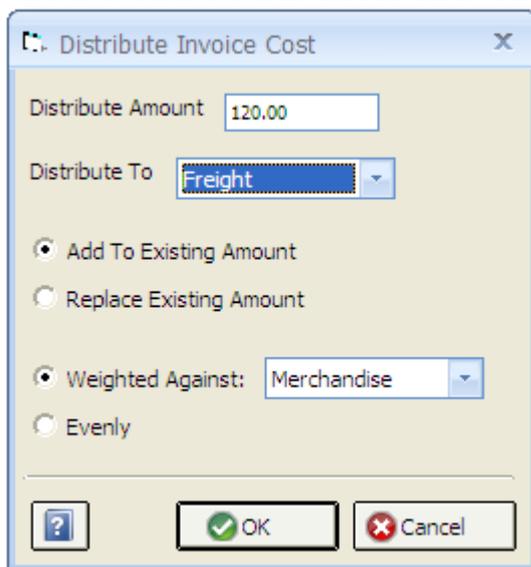
Status: The Status field may be used for entering any additional information for this Purchase Order Stock Item.

User Date 1: This is a user-defined field that can be used for any additional tracking information that may be required. The title for this field can be set on the **Company Advanced Options – General Tab**.

User Date 2: See above.

Distribute Invoice Cost Window - Inventory PO

An additional charge, freight, for example, is often charged by the Vendor for a particular Stock Item on the Inventory Purchase Order. Recording such a charge is described in the *Vendor Invoice Distribution Window*. Sometimes, however, it may be desirable to spread an additional charge from the Vendor across **all** Stock Items on the Purchase Order such as a single delivery charge that is not itemized per Stock Item. In such a case, click the **Distribute Cost** button on the Vendor Deposit, Invoice, or Operating Expense Window when entering a Vendor Invoice on an Inventory Purchase Order to display the **Distribute Invoice Cost Window**. The Distribute Invoice Cost Window is used to allocate the total cost across all Stock Items under a variety of conditions.



Enter the total amount of the charge from the Vendor into the **Distribute Amount** field.

When the cost of the charge is distributed to the Stock Items, Design Manager can either affect the cost of the merchandise or the cost of the freight for the Stock Items as determined by the **Distribute**

To selection. For example, if Freight is selected in the Distribute To menu, Design Manager will increase the freight for each Stock Item by the distributed amount.

The **Add to Existing Amount** and **Replace Existing Amount** options determine whether Design Manager will increase the existing value of the merchandise or freight or remove the current cost and replace it with the new distributed amount. For example, if the Stock Items on the Purchase Order each already have an associated Freight amount, the Add to Existing Amount will increase the Freight by the distributed amount while the Replace Existing Amount will use only the new distributed amount.

Weighted Against and **Evenly** indicate how the distribution is to occur. The Weighted Against option will proportionally allocate the Distribute Amount based upon either the merchandise or freight for each Stock Item on the Purchase Order. Evenly will simply divide the Distribute Amount by the total number of Stock Items and allocate that portion to each Stock Item. Examples may help in understanding how each selection works.

Weighted Against: There are two Stock Items on the Purchase Order with Estimated Merchandise Costs of 500.00 and 100.00, respectively, the Distribute Amount is 10.00, and **Merchandise** is selected. Upon distributing, 8.33 will be allocated to the first Stock Item as follows: $500.00/600.00 \times 10.00 = 8.33$. In the same logic, 1.67 will be allocated to the second Stock Item since $100.00/600.00 \times 10.00 = 1.67$. **Note:** If a particular Stock Item does not have **any** cost of the selected type (i.e., Merchandise or Freight), it will **not** receive any of the distributed cost!

Evenly: If the Evenly option was selected when distributing the same 100.00 against the two Stock Items above, each Stock Item would be allocated 50.00 as $100.00/2 = 50.00$.

Deciding which distribution should be used comes down to whether or not the actual cost of the charge per Stock Item is of greater importance than having each Stock Item receive a portion of the charge. If so, the Weighted Against is a more accurate distribution while the Evenly distribution insures that each Stock Item receives at least some portion of the charge.

Expense / Bill / Miscellaneous

An Operating Expense, or just Expense, refers to an invoice or bill from a Vendor for a good or service not related to a Project or Inventory Purchase Order. Examples would be the company phone bill or rent for which a Purchase Order would not be created. These expenses are usually connected with the general cost of operating the business rather than a particular purchase for a Client or for Inventory.

| Acct. No. | Account Name | Amount | Proj. Code | Description |
|-----------|--------------|--------|------------|-------------|
| 62400 | Telephone | 120.00 | | |

When adding an Operating Expense, the Vendor Deposit, Invoice, or Operating Expense Window has the following fields:

Pay With: The Pay With selection allows the user to choose the method of payment for the Vendor Deposit, either by Check/Wire Transfer or a Credit Card. The **"A Check"** will be the only selection that can be made until a Credit Card Account has been defined in the Accounts Glossary or additional Accounts Payable Payment Type has been created. For more information on defining Credit Cards in

Design Manager, see **Paying a Vendor with a Credit Card** while adding additional A/P Payment Types is described in under **Accounts Payable Payment Types and the Company Information Window - A/P Payment Types**.

Vendor: This field displays the Vendor for which the Operating Expense is being recorded.

Invoice Number (Invoice #): Enter the Invoice Number that is printed on the vendor bill that is being recorded. If the bill does not have an Invoice Number, enter the invoice date or current date or a short description such as "Rent 10/2008" into the field. An Invoice Number of some nature, however, **must** be entered.

Invoice Date (Inv. Date): Enter the date of the bill or invoice received from the Vendor. If no date is available, use the current date or the date the bill was received. An Invoice Date of some nature **must** be entered.

Due Date: The Due Date is the date by which the Check or other payment method needs to be received by the Vendor. If the **Payment Due Days** is entered on the **Vendor Window - Defaults Tab**, the Due Date will default to the Invoice Date plus the amount of the Payment Due Days. For example, if the Vendor has a Payment Due Days of 20, the Due Date will default to 20 days after the Invoice Date. If no Payment Due Days has been entered for the Vendor, the Due Date will default to the Invoice Date. A Due Date **must** be entered.

Transaction Description (Trans. Desc.): This is an optional field which allows the user to enter a brief description of the Operating Expense transaction.

Operating Expense Distribution Grid: The Operating Expense Distribution Grid displays the Expense Distributions that comprise the Operating Expense. The grid has the following columns:
Account Number (Acct. No.): This is the proper General Ledger Account Number into which the Expense will be recorded.

Account Name: The Name of the Account into which the Expense will be recorded.

Amount: The amount of the Expense attributed to the particular Account.

Project: If entering a **Project Related** Expense which will be joined to an existing Project for reimbursement from the Client, the Code of the Project will be displayed in this column. For a full explanation on Project Related Expense, see **Operating Expense or Miscellaneous Bill** under Entering Vendor Invoices.

Description: If entering a Project Related Expense, the Description of the Item that will be billed to the Client will be displayed here.

Add and Edit: The Add and Edit buttons allow the user to enter a new Expense Distribution or revise an existing Expense Distribution on the **Vendor Invoice Distribution Window**, respectively.

Delete: To remove an Expense Distribution, highlight the entry on the Operating Expense Distribution Grid and click the Delete button.

The following fields appear below the Operating Expense Distributions Grid:

Discount: The Discount field shows any cost reduction offered from the Vendor for early payment, if available. The Discount will automatically be calculated if a **Discount Percent** has been entered on the **Vendor Window - Defaults Tab**. Please note that the Discount does **not** reduce the merchandise amount! The discount will reduce the amount of the Check, Hand Check/Wire Transfer or Credit Card payment when paying the Vendor.

Days To Take: This is the number of days from the Invoice Date that payment must be made in order to receive the Discount from the Vendor.

Amount Due: The Amount Due is the total of the Amounts from each of the Expense Distributions. **This must match exactly the total amount of the Vendor Invoice or bill currently being recorded!**

Notes: Any internal information regarding the Operating Expense can be entered in the Notes field. The Notes will be displayed on the Existing Vendor Payables Grid of the Vendor Deposits, Invoices, and Operating Expenses Window - Existing Tab and certain Accounts Payable reports.

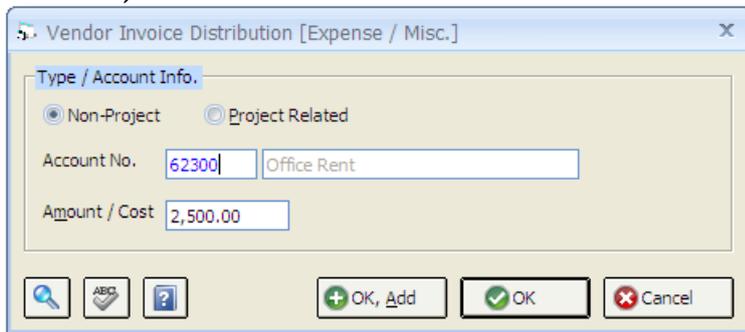
Hand Check/Wire Transfer (Hand Chk / Wire Trans): If a hand written check, wire transfer, or debit card is used to pay the Vendor Invoice, click this button to open the **Hand Check / Wire Transfer Window**. The Hand Check / Wire Transfer Window allows the user to enter a Check Number, or automatically create a Wire Transfer Number, and date to record the payment in the Checkbook.

Vendor Invoice Distribution Window - Operating Expense

Clicking the **Add** or **Edit** buttons on the **Vendor Deposit, Invoice, or Operating Expense Window** for Vendor Invoices on Project and Inventory Purchase Orders and Operating Expenses will display the Vendor Invoice Distribution Window. This window will appear differently for each type of Payable transaction. The Vendor Invoice Distribution Window when recording an Operating Expense is described below.

Two options exist for Operating Expenses: **Non-Project** and **Project Related**. Selecting Project Related will allow a Specification in a Project to be created in order to bill the Client for the expense. Such expenses are often referred to as Reimbursables and will be discussed below.

Non-Project:



Account Number (Account No.): Enter the General Ledger Account Number to which the Expense, or portion of the Expense, is to be charged. To locate the desired Account Number using the **Account Search Window**, click the **Search** button. In most cases, choose an Account whose **Type** is either **Expense** or **Cost of Goods Sold**.

Amount / Cost: Enter the amount of the Expense or portion of the Expense being allocated to the selected Account into the Amount / Cost field.

Project Related:

Type / Account Information:

Sales Category: A Sales Category can optionally be used to define which Cost of Goods Sold and Revenue Accounts will be used when saving the Expense and invoicing the Client, respectively. Since Project Related Expense Distributions are usually intended to be invoiced to the Client, a Sales Category is entered instead of a direct Account Number in order to record the cost into the proper COGS Account for the desired Revenue Account. If a Sales Category is **not** used, the appropriate COGS and Sales Accounts from the **Company Information Window** for the selected Component Type will be used. To locate the desired Sales Category Code using the **Sales Category Search Window**, click the **Search** button.

Amount/Cost: The cost of the Expense or portion of the Expense that is attributed to the particular Project.

Item / Component Information:

Project: The Project responsible for the portion of the Expense for which reimbursement is desired. To locate the desired Project Code using the **Project Search Window**, click the Search button

New Item: Use this option if a new Item in the Project should be created in order to bill the Client for the Reimbursable Expense.

Existing Item: Use the Existing Item option if to join the Reimbursable Expense to an Item that has previously been created in the Project. Doing so creates a new Component within the Item, increasing the cost and price of the Item accordingly. This is useful if certain Reimbursable Expenses should be consolidated for the Client under a single Item on the Invoice, preventing the Client from seeing the detail of the expenditures. For example, an Item such as "Reimbursable Shipping Expenses" could be created and all shipping expenses could be joined to that single Item for billing to the Client.

Location: When using the New Item option, the desired Location within the Project may optionally be entered, under which the Item will be displayed when invoicing the Client. The **Location Search Window** can be used to locate the desired Location Code by clicking the Search button. The Location field is not available when using the Existing Item option.

Bypass WIP: The Bypass WIP option determines whether the costs of the Expense will be recorded into Work in Process or directly into Cost of Goods Sold. Selecting the option will cause the costs to go to Cost of Goods Sold. When using the Existing Item option, the Bypass WIP option will be automatically selected if the **Bypass WIP** option is selected on the **Item Window - Status Tab** for the Item or the Item has already been invoiced to the Client. It may be desirable to set the Bypass WIP option if the cost of the Expense will never be invoiced to the Client. If unsure of the proper setting for the Bypass WIP, it is wise to leave the defaulted selection.

Type: Select the desired Component Type for the reimbursable Item.

%Type: Select whether Design Manager should calculate the Client Price using **Markup, Discount, or Fee** pricing. For more information, see % Type on the **Component Window - Component Tab**.

Markup, Discount, Fee%: Depending on the % Type selected, input the appropriate percentage to calculate the Client Price.

Taxable: Select this option if sales tax should be charged to the Client for the Expense. The taxable value will default to the settings entered on the **Project Advanced Options Window – General Tab**.

List Price: If using **Discount** pricing, enter the List Price from to discount in order to determine the Client Price.

Client Price: The Client Price is the sell price of the reimbursable Expense to the Client and will be calculated automatically based upon the selected % Type and percentage.

Cost is Non-Taxable: Use this option if the cost of the Expense from the Vendor is not taxable but any additional value or markup that is added for the Client **is** taxable. Certain states will allow sales tax to be charged to the Client if tax has already been paid to the Vendor. Check with the company accountant before using this feature.

Description: If the New Item option is selected, the text entered here will be the Item Description seen by the Client on the Invoice. If using the Existing Item option, this will be only the Component Description for future reference. The Description can be of nearly unlimited length. As text is entered into this field, the text will automatically wrap at the end of each line. To skip to a new line, press the Enter key on the keyboard. For information on formatting the description, see **Description/Note Formatting**.

Payroll Entry

A Payroll Entry is a specialized Operating Expense only utilized to record payroll information and generate Checks for Employees in Design Manager.

| Acct. No. | Account Name | Amount |
|-----------|-----------------------|--------|
| 61000 | Salaries | 800.00 |
| 61100 | FICA Expense | -30.00 |
| 22300 | Medicare Tax Withheld | -10.00 |

When adding a Payroll Entry, the Vendor Deposit, Invoice, or Operating Expense Window has the following fields:

Pay With: The Pay With selection allows the user to choose the method of payment for the Vendor Deposit, either by Check/Wire Transfer or a Credit Card. The "**A Check**" will be the only selection that can be made until a Credit Card Account has been defined in the Accounts Glossary or additional Accounts Payable Payment Type has been created. For more information on defining Credit Cards in Design Manager, see **Paying a Vendor with a Credit Card** while adding additional A/P Payment Types is described in under **Accounts Payable Payment Types and the Company Information Window - A/P Payment Types**.

Employee: The Code of the Employee which the Payroll Entry is being recorded. The Employee Name will be displayed upon entering or selecting a valid Employee Code. Further, all of the **Employee Payroll Accounts** from the **Employee / Manager / Salesperson Window - Payroll Tab** will be displayed in the **Payroll Account Distributions Grid**. To locate the desired Employee Code using the **Employee / Manager / Salesperson Search Window**, click the **Search** button.

Period: The Period is used to record a description of the Payroll Entry, most commonly the date range for which the Payroll Entry covers (i.e. "10/30/08 through 11/10/08"). A Period, however, **must** be entered.

Check Date: Input the date that will appear on the Payroll Check into the Check Date field. A Check Date **must** be entered.

Due Date: The Due Date is the date by which the Employee should receive payment for the Payroll Entry and will default from the Check Date.

Transaction Description (Trans. Desc.): This is an optional field which allows the user to enter a brief description of the Payroll Entry transaction.

Payroll Account Distributions Grid: All of the Employee's Payroll Accounts will automatically be displayed in the Payroll Account Distributions Grid. The Payroll Accounts are the Expense Accounts for the salary, bonus, commissions, etc. for Employee along with any Liability Accounts for federal and state withholdings, health insurance, Social Security, etc. The grid has the following columns:

Account Number: The Account Number for the Expense or Liability Payroll Account.

Account Name: The Account Name for the Expense or Liability Payroll Account.

Amount: The proper amount attributed to the Account.

Add and Edit: The Add and Edit buttons allow the user to enter a new Payroll Account Distribution or revise an existing Distribution on the **Payroll Account Distribution Window**, respectively.

Delete: To remove a Payroll Account Distribution, highlight the entry on the Payroll Account Distribution Grid and click the Delete button.

Net Pay: The Net Pay is the sum of the Amounts of all Payroll Accounts and represents the total amount that will ultimately be paid to the Employee for the Payroll Entry.

Notes: Any internal information regarding the Payroll entry can be entered in the Notes field. The Notes will be displayed on the Existing Vendor Payables Grid of the Vendor Deposits, Invoices, and Operating Expenses Window - Existing Tab and certain Accounts Payable reports.

Hand Check/Wire Transfer (Hand Chk / Wire Trans): If a hand written check, wire transfer, or debit card is used to pay the Vendor Deposit, click this button to open the **Hand Check / Wire Transfer Window**. The Hand Check / Wire Transfer Window allows the user to enter a Check Number, or automatically create a Wire Transfer Number, and date to record the payment in the Checkbook.

Payroll Account Distribution Window

Clicking the **Add** or **Edit** buttons on the **Vendor Deposit, Invoice, or Operating Expense Window** for Payroll Entries will display the Payroll Account Distribution Window.

Account Number (Account No.): Enter the General Ledger Account Number for the Payroll Distribution. Monies owed to the Employee such as salary, bonus, commission, etc. are usually Expense Accounts. Reductions from the net pay for the Employee such as state and federal tax, Social Security, etc. are most often Liability Accounts. To locate the desired Account Number using the **Account Search Window**, click the **Search** button.

Amount: Enter the amount of the Payroll Distribution in this field. Salaries, bonuses, etc will be entered as a positive number while any reductions will be entered as a negative number to reduce the Employee's net pay.

Vendor Deposits, Invoices, and Operating Expenses Window - Existing Tab

The Vendor Deposits, Invoices, and Operating Expenses Window - Existing Tab is the used to review, revise, and void Vendor Payables that have previously been posted.

| Hold | TX Ref. No. | Type | Vendor Code | Vendor Name | Invoice No. | PO No. | Inv. Date | Pay Date | Gross Amount | Deposit Applied | Net Amount | Discount Amount | Disc. Days | Credit Card | Trans. Desc. | Hand Cl. / Wire Ref. No. | HCL. / Wire Ref. Date | HCL. / Wire Ref. Cash Acct. | HCL. Trans. Desc. |
|-------------------------------------|-------------|----------------|-------------|----------------------------------|--------------------|------------|-----------|----------|--------------|-----------------|------------|-----------------|------------|-------------|----------------------|--------------------------|-----------------------|-----------------------------|--------------------|
| <input checked="" type="checkbox"/> | 10011 | Expense/ Misc. | AT&T | AT&T | 9256351 | | 11/1/07 | 11/15/07 | 120.00 | | 120.00 | 0.00 | | | September phone bill | W700001 | 12/5/07 | 10010 | Monthly Phone Bill |
| <input type="checkbox"/> | 10012 | Payroll | WPS | Wallace Peter Snow | 11/1/07 - 11/15/07 | | 11/15/07 | 11/15/07 | 615.10 | | 615.10 | 0.00 | | | | | | | |
| <input type="checkbox"/> | 10013 | Proj. PO | KNOX | John C. Knox Manufacturing, Inc. | 8962412 | ROBE1-0001 | 11/15/07 | 12/15/07 | 925.00 | -425.00 | 500.00 | 0.00 | 10 | | | | | | |

The **Existing Vendor Payables Grid** lists every Vendor Payable recorded in Design Manager. Payables are listed in descending **Transaction Reference Number** order so that the most recently posted entries are at the top of the grid. However, the Existing Vendor Payables Grid can be sorted by the majority of the columns simply by clicking the column heading. The grid has the following columns:

Transaction Reference Number (TX Ref. No.): The unique identifier of the Vendor Payable within Design Manager.

Type: The classification of the Vendor Payable with the following possibilities:

Deposit (Proj. PO) - Vendor Deposit on a Project Purchase Order

Deposit (Inventory PO) - Vendor Deposit on an Inventory Purchase Order

Proj. PO - Vendor Invoice on a Project Purchase Order

Inventory PO - Vendor Invoice on an Inventory Purchase Order

Expense / Misc. - Operating Expense

Payroll - Payroll Entry

Vendor Code: The Code of the Vendor or, for Payroll Entries, Employee for the Payable was created.

Vendor Name: The Name of the Vendor or, for Payroll Entries, Employee for the Payable was created.

Invoice Number (Inv. No.): The number or code to identify the Vendor's bill.

Invoice Date: The date displayed on the Vendor's bill or the date the invoice was received and/or recorded.

Pay Date: The date by which payment is due to the Vendor.

Fiscal Month: The Fiscal Month into which the Vendor Payable was posted.

Net Amount: The total amount of the Vendor Payable reflecting any Deposits Applied, if applicable.

Project Purchase Order Number (Proj. PO No.): If the Payable is a Deposit or Vendor Invoice on a Project Purchase Order, the corresponding Purchase Order Number will be displayed in this column.

Inventory Purchase Order Number (Inv. PO No.): If the Payable is a Deposit or Vendor Invoice on an Inventory Purchase Order, the corresponding Purchase Order Number will be displayed in this column.

Discount Amount: Any Discount from the Vendor for the Payable will be listed in this column.

Discount Days (Disc. Days): The number of days from the Invoice Date by which payment for the Payable must be made in order for the Discount to be applied.

Credit Card: If a Credit Card was used to pay the Vendor Payable, the Credit Card Account Name will be displayed.

Transaction Description: The optional Transaction Description for the Payable, if one was entered by the user.

Keyed Date: The system date and time that the Payable was recorded in Design Manager. The Keyed Date often differs from the Invoice Date.

Keyed By User: The User Name associated with the Password used to post the Payable.

Associated Check Information: The Number, Date, Amount, and Cash Account Number will be displayed for all Hand and Computer Checks and Wire Transfers will be listed in this column.

Edit: Clicking the Edit button will display the **Vendor Deposit, Invoice, or Operating Expense Window** where the current information for the selected Vendor Payable may be revised. **Note:** A Vendor Payable may only edited if no Checks or Wire Transfers have been recorded against it. Any Checks and Wire Transfers must be voided from the **Checking Window - Checkbook Tab** prior to editing the Payable.

Void: Click the Void button to permanently delete the selected Vendor Payable. **Note:** A Vendor Payable may only voided if no Checks or Wire Transfers have been recorded against it. Any Checks and Wire Transfers must be voided from the *Checking Window - Checkbook Tab* prior to voiding the Payable.

Detail: The Detail button displays the **Check / Vendor Invoice Detail Window** for the selected Payable. The Check / Vendor Invoice Detail Window is discussed under **Checking Functions** below.

Automatically Generating Vendor Deposits and the Quick Add Vendor Deposits Window

Design Manager has the ability to easily select multiple Purchase Orders and automatically generate the necessary Vendor Deposits rather than creating Vendor Deposit payables for each individual Purchase Order manually as described in **Deposits for a Project Purchase Order** and **Deposits for an Inventory Purchase Order**. To do so, click the **Deposits** button on the **Vendor Deposits, Invoices, and Operating Expenses Window - New Tab** which will display the **Quick Add Vendor Deposits Window** shown below.

Quick Add Vendor Deposits

All Projects
 For a Specific Project/Order
Project/Order

Pay With
Date
Due Date

Open Purchase Orders with Unpaid Deposit

| Pay Tag | Vendor | PO No. | Verbal/Ref. No. | Order Date | Ship To | Total Cost | Deposit | <input type="checkbox"/> |
|-------------------------------------|-------------------------------|------------|-----------------|------------|-----------------------------|------------|----------|--------------------------|
| <input checked="" type="checkbox"/> | B&S / Bath and Kitchen Studio | 10002 | (inventory) | 07/31/09 | MAIN / FPA Interiors - Main | 74.25 | 55.69 | <input type="checkbox"/> |
| <input type="checkbox"/> | GRAND / Grand Furniture | JHN02-0001 | | 05/03/09 | JHN02 / Mr. and Mrs. Robert | 2,865.00 | 2,032.00 | <input type="checkbox"/> |
| <input type="checkbox"/> | OCEAN / Ocean Furniture | KAPLN-0001 | | 04/20/09 | KAPLN / Mrs. Leslie Kaplan | 370.06 | 92.52 | <input type="checkbox"/> |

By default, all open Project and Inventory Purchase Orders with a Deposit Requested amount but have no paid Vendor Deposits (either by Check\Wire Transfer or Credit Card) recorded against them will be displayed on the **Open Purchase Orders with Unpaid Deposits Grid**. By switching from the **All Projects** to **For a Specific Project/Order**, however, a Project Code can be entered into the **Project/Order** field to only display qualifying Purchases Orders for the selected Project. To select a Project from the **Project Search Window**, click the **Search** button in the bottom left corner of the window.

Pay With: The Pay With selection allows the user to choose the method of payment for the Vendor Deposit, either by Check/Wire Transfer or a Credit Card. The "A Check" will be the only selection that can be made until a Credit Card Account has been defined in the Accounts Glossary or additional Accounts Payable Payment Type has been created. For more information on defining Credit Cards in Design Manager, see **Paying a Vendor with a Credit Card** while adding additional A/P Payment Types is described in under **Accounts Payable Payment Types and the Company Information Window - A/P Payment Types**.

Date: The Date is used to record the calendar date that the Deposit is being issued and defaults to the system date of the computer.

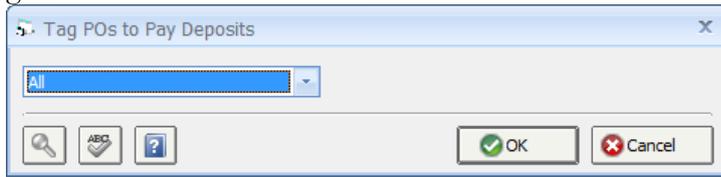
Due Date: The Due Date is the date by which the Deposit check needs to be sent to the Vendor and defaults to the system date of the computer.

To select a Purchase Order to have a Vendor Deposit created, simply click the column. Alternately, clicking the **Tag** button will launch the **Tag POs to Pay Deposits Window** where Purchase Orders can be automatically selected. To review a Purchase Order, select the Purchase Order on the grid and click the **Print** button to reprint the Purchase Order in question.

After the desired Purchase Orders have been selected, click the **OK** button. After processing, the Quick Add Vendor Deposits Window will close and the Vendor Deposit entries will appear on the New Vendor Payables Grid of the Vendor Deposits, Invoices, and Operating Expenses Window. From here, the entries can be reviewed and posted.

Tag POs to Pay Deposits Window

Clicking on the **Tag** button on the **Quick Add Vendor Deposits Window** will open the **Tag POs to Pay Deposits Window**. This window contains options for "tagging" or selecting Purchase Orders on the **Open Purchase Orders with Unpaid Deposits Grid** in order to have Vendor Deposits generated for the Purchase Orders.



All: Selecting this option will tag all Purchase Orders on the Open Purchase Orders with Unpaid Deposits Grid.

Vendor: The Vendor option will select all Purchase Orders generated for the desired Vendor. Type a Vendor Code into the field. To search for a Vendor, click on the **Search** button in the lower left corner of this window.

Untag All: This option will untag or deselect all Purchase Orders on the Open Purchase Orders with Unpaid Deposits Grid.

Recurring Operating Expenses or Bills

Commonly, certain expenses are due regularly and repeatedly throughout the year such as monthly rent or mortgage payments. Instead of entering such expenses in their entirety each time they are due, it may be convenient to create **Recurring Operating Expenses** for these expenses so they can be quickly selected for payment as necessary.

In brief, to create a Recurring Operating Expenses, select **A/P → Vendor Invoices (Deposits, Invoices, Expenses)** which will open the **Vendor Deposits, Invoices, and Operating Expenses Window - New Tab**.

| Hold | TX Ref. No. | Type | Pay With | Vendor Code | Vendor Name | Invoice No. | PO No. | Inv. Date | Pay Date | Gross Amount | Deposit Applied | Net Amount | Discount Amount | Disc Days |
|-------------------------------------|-------------|------------------------|-----------------|-------------|-------------------------|---------------------------|------------|-----------|----------|--------------|-----------------|------------|-----------------|-----------|
| <input checked="" type="checkbox"/> | 10088 | Deposit (Proj. PO) | Check | B&S | Bath and Kitchen Studio | Deposit on PO# JHN01-0001 | JHN01-0001 | 01/15/09 | 01/15/09 | 585.00 | | 585.00 | 0.00 | |
| <input type="checkbox"/> | 10089 | Deposit (Inventory PO) | Online Bill Pay | EPIC | Epic Furniture | Deposit on PO# 10001 | 10001 | 03/25/09 | 03/25/09 | 377.50 | | 377.50 | 0.00 | |
| <input type="checkbox"/> | 10091 | Expense/Misc. | Visa | VERIZ | Verizon | 541258A | | 07/24/09 | 07/24/09 | 120.00 | | 120.00 | 0.00 | |
| <input type="checkbox"/> | 10092 | Proj. PO | Check | GRAND | Grand Furniture | 2486211 | JHN02-0001 | 07/09/09 | 07/24/09 | 2,865.00 | -2,032.00 | 833.00 | 20.00 | 7 |
| <input type="checkbox"/> | 10094 | Inventory PO | Online Bill Pay | B&S | Bath and Kitchen Studio | B&S 125-116 | 10002 | 07/24/09 | 07/24/09 | 84.25 | | 84.25 | 0.00 | |
| <input type="checkbox"/> | 10097 | Payroll | Check | CAN | Cynthia Newton | 7-1-09 through 7-15-09 | | 07/16/09 | 07/16/09 | 760.00 | | 760.00 | 0.00 | |

Click the **Recurring** button on the bottom of this window to display the **Recurring Operating Expenses Window** from where all Recurring Operating Expenses are created, managed, and selected to have a new Operating Expense created.

On the Recurring Operating Expenses Window, click the **Add** button to display the **Recurring Operating Expense Window**.

Enter or select the proper Vendor Code into the **Vendor** field for who the expense will ultimately be paid. Enter the invoice number, if available, into the **Invoice Number (Inv. #)** field. If the invoice number is not known or not applicable, enter the company account number with the Vendor or a descriptive phrase such as "Rent". The Invoice Number cannot, however, be left blank. Click the **Add** button to the right of the **Recurring Operating Expense Distribution Grid** to display the **Account Distribution Window**.

Enter or select the proper Account Number for the expense into the **Account** field and the cost of the expense into the **Amount** field. Click **OK** to save the Account Distribution. Additional Account Distributions can be added as necessary if the Recurring Operating Expense affects multiple Accounts. After the Account Distributions are correct, click the **OK** button on the Recurring Operating Expense Window. Upon doing so, the Recurring Expense will now be listed on the Recurring Operating Expenses Grid of the Recurring Operating Expenses Window.

When the time comes to pay a bill that has been entered as a Recurring Operating Expenses, return to the Recurring Operating Expenses Window. Select the desired Recurring Expense(s) on the Recurring Operating Expenses Grid by clicking the **Tag** column of the desired entry. When all the Recurring Expenses that are currently due have been selected, click the **Choose** button. Upon doing so, a new Operating Expense will be added to the **New Vendor Payables Grid** of the Vendor Deposits, Invoices, and Operating Expenses Window. From here, any of the new Operating Expenses can be reviewed and posted for payment.

Recurring Operating Expenses Window

The **Recurring Operating Expenses Window** is where Recurring Operating Expenses are created, managed, and selected to become active Operating Expenses.

| Tag | Vendor Code » | Vendor Name | Description | Amount | Reminder |
|-------------------------------------|---------------|----------------------|---------------------|----------|--|
| <input checked="" type="checkbox"/> | VERIZ | Verizon | Monthly Phone Bill | 120.00 | User: Administrator Make Payment - Monthly Phone Bill Reminder: 08/31/09 @ 9:15 AM |
| <input type="checkbox"/> | VFIOS | Verizon Fios | Verizon Fios Intern | 85.00 | |
| <input type="checkbox"/> | CORP | Corporate Office Inc | Monthly Office Rent | 1,847.58 | |

All Recurring Operating Expenses are displayed on the **Recurring Operating Expenses Grid** which has the following columns:

Tag: Click on this check box to "tag" have a new Operating Expense be created for the Recurring Operating Expense. To untag a Recurring Expense, simply click on the check box a second time to remove the check mark.

Vendor Code: The Code of the Vendor for the Recurring Operating Expense.

Vendor Name: The Name of the Vendor for the Recurring Operating Expense.

Description: The optional Transaction Description associated with the Recurring Expense.

Amount: The total owed to the Vendor for the Recurring Expense.

Reminder: If an optional **To Do List Task** has been added for the Recurring Operating Expense, the **Subject, User** who created the Task, and next **Reminder Date** will be displayed.

Add and Edit: The Add and Edit buttons will display the Recurring Operating Expense Window to create a new Recurring Expense or revise the selected Recurring Expense on the Recurring Operating Expenses Grid, respectively.

Delete: Upon selecting a Recurring Expense and clicking the Delete button a message stating **"Are you sure you want to permanently delete the current record?"** will be displayed. Clicking the **Yes** button will permanently delete the Recurring Operating Expense from Design Manager. Clicking the **No** button will leave the Recurring Expense unaffected.

Choose: Clicking Choose will add an Operating Expense to the **New Vendor Payables Grid** of the **Vendor Deposits, Invoices, and Operating Expenses Window - New Tab** for each Recurring Operating Expense that has been "tagged". From the New Vendor Payables Grid, the Operating Expenses can be reviewed and posted for payment.

Recurring Operating Expense Window

The **Recurring Operating Expense Window** allows the user to enter all the pertinent information regarding the Recurring Expense. Information such as the Invoice Date, Due Date, Vendor Payable Notes, etc. which may vary from payment to payment can be entered when the Recurring Expense has been imported as an active Operating Expense on the **New Vendor Payables Grid** of the **Vendor Deposits, Invoices, and Operating Expenses Window - New Tab**.

| Acct. No. | Account Name | Amount |
|-----------|--------------|----------|
| 62300 | Office Rent | 1,876.59 |

Vendor: This field displays the Vendor for which the Recurring Expense is being created.

Invoice Number (Inv. #): The invoice number, if available, should be entered into the Invoice Number field. If the invoice number is not known or not applicable, enter the company account number with the Vendor or a descriptive phrase such as "Monthly Rent". The Invoice Number cannot, however, be left blank.

Transaction Description (Trans. Desc.): This is an optional field which allows the user to enter a brief description of the Recurring Operating Expense.

Recurring Operating Expense Distribution Grid: The Recurring Operating Expense Distribution Grid displays the Expense Account Distributions that comprise the Recurring Expense.

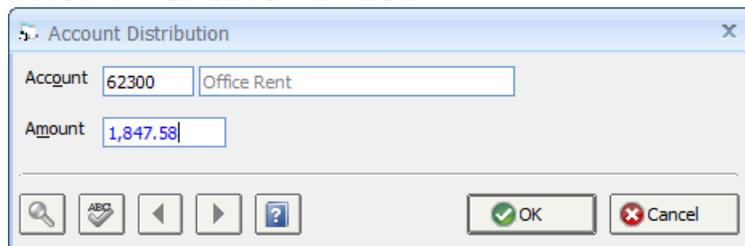
Discount: The Discount field shows any cost reduction offered from the Vendor for early payment, if available. The Discount will automatically be calculated if a **Discount Percent** has been entered on the **Vendor Window - Defaults Tab**. Please note that the Discount does not reduce the expense amount! The discount will reduce the amount of the Check, Hand Check/Wire Transfer or Credit Card payment when paying the Vendor.

Days To Take: This is the number of days from the Invoice Date that payment must be made in order to receive the Discount from the Vendor.

Reminder: The Reminder button allows the user to create a **To Do List Task** in order to set a Reminder on the **To Do List Tasks and Appointments Window** to pay the Recurring Operating Expense. The **To Do List Task Window** will have the **Subject** set to "**Make Payment - <Transaction Description from the Recurring Expense>**". The **Reminder** option will be selected, the **Contact Type** will be set to **Vendor**, and the **Code** will be defaulted to the Vendor from the Recurring Expense. For more information on Reminders and To Do List Tasks, see To Do List Tasks and Appointments.

Account Distribution Window

Clicking the **Add** or **Edit** buttons on the **Recurring Operating Expense Window** will display the **Account Distribution Window**.

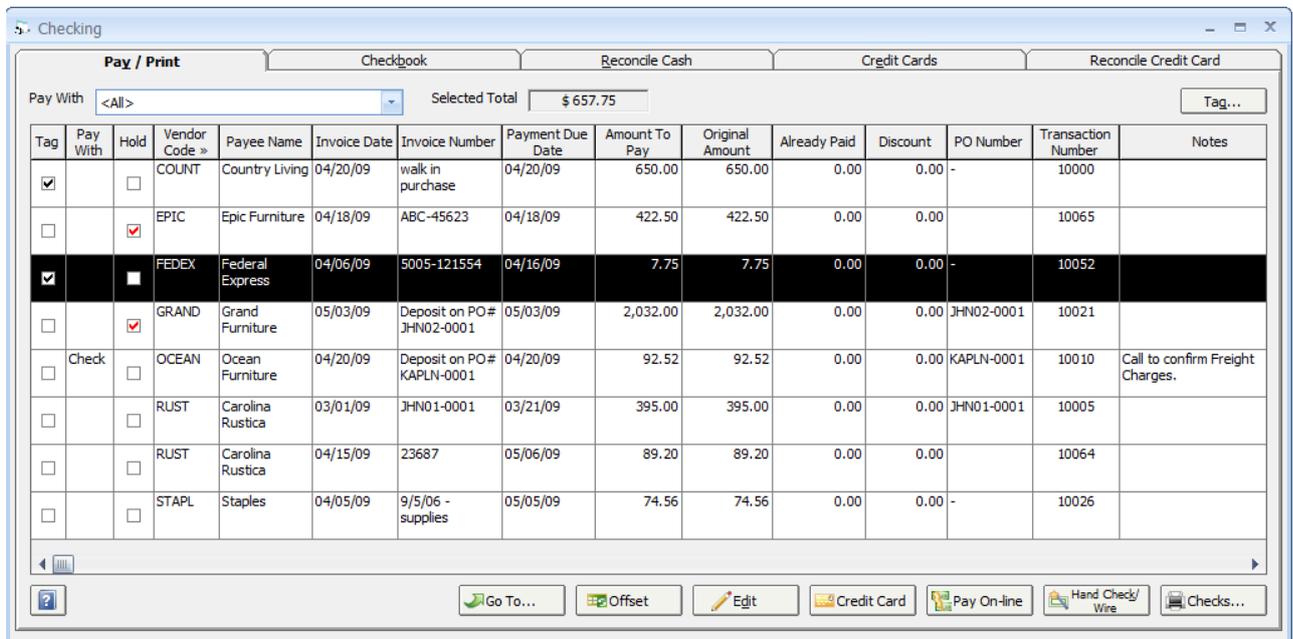
A screenshot of a software window titled "Account Distribution". The window has a title bar with a close button (X). Inside, there are two input fields: "Account" with the value "62300" and a dropdown menu showing "Office Rent"; and "Amount" with the value "1,847.58". Below the fields is a toolbar with icons for search, ABC, left arrow, right arrow, and help (?). At the bottom right are "OK" and "Cancel" buttons.

Account Number (Account No.): Enter the General Ledger Account Number to which the Recurring Expense, or portion of the Recurring Expense, is to be charged. To locate the desired Account Number using the **Account Search Window**, click the **Search** button. In most cases, choose an Account whose Type is either **Expense** or **Cost of Goods Sold**.

Amount: Enter the cost of the Recurring Expense or portion of the Recurring Expense being allocated to the selected Account into the Amount field.

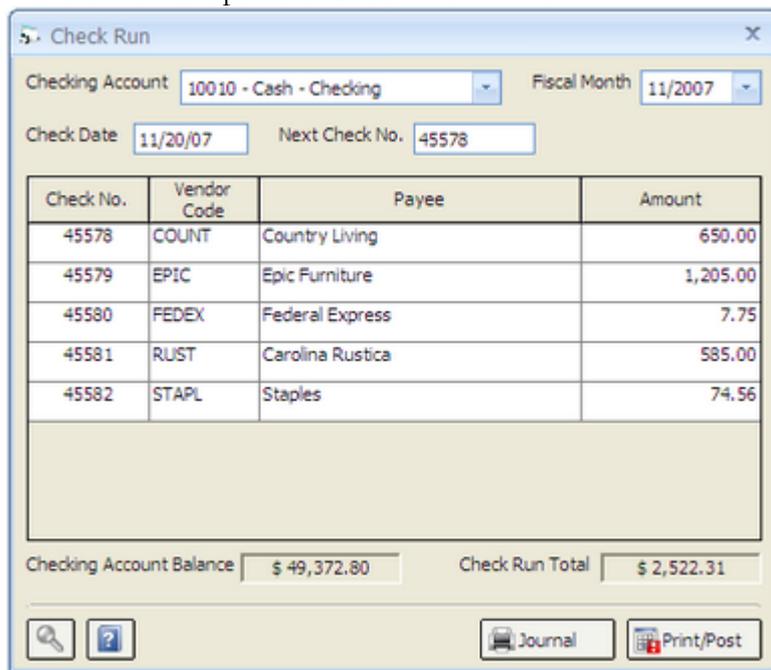
Printing Checks

Upon posting Vendor Payables, the physical Checks for the Payables will eventually need to be printed in order to be sent to the Vendor. For information on recording Vendor Payables, see *Entering Vendor Invoices*. To do so, select **A/P → Checking (Print Checks, Checkbook, Credit Cards, Reconcile)** which will display the **Checking Window** shown below.



The Checking Window has five tabs: **Pay/Print**, **Checkbook**, **Reconcile Cash**, **Credit Cards**, and **Reconcile Credit Cards**. The first tab is the **Pay / Print Tab** where Payables are selected for Checks to be generated, Hand Check/Wire Transfer information can be recorded, existing entries can be paid with a Credit Card, and other functions.

The Pay / Print Tab contains the **Open Payables Grid** which lists all of the Operating Expenses, Vendor Invoices and Deposits, and Payroll Entries that have been entered and are unpaid or have been only partially paid. If the **Hand Check / Wire Transfer** button is used when entering the Payable, it will not appear here as it has been recorded directly into the Checkbook. By default, all open Payables will be listed. Only Payables associated with a particular **Accounts Payable Payment Type** can be displayed by selecting the desired Payment Type on the **Pay With** menu. . For more information, see **Accounts Payable Payment Types and the Company Information Window - A/P Payment Tab**. Tag each Payable for which a Check needs to be printed by clicking the box in the Tag column of the Payable. The **Tag** button can also be used to automatically select all Payables with **Due Dates** on or before a certain date. Once the desired Payables have been tagged, press the **Print** button to open the **Check Run Window**.



Choose the Checking Account into which the payments will be recorded on the **Checking Account** menu. After doing so, the selected Payables will appear on the **Checks Grid**. Multiple Payables intended for the same payee will be included on a single Check. If this is the first set of Checks being recorded through Design Manager or checks have been lost or damaged, the **Next Check Number (No.)** will need to be set to the number of the first check upon which Design Manager will print. The **Check Date** will default to the current date but can be changed as desired. The Check Date will print on the Check(s) and determines the date upon which the Check(s) will appear in the Checkbook. The **Fiscal Month** determines into which Fiscal Period will the Disbursement transactions be recorded upon accepting the posted Checks.

Important: Make sure that the Next Check Number is correct! It should match the number on the check that will be first inserted through the printer.

If all of the information on the Check Run Window appears to be correct, press **OK** to print the Check(s). Once the Checks have been reviewed to insure that they have printed correctly, the user will need to **Accept or Reject** the Check run. If any of the Checks have printed incorrectly, press **Reject** and make the necessary changes. Upon clicking **Accept**, the Payables will be removed from the Open Payables Grid and the Checks will be entered into the Checkbook.

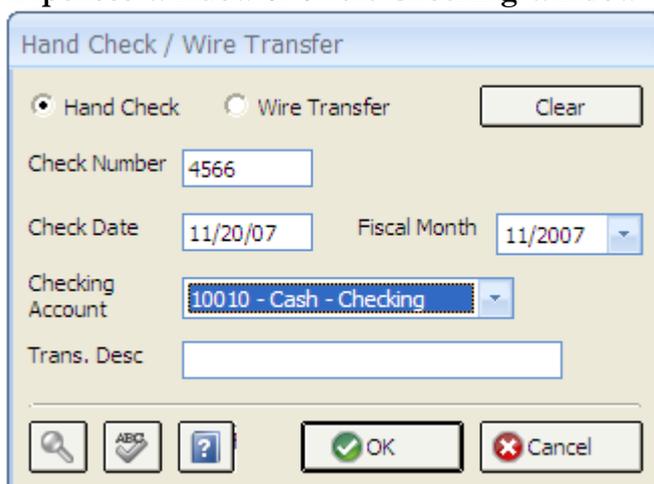
Note: Only upon clicking the **Accept** button are the Checks entered into the Checkbook of Design Manager! If the Checks are rejected and inadvertently sent to the payees, Design Manager will have no record of their existence!

For a full description of the features on the Checkbook Window, see **Checking Functions**.

Accounting: When Checks are posted, Design Manage will credit the Checking Account selected on the Check Run Window and a debit the Accounts Payable Account.

Hand Check / Wire Transfer Window

Checks that have been written by hand or paid via a Wire Transfer or Debit Card can be recorded in Design Manager using the **Hand Check / Wire Transfer Window**. This window can be accessed in two ways. First, when recording a Vendor Payable on the **Vendor Deposit, Invoice, or Operating Expenses Window** or on the **Checking Window - Pay / Print Tab**.



First, select whether a Hand Check or Wire Transfer/Debit Card payment is being recorded. Upon selecting the **Hand Check** option, the following fields will be displayed:

Check Number: Record the number of the Hand Check used to pay the Vendor.

Check Date: Input the date the Hand Check was written. The Check Date is the date upon which the Check will appear in the Checkbook.

When using the Hand Check option, both a Check Number and Check Date **must** be entered.

Upon selecting the **Wire Transfer** option, only the Transfer Date field is displayed as Design Manager will automatically create a unique Wire Transfer Number.

Transfer Date: Input the date the Debit Card payment or Wire Transfer was recorded by the banking institution. This is the date upon which the payment will appear in the Checkbook. A Transfer Date **must** be entered.

Now matter which option is selected, a Checking Account menu and Transaction Description field will be available.

Checking Account: The appropriate Checking Account from which the Hand Check or Transfer was paid **must** be selected.

Transaction Description (Trans. Desc.): A description of the Hand Check/Wire Transfer payment may optionally be entered for future reference.

Once all the information has been entered properly, click the **OK** button to record the payment into the Checkbook.

Using Credit Cards for Payments

There are two main topics for discussion when using credit cards for payments: **Paying a Vendor with a Credit Card** and **How to Pay the Credit Card Company**.

Paying a Vendor with a Credit Card

Important: Before using a Credit Card to pay bills and invoices, a Credit Card Liability Account must first be configured in **Account Glossary**. A Vendor for the credit card company must also be created if one does not already exist. For instructions on how to do this, see the **Account Window** for instructions on how to set up a Credit Card Account and the **Vendor Window** for how to create a Vendor for a credit card company.

To use the Credit Card Account to reflect payment on bill or invoice from a Vendor, enter the Payable by clicking the **Add** button on the **Vendor Deposits, Invoices, and Operating Expenses Window**. Doing so will display the **Vendor Deposit, Invoice, or Operating Expense Window** which is shown below for an **Operating Expense**.

| Acct. No. | Account Name | Amount | Proj. Code | Description |
|-----------|--------------|--------|------------|-------------|
| 62400 | Telephone | 120.00 | | |

Select the Credit Card used to pay the Vendor in the **Pay With** menu. The Pay With selection will always have an option entitled **"A Check"** for paying the Vendor with a Check, Wire Transfer, or Debit Card along with each Credit Card Liability Account and any other defined **Payment Types**.

Pay With: A Check
Invoice #: A Check
Trans. Desc.: Online Bill Pay, Pay with Visa Later, Visa Credit Card (20100)

Again, if no Credit Card Accounts appear one needs to be added to **Account Glossary** prior to entering the invoice or bill. **Note:** The Vendor will **not** be the Credit Card Vendor. The Vendor will be the institution or individual from which the purchase was actually made.

Once the information for the payable has been properly entered, click the **OK** button to close the Vendor Deposit, Invoice, or Operating Expense Window. To record the Payable in Design Manager, click the **Post** button on the Vendor Deposits, Invoices, and Operating Expenses Window. The charge to the Vendor will now appear on the **Checking Window – Credit Cards Tab**.

For a full description of recording bills from vendors, see **Entering Vendor Invoices**.

When the credit card is used, it is ideal if the receipt for the purchase is submitted to the accounting person. This step allows the accounting person to enter the charge into the computer. In the real world, however, many times the receipt is lost or the purchaser forgets to submit it to accounting. The first time the accounting person becomes aware of the purchase is when the credit card statement arrives. The purchase shows on the statement, but not in Design Manager. The accounting person must now go back after the fact and enter the purchase into Design Manager, dated as if the receipt had been properly submitted. This must be done for each charge that is on the statement but was never entered into Design Manager before the credit card statement can be reconciled.

In some cases the credit card will be used for general or minor purchases such as gas or meals. It is impractical to have every gas station or restaurant entered on your vendor list. In these cases it may not be important to know exactly which gas station was used or where the client was taken for lunch. You can simplify these situations by having a generic vendor called “Gas” or “Restaurants” to be used when the particular vendor is unimportant. These generic vendors will not have an address entered, just a code and the generic name.

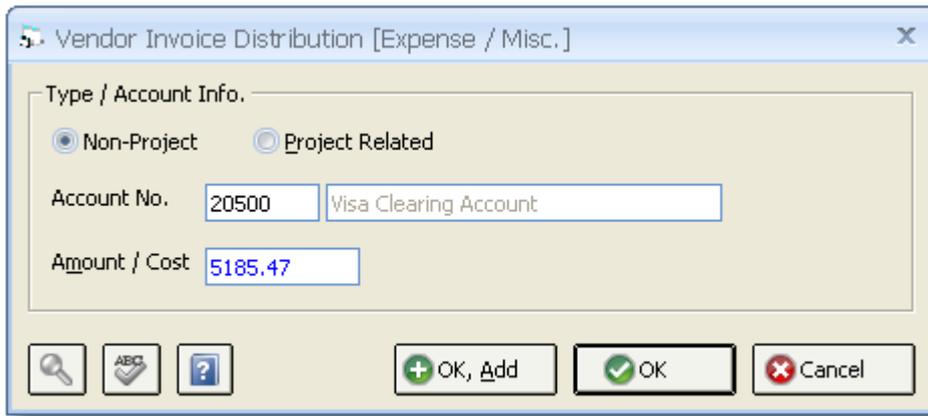
How To Pay the Credit Card Company

To pay the credit card company upon receiving the statement, select **A/P → Vendor Invoices (Deposits, Invoices, Expenses)**. On the **Vendor Deposits, Invoices, and Operating Expenses Window**, click the **Add** button. Doing so will display the **Vendor Deposit, Invoice, or Operating Expense Window**. Select **Expense / Bill / Misc.** in the **Type** menu which configure the window as displayed bellow.

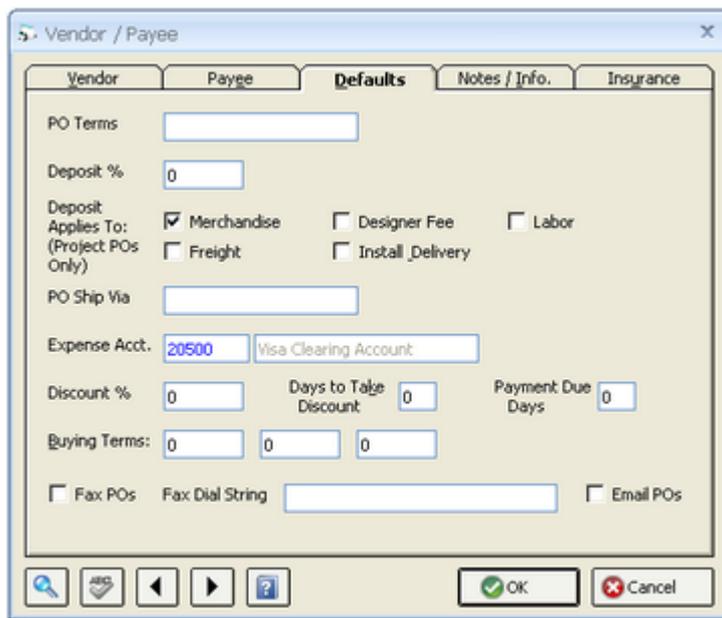
| Acct. No. | Account Name | Amount | Proj. Code | Description |
|-----------|-----------------------|----------|------------|-------------|
| 20500 | Visa Clearing Account | 5,185.47 | | |

Enter the Credit Card Vendor into the **Vendor** field. The Vendor **must** be the same as the Vendor assigned to the Credit Card Account on the **Account Window** for the payment to properly be recording on the **Checking Window - Credit Card Tab** and **Checking Window - Reconcile Credit Card Tab**. Input the **Invoice Number, Invoice** and **Due Dates**, and, optionally, a **Transaction Description**. If no Invoice Number is listed on the statement, use the statement month or other information as the Invoice Number. When paying the Credit Card Vendor, be sure to **always** select the “**A Check**” option on the **Pay With** menu.

Click the **Add** button to display the **Vendor Invoice Distribution Window**.



Enter the General Ledger Account Number of the Credit Card Liability Account into the **Account** field and the amount of statement that is currently being paid into the **Amount** field. It is convenient to set the Expense **Account** on the **Vendor Window - Defaults Tab** to the Credit Card Liability Account for the Credit Card Vendor to facilitate entry as shown below. Click the **OK** button to close the Vendor Invoice Distribution Window.



Click the **OK** button to save the entry and close the Vendor Deposit, Invoice, or Operating Expense Window. Then, click the **Post** button to record the Payable in Design Manager so a Check can be written when desired.

Checking Functions

The **Checking Window** is divided into five tabs: **Pay / Print**, **Checkbook**, **Reconcile Cash**, **Credit Cards**, and **Reconcile Credit Card**. The Checking Window contains all Checking and Credit Card Account information. This window is used to print checks on the printer or assign hand written check numbers or wire transfer and debit card payment information, review checking accounts, balance and reconcile checking accounts to the bank statement, and reconcile credit card statements.

To access the Checking Window, select **A/P → Checking (Print Checks, Checkbook, Credit Cards, Reconcile)**.

Checking Window - Pay / Print Tab

The first tab on the Checking Window is the **Pay / Print Tab**. Here checks can be printed for Vendor Payables that have not yet been paid or that have been partially paid. The Pay / Print Tab lists such Payables on the **Open Payables Grid**.

| Tag | Pay With | Hold | Vendor Code | Payee Name | Invoice Date | Invoice Number | Payment Due Date | Amount To Pay | Original Amount | Already Paid | Discount | PO Number | Transaction Number | Notes |
|-------------------------------------|----------|-------------------------------------|-------------|------------------|--------------|---------------------------|------------------|---------------|-----------------|--------------|----------|------------|--------------------|----------------------------------|
| <input checked="" type="checkbox"/> | | <input type="checkbox"/> | COUNT | Country Living | 04/20/09 | walk in purchase | 04/20/09 | 650.00 | 650.00 | 0.00 | 0.00 | - | 10000 | |
| <input type="checkbox"/> | | <input checked="" type="checkbox"/> | EPIC | Epic Furniture | 04/18/09 | ABC-45623 | 04/18/09 | 422.50 | 422.50 | 0.00 | 0.00 | - | 10065 | |
| <input checked="" type="checkbox"/> | | <input type="checkbox"/> | FEDEX | Federal Express | 04/06/09 | 5005-121554 | 04/16/09 | 7.75 | 7.75 | 0.00 | 0.00 | - | 10052 | |
| <input type="checkbox"/> | | <input checked="" type="checkbox"/> | GRAND | Grand Furniture | 05/03/09 | Deposit on PO# JHN02-0001 | 05/03/09 | 2,032.00 | 2,032.00 | 0.00 | 0.00 | JHN02-0001 | 10021 | |
| <input type="checkbox"/> | Check | <input type="checkbox"/> | OCEAN | Ocean Furniture | 04/20/09 | Deposit on PO# KAPLN-0001 | 04/20/09 | 92.52 | 92.52 | 0.00 | 0.00 | KAPLN-0001 | 10010 | Call to confirm Freight Charges. |
| <input type="checkbox"/> | | <input type="checkbox"/> | RUST | Carolina Rustica | 03/01/09 | JHN01-0001 | 03/21/09 | 395.00 | 395.00 | 0.00 | 0.00 | JHN01-0001 | 10005 | |
| <input type="checkbox"/> | | <input type="checkbox"/> | RUST | Carolina Rustica | 04/15/09 | 23687 | 05/06/09 | 89.20 | 89.20 | 0.00 | 0.00 | - | 10064 | |
| <input type="checkbox"/> | | <input type="checkbox"/> | STAPL | Staples | 04/05/09 | 9/5/06 - supplies | 05/05/09 | 74.56 | 74.56 | 0.00 | 0.00 | - | 10026 | |

To select a Payable for payment, tag the entry by clicking the **Tag** column for the Payable. To print the Check, click on the **Print** button in the lower right corner of the window. Doing so will open the **Check Run Window** where Checks can be printed. If the Hand Check / Wire Transfer button was used when recording the Payable, it will not appear on this tab. If the Check for the Payable will be written by hand, tag the Payable, click the **Hand Check / Wire** button below the Open Payables Grid, and enter the appropriate information on the **Hand Check / Wire Transfer Window**.

Selected Total: The Selected Total is the current total amount of all Payables tagged for payment.

Tag Button: Clicking this button will open the **Tag Invoices To Pay Window**. Here payables can be selected for Check printing by their **Payment Due Date**. All payables with a Payment Due Date on or before the date that entered on the Tag Invoices to Pay Window will be tagged for payment.

Open Payables Grid and the Pay With menu: The Open Payables Grid displays information for all Payables that have not yet been paid or that have been partially paid. Entries appear in Vendor Code order but can be sorted by any column by clicking the desired column heading. By default, all open Payables will be listed. Only Payables associated with a particular **Accounts Payable Payment Type** can be displayed by selecting the desired Payment Type on the **Pay With** menu. For more information, see **Accounts Payable Payment Types and the Company Information Window - A/P Payment Tab**. Tag a Payable to select it for payment. Once the desired Payables have been selected, click on the **Print** button in the lower right corner of the window to print the Check(s) from

the Check Run Window. Once a Payable has been paid in full, it will be removed from the Open Payables Grid. The columns on the grid are described below:

Tag: Check this column to select a Payable for payment. Once entries have been tagged, then Checks can be printed for them. Payables can also be automatically tagged by clicking on the Tag button as discussed above.

Pay With: The name of the Accounts Payable Payment Type associated with the payable.

Vendor Code: The Code of the Vendor for which the Payable was entered.

Payee Name: The Payee Name for the Vendor from the *Vendor / Payee Window – Payee Tab*.

Invoice Date: The date of the bill or invoice from the Vendor.

Invoice Number: The bill or invoice number will be listed in the Invoice Number column for Vendor Invoices on Project and Inventory Purchase Orders as well as Operating Expenses. For Payroll Entries, the Period will be displayed while the Purchase Order Number will be listed for Deposits on Project and Inventory Purchase Orders.

Payment Due Date: The date that the by which the entry must be paid in full to the Vendor. The Payment Due Date is used by the Tag Invoices To Pay Window by selecting all Payables with a Payment Due Date less than or equal to the date entered by the user.

Amount to Pay: The Amount to Pay is the amount of the payable to currently be paid to the Vendor. The Amount to Pay defaults to Original Amount of the Payable less the Already Paid amount, but can be changed by clicking the **Edit Amount** button as discussed below.

Original Amount: The amount of the Payable when it was first recorded into Design Manager prior to any subsequent payments.

Already Paid: The Already Paid column displays the total of past payments recorded for the Payable.

Discount: Any Vendor Discounts being applied to the Payable, if applicable.

Purchase Order Number (PO Number): The Purchase Order Number for Vendor Deposits and Invoices for Project and Inventory Purchase Orders will be listed in this column.

Transaction Number (TX#): This column shows the unique Transaction Number of the Payable.

The following buttons appear below the Open Payables Grid:

Go To . . . : If a particular Payable on the Open Payables Grid needs to be edited or voided, select the entry and click the Go To button. Doing so will display the **Vendor Deposits, Invoices, and Operating Expenses Window - Existing Tab** with the selected Payable highlighted on the **Existing Vendor Payables Grid**. The Payable can then be edited or voided as necessary.

Offset: If two or more Payables for the same Vendor whose sum totals to zero (i.e., positive and negative/credit Payables have been entered for the Vendor), the entries can be dropped from Open Payables Grid and Accounts Payable by tagging the entries and clicking the Offset button. Offsetting Payables is a useful feature when handling credits that have been received from the Vendor.

Edit Amount: Highlighting an entry on the Open Payables Grid and clicking this button will open the **Edit Amount To Pay Window**. Here the user can choose to pay a portion of a Payable and change the Discount Amount. Upon doing so, the Amount to Pay and Discount columns will update as necessary.

Credit Card: Clicking the Credit Card button allows the user to select a Credit Card Liability Account on the **Select Payment Account Window** with which to pay the tagged Payables on the Open Payables Grid.

Pay On-line: Clicking the Pay On-line button allows the user to select a Bank/Checking Asset Account on the **Select Payment Account Window** with which to pay the tagged Payables on the Open Payables Grid.

Hand Check/Wire Transfer (Hand Check/Wire): Tagging a Payable and clicking this button opens the **Hand Check / Wire Transfer Window**. If a hand written check, wire transfer payment,

or debit card payment were used in paying the Vendor, the Hand Check / Wire Transfer Window is used assign Check Numbers and other Checking Account information. The Hand Check / Wire Transfer Window is discussed in more detail below.

Checks: The Checks button opens the **Check Run Window** where all of the entries tagged for payment will be assigned Check Numbers and can then be physically printed. The Check Run Window is discussed in more detail below.

Check Run Window

The Check Run Window is accessed by clicking on the Print button on the **Checking Window – Pay / Print Tab**. Here Checks can be printed onto blank check forms with pre-assigned check numbers.

The screenshot shows the 'Check Run' window with the following details:

- Checking Account: 10010 - Cash - Checking
- Fiscal Month: 11/2007
- Check Date: 11/20/07
- Next Check No.: 45578

| Check No. | Vendor Code | Payee | Amount |
|-----------|-------------|------------------|----------|
| 45578 | COUNT | Country Living | 650.00 |
| 45579 | EPIC | Epic Furniture | 1,205.00 |
| 45580 | FEDEX | Federal Express | 7.75 |
| 45581 | RUST | Carolina Rustica | 585.00 |
| 45582 | STAPL | Staples | 74.56 |

Summary information at the bottom of the window:

- Checking Account Balance: \$ 49,372.80
- Check Run Total: \$ 2,522.31

Buttons at the bottom include: Journal and Print/Post.

In brief, to print Checks for the tagged Payables on the **Checking Window - Pay/ Print Tab**, first select a Cash Account from where the payment is going to be applied on the **Checking Account** menu. The **Check Date** will be filled in with the current date but can be changed. The **Next Check Number** will also be displayed as Design Manager automatically tracks the Check Numbers for each Cash Account. Again, the Check Number can be changed as necessary. One Check for each Vendor being paid will be displayed on the **Checks Grid**. If all of the information appears to be correct, then click the **Print** Button to display the **Print Checks Window**. If the Checks are being sent directly to the printer, be sure the **Printer** button is depressed. Checks that pay for more than 11 or 12 Payables will not print any information on the Check Stub. Use the **Check Stub Report** to print out a sheet or sheets to attach to this type of Check.

Checking Account: A Cash Account into which the Checks will be recorded must be selected in the Checking Account menu. All Accounts designated as Asset (Bank / Checking) in the **Account Glossary Window** will be listed in the Checking Account.

Fiscal Month: The Fiscal Month into which the Checks will be posted is displayed in the top right corner of the window. Depending on the settings on the **Company Information Window - Fiscal Month Tab**, the Fiscal Month will either default to the current Company Fiscal Month or to one month after the last Closed Fiscal Month. If the user has the **Allow Fiscal Month Changes** Password Attribute unlocked, the Fiscal Month can be changed as desired. If the company is not on a calendar year-end, the Fiscal Month will be different than the Check Date. Otherwise, take care when

changing the Fiscal Month from a period differing from the Check Date as the Checkbook balance for the Cash Account will then not match the balance for the Cash Account in the General Ledger.

Check Date: This is the date that will appear on the printed Check(s) and upon which the Checks will be displayed on the **Checking Window - Checkbook Tab** for the selected Cash Account.

Next Check Number (Next Check No.): The number in this field should be the number on the first Check that will be used when printing. The Next Check Number can be changed if a check form has been damaged or this is the first time that Checks have been printed through Design Manager.

Checks Grid: This grid will display the corresponding checks for all entries selected on the Checking Window - Pay / Print Tab. All Payables for the same Vendor will be included on a single Check. A single Check can, of course, cover many Payables for the same Vendor. The Checks Grid has the following columns:

Check Number (Check No.): The number that will be assigned to the Check in Design Manager. These should correspond **exactly** to the physical check forms inserted into the printer.

Vendor Code: The Code of the Vendor for which the Check is being sent.

Payee: The Vendor Payee Name as recorded on the *Vendor Window - Defaults Tab*. Remember that the Payee Name can differ from the Vendor Name under certain circumstances.

Amount: The total value of the Check.

Checking Account Balance: The current available funds in the Cash Account selected on the Checking Account menu.

Check Run Total: This amount is the sum of all of the Checks displayed on the Checks Grid and represents by how much the Checking Account Balance will be reduced upon printing and accepting the Checks.

Journal: Click the Journal button to print the **Disbursements Posting List Report**. **Note:** If the **Require Journals** option is selected on the **Company Advanced Options Window - General Tab**, the Journal **must** be sent to the printer prior to printing and accepting the Checks. All Posting Lists always default to be sent directly to the printer rather than being displayed in the Print Preview Window.

Print/Post: Upon clicking the Print/Post button, the **Print Checks Window** will be displayed from which the Checks can be sent to the printer or reviewed in the Print Preview Window. After printing the Checks, a message asking "**Would you like to Accept or Reject this Check Run?**" will be displayed. Clicking **Accept** will post the Checks and remove them from the Open Payables Grid of the Checking Window. Selecting **Reject** will take not post the Checks, leaving the Check Run Window open for review. **Note:** Unposted Checks will not be visible any where else in Design Manager! Only upon posting the Checks will accounting activity occur, Project information be updated, etc. If a Check was printed and sent to the Vendor **without** being accepted, Design Manager will have no record of the Check!

Edit Amount to Pay and Notes Window

This window is accessed by clicking on the **Edit** button on the **Checking Window – Pay / Print Tab**. Here the user can make partial payments on Payable and change discount amounts.

Highlight the Payable on the **Open Payables Grid** on the Checking Window – Pay / Print Tab, then click on the **Edit** button. Enter the amount of the Payable to currently be paid to the Vendor into the **Pay Amount** field. Change the discount amount, if desired, in the **Less Discount** field. Design Manager will calculate the **Check Amount** by subtracting the Less Discount from the Pay Amount. Click **OK**, and the new amounts should appear on the Open Payables Grid. The **Amount to Pay** column will display the new Pay Amount while the **Discount** column will reflect the Less Discount amount. The Edit Amount to Pay Window will only save any changes for the current session. If changes are made and the Check is not printed immediately, then the Pay Amount and Discount will have to be adjusted again.

If multiple **Accounts Payable Payment Types** have been defined on the **Company Information Window - A/P Payment Tab**, a different Payment Type can be selected to categorize the payable. Lastly, any **Vendor Payable Notes** can also be updated from this window as well.

Assigning Hand Check Numbers or Wire Transfers

If a hand written check, wire transfer, or debit card payment is being used as the payment method for the Vendor, first tag the Payable(s) that are being paid. All Payables that are tagged **must** be for the same payee. Next press the **Hand Check / Wire Transfer (Hand Check/Wire)** button on the **Checking Window - Pay / Print Tab**. This will open the **Hand Check Wire Transfer Window** where the user can select to pay with a Hand Check or Wire Transfer, designate the appropriate Checking Account, and input the appropriate payment information. For more information, see the **Hand Check / Wire Transfer Window**.

Select Payment Account Window.

This window is accessed by either clicking on the **Credit Card** or **Pay On-line** buttons on the **Checking Window – Pay / Print Tab**. Upon clicking the Credit Card button, the user can select a Credit Card Liability Account with which to pay the tagged entries on the **Open Payables Grid**. Likewise, clicking the Pay On-line button allows the user to select a Bank/Checking Asset Account to pay the tagged entries.

Fiscal Month: Select the desired Fiscal Month in which the tagged entries will appear as paid. **Note:** The Fiscal Month of the payment should **never** be earlier than the Fiscal Month of the payables themselves!

Pay With: The Pay With menu will display the available Credit Card or Bank/Checking Accounts to be used to pay the selected entries depending on if the user clicked the Credit Card or Pay On-line button, respectively.

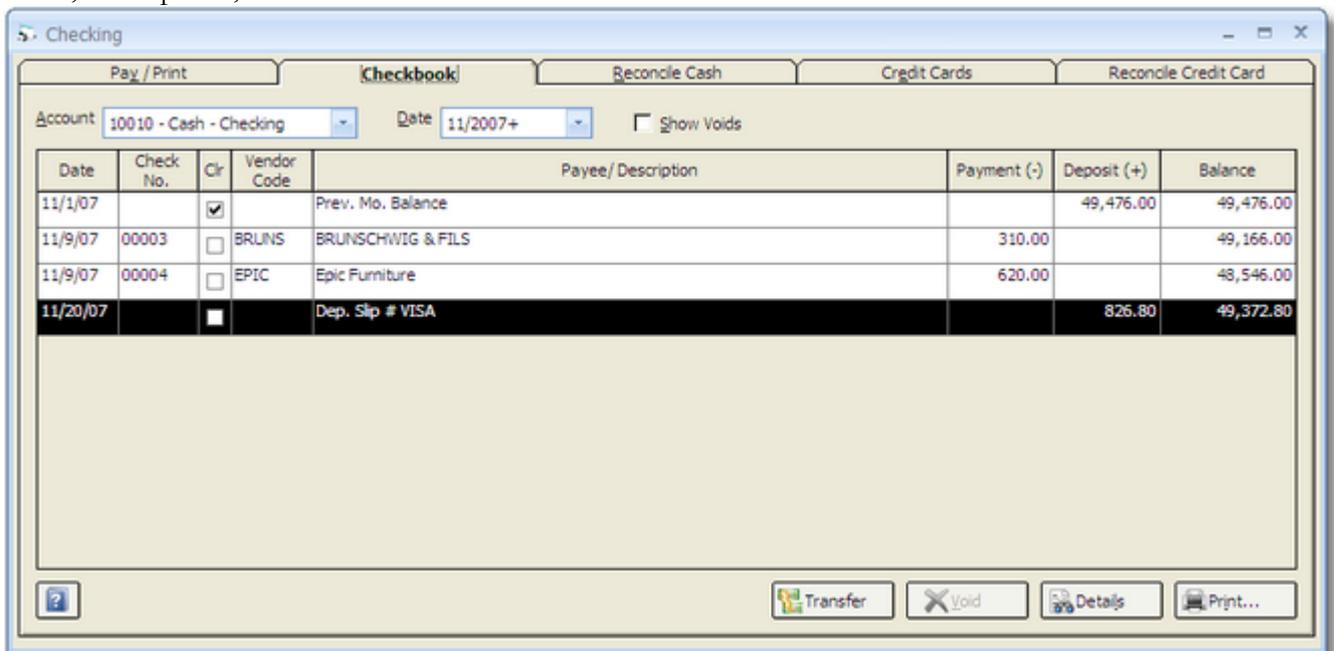
Payment Date and Use the Pay/Due Date of each Transaction: The Use the Pay/Due Date of each Transaction option determines the date that the selected entries will be indicated as paid. If the option is selected, Design Manager will use the date recorded in the **Due Date** of the Vendor Deposit, Invoice, or Operating Expense Window as the date the entry is indicated as paid. If the option is **not** selected, the Payment Date field becomes enabled allowing the user to input any date desired as the date the entries are paid. The option **will** be selected by default when using the Pay On-line button but **will not** be selected when using the Credit Card button.

Upon selecting the desired Account in the Pay With menu and clicking the OK button, the tagged Payables will be removed from the Open Payables Grid and Accounts Payable and will now be displayed as purchases on the **Checking Window - Checkbook Tab** or **Checking Window - Credit Cards Tab** for the Bank/Checking or Credit Card Account, respectively.

Accounting: Upon paying the tagged Payables with the Select Credit Card Account Window, Design Manager will debit Accounts Payable to remove the activity of the entries and credit the selected Credit Card Liability Account.

Checking Window - Checkbook Tab

The second tab on the Checking Window is the **Checkbook Tab** which shows, in chronological order, all Deposits, Checks and other entries that affect the selected Cash Account.



Account: The Account menu shows the Account Number and Name of the Cash Account for which information on the **Checkbook Grid** is being displayed. If more than one Cash Account have been entered in the **Account Glossary Window**, click on the down arrow to the right of the field to select a different Account.

Date: The Date menu allows you to select any month in which to view the Checkbook. Click on the down arrow to the right of the field to select a different month. The Checkbook Grid will always display the previous month's balance as the first entry and then list all activity in the selected month.

Show Voids: Select this option to show all Checks that have been voided or are missing. By default, voided Checks do not show. The Show Voids option will display voided Checks as well as any missing Checks. Missing Checks are defined by a gap in Check numbering (i.e., if Design Manager has Check Number 1700 and 1703 recorded, then 1701 and 1702 will be reported as missing).

Checkbook Grid: This grid has the following columns:

Date: This is the date of the check, bank deposit, cash transfer, or Journal Entry. The bank deposit can be made up of many different Cash Receipts entered on a given date or a given Deposit Slip. Click the **Details** button to view a list of receipts that make up a deposit.

Check Number (Check No.): This is the Number of the Check.

Clear: The Clear column indicates whether a Check, Deposit, Transfer, etc. has been cleared the bank.

Vendor Code: For Check entries, the Vendor Code will be displayed in this column.

Payee / Description: This column displays either the Payee Name for Checks, the Deposit Slip Number for Cash Receipts, or a description for other transactions affecting the Cash Account.

Payment: The Payment column shows the amount of the Check or other transactions that reduce cash.

Deposit: The Deposit column shows the amount of the Deposit or transactions that increase cash.

Balance: The running balance reflecting the net change to cash after each transaction.

The following buttons are located below the Checking grid.

Transfer: The Transfer button allows you to record the transfer of funds between Checking Accounts. Clicking this button displays the **Transfer Cash Window** where you can input the cash transfer information. See the **Transfer Cash Window** for more details.

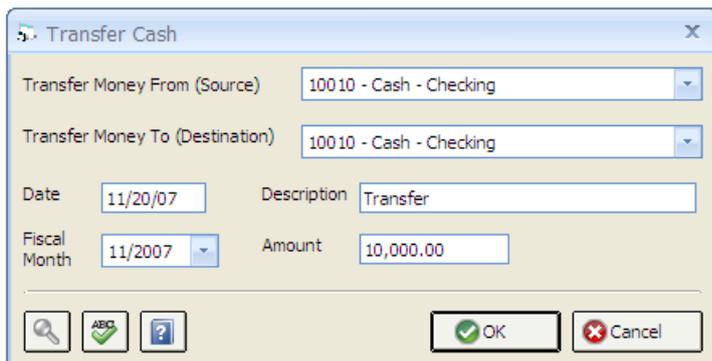
Void: To void a Check, select the Check on the Checkbook grid and click on the Void button. On the **Void Check Window**, select the Fiscal Month into which the Check will be voided. Voiding the Check will reverse it from Design Manager and place the original Payable(s) back on the **Open Payables Grid** of the Pay/Print Tab and back into Accounts Payable.

Details: To view more detailed information for a Checkbook entry, highlight the entry and click on this button. For Checks, the **Check Detail Window** will be displayed which shows a list of Payables for which the Check pays. For deposits, it will show a list of Cash Receipts that make up a deposit. For Journal Entries, including Service Charges and Cash Transfers, the affected Accounts and amounts will be displayed.

Print: Clicking on this button will print the **Check Register Report** which lists the entries displayed on the Checkbook Grid for the current month selected.

Transfer Cash Window

The Transfer Cash Window allows you to select a source Account from which you are removing the funds and a destination Account into which the funds are being moved.



The screenshot shows a dialog box titled "Transfer Cash" with the following fields and controls:

- Transfer Money From (Source):** A dropdown menu with "10010 - Cash - Checking" selected.
- Transfer Money To (Destination):** A dropdown menu with "10010 - Cash - Checking" selected.
- Date:** A text input field containing "11/20/07".
- Description:** A text input field containing "Transfer".
- Fiscal Month:** A dropdown menu with "11/2007" selected.
- Amount:** A text input field containing "10,000.00".
- Buttons:** At the bottom, there are icons for search, help, and a question mark, followed by "OK" and "Cancel" buttons.

Select the Account from which the funds will be transferred on the Source menu and select the Account into which the funds will be received on the Destination menu. Input the date of the transfer and the amount of cash being transferred. You can optionally record a brief description of the transaction which defaults to simply "Transfer". Click the OK Button to record the transfer. Doing so actually creates a Journal Entry to debit, or increase, the Destination Account balance and credit, or reduce, the Source Account balance.

Check Detail Window

The **Check Detail Window** lists all Payables for which selected Check or Wire Transfer on the **Checking Window - Checkbook Tab** pays.

| TX # | Type | Invoice No. | Invoice Date | Fiscal Month | Description | PO No. | Amount |
|-------|---------------|-------------|--------------|--------------|----------------------|--------|--------|
| 10011 | Op. Exp./Bill | 9256351 | 11/1/07 | 11/2007 | September phone bill | | 120.00 |

Check Fiscal Month: 11/2007

Detail...

The columns on the **Check Detail Grid** are as follows:

Transaction Number (TX #): This is the unique Transaction Number of the Vendor Payable.

Type: The nature of the Vendor Payable such as "Operating Expense/Bill", "Deposit on PO", etc.

Invoice Number (Invoice No.): The Invoice Number recorded on the Payable. Deposit transactions will display the Purchase Order Number in this column.

Invoice Date: The Invoice Date of the Vendor Payable.

Description: If an optional Transaction Description was recorded when entering the Payable it will be displayed in the Description column.

Purchase Order Number (PO No.): The Purchase Order Number associated with a Vendor Invoice or Vendor Deposit transaction.

Amount: The amount of the Payable paid by the particular Check.

Discount: Any Discount applied when the Check was posted will be listed here.

Check Fiscal Month: The Fiscal Month into which the Check was posted.

Detail: Click the Detail button to view the **Check / Vendor Invoice Detail Window** which lists the exact Accounts that the Payable selected on the Check Details Grid affected when it was recorded along with additional information depending on the Type of the Payable.

Check / Vendor Invoice Detail Window

The **Account Detail Grid** on the Check / Vendor Invoice Detail Window displays the **Account Number**, **Account Name**, and the **Credit** or **Debit** amount for the selected Payable on the **Check Detail Window**. For Vendor Invoices on Inventory and Project Purchase Orders, the particular Stock Items or Components purchased by the Vendor Invoice, respectively, will be displayed in the **Purchases Details Grid**.

Check / Vendor Invoice Detail [TX #10005]

| Account No. | Account Name | Debit | Credit |
|-------------|------------------|--------|--------|
| 16000 | Vendor Deposits | | 585.00 |
| 20000 | Accounts Payable | | 395.00 |
| 51900 | Furniture | 780.00 | |
| 59000 | Freight | 200.00 | |

Note: Amounts shown are for the entire invoice

| Ref. No. | Type | Description | PO Qty. | PO (Est.) Cost | Cost-To-Date | Qty. on Inv. | Cost on Inv. |
|----------|-------------|----------------------------------|---------|----------------|--------------|--------------|--------------|
| 0001/001 | Merchandise | El Sol King-sized wrought iron l | 1 | 780.00 | 780.00 | 1 | 780.00 |
| 0001/002 | Freight |Freight for component # C | 0 | 200.00 | 200.00 | 0 | 200.00 |

Deposit Slip Detail Window

The Deposit Slip Detail Window is separated into two grids: **Cash Receipts** and **Payment Distributions**. The Cash Receipts Grid displays each total Receipt that is included on the Deposit Slip. The Receipts are grouped together by Client Code and Check Number so that even if a single Receipt from the Client spans several Projects, Proposals, or Invoices, it will still be displayed as a single entry. In the same vein, the Payment Distribution Grid displays how the selected Receipt on the Client Receipts Grid was allocated as Payments on Invoices, Deposits, Retainers, etc.

Deposit Slip Detail [5/1/07, Dep. Slip # CHECK]

| Client's Check No. | Client Code | Client Name | Fiscal Month | Ref. # | Amount |
|--------------------|-------------|------------------------------------|--------------|--------|----------|
| 12371 | ROBER | Kenneth L Roberts | 05/2007 | 10000 | 3,088.15 |
| 67540 | BANK1 | First National Bank of Gardenville | 05/2007 | 10001 | 100.00 |

Payment Distribution (for highlighted receipt above)

| TX # | Type | Project Code | Project Name | Description | Amount |
|--------|---------|--------------|----------------|------------------|----------|
| 010000 | Deposit | ROBE1 | Main Residence | Dep.-Prop. #0001 | 3,088.15 |

Journal Entry Detail Window

The **Account Detail Grid** on the Journal Entry Detail Window displays the **Account Number**, **Account Name**, and the **Credit** or **Debit** amount for the selected Journal Entry on the **Checking Window - Checkbook Tab**.

| Account No. | Account Name | Debit | Credit |
|-------------|----------------------|-----------|------------|
| 10010 | Cash - Checking | 58,290.00 | |
| 10030 | Credit Card Deposits | 14,835.50 | |
| 17000 | Inventory | 13,090.00 | |
| 19100 | Equipment | 93,221.00 | |
| 31000 | Common Stock | | 30,000.00 |
| 32000 | Retained Earnings | | 149,436.50 |

Checking Window - Reconcile Cash Tab

It is important to keep your Checkbook records in agreement with those of the bank. Balancing your checkbook, or reconciling cash, is important because errors can sometimes be made by your bank or yourself upon recording cash transactions. For this reason, it is strongly recommended that you reconcile cash each month.

To reconcile cash you will need your most recent bank statement. Select **A/P → Checking (Print Checks, Checkbook, Credit Cards, Reconcile)** and then click on the **Reconcile Cash Tab**.

The screenshot shows the 'Checking' window with the 'Reconcile Cash' tab selected. The account is '10010 - Cash - Checking' and the 'Bank Statement Ending Date' is '8/31/09'. The 'Start ->' button is visible. The 'Checks' grid lists the following items:

| Clr | Check # | Date | Amount | Payee |
|-------------------------------------|---------|---------|----------|------------------|
| <input checked="" type="checkbox"/> | | 6/2/09 | 2,701.05 | Office Rent |
| <input type="checkbox"/> | 00005 | 6/1/09 | 752.41 | Visa Credit Card |
| <input type="checkbox"/> | 00274 | 6/10/09 | 709.59 | Grand Furniture |
| <input type="checkbox"/> | 00275 | 6/7/09 | 637.41 | Grand Furniture |
| <input type="checkbox"/> | 00276 | 6/15/09 | 166.64 | Federal Express |
| <input type="checkbox"/> | 00277 | 6/15/09 | 331.14 | Staples |
| <input type="checkbox"/> | 00279 | 6/30/09 | 709.59 | Wicker World |

The 'Deposits' grid shows the following item:

| Clr | Slip # | Date | Amount |
|-------------------------------------|--------|--------|----------|
| <input checked="" type="checkbox"/> | CHECK | 6/7/09 | 6,085.00 |

At the bottom, 'Total Cleared Checks' and 'Total Cleared Deposits' are both 0.00. There are also 'Service Charges' of 0.00. Buttons for 'Edit Srv. Chg. ->', 'Clear...', 'Bank File...', 'History...', and 'Reconcile...' are visible.

The first step is to identify the Checking Account you wish to reconcile. Select the desired Checking Account on the **Account** menu. Next, enter the date of the bank statement in the **Bank Statement Ending Date** field. The date will be shown on the statement itself. Click the **Start →** button and Design Manager will display the Check and Deposit information for this Account.

Clearing Checks:

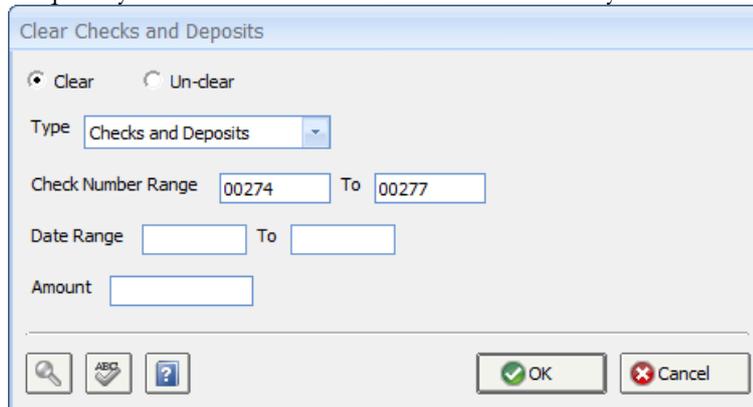
The **Checks Grid** contains all of the Checks that you have written that were dated on or before your statement date. Checks that have been reconciled in an earlier month will not be shown. The bank

will have indicated which Checks it has processed when you receive the bank statement. Find each of these Checks in the Checks Grid and click the **Clear (Clr)** column to indicate that the bank has reported that Check as cleared or processed.

Clearing Deposits:

The bank statement will similarly list the Deposits you have made. Find the Deposits on the **Deposits Grid** and mark as cleared each of the Deposits on the bank statement.

As individually clearing Checks and Deposits may be tedious when numerous entries are involved, it may be found useful to use the **Clear Checks and Deposits Window** by clicking the **Clear...** button to quickly mark entries cleared based on a variety of criteria.



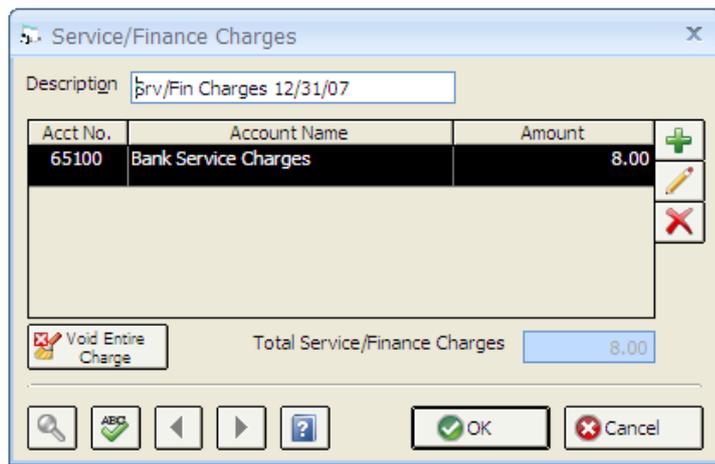
First choose to **Clear** or **Unclear** entries by selecting the appropriate option in the top, left corner of the window. Next, choose to set **Checks**, **Deposits**, or **Checks and Deposits** as cleared or unclear in the **Type** menu. **Checks and Deposits** is the default selection. Optional **Check Number** and **Date Ranges** can be used to refine the number of entries to cleared or unclear to those possessing a particular Check Number or Check\Receipt Date, respectively. For example, using the Check Number Range may be convenient to mark a single Check as cleared while the Date Range can be used to mark all entries within the statement period as cleared. Finally, an **Amount** can also be entered which would clear or unclear entries with a Check or Receipt total equal to the Amount.

Once you have made the necessary selections, click **OK** to clear or unclear the desired entries.

If the majority of your Checks and Deposits clear in a banking period, you can use the **Clear All** button mark all entries on both the Checks and Deposits Grids as cleared. Then simply unclear the entries NOT on your bank statement. This process may be faster then clearing each Check and Deposit manually!

Service Charges:

You may also have received service charges from the bank. They will also be listed on the bank statement. To enter these charges you should click the **Edit Service Charges (Edit SrvChg)** → button to the left of the **Service Charges** field. The **Service/Finance Charges Window** will appear.



Click the **Add** button to the right of the **Service Charges Grid** to display the **Service/Finance Charges Distribution Window** on which you may enter the dollar amount of the service charge as well as the General Ledger Expense Account to which it should be recorded. As you enter these charges the total amount will be updated in the **Total Service/Finance Charges** field. When you have entered all of the charges, this number should agree with the dollar amount of service charges on your bank statement. Click **OK** on the Service/Finance Charges Window and you should see the service charge amount appear in the **Service Charges** field on the Reconcile Cash Tab. The check entry on the Checks Grid for the service charge will also be marked as cleared. You may edit a service charge by clicking the **Edit Service Charges (Edit SrvChg)** → button again. To remove an entire service charge, click the **Void Entire Charge** button located under the grid that lists the account numbers.

Your bank statement may include a total for the checks and service charges and a total for the deposits and interest that it is reporting. If so, you can check your work by comparing the total for the Checks in the **Total Cleared Checks** field. The number of cleared Checks will precede the Total Cleared Checks field. You should also compare the total for the deposits to the **Total Cleared Deposits** field. Again, the number of cleared Deposits will precede the Total Cleared Deposits field. If the totals in Design Manager do not match the totals shown on the bank statement, then one of the following problems may have occurred:

You may have neglected to click the Clear column for one of the Checks or Deposits shown on the statement. In the same vein, it is also possible that you accidentally cleared a Check or Deposit that was NOT listed on your statement. If so, you can remove the check mark from the Clear column by clicking it again.

You have a Check or a Deposit with an amount that differs from the amount that the bank is reporting. Look at each Check and Deposit that you have cleared and make sure that its amount matches that shown on the bank statement. If you find a difference, you can correct it in Design Manager if the transaction has been entered erroneously or else you will need to contact your banking institution if they are in error.

You failed to enter a Check or Deposit at all.

You entered the wrong Bank Statement Ending Date.

When your Total Cleared Deposits, Total Cleared Checks, and Service Charges all agree with your bank statement, you are ready for the final step. Click the **Reconcile** button in the lower right corner of the Reconcile Cash Tab. The **Reconcile Cash Window** will appear.

| | |
|--------------------------------------|-----------|
| Bank Statement Balance as of 9/30/07 | 41777.08 |
| Add Deposits in Transit | 9,730.92 |
| Subtract Outstanding Checks | -2,032.00 |
| Calculated Book Balance | 49,476.00 |
| Computer Balance as of 9/30/07 | 49,476.00 |

Enter the ending balance from your bank statement into the **Bank Statement Balance as of <Ending Date>** field. The ending balance should be taken from the statement itself. After entering the number, press the Tab key to indicate that you are finished typing. Design Manager will then deduce the **Calculated Book Balance** by adding any outstanding deposits and subtracting outstanding checks to indicate the amount that should be in your Checking Account according to the bank. The Calculated Book Balance will be compared to the current balance of the Checking Account in Design Manager in the **Computer Balance** field. Any difference will be shown in the **Difference** field at the bottom of the window.

If everything is in agreement, it is recommended to click the **Print** button to print a copy of the reconciliation for your records. Then you can click the **OK** button at the bottom of the window to indicate that the reconciliation is complete and correct.

If the difference is not zero, you will need to re-examine your work, so press **Cancel** to exit the Reconcile Cash Window. If all of the common reconciliation issues above have been examined, be sure that you are entering the proper ending balance from your statement!

Checkbook Reconciliation History Window

Clicking the **History** button on the **Checking Window - Reconciliation Tab** will display the **Checkbook Reconciliation History Window**. This window will show each Reconciliation with the ending **Bank Statement Date**, **Statement Ending Balance**, date and time the reconciliation was completed in the **Completed On** column, and the Design Manager user that performed the reconciliation in the **Completed By User** column.

| Bank Statement Date | Statement Ending Balance | Completed On |
|---------------------|--------------------------|---------------------|
| 10/31/07 | 43,346.25 | 11/20/07 3:49:23 PM |
| 9/30/07 | 41,777.08 | 11/20/07 3:48:33 PM |

Note: Only Reconciliations done under Design Manager Pro7 will be shown. Reconciliations done in previous versions of Design Manager cannot be displayed.

Any Reconciliation can be reprinted by highlighting it on the **Checkbook Reconciliation History Grid** and clicking the **Reprint** button. The last completed Reconciliation on the grid can be deleted. Deleting a Reconciliation should only be done if a mistake has been subsequently detected after the Reconciliation was completed. When a Reconciliation is deleted, it will have to be performed again in its entirety.

On-Line Banking File Window

Design Manager's Checkbook and Credit Card Reconciliation can accept an on-line banking file to help you to clear checks, deposits, and charges as well as spot missing items. An on-line file must be of the format .QIF and will need to be downloaded from your institution's website for the same range of dates as the statement that you are reconciling. Store the downloaded file in a place on your computer that you can easily find it.

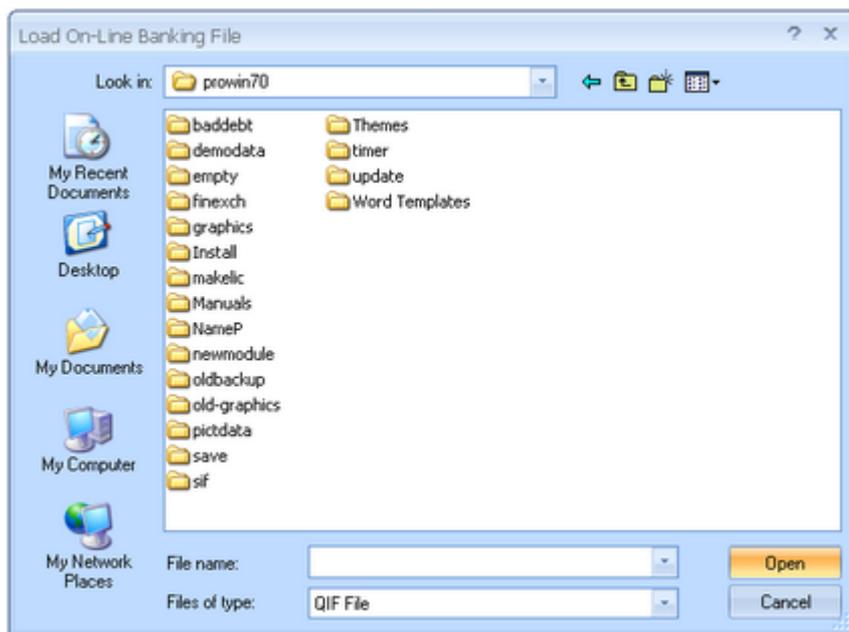
Note: *On-line banking files are only used for matching and checking to see if all transactions are accounted for in Design Manager. These files hold no more information than the check number and the amount (usually not even the payee or vendor is included in the file) therefore they cannot be used to create transactions in Design Manager. On-line banking files that may be used to create entries with programs such as Quicken or Microsoft Money because these are not order tracking systems and they do not require detailed information about the transactions. Since there is no PO information, item cost information, descriptions of goods, or expense account information in the file, importing the file (just to get the amount, maybe the vendor in some rare cases) would not be adequate. This small amount of information is fine for Quicken where the goal is just to keep track of the checks written and amounts, but the goal of Design Manager is detailed order tracking along with client billing of the purchased goods.*

To load a banking file, you must begin either checking (cash) reconciliation or a credit card reconciliation. Choose the account and then enter the statement ending date on the Cash Reconciliation Tab or the Credit Card Reconciliation Tab of the Checking Window. Click the Bank File button below the transaction grids.

| Clr | Check # | Date | Amount | Payee |
|-------------------------------------|---------|---------|--------|---------------------------------|
| <input checked="" type="checkbox"/> | 00001 | 4/30/07 | 103.00 | Federal Express Corporation |
| <input type="checkbox"/> | 00002 | 4/30/07 | 870.00 | John C. Knox Manufacturing, Inc |
| <input type="checkbox"/> | 00003 | 4/30/07 | 884.00 | Old Mill Fabrics |
| <input type="checkbox"/> | WT00001 | 12/5/07 | 120.00 | AT&T |

| Clr | Slip # | Date | Amount |
|-------------------------------------|--------|----------|-----------|
| <input checked="" type="checkbox"/> | | 3/31/07 | 58,290.00 |
| <input type="checkbox"/> | CHECK | 5/1/07 | 3,188.15 |
| <input type="checkbox"/> | CHECK | 11/29/07 | 100.00 |
| <input type="checkbox"/> | CHECK | 11/30/07 | 50.00 |
| <input type="checkbox"/> | CHECK | 12/3/07 | 50.00 |

If this the first time that you have loaded a file for this statement, then the Load On-Line Banking File Window will immediately appear.



Use this window to browse to the location of the .QIF file that you downloaded from your banking or credit card institution’s website. Highlight the file and click OK. Design Manager will immediately search the transactions and try to match them up with the transactions from the file. Design Manager will place a check mark in the Match Found column when it detects a match with a transaction from your statement. Transactions that cannot be matched will show in red and will not include a check mark. Any transactions that have a match should be verified by the user by checking them against the printed statement. Once verified, place a check mark in the Match Cleared column, this will clear the transaction on your reconciliation as well.

| Transaction Date | Check No. | Payment | Deposit | Match Found | Match Cleared | Transaction Description/Info. |
|------------------|-----------|---------|----------|-------------------------------------|-------------------------------------|--|
| 4/30/07 | | | 103.00 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | BANKCARD BTOT DEP 071129430173719000068 |
| 4/30/07 | | | 103.00 | <input type="checkbox"/> | <input type="checkbox"/> | BANKCARD BTOT DEP 071129430173719000068 |
| 4/30/07 | 00001 | 103.00 | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | CHECK |
| 4/30/07 | 00001 | 103.00 | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | CHECK |
| 4/30/07 | 00002 | 870.00 | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | CHECK |
| 4/30/07 | 00003 | 884.00 | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | CHECK |
| 5/1/07 | | | 3,188.15 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | BANKCARD BTOT DEP 071129430173719000068 |
| 11/29/07 | | | 100.00 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | BANKCARD BTOT DEP 071129430173719000068 |

Cleared Payments
 Cleared Deposits

Transactions that cannot be matched (that appear in red) either need to be matched up manually or do not exist in Design Manager. An example of transactions that may need to be match up manually may be a deposit that shows as multiple transactions in Design Manager but one transaction on the bank statement or vice a versa. Verify that these total correctly and mark them by placing a check mark in the Match Cleared column. You also need to clear these transactions manually on your reconciliation. Transactions that are missing will need to be entered into Design Manager. To do so you may close the On-line Banking File Window and the even the Checking Window and make your entries. When you come back your reconciliation and bank file will still be just as you left it (so long as you enter the same statement ending date). The Re-match button can be used to force Design Manager to reevaluate all of the transactions by searching for matches again. This is useful if you needed to enter many missing transactions and do not want to mark them all manually. The Re-load button can be

used to clear out all of the information and load an entirely new file. This button is useful if you realize that you banking file was download for the incorrect dates or you just want to start over.

Checking Window - Credit Cards Tab

The fourth tab on the Checking Window is the **Credit Cards Tab** which shows, in chronological order, all purchases, payments to the credit card Vendor, and other transaction that affect the selected Credit Card Account.

| Date | Check No. | Clr | Vendor Code | Payee/Description | PO No. | Invoice No. | Payment (-) | Charge (+) | Balance |
|---------|-----------|-------------------------------------|-------------|----------------------|--------|-------------------|-------------|------------|----------|
| 4/1/09 | | <input checked="" type="checkbox"/> | | Other G/L Entry (T) | | | | 1,000.00 | 1,000.00 |
| 4/5/09 | | <input type="checkbox"/> | UPS | United Parcel Serv | | shipping | | 27.50 | 1,027.50 |
| 4/21/09 | | <input type="checkbox"/> | REST | Restaurants - any r | | dinner at triumph | | 104.52 | 1,132.02 |
| 4/24/09 | | <input type="checkbox"/> | VISA | Fin. Chg. - Visa Cre | | 09/06 finance ch | | 7.21 | 1,139.23 |

Account: The Account menu shows the Account Number and Name of the Credit Card Account for which information on the **Credit Card Grid** is being displayed. If more than one Credit Card Account have been entered in the **Account Glossary Window**, click on the down arrow to the right of the field to select a different Account.

Date: The Date menu allows you to select any month in which to view the Credit Card activity. Click on the down arrow to the right of the field to select a different month. The Credit Card Grid will always display the previous month's balance as the first entry and then list all activity in the selected month.

Show Uncleared Only: By default, all transactions for the Credit Card Account for the selected month will be displayed on the Credit Card Grid. Select this option to show only transactions for that have not been cleared via the Credit Card Reconciliation which will be discussed in detail under the **Checking Window - Reconcile Credit Card Tab**.

Credit Card Grid: This grid has the following columns:

Date: This is the date that the Payable was paid by the Credit Card or a Check was written to the credit card company.

Check Number (Check No.): The Number of the Check written to the credit card company.

Clear (Clr): The Clear column indicates whether the purchase or Check has been cleared through a Reconciliation for the Credit Card Account.

Vendor Code: The Vendor Code column will either display the Code for the Vendor from which merchandise or services was purchased or the Code for the Credit Card Vendor itself.

Payee / Description: This column displays the Payee Name of the Vendor.

Payment: This column contains the amount of the payment made to the credit card company.

Charge: The Charge column displays the amount of the purchase recorded on the Credit Card Account.

Balance: A running balance of the Charges less the Payments.

Print: Clicking on this button will print the **Credit Card Register Report** which lists the entries displayed on the Credit Card Grid for the current Credit Card Account and month selected.

Go To . . . : If a particular Payable on the **Credit Card Grid** needs to be edited or voided, select the entry and click the Go To button. Doing so will display the **Vendor Deposits, Invoices, and Operating Expenses Window - Existing Tab** with the selected Payable highlighted on the Existing Vendor Payables Grid. The Payable can then be edited or voided as necessary.

Checking Window - Reconcile Credit Card Tab

It is important to keep records for Credit Card Accounts in agreement with those of the credit card company. Reconciling Credit Cards is important because errors can sometimes be made by the credit card company or Design Manager users upon recording credit card transactions and to be alerted for possible fraudulent transactions. For this reason, it is recommend to reconcile the Credit Card Accounts with each monthly statement that is received.

To reconcile Credit Card Accounts, the most recent credit card statement will be required. Select **A/P → Checking (Print Checks, Checkbook, Credit Cards, Reconcile)** and then click on the **Reconcile Credit Card Tab**.

| Clr | Date | Vendor | Vendor Name | Invoice No. | PO No. | Description | Amount |
|-------------------------------------|---------|--------|--------------------------------|---------------------------|--------|----------------------|----------|
| <input checked="" type="checkbox"/> | 4/1/09 | | | Other G/L Entry (8001) | | Initial VISA balance | 1,000.00 |
| <input type="checkbox"/> | 4/5/09 | UPS | United Parcel Service | shipping | | | 27.50 |
| <input type="checkbox"/> | 4/21/09 | REST | Restaurants - any meal expense | dinner at triumph brewery | | | 104.52 |
| <input type="checkbox"/> | 4/24/09 | VISA | Visa Credit Card | 09/06 finance charge | | | 7.21 |
| <input type="checkbox"/> | 5/30/09 | VERIZ | Verizon | PHONE BILL | | Monthly Phone Bill | 120.00 |
| <input type="checkbox"/> | 6/1/09 | VISA | Visa Credit Card | PAYMENT CK # 00005 | | | -752.41 |
| <input type="checkbox"/> | 8/12/09 | FEDEX | Federal Express | 5005-121554 | | | 0.00 |

Summary: Finance Charge: 0.00, Total Cleared Payments: 0.00, Total Cleared Charges: 1,000.00

The first step is to identify the Account that you wish to reconcile. Select the desired Credit Card Account on the **Account** menu. Next, enter the ending date of the credit card statement in the **Statement Ending Date** field. This date will be shown on the statement itself. Click the **Start →** button and Design Manager will display the charges and payment information for the Credit Card Account.

Clearing Charges and Payments

The **Credit Card Transactions Grid** contains all of the charges and payments that you have made that were dated on or before your statement date and were not listed previously Cleared. The credit card statement will list each transaction that was processed. Find each of these transactions in the grid and click the **Clear (Clr)** column to indicate that it is present on the statement. If there are charges that are not on the list and should be, close the Checking Window and enter the missing charges through the **Vendor Invoices, Deposits, and Operating Expenses Window**.

Finance Charges and Cash Refunds

If you do not pay your credit card balance off completely each month then the credit card company will add a finance charge to your statement. To enter these charges you should click the **Edit Finance Charge (Edit Fin. Chg)** → Button to the left of the **Finance Charge** field. The **Service/Finance Charges Window** will appear.

| Acct No. | Account Name | Amount |
|----------|--------------|--------|
| 61150 | Bank Charges | 8.00 |

Total Service/Finance Charges: 8.00

Click the **Add** button to the right of the **Service Charges Grid** to display the **Service/Finance Charges Distribution Window** on which you may enter the **Amount** of the service charge as well as the **General Ledger Expense Account** to which it should be recorded. As you enter these charges the total amount will be updated in the **Total Service/Finance Charges** field. The Service/Finance Distribution Window can also be used to enter cash refunds from the credit card company if they return a percentage of cash for each purchase. To enter cash refunds, add an entry to the Services Charges Grid but enter the **Amount** as a **negative** number. Cash refunds are usually charged to a Revenue Account or Other Income Account. When you have entered all of the charges, this number should agree with the dollar amount of service charges less any cash refund on your statement. Click **OK** on the Service/Finances Charges Window and you should see the finance charge amount appear in the **Finance Charges** field on the Reconcile Credit Card Tab. The transaction for the finance charge will also be marked as cleared.

Your credit statement may include totals for the payments, charges, and finance charges that it is reporting. If so, you can check your work by comparing the **Total Cleared Payments**, **Total Cleared Charges**, and **Finance Charge** totals beneath the Credit Card Transactions Grid to the totals on the statement. If the totals in Design Manager do not match the totals shown on the statement, then one of the following problems may have occurred:

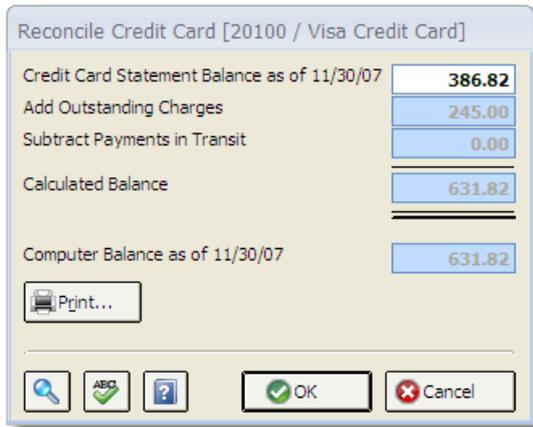
You may have neglected to click the Clear column for one of the charges or payments shown on the statement. In the same vein, it is also possible that you accidentally cleared a charge that was NOT listed on your statement. If so you can remove the check mark from the Clear column by clicking it again.

You have a Charge, Payment, or Finance Charge with an amount that differs from the amount that the statement is reporting. Look at each transaction that you have cleared and make sure that its amount matches that shown on the statement. If you find a difference, you can correct it in Design Manager if you entered the transaction erroneously or else you will need to contact your credit card institution if they are in error.

You failed to enter a Charge or Payment at all.

You entered the wrong Statement Ending Date.

When the totals all agree with the statement, click the **Reconcile** Button in the lower right corner of the Reconcile Credit Card Tab. The **Reconcile Credit Card Window** will appear.



Enter the ending balance from your statement into the **Statement Balance as of <Ending Date>** field. The ending balance should be taken from the statement itself. After entering the amount press the Tab key to indicate that you are finished typing. Design Manager will then deduce the **Calculated Balance** by adding any **Outstanding Charges** and subtracting **Outstanding Payments in Transit** to indicate the amount that should be in the Credit Card Account according to the statement. The Calculated Balance will be compared to the current balance in Design Manager as displayed in the **Computer Balance** field. Any difference will be shown in the **Difference** field at the bottom of the window.

If everything is in agreement, it is recommended to click the **Print** button to print a copy of the reconciliation for your records. Then you can click the **OK** button at the bottom of the window to indicate that the reconciliation is complete and correct.

If the difference is not zero, you will need to re-examine your work, so press **Cancel** to exit the Reconcile Cash Window and re-analyze your work.

Credit Card Reconciliation History Window

Clicking the **History** button on the **Checking Window – Reconcile Credit Card Tab** will display the **Credit Card Reconciliation History Window**. This window will show each Reconciliation with the ending **Bank Statement Date**, **Statement Ending Balance**, date and time the reconciliation was completed in the **Completed On** column, and the Design Manager user that performed the reconciliation in the **Completed By User** column.



Note: Only Reconciliations done under Design Manager Pro 7.0 will be shown. Reconciliations done in previous versions of Design Manager cannot be displayed.

Any Reconciliation can be reprinted by highlighting it on the **Credit Card Reconciliation History Grid** and clicking the **Reprint** button. The last completed Reconciliation on the grid can be deleted. Deleting a Reconciliation should only be done if a mistake has been subsequently detected after the Reconciliation was completed. When a Reconciliation is deleted, it will have to be performed again in its entirety.

Delivery Tickets

Design Manager allows users to generate and track Delivery Tickets which are documents used to coordinate the shipping of merchandise between various locales. Three quantities for each Item are tracked by Design Manager in regards to delivery: the Item **Quantity**, the **Delivered Quantity**, and the **Shipped Quantity**. The Item Quantity is manually entered by the user on the **Item Window - Item Tab**. The Delivered Quantity is total quantity for the Item that has been included on Delivery Tickets and is set on the **New Delivery Ticket Window** and represents how much of the Item Quantity has previously been delivered. The Shipped Quantity represents the amount of the Delivery Quantity that actually reached the destination and is recorded either on the New Delivery Ticket Window during the creation of a Delivery Ticket or on the **Edit Delivery Ticket** after the shipping has occurred. For example, an Item may consist of 8 chairs for a dining room table. For the current delivery, only 4 chairs have arrived from the Vendor, so the Delivery Ticket will display an Item or Ordered Quantity of 8 and Delivered Quantity of 4. Now, say the delivery company had an unfortunate accident and damaged one of the chairs. The user would then edit the Delivery Ticket and set the Shipped Quantity to 3 as only 3 of the 4 chairs for delivery actually were shipped. The current status of delivery and shipping can be reviewed for an Item on the **Item Window - Status Tab**.

In brief, to create a Delivery Ticket, select **Project → Delivery Tickets** which will open the **Delivery Tickets Window**. Enter or select the proper Project Code into the **Project** field. Next, click the **Add** button to display the **New Delivery Ticket Window**. The New Delivery Ticket Window contains a grid showing all of the active Items, **including** Complete, that have been entered for this Project. The Items will be displayed in Location Code order but you can click most column headings on the **Delivery Ticket Items Grid** to sort the Items in the manner of your choice. Items that have been set as Inactive or Complete, either manually on the **Specifications Window or Item Window - Status Tab** or automatically by the Item Status, will **not** be displayed. For a description of the Delivery Tickets and New Delivery Ticket Window, see the **Delivery Tickets Window** and the **New Delivery Ticket Window** below.

Note: Most windows are sizable and can be made bigger by grabbing an edge with the mouse and dragging the window.

You will need to “tag” or select the Items that you wish to appear on the Delivery Ticket. You can tag Items three ways. You may simply click the box in the **Tag** column next to the Item you want to include on the Delivery Ticket or, if the Item is already highlighted, hit the Space Bar on your keyboard to tag the Item. You may also press the **Tag** button to open the **Tag Items for a Delivery Ticket Window** and choose one of the tagging options. Select the option of your choice and press **OK** to return to the New Delivery Ticket Window. The Items you selected should now appear tagged with a check mark in the Tag column.

Before you print your Proposal, you may want to add Remarks to the Delivery Ticket. You can do this on the **Remarks Tab**.

If all of the information appears to be correct, then you are ready to print your Delivery Ticket. Make sure that the Printer Button Bar menu is set to the proper printer on which you wish to print the Delivery Ticket. For more information on printing options, see the **Printer Button Bar**. Press the **OK** button to print the Delivery Ticket.

After the Delivery Ticket is sent to the printer or the **Print Preview Window** has been closed, an **Accept or Reject** message will appear. Do not make a selection until you have reviewed the Proposal. If all of the information appears to be correct, then click on the **Accept** button. This

means that the Delivery Ticket will be entered into Design Manager. If you need to make corrections, press **Reject**.

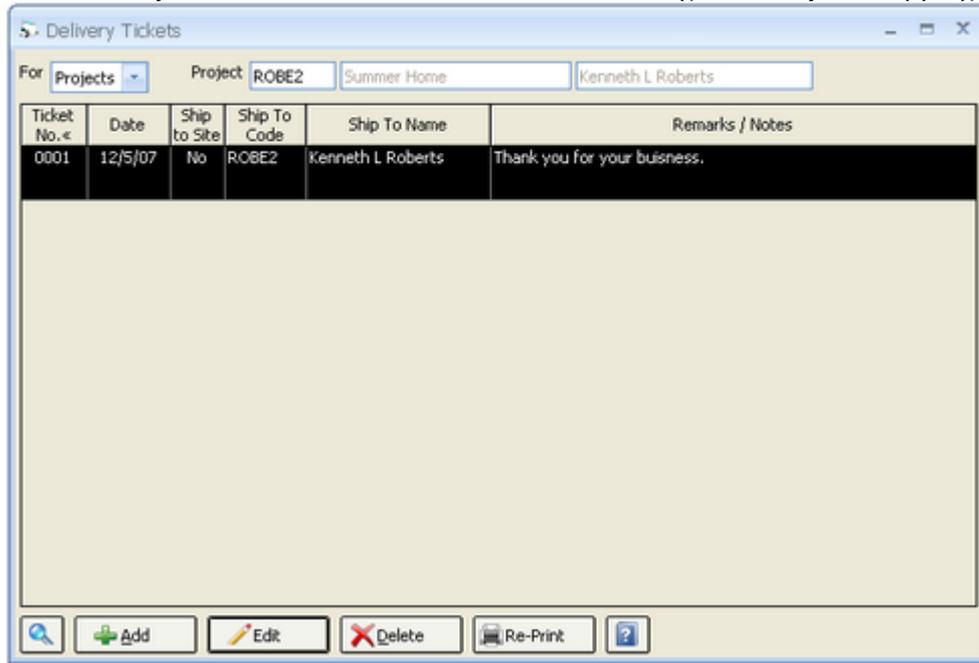
Note: When rejecting a Delivery, be careful to write “Reject” on the printed copy or throw it away, so that you do not accidentally send it to the shipping department or service. If you send a rejected copy of the Delivery Ticket, Design Manager will have no record of it.

In order to make changes to an existing Delivery Ticket, highlight the Delivery Ticket on the Delivery Tickets Window and press the **Edit** button. This will open the **Edit Delivery Ticket Window** where you can make any changes and print the Delivery Ticket again.

You can permanently remove a Delivery Ticket by highlighting the Delivery Ticket on the Delivery Tickets Window and clicking the **Delete** button.

Delivery Tickets Window

The Delivery Tickets Window is the interface to manage Delivery or Shipping Tickets for Projects.



Entering or selecting a Project Code into the **Project** field displays all Delivery Tickets for the Project on the **Delivery Tickets Grid**.

The Delivery Tickets Grid has the following columns:

Delivery Ticket Number (Ticket No.): The unique reference number of the Delivery Ticket within the selected Project.

Date: The Date of the Delivery Ticket.

Ship to Site: Whether or not the Items on the Delivery Ticket will be shipped to the Project Site Address.

Ship To Code: If the Delivery Ticket is not set to Ship to Site, the Code of the selected Ship To address will be shown in this column.

Ship To Name: If the Delivery Ticket is not set to Ship to Site, the Name of the selected Ship To address will be shown in this column.

Remarks / Notes: Any Remarks added to the Delivery Ticket.

Add and Edit: The Add and Edit buttons will display the **New Delivery Ticket** or **Edit Delivery Ticket Windows** to create a new Delivery Ticket or revise the selected Delivery Ticket on the Delivery Tickets Grid, respectively. More information on is available under the **New Delivery Ticket Window** and **Editing a Delivery Ticket** below.

Delete: Upon selecting a Delivery Ticket and clicking the Delete button, a message asking "**Are you sure you want to delete this Delivery Ticket?**" will be displayed. Clicking the **Yes** button will permanently delete the Delivery Ticket from Design Manager. Clicking the **No** button will leave the Delivery Ticket unaffected. **Note:** If a Delivery Ticket is deleted, no record of the document will be available in Design Manager regardless if the shipping department or company actually possesses a copy of the Delivery Ticket.

Re-Print: The Re-Print button will display the **Re-Print Delivery Ticket Window** whereupon the selected Delivery Ticket can be reviewed in the **Print Preview Window**, printed directly to a printer, or emailed. The Re-Print Delivery Ticket Window will be discussed in full under **Re-printing or E-mailing a Delivery Ticket** later in this chapter.

New Delivery Ticket Window

The first tab on the New Delivery Ticket Window is the Delivery Ticket Tab and is where Delivery Tickets for Projects are generated. This tab shows all of the active Items in the Project, **including** Complete, that are available to be placed on a Delivery Ticket. Once you have "tagged" or selected the Items you wish to schedule for delivery, you can print a copy of the Delivery Ticket. If the information on the Delivery Ticket appears to be correct, you can "Accept" the Delivery Ticket which will process the document into Design Manager.

The screenshot shows the 'New Delivery Ticket' window for 'JHN01 / Johnson Residence - PA'. The window has two tabs: 'Delivery Ticket' and 'Remarks'. The 'Delivery Ticket' tab is active, showing a form with the following fields: Date (8/31/09), Pictures (checked), Use Site Address (checked), Ship To (empty), and Set Shipped Qty. (unchecked). Below the form is a table with the following data:

| Tag | Previous Ticket | Show Comps. | Location » | Group | Ref. No. | Description | Qty. | Qty. Delivered | Qty. Shipped | Delivery Qty. (New Ticket) |
|-------------------------------------|-----------------|-------------------------------------|-------------------------|-------|----------|---|------|----------------|--------------|----------------------------|
| <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | | | 0008 | Reimbursable shipping charges | 0 | 0 | 0 | 0 |
| <input type="checkbox"/> | | <input checked="" type="checkbox"/> | MBATH / Master Bathroom | | 0006 | Acrylic roll-top tub with claw feet manufactured by | 1 | 0 | 0 | 1 |
| <input type="checkbox"/> | | <input checked="" type="checkbox"/> | MBATH / Master Bathroom | | 0007 | Leg-tub faucet with Hand shower manufactured by | 1 | 0 | 0 | 1 |
| <input type="checkbox"/> | | <input checked="" type="checkbox"/> | MBATH / Master Bathroom | | 0009 | Bronze cabinet knob | 6 | 0 | 0 | 6 |
| <input type="checkbox"/> | | <input checked="" type="checkbox"/> | MSTBD / Master Bedroom | | 0001 | El Sol King-sized wrought iron headboard and | 1 | 0 | 0 | 1 |

At the bottom of the window, there is a printer selection dropdown set to '\\DM-DOMAIN1\hp LaserJet 1320 PCL 6', an 'Automatically Select' dropdown, and 'OK' and 'Cancel' buttons.

If the Items are to be delivered to the Project Site Address, leave the **Use Site Address** option selected. If they are to be sent to another location, unselect the Use Site Address option and input or use the **Search** button to locate the desired **Ship To** Code. If the Use Site Address option is not selected, a Ship To Code **must** be entered.

Select the **Pictures** option to display the optional image from the **Item Window - Picture Tab** for each Item included on the Delivery Ticket. Note that displaying the Item pictures generally increases the length of the Delivery Ticket.

Set Shipped Quantity (Qty.): Selecting this option will automatically set the Shipped Quantity for each Item included on the Delivery Ticket to the Delivery Quantity (New Ticket) value upon accepting the Delivery Ticket. The Shipped Quantity and Delivery Quantity are discussed in greater detail below.

Delivery Ticket Grid: This grid lists and displays information for each Item that can be included on a Delivery Ticket for a Project. Click on the Tag check box to select an Item for inclusion on the Delivery Ticket. The Delivery Ticket Grid is sorted by Location code, followed by the Item reference number within a given Location. Like many grids in Design Manager, you can change the sorting of the Delivery Ticket Grid by clicking the heading of the column by which you would like to sort. Some columns, however, are unavailable for sorting. Items that have been included on a prior Delivery Ticket **or** have an Item Quantity of zero will appear at the bottom of the Delivery Ticket Grid.

Tag: Click on this check box to "tag" an Item to include it on the Delivery Ticket. To untag an Item, simply click on the check box a second time to remove the check mark. You do not have to include all Items on a Delivery Ticket. A Project can have many Delivery Tickets and an Item may have been included on multiple Delivery Tickets.

Previous Ticket: If an Item has already been included on a Delivery Ticket, then the Number and Date of the last Delivery Ticket upon which the Item appeared on will be displayed. You may include an already delivered Item on a new Delivery Ticket. Items previously proposed will appear at the bottom of the Delivery Ticket Grid.

Location: This column contains the Location Code and Name of the Item.

Group: If the **Item Groups** option on the **Company Advanced Options Window - General Tab** is selected, the Item Group will be displayed.

Reference Number (Ref. No.): This column contains the Design Manager Reference Number assigned to each Item and is useful for finding the Item on the Specifications Window.

Description: This column contains the first few words of the Item's Description.

Quantity (Qty.): The Quantity of Item as entered on the Item Window - Item Tab.

Quantity Delivered (Qty. Delivered): The sum of the Delivery Quantity for each Delivery Ticket upon which the Item was included. The Quantity Delivered represents the total amount of the Item that has been scheduled for delivery.

Quantity Shipped (Qty. Shipped): The Quantity Shipped represents the amount of the Quantity Delivered for the Item that has been successfully shipped to the destination.

Delivery Quantity (New Ticket): The Quantity of Item that is scheduled for delivery during the current Delivery Ticket.

The quantities above are very important to the delivery and shipping process and warrant further explanation. The Quantity is total amount of the Item and is entered by the user on the Item Window - Item Tab. When first creating a Delivery Ticket for an Item, the Delivery Quantity, which is amount of the Item to be currently delivered, is defaulted to the Item Quantity. If, for example, 2 out of 4 total chairs for the Item are now being delivered, click the **Edit** button to display the **Edit Delivery / Shipped Quantities Window** to reduce the Delivery Quantity from 4 to 2. Upon printing and accepting the Delivery Ticket, the Quantity Delivered for the Item would now be 2. The Quantity Shipped for the Item gets recorded in one of two ways. First, by selecting the **Set Shipped Quantity** option when creating a new Delivery Ticket, the Shipped Quantity will automatically be set to the Delivery Quantity upon accepting the Delivery Ticket. Continuing our example, if the Set Shipped Quantity was selected, the Shipped Quantity would be set to 2 upon creating the Delivery Ticket. This method is useful if you are already aware that all the Items scheduled for delivery will arrive successfully to their destination. The other manner in which the Shipped Quantity can get recorded is by editing an existing Delivery Ticket on the *Delivery Tickets Window*, selecting the desired Item on the Delivery Ticket Grid on the **Edit Delivery Ticket Window**, and clicking the Edit button to display the Edit Delivery / Shipped Quantities Window where the Shipped Quantity can be manually input. The second method is desirable if a delivery/shipping manager will receive the Delivery Ticket back from the delivery department or company indicating which Items were actually successfully shipped. The delivery/shipping manager then records the information manually. Regardless of the method used to record the Shipped Quantity, once an Item has been fully shipped to the destination the Shipped Quantity, Delivered Quantity, and Item Quantity should all be equal!

Remarks: Any Remarks, notes, or instructions can be included on the Delivery Ticket by entering the necessary information on the **Remarks Tab**.

Tag: Click on this button to open the Tag Items for a Delivery Ticket Window. This window contains several options for Item "tagging" or selecting groups of Items to be included on a Delivery Ticket. You may also tag individual Items by clicking on each Item's Tag check box on the Delivery Ticket Grid. See the **Tag Items for a Delivery Ticket Window** for more information.

Edit: Click the Edit button to change the Delivery Quantity (New Ticket) value on the Edit Delivery / Shipped Quantities Window as described above. The Delivery Quantity will need to be adjusted if the amount of the Item currently being delivered is **not** the total Item Quantity.

Printing Delivery Tickets:

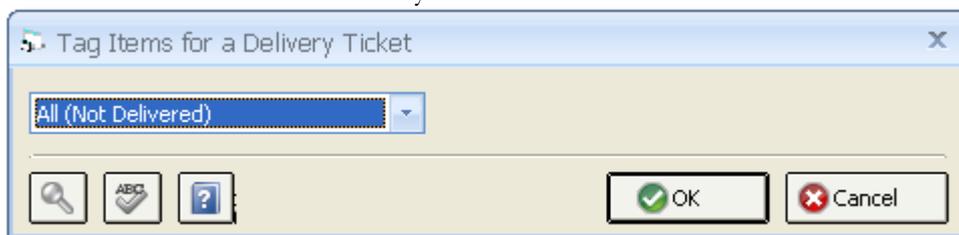
After tagging the desired Items, click on the **OK** button to print the Delivery Ticket. Make sure that you have the Printer selection on the Printer Button Bar set to the desired printer. For more information on printing options, see **Printer Button Bar**. Whether printing the Delivery Ticket to the monitor or directly to the printer, you will need to either accept or reject the Proposal after printing and reviewing it.

Accepting and Rejecting Delivery Tickets:

After printing a Delivery Ticket, Design Manager will ask **"Would you like to accept or reject this Delivery Ticket?"**. Be sure to thoroughly review the Delivery Ticket before clicking the **Accept** button. If you find any errors on the Delivery Ticket, click the **Reject** button and correct those errors. You can then generate and print the Delivery Ticket again.

Tag Items for Delivery Ticket Window

Clicking on the **Tag** button on the **New** or **Edit Delivery Ticket Windows** will open the **Tag Items for a Delivery Ticket Window**. This window contains options for "tagging" or selecting Items to be included on a Delivery Ticket.



Tag All (Not Delivered): Selecting this option will tag only those Items that have not yet appeared on a Delivery Ticket.

Tag All (Including Delivered): Selecting this option will tag all of the Items in a Project, including Items that have already appeared on a Delivery Ticket.

Tag Location: Selecting this option will tag all Items within a desired Location within a Project that have not yet been included on a Delivery Ticket. Type a Location Code into the field. To search for a Location, click on the **Search** button in the lower left corner of this window.

Tag Group: Selecting this option will tag all Items within a desired Group within a Project that have not yet been included on a Delivery Ticket. Type the Group code into the field or use the Search button to find the desired Group. This option will only be available if **Item Groups** option on the **Company Advanced Options - General Tab** has been selected.

Tag Item: To tag a specific Item or a continuous range of Items within a Project, enter the desired Item Reference Number(s) into the starting and ending Reference Number fields. This feature is

especially useful if you are trying to tag one Item out of many in a Project. To search for an Item, click on the Search button in the lower left corner of this window.

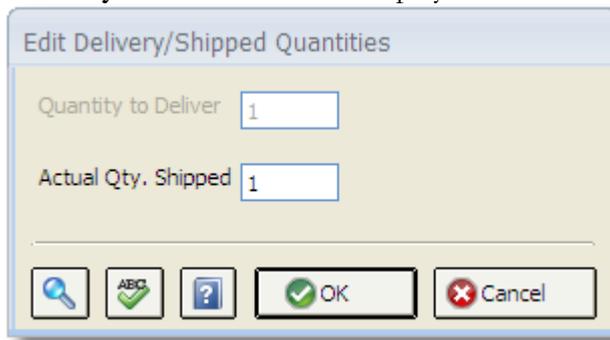
Untag All: This option will untag or deselect all Items on the New/Edit Delivery Ticket Window.

Editing a Delivery Ticket and Updating Shipped Quantities

An existing Delivery Ticket can be modified if Items need to be removed or added to the Delivery Ticket prior to delivery. You can revise an existing Delivery Ticket by selecting the desired Delivery Ticket on the **Delivery Tickets Window** and clicking the **Edit** button. This will display the **Edit Delivery Ticket Window** which is very similar to the **New Delivery Ticket Window**, except that it displays the Items on the Delivery Ticket as already "tagged". This is so Items can be removed or new Items can be added to the Delivery Ticket while maintaining the same Delivery Ticket Number. Any changes you have made through the **Specifications Window** to Items currently on the Delivery Ticket will be reflected on the Edit Delivery Ticket Window. To save the changes to the Delivery Ticket, simply click the **OK** button to print and accept the edited Delivery Ticket.

Updating Shipped Quantities:

Another use of the Edit Delivery Ticket Window is to manually update the Shipped Quantities for Items on a Delivery Ticket. Recording the Shipped Quantities in this manner is useful when the delivery personnel returns with the signed Delivery Ticket indicating the total Shipped Quantity of each Item on the Delivery Ticket. The shipping/delivery manager then edits the Delivery Ticket, selects the first Item on the Delivery Ticket, and clicks the **Edit** button. Doing so displays the **Edit Delivery / Shipped Quantities Window** where the Shipped Quantity can manually be recorded. This process is repeated for each Item on the Delivery Ticket. Double-clicking the Item on the **Delivery Tickets Grid** also displays the Edit Delivery / Shipped Quantities Window.



The screenshot shows a window titled "Edit Delivery/Shipped Quantities". It contains two input fields: "Quantity to Deliver" with the value "1" and "Actual Qty. Shipped" with the value "1". At the bottom, there are five buttons: a search icon, a checkmark icon, a question mark icon, an "OK" button with a green checkmark, and a "Cancel" button with a red X.

Edit Delivery / Shipped Quantities Window

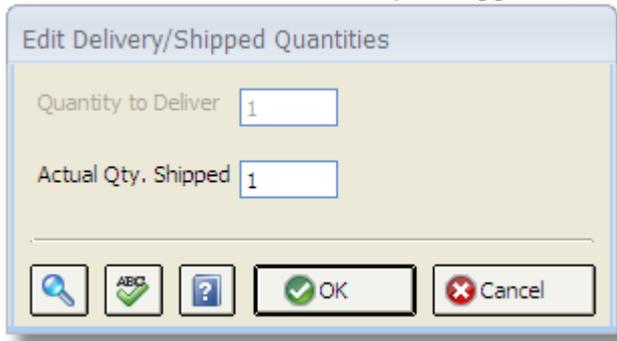
The **Edit Delivery / Shipped Quantities Window** is used for two purposes. When adding a Delivery Ticket through the **New Delivery Ticket Window**, the user can select the desired Item and click the **Edit** button to get to the Edit Delivery / Shipped Quantities Window in order to adjust the **Delivery Quantity (New Ticket)** value as displayed below.



The screenshot shows the same window titled "Edit Delivery/Shipped Quantities". The "Quantity to Deliver" input field now contains the value "0". The "Actual Qty. Shipped" field is not visible in this view. The buttons at the bottom are the same as in the previous screenshot.

The Delivery Quantity needs to be adjusted if the amount of the Item currently being scheduled for delivery differs from the total Item Quantity.

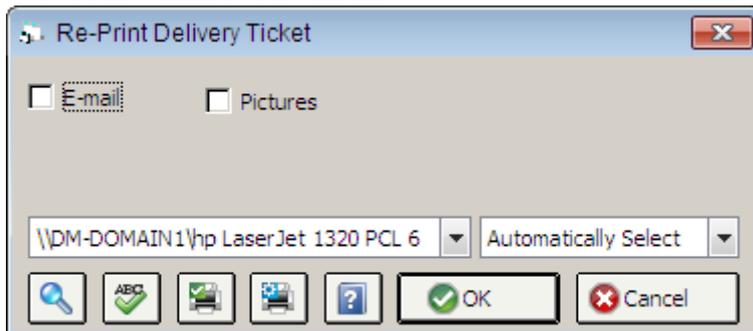
Secondly, if the user needs to update the **Shipped Quantity** of Items on an existing Delivery Ticket, the Delivery Ticket would be edited through the **Delivery Tickets Window**. On the **Edit Delivery Ticket Window**, the user would select the Item, click the Edit button, to adjust the Shipped Quantity of the Item on the Edit Delivery / Shipped Quantities Window as shown below.



A delivery/shipping manager would need to update the Shipped Quantity of the Items in this manner if the delivery personnel returns with the signed Delivery Ticket indicating the actual Shipped Quantity of each Item. The Shipped Quantity represents the amount of the Delivery Quantity that was successfully shipped to the desired location.

Re-printing or E-mailing a Delivery Ticket

To re-print an existing Delivery Ticket, go the **Delivery Tickets Window**, select the desired Delivery Ticket for the Project, and click the **Re-Print** button. Doing so will open the **Re-Print Delivery Ticket Window** shown below.

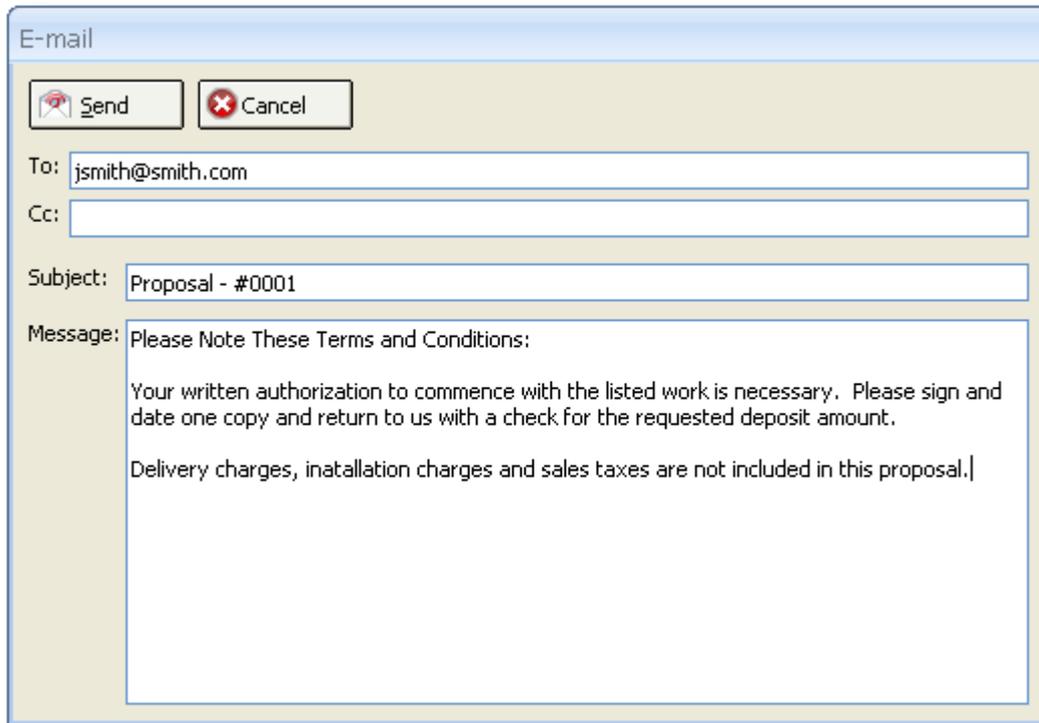


Simply click the **OK** button to re-print the Delivery Ticket. E-mailing a Delivery Ticket is described below.

Pictures: Select the Pictures option to display the optional image from the **Item Window - Picture Tab** for each Item included on the Delivery Ticket.

E-mail: The E-mail option will allow you to create a e-mail message with the Delivery Ticket attached in a .pdf format. If the **Use MAPI instead of Outlook for E-mail** is NOT selected on the **User Settings Window**, an Outlook E-mail Message will be displayed with the Delivery Ticket as an attachment upon clicking **OK**. Outlook will then manage the delivery of the E-mail.

If **Use MAPI instead of Outlook for E-mail** option is selected on the User Settings Window, a generic **E-mail Window** will be displayed where you can input the subject and message. The E-mail Window is shown below.



Clicking the **Send** button will create an e-mail in your default E-mail software for transmission. In order for Design Manager to send an e-mail, your e-mail software must be MAPI-compliant. Some e-mail software must be running to receive e-mail from other programs such as Design Manager.

General Ledger

The **General Ledger** in Design Manager is used primarily to record Journal Entries in order to manually adjust Account balances. The General Ledger is also used to access the **Company Information Window** where Passwords, default Accounts, Budgets, Fiscal Month settings, and other sensitive information is recorded. A full compliment of fiscal analysis tools are available through the **General Ledger Reports, Account Balances Window,** and the **Transaction Search Window.**

Design Manager Accounting:

Design Manager utilizes **Accrual Accounting** pertaining to Accounts Receivable, Accounts Payable, Client Deposits, Vendor Deposits, and Work in Process / Inventory.

Design Manager Accounting is based on 12 **Fiscal Months**, or Fiscal Periods, which comprise a **Fiscal Year**. Design Manager does not require the Fiscal Year to coincide with the calendar year. The current Fiscal Month of the company is initially set on the **Company Information Window - Fiscal Month Tab**. Accounting transactions are posted to a Fiscal Month which can be independent of the date associated with the transaction. Normally all postings are made to the current Fiscal Month. With the **Allow Fiscal Month Changes** Password Attribute, a user can post transactions into previous or future Fiscal Months. Accounting reports and Financial Statements can all be printed retroactively by entering a previous Fiscal Month.

Most Accounting transactions, such as Cash Receipts, in Design Manager may be either voided or credited. Many types of accounting transactions may also be revised after they have been posted. Design Manager maintains an audit trail of these revisions. Such revisions are normally displayed so only the adjusted, or net, transaction is displayed. On some Accounting reports, however, there is an option to **Show Revisions** which will the display the original transaction along with each revision. The user and the date the entry was physically entered into Design Manager, known as the **Keyed Date**, are recorded for all Accounting transactions and revisions in order easily to identify which employee made or revised a transaction and at what point in time did the action occur.

Month-end and year-end closings:

Month-end and year-end closing are automatic and take place without the need for user assistance. When a transaction is posted to a prior Fiscal Month or Fiscal Year, Design Manager will open the Fiscal Period, post the transaction, then close the Fiscal Period again. If a prior Fiscal Year is affected, the Retained Earnings for the current Fiscal Year will be updated, if necessary. Fiscal Months can, however, be closed for Accounts Receivable, Accounts Payable, or the entire General Ledger using the **Last Closed Fiscal Month** settings. For more information, see Fiscal Month Setting and the Company Information Window - Fiscal Month Tab.

T-Accounts

The following are the T-Accounts for the most common postings in Design Manager. The Accounts are shown for normal processing. Void and credit functions generally reverse the transactions shown by simply reversing the Debit and Credit sides of the transaction.

| Cash | | Accounts Receivable | | Vendor Deposits | |
|---------|-------|---------------------|---------|-----------------|-------|
| ① 1,000 | 300 ③ | ⑤ 1,240 | | ② 300 | 300 ④ |
| ⑦ 1,240 | 318 ⑥ | | 1,240 ⑦ | | |

| WIP Inventory | | Accounts Payable | | Sales Tax | |
|---------------|-------|------------------|-------|-----------|-------|
| ④ 630 | 630 ⑤ | ③ 300 | 300 ② | | 200 ⑤ |
| | | ⑥ 330 | 330 ④ | | |

| Client Deposit | | Revenue / Sales | | Freight Sales | |
|----------------|---------|-----------------|---------|---------------|------|
| ⑤ 1,000 | 1,000 ① | | 2,000 ⑤ | | 40 ⑤ |

| Vendor Discount | | COGS (Purchases) | | Freight Cost | |
|-----------------|------|------------------|--|--------------|--|
| | 12 ⑥ | ⑤ 600 | | ⑤ 30 | |

Receive a Deposit of \$1,000 from the Client.

Post a Deposit of \$300 to the Vendor.

Write the Check for the Vendor Deposit in #2 to be mailed with the Purchase Order.

Enter the final Invoice from the Vendor for \$630 (\$600 + \$30 Freight)

Invoice the Client. In addition to posting the Client Invoice, this transaction transfers of costs from Work in Process to Cost of Goods Sold.

Pay the Vendor for the final Invoice in #4 less a Discount of \$12 for timely payment.

Collect the final Payment on the Invoice from the Client.

Accounts

Account Glossary Window

The **Account Glossary Window** provides a complete list of Accounts in Design Manager including the Account **Number**, **Name**, **Type** of the **Account**, **Department**, and the **Closed Fiscal Month**.

The Account Glossary Window is accessed by selecting **G/L → Accounts**.

| Account Number » | Account Name | Account Type | Department Code | Closed as of |
|------------------|-------------------------------|-------------------------|-----------------|--------------|
| 10010 | Cash - Checking | Asset (Bank/Checking) | | Open |
| 10020 | Money Market Account | Asset (Bank/Checking) | | Open |
| 15000 | Accounts Receivable | Asset | | Open |
| 16000 | Vendor Deposits | Asset | | Open |
| 17000 | Inventory | Asset | | Open |
| 17100 | Work In Process | Asset | | Open |
| 19100 | Equipment | Asset | | Open |
| 19110 | Accum. Depreciation - Equipmt | Asset | | Open |
| 20000 | Accounts Payable | Liability | | Open |
| 20100 | Visa Credit Card | Liability (Credit Card) | | Open |
| 21000 | Sales Tax Collected | Liability | | Open |
| 21050 | Sales Tax Collected - Florida | Liability | | Open |
| 22100 | Federal Income Tax Withheld | Liability | | Open |
| 22200 | FICA Tax Withheld | Liability | | Open |
| 22300 | Medicare Tax Withheld | Liability | | Open |
| 22400 | State Income Tax Withheld | Liability | | Open |
| 22500 | Local Income Tax Withheld | Liability | | Open |
| 23000 | Client Deposits | Liability | | Open |

Buttons: Add, Edit, Delete, Balances..., ? (Help), Close

Accounts may be added, edited, or deleted by clicking on the appropriate buttons at the bottom of the window. Clicking on the **Add** or **Edit** buttons will open the **Account Window** described below.

To delete an Account, highlight the Account and click on the **Delete** button. Doing so will result in one of two actions:

A message stating **"Are you sure that you want to permanently delete the current record?"** will be displayed. Clicking the **Yes** button will permanently delete the Account from Design Manager. Clicking the **No** button will leave the Account unaffected.

A message stating **"This Account either has activity or has been used somewhere in Design Manager. The Account activity must be transferred to another Account."** By clicking the **OK** Button, the **Transfer to Account Window** will be displayed. The Transfer to Account Window is described below.

Clicking the **Balances** Button will display the **Account Balances Window**.

Transfer to Account Window

The **Transfer to Account Window** accepts a valid Account Number into which you will be moving all of the fiscal activity from the Account you are deleting. Once the transactions have been moved into the new Account, the selected Account will be permanently removed from Design Manager.

Transfer to Account

Transfer Account 41300 to

Buttons: Search, ABC, ? (Help), OK, Cancel

Account Balances Window

The **Account Balances Window** shows the ending balance of the selected Account for all Fiscal Months of both the current and prior Fiscal Years. Only balances through the current Fiscal Month of the current Fiscal Year will be displayed.

| Fiscal Month | Current Year (2007) | | Prior Year (2006) | |
|--------------|---------------------|--------|-------------------|-----------|
| | Debit | Credit | Debit | Credit |
| Opening | 49,476.00 | | | |
| Month 1 | | | 50,000.00 | |
| Month 2 | | | | |
| Month 3 | | | | |
| Month 4 | | | | |
| Month 5 | | | | |
| Month 6 | | | 984.17 | |
| Month 7 | | | 1,700.00 | |
| Month 8 | | | 359.60 | |
| Month 9 | | | 8,361.73 | |
| Month 10 | | | | 11,929.50 |
| Month 11 | | 103.20 | | |
| Month 12 | | | | |
| Closing | 49,372.80 | | 49,476.00 | |

Account Window

Clicking on the **Add** or **Edit** buttons on the **Account Glossary Window** or **Account Search Window** will open the **Account Window**. Accounts are used to categorize monies recorded into your company's General Ledger. The Account Window has two tabs: **Account** and **Budget**.

Account Tab

To add an Account, enter a five-digit number into the **Account Number (Account No.)** field. Each Account must have a unique Account Number. Enter the name or description of the Account into the **Name** field, and select the classification of the Account from the **Account Type** menu. When editing Accounts, the Account Number may not be changed. To change Account Numbers, see the **Delete/Transfer to Account** function on the **Account Glossary Window**. Further, the Account Type can only be changed if the new Account Type is the same overall genre, either **Balance Sheet** or **Income Statement**, as the original Account Type. In other words, Asset, Liability, and Equity Types can be interchanged as well as Revenue, Cost of Goods Sold, and Expense.

Account Window - Account Tab

Account No.: 62100 Name: Office Supplies

Account Type: Operating Expense Payroll Account

Department: [] []

Closed as of the End of Fiscal Mo.: Open

Buttons: Edit Dept. List..., OK, Cancel

Note: Design Manager comes with a preset Chart of Accounts that can be used by most design firms. Only advanced users or accountants should modify these Accounts as

configuring them incorrectly can result in erroneous financial reports. If a user is unfamiliar with proper Account structure, they should be limited to adding additional Checking Accounts or Credit Card Accounts, or changing the Names of Accounts.

Account Number: The five-digit code for the Account. Generally, Asset Accounts start with a number "1", Liability Accounts with a "2", Equity Accounts with a "3", Revenue Accounts with a "4", Cost of Goods Accounts with a "5", and Expense Accounts with a "6". For example, cash is an Asset and its Account number is 10010.

Account Name: The Account Name describes the uses of the Account. The Name will appear on the Financial Statements. The Account Name may be up to thirty characters.

Account Type: Clicking on the menu will display the list of available Account Types. The following Account Types are available:

Asset: A Balance Sheet Account used to hold cash, investments, Accounts Receivable, Vendor Deposits, Inventory, land building, and equipment.

Asset (Bank/Checking): A special type of Asset Account to be used as a Checking Account.

Liability: A Balance Sheet Account used to hold Accounts Payable, sales taxes payable, payroll taxes payable, Client Deposits, and debt.

Liability (Credit Card): A special type of Liability Account used to hold credit card transactions.

Equity: A Balance Sheet Account used to maintain the accumulated net worth of the company.

Revenue: An Income Statement Account used to record sales.

Cost of Goods: An Income Statement Account used to record purchases for Projects.

Operating Expense: An Income Statement Account used to record Expenses not associated with Projects.

Other Income/Expense: An Income Statement Account used to hold entries not related to Projects and not part of Operating Expenses, Cost of Goods Sold, or Revenue.

Payroll Account: Select this option to include the Account as a Payroll Account. This allows the Account to show on an Employee's Payroll Account list. See **Employee Window - Payroll Tab** for more information.

When the **Account Type Asset (Bank/Checking)** is selected, then this Account will represent a checking, savings, or petty cash account. This will allow Checks to be written and Cash Receipts entered against this Account, as well as reconcile the bank statement. Several additional fields will also appear when this type is selected:

Bank Number: This is a field that used to record the bank number for this Cash Account, usually found at the bottom of the check before the account number. The bank number is for reference only and may be left blank.

Checking Acct. No.: The checking account number issued by the bank may be entered in this field. The Checking Number is for reference only and may be left blank.

Positive Pay File Creation: Select the Bank format of the Postive Pay File. *See the following section on Postive Pay.*

Postive Pay File Location: Path or Folder in which the Postive Pay Files will be created. *See the following section on Postive Pay.*

Include Voids: Designates whether or a not an entry is added to the Postive Pay File when a check is voided.

Include Hand Checks: Designates whether or a not an entry is added to the Postive Pay File when a hand written check is entered.

When the **Account Type Liability (Credit Card)** is selected, the Account may be selected to pay a Vendor as the Account will now appear in the **Pay With** field on the **Vendor Invoice Windows**. Two additional fields will appear when this type is selected:

CC Payee: Enter the Vendor Code for the credit card in this field. The Code should be the name of the credit card such as "VISA" or "AMEX". If no Vendor Code exists, one may be created by entering the credit card Payee Name, Address, and other information on the *Vendor Window*. To search for an existing credit card Vendor Code, place the cursor in the CC Payee field and click on the **Search** button.

Credit Card Number: Enter the credit card account number in this field. The Credit Card Number is optional and for reference only. **Note:** this information is not used by Design Manager in any purchasing capacity!

Department: If the Account Type is set to either Revenue, Cost of Goods Sold, Operating Expense, or Other Income/Expense, the Department Code field will be available. Departments are used to associated Accounts with a particular subdivision within the company. For example, a single design firm may have commercial and residential departments. Assigning a Department to an Account allows the **Income Statement** to be printed for a single Department or for the company as a whole. To locate a Department Code on the **Department Search Window**, click the **Search** button.

Closed as of the End of Fiscal Month (Mo.): An Account can be **Closed** by selecting a Fiscal Month on this menu. Doing so will prevent any accounting activity for the Account from being posted into a Fiscal Month **after** the selected Fiscal Month. Activity can, however, still be recorded for the Account in Fiscal Month **prior to or including** the selected Fiscal Month. The Closed as of the End of Fiscal Month setting is useful when no further activity should be associated with the Account, but deleting the Account entirely is not desired.

The **Edit Department List (Edit Dept. List)** button can be used to display the **Department Glossary** in order to quickly create or revise Departments.

Budget Tab

On the **Budget** tab, Budgets for each Fiscal Month can be recorded and reviewed for any desired Fiscal Year. Budgets are especially helpful in monitoring projected expenditures on Expense Accounts and forecasting net income between Revenue and Cost of Goods Sold Accounts. The Budgets can be viewed alongside the actual Account balance on the **Income Statement**.

| Account | | Budget | | | |
|------------|----------|----------|----------|----------|-----------|
| Year | 2007 | | | | |
| Month 01 | 2,500.00 | Month 05 | 2,500.00 | Month 09 | 2,500.00 |
| Month 02 | 2,500.00 | Month 06 | 2,500.00 | Month 10 | 2,500.00 |
| Month 03 | 2,500.00 | Month 07 | 2,500.00 | Month 11 | 2,500.00 |
| Month 04 | 2,500.00 | Month 08 | 2,500.00 | Month 12 | 2,500.00 |
| Distribute | | | | Total | 30,000.00 |

To enter Budgets for a Fiscal Year, select the desired year on the **Year** menu. If the year is not available, type the desired year into the **Year** field using the 4-digit format such as **2009**. After entering or selecting the year, the Budgets for all Fiscal Months will appear. If no Budgets have yet been recorded, all the Fiscal Months will have 0.00 for the Budget. Each monthly Budget can be entered individually or you can use the **Distribute** button to enter the Account Budget for the entire Fiscal Year which is then portioned equally to each Fiscal Month.

Positive Pay

Positive Pay is an automated fraud detection tool offered by the Cash Management Department of most banks. It is a service that matches the account number, check number and dollar amount of each check presented for payment against a list of checks previously authorized and issued by the company. All three components of the check must match exactly or it will not be paid by the bank.

Positive Pay requires the company to send (transmit) a file of issued checks to the bank each day checks are written. When those issued checks are presented for payment at the bank, they are compared electronically against the list of transmitted checks. The check-issue file sent to the bank contains the check number, account number, issue date, and dollar amount.

When a check is presented that does not have a "match" in the file, it becomes an "exception item". The bank sends a fax or an image of the exception item to the client. The client reviews the image and instructs the bank to pay or return the check. There is generally a fee charged by the bank for the Positive Pay Service

Design Manager can be set to create Positive Pay Files automatically. These options are set in the Account Glossary for each checking account. Design Manager does NOT transmit the files to the bank, it the responsibility of the user or A/P personnel to transmit the files to the bank daily using whatever method that the bank requires.

Positive Pay file creation is setup by selecting a bank from the list on the Account Window. There is no standard in the banking industry for Positive Pay files or the transmission of the files therefore each banking institution has a different format and different method of receiving the file. If your bank is not on the list, you must ask your bank for the format (layout) of their Positive Pay Transmittal File and submit it to Design Manager, Inc. Design Manager will add your bank to the list after we receive the file format information. Design Manager generally does not charge for this procedure unless it necessary for our support staff to contact the bank or end user with questions about the format or problems with the file or procedures then technical support charges may apply. Please allow 2 to 3 weeks for Design Manager to add your bank's format once submitted. For more information contact Design Manager Technical Support at 215-345-0844 or e-mail support@designmanager.com.

The screenshot shows the 'Account' window in Design Manager. The fields are as follows:

| Field | Value |
|------------------------------------|--------------------------|
| Account No. | 10010 |
| Name | Cash - Checking |
| Account Type | Asset (Bank/Checking) |
| Payroll Account | <input type="checkbox"/> |
| Bank Number | 12345678 |
| Checking Acct. No. | 9876543211 |
| Closed as of the End of Fiscal Mo. | Open |
| Positive Pay File Creation | Bank of America |
| Positive Pay File Location | c:\positivepay |
| Include Voids | <input type="checkbox"/> |
| Include Hand Checks | <input type="checkbox"/> |

Once the bank is chosen a location for the Positive Pay files to be stored must be specified. For example, using Windows Explorer create a new folder on the C: drive of the computer used to transmit the files to the bank; name this folder "Positive Pay." On the Account Window type "C:\PostivePay into the Positive Pay File Location box. Design Manager will create a new file with the extension .txt each day checks are written. When more than one check run is done on a given day Design Manager will keep adding to the same file.

When transmitting the file to the bank for the day, make sure no other checks are issued that day after the file is transmitted. Design Manager recommends that after a file is sent to the bank the file is immediately deleted or moved to another folder. Design Manager does not have the capability of re-creating or creating files retroactively, please be careful handling your files.

Journal Entries

Journal Entries are used to record transactions that affect General Ledger Accounts directly and may be posted to the current Fiscal Month, previous Fiscal Months or even future Fiscal Periods.

Examples of a Journal Entries would be the recording of opening balances, owner draws, or officer loans. Journal Entries do **not** affect other aspects of Design Manager such as the balance on a Client Invoice or an unpaid Vendor Invoice. In other words, creating a Journal Entry to affect the Accounts Receivable Account will change the balance of the Account in the General Ledger but will **not** change any specific balance for a Project or Client. **Note:** *Journal Entries should only be created if the user is familiar with accounting practices and the proper application of debits and credits to various Account Types.* If the user is not completely comfortable with and knowledgeable about Journal Entries it is best to get guidance from the company accountant.

In brief, to create a Journal Entry, select **G/L → Journal Entries** which will open the **Journal Entries Window**. Next, click the **Add** button to display the **Journal Entry Window** where the information for the Journal Entry will be entered as shown below.

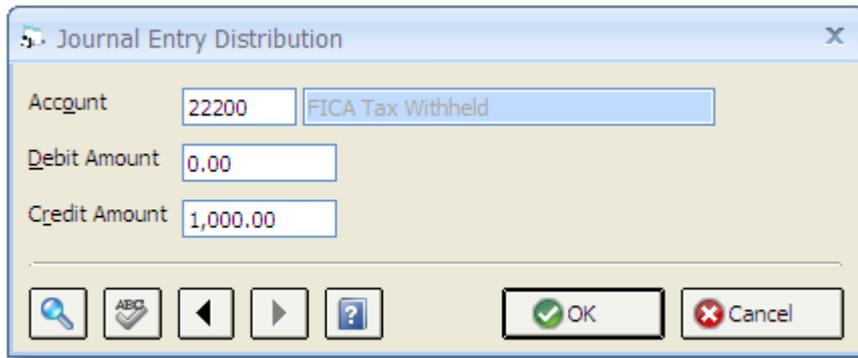
| Acct No. | Account Name | Debit Amount | Credit Amount |
|----------|----------------------|--------------|---------------|
| 10010 | Cash - Checking | 10,000.00 | |
| 10020 | Money Market Account | | 10,000.00 |

Net Debits and Credits: 0.00 Auto Reverse

+ OK, Add OK Cancel

The **Entry Number (Entry No.)** is for the company's tracking purposes only. Design Manager will default a self-incrementing number automatically, but the Entry Number be changed to any five-character code to help identify the Journal Entry. The Entry Number may **not**, however, be left blank. The **Entry Date** is the date that the entry will be recorded in the General Ledger. An optionally **Transaction Description** regarding the Journal Entry can be entered for future reference (i.e., "Opening Balance").

Next, click on the **Add** button to the right of the **Journal Entry Distributions Grid** to open the **Journal Entry Distribution Window**.



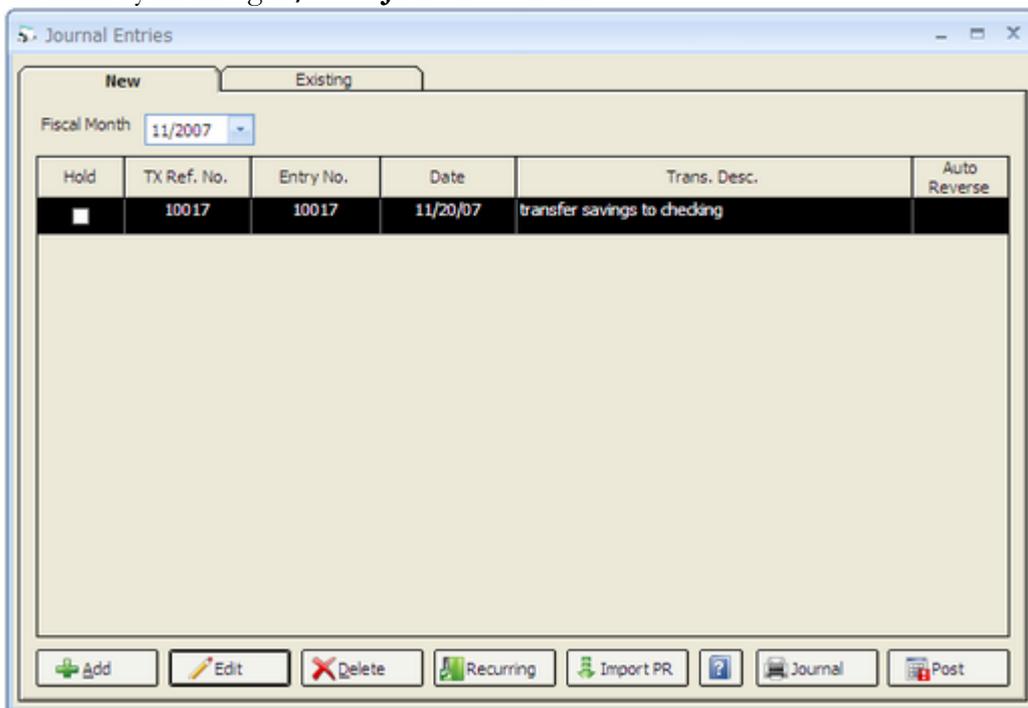
On this window, enter the General Ledger **Account Number** of the Account that will be affected by the Journal Entry. Either type in Account Number directly or search for one by clicking on the **Search** button. Next, enter either a **Debit Amount** or a **Credit Amount** but **not** both. Once this information has been entered, click the **OK** button to return to the previous window. The Journal Entry Distribution should now appear on the Journal Entry Distributions Grid. Press **Add** again to enter another Journal Entry Distribution and so on. Each Journal Entry **must** have at least **two** Journal Entry Distributions.

The **Net Debits and Credits** will be displayed beneath the Journal Entry Distributions Grid and must be equal to zero upon completing the entry of the Journal Entry Distributions.

When satisfied, click the **OK** button to save the Journal Entry. Upon doing so, the Journal Entry will appear on the **Journal Entries Window - New Tab**. Here the Journal Entry can be revised or deleted if necessary, by clicking the **Edit** and **Delete** buttons, respectively. To record the Journal Entry into the General Ledger, click the **Post** button.

Journal Entries Window

All Journal Entries in Design Manager will be entered through the **Journal Entries Window** which is accessed by selecting **G/L → Journal Entries**.



The Journal Entries Window is divided into two tabs: **New** and **Existing**. The **New Tab** is used to record any new **Journal Entries**, manage and retrieve **Recurring Journal Entries**, and utilize the **Import Payroll** function. The New Tab is also used to revise or delete Journal Entries **prior** to the

entries being posted. The **Existing Tab** allows the user to review, revise, and void previously posted Journal Entries.

Journal Entries Window - New Tab

The Journal Entries Window - New Tab is the interface to enter all new Journal Entries, manage and retrieve Recurring Journal Entries, and employ the Import Payroll function.

Fiscal Month: Like all Transaction Posting Windows in Design Manager, the Fiscal Month into which the entries on the **New Journal Entries Grid** will be posted is displayed in the top left corner of the New Tab. Depending on the settings on the **Company Information Window - Fiscal Month Tab**, the Fiscal Month will either default to the current Company Fiscal Month or to one month after the last Closed Fiscal Month. If the user has the **Allow Fiscal Month Changes** Password Attribute unlocked, the Fiscal Month can be changed as desired.

The **New Journal Entries Grid** displays all unposted Journal Entries for the current Design Manager user. **Note:** Each user maintains their own list of Journal Entries on the New Journal Entries Grid and will **not** view other users' unposted Journal Entries. The New Journal Entries Grid has the following columns:

Hold: The Hold column allows the user to selectively prevent a Journal Entry from being posted upon clicking the Post button. To set a Journal Entry on Hold, click the checkbox in this column for the desired Journal Entry.

Transaction Reference Number (TX Ref. No.): The unique number to identify the Journal Entry within Design Manager.

Entry Number (Entry No.): The Entry Number is for the company's tracking purposes only. Design Manager will default a self-incrementing number automatically, but the Entry Number be changed to any five-character code to help identify the Journal Entry.

Date: The Journal Entry Date as entered by the user. The Date should correspond to the date the Account activity represented by the Journal Entry took place.

Transaction Description (Trans. Desc.): The optional description of the Journal Entry for future reference purposes.

Auto Reverse: Whether or not the Journal Entry is set to automatically reverse in the next Fiscal Month.

Add and Edit: The Add and Edit buttons will display the **New Journal Entry Window** to enter a new Journal Entry or revise the selected Journal Entry on the New Journal Entries Grid, respectively. Until the Journal Entries are posted, any revisions will be done from the New Tab of the Journal Entries Window. After posting, if a Journal Entry needs to be edited or voided, it must be done from the Existing Tab as described later in this chapter. More information on is available under the **Journal Entry Window** below.

Delete: Upon selecting a Journal Entry and clicking the Delete button, you will be asked "**Are you sure that you want to permanently delete the current record?**". Clicking **Yes** will remove the Journal Entry from the New Journal Entries Grid while selecting **No** will take no effect.

Recurring: Clicking the Recurring button will display the **Recurring Journal Entries Window** where commonly used Journal Entries can be created and retrieved for posting. Recurring Journal Entries are discussed in detail under **Recurring Journal Entries and the Recurring Journal Entries Window** later in this chapter.

Journal: Click the Journal button to print the **Journal Entry Posting List Report**. **Note:** If the **Require Journals** option is selected on the **Company Advanced Options Window - General Tab**, the Journal **must** be sent to the printer prior to posting the Journal Entries. All Posting Lists always default to be sent directly to the printer rather than being displayed in the Print Preview Window.

Import PR (Import Payroll): This function allows a user to load a file that was created using the **Paychex General Ledger Reporting Service**. Paychex is a national company that handles payroll for businesses of all sizes. For more information go to <http://knowledge.designmanager.com> and search for "Paychex."

Post: Upon clicking the Post button, you will be asked "**Do you wish to post this list of Journal Entries into <Fiscal Month>?**" where <Fiscal Month> is the selected month of the Fiscal Month. Clicking **Yes** will post the Journal Entries and remove them from the New Journal Entries Grid. Selecting **No** will take not post the Journal Entries, leaving them on the grid for further review, addition, or editing. **Note:** Unposted Journal Entries will not be visible any where else in Design Manager! Only upon posting the Journal Entries will accounting activity occur.

Journal Entry Window

Clicking the **Add** or **Edit** buttons on the **Journal Entries Window - New Tab** will display the Journal Entry Window.

| Acct No. | Account Name | Debit Amount | Credit Amount | |
|----------|----------------------|--------------|---------------|---|
| 10010 | Cash - Checking | 10,000.00 | | + |
| 10020 | Money Market Account | | 10,000.00 | ✎ |
| | | | | ✖ |

Entry Number (Entry No.): When adding a new Journal Entry, Design Manager will automatically default a self-incrementing number into the Entry Number for convenience. However, the Entry Number can be changed to any five-character alphanumeric code to identify or classify the Journal Entry if the company employs a particular coding scheme for Journal Entries. The Entry Number may **not**, however, be left blank.

Entry Date: The Entry Date is the date that the entry will be recorded in the General Ledger. Depending on the Accounts affected by the Journal Entry, the Entry Date will determine what date the entry appears in various sections of the software. For example, if the Journal Entry is affecting a Cash Account, the Entry Date determines the date the entry appears in the Checkbook of the Cash Account. It is generally good practice to coordinate the Entry Date with the Fiscal Month into which the Journal Entry is posted.

Transaction Description: The Transaction Description is an optional description regarding the Journal Entry for future reference (i.e., "Opening Balance"). Using a Transaction Description is particularly helpful in identifying the purpose of Journal Entries as the reasoning may be forgotten over time.

Auto Reverse: Selecting the Auto Reverse will cause Design Manager to automatically create a second Journal Entry which uses the Entry Number, Entry Date, Transaction Description, and

Accounts, but reverses the Credit and Debit Amounts. Doing so effectively negates the original Journal Entry. The second Journal Entry is posted into following Fiscal Month of the original Journal Entry. An example when an Auto Reversing Journal Entry might be used is converting Open Vendor Deposits into Cost of Goods Sold for Fiscal Year-end, but then reversing the transaction for the beginning of the next Fiscal Year.

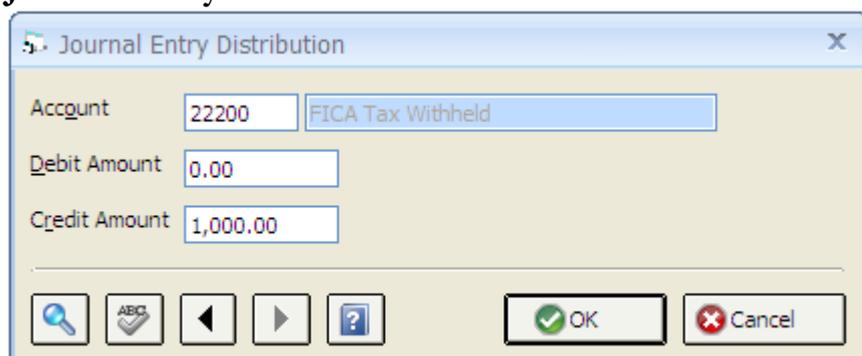
The **Journal Entry Distributions Grid** displays the Journal Entry Distributions that comprise the Journal Entry. As the information on this grid is derived from the **Journal Entry Distribution Window**, they will be described in the discussion of that window below.

The **Add** and **Edit** buttons will display the Journal Entry Distribution Window to create a new Distribution or revise the selected Distribution on the Journal Entry Distributions Grid, respectively. To remove a Distribution from the grid, click the **Delete** button.

Upon adding or revising Journal Entry Distributions, the **Net Debits and Credits** will be beneath the Journal Entry Distributions Grid will be updated. The Net Debits and Credits must be equal to zero upon completing the entry of the Journal Entry Distributions. Each Journal Entry **must** have at least **two** Journal Entry Distributions.

Once all of the Journal Entry Distributions have been entered, click on the **OK** button to save the Journal Entry. Doing so will then list the Journal Entry on the New Tab of the Journal Entries Window from which the entry can be revised, removed, or posted.

Journal Entry Distribution Window



On this window, enter the General Ledger **Account Number** of the Account that will be affected by the Journal Entry. Either type in Account Number directly or search for one by clicking on the **Search** button. Next, enter either a **Debit Amount** or a **Credit Amount** but **not** both. A positive value is always input regardless of whether entering a Debit or Credit Amount. When adding Journal Entry Distributions, the **Net Debits and Credits** for entire Journal Entry will be displayed for reference. Remember, the Net Debits and Credits for the Journal Entry must equal zero prior to saving the Journal Entry. Once this information has been entered, click the **OK** button to return to the **Journal Entry Window**.

General Accounting Assistance:

For those unsure about the effect of a Debit or Credit on an Account may find the following chart helpful:

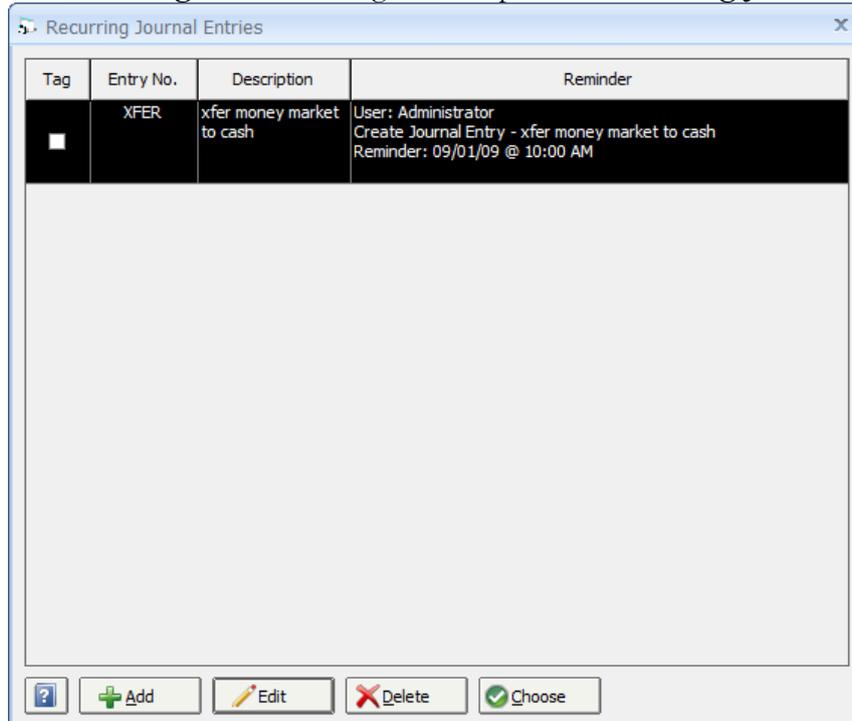
| <u>Account Type</u> | <u>Debit</u> | <u>Credit</u> |
|-------------------------|--------------|---------------|
| Asset | Increase | Decrease |
| Liability | Decrease | Increase |
| Equity | Decrease | Increase |
| Revenue (Sales) | Decrease | Increase |
| Cost Of Goods Sold | Increase | Decrease |
| Expenses | Increase | Decrease |
| Other Income or Expense | Decrease | Increase |

The **Increase** and **Decrease** indicate how the Account balance will change with a Debit or Credit. For example, a Debit to an Asset Account will increase the balance of the Account.

If the proper Account is not known when entering a Journal Entry Distribution, it is recommended that to check with the company accountant for advice. If the accountant is not available, the **Suspense Account** may be used to balance the Journal Entry. If so, be sure to alert the accountant when available regarding the Journal Entry.

Recurring Journal Entries and the Recurring Journal Entries Window

Recurring Journal Entries are accessed through the **Journal Entries Window- New Tab** by pressing the **Recurring** button. Doing so will open the **Recurring Journal Entries Window**.



The Recurring Journal Entries Window is used to create Journal Entry "templates" for Journal Entries that are used often. For example, a Journal Entry may be done every month to record the company's payroll. This payroll Journal Entry is most likely the same every month or very similar. Therefore, the payroll Journal Entry can be added to the Recurring Journal Entries Window rather than entering the Journal Entry in its entirety each month. Then, the payroll Journal Entry can be retrieved from the Recurring Journal Entries Window, edited or revised if need be, and posted.

Note: Recurring Journal Entries do **not** occur automatically. A user must manually retrieve them onto their New Journal Entries Grid on the Journal Entries Window - New Tab!

To retrieve a Recurring Journal Entry, click on the Recurring button on the Journal Entries Window to display the Recurring Journal Entries Window. Next, select the desired Recurring Journal Entry or Entries by clicking the **Tag** column for each desired Recurring Journal Entry. When all have been selected, click the **Choose** button. Doing so will import all the selected Recurring Journal Entries onto the New Journal Entries Grid. The Journal Entries can then be edited if there are changes to the Amounts, Transaction Description, Journal Entry Date, etc. that need to be made. The Journal Entries can then be posted as normal.

Add and Edit: The Add and Edit buttons will display the **Recurring Journal Entry Window** to enter a new Recurring Journal Entry or revise the selected Recurring Journal Entry on the Recurring Journal Entries Grid, respectively.

Delete: Upon selecting a Recurring Journal Entry and clicking the Delete button, you will be asked **"Are you sure that you want to permanently delete the current record?"**. Clicking **Yes** will remove the Recurring Journal Entry from the Recurring Journal Entries Grid while selecting **No** will take no effect.

When satisfied, click the **OK** button to save the Recurring Journal Entry. Upon doing so, the Recurring Journal Entry will appear on the **Recurring Journal Entries Window**. Here the Recurring Journal Entry can be revised or deleted if necessary, by clicking the **Edit** and **Delete** buttons, respectively.

Recurring Journal Entry Window

To create or revise a Recurring Journal Entry, click the **Add** or **Edit** buttons on the **Recurring Journal Entries Window**, respectively. Doing so will display the **Recurring Journal Entry Window** shown below.

The screenshot shows a window titled "Recurring Journal Entry". At the top, there are input fields for "Entry No." (containing "XFER") and "Desc." (containing "xfer money market to cash"). To the right is a "Reminder..." button. Below this is a table with columns: "Acct No.", "Account Name", "Debit Amount", "Credit Amount", and a column with icons (+, edit, delete). The table contains two rows: one for "Cash - Checking" with a debit of 1,500.00, and one for "Money Market" with a credit of 1,500.00. Below the table is a "Net Debits and Credits" field showing "0.00" and an "Auto Reverse" checkbox. At the bottom are navigation buttons (search, OK, Cancel, etc.).

| Acct No. | Account Name | Debit Amount | Credit Amount |
|----------|-----------------|--------------|---------------|
| 10010 | Cash - Checking | 1,500.00 | |
| 10020 | Money Market | | 1,500.00 |

Net Debits and Credits: 0.00 Auto Reverse

The **Entry Number (Entry No.)** is for the company's tracking purposes only. The Entry Number may **not**, however, be left blank. Use a code such as "PR" for payroll or "PRTX" for payroll taxes, any unique code will suffice. An optional **Transaction Description** regarding the Journal Entry can be entered for future reference (i.e., "Record Payroll"). There is no date on the Recurring Journal Entry Window as the current system date will be entered for the **Entry Date** of the Journal Entry upon retrieving the Recurring Journal Entry. The Journal Entry can then be edited to change the Entry Date, if desired.

The **Recurring Journal Entry Distributions Grid** displays the Recurring Journal Entry Distributions that comprise the Recurring Journal Entry. As the information on this grid is derived from the **Journal Entry Distribution Window**, they will be described in the discussion of that window below.

The **Add** and **Edit** buttons will display the Journal Entry Distribution Window to create a new Distribution or revise the selected Distribution on the Recurring Journal Entry Distributions Grid, respectively. To remove a Distribution from the grid, click the **Delete** button.

Upon adding or revising Recurring Journal Entry Distributions, the **Net Debits and Credits** will be beneath the grid will be updated. The Net Debits and Credits must be equal to zero upon completing the entry of the Recurring Journal Entry Distributions. Each Recurring Journal Entry **must** have at least **two** Journal Entry Distributions.

The **Reminder** button allows the user to create a **To Do List Task** in order to set a Reminder on the **To Do List Tasks and Appointments Window** to create the Recurring Journal Entry. The To Do List Task Window will have the **Subject** set to **"Create Journal Entry - <Transaction Description**

from the **Recurring Journal Entry>**". For more information on Reminders and To Do List Tasks, see **To Do List Tasks and Appointments**.

Once all of the Recurring Journal Entry Distributions have been entered, click on the **OK** button to save the Recurring Journal Entry. Doing so will then list the Recurring Journal Entry on the Recurring Journal Entries Window from which the entry can be revised or removed.

Journal Entry Distribution Window

To create or revise a Recurring Journal Entry Distribution, click the **Add** or **Edit** buttons on the **Recurring Journal Entry Window**, respectively. Doing so will display the **Journal Entry Distribution Window** shown below.

On this window, enter the General Ledger **Account Number** of the Account that will be affected by the Recurring Journal Entry. Either type in Account Number directly or search for one by clicking on the **Search** button. Next, enter either a **Debit Amount** or a **Credit Amount** but **not** both. Once this information has been entered, click the **OK** button to return to the previous window. The Recurring Journal Entry Distribution should now appear on the Recurring Journal Entry Distributions Grid. Press **Add** again to enter another Recurring Journal Entry Distribution and so on. Each Recurring Journal Entry **must** have at least **two** Recurring Journal Entry Distributions.

Journal Entries Window - Existing Tab

The Journal Entries Window - Existing Tab is the used to review, revise, and void Journal Entries that have previously been posted. The tab contains the **Existing Journal Entries Grid** to achieve these goals.

| TX Ref. No. | Entry No. | JE Date | Fiscal Month | Keyed Date | Transaction Description | Auto Rev. TX No. | Keyed By User |
|-------------|-----------|---------|--------------|----------------------|-------------------------|------------------|---------------|
| 10013 | 10013 | 9/1/06 | 09/2006 | 4/5/06 3:36:29 PM | initial VISA balance | 0 | Administrator |
| 10006 | SRVC\$ | 9/30/06 | 09/2006 | 4/4/06 7:54:22 PM | Service Charges 9/30/06 | 0 | Administrator |
| 10004 | XFER\$ | 10/1/06 | 10/2006 | 4/4/06 5:15:45 PM | Transfer | 0 | Administrator |
| 10000 | 10000 | 1/1/06 | 01/2006 | 3/2/06 6:55:52 PM | Start-up Capital | 0 | Administrator |

The Existing Journal Entries Grid lists every Journal Entry recorded in Design Manager. Journal Entries are listed in descending **Transaction Reference Number** order so that the most recently posted entries are at the top of the grid. However, the Existing Journal Entries Grid can be sorted by any of the columns simply by clicking the column heading. The grid has the following columns:

- Transaction Reference Number (TX Ref. No.):** The unique identifier of the Journal Entry transaction.
- Entry Number (Entry No.):** The user-defined Entry Number for identifying the Journal Entry.
- Journal Entry Date (JE Date):** The Journal Entry Date as entered by the user.
- Fiscal Month:** The Fiscal Month into which the Journal Entry was posted.
- Keyed Date:** The system date and time that the Journal Entry was recorded in Design Manager. The Keyed Date often differs from the Receipt Date.
- Transaction Description:** The optional Transaction Description describing the Journal Entry.
- Auto Reversal Transaction Number (Auto Rev. TX No.):** If the Journal Entry is part of an Auto Reversal pair, the Transaction Number of the other Journal Entry will be displayed in this column.
- Keyed By User:** The User Name associated with the Password used to post the Journal Entry.

Edit: Clicking the Edit button will display the **Journal Entry Window** where the current information for the selected Journal Entry may be revised.

Void: To permanently delete the selected Journal Entry, click the Void button. Upon doing so, you will be asked **"Do you wish to void the highlighted receipt?"**. Clicking **Yes** will permanently remove the Journal Entry.

Transaction Search Window

The **Transaction Search Window** will help you find accounting transactions in Design Manager. To open the window, select **G/L → Transaction Search**. Doing so will display the Transaction Search Window shown below.

The screenshot shows the 'Transaction Search' window with the following search criteria:

- Client: []
- Vendor: []
- Check No.: []
- Proj./Order: []
- Type: Journal Entries
- Trans. No.: []
- Acct.: 10010
- Cash - Checking
- Date: [] - []
- Keyed Date: [] - []
- Fiscal Month: 01/1990 - 01/2008
- Prop. No.: []
- PO No.: []
- Trans. Amt.: []

The results table is as follows:

| Trans. No. | Revision | Type | Date | Fiscal Month | Account No. | Account Name | Debit Amount | Credit Amount | Description |
|------------|----------|---------------|---------|--------------|-------------|-----------------|--------------|---------------|----------------------------|
| 10000 | | Journal Entry | 1/1/06 | 01/2006 | 10010 | Cash - Checking | 50,000.00 | | Start-up Capital |
| 10004 | | Journal Entry | 10/1/06 | 10/2006 | 10010 | Cash - Checking | | 10,000.00 | Transfer |
| 10006 | | Journal Entry | 9/30/06 | 09/2006 | 10010 | Cash - Checking | | 5.00 | Service Charges 9/30/06 |

To use the Transaction Search, fill in any combination of criteria in the upper portion of the window and click on the **Find Now** button. Design Manager will display all accounting transactions that satisfy the criteria.

You can fill in as many fields or as few fields as necessary to find your information. If you only fill in a **Project Code** then you will see all accounting transactions related to that Project. If you fill in a Project Code and a **Vendor Code**, then you will see all accounting transactions for the Vendor that pertain to the desired Project.

Search Suggestions:

Try to enter as many fields as possible to reduce the number of records listed. The further you can narrow your search the better!

Each transaction to the General Ledger will have at least one Debit record and Credit record. Such activity is classic accounting, however it does double the number of records that are displayed. You can filter these records by using the **Account (Acct.)** field. If you limit the search to a single Account then you will not see both sides of the entry.

The **Keyed Date** is the physical date that the user created the entry. The **Date** field is the date assigned to the entry by the user such as the Check Date, Cash Receipt Date, or Client Invoice Date.

The **Transaction Number (Trans. No.)** is the number that Design Manager assigns to each accounting entry. The transaction number is found on accounting journals and many reports. *If you know the transaction number assigned to an entry, this is an excellent way to narrow your search!*

Employee Time Billing

Design Manager contains a system that allows you to enter employee time to a project then invoice the client for that time. The system consists of a window to setup employees with billing rates, a window to set up activity codes and a window to enter the hours. The activity codes are used to categorize your entries. Examples might be Drafting, Shopping and Meeting With Client. As time is entered you can assign a cost so you can track the true cost of a project. Time can be entered as billable or non-billable so you can track overhead.

Time billing contains a number of reports to help you review and manage time. There are time analysis reports that can be printed by project or by employee. The hours journal will list all of the time entered during a specific time.

Adding and Editing Employee Time Entries

The screenshot shows a software window titled "Employee Time [CAN / Cynthia Newton]". It features a search area with "For" set to "Employees", "Employee" set to "CAN", and "Cynthia Newton". The date range is "11/1/07" to "11/15/07". Below this is a table with columns: Entry Date, Project, Item, Activity, Hrs., Rate/Hr., Price, Cost/Hr., Cost, Description, and Non Billab. Two entries are visible for 11/12/07. To the right is a calendar for Nov 2007 with the 12th highlighted. At the bottom right, a "Total Hours" field shows "3.5".

| Entry Date | Project | Item | Activity | Hrs. | Rate/Hr. | Price | Cost/Hr. | Cost | Description | Non Billab |
|------------|----------------------------|-----------|----------------------------------|------|----------|--------|----------|-------|---|------------|
| 11/12/07 | KAPLN / Mrs. Leslie Kaplan | 0001 /001 | SHOP / Shopping with Client | 2 | 60.00 | 120.00 | 30.00 | 60.00 | Shopping with Client | No |
| 11/12/07 | KAPLN / Mrs. Leslie Kaplan | 0002 /001 | PRELM / Preliminary Consultation | 1.5 | 60.00 | 90.00 | 30.00 | 45.00 | Initial consultation with client to discuss the scope | No |

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 28 | 29 | 30 | 31 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |

First, select whether you want to record Time Entries by Employee or Project. Then, input the desired Employee or Project into the appropriate field. To search for an Employee or Project, click on the Search Button in the lower left corner of the window. If you have selected By Employee, once you have entered an Employee, all of the time entries, regardless of the Project, for that Employee will appear on the Time Entries grid. Likewise, if you have selected By Project, once you have entered a Project, all of the Time Entries, regardless of the Employee, for that Project will appear. You can narrow the scope the Time Entries displayed by also inputting a date range to view only the Entries recorded within the specified range. The calendar to the right corresponds to the entry grid, meaning that the highlighted date on the calendar will be the same as the entry date for the highlighted entry.

Time Entry Window

To add a Time Entry, click on the Add button. This will open the **Time Entry Window**.

If you are entering by Employee, you will first enter the Project for which the Employee has recorded the time. Upon entering the Project, the Location and Sales Category codes will default from the Project Advanced Options Window - Time Tab, if they have been entered.

If you are entering by Project, you will enter the Employee who has recorded the time. Upon entering an Employee, the cost and rate per hour from the Employee / Manager / Salesperson Window - Time Tab will be defaulted.

Next, input the entry date, and the Time Activity that has been performed. To search for a Time Activity, click on the Search Button in the lower left corner of the window. If you need to create a new Time Activity, you may do so from the Time Activity Glossary Window. Click on the Choose button once you have chosen an Activity from the Glossary and you will return to the Time Entry Window.

Once the Employee and Activity are entered the computer will plug in the default billing rate and cost. This default rate can come from the employee or from the activity; see the Employee / Manager / Salesperson Window and the Time Activity Window for more information on setting up rates. The rate refers to the billing rate that you are going to charge the client for the Employee's services. The cost refers to the cost per hour for the Employee and is an estimated figure. Any defaulted cost and rates can be overridden. Enter the number of hours that you are going to bill the client into the hours field. Press the Tab key, and Design Manager will automatically calculate the extended price and cost.

You may select to enter the Time Entry as a separate Item in the Project, or you may join the Time Entry to an existing Item. If you choose to join the entry to an existing Item, then you will need to enter the Item reference number into the corresponding field. You may search for the reference number by clicking on the Search Button.

When all of the information appears correct, click OK. The new entry should appear on the Time Keeping Window. The Time Entry will also appear as line item or a component of a line item on the Specification Window for the Project.

To edit an existing Time Entry, highlight the entry on the grid and click on the Edit Button. You may also edit the entry from the Projects and Specifications Window.

You can permanently remove a Time Entry by clicking the Delete Button. Some Time Entries cannot be deleted. For example, you will not be able to delete a Time Entry that has been included on a Client Invoice.

Inventory

The Inventory module is used to hold Company merchandise that has not yet been designated for a particular Project or is waiting to be sold to walk-in customers and Clients and consists of the **Inventory Stock Item Glossary** and the **Inventory Purchase Orders / Receiving Window**. An example of Inventory would be items purchased for display in a showroom. Another type of Inventory would be Items returned by a Client which could not be returned to the Vendor and are subsequently being stored for future sale. Items found in the Stock Item Inventory Glossary can be committed to an existing Projects as described in **Adding Items from Inventory** and can also be sold through the **Point of Sale** system described in the next chapter.

Inventory Defaults and the Company Information Window - Inventory Tab

Prior to creating any Stock Inventory Items in Design Manager, you may wish to adjust certain Inventory defaults on the **Company Information Window - Inventory Tab**. To do so, select **G/L** → **Company Information** to display the **Company Information Window**. Click the **Inventory Tab** which is shown below.

The screenshot shows the 'Company Information' window with the 'Inventory' tab selected. The window has a title bar with a search icon and a close button. Below the title bar are several tabs: 'A/R Showroom', 'PO/E-mail/Fax', 'Item Status', 'Budget', 'Schedule', 'A/P Payment', and 'Logo'. Underneath these are sub-tabs: 'Company', 'Sales Accts.', 'COGS Accts.', 'Other Accts.', 'Passwords', 'Inventory', and 'Fiscal Month'. The 'Inventory' sub-tab is active. The main area contains several fields and sections: 'Default Warehouse' with a dropdown set to 'MAIN' and a text field containing 'FPA Interiors - Main Showroom'; 'Mark-Up %' set to '100'; 'POS Discount %' set to '0'; 'Inventory PO Conditions' with a text area containing 'All items will be inspected before acceptance of delivery.' and a toolbar with icons for Bold (B), Italic (I), Underline (U), and a printer icon; 'POS Remarks' with a text area containing 'Thank you for your business!' and the same toolbar; 'Data Collection System Defaults' with several checkboxes: 'Print Labels after Project POs', 'Print Labels after Inventory POs', 'Show Bar Codes on POs', 'Show Bar Codes on Delivery Tickets', 'Print Claim Labels for Inventory After Printing Delivery Tickets', 'Update the Estimated Cost and Sell Price for Inventory Items When Paid For in A/P (Only When Vendors Match)', 'Show Ref. No. on PO' (checked), and 'Use Label Printer'; an 'Update Inventory...' button; and a bottom toolbar with a search icon, a green checkmark icon, a question mark icon, an 'OK' button, and a 'Cancel' button.

The **Default Warehouse** is used to enter a Warehouse Code from the **Ship To / Warehouse Glossary**. You can use the **Search** button to locate a Warehouse or add one to the Glossary. The Default Warehouse Code will be used throughout Design Manager where a Warehouse Code is required for an Inventory transaction but another Warehouse Code can be used if desired.

Mark-Up %: The Mark-Up Percent will be defaulted to all new Inventory Stock Items created in Design Manager and will be displayed in the **Mark-Up %** field on the **Inventory Stock Item Window - Stock Item Tab**. The **Estimated Unit Cost** of the Inventory Stock Item will be marked up by the Mark-Up Percent to automatically calculate the **Unit Sell Price** to the Client. The Mark-Up % can, of course, be overridden as desired for each individual Inventory Stock Item.

POS Discount %: The POS Discount Percent will be defaulted into the **POS Discount % (POS Disc. %)** field for all new Inventory Stock Items but can be overridden for each individual Inventory Stock Item. The POS Discount Percent represents the percentage to reduce the Unit Sell Price of the

Stock Item when being sold through the **Point of Sale** system. For example, if the POS Discount Percent is set to "10" for an Inventory Stock Item, upon being sold through the Point of Sale system, the Unit Sale Price will be reduced by 10 percent.

Inventory Purchase Order (PO) Conditions: The Inventory Purchase Order Conditions will appear at the bottom of all Inventory Purchase Orders created in Design Manager. Inventory Purchase Orders will be discussed in full detail under **Generating Inventory Purchase Orders** later in this chapter.

Point of Sale Remarks (POS Remarks): The Point of Sale Remarks will default to the **Remarks / Notes / Instructions** field on the *Point of Sale Invoice Window - Totals/Payments Tab* but can be changed as necessary for each Point of Sale Invoice.

The **Show Reference Number on Purchase Order (Show Ref. No. on PO)** option determines whether or not the Stock Numbers for the Inventory Stock Items included on an Inventory Purchase Order will be displayed. Sometimes it may be desirable to not show the Stock Numbers if they may be confused by the Vendor with the Manufacturer's Catalog Number.

The checkbox **"Update the Estimated Cost and Price..."** controls updates to the Estimated Unit Cost and Unit Sell Price on Stock Inventory Items. If the option is selected then Design Manager will automatically update the Unit Sell Price and Estimated Unit Cost for each Stock Inventory Item when a Vendor Invoice is posted for the Stock Item. The new Estimated Unit Cost will be the Actual Cost from the new Vendor Invoice and the new Unit Sell Price will be calculated based on the new Estimated Unit Cost and the Markup % on the Inventory Stock Item - Stock Item Tab for the Stock Item. If the company Inventory is comprised primarily of unique Stock Items then this function is probably not needed. If the Inventory is comprised mostly of Stock Items that are reordered consistently then this would be a helpful feature to automatically apply cost changes from the Vendor.

Update Inventory: The Update Inventory button displays the **Update Inventory Window** whereby certain settings for Stock Inventory Items can be globally changed and the Unit Estimated Cost can be updated under a variety of methods. The Update Inventory Window is discussed in full under the **Update Inventory Window** in Additional Features.

If the optional Data Collection module has been purchased, a frame entitled **Data Collection System Defaults** containing additional options that control the printing of the bar code labels will be present. Bar code labels can be set to **Print Labels after Project Purchase Orders (Pos)** and to **Print after Inventory Purchase Orders (Pos)**. Inventory barcodes can be optionally displayed on Purchase Orders and Delivery Tickets using the **Show Bar Codes on Purchase Orders (Pos)** and **Show Bar Codes on Delivery Tickets**, respectively. Inventory claim tickets can be set to print when creating Delivery Tickets using the **Print Claim Labels for Inventory After Printing Delivery Tickets** option. Finally, the **Use Label Printer** should be checked if a dedicated label printer is being utilized when printing Inventory labels. See the hardware requirements for the printer make and model number.

Inventory Cost and Freight

All cost changes made through Inventory, with the exception of Inventory Adjustments, update the **General Ledger Inventory Account** as designated in the **Company Information – Other Accounts Tab**. A **Freight Inventory Account** can also be designated on that tab. When the Freight Inventory Account is the same as the Inventory Account and is an Asset Account, freight costs are combined into the average cost of each Stock Inventory Item. When the Freight Inventory Account is set to Cost of Goods Sold then the freight costs related to Stock Inventory Items do **not** contribute to the cost of the Stock Items. There is no way for Design Manager to separate freight from the cost of the Stock Item when billing the Client, all costs and prices are combined for each Stock Item.

Adding Inventory Items and the Inventory Stock Item Glossary Window

The first task upon creating a new Stock Inventory Item is to determine the **Stock Number** that will be used to uniquely identify the Stock Item. Invest some thought in determining the method that Stock Numbers will be assigned to Inventory Stock Items. Although there is no incorrect method, some schemes may be more meaningful to the company than others. **Note:** Design Manager reserves numbers 1 through 9999999 for bar codes. You will not be able to use these numbers for Stock Numbers of Inventory Stock Items. You can use any combination of letters and numbers or any number greater than 9999999.

All Stock Inventory Items in Design Manager will be added through the **Inventory Stock Item Glossary Window**. To access the Inventory Stock Items Glossary, select **Inventory → Stock Items**. The window is pictured below:

| Stock No. » | Style / Size | Color / Finish | Sales Cat. Code | Description | Storage Location | Vendor Code | MFG Cat. No. | Unit of Meas. | On Hand | Committed | On Order | Bar Code | Notes |
|-------------|-------------------------|----------------------|-----------------|--|------------------|-------------|--------------|---------------|---------|-----------|----------|----------|---|
| ACC164 | 23"W x 1"D x 12"H | Cream/Plaster Relief | ACCES | Wall Plaque with Berries and Vines. | | B&S | 77899008 | each | 0 | 0 | 0 | 1000000 | |
| ACC368 | 20.25"W 15"D 27.25"H | Hazelnut Bronze | LIGHT | French Baroque Sconce | | RUST | SC-1234-77 | | 2 | 0 | 0 | 1000002 | |
| ACC423 | 9-1/2 in. W x 10-1/2 | White/Gold | LIGHT | Washed Cone Sconce. | | RUST | SC-889-89 | each | 1 | 0 | 0 | 1000001 | |
| FRN053 | 27"D x 27"H | Honey/Beachw | FURN | Corner table with lower shelf | | EPIC | 67778999 | | 4 | 0 | 0 | 1000003 | Will be discontinued after the fall season. |
| FRN257 | 25W" x 20"D x 28"H | Dark Cherry/Vanee | FURN | Chairside chest of swirl cherry with three | | EPIC | 207-14 | each | 1 | 0 | 0 | 1000006 | |
| FRN312 | 72"W x 36"D x 31"H | Chestnut Veneer | FURN | Executive desk in a seven drawers, two | | EPIC | 209-6767 | | 1 | 0 | 0 | 1000005 | |
| HRD275 | Round/1.25"D | Bronze | FINIS | Bronze cabinet knob | | B&S | KN-909 | each | 10 | 6 | 15 | 1000007 | Allow 6 weeks for delivery after order is |
| HRD479 | 12"L | Brass | FINIS | Decorative brass door pull with finial tip ends. | | B&S | HN-778 | | 1 | 0 | 0 | 1000009 | |
| HRD533 | 12"L | Iron/Black/Bra | FINIS | Wrought iron cabinet pull in a rust patina | | B&S | HN-543 | | 1 | 0 | 0 | 1000008 | |

When the Inventory Stock Item Glossary Window is displayed, the **Stock Item Picture Window** is also shown as well. The Stock Item Picture Window displays the picture, if any, associated with the Stock Item for reference and can be closed independently, if desired.

By default, all active Stock Inventory Items in Design Manager are displayed on the **Stock Inventory Items Grid**. If no Stock Inventory Items have been yet created, the grid will obviously be empty. If the user wishes to review any Stock Items that have been set to **Inactive**, click the **Show Inactive** option in the bottom of the window. Stock Items will be listed in Stock Number order but the grid can be sorted by any column by simply clicking the desired column heading. The Stock Inventory Items Grid has the following columns:

Stock Number: The user-defined unique identifier of the Stock Inventory Item. No two Stock Items can have the same Stock Number.

Style / Size: An optional descriptive field of the Stock Item used primarily to record the size and dimensions or particular style of the Stock Item.

Color / Finish: An optional descriptive field of the Stock Item used primarily to record the color and finish of the Stock Item.

Sales Category (Sales Cat.): The Code of the Sales Category that has been assigned to the Stock Item.

Description: The first few lines of the Description of the Stock Item will be shown in the Description column. As with all grid columns in Design Manager, hovering the mouse pointer over the column will display the full contents of the cell.

Storage Location: The optional location where the Stock Item is stored such as a warehouse name or particular locale within the company storage facility.

Vendor Code: The Code of the Vendor assigned to the Stock Item.

Manufacturer's Catalog Number (MFG. Cat. No.): The optional manufacturer's catalog number for the merchandise which will print on Purchase Orders for the Stock Item.

Unit of Measure (Unit of Meas.): The optional Unit of Measure describes the measurement of the quantities for the Stock Item.

On Hand: The current quantity of the Stock Item possessed by the company.

Committed: The quantity of the Stock Item that is allocated to existing Projects and Orders.

On Order: The current quantity of the Stock Item that has been included on Inventory Purchase Orders but not yet received by the company.

Following the Items Grid are the **Specifications Management** buttons each of which will be described briefly here as all will be fully explained later in this chapter.

Add and Edit: The Add and Edit buttons will display the **Inventory Stock Item Window** to create a new Stock Item or change the selected Stock Item on the Stock Inventory Items Grid, respectively. A full description will be provided under the **Inventory Stock Item Window** later in this chapter.

Delete: Upon selecting a Stock Inventory Item and clicking the Delete button, one of two actions will occur:

A message stating "**Are you sure you want to permanently delete the current record?**" will be displayed. Clicking the **Yes** button will permanently delete the Stock Item. Clicking the **No** button will leave the Stock Item as is.

A message stating "**This Inventory Item cannot be deleted. At least one transaction (i.e., purchase, committed to Project, etc.) has been recorded for this Inventory Item.**" An Inventory can be set as Inactive by clicking the **Inactive** option on the **Inventory Stock Item Window - Stock Item Tab** which will prevent the Stock Item from appearing on the Inventory Stock Items Grid, the **Inventory Stock Items Search Window**, and many Inventory Reports. **Note:** Designating Stock Items as Inactive is a good practice. Many windows and reports are designed to selectively ignore Inactive Stock Items and will, therefore, be more efficient if you maintain a smaller list of active Stock Items.

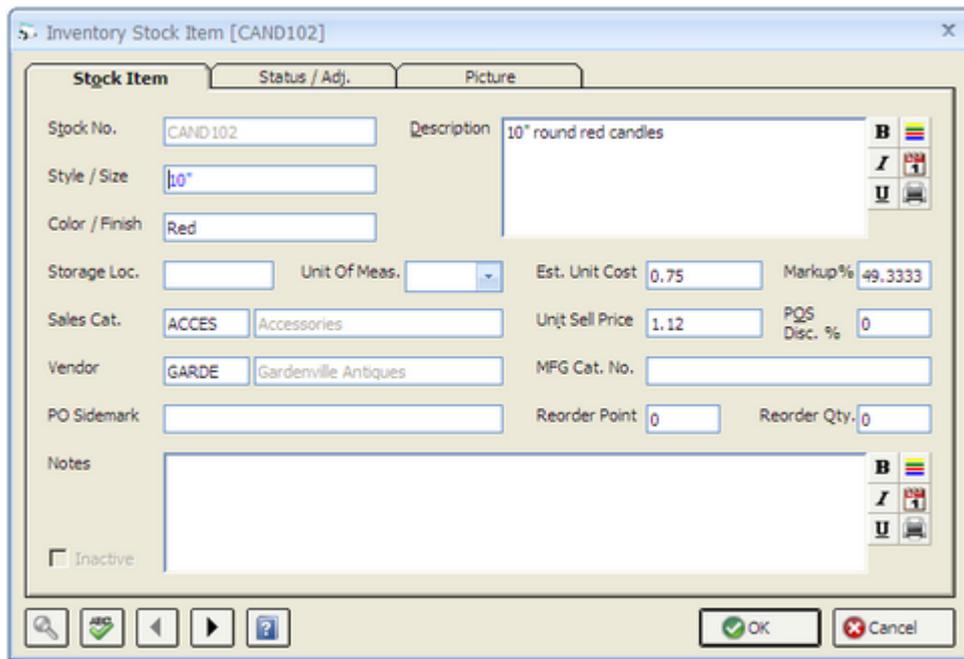
Duplicate: The Duplicate button is used to create a new Stock Item with all the information, except the Stock Number and Total Cost and Quantities information, of the Stock Item currently selected on the Inventory Stock Items Grid. Upon clicking the Duplicate button, the Inventory Stock Item Window will be displayed with all of the information from the selected Stock Item already entered into each field of the window. The user simply needs to input the new Stock Number and record any Inventory Adjustments, if necessary, to create the new Stock Item. As Stock Numbers for existing Inventory Stock Items cannot be changed, the Duplicate function is a useful method of creating a Stock Item with a new Stock Number but maintaining all the information from an existing Stock Item.

Inventory Stock Item Window

Upon clicking the **Add** or **Edit** buttons on the **Inventory Stock Item Glossary Window**, the **Inventory Stock Item Window** will be displayed to create or revise an Inventory Stock Item, respectively. The Inventory Stock Item Window is used to record all the necessary information for a Stock Item, associated a picture with the product, create Inventory Adjustments to manipulate the Total Cost and various quantities for the Stock Item, and review other activity as well.

Inventory Stock Item Window - Stock Item Tab

The first tab on the **Inventory Stock Item Window** is the **Stock Item Tab**. You will use this tab to enter all information regarding the Stock Item such as the description, storage area, and cost and price.



Stock Number: When adding a new Stock Item, a unique Stock Number must be recorded. Design Manager reserves numbers 1 through 9999999 for bar codes. You will not be able to use these numbers for Stock Numbers of Inventory Stock Items. You can use any combination of letters and numbers or any number greater than 9999999. The Stock Number cannot be changed once a Stock Item has been created and will, therefore, be locked when editing a Stock Item.

Description: This is the Description of the Stock Item that will be displayed on Inventory Purchase Orders and Point of Sale Invoices for the Stock Item. The Description will also be defaulted to the **Client Description** on the **Item Window - Item Tab** when using the **Inventory** button on the **Specifications Window** or the **Purchase Order Description** on the **Component Window - Component Tab** when using the **From Inventory** button on the Component Window as described in **Adding Items from Inventory**. The Description can be of nearly unlimited length. As you type into this field, the text will automatically wrap at the end of each line. To skip to a new line while inside this box, press the Enter key on your keyboard. For information on formatting the Description, see **Description/Note Formatting**.

Style / Size: An optional descriptive field of the Stock Item used primarily to record the size and dimensions or particular style of the Stock Item. Many Inventory Reports offer a Style / Size range in order to only display Stock Items with a particular Style / Size.

Color / Finish: An optional descriptive field of the Stock Item used primarily to record the color and finish of the Stock Item. Many Inventory Reports offer a Color / Finish range in order to only display Stock Items with a particular Color / Finish.

Storage Location (Storage Loc.): The optional location where the Stock Item is stored such as a warehouse name or particular locale within the company storage facility. Again, many Inventory Reports offer a Storage Location range to only display Stock Items of a particular Storage Location.

Unit of Measure (Unit of Meas.): The Unit of Measure, up to 6 characters, may be entered here. This will print next to the Quantity on the Point of Sale Invoice and describes the measurement of the Quantity, such as "yards" or "feet". For a list of commonly used Units of Measure, click on the drop-down arrow to the immediate right of this box. You may also type your own text directly.

Sales Category (Sales Cat.): Sales Categories are used to classify or group your revenue from sales and costs from purchases. For example, a sofa may fit into a Furniture Sales Category while

installation of wallpaper may fit into a Labor Sales Category. The Sales Category will determine which Revenue Account is used to record the sale of the Stock Item through the **Point of Sale** system and will be defaulted into the Sales Category of the Item when using the **Add Items from Inventory** function through the Specifications Window. To search for a Sales Category, click on the Search button in the lower left corner of this window. Sales Categories are completely optional. For more information on Sales Categories, see **Understanding Sales Categories** and the **Sales Category Window**.

Vendor: You can optionally enter the Code of the Vendor from which you will be ordering the Stock Item in the future into this field. To search for a Vendor Code, click on the **Search** button in the lower left corner of this window. A valid Vendor Code must be filled in before an Inventory Purchase Order is issued for the Stock Item, but does not have to be filled in to create a Point of Sale Invoice.

PO Sidemark: The information recorded here will print under the Stock Item on the Inventory Purchase Order. A Sidemark is used to tell a Vendor how to properly tag merchandise for delivery.

Estimated Unit Cost (Est. Unit Cost): The anticipated per unit cost to purchase the Stock Item from the Vendor. The Estimated Unit Cost is also used to determine the Unit Sell Price for the Stock Item when a Markup Percent is entered.

Markup Percent (Markup %): The Markup Percent represents the desired percentage of the Estimated Unit Cost to be added in order to determine the Unit Sell Price for the Stock Item.

Unit Sell Price: The anticipated per unit price of the Stock Item that will be charged to the Client. If an Estimated Unit Cost and Markup Percent are both entered, the Unit Sell Price will be calculated as the sum of the Estimated Unit Cost and Estimated Unit Cost X Markup Percent. For example, if the Estimated Unit Cost is 100.00 and the Markup Percent is 50, then the Unit Sell Price will be $100 + (100 \times .50) = 150.00$. You can also manually enter a Unit Sell Price whereupon Design Manager will automatically adjust the Markup Percent accordingly.

Point of Sale Discount Percent (POS Disc. %): The POS Discount Percent represents the percentage to reduce the Unit Sell Price of the Stock Item when being sold through the Point of Sale system. For example, if the POS Discount Percent is set to 10 for an Inventory Stock Item, upon being sold through the Point of Sale system, the Unit Sale Price will be reduced by 10 percent.

Manufacturer's Catalog Number (MFG. Cat. No.): The optional manufacturer's catalog number for the merchandise which will print on Inventory Purchase Orders for the Stock Item.

Reorder Point: The Reorder Point represents the On Hand Quantity of the Stock Item upon which additional units of the Stock Item should be ordered. The Reorder Point determines whether or not a Stock Item will be included on an Inventory Purchase Order when using the **Select Stock Items for a Purchase Order** function when creating Inventory Purchase Orders. If the Stock Item has an On Hand Quantity less than the Reorder Point, it will be included for purchasing. The Reorder Points for Stock Items can also be analyzed using the **Reorder Analysis Report**.

Reorder Quantity (Reorder Qty.): When a Stock Item's On Hand Quantity drops beneath the Reorder Point, the Reorder Quantity will be used as the Inventory Purchase Order Quantity for the Stock Item when using the Select Stock Items for a Purchase Order function. A Reorder Quantity **must** be entered for the Select Stock Items for a Purchase Order function select a Stock Item for purchasing. Creating Inventory Purchase Orders and using the Select Stock Items for a Purchase Order function will be discussed in full under **Generating Inventory Purchase Orders** later in this chapter.

Notes: Any notes, special instructions, storage information, etc. pertaining to the Stock Item can be recorded in the Notes field. The Notes can optionally be printed on many Inventory reports for reference. For information on formatting and printing the Notes, see Description/Note Formatting.

Inactive: As long as the **On Hand, Committed, Paid For,** and **On Order Quantities** as well as the **Total Cost** as displayed on the Status Tab are all zero, a Stock Item can be set as Inactive. Inactive Stock Inventory Items will not appear on the **Inventory Stock Item Glossary Window, Inventory Stock Item Search Window,** and most Inventory Reports.

Inventory Stock Item Window - Status / Adjustments Tab

The second tab on the Stock Item Inventory Window is the **Status / Adjustments** Tab. Here all relevant quantities, the Total Cost, and all Inventory Transactions for the Stock Item can be reviewed. Further, all Inventory Adjustments for the Stock Item are created and managed on this tab.

| Totals | |
|----------------|--------|
| On Hand | 10 |
| Paid For | 25 |
| Committed | 6 |
| On Order | 15 |
| Unit Avg. Cost | 5.35 |
| Total Cost | 133.75 |

| Code | Name | On Hand | Comtd. |
|------|-----------------------------|---------|--------|
| MAIN | FPA Interiors - Main Showro | 10 | 6 |

| TX # | Date | Type | WH | On Hand | Paid For | Commit | On Order | Cost | Cost Description | |
|-------|----------|-------|------|---------|----------|--------|----------|-------|------------------|----|
| 10023 | 07/24/09 | VInv. | MAIN | 0 | 15 | 0 | 0 | 84.25 | | Fi |
| 10020 | 07/30/09 | Cmt. | MAIN | 0 | 0 | 6 | 0 | 0.00 | | At |
| 10019 | 07/31/09 | PO | MAIN | 0 | 0 | 0 | 15 | 0.00 | | Pu |
| 10016 | 03/01/09 | Adj. | MAIN | 10 | 10 | 0 | 0 | 49.50 | | Ex |

The current quantities and the **Total Cost** of the Stock Item are displayed in the **Totals Frame** and are defined below:

On Hand Quantity: The total amount of the Stock Item, across all Warehouses, currently possessed by the company.

Committed Quantity: The total amount of the Stock Item that has been committed to Projects or Orders using the **Add Item from Inventory** function on the *Specifications Window* or the **From Inventory** button on the *Component Window*.

On Order Quantity: The total amount of the Stock Item currently included on Inventory Purchase Orders but not yet received.

Paid For Quantity: The total amount of the On Hand Quantity for the Stock Item that have been purchased via a Vendor Invoice for an Inventory Purchase Order.

Total Cost: The current total Inventory cost for all units of the Stock Item. The Total Cost is the Stock Items contribution to the company's entire Inventory Cost as displayed on the **Inventory List** and **Inventory List by Warehouse Reports**.

Unit Average Cost (Unit Avg. Cost): The Unit Average Cost is the Total Cost divided by the Paid For Quantity. By default, this is the amount that gets transferred from Inventory into Cost of Goods Sold upon invoicing the Stock Item through the Point of Sale system or the Client Invoice window. If

no Unit Average Cost is available (i.e., no Total Cost exists for the Stock Item, for example), then the **Estimated Unit Cost** will be used.

Also within the Totals Frame is the **Warehouse Quantity Grid**. The Warehouse Quantity Grid displays the Committed and On Hand Quantities of the Stock Item per Warehouse. This grid is a useful tool in quickly determining the amount of the Stock Item in each Warehouse and how much of that amount is already committed to Projects. The sum of those quantities across all the Warehouses will equal the total Committed and On Hand Quantities. Similar information for the Stock Item is available using the **Inventory List by Warehouse Report**.

Beneath the Totals Grid is the **Adjustments / Transactions Grid** which lists all **Inventory Adjustments** recorded for the Stock Item along with any accounting transactions for the Stock Item such as Client or Point of Sale Invoices, Vendor Invoices, etc. The Adjustments / Transactions Grid has the following columns:

Transaction Number (TX #): The unique identifier of the Inventory Transaction.

Date: The date of the Inventory Transaction which represents the Invoice Date for Client and Point of Sale Invoices, the Vendor Invoice Date, the date of the Inventory Adjustment, Inventory Purchase Order Date, etc.

Type: The Type represents the classification of the Inventory Transaction and has the following possibilities:

Adjustment (Adj.): A user-entered Inventory Adjustment to manually alter the quantities or Total Cost of the Stock Item.

Committed (Cmt.): The Stock Item was committed to a Project or Order.

Purchase Order (PO): An Inventory Purchase Order was created for the Stock Item.

Received (Rec.): A Received Quantity was recorded for the Stock Item through the **Inventory Purchase Order Status Window** or the **Vendor Invoice Distribution - Inventory Purchase Order Window**.

Vendor Invoice (VInv.): A Vendor Invoice was recorded for the Stock Item.

Sale: A Client Invoice for the Stock Item committed to a Project or Order or a Point of Sale Invoice was generated for the Stock Item.

Warehouse Code (WH): The Code of the Warehouse where the Transaction of the Stock Item took place.

On Hand: The affect upon the On Hand Quantity by the Inventory Transaction. A positive value represents an increase on the On Hand while a negative value indicates the On Hand was reduced.

Paid For: The affect upon the Paid For Quantity by the Inventory Transaction. A positive value represents an increase on the Paid For Quantity while a negative value indicates the Paid For was reduced.

Commit: The affect upon the Committed Quantity by the Inventory Transaction. A positive value represents an increase on the Committed Quantity while a negative value indicates the Committed Quantity was reduced.

On Order: The affect upon the On Order Quantity by the Inventory Transaction. A positive value represents an increase on the On Order while a negative value indicates the On Order was reduced.

Cost: The affect upon the Total Cost by the Inventory Transaction. A positive value represents an increase on the Total Cost while a negative value indicates the Total Cost was reduced.

Cost Description: The Cost Description is used to communicate precisely the effect of the Inventory Transaction upon the cost of the Stock Item and is often automatically created by Design Manager.

Transaction Description (TX Description): The Transaction Description for the Inventory Transaction. Many Transaction Descriptions are generated automatically for Inventory Transactions such as "Purchase" for an Inventory Purchase Order being generated for the Stock Item. The Transaction Description for Inventory Adjustments can optionally be entered by the user for future reference. The Inventory Transaction Description appears on many Inventory Reports.

Project Code: For certain Inventory Transactions, such as the Stock Item being Committed to a Project, the Code of the Project will be listed in this column.

Item Number (No.): For certain Inventory Transactions, such as the Stock Item for a Project being invoiced to the Client, the Item Reference Number will be listed in this column.

Component Number (Comp. No.): For certain Inventory Transactions, the Component Number will be listed in this column.

Client Invoice Number (Client Inv. #): For Sale Transactions, when the Stock Item is included on a Client Invoice for a Project or a Point of Sale Invoice, the Invoice Number will be displayed in this column.

Vendor Invoice Transaction Number (VInv. TX #): The Transaction Number for Vendor Invoice Inventory Transactions.

Purchase Order Number (PO #): For certain Inventory Transactions, such as the Stock Item being included on an Inventory Purchase Order, the Inventory Purchase Order Number will be displayed in this column.

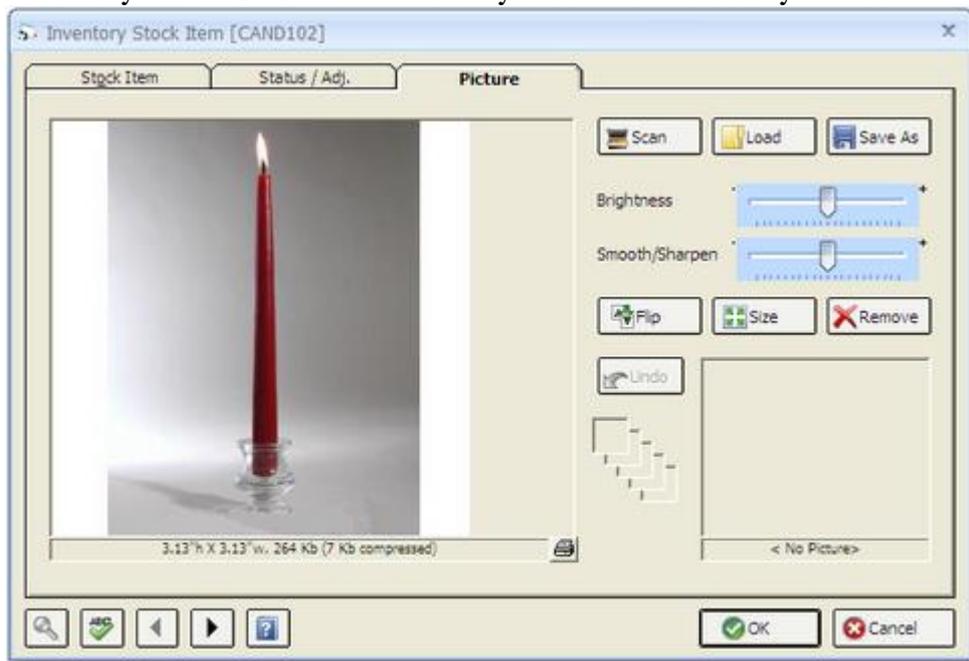
Fiscal Month: The Fiscal Month of Vendor Invoice and Sale Inventory Transactions.

Entry Date: The system date and time when the Inventory Transaction was entered into Design Manager.

Add, Edit, and Delete buttons are available to the right of the Adjustments / Transactions Grid but these are only available to create, revise, and remove Inventory Adjustments for the Stock Item. For more information, see **Inventory Adjustments** later in this chapter.

Inventory Stock Item Window - Picture Tab

The third tab on the Item Window is the **Picture** Tab. Pictures can be associated with the Stock Item which will be included on the **Item Window - Picture Tab** when the Stock Item is committed to a Project and displayed on the **Catalog Listing Report** for Inventory Stock Items. The picture will also be displayed on the **Stock Item Picture Window** when the Stock Item is selected on the **Stock Inventory Items Grid** of the **Inventory Stock Item Glossary Window**.



Scan Button: If you have a TWAIN-compatible scanner attached to your computer, you can scan an image directly into the Picture tab by clicking this button. Upon clicking Scan, you will be able to select the appropriate scanner from the **Select Source Window**.

Load: You can import an existing image on your hard drive or network into the Picture Tab by clicking the Load button. Doing so displays the **Design Manager - Load Picture Window** from which you can locate and select the image you would like to assign to the Item.

Save As: The Save As button allows you to store the Item's picture in a variety of formats on your hard drive, network, or removable media.

Picture Effects: Several controls are available for customizing the image. As these features alter the image, you'll notice that the original format will be stored in the **Picture History** in the right-hand corner of the window.

Brightness Bar: Clicking and "dragging" the Brightness bar to the left will reduce the overall image brightness. Conversely, dragging the Brightness Bar to the right will increase the overall brightness.

Smooth/Sharpen (S/S) Bar: Clicking and "dragging" the S/S bar to the left will reduce the sharpness of the image. Conversely, dragging the S/S Bar to the right will enhance the sharpness of the image.

Flip Button: Clicking the Flip button will vertically invert the image.

Size Button: The Size button will launch the **Resize Picture Window** which allows you to set the dimensions of the image. It is useful to resize the image to smaller dimensions in order to save disk space on your computer and allow Design Manager to process the image faster when printing.

Remove Button: The Remove button will delete the associated image from the Stock Item. Note that using the Remove button will NOT delete the original image if it was loaded into the Item from your hard drive or network location.

Undo Button: Clicking the Undo button will replace the current image with the most recent image in the Picture History. The Picture History is only available while currently adding or editing the image. Upon saving or canceling the Stock Item, the History is lost.

Inventory Adjustments

Design Manager will automatically update the On Hand, Committed, On Order, and Paid For Quantities, along with the Total Cost, as various processes occur in Design Manager. For example, if an Inventory Purchase Order was created for 2 units of a particular Stock Item, the On Order would increase by 2 upon accepting the Inventory Purchase Order. Upon receiving the merchandise using the **Inventory Purchase Order Status Window**, the On Order Quantity will be reduced by 2 while the On Hand Quantity will increase by the same amount.

However, sometimes you will need to manually change a quantity or cost without actually purchasing, receiving, or selling the Stock Item. One example would be inputting the initial On Hand Quantity and Total Cost when existing Stock Items are first entered into Design Manager. Another example might be reducing the On Hand Quantity and Total Cost to account for breakage. In cases such as these, **Inventory Adjustments** are used to process the quantity and cost changes.

To adjust an Inventory Stock Item, select **Inventory → Stock Items** to display the **Inventory Stock Item Glossary Window** and locate the Stock Item on the **Inventory Stock Items Grid**. Highlight the Stock Item and click the **Edit** button to display the **Inventory Stock Item Window**. Click the **Status / Adjustment** Tab which is displayed below.

Inventory Stock Item [HRD275]

Stock Item Status / Adj. Picture

Totals

On Hand Paid For Warehouse Qty. Code Name On Hand Comtd.

Committed On Order MAIN FPA Interiors - Main Showro 10 6

Unit Avg. Cost Total Cost

Adjustments / Transactions

| TX # | Date | Type | WH | On Hand | Paid For | Commit | On Order | Cost | Cost Description | |
|-------|----------|------|------|---------|----------|--------|----------|-------|------------------|----|
| 10023 | 07/24/09 | Inv. | MAIN | 0 | 15 | 0 | 0 | 84.25 | | + |
| 10020 | 07/30/09 | Cmt. | MAIN | 0 | 0 | 6 | 0 | 0.00 | | At |
| 10019 | 07/31/09 | PO | MAIN | 0 | 0 | 0 | 15 | 0.00 | | Pu |
| 10016 | 03/01/09 | Adj. | MAIN | 10 | 10 | 0 | 0 | 49.50 | | Ex |

OK Cancel

Located in the lower portion of the window is the **Adjustments / Transactions Grid** which lists all Inventory Transactions pertaining to the Stock Item but is also used to create and manage Inventory Adjustments. Click the **Add** button to the right the grid to display the **Inventory Adjustment Window** shown below.

Inventory Adjustment

NOTE: Use positive values to increase and negative values to decrease. When entering cost and quantity it is usually necessary to increase both the on hand quantity and the paid for quantity. The cost adjustment is an extended figure - not the unit cost.

On Hand Adjustment Paid For Adjustment (of the qty. on hand, how many are paid for?)

Committed Adj. On Order Adjustment

Cost Adjustment

Project

Item No. Component No.

Warehouse Main Warehouse

Transfer to Warehouse:

Transaction Desc.

Adjustment Date

OK Cancel

The Inventory Adjustment Window is the interface used to enter the actual quantity and cost changes that are desired. Though the Inventory Adjustment Window has fields to adjust all the Stock Item quantities and cost, not all fields need to be used for a given Inventory Adjustment. In other words, if you are adjusting the On Hand Quantity only, you do not need to input anything into the On Order Adjustment field. These quantities are described in greater detail under the **Inventory Stock Item**

Window - Status / Adjustments Tab. Note: Use positive values to increase the quantities or Total Cost while using negative values to decrease those figures!

On Hand Adjustment: Input the number of units by which to increase or decrease the On Hand Quantity. The On Hand Quantity is the number of units of the Stock Item currently in possession by the company.

Paid For Adjustment: Input the number of units by which to increase or decrease the Paid For Quantity. The Paid For Quantity represents the number of units that are currently On Hand that have been previously purchased in full from the Vendor. More often than not, if the On Hand Quantity is being adjusted, the Paid For Quantity should likewise be adjusted.

Committed Adjustment (Committed Adj.): Input the number of units by which to increase or decrease the Committed Quantity. The Committed Quantity represents the number of units of the Stock Item that has been previously been allocated to Projects and Orders using the **Add Items from Inventory** function on the **Specifications Window** or the **From Inventory** button on the **Component Window - Component Tab**.

On Order Adjustment: Input the number of units by which to increase or decrease the On Order Quantity which is the number of units of the Stock Item that are currently included on Inventory Purchase Orders but have not yet been received.

Cost Adjustment: Enter the amount by which the Total Cost of the Stock Item needs be altered. **Note:** The Cost Adjustment affects the Total Cost of the Stock Item and should be entered to change the cost for all units of the Stock Item, **not** as a per unit adjustment.

Project / Item No. / Component No.: When a Committed Adjustment value is entered, the Project, Item No., and Component No. fields become enabled allowing the user to enter the precise Reference Number for a Specification within a Project to which the Inventory Adjustment for the Committed Quantity will be associated. **Note:** Generally, to decommit an Inventory Item one should either delete the Item on the Specifications Window or click the **Remove** button on the Component Window - Component Tab. Therefore, using the Project / Item No. / Component No. fields in this manner is usually reserved for correcting past errors.

Warehouse: A valid Warehouse Code must be entered for each Inventory Adjustment. The Warehouse Code represents which physical location in which the Stock Item is stored is representative of the Inventory Adjustment. For example, if one unit of a Stock Item is damaged so the On Hand Quantity and Total Cost are being reduced, the Warehouse Code indicates in which location the unit resides that was truly damaged. The Warehouse Code may be manually entered or the **Search** button can be used to locate the desired Warehouse.

Transaction Description: An optional description of the Inventory Adjustment can be entered for your reference. The Transaction Description appears on many Inventory Reports.

Adjustment Date: The date of the Inventory Adjustment.

Transfer to Warehouse: The Transfer to Warehouse function is a convenient tool to quickly create a pair of Inventory Adjustments which represent the relocation of an Inventory Item, or portion thereof, from one Warehouse to another. To do so, enter the proper On Hand, Paid For, Committed, On Order, and/or Cost adjustments for the Warehouse from which the Inventory Item has been removed. **Note:** all of the adjustments figures **must** be **negative** values as they represent the quantities and cost being **reduced** in the source Warehouse. Then, select the Transfer to Warehouse option in order to enter the Warehouse Code into which the Inventory Item is being moved. Upon

clicking the OK button, two Inventory Adjustments, one for each Warehouse, will be created indicating the goods being moved from the source Warehouse into the destination Warehouse.

A common example of an Inventory Adjustment, the initial entering of a Stock Item into Design Manager, will be used to illustrate the Adjustment process. For this example, a Stock Item for a particular throw pillow is being created. When entering an existing Stock Item, such as the throw pillow, into Design Manager, all of the relevant information for the pillow is recorded on the **Inventory Stock Item Window - Stock Item Tab**. However, Design Manager must still be informed on how many pillows are currently possessed by the company, the total cost of all the units of the pillow, etc. All of which is accomplished by an Inventory Adjustment. To create the Adjustment, click the **Add** button to the right of the **Adjustments / Transactions Grid** on the **Status / Adjustments** Tab on the **Inventory Stock Item Window**. On the **Inventory Adjustment Window**, enter the total number of pillows, 10 for example, into the **On Hand Adjustment** indicating the company has a total of 10 of the pillows to sell to Clients. Next, enter the number of the pillows that have actually been purchased from the Vendor into the **Paid For Adjustment**. Often, the On Hand and Paid For Adjustments are identical, 10 in this example, but in some cases, the company may have received a new shipment of pillows but not yet paid the Vendor for them. In such an instance, the Paid For Adjustment would be lower than the On Hand Adjustment. Next, if any of the pillows are allocated or ear-marked for a particular Project, the total number of such pillows would be entered into the **Committed Adjustment (Committed Adj.)**. If any pillows are currently ordered from the Vendor, but not yet received by the company, that value would be recorded in the **On Order Adjustment**. Next, enter the **total cost** of all the throw pillows into the **Cost Adjustment**. The Cost Adjustment is **not** the cost of a single pillow, but, rather, the total value of all the pillows combined. A **Warehouse Code** must be entered for the Adjustment. If all the pillows are in a single location or the company maintains all Inventory on-site, enter the Warehouse Code as such. If, however, the pillows are spread between multiple locations, an Inventory Adjustment would be needed for **each** individual location to properly account for the whereabouts of the pillows. Lastly, enter the **Adjustment Date**, which defaults to the current system date, but can be changed, and an optional **Transaction Description** can be entered for future reference regarding the Inventory Adjustment. As stated previously, though this example utilized all the quantities along with the Total Cost, more often than not an Inventory Adjustments will only affect one or two of these values.

After clicking the **OK** button to record the Inventory Adjustment, it will appear on the Adjustments / Transactions Grid. Inventory Adjustments can be revised and removed from the Adjustments / Transactions Grid. If you notice an Adjustment has been incorrectly entered, Simply highlight the erroneous entry on the Adjustments / Transactions Grid and click the **Edit** button on the right side of the grid. Doing so will display the Inventory Adjustments Window so the prior information may be revised. If an Inventory Adjustment is completely erroneous and should not have been recorded in Design Manager at all, it can be permanently removed it by highlighting the Adjustment on the Adjustments / Transactions Grid and clicking the **Delete** button. **Note:** Only Inventory Adjustments can be edited and deleted from the Adjustments / Transactions Grid. Other Transactions, such as Purchase Orders or Sales, must be adjusted in the appropriate area of the software.

Generating Inventory Purchase Orders

From time to time, merchandise in the company Inventory or Showroom may need to be replenished. If desired, the new merchandise can be recorded into Design Manager using **Inventory Adjustments** feature as the goods arrive. However, using **Inventory Purchase Orders** to request the merchandise from Vendors results in better tracking and more control over the purchasing of Inventory Stock Items.

In brief, to create an Inventory Purchase Order, select **Inventory → Purchase Orders / Receiving** which will open the **Inventory Purchase Orders Window**. Next, click the **Add** button to display the

New Inventory Purchase Order Items Window. The New Inventory Purchase Order Items Window contains the **Inventory Purchase Order Items Grid**.

Stock Items will be added to the grid for purchasing by clicking the **Add** button to the right of the grid which will display the **Inventory Purchase Order Item Window**. For a description of each field on the Inventory Purchase Order Item Window, see the **Inventory Purchase Order Item Window** below.

Input the Stock Number for the Stock Item into the **Stock Number (Stock No.)** field. You can also use the **Search** button to locate the desired Stock Number on the **Inventory Stock Items Search Window**. Upon doing so, the **Description**, **Estimated Unit Cost (Est. Unit Cost)**, **Sidemark**, and **Vendor** will all default from the **Inventory Stock Item Window** for the Stock Item. If the Vendor has **Deposit Percent** entered on the **Vendor / Payee Window - Defaults Tab**, the value will default into the **Request Deposit Percent** which will, in turn, calculate the **Requested Deposit Amount**. The **Ship To** will default from the **Default Warehouse** on the **Company Information - Inventory Tab**. Enter the desired **Quantity** of the Stock Item for purchasing and change any other information as desired. When satisfied, click the **OK** button. The Stock Item will now appear on the Inventory Purchase Order Items Grid. Repeat these steps for each Stock Item that needs to be purchased. You may also press the **Tag** button which will open the **Select Inventory Items for a Purchase Order Window** whereby Stock Items whose **On Hand Quantity** has dropped beneath their **Reorder Point** can automatically be selected for purchasing with the **Reorder Quantity** as the Quantity to order. Select the option of your choice and press **OK** to return to the New Inventory Purchase Order Items Window where all the Stock Items satisfying the Reorder Point condition will be present on the Inventory Purchase Order Items Grid. Press **OK** to open the **Generated Inventory Purchase Order(s) Window**.

The Inventory Purchase Orders created from Stock Items on the Inventory Purchase Order Items Grid should appear on the **Generated Inventory Purchase Orders Grid**. Stock Items with the same Vendor **and** Ship-To combination will appear on the same Inventory Purchase Order. Each Inventory Purchase Order will appear on a separate row on the Generated Inventory Purchase Orders Grid. Several Inventory Purchase Orders may be printed at one time even if they are going to different Vendors or shipping addresses.

To add or change Inventory Purchase Order information, such as the **Ship Via** and **Special Instructions**, highlight the Purchase Order and press the **Edit** button to display the **Edit Generated Inventory PO Window**. When all of the information appears to be correct, press the **OK** button in the lower right corner to print the Inventory Purchase Orders.

After the Inventory Purchase Order(s) are sent to the printer or the **Print Preview Window** has been closed, an **Accept or Reject** message will appear. Do not make a selection until you have reviewed the Inventory Purchase Order(s). If all of the information appears to be correct, then click on the **Accept** button. Doing so will record the Inventory Purchase Order(s) into Design Manager. If you need to make changes, press **Reject**.

Note: When rejecting an Inventory Purchase Order, be careful to write “Reject” on the printed copy or throw it away, so that you do not accidentally send it to the Vendor. If you send a rejected copy of the Inventory Purchase Order, Design Manager will have no record of it.

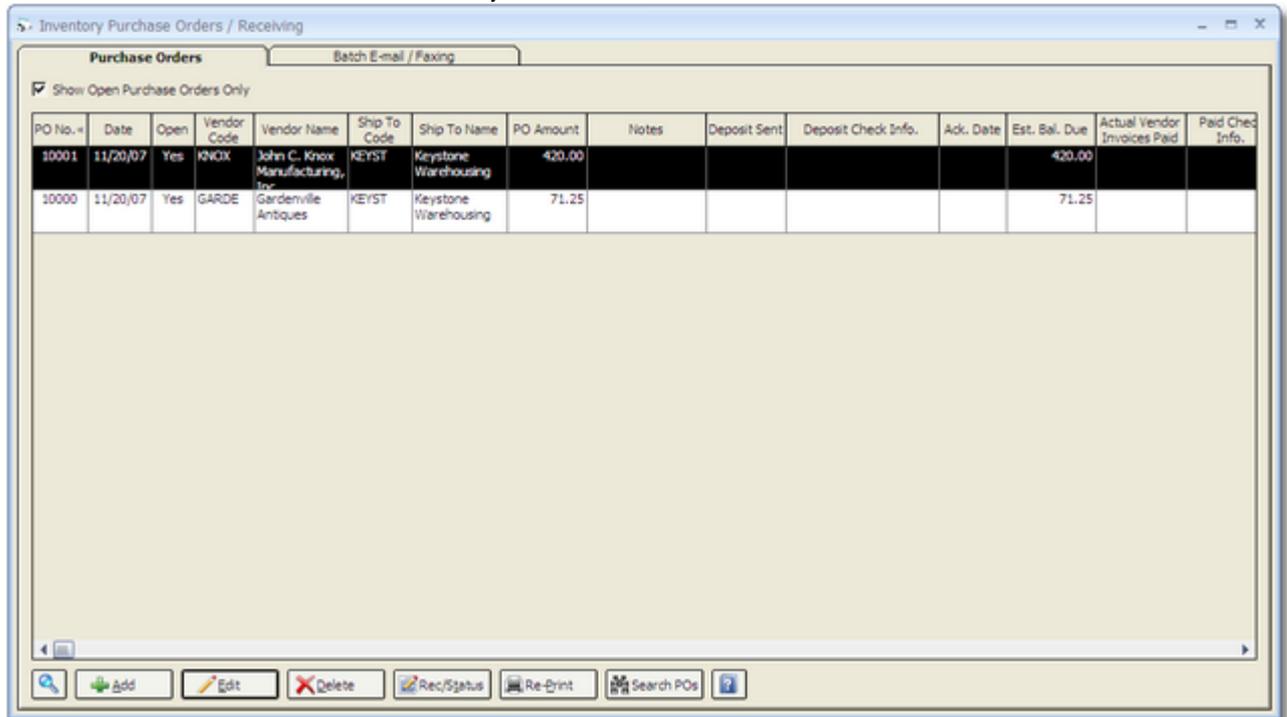
In order to make changes to an existing Inventory Purchase Order, highlight the entry on the Inventory Purchase Orders / Receiving Window and press the **Edit** button. This will open the **Edit Inventory PO / Change Order Window** where you can make any changes and print the Inventory Purchase Order again.

You can remove an Inventory Purchase Order by clicking the **Delete** button on the Purchase Orders Window if no Deposit or Vendor Invoices have been recorded for the Inventory Purchase Order.

Before mailing the Inventory Purchase Orders, some of them may need to have a Vendor Deposit check included with them. Generating Vendor Deposits is discussed at length in **Deposits for an Inventory Purchase Order** under Accounts Payable.

Inventory Purchase Orders / Receiving Window - Purchase Orders Tab

The Inventory Purchase Orders / Receiving Window is the interface to manage and monitor the status of Purchase Orders for Inventory.



Show Open Purchase Orders Only: By default, the **Inventory Purchase Orders Grid** will display all Inventory Purchase Orders regardless if the Inventory Purchase Order is open or closed. Select the Show Open Only option to display only Inventory Purchase Orders that are currently designated as open which can often greatly reduce the number of Inventory Purchase Orders listed. Design Manager will automatically close an Inventory Purchase Order if the Received Quantity matches the Ordered Quantity and a Received Date has been recorded for each Stock Item on the Inventory Purchase Order **and** Vendor Invoices have recorded for each Stock Item.

The Inventory Purchase Orders Grid lists the Purchase Orders in descending Purchase Order Number order so that the newest Inventory Purchase Orders are listed at the top of the grid. Like most grids in Design Manager, however, the Inventory Purchase Orders Grid can be sorted by most columns simply by clicking on the desired column heading. If no Inventory Purchase Orders have yet been created in Design Manager, the Inventory Purchase Orders Grid will obviously be blank. The grid has the following columns:

Purchase Order Number (PO No.): The unique reference number of the Inventory Purchase Order.

Date: The Ordered Date of the Purchase Order.

Open: If the Inventory Purchase Order is currently open, **Yes** will appear in this column. If the Purchase Order has been closed, **No** will be displayed.

Vendor Code: The Code of the Vendor for the Purchase Order was created.

Vendor Name: The Name of the Vendor for the Purchase Order was created.

Ship To Code: The Ship To Code of the shipping address designated for the Inventory Purchase Order.

Ship To Name: The Name of the shipping address designated for the Inventory Purchase Order.

Purchase Order Amount (PO Amount): The sum of the Extended Cost of all Stock Items included on the Purchase Order.

Notes: Any information recorded on the *Inventory Purchase Order Status - Notes Tab* will be displayed in this column. To see the entire Notes for the Purchase Order, simply hover the mouse over the column.

Deposit Sent: The Deposit Sent column will display the total of all Credit Card payments and Checks written for Deposits recorded for the Inventory Purchase Order.

Deposit Check Information (Deposit Check Info.): The Check Number and Check Date of each Check for all Deposits for the Purchase Order will be listed in this column. If the Deposit was paid using a Credit Card, it will be so noted with the date of the payment.

Acknowledgement Date (Ack. Date): The date the Purchase Order was acknowledged by the Vendor.

Estimated Balance Due (Est. Bal. Due): The difference of the Purchase Order Amount and Deposit Sent columns.

Actual Vendor Invoices Paid: This column will display the total of all Credit Card Payments and Checks written for Vendor Invoices recorded for the Purchase Order.

Paid Check Information (Paid Check Info.): The Check Number and Check Date of each Check for all Vendor Invoices for the Inventory Purchase Order will be listed in this column. If the Vendor Invoice was paid using a Credit Card, it will be so noted with the date of the payment.

Add and Edit: The Add and Edit buttons will display the **New Inventory Purchase Order Items** or **Edit Inventory PO / Change Order Windows** to create a new Purchase Order or revise the selected Purchase Order on the Inventory Purchase Orders Grid, respectively. More information on is available under the **New Inventory Purchase Order Items Window** and **Editing an Inventory Purchase Order** below.

Delete: Upon selecting a Purchase Order and clicking the Delete button, one of two actions will occur:

A message stating "**Are you sure you want to delete this Purchase Order?**" will be displayed. Clicking the **Yes** button will permanently delete the Inventory Purchase Order from Design Manager. Clicking the **No** button will leave the Purchase Order unaffected. **Note:** If a Purchase Order is deleted, no record of the document will be available in Design Manager regardless if the Vendor actually possesses a copy of the Purchase Order.

A message stating "**This Inventory Purchase Order cannot be deleted because of activity in the General Ledger that refers to this Inventory Purchase Order. Try voiding the entries associated with the Inventory Purchase Order and see if it can be deleted.**"

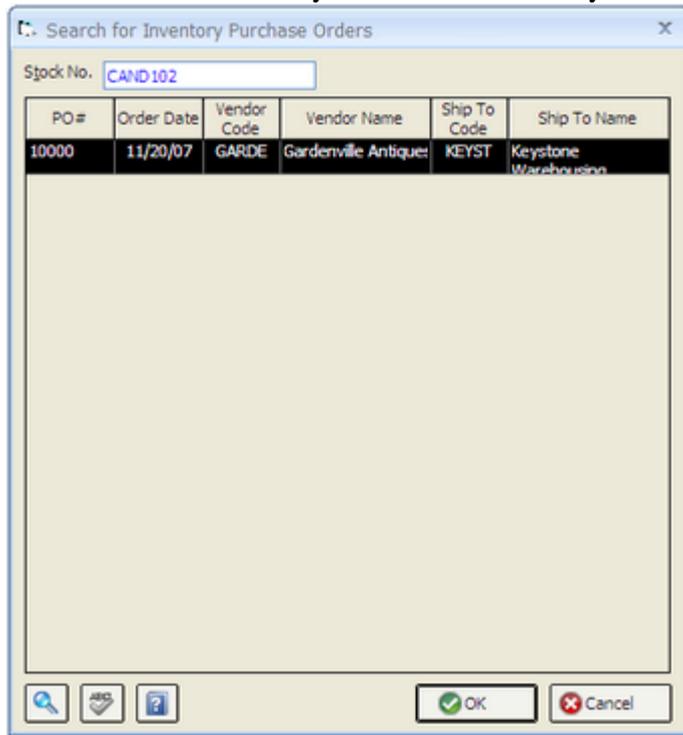
Re-Print: The Re-Print button will display the **Re-Print Inventory Purchase Order Window** whereupon the selected Purchase Order can be reviewed in the **Print Preview Window**, printed directly to a printer, or emailed to a Vendor. The Re-Print Inventory Purchase Order Window will be discussed in full under **Re-printing or E-mailing an Inventory Purchase Order** later in this chapter.

Receiving/Status (Rec/Status): Clicking the Receiving/Status button will display the **Inventory Purchase Order Status Window** to record and review a wide variety of information regarding the purchasing, shipping and receiving for the Stock Items on the selected Inventory Purchase Order. For more information on the Inventory Purchase Order Status Window, see **Acknowledging Inventory Purchase Orders and Receiving Inventory** below.

Search Purchase Orders (Search Pos): Clicking the Search Purchase Orders button displays the **Search for Inventory Purchase Orders Window** which allows the user to search all existing Inventory Purchase Orders for a particular Inventory Stock Item. The Search Purchase Orders function is discussed in full under the **Search for Inventory Purchase Orders Window** below.

Search for Inventory Purchase Orders by Item Window

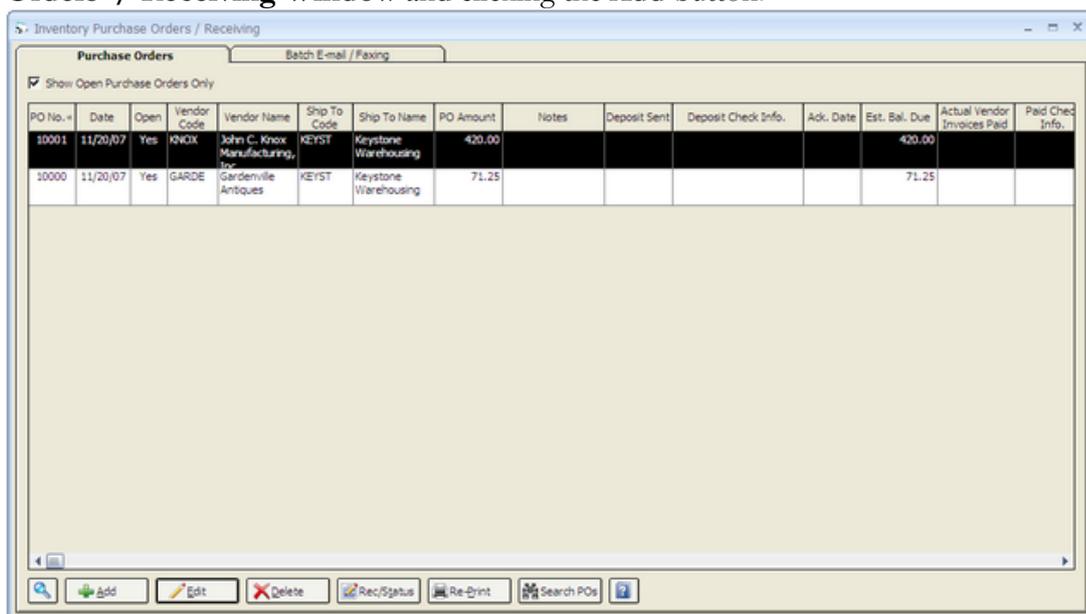
Upon clicking the **Search Pos** button on the **Inventory Purchase Orders / Receiving Window**, the **Search for Inventory Purchase Orders by Item Window** will be displayed as shown below.



To locate all Inventory Purchase Orders that contain a particular Inventory Stock Item, enter the desired Stock Number into the **Stock Number (Stock No.)** field. A Stock Number can also be located using the **Search** button and the **Inventory Stock Item Search Window**. Upon entering or selecting the desired Stock Number, all Inventory Purchase Orders containing the Stock Item will be displayed on the **Inventory Purchase Orders Results Grid**. Selecting a Purchase Order and clicking the **OK** button will close the Search for Inventory Purchase Orders Window and position to the selected Purchase Order on the **Inventory Purchase Orders Grid** on the Inventory Purchase Orders / Receiving Window.

New Inventory Purchase Order Items Window

The New Inventory Purchase Order Items Window is accessed through the **Inventory Purchase Orders / Receiving Window** and clicking the **Add** button.



Date: This is the Ordered Date that is printed on the Inventory Purchase Order(s) and upon which the Stock Items are considered ordered from the Vendor. The Ordered Date defaults to the current system date but can be changed as desired.

The **Inventory Purchase Order Items Grid** will initially be empty. Stock Items will be added to the grid for purchasing by clicking the **Add** button to the right of the grid which will display the **Inventory Purchase Order Item Window** described below. Stock Items can be added in any order as Design Manager will automatically group the Stock Items with the same Vendor and Ship To Codes on the same Purchase Order. As the columns on this grid are derived from the information on the Inventory Purchase Order Window, they will be defined under that section.

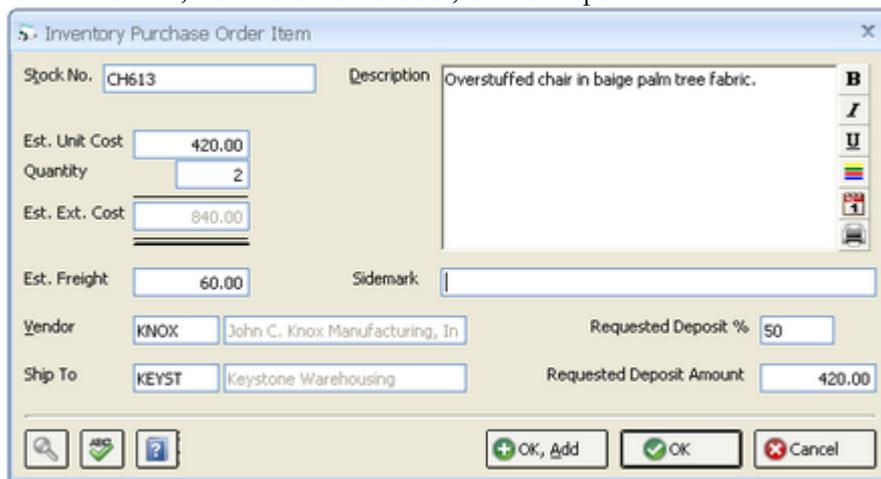
Once Stock Items are added to the Inventory Purchase Order Items Grid, the information, such as the **Ordered Quantity** or **Ship To**, can be revised by clicking the **Edit** button which will again display the Inventory Purchase Order Item Window so the information can be changed. Double-clicking a Stock Item on the grid will have the same effect as clicking the Edit button. A Stock Item can be removed from the Inventory Purchase Order Items Grid by selecting the Stock Item and clicking the **Delete** button to prevent the Stock Item from being included on a Purchase Order.

The **Tag** button can be used to display the **Select Inventory Items for a Purchase Order Window**. This window is used to include all Stock Items whose **On Hand Quantity** is currently less than its **Reorder Point** for purchasing. The Select Inventory Items for a Purchase Order Window is discussed in greater detail below.

Printing Inventory Purchase Orders: Once you have selected the desired Stock Items for purchasing, click on the **OK** button to open the **Generated Inventory Purchase Order(s) Window** from where the Purchase Orders can be printed.

Inventory Purchase Order Item Window

The **Inventory Purchase Order Item Window** is accessed through the **New Inventory Purchase Order Items Window** and clicking the **Add** button. This window is used to select a Stock Item for purchasing, determine the amount of the Stock Item to be ordered, and update any information such as the Vendor, Estimated Unit Cost, or Description.



Enter the Stock Number of the desired Stock Item into the **Stock Number (Stock No.)** field. The **Search** button can also be used to locate the desired Stock Number on the **Inventory Stock Items Search Window**. Upon entering or selecting the Stock Number, the **Description**, **Estimated Unit Cost**, **Quantity**, **Vendor**, and **Sidemark** will be defaulted from the **Inventory Stock Item Window** for the Stock Item. Meanwhile, the **Ship To** will default from the **Default Warehouse** on the **Company Information - Inventory Tab**. These fields are described in greater detail below:

Description: The Description of the Stock Item which will print on the Inventory Purchase Order. Again, the Description defaults from the Inventory Stock Item Window but can be revised as desired.

Estimated Unit Cost (Est. Unit Cost): The Estimated Unit Cost is the anticipated cost from the Vendor for a single element of the Stock Item. Always verify that the Estimated Unit Cost is correct before proceeding.

Quantity: The number of units of the Stock Item to be ordered from the Vendor which will print on the Inventory Purchase Order. The Quantity will default from the **Reorder Quantity** on the Inventory Stock Item Window if one is entered. Insure that the Quantity is correct before proceeding.

Estimated Extended Cost (Est. Ext. Cost): The product of the Estimated Unit Cost and the Quantity. The Estimated Extended Cost represents the total cost from the Vendor for all units ordered of the Stock Item.

Estimated Freight (Est. Freight): Any known freight or shipping charges can be input into the Estimated Freight field and will be displayed on the Purchase Order.

Sidemark: The Sidemark is used to tell a Vendor how to properly tag the Stock Item for delivery and will print beneath the Stock Item on the Purchase Order.

Vendor: The Code of the Vendor from which the Stock Item is being ordered. The Vendor defaults from the Inventory Stock Item Window but can be changed if necessary. A Vendor Code can be located using the Search button and the **Vendor / Payee Search Window**.

Ship To: The Code of the shipping address to where the Stock Item will be initially delivered. The Ship To will default from the **Default Warehouse** on the Company Information - Inventory Tab but can be changed if necessary. A Ship To Code can be located using the Search button and the **Ship To / Warehouse Code Search Window**.

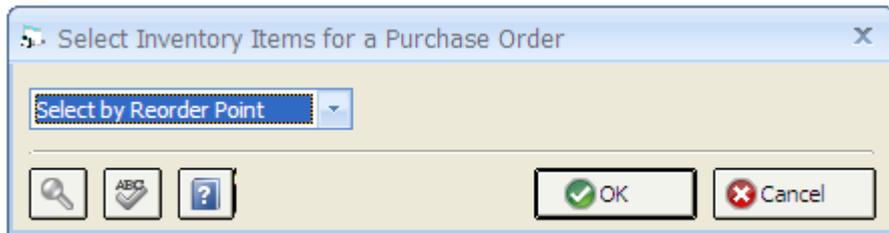
Requested Deposit Percent: The percentage of the cost of the Stock Item required by the Vendor in order to process the order for the Stock Item. The Requested Deposit Percent will default from the **Deposit Percent** on the **Vendor / Payee Window - Defaults Tab** of the Vendor, if one has been entered.

Requested Deposit Amount: The total amount of Deposit required by the Vendor to process the order for the Stock Item. If a Requested Deposit Percent is entered, the Requested Deposit Amount will automatically calculate as the product of the Requested Deposit Percent and the Estimated Extended Cost.

After all the information for the purchasing of the Stock Item appears correct, click the **OK** button. The Stock Item will now be shown on the **Inventory Purchase Order Items Grid** of the New Inventory Purchase Order Items Window. Repeat the process as necessary. When all the desired Stock Items have been added to the **Inventory Purchase Order Items Grid** on the New Inventory Purchase Order Items Window, click the **OK** button to launch the **Generated Inventory Purchase Order(s) Window** from where the Purchase Orders can be printed.

Select Inventory Items for a Purchase Order Window

The **Tag** button on the **New Inventory Purchase Order Window** displays the **Select Inventory Items for a Purchase Order Window** displayed below.

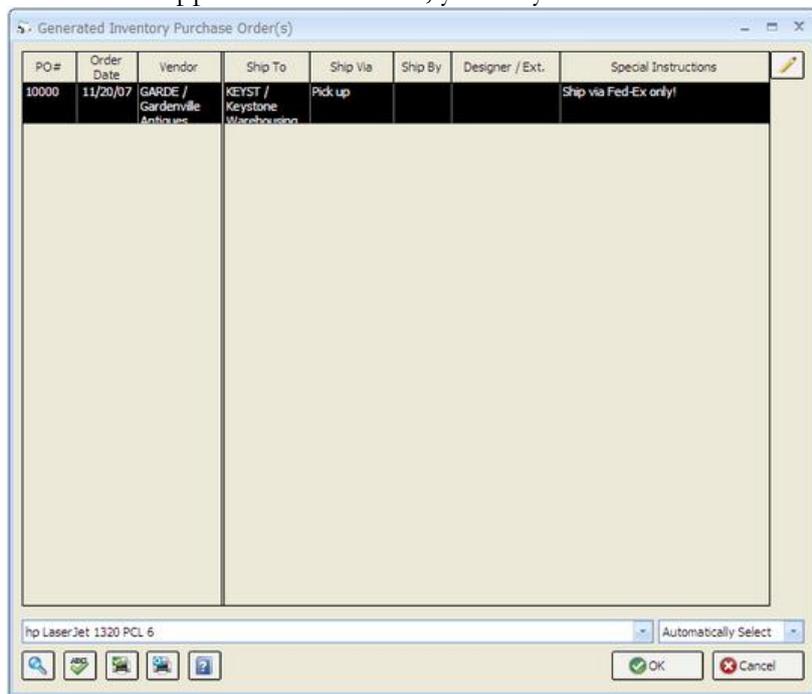


The Select Inventory Items for a Purchase Order Window is used to automatically select Stock Items to be included on new Inventory Purchase Orders by comparing the **On Hand Quantity** and **Reorder Point** of each Stock Item. If the On Hand Quantity of the Stock Item is lower than the Reorder Point **and** the Stock Item has a **Reorder Quantity** entered, the Stock Item will be selected for purchasing and will appear on the **New Inventory Purchase Order Items Grid** on the New Inventory Purchase Order Window. The Ordered Quantity for the Stock Item will be set to the Reorder Quantity value.

The **Selection** menu on the window has three options: **Select by Reorder Point**, **By Reorder Point for a Vendor**, and **By Reorder Point for a Storage Location**. The Select by Reorder Point works exactly as described above while the By Reorder Point for a Vendor and By Reorder Point for a Storage Location allows the user to only purchase Stock Items in need of reordering for a particular Vendor or Storage Location, respectively.

Generated Inventory Purchase Orders Window

The **Generated Inventory Purchase Orders Window** is accessed from the **New Inventory Purchase Order Items Window**. When you are ready to print the Purchase Orders for the Stock Items on the New Inventory Purchase Order Items Window, click the **OK** button to show the Generated Inventory Purchase Orders Window. The Purchase Orders produced from the Stock Items will appear on the **Inventory Purchase Orders Grid** with one row per Purchase Order. If the information appears to be correct, you may click on the **OK** button to print the Purchase Orders.



Edit: Clicking on the Edit button to the right of the Inventory Purchase Orders Grid will open the **Edit Generated Inventory PO Window** where you can change the **Ship Via**, **Ship On or Before Date**, **Employee and Phone Extension**, and the **Special Instructions** fields.

Inventory Purchase Orders Grid: This grid displays the Purchase Orders creating by consolidating the Stock Items from the New Inventory Purchase Order Items Window by Vendor and Ship-To

Codes. The majority of the information on this grid can be changed by selecting the desired Purchase Order and clicking the **Edit** button. The columns on this grid are explained below:

Purchase Order Number (PO #): The unique Inventory Purchase Order Number for the document.

Order Date: The date which will be displayed on the Purchase Order.

Vendor: The Vendor Code and Name of from which you are ordering the merchandise.

Ship To: The Ship-To Code and Name to where the Stock Items will initially be delivered.

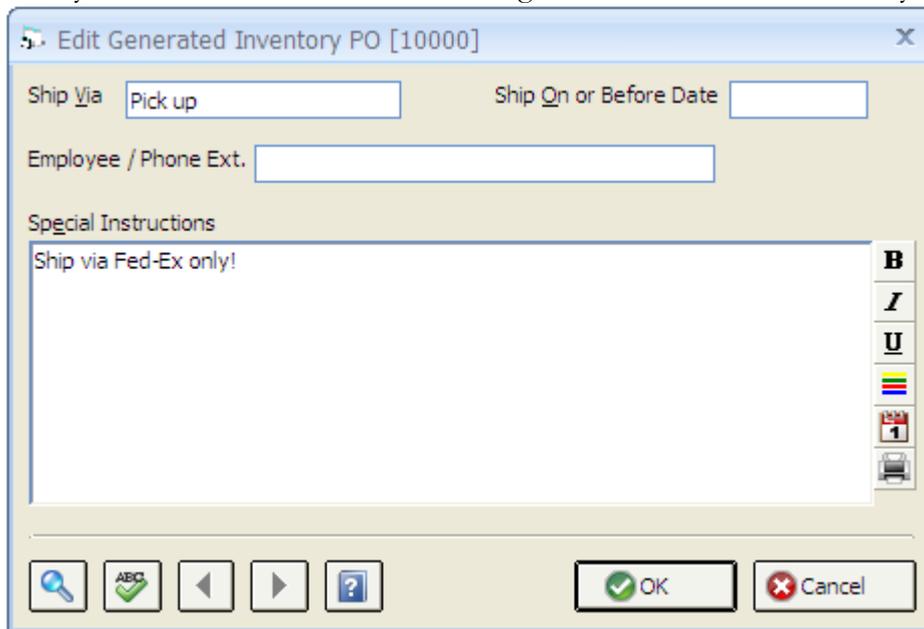
For a description of the other columns on the Purchase Orders Grid, see the **Edit Generated Inventory PO Window** as the information is often reviewed and edited on that window.

Printing Inventory Purchase Orders: Click on the **OK** button to print the Inventory Purchase Order(s). Make sure that you have the printer selection on the Printer Button Bar set to the desired printer. For more information on printing options, see **Printer Button Bar**. Whether printing the Purchase Order(s) to the monitor or directly to the printer, you will need to either accept or reject the Purchase Order(s) after printing and reviewing them.

Accepting and Rejecting Inventory Purchase Orders: After printing the Purchase Order(s), Design Manager will ask "**Would you like to accept or reject this Purchase Order?**". Be sure to examine the Purchase Order(s) carefully before accepting. If you find any errors on the Purchase Order(s), click the **Reject** button and correct the errors before printing the Purchase Order(s) again. Stock Items will be ordered as of the date on the Purchase Order after the Purchase Order is accepted. Upon accepting the Inventory Purchase Orders, they will now be listed on the **Inventory Purchase Orders Grid** on the **Inventory Purchase Orders / Receiving Window**.

Edit Generated Inventory PO Window

The **Edit Generated Inventory PO Window** is accessed by clicking on the **Edit** button to the right of the **Inventory Purchase Orders Grid** on the **Generated Inventory Purchase Orders Window**. Here you can enter and edit order tracking information for the Inventory Purchase Order.



This window allows you to add or change the **Ship Via**, **Ship On or Before Date**, **Employee / Phone Extension**, and **Special Instructions** for the Purchase Order.

Ship Via: You can optionally enter the method or shipping company that will be utilized for delivery. The Ship Via information defaults from the **Vendor / Payee Window - Defaults Tab** but can be edited as necessary.

Ship On or Before Date: The date by which you want the merchandise to be shipped from the Vendor to the specified Ship-To address. The Ship On or Before Date is also referred to as the **Ship By Date**.

Employee / Extension (Ext.): The company employee, such as an Inventory Manager, and their telephone extension can be entered here to print on the Purchase Order.

Special Instructions: The any communications necessary for the Stock Items can be entered into this field for printing on the Purchase Order. Commonly used Special Instructions or Remarks can be retrieved from the **Remarks Glossary** using the **Search** button.

Editing an Inventory Purchase Order

Circumstances may arise where you will need to modify an existing Inventory Purchase Order due to cost changes, unavailable merchandise, etc. You can revise an Inventory Purchase Order by selecting the Purchase Order on the **Inventory Purchase Orders / Receiving Window** and clicking the **Edit** button. This will display the **Edit Inventory PO / Change Order Window** which is very similar to the **New Inventory Purchase Order Items Window** except that it displays the Stock Items already included on the Purchase Order in the **Inventory Purchase Order Items Grid**. Stock Items can be added to the Purchase Order by clicking the **Add** button which will display the **Inventory Purchase Order Items Window** to include the desired Stock Item. Information, such as the **Description** or **Quantity**, can be revised for Stock Items already included on the Purchase Order by clicking the **Edit** button. Also, Stock Items can be removed from the Purchase Order by using the **Delete** button. Any of such changes to Inventory Purchase Order will maintain the original Purchase Order Number. To save the changes to the Purchase Order, simply click the **OK** button to print and accept the revised Inventory Purchase Order.

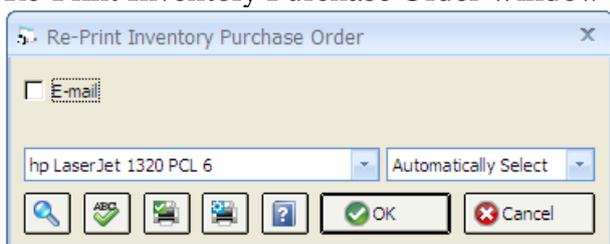
There are a few differences between the Edit Inventory PO / Change Order and New Inventory Purchase Order Items Window and they are listed below:

Change Order: Upon editing an Inventory Purchase Order, Design Manager can selectively display the title "Change Order" in place of "Purchase Order" on the document to relate to the Vendor that revisions have been made. Whether or not this option is selected is determined by the **Default to Change Order When Editing** option on the Company Advanced Options Window - PO Tab. See **Company Advanced Options Window - PO Tab** for a more detailed description of Change Order processing.

Revision Date: When selecting the Change Order option, the Revision Date field will be available and will be the date displayed on the Change Order (revised Purchase Order). The Purchase Order will maintain the original Order Date, however, for reference. The Revision Date defaults to the current system date of the computer.

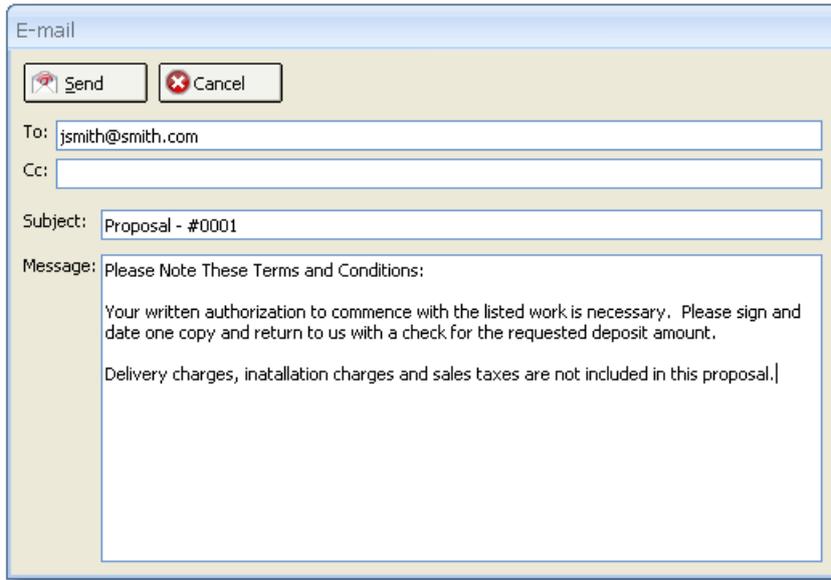
Re-printing or E-mailing an Inventory Purchase Order

To re-print an existing Inventory Purchase Order, go the **Inventory Purchase Orders / Receiving Window**, select the desired Purchase Order, and click the **Re-Print** button. Doing so will open the **Re-Print Inventory Purchase Order Window** shown below.



E-mail: The E-mail option will allow you to create a e-mail message with the Inventory Purchase Order attached in a .pdf format. If the **Use MAPI instead of Outlook for E-mail** is **not** selected on the **User Settings Window**, an Outlook E-mail Message will be displayed with the Purchase Order as an attachment upon clicking **OK**. Outlook will then manage the delivery of the E-mail. If you have recorded an E-mail address on the **Vendor / Payee Window - Notes/Information Tab**, it will be defaulted as the "To address" on your Outlook E-mail.

If **Use MAPI instead of Outlook for E-mail** option is selected on the User Settings Window, a generic **E-mail Window** will be displayed where you can input the subject and message. Again, the e-mail address will default from the Vendor / Payee Window - Notes/Information Tab. The E-mail Window is shown below.



The screenshot shows a window titled "E-mail" with a light blue header and a tan background. At the top left, there are two buttons: "Send" with a paper plane icon and "Cancel" with a red 'X' icon. Below these are three text input fields: "To:" containing "jsmith@smith.com", "Cc:" which is empty, and "Subject:" containing "Proposal - #0001". The "Message:" field is a larger text area containing the text: "Please Note These Terms and Conditions: Your written authorization to commence with the listed work is necessary. Please sign and date one copy and return to us with a check for the requested deposit amount. Delivery charges, inatallation charges and sales taxes are not included in this proposal.|"

Clicking the **Send** button will create an e-mail in your default E-mail software for transmission. In order for Design Manager to send an e-mail, your e-mail software must be MAPI-compliant. Some e-mail software must be running to receive e-mail from other programs such as Design Manager.

Faxing and Batch E-mailing Inventory Purchase Orders

Design Manager has an integrated system for faxing & e-mailing Inventory Purchase Orders in batches. The E-mail and Faxing system maintains a **Status** for each Purchase Order indicating whether delivery of the document is **Pending**, has been sent **Successfully**, or an **Error** has occurred. Faxes and e-mails can be set for delivery at any time during the day or overnight as desired.

Technical Requirements: The E-mail and Faxing system requires **Microsoft Fax Server 2003** to be installed on a network server in order to fax Purchase Orders. If you are unsure if Fax Server 2003 has been installed, contact your hardware/network technician or system administrator.

For e-mailing, the transmitting computer must have e-mail software that supports Microsoft's MAPI mail system which is usually installed on computers using Microsoft Outlook or Outlook Express but may be present with other e-mail software programs.

To use the E-mail and Faxing system, you must first indicate to which Vendors you will be faxing or batch e-mailing Inventory Purchase Orders. To so, select **Glossaries → Vendors / Payees** and edit the desired Vendor on the **Vendor Glossary**.

The screenshot shows a software window titled "Vendor / Payee" with a "Defaults" tab selected. The window contains the following fields and options:

- PO Terms:** Text box containing "Net 10".
- Deposit %:** Text box containing "50".
- Deposit Applies To:** A group of checkboxes: Merchandise, Design Fee, Labor, Freight, and Installation.
- PO Ship Via:** Text box containing "Yellow".
- Expense Acct.:** Two empty text boxes.
- Discount %:** Text box containing "0".
- Days to Take Discount:** Text box containing "0".
- Payment Due Days:** Text box containing "0".
- Buying Terms:** Three text boxes, each containing "0".
- Fax POs:** checkbox.
- Fax Dial String:** Text box containing "555-555-5555".
- Email POs:** checkbox.

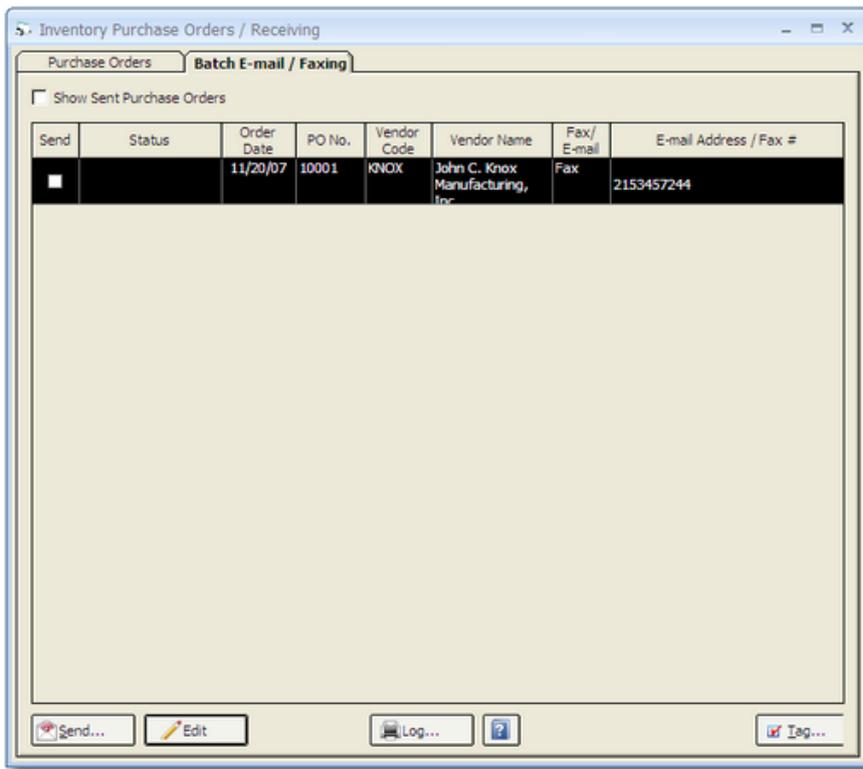
At the bottom of the window, there are navigation icons (search, back, forward, help) and "OK" and "Cancel" buttons.

On the **Vendor / Payee Window - Defaults Tab**, select the **Fax Pos** or **Email Pos** options as desired. Only one of the options can be selected for a particular Vendor. If using the Fax Pos option, make sure that the Fax Number of the Vendor, including any special characters that may be needed for your or their fax devices, is entered into the **Fax Dial String** field. The Fax Dial String is automatically populated with the **Fax** number from the **Vendor** Tab but can be edited as necessary. When using the Email Pos option, be sure to enter the Vendor's e-mail address into the **E-mail** field on the **Notes / Information** Tab. Design Manager will alert you if the necessary Fax Dial String or E-mail address is not entered when saving the Vendor.

Once the Vendor is configured properly, upon generating an Inventory Purchase Order for the Vendor, the document will be placed in the queue on the **Inventory Purchase Orders / Receiving Window - Batch Emailing and Faxing Tab** described below.

Inventory Purchase Orders / Receiving Window - Batch Emailing and Faxing Tab

To utilize the E-mail and Fax system, select **Inventory → Purchase Orders / Receiving** and click the **Batch E-mail / Faxing** Tab which is shown below.



The **E-mail and Faxing Grid** lists all Inventory Purchase Orders that have not yet been successfully transmitted to the Vendor. If you would like to all Inventory Purchase Orders that were processed through the E-mail and Faxing system, including those sent successfully, canceled, or failed to transmit, select the **Show Sent Purchase Orders** option.

The E-mail and Faxing Grid has the following columns:

Send: Select the checkbox in the Send column to include the Inventory Purchase Order in the next batch e-mail and/or fax transmission.

Status: The Status column will indicate the current transmission state of the Purchase Order. Purchase Orders that are waiting to be faxed or e-mailed will be listed as **Pending**. The Status column will also display if an error has occurred during transmission or, if the Show Sent Purchase Orders option is selected, the date and time of the successful transmission.

Order Date: The date of the Inventory Purchase Order.

Purchase Order Number (PO No.): The unique reference number of the Inventory Purchase Order.

Vendor Code: The Code of the Vendor to whom the Purchase Order will be transmitted.

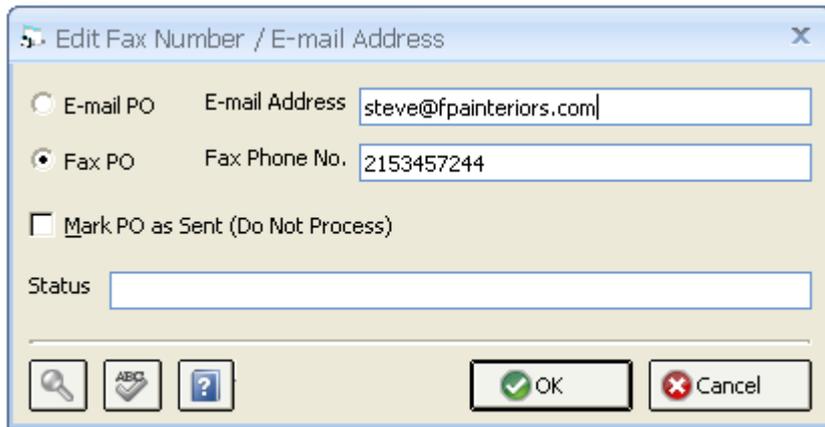
Vendor Name: The Name of the Vendor to whom the Purchase Order will be transmitted.

Fax/E-mail: This column indicates whether the Inventory Purchase Order will be transmitted via fax or e-mail.

E-mail Address / Fax # (Number): The Fax Dial String and E-mail address of the Vendor will be listed this column.

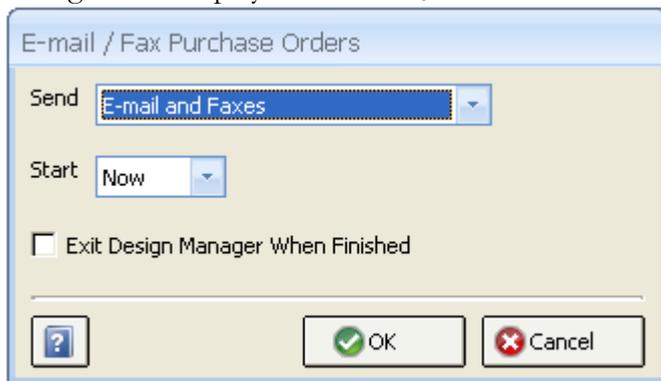
The transmission of the Inventory Purchase Orders can be managed and reviewed using the **Send**, **Edit**, and **Log** buttons beneath the E-mail and Faxing Grid.

The **Edit** button allows the user to change particular settings for the transmission of the selected Inventory Purchase Order on the E-mail and Faxing Grid using the **Edit Fax Number / E-mail Address Window**.



The Edit Fax Number / E-mail Address Window will be displayed with the original E-mail and Fax Dial String of the Vendor displayed in the **E-mail Address** and **Fax Phone Number (No.)** fields, respectively. If either has changed for the Vendor since the Inventory Purchase Order was generated, update the information as necessary. Further, the original transmission method of the Inventory Purchase Order will be indicated by the **E-mail PO** or **Fax PO** options. Again, if the Purchase Order is to be transmitted via a different method, simply select the desired option to indicate the change. The Edit Fax Number / E-mail Address Window can also be used to manually designate a Purchase Order as being transmitted to the Vendor by selecting the **Mark PO as Sent (Do Not Process)** option. This is useful if the Vendor has received the Purchase Order in some other manner in order to prevent the Vendor from inadvertently processing the Purchase Order twice. Notice that the **Status** field will automatically display "**Sent - <date and time> marked by user <User Name>**" when selecting the Mark PO as Sent (Do Not Process) option. For an Inventory Purchase Order that has previously been sent, the information in the Status column of the E-mail and Faxing Grid for the Purchase Order will be displayed in the Status field.

To schedule Inventory Purchase Orders for transmission to the Vendors, select the Send column for each desired Purchase Order. You can also click the **Tag** button to automatically select all Purchase Orders that have not been sent. After selecting the desired Purchase Orders, click the **Send** button. Doing so will display the **E-mail / Fax Purchase Orders Window** shown below.



The E-mail / Fax Purchase Orders Window allows you to configure what type of transmission is being scheduled and when the transmission will take place. The **Send** option dictates which type of transmission to commence and has the following selections:

E-mail and Faxes: Inventory Purchase Orders designated to be transmitted by either fax or e-mail will be sent.

E-mail Only: Only Inventory Purchase Orders designated to be e-mailed to the Vendor will be sent.

Faxes Only: Only Inventory Purchase Orders designated to be faxed to the Vendor will be sent.

E-mail Now, Faxes Later: This selection will transmit the Purchase Orders which are to be e-mailed immediately while Purchase Orders that are going to be faxed will be sent at the time indicated in the **Start** option described below.

The **Start** option provides five choices for the time transmission of the Inventory Purchase Orders will commence: **Now, 6 pm, 8 pm, 10 pm, and 12 am.** There are several considerations when selecting the Start time. First, when e-mailing Purchase Orders it is recommended to use the **Now** option. Depending on the security settings of the e-mail software being utilized on the computer, user interaction may be required to allow Design Manager to access the e-mail software and for how long. Therefore, sending the e-mail Purchase Orders immediately allows the user to grant Design Manager access to the e-mail software, if necessary. Second, when transmitted Purchase Orders via fax, it may be desirable to select a later time for lower billing rates or to prevent congestion on the Fax Server. When doing so, it is important to note that the computer being used to transmit the Purchase Orders will not be able to utilize, or close, Design Manager until transmission completes. Further, the Fax Server must, obviously, be running when the Purchase Orders are transmitted. Lastly, if selecting a Start option for a time after normal business hours, using the **Exit Design Manager When Finished** option is good practice as Design Manager will automatically close upon completing transmission. Most automated back-up programs will require that Design Manager is closed in order to properly back-up the Design Manager data.

To initiate the transmission of the Inventory Purchase Orders, click the **OK** button. The status of the transmission will be displayed in red to keep the user apprised of its progress. Again, Design Manager will be unavailable for other usage on the transmitting computer during this process.

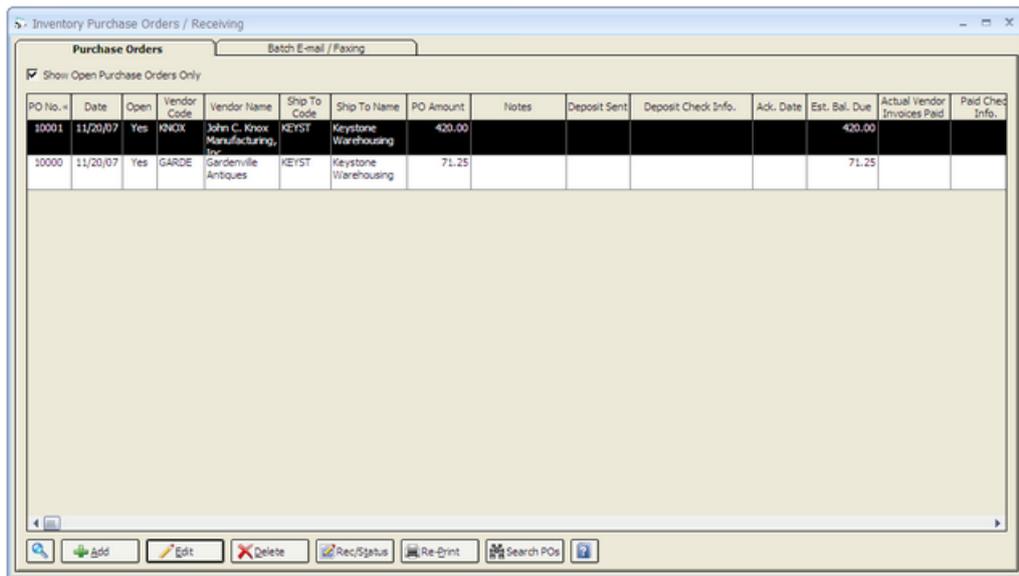
The **Log** button is used to print the **Inventory Purchase Order Fax / E-mail Log Report** to review the status of Inventory Purchase Order transmissions or review the history of transmitted Inventory Purchase Orders.

Important Considerations: When e-mailing Purchase Orders, it may be necessary to start the e-mail software prior to transmitting the Purchase Orders. If an error occurs within the e-mail software, the logs of the software must be reviewed in order to determine if the Purchase Orders were successfully transmitted. As stated above, when e-mailing the e-mail software may require authorization for access. this authorization can usually be eliminated by adjusting the security level. Please review the security settings with an IT professional before changing the software's current security setting.

During e-mailing, Design Manager will record the time the Purchase Order was successfully sent when it is transmitted to the e-mail software on the computer, NOT the time the e-mail is actually sent from the e-mail software. So, if the e-mail software is not active or is not configured to automatically send pending e-mails, a differential between the date and time recorded by Design Manager and when the e-mail was truly sent may occur. In a similar vein, a faxed Purchase Order will be recorded as sent when it is transmitted to the Fax Server, NOT when the Fax Server actually sends the documents. Due to the configuration of the Fax Server, back-logs in the Fax Queue, etc., differences in the sent date and time may be present.

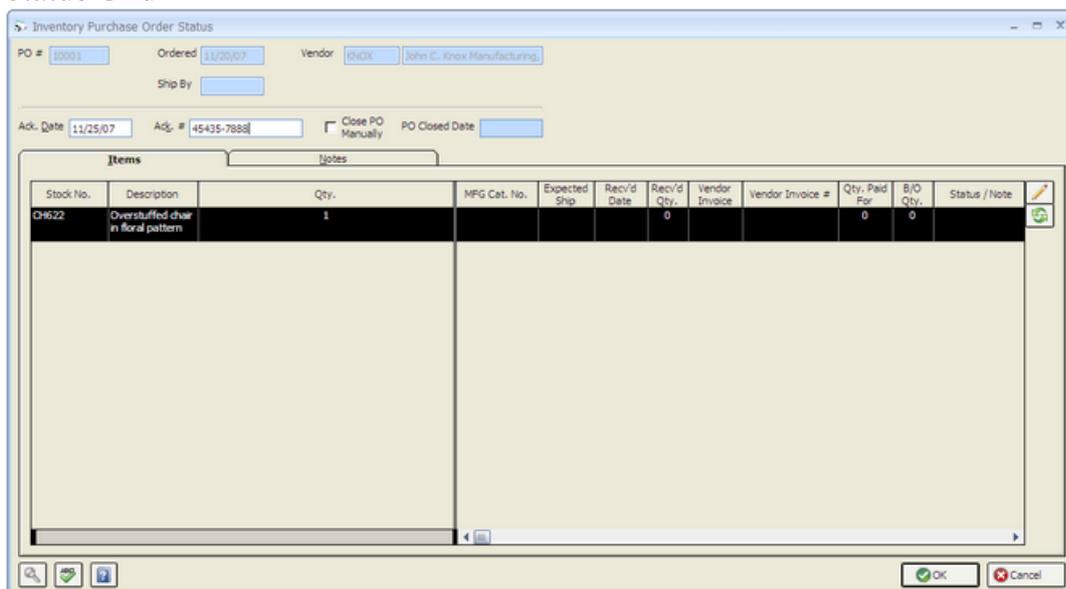
Acknowledging Inventory Purchase Orders and Receiving Inventory

Design Manager allows you to record Inventory Purchase Order acknowledgements, receive merchandise and track back-ordered products, and monitor a wide variety of other information regarding the status of an Inventory Purchase Order. Properly recording the receipt of Inventory Stock Items in Design Manager is critical in maintaining an accurate Inventory. Users can receive Inventory and record order tracking information at any time on the **Inventory Purchase Order Status Window**. The Inventory Purchase Order Status Window is accessed by selecting **Inventory → Purchase Orders / Receiving** to display the **Inventory Purchase Orders / Receiving Window**.



Then, select the desired Purchase Order from the **Inventory Purchase Orders Grid** and click the **Receiving / Status (Rec/Status)** button.

The Inventory Purchase Order Status Window displays all pertinent information regarding the Purchase Order, along with displaying the included Stock Items on the **Purchase Order Stock Items Status Grid**.



Using this window you can enter an **Acknowledgement Date** and **Number**. The Acknowledgment Date is when the Vendor receives and accepts the Inventory Purchase Order. This Acknowledgment may be given verbally over the phone or the Vendor may send you a printed Acknowledgement. The Vendor may also give you an Acknowledgement or confirmation number for the order. Clicking on the **Edit** button will open the **Change Inventory Item Order Status Window** for the highlighted Stock Item in the grid. On this window, you can put in a **Received Date** and a **Received Quantity** when the merchandise arrives. You can also enter an **Expected Ship Date, Status**, etc. When you are finished click the **OK** button. The new information will be displayed on the Purchase Order Stock Items Status Grid.

Inventory Purchase Order Status Window

The **Inventory Purchase Order Status Window** is accessed from the **Inventory Purchase Orders / Receiving Window** by selecting an Inventory Purchase Order and clicking on the **Receiving/Status (Rec/Status)** button. This window provides a method to enter and edit Purchase

Order status information as well as manually close an Inventory Purchase Order. Use this window to enter Acknowledgements, receiving and back-ordered information, etc.

Notice that many fields on this window are disabled as the information is recorded at the time the Purchase Order is created. The fields are described below:

Purchase Order Number (PO#): The unique reference of the Inventory Purchase Order.

Ordered: The date of the Purchase Order.

Ship By: The Vendor should be ship the merchandise no later than this date.

Vendor: The Code and Name of the Vendor from which the merchandise was ordered.

Certain order tracking information can be entered on this window as well:

Acknowledgement Date (Ack. Date): The Acknowledgement Date is when the Vendor receives and confirms the order. The confirmation may be given verbally or the Vendor may send you a printed Acknowledgement.

Acknowledgement Number (Ack. #): If the Vendor gives you an Acknowledgement or confirmation Number for the order, enter the information here.

Purchase Order (PO) Closed Date: The date upon which the Inventory Purchase Order was considered closed by Design Manager. Design Manager will automatically close an Inventory Purchase Order if the Received Quantity matches the Ordered Quantity and a Received Date has been recorded for each Stock Item on the Inventory Purchase Order **and** Vendor Invoices have recorded for each Stock Item. In such cases, the Purchase Order Closed Date is recorded automatically by Design Manager.

Close Purchase Order (PO) Manually: Select this option to indicate the Inventory Purchase Order as closed without waiting for Design Manager to automatically do so. Design Manager will set the Purchase Order Closed Date to the current system date upon selecting this option.

Notes: You can click the **Notes Tab** to input any information desired regarding the status of the Purchase Order. The Notes can be printed and can optionally be displayed on a variety of Order Tracking reports. When Notes are present, an asterisk will be displayed next to the tab caption as in "Notes*".

Purchase Order Stock Item Status Grid: This grid displays all of the order information for each Stock Item on the Purchase Order. This information may be edited on the **Change Inventory Item Order Status Window** by clicking on the **Edit** button to the right of this grid. Clicking on the **All** button opens the **Change All Window** which is identical to the Change Inventory Item Order Status Window, except that all of the fields are blank allowing you to enter new information and update all of the Stock Items simultaneously. The Purchase Order Stock Item Status Grid contains the following columns:

Stock Number (Stock No.): The unique Stock Number to identify the Stock Item within the Design Manager.

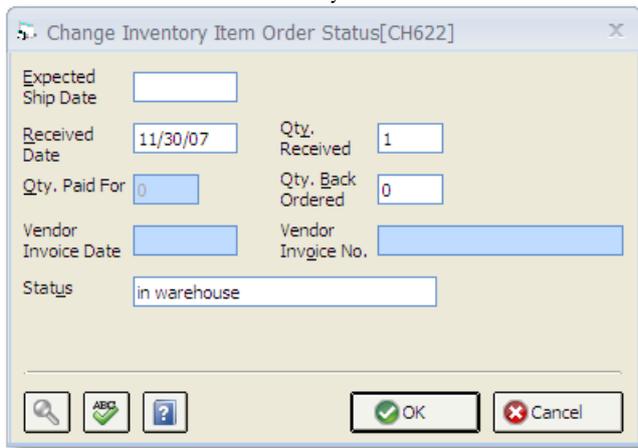
Description: The Description of the Stock Item on the Inventory Purchase Order. You can briefly view the entire Description by hovering your cursor over this column.

Quantity (Qty.): The Quantity of the Stock Item on the Purchase Order.

See the **Change Inventory Item Order Status Window** for a description of the remaining columns as much of the information will be recorded on that window.

Change Inventory Item Order Status Window

The **Change Inventory Item Order Status Window** is accessed from the **Inventory Purchase Order Status Window** by clicking on the **Edit** button to the right of the **Purchase Order Stock Item Status Grid**. This window provides numerous fields for recording and updating Purchase Order tracking information. To update tracking information for all Stock Items on the Inventory Purchase Order at once, click on the **All** button on the Inventory Purchase Order Status Window. This will open the **Change All Window** for the Purchase Order. This window is identical to the Change Inventory Order Status Window, except that all of the fields will be blank, allowing you to enter new dates and information and will record the information for all the Purchase Order Stock Items. Using the Change All Window is convenient when all the Stock Items on the Purchase Order are received simultaneously.



The screenshot shows a window titled "Change Inventory Item Order Status[CH622]". It contains several input fields arranged in two columns. The left column includes: "Expected Ship Date" (empty), "Received Date" (11/30/07), "Qty. Paid For" (0), "Vendor Invoice Date" (empty), and "Status" (in warehouse). The right column includes: "Qty. Received" (1), "Qty. Back Ordered" (0), and "Vendor Invoice No." (empty). At the bottom, there are icons for search, help, and a question mark, along with "OK" and "Cancel" buttons.

Expected Ship Date: This is the date that you expect merchandise to be shipped from the Vendor.

Received Date: The date that you actually receive the merchandise from the Vendor.

Quantity Received (Qty. Received): The quantity of the Stock Item actually delivered from the Vendor. The Quantity Received may differ from the original Ordered Quantity if a portion of the merchandise is back ordered. **Note:** The Quantity Received should reflect the total amount of merchandise received to date. For example, if 5 lamps were ordered and 2 lamps had been received, enter 2 as the Quantity Received. When the additional 3 lamps are delivered, the Quantity Received should be changed from 2 to 5.

Quantity Paid For (Qty. Paid For): The Quantity Paid For represents the amount of the merchandise for which you have actually paid the Vendor and is automatically recorded by Design Manager when the Vendor Invoice for the Stock Item is recorded.

Quantity Back Ordered (Qty. Back Ordered): The quantity of the product that is currently on back order from the Vendor.

Vendor Invoice Date: The date on the Vendor Invoice was recorded for the Stock Item. Again, this date will be displayed automatically and cannot be edited on this window.

Vendor Invoice Number (Vendor Invoice No.): The invoice number of the bill from the Vendor which will be recorded when the Vendor Invoice is entered in Design Manager. The Vendor Invoice Number cannot be edited on this window.

Status: You may use this field for entering any additional information for this Purchase Order Stock Item.

Two options will be available when using the Change All Window:

Receive All Items: Clicking this option will set the Received Date to the current system date, which can be changed, and will set the Received Quantity to the original Ordered Quantity for all Stock Items on the Inventory Purchase Order.

Clear Blank Fields: Selecting this option will cause Design Manager to delete the order tracking information for all Stock Items on the Purchase Order for any fields on the Change All Window that are blank or zero.

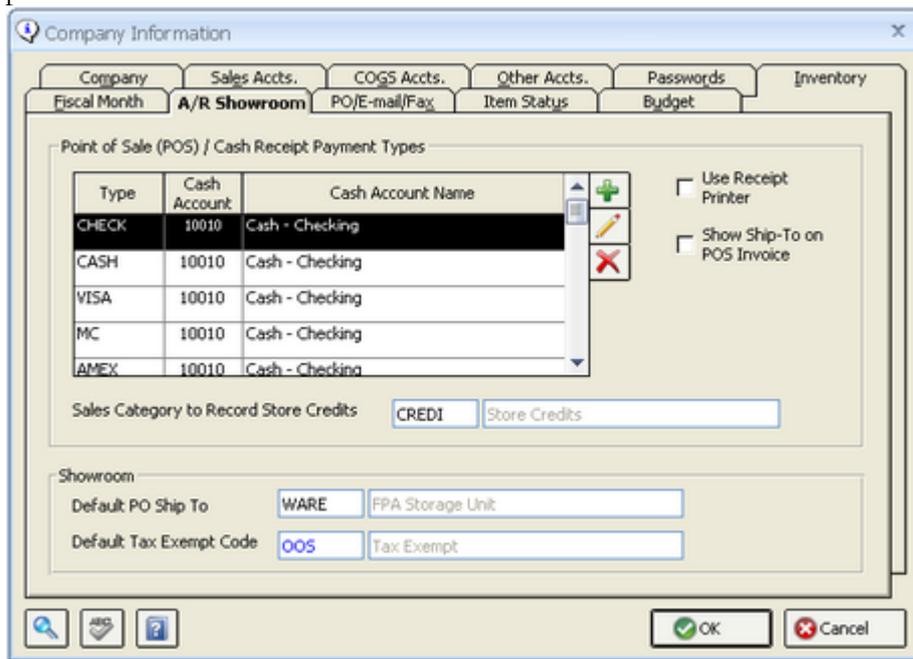
Click the **OK** button to record the information for the Stock Item or Stock Items if the Change All Window was being used. The updated information will now appear on the Purchase Order Stock Item Status Grid of the Inventory Purchase Order Status Window.

Notes on Receiving Inventory: When a Received Quantity for Stock Item is entered, Design Manager will automatically reduce the **On Order Quantity** for the Stock Item while simultaneously increasing the **On Hand Quantity** by the same amount. For more information on these quantities, see the **Inventory Stock Item Window - Status / Adjustments Tab**.

Point of Sale / Retail Sales

The Point of Sale (POS) feature is used to sell items that are not connected with a design project. If you have a retail showroom, the most common example of this type of sale would be from a walk in customer. In the vast majority of cases this customer will not have a design project in progress at the time of the purchase. If the customer does happen to have a design project in progress, you might still use the point of sale feature if the merchandise being purchased is not related to the design project. For example, suppose you have a design client whose family room is being redone. The client may come into your showroom to look at sofas to be used in the family room. If the client selects a sofa, this selection does not represent a point of sale item because it is being selected for use on the design project. It will be billed to the client at the time that the design project is billed. On the other hand, suppose the same client sees a lamp while looking at sofas in your showroom. The client would like to purchase this lamp for her bedroom. Purchasing this lamp does represent a point of sale item because the lamp is not being used in conjunction with the design project. She will be billed for the lamp at the time she takes it from the showroom. In summary, point of sale items are those items purchased either by walk in customers or by clients who intend to use the item for something other than a design project.

Design Manager is compatible with the Zebra LP2844 printer with 4" wide print width. Direct thermal models are recommended. These printers can be used to print bar code labels or used as a POS receipt printer. Options to use a label / receipt printer can be found in the Company Advanced Options on the AR/Showroom tab- check the "Use Receipt Printer" option when using one of these printers.

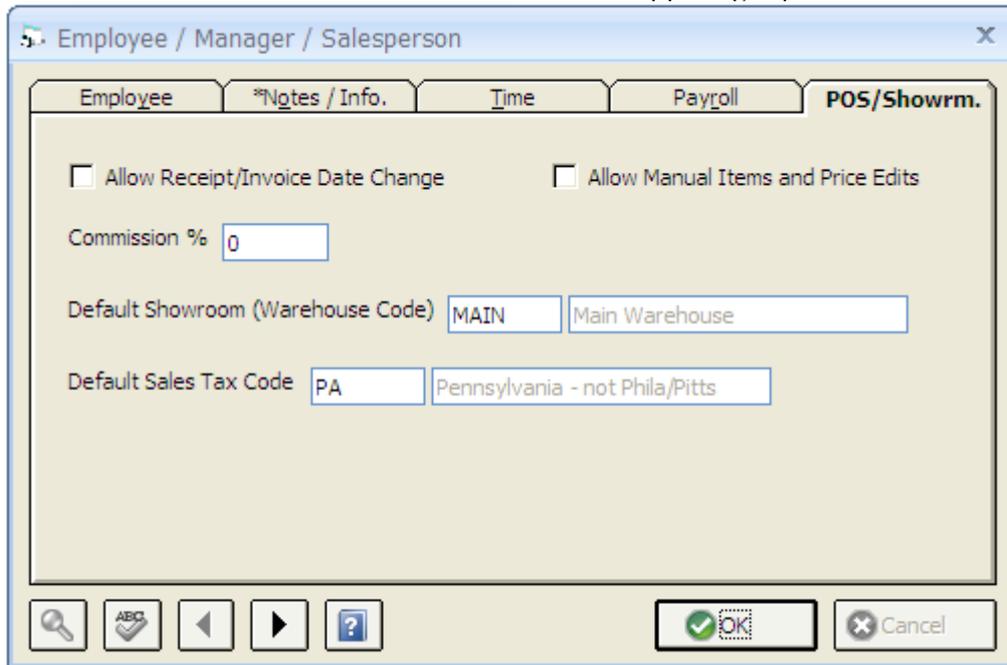


The point of sale receipts print on a 4 inch wide continuous roll. Make sure that the labels or paper rolls that you buy match your printer model for inner and outer diameter of the roll. The POS system also can be used with a cash drawer (model CR3003 from Logic Controls) and almost any bar code scanner that interface with the keyboard (keyboard wedge interface). Printers, paper, cash drawers, and scanners can all be purchased through Design Manager by calling 800-836-2999.

Configuring Employees to use Point of Sale

The POS system can handle multiple showroom/store locations; this done by defining employees that are allowed access to the POS system and defining which store or showroom they are working from. To authorize an employee to use the point of sale system, click on the word "Glossaries" at the top of the Design Manager window. Choose "Employees" from the menu that drops down. Highlight the

employee of interest. If the employee is not on the list, you will need to add the employee now by using the Add button at the bottom of the window. The employee's code becomes their password for logging into the POS system. After highlighting the employee, and clicking the Edit button or adding a new employee with the Add button, a new window will appear showing the employee's name and address. Click on the POS/ Showroom tab in the upper right portion of this window.



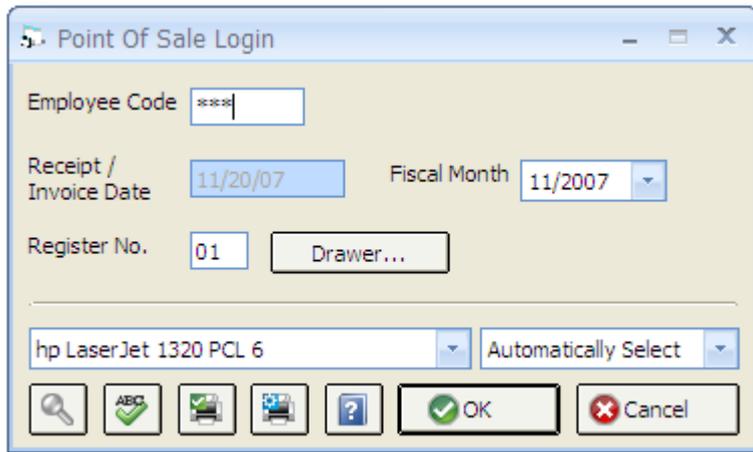
To allow this employee to use the point of sale feature, you need to enter the showroom code of the store from which the employee works. Enter this code into the Default Showroom (Warehouse Code) field. Use the search in the lower left to select or define a new showroom code. The address in this code is what will print in the header of the POS invoice printout. A default sales tax code must also be entered on this window. The sales tax code you enter here will be used for any taxable sales that the employee makes through the point of sale feature.

You may want to key in some additional information on the POS/Showroom tab. If you put a checkmark in the box titled "Allow Receipt/Invoice Date Change", then the employee will be able to place any date on the invoices being created. If there is no checkmark, the computer will allow only the current date to be placed on an invoice. If you put a checkmark in the box titled "Allow Manual Items and Price Edits", then the employee will be able to do two things. First, the employee will be able to type items that are not in your inventory onto the invoice and sell them. Second, the employee will be allowed to sell any item at a price other than the designated selling price. The box titled "Commission %" is used to indicate the commission rate for point of sale sales and other sales for projects made under this employee code.

Using Point of Sale

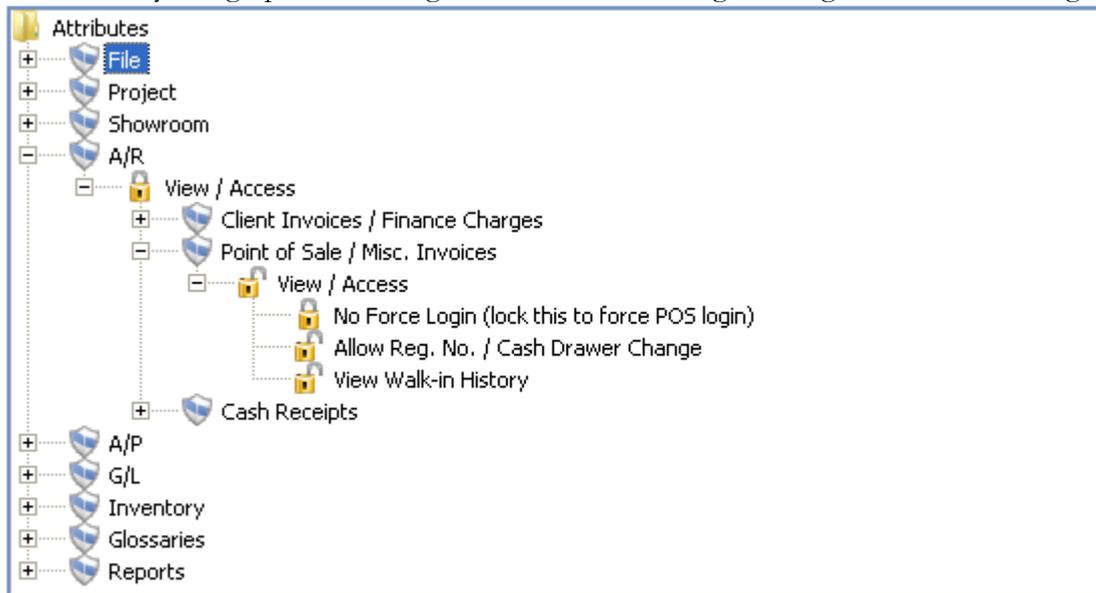
Point of Sale Log-in Window

To use POS from a computer not set to automatically log into POS, click on A/R at the top of the Design Manager window. Choose "Point of Sale" from the menu that drops down. The Point of Sale Login window shown below will appear. The employee should enter his or her code at the top of the window. If the employee is authorized to change the fiscal date or the calendar date that will appear on the invoice, these values will appear in black. If these dates appear in gray then the employee does not have authorization to change them. After entering the employee code, click the OK button to bring up the POS invoice window at this computer for the employee.



The first time that POS is used on a particular computer the employee that logs in can set a register number and configure the cash drawer (if present). The register number is only required if there are multiple POS computers. The register number is show in POS reports and can be used to balance the cash drawer at the end of the day. The drawer button is used to setup an optional cash drawer that is connected to the computer. See the instructions that come with cash drawer for more information. The printer that invoices will print to should also be set. All of this information (register number, drawer settings, and printer) will be remember by this computer no matter which employee logs into POS in the future.

A computer can be setup exclusively as a POS workstation. To do so, create a password in Design Manager for the workstation. Within that password lock out all Design Manager functions except for POS. Under A/R, POS lock the “No Force Login” attribute. This will cause Design Manager to automatically bring up the POS login window when Design Manager is launched using this password.



Point of Sale Invoice Window

At the beginning of a point of sale transaction the Point of Sale Invoice window will be showing the Customer tab. This window will be used to enter contact information about the customer. The user may not leave this window completely blank. At a minimum the user should enter information into the Name field. The lower half of this window contains a ship to address in case the merchandise is large enough that it must be shipped rather than carried out of the showroom. As the user enters the client’s address in the upper portion of this window, the same address will automatically appear in the ship to area. If the shipping address is other than the billing address, the user should put a checkmark in the box titled "Different Address". The user will then be able to type in a ship to address that is different from the billing address at the top of the window. If the customer happens to be a design

client, the user may select "On Account" at the top of the window rather than "Walk In". When On Account is selected, the computer will require the user to enter the project code for this client's design project in the upper right hand corner of the window. When this code is entered the computer will automatically fill in the billing address and the shipping address based on the addresses found in the project information.

Point of Sale Invoice [Jennifer Miller, 11/20/07, Fiscal 11/2007, Register 01]

Customer | Items | Totals / Payment

Walk In On Account

Project: JHN01 Johnson Residence - PA

Billing Address / Contact:

Phone: (215) 555-9000

Name: Mr. and Mrs. Robert Johnson

Sort: Johnson, Robert (Mr. and Mrs.)

Email: [Empty]

Alt: [Empty] Ph: [Empty]

Addr.: 1700 Ashland Avenue

City: Holland

State: PA Zip: 18940

Ship To:

Different Address

Name: Mr. and Mrs. Robert Johnson

Sort: Johnson, Robert (Mr. and Mrs.)

Addr.: 1700 Ashland Avenue

Phone: (215) 555-0868

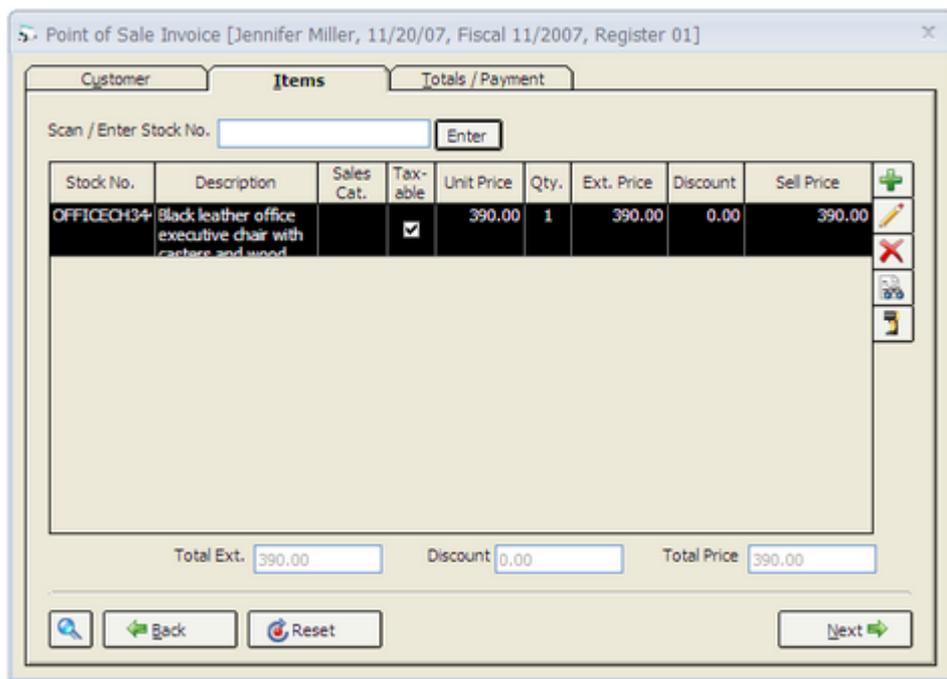
City: Holland

State: PA

Zip: 18940

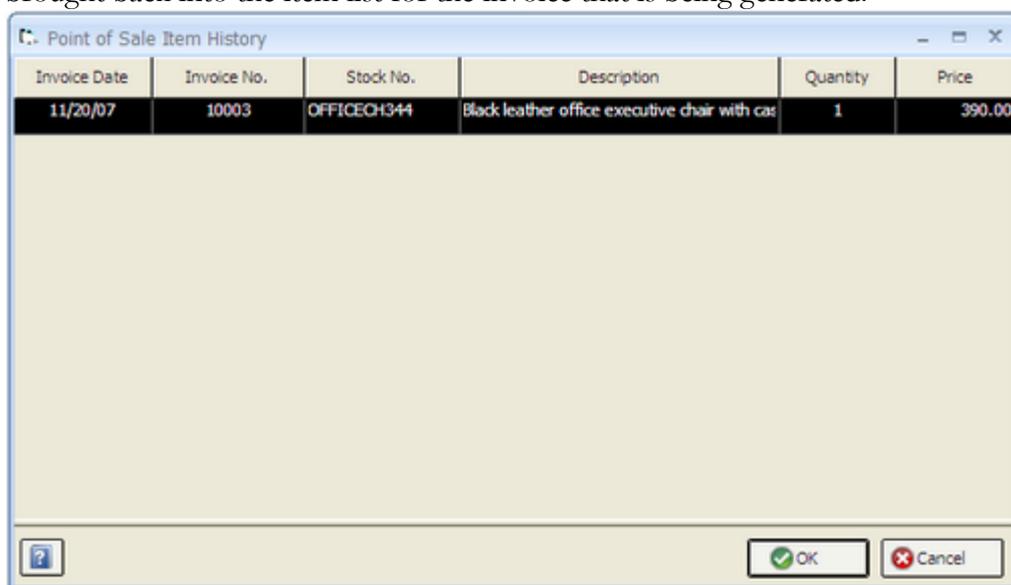
Log Out | Reset | Next

When the customer information has been entered, click the Next button in the lower right portion of the window to enter information about the items being purchased. A new tab titled "Items" will appear. The cursor will be flashing in a box at the top titled "Scan/Enter Stock No". If you are using a bar code scanner you may begin scanning the items now. The items will appear in the list below as they are being scanned. Depending upon the scanner being used, you may need to press the enter key on the keyboard or click the Enter button at the top of the window after each item is scanned. If you do not have a scanner, you may simply key in the stock number of the item being purchased and then press the enter key or click the Enter button. Review the list on the window after all of the items have been entered. If you see an item that requires changing, simply highlight that item and click the Edit button on the right side of the window. You may also delete items using the Delete button if they have been entered accidentally, and you may add items to the list using the Add button if you so desire.



On the Items tab there are a few additional functions that can be used. The first is for gift certificates or client credits. If the customer has a store credit or gift certificate it will appear in the upper right of the window. Click the “Use” button to apply the credit to this invoice. For more information see Store Credits and Gift Certificates.

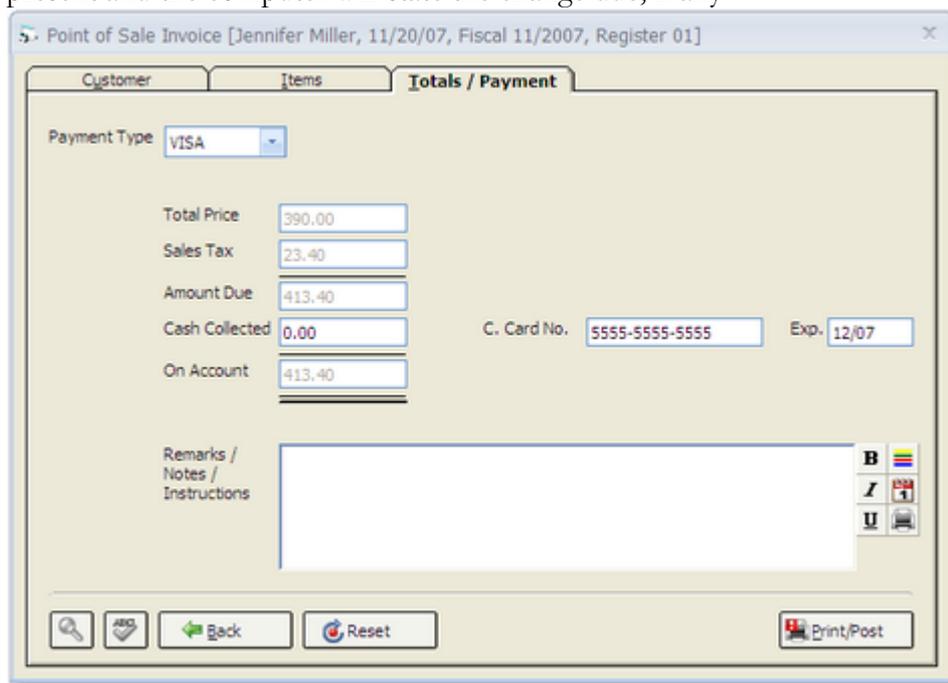
There is also a button next to the grid to view recent purchases that the customer has made. Click this button to bring up the POS item history window for the customer. Any item can be highlighted and brought back into the item list for the invoice that is being generated.



The final function is a button with the picture of a scanner on it. This will only be visible if the optional data collection module has been purchased for Design Manager. This allows you to enter a batch of items scanned using a portable data collection device. For more information see the Data Collection System.

When all of the items have been entered, click the Next button in the lower right portion of the window to move on to payment information. The new tab titled Totals/Payment will appear. Select the method of payment from the choices offered in the Payment Type box. To define methods of payment, see the Company Information Window, A/R Showroom Tab. Next, enter the amount being paid in the box titled "Cash Collected". If a credit card is being used then this amount should

be the amount that is charged to the card. If you are being paid in cash, then this should be the amount of cash given to you by the customer. If the customer gives you more than the required amount of cash, the computer will indicate the difference in the box titled "Change," the change that should be given back to the customer. In the large box at the bottom titled Remarks/Notes/Instructions, you may enter any special information that you would like to have appear at the bottom of the invoice. Note that in the case of walk in customers the computer will require that the cash collected be the amount required for the purchase. No credit will be allowed. If On Account has been selected on the Customer tab and a project code has been entered then the user may accept a payment that is less than the total amount due. The remaining amount due will be transferred to open accounts receivable for payment at a later time. Complete the sale by clicking the Print/Post button in the lower right portion of the window. The computer will print a copy of the invoice for the customer and will remove from inventory any items that have been sold. The cash drawer will open if present and the computer will state the change due, if any.



At the bottom of the POS Invoice window there is a reset button. This can be used to clear the POS invoice and start over. This button can be used at any step during the process of producing an invoice up until the Post/Print button is clicked. When using the optional cash drawer an Open Drawer button will also be present, this forces the drawer to open assuming the employee knows the drawer code.

On the customer tab there is a Logout button. This button should be used to switch employees or to lock the POS workstation and return to the login window. If the operator walks away from the computer it is a good idea to logout, this way it is hard for a customer or other employee mess with the computer unless they know an employee login code.

Gift Certificates & Store Credits

Design Manager has special processing to handle POS returns and gift certificates. The software will remember any credits that have been issued and will display them whenever the customer buys something new until they are used up. To get the credits to display, you must type the customer's name or phone number exactly the way it was originally entered or look up the customer using the search button. To use a gift certification, the gift certificate number can be typed into the customer name field.

Setting Up

There is a small amount of setup required before you can use the store credit system. You need to add an account into your chart of accounts to hold the credits/gift certificates. To set up the account click on G/L and pick Accounts then click on the Add button. We will be entering a liability account so the account number will often start with a 2 (example 20950). A typical title for the account would be "Credits/Gift Certificates" Be sure to mark the account type as Liability and click on the OK button to save the new account.

You will also have to setup a sales category to handle store credits. Click on Glossaries and select Sales Categories then click on the Add button. For the Category Code use something like CREDIT or GIFTC then enter a name such as "Credits/Gift Certificates." The only account on this window that is important is the Sales Account for Merchandise. The account that you enter must be the store credit/gift certificate account you just set up above in the account file. The remainder of the accounts can be filled in with the defaults from the company file. Be sure to click OK to save the new sales category.

Next click on G/L and select Company Information. Click on the tab labeled POS/Showroom to display the setup window for point of sale and showroom information. About half way down the window you will see "Sales Category to Record Store Credits" and you will be able to enter a sales category. Enter the new sales category we just set up in the above step.

Entering a Store Credit

To enter a store credit, log into the point of sale system and then enter the customer's name and address information or select the project code if it is for an existing project. Next, click on the Items tab where you enter either a stock number of an inventory item, or a general credit. Click the Add button next to the items grid and enter the stock number of the item being returned. Enter the quantity being returned as a negative number. If the customer is returning 2 lamps, then enter a quantity of "-2". For non-inventory type credits, do not enter a stock number, skip the quantity, and enter a description and the credit amount as a negative number. On this same window there is a flag to set the item as taxable. If this is a return then the taxable box should be checked if the original purchase was taxable. Click on OK to save the entry then go to the Totals / Payment tab.

Now select the Payment Type. By clicking on the down arrow you should be able to select [CR] at the bottom of the list. This is a special payment type that is added to the list by the computer. This is how the system knows that this is a store credit to be saved on account. Finally, print and post the credit. When the customer returns to use the credit, the credit will show up automatically on the Items screen to the right of the stock number field at the top. First enter the new items that the customer is purchasing then click on the Use button. Another line for the credit will appear on the grid. If you want to use only part of the credit simply edit the credit line and change the amount as desired. The credit will continue to appear as long as the client has a credit balance.

Entering a Gift Certificate

To record a gift certificate it is best to buy gift certificates with numbers assigned to them or to assign a unique number to each certificate. To enter a gift certificate, log into the point of sale system and then enter the gift certificate's number into the customer's name field. Use the address/contact information to record the buyer of the certificate, if desired. Do NOT enter a project code to sell a gift certificate. Next, click on the Items and click the Add button next to the items grid. Leave the stock number and the quantity blank and enter the amount of the certificate as a positive number. Make sure that the taxable flag is unchecked. Finally, and most important, enter the sales category for Store Credits and Gift Certificates into the sales category field in the lower right of the window. Click on OK to save the entry then go to the Totals / Payment tab. Now select the Payment Type that the customer is actually using to purchase the certificate (do NOT use the [CR] type at the bottom of the list).

When a customer returns to use the gift certificate, type the certificate's number into the name field, the buyer of the gift certificate will pop up. Proceed to the items tab and enter the items that the customer is purchasing then click on the Use button. Another line for the credit will appear on the grid. If you want to use only part of the certificate simply edit the credit line and change the amount as desired, the customer can retain a copy of the gift certificate until all of the credit is used.

Point of Sale Reporting

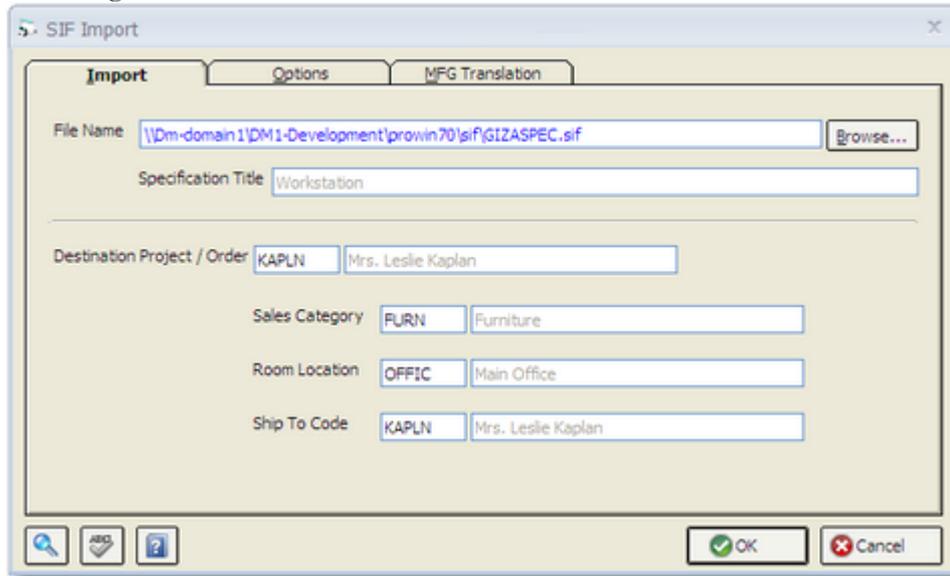
Design Manager provides a report under Point Of Sale (A/R report menu) called Open Store Credits. This report will list all of the open credits at the time it is printed. You cannot print this report retroactively. The report should total to the amount for the Store Credit Liability Account on the trial balance.

SIF Import Module (optional)

The Design Manager Professional Standard Information File (SIF) Import software is designed to bring specifications from catalog systems such as CAP™, and Giza™ into any Design Manager Project or Order. SIF files normally end in the extension “.sif” and can be generated using the export function on your Catalog/Specifying software (see the documentation from Catalog/Specifying software vendor for details).

Importing a SIF File

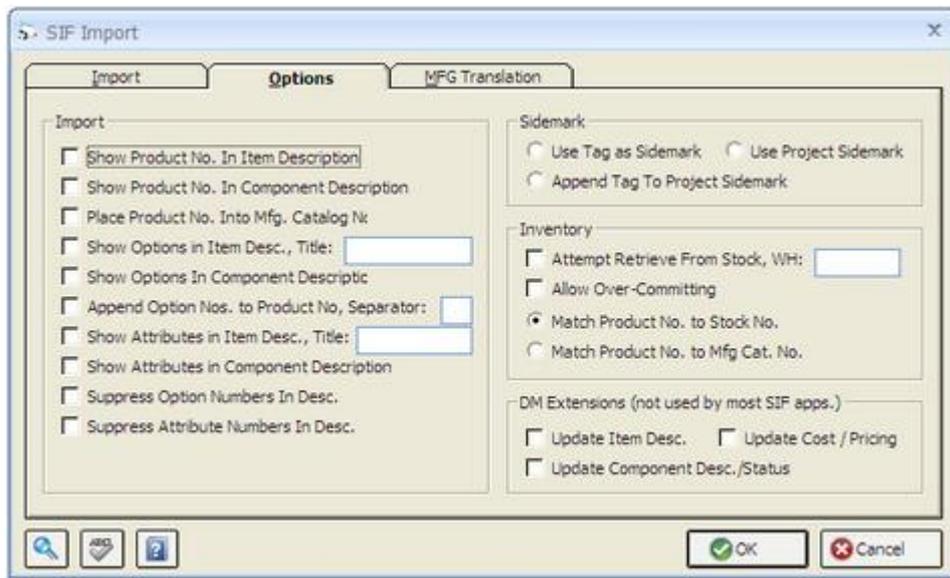
When the SIF Import software is present on your Design Manager Professional System an Import selection will be available appears on the Project menu. Choosing this option will bring up the following window



Enter the full path and file name of a SIF file into the File Name text box. To browse press the small button labeled “browse” attached to the immediate right of the field. The Specification Title (if one exists) that is encoded into the file will appear in the Specification Title box under the file name. Next, enter the project code (from Design Manager) that the items specified by the SIF file should be copied. Each product specified in the SIF file will be added as a new item with one component (and possible a freight component) to this project in the order that they are listed in the SIF file. A Sales Category Code and/or a Location Code can be entered as well (these fields are optional). Each new item will have this Sales Category and/or Location assigned to it. The Ship To code will be defaulted to the ship to specified by the project and may be changed. Each component created will be assigned this ship to. Press the OK button to start importing your file. After your file has been processed, another file may be entered, and so on. When you are finished importing, press the Cancel button to exit this window. Any items imported can be viewed and edited using Design Manager’s standard specification window.

Options and Settings

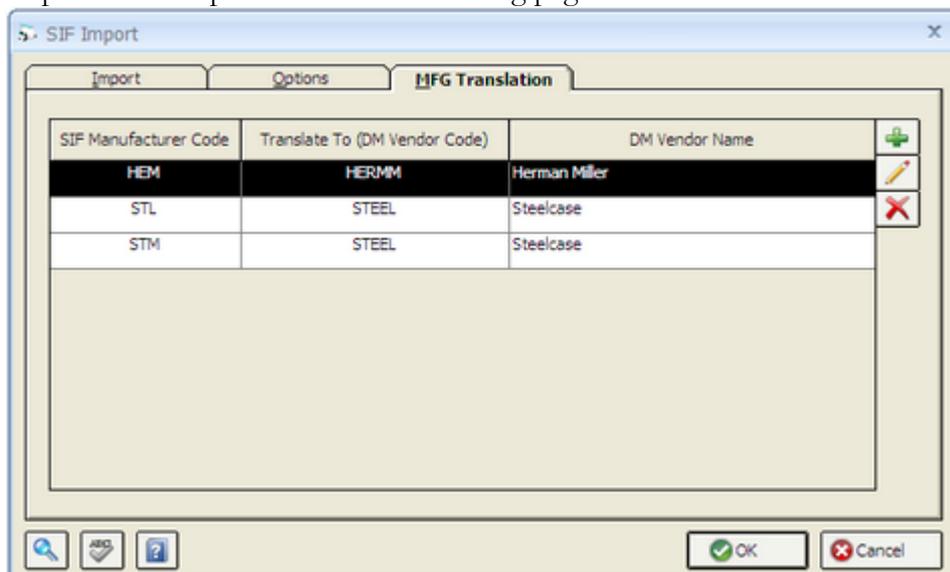
There are several options that can be used to control the import. The options portion of the window is shown below. The options should be set before the import is done and will automatically be saved even after the window is closed. Below we will cover some of the major options, to find a description of all of the options, see the help file (press F1 in Design Manager with this window showing).



The “Show Product No. In Item Description” and the “Show Product No. In Component Description” option will cause the product number to be placed before the product description in either the item or component description respectively. The “Place Product No. Into Mfg. Catalog No.” option is used to control whether or not the product number will be placed into the component’s Mfg. Catalog No. Field. Usually this option and the “Show Product No. In Component Description” should not both be checked. The “Show Options In Item Description” and the “Show Options In Component Description” will show additional catalog numbers such as Paint color, Fabric type, etc. from the SIF file in the respective description. The option text will be preceded by the text that is in the Title text box. Option numbers can also be appended to all occurrences of the product number by using the “Append Option Numbers To Product No.” option. They will be separated by the symbol in the Separator text box. The “Use Tag as Sidemark” option will place the tag specified in the SIF file into the sidemark field of the respective component. The next option, “Use Project Sidemark” will place the default sidemark from Design Manager into the field. The final option will combine both into the sidemark field of the component.

Manufacturer Translation

The Catalog/Specifying Software that you are using will have codes that designate different manufacturers, suppliers, or vendors. There are two ways to tell Design Manager what supplier to use when the SIF file is imported. The first is to enter new vendors into Design Manager using the same codes that your Specifying Software uses. The other way is to use the Translation portion of the SIF Import window pictured on the following page:



In the window pictured above, when the SIF Import encounters the codes TR1, TR2, or TR3 they will all be translated into the Design Manager Vendor Code "TREND." An unlimited number of translation codes can be maintained on this list. When a SIF file is imported that does not have a valid vendor code associated with one of the items an error will occur and no items will be imported. The error message will show you the manufacturer code that is in the SIF file so that you can add vendor with that code to Design Manager or add a translation entry to this list. The file can then be imported again and the next vendor fixed. This process can be repeated until the SIF file imports without error.

Remote Data Collection (optional)

The optional Design Manager Data Collection System is a flexible way to work with both special order inventory and stock inventory items using bar code labels and a portable handheld scanner. By organizing items and tasks into logical groups called “Lots,” the system allows the user to track items to and from a job site, transfer items to projects for proposal/billing, receive items, deliver items, create a point of sale invoice, transfer items to and from warehouses and showrooms, and perform physical counts.

To use this system you will need the optional Design Manager Data Collector software and a handheld portable scanner. You will also need to print labels from the Design Manager software that are compatible with the scanner.

The following scanners work with Design Manager and can be purchased directly from Design Manager, Inc.

Unitech HT580 – This scanner is small, light and portable with a 4 line display. It can be used in all aspects of the Design Manger System and plugs into the computer via a USB port.



Symbol/Motorola CS 1504 – This scanner is inexpensive and very small. It is designed to fit on a keychain and can used by a client or designer to gather a simple list of items from a showroom or warehouse. That list can sent to a Point of Sale Invoice or to a Project for specifying. It can be used for all data collection functions in DM except for the Project Site Transfer function which requires the scanner to have a display.



The Datalogic/Percon/PSC PT 2000 – Support for this scanner is provided for backward compatability with old versions of Design Manager. This scanner cannot be purchased new as it has been discontinued. Users should purchase the HT580 scanner pictured above.



Setting Up and Using the Portable Data Collector

Instructions to attach the scanner to your computer and to load the proper device drives will come with your scanner . The HT580 and PT 2000 scanners must be loaded with Design Manager’s Data Collection System Software before they can be used with Design Manager. If you purchased your scanner through Design Manager, Inc., then the software has been pre-loaded into your scanner and there is nothing further to do. Should the scanner be purchased through a source other than Design Manager, the scanner will still have to be sent to Design Manager to have the correct programming loaded onto the device (extra charges will apply for this service).

The scanners main menu should have 6 choices: 1-Proj., 2-Rec’v., 3-Move, 4-Delvr., 5-List, 6-Count. If the scanner does not display these choices then the scanner probably is not programmed.

```
1-Proj. 2-Rec'v.:
3-Move 4-Delvr.
5-List 6-Count
>1-6, Enter: __
```

Charging the batteries

It is important that the scanner's batteries are charged for 8 to 12 hours before the first time that the scanner is used (this excludes the CS 1504). The batteries must be charged if a low battery warning is appearing or occasionally flashes in the display window. To charge the batteries simply leave the scanner in the docking station. When the charge battery light is on it means that the scanner is seated properly and the batteries are charging. Failure to charge the batteries may result in lost data or permanent damage to the rechargeable batteries within the scanner.

Resetting the Unit

On occasion the scanner can stop functioning properly. This is usually due to a power surge, dropping the unit, or letting the batteries run down too low. In this condition there may be no choice but to reset the unit. Resetting the scanner will lose any scanned items that may be loaded into your scanner.

To reset the PT 2000 unit, turn the power off. Slide open the battery door on the back of the scanner and remove the NiCad rechargeable battery. Finally, reinsert the battery while holding down the Alpha and Enter buttons together on the front of the scanner. You do not have to reload the software as it is stored in nonvolatile memory within the scanner.

To reset the HT580 unit, turn the power off. Hold down the ALPHA button while turning the power back on. After the unit powers up, select #3, "DMDC" from the menu.

Using the Portable Data Collector

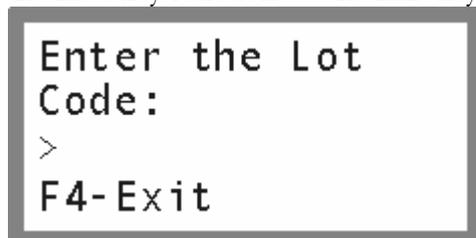
Collecting Data / Scanning and Entering Items

The scanner's main menu has options that correspond to the drop-down choice on the Item / Scanning Window within Design Manager (see the section entitled "Using the Computer Software"). Each option is used to scan and upload that type of item. The List option (#5) can also be used to add scanned items to a Point of Sale Invoice. Each of the scanning options will be described below:

Project Transfer (Taking Items To and From a Project Site)

Menu option #1 (Proj.) on the scanner is used to scan inventory items to be taken to the client site and eventually loaded into a project for billing. The data collection software will track the list and has options to add scanned items to the list or remove them. This can be thought of as a truck load of items (also called a "lot"). You scan each item onto the list and designate which project they will be going to. Those items are loaded onto a truck and taken to the job site where the designer will use some items and not use others. When the truck returns, the remaining items are scanned for coming off of the list (or truck). These items that are returned on the truck will drop off of the computer's list and the remaining items (the ones that remained at the job site) can be transferred to the project(s) for billing.

Begin by pressing 1 on the scanner and then press the Enter button. Note: When using the HT580 the ESC key functions as the Exit key instead of F4.



Next, enter the lot code that you assigned using the computer software. This could be your initials, or a truck number, etc. The lot code is used to uniquely identify this group of items. To enter letters, press the Alpha button, to enter numbers again, press the Alpha button again. Be sure to press the red Enter button when you are finished keying the lot code. Shown below is lot code 1AC34.

```
Enter the Lot  
Code:  
>1AC34  
F4-Exit
```

After pressing the Enter key you should see the following message. Designate if items are going on the list (on the truck) or off of the list (returning and being unloaded from the truck). Press 1 for On, 2 for Off and then Enter.

```
Items going ON  
or OFF list?  
F1-ON f2-Off  
F4-Exit
```

Next, if you chose On List then designate the project code to which you are taking the items to. Each Lot can have items going to multiple projects (see below). If you are taking items Off the list then there is no need to designate a project code.

```
Enter Proj. Code  
or Order #:  
>  
Lot: 1AC34
```

The scanner will present you with a menu that lets you scan/enter new items (1-Collect), or 2-Erase the current list of items. The top of the screen will show the Lot Number, whether the scanned items are going On or Off of the list, and the current project code (for On list). When items are going On list, there will be an additional choice (3-Proj) that allows you to change the project code. Each item scanned will be associated with the project code at the top of the screen. For example if you enter project code ABC and scan item #1 and #2, then return to the menu by pressing ESC and then press 3 and change the project code to DEF and scan items #2 and #3, then when uploading the scanned items, 1 and 2 will appear under project ABC and 2 and 3 under DEF.

```
1AC34/On/ROBE1  
F1-Collect  
F2-Upload  
F3-Erase F4-Prj
```

To scan items, press 1 and enter. You may now press the trigger or Scan button to scan a bar code. You may also type in the bar code number (usually printed under the bar code itself). After typing in the number manually you must press enter, when scanning the bar code there is no need to press enter. There are two ways to set the quantity of items scanned. The first is to scan the items over and over. For example, if you have three identical chairs you can simply scan the tag on each chair (or scan one tag three times). When the items are uploaded to the computer, one chair will appear on the list with a quantity of three. The second way is to enter the quantity. This is handy if you have many of a single item. For example, if you are counting lamps and you have 60, you can scan the first lamp and then press F1-Qty or Menu-1 and enter 60. On the HT580 you would press the MENU button and then the 1 button. The quantity function only can be used to change the quantity of last item scanned.

```
1AC34/0n/R0BE1
Type/Scan Cpde:
>102547
F1-Qty  F4-Exit
```

After your items have been scanned, you need to press F4 or ESC to-exit the scanning screen and return to the collect menu. Here you can specify another project and then scan more items, or you can upload your scanned items to the computer.

```
1AC34/0n/R0BE1
F1-Collect
F2-Upload
F3-Erase F4-Prj
```

To upload your items using the PT 2000, press F2. To upload the item using the HT580, simply plug it into the computer or base. After putting the scanner into the cradle (docking station), bring your Lot up onto the computer and press the Upload button. A Window will appear to allow you pick the type of scanner that you are using. Choose the correct device and press OK. Next, the window appears that states "Do Not Touch the Keyboard or Accessing Device" press the F1-Begin Upload on the PT 2000 sanner (without removing the scanner from the cradle). The scanner will transmit the data across your screen and soon the items should appear on the list. When using the HT580 or CS-1504 the items will be loaded automatically. See the Item/Scanning Window section of this manual for more details.

```
** Upload **
F1- Begin Upload
F4- Exit
```

After the items are uploaded you will want to confirm that every loaded properly. If the items uploaded correctly then you will want to Erase the contents of the scanner, if the upload did not work correctly choose No or do not erase and you can try it again.

```
*ERASE ITEMS*

F3-YES
F4-NO
```

Receiving / Moving / Delivery / Item List / Physical Count

Your scanner can also be used to receive items on either inventory or project related purchase orders, move stock items between showrooms or warehouses, deliver items to the client site, create a simple list of items, or take a physical count of a warehouse or showroom. Since the operation of the scanner is similar for all of these functions, they will be covered together. For more information on each type, see the Item/Scanning Window section of this manual.

To scan items for one of these functions, choose the function 2 through 6 on the main menu.

```
1- Proj. 2- Rec'v.:
3- Move 4- Delvr.
5- List 6- Count
>1-6, Enter: __
```

Next, enter the lot code that you assigned using the computer software. This could be your initials, or a truck number, etc. The lot code is used to uniquely identify this group of items. To enter letters, press the Alpha button, to enter numbers again, press the Alpha button again. Shown below lot code 1AC34 has been entered.

```
Enter the Lot
Code:
>1AC34
F4-Exit
```

To scan items, press F1 or choose 1 and press Enter. You may now press the trigger or Scan button to scan a bar code. You may also type in the bar code number that can be usually found under the bar code itself. After typing in the number manually you must press enter, when scanning the bar code there is no need to press enter.

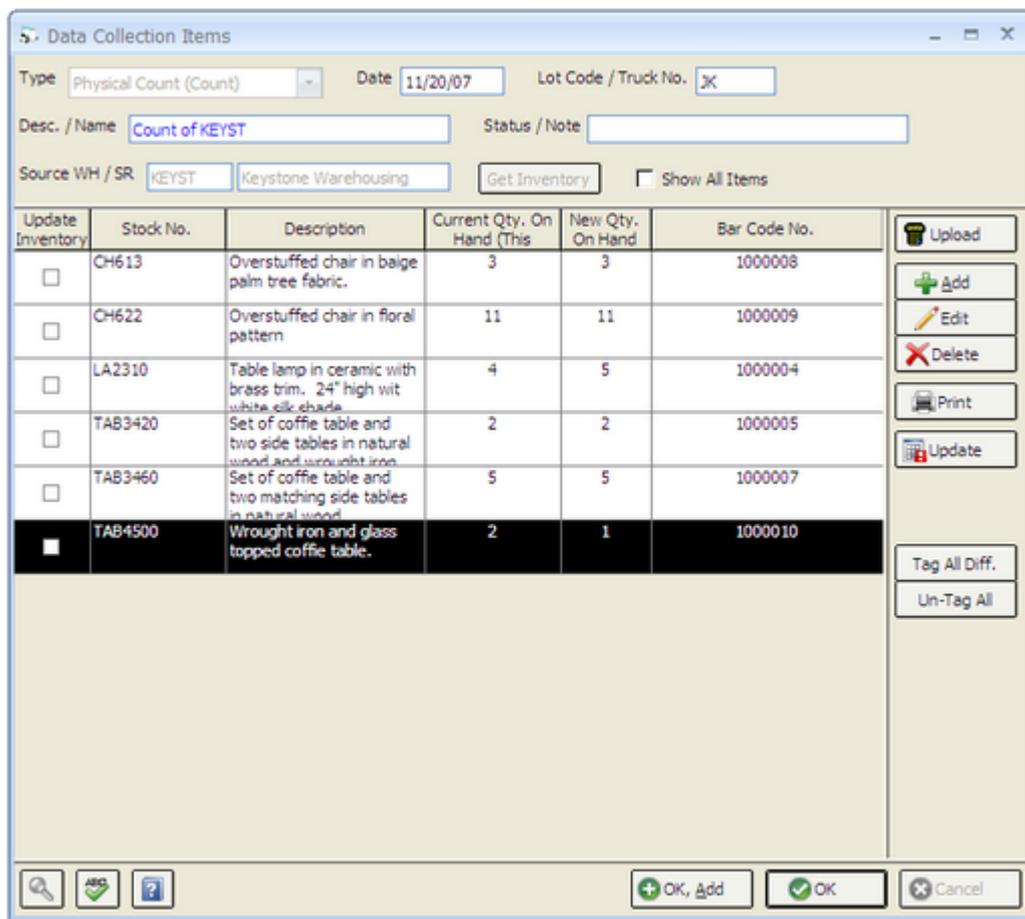
```
List: 1AC34
Type/Scan Code:
>1000631
>F1-Qty F4-Exit
```

There are two ways to set the quantity of items scanned. The first is to scan the items over and over. For example, if you have three identical chairs you can simply scan the tag on each chair (or scan one tag three times). When the items are uploaded to the computer, one chair will appear on the list with a quantity of three. The second way is to enter the quantity. This is handy if you have many of a single item. For example, if you are counting lamps and you have 60, you can scan the first lamp and then press F1-Qty or Menu-1 and enter 60. On the HT580 you would press the MENU button and then the 1 button. The quantity function only can be used to change the quantity of last item scanned.

```
Last Scanned:
1000631
>New Qty: 60
F4-Cancel
```

After your items have been scanned, you need to press F4-Exit or ESC to exit the scanning screen and return to the collect menu.

To upload your items using the PT 2000, press F2. To upload the item using the HT580, simply plug it into the computer or base. After putting the scanner into the cradle (docking station), bring your Lot up onto the computer and press the Upload button. A Window will appear to allow you pick the type of scanner that you are using. Choose the correct device and press OK. Next, the window appears that states "Do Not Touch the Keyboard or Accessing Device" press the F1-Begin Upload on the PT 2000 sanner (without removing the scanner from the cradle). The scanner will transmit the data across your screen and soon the items should appear on the list. When using the HT580 or CS-1504 the items will be loaded automatically. See the Item/Scanning Window section of this manual for more details.



After the items are uploaded you will want to confirm that every loaded properly. If the items uploaded correctly then you will want to Erase the contents of the scanner, if the upload did not work correctly choose No or do not erase and you can try it again.

Lot Types

Each set of scanned bar codes or items that you load into the computer from your bar code scanner is stored in what is called a lot. A lot can be created from a single upload of information from your scanner. You may also upload several different sets of items into the same lot. The user is responsible for assigning a lot number to the list of items that he or she is working with. Lot numbers can be any 5 characters (letters or numbers). The most common way to create a lot number is to use the user's initials, or a truck number, etc. Each lot, depending on its type, also may require some additional information such as the warehouse from which the items are coming. The six different types of lots are described below.

Project Transfer

The "Project Transfer" lot is used when you are taking items from inventory to a client's site. The items are typically set up at the client's location to determine the various pieces that the client wishes to purchase. The items being taken to the client's location are scanned as they are loaded on the truck, and this lot is then uploaded to the computer. The computer will hold this lot for later billing. Merchandise that the client decides not to keep will be brought back, possibly at a later date. As the merchandise is unloaded for return to inventory it is once again scanned. The set of returned items is then uploaded into the computer using the same lot number. The computer will remove the returned items from the lot, leaving those items retained by the client for invoicing. Clicking the Update button on the right hand side of the Data Collection Items window will cause the computer to transfer the items in this lot to the specifications area of the appropriate project so they can be billed to the client.

Receiving

The "Receiving" lot is used when you receive merchandise that you have ordered. In most cases this merchandise will have been ordered for the showroom or to replenish stock inventory, although this feature may be used on project purchase orders as well. As noted in the section on printing labels, the computer can provide you with a set of bar code labels to be applied to merchandise as it is received. If you scan these labels as a receiving lot and upload it to the computer, the program will automatically record the items as being received in your inventory module or project specifications window when you click the Update button on the right side of the window.

Warehouse/Showroom Transfer

The "Warehouse/Showroom Transfer" lot is used to move merchandise between warehouses or showrooms. The merchandise is scanned as it is being loaded onto the truck, and the user uploads this lot into the computer. The user then indicates the destination of this lot, and the program will automatically remove the merchandise from the old location and record it in the new location when the Update button is pressed.

Delivery

The "Delivery" lot is used to record items as being shipped to the client site. A delivery is based on a delivery ticket. This function allows the shipper to scan each item being delivered. Use the update button to update the shipped quantities for each item being delivered.

Item List

The "Item List" lot is used simply to assemble a list of merchandise. Once this list is uploaded to the computer it can be printed on paper. The lot can later be transferred into a project by pressing the Update button on the right side of the window.

Physical Count

The "Physical Count" lot is used when taking physical inventory. To take a physical count, first create a lot and specify the warehouse or showroom that you are counting then click the get inventory button. This loads the entire inventory onto the list. Use the scanner to begin counting your inventory. It is not necessary for the entire inventory to be scanned at once before uploading to the computer. A single physical inventory lot may consist of several individual uploads, even over several days. The computer will combine these uploads into the lot for a single physical count. As items are upload to the computer you will notice that items that have a scanned quantity that matches the current on hand quantity will drop off of the list. As soon as an items is scanned that is not on the list it is instantly added.

| Update Inventory | Stock No. | Description | Current Qty. On Hand (This WH/SR) | New Qty. On Hand | Bar Code No. |
|--------------------------|-----------|---|-----------------------------------|------------------|--------------|
| <input type="checkbox"/> | CH613 | Overstuffed chair in beige palm tree fabric. | 3 | 0 | 1000008 |
| <input type="checkbox"/> | CH622 | Overstuffed chair in floral pattern | 10 | 0 | 1000009 |
| <input type="checkbox"/> | LA-1012 | lamp for a table with a shade and a wire to plug it in | 1 | 0 | 1000016 |
| <input type="checkbox"/> | LA2310 | Table lamp in ceramic with brass trim, 24" high wit | 4 | 0 | 1000004 |
| <input type="checkbox"/> | TAB3420 | Set of coffie table and two side tables in natural wood | 2 | 0 | 1000005 |

When the count is completed you will be left with only those items with differences in the counted quantity and the item's current on-hand quantity as recorded in the computer. Design Manager can print a report which will show these discrepancies between the scanned lot and the computer's

inventory records by clicking on the print button. After making any corrections in the scanned lot, you must check off all inventory items that you wish to have the computer correct in the main inventory file. When you press the Update button on the right side of the window the computer will automatically update your master inventory records with each checked item and will delete the count. Do not use the update button until you are sure that the count is complete and ready.

Handling Errors

Occasionally when uploading the scanner into the computer errors can occur. These errors include items that are not found in the inventory file, incorrect project codes, items that are over-committed, etc. When an error occurs, the type and cause of the error will be displayed on the item list in red. These errors can then be deleted or corrected using the edit button. There is also a button that lets the user delete all error reports. The computer will not let the lot be updated until all errors are either fixed or removed.

Data Collection Window

Start the data collection software by clicking on the scanner button on the tool bar or by clicking on Inventory and picking Remote Data Collection. You will see a window titled "Data Collection". This window contains all of the various lots that have been loaded in from the scanner that are waiting to be processed. This window is used to add new lots, by pressing the Add button, and to remove existing lots without processing them, by pressing the Delete button. You may also view or work with an existing lot by pressing the Edit button. If you have many different types of lots on this list, you can make locating your particular lot a bit easier by selecting that type from the Type box at the very top of this window. If you select a type other than ALL, the computer will display lots of that type.

To enter a new lot, first press the Add button. A window titled Data Collection Items will appear. This window will be used to enter the items that make up this lot. Normally the lot will be uploaded from your portable scanner. You may also add, delete, or change items for this lot via the Add, Delete, or Edit buttons on the right side.

To upload a lot from the scanner you should first put the scanner in the cradle. Next, press the Upload button on the right side of the Data Collection Items window. Finally, press the F1 key on your scanner to start sending the upload. You will see the data appear in the white portion of the upload window. It is important not to type on the keyboard during this operation, because your typing will be mixed in with the data being transferred from the scanner. After the upload completes the items from the scanner will appear on the list.

Point of Sale Invoicing With the Scanner

The scanner can also be used to browse a showroom, scan items, and then use the contents of the scanner to create a point of sale invoice. To do this, use option 5-List on the scanner.

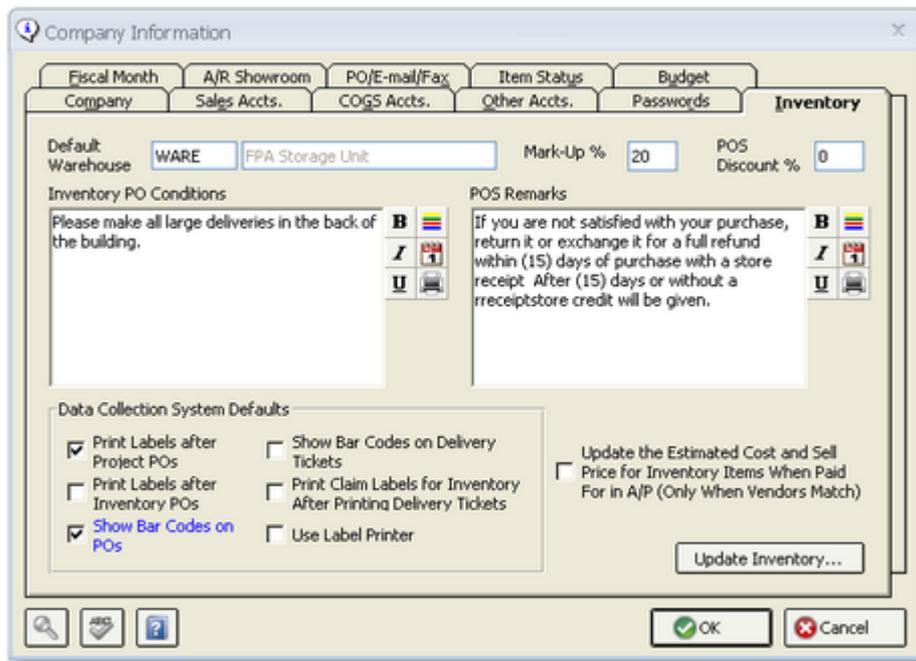
After scanning your items, create a point of sale invoice. When on the Items tab of the Point of Sale

Window, click on the Upload button  to right of the item grid. Place the scanner into the cradle and start the upload. Your items will appear on the list.

Printing Bar Code Labels

Design manager allows you to print bar code labels for items ordered for a specific project as well as for items ordered for your inventory. Labels can be printed on a laser printer using Avery 5260 style labels or on a Zebra 2844 (or compatible) label printer.

Although there are selections within the Reports menu for printing various labels, you may also preset your program to print these bar codes automatically. To set Design Manager to automatically print bar codes, click on G/L at the top of the main window and then choose Company Information. Next click on the tab titled Inventory. The lower half of the window will be titled Data Collection System Defaults, and this is where you will indicate which bar codes should automatically print.



Putting a checkmark in the box titled Print Labels after Project Pos tells the program to automatically print a bar code label for each piece of merchandise that has been ordered for a project immediately after the purchase order is printed. After the Pos are printed a window will come up asking if you want to print bar code labels. You can also select a different printer. This procedure allows you to print the bar codes for the merchandise ahead of time and to keep those bar codes with your copy of the purchase order. When the merchandise arrives, the bar codes can be easily located and applied to the individual pieces.

Putting a checkmark in the box titled Print Labels after Inventory Pos is similar to the feature described above, but is applied only to purchase orders used to replenish your inventory. After the Pos are printed a window will come up asking if you want to print bar code labels. You can also select a different printer. In this case the computer will print a bar code for each piece of merchandise ordered as stock. Again, you may use this feature to print bar codes and head of time to be applied to the merchandise when it is received.

Putting a checkmark in the box titled Show Bar Codes on Pos instructs the computer to print the bar code for the merchandise on the actual purchase order form itself. This feature can be useful because it allows the person receiving the inventory to enter the merchandise into the computer simply by scanning the bar code on the purchase order. If you use only this selection you will not automatically get bar code labels printed.

Putting a checkmark in the box titled Show Bar Codes on Delivery Tickets causes the computer to print the bar code for the merchandise on the delivery ticket itself. This feature is useful because it allows the person responsible for marking the inventory as delivered or loading the delivery tucks to simply scan it in using the bar code scanner.

Putting a checkmark in the box titled print claim labels for inventory after printing delivery tickets will print bar code labels for inventory items that need to be delivered to the client. These are called claim labels because they have a different bar code on them than the inventory item and are attached to the item to show that it has been sold to (claimed by) a client. The bar code that prints on the claim label should be used when delivering the item because this is how the computer will associate the inventory item with the project or order.

Inventory Labels

If you have chosen not to have your inventory bar code labels printed automatically, you have a number of printing options located in the reports menu under inventory. Here you'll find a folder titled labels, and inside that folder are four printing options.

Selecting the purchase order option causes a window to appear in which you may enter a range of purchase order numbers, a range of order dates, or both. The computer will then print a bar code for each piece of stock merchandise that was on the indicated purchase orders or was ordered within the indicated date range.

Selecting the quantity on hand option causes a window to appear in which you may enter a range of stock numbers, a range of warehouses, or both. The computer will then print a bar code for each piece of stock merchandise within the indicated stock number range or located within the indicated warehouse. This feature is most often used to create the initial set of bar code labels for your existing inventory.

Selecting received causes a window to appear in which you may enter a date range. The computer will then print a barcode label for each piece of stock merchandise that was received within the indicated date range. If you have multiple locations where this merchandise is being received and stored, you may restrict the set of labels to a certain location or warehouse by filling in the warehouse range.

Selecting stock item causes a window to appear in which you may enter the stock number of the item requiring a label. This feature is most often used to replace a damaged or missing label.

Labels for Special Order Items

Each component that you enter into project specifications can have a bar code label print for it. Some components such as labor or freight will never need a label. There is a setting on the component window special instructions tab that can be used to control the label printing. This setting is defaulted to none for all non-merchandise components. For merchandise components it is set for quantity when the component quantity is less than 10 and single when the component quantity is greater than 10. When this setting is set to quantity one label will be printed for each item. For example, if you have 5 chairs, then you will get 5 labels. When this setting is set for single, only one label will be printed regardless of the quantity. This is useful for fabric items where the quantity might be 40 yards and the product is delivered on one spool.

To manually print labels you can use the label printing options on the reports menu under project.

You can print labels by purchase order, by quantity, and by received date. The bar code labels that you produce are to be used on the components of your project. When printing the labels, the computer will check the quantity on the component and will print a label for each individual piece. For example, if your component consists of six chairs then the computer will print six bar code labels.

To print labels by purchase order, select Purchase Order from the menu. A window will appear allowing you to enter the project and the purchase order number for which you would like labels. The computer will print a label for each piece of merchandise that was ordered on the purchase order you have chosen.

To print labels by quantity, select By Quantity from the menu. A window will appear allowing you to enter a range of items and components that have been entered into the computer. The program will then print a barcode label for each component in the range you have chosen.

To print labels by received date, select Received from the menu. A window will appear on while you to enter a date range. The program will then print a bar code for each component that was received within that date range.

Scanner Tips and Troubleshooting

Test the scanner before using it to scan a large complicated batch of items. Make sure you are familiar with the operation of the scanner and the software before using it to scan a large batch of items or for a mission critical application. Try it with only a few items first!

When scanning a large group of items, split the scanning up into manageable batches. For example, when taking a physical count of your entire inventory, upload the scanner to your lot on the computer every couple of hundred of items or after every isle or section. Every upload will append items to the list that is being maintained on the computer. This way if something happens to the scanner (like it gets dropped or loses power) you will only have to re-count the last set of items. Another fact to keep in mind is that the scanner can only hold a maximum of about 1800 items at a time.

Make sure that you keep the plate or plugs on the bottom of scanner clean and free of obstructions . If you are having trouble uploading from the scanner or getting garbled results, try cleaning the plate on the bottom of the scanner. Make sure that the pins inside the docking station are also clean and free of obstruction and that the scanner is seated properly in the cradle. Unplug the docking station and turn off your computer before attempting to clean the pins. Use a Q-tip with a little rubbing alcohol on it to clean the docking station pins and the bottom of the scanner.

Showroom Module (optional)

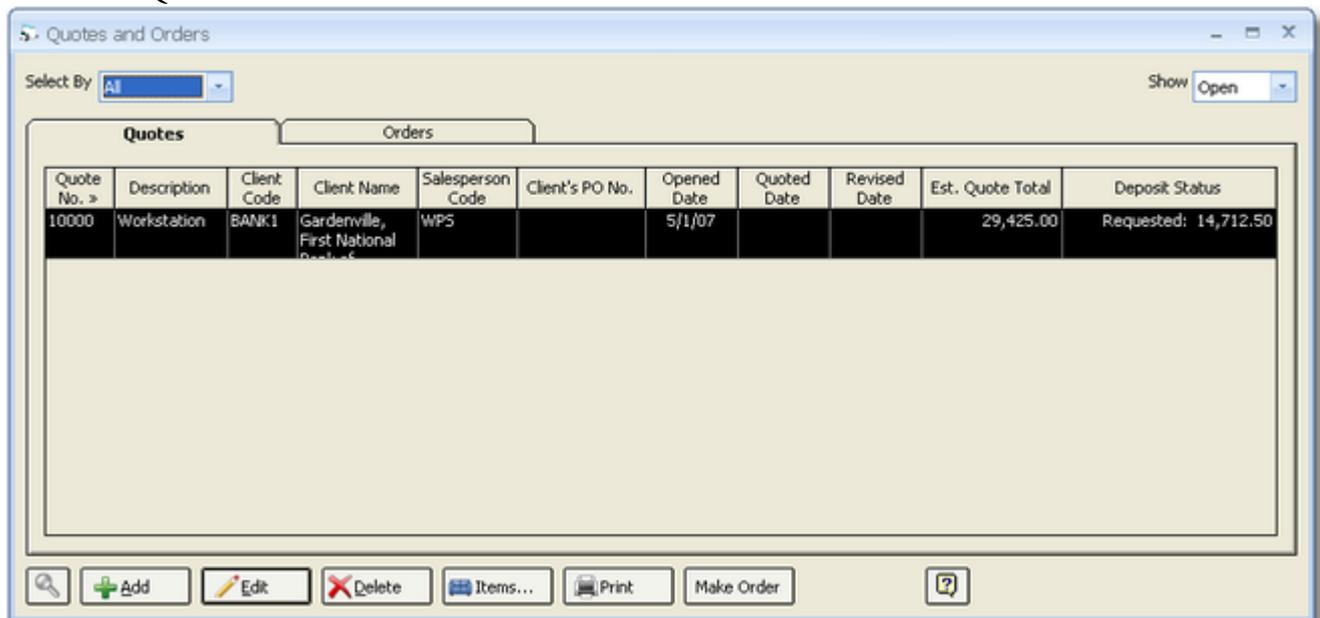
The Design Manager Professional 6.0 Showroom Module was designed to allow the user to manage custom merchandise orders for clients who do not currently have an active project. The Showroom Module affords the user an interface to generate a quote, purchase from the vendor, and, ultimately, invoice the client. The integrated Point of Sale system requires the client to either have an active project or pay for the merchandise immediately and does not allow the user to generate purchase orders for unique merchandise.

How does the Showroom System work?

When using the Showroom Module, the user first generates a quote. The quote is used to input the necessary billing, shipping, and associated client information, very similar to how a project is created. Once the quote is completed, the user can input the particular goods and services the client is interested in purchasing. Creating specifications in the Showroom Module mirrors entering specifications for a project. After inputting the specifications, the quote can be printed and sent to client for review and, if necessary, to request a deposit from the client. Quotes can be revised to reflect changes in a specification's cost, additional purchases for the client, or any other situation that may arise. After any revisions have been incorporated and the client gives their final approval on the quote, the quote can be processed into an order acknowledgement. One should note that if approval from the client is not necessary, orders can be created without first being generated as a quote and converted to an order. Once the quote has been accepted as an order, the user can generate delivery tickets for the merchandise and, upon delivery and fulfillment of the order, invoice the client for final payment.

Getting Started with the Showroom Module

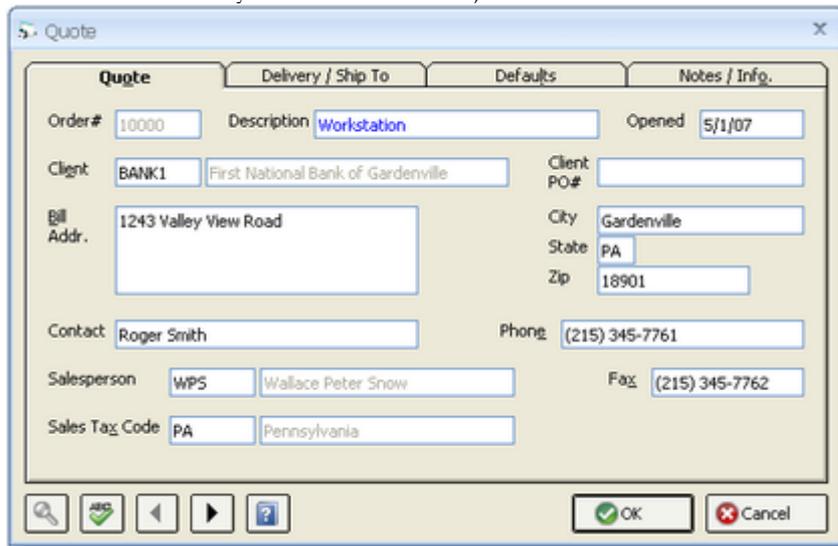
To access the Showroom Module, click the **Showroom** menu and select **Quotes and Orders** to launch the Quotes and Orders window.



The window will appear with a listing of all active quotes displayed in quote number order. The user can filter the quote listing to show only quotes for a particular client or salesperson by choosing the appropriate entry on the **Select By** box located in the top, left-hand corner of the window. Further, the user can choose to display closed or both open and closed quotes by making the appropriate selection on the **Show** box in the top, right-hand corner of the window.

Creating a Quote

If this is the first time the Showroom Module has been utilized, the quote listing will contain no entries and, at this point, the user can only click the Add button. Clicking Add displays the Quote window that is very similar to the Project window with a few minor differences.



Quote Tab

First, notice that Design Manager creates a unique sequential **Order Number** for the quote, which the user cannot change. Opposed to entering a Project Name, the Quote window allows the user to enter an optional **Description** for the quote such as “dining room table and chairs” to assist in identifying the quote.

The **Open Date** represents the creation of the quote and will default to the current date but can be changed at any time.

Each quote requires a valid client code. With the cursor in the **Client Code** field, clicking on the search button  or pressing the **Alt-S** keys on the keyboard will launch the Client Search window to allow the user to select an existing client. Likewise, the user can also use the Client Search window to create a new client. Clients can also be created by selecting **Glossaries → Clients** from the main Design Manager Tool Bar. Unlike creating a client from the project window, however, when the user creates a client from the quote window, the quote number will default to the client code. The client code can be altered, but as many Showroom clients may only order merchandise once, creating unique alphanumeric codes for each may be unnecessarily complicated. Upon entering or selecting a valid client code, the client name, address, phone, fax, salesperson, and contact information will default from the client file. Any of this information can be edited as necessary. Remember that this is the billing address that will print on the quote, order acknowledgement, and invoice.

The **Client Purchase Order Number (Client PO #)** allows the user to record an internal purchase order number for the client which differs from the purchase order number that Design Manager will automatically generate for the quote.

The salesperson code defines the employee that is managing the quote. When the cursor is currently in the **Salesperson Code** field, clicking on the search button  or pressing the **Alt-S** keys will launch the Employee Search window to allow the user to select an existing employee. A new employee can also be created from the Employee Search window. Employees can also be created by selecting **Glossaries → Employees** from the main Design Manager toolbar.

The sales tax code determines the appropriate sales tax calculations for the goods and services sold for the quote. A valid code can be input directly into the **Sales Tax field** or selected from the Sales Tax Code Search window by clicking on the search button  or pressing the **Alt-S** keys.

Delivery / Ship To Tab.

Upon clicking the Delivery / Ship To tab, notice that the billing address information is carried forward into the client delivery / site address information. If the site address differs from the billing address, the information can be changed accordingly.

The ship to code determines which shipping address will be used to receive the merchandise from the vendor. An existing ship to code can be input directly into the **Ship To** field or selected from the Ship To Search window by clicking on the search button  or pressing the **Alt-S** keys. Furthermore, a new Ship To can be created from the site address information by clicking the **Create From Above** button.

Defaults Tab

On the Defaults tab, the user can input a **Purchase Order Side Mark** which will be included on all purchase order components for the quote. Of course, the defaulted side mark can be changed for each component as necessary. The **Append Location to Side Mark** checkbox will concatenate the name of the room location to the existing side mark on purchase orders for the quote.

The **Designer and Extension (Designer/Ext.)** field can be used to enter the name and telephone extension of the designer responsible for the purchasing for the quote. When entered, this information will appear on all purchase orders for the quote.

The **Client Deposit Percent (%)** will default to all items in the quote, automatically calculating the necessary deposit amount to be requested from the client. The deposit percent and amount can be edited for each item as necessary. Selecting the **Include Sales Tax in Deposit** checkbox will include the item's sales tax with the proposed price when determining the total deposit requested amount.

Client Invoice Terms will print on any invoices generated for the quote.

Notes / Info. tab

The **Alternate Phone 1 and 2** rows on the Notes / Information tab afford the user a combination of an additional telephone number and a description of the number. For example, one would type "cell phone" into the Alternate 1 Phone description field and then input the client's cell phone number into the appropriate telephone number field.

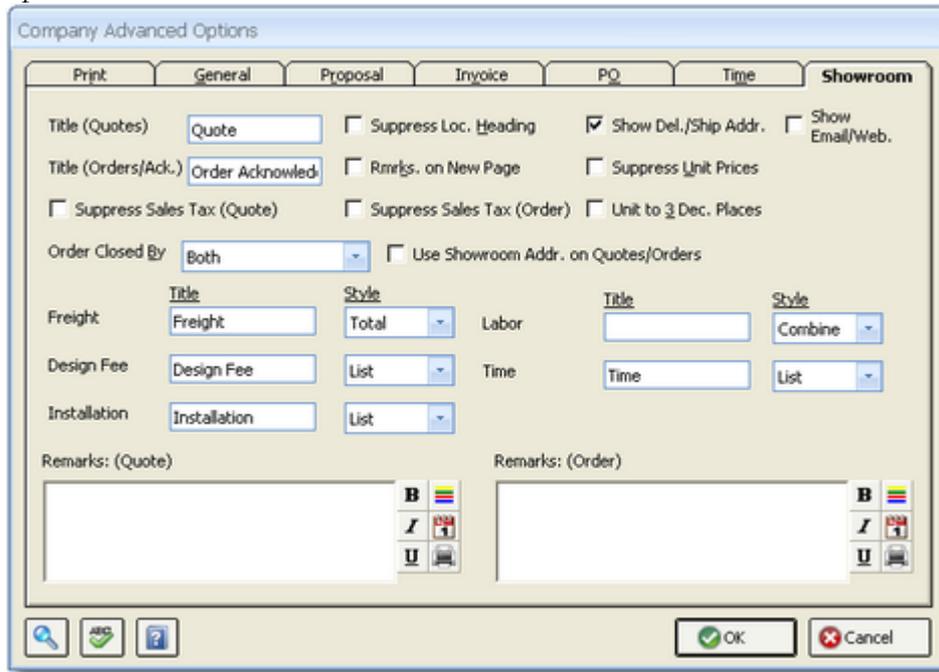
An **Email** address, **Website**, and various **Notes** regarding the quote can also be recorded on this tab.

After entering all necessary information for the quote, clicking the **OK** button will save the quote and return to the Quotes and Orders window. The quote information can be updated at any time by clicking the **Edit** button and making the proper adjustments. If no purchase orders have been issued for the quote nor any client deposits recorded against the quote, the user can also remove the quote entirely by clicking the **Delete** button. If either of these conditions has previously occurred, the user will be prompted to close the quote, if desired.

Advanced Options

As with projects, additional options are available for quotes and orders to grant the user greater freedom in configuring the format of their quote and order documents. To access these options, click **G/L → Company Information**. On the Company window, click the **Advanced** button in the

bottom, right-hand corner. On the Company Advanced Options window, the quote and order options are located on the tab entitled **Showroom**.



By default, Design Manager will print “Quote” and “Order Acknowledgement” on the quote and order documents, respectively. These terms can be changed by the user by inputting the desired text into the respective **Title** field. Likewise, the user can selectively suppress the printing of sales tax on the quote and order by marking the appropriate **Suppress Sales Tax** checkbox.

Suppress Location Heading (Suppress Loc. Heading) prevents the items’ location name and subtotal from appearing on the quotes and orders.

Remarks on a New Page (Rmrks. on New Page) force the quote and order documents to begin the printing of the desired remarks on a new page instead of printing immediately beneath the document totals. This option is particularly useful in improving the readability of a large remarks section as the text will usually be contained within a single page.

Show Delivery / Shipping Address (Show Del./Ship Addr.) will include the delivery / site address information on quote and order along with the billing address.

Suppress Unit Prices prevents the item’s unit price from appearing on the quote and order, allowing only the item’s extended price to be displayed. When displaying the unit price, the user can calculate the unit price to a precision of one-tenth ($1/10^{\text{th}}$ of one (1) cent by selecting the **Unit Price to Three Decimal Places (Unit to 3 Dec. Places)** option. Using 3 decimal places eliminates problems with rounding. If the quantity is three (3) and the sell price for the three (3) items is \$100.00 then the unit price is thirty three dollars, thirty three and a third cents. With 2 decimal places the unit price would show \$33.33 which, when multiplied by the quantity of 3 gives an extended price of \$99.99. However, the quote or order would display \$100.00 as the extended price. With Unit Price to Three Decimal Places selected, the unit price would be \$33.333 which would correctly yield \$100.00 as the extended price upon summing the quantity and the unit price.

The **Order Closed By** selection indicates what event(s), if any, will close an order thereby removing it from the Orders tab on the Quotes and Orders window. The available choices are as follows:

Client Invoice (Client Inv.) – the order will close when the items have been fully invoiced to the client.

Delivered – the order will close when the items have been included on a delivery ticket.

Both – the order will close when the items has been both fully invoiced to the client and been included on delivery tickets.

None – the user will manually close orders.

The **Style** fields are used to specify how the different component types are to be treated and displayed on quotes and orders. The selections are **Combine**, **List**, **Total**, and **Ignore**. Any component types set to Combine will have its sell price added into the merchandise sell price. List will cause the portion of the item with the specified component type to be displayed under the description of the merchandise with a separate title and sell price. If Total is selected, the sum of portion of the items for that component type will be printed in the summary area of the quote or order. Ignore means the particular component type will not be included in any manner on the order or quote.

When selecting List or Total as the quote/order Style, the **Title** fields are used to input the heading for each type of component to appear beneath the item or in the summary region, respectively. For example, the component type may be called Freight, but the user wants all delivery fees to be titled “Shipping”. To do so, simply enter “Shipping” in Title field for Freight.

The respective **Remarks** field is used to include standardized or specific verbiage to the client regarding the order or quote. The remarks input on the Advanced Options window will default to newly generated quotes and order but may be edited as necessary.

Inputting Specifications for the Quote

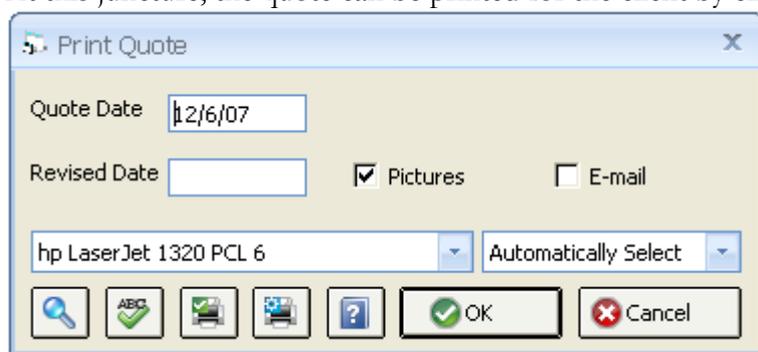
Once the quote has been created, the next task is to input the merchandise for the quote by selecting the new quote on the Quotes and Orders window and clicking the **Items** button. Doing so displays the Specifications window for the quote. Selecting **Showroom** → **Specifications** from the Design Manager menu and inputting or searching for the quote number can also access the Specifications window.

For a full explanation of precisely how to input merchandise specifications, see **Specifying – Adding Items and Components to Your Project** under **Projects and Specifications**.

Once all the specifications have successfully been added for the quote, notice that the Estimated Quote Total and Deposit Status columns will display the total selling price of all goods on the quote and the requested deposit for the quote, respectively.

Printing the Quote

At this juncture, the quote can be printed for the client by clicking the Print button.



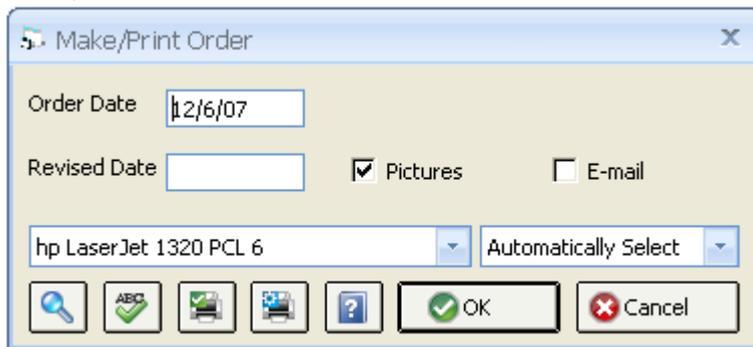
The **Quote Date** will default to the current date but can be changed as needed. If the user is reprinting a quote or would like to reflect that edits have been made to the quote, the **Revised Date** can be entered which will then be displayed on the printed quote along with the original quote date. Selecting **Pictures** will embed the item’s associated picture into the quote next to the item’s description. If **Email** is selected, the Email window launches allowing the user create an email for the client with the quote included as a .pdf attachment.

After printing the quote, the user is asked to **Accept** or **Reject** the quote. Upon clicking Accept, notice the Quoted Date is now recorded for the quote. If Reject is selected, Design Manager will not record the Quoted Date.

Client deposits can be received against existing quotes, analogous to receiving deposits of project proposals. For a full description of recording a deposit for a quote, see **Entering Cash Receipts from Client – Client Deposits, Retainers & Payments** under **Accounts Receivable**.

Making the Quote into an Order

Upon receiving approval from the client to proceed with the merchandise and services indicating in the quote, the user would then convert the quote into an order by clicking the Make Order button. When the Make Order button is clicked, the Make/Print Order window is launched. Notice the Make/Print Order window has the exact same features as the Print Quote window.



Clicking the **OK** button prints an **Order Acknowledgement** (Order) for the specified items. Again, after printing the Order Acknowledgement, the user is asked to **Accept** or **Reject** the document. Upon accepting the order, the quote is removed from the Quotes tab and is now viewed from the Orders tab as an outstanding order.

After the order has been generated, the actual purchasing of the merchandise, if necessary, generally occurs. Generating a Purchase Order for an order mirrors creating Purchase Orders for projects. For a detailed explanation of producing a Purchase Order for an order, see **Generating Purchase Orders** under **Purchase Orders**.

Orders Tab

The Orders tab offers most of the same functions as the Quotes tab. All active orders will be displayed in order number order. The user can filter the order listing to show only order for a particular client or salesperson by choosing the appropriate entry on the **Select By** box located in the top, left-hand corner of the window. Further, the user can choose to display closed or both open and closed orders by making the appropriate selection on the **Show** box in the top, right-hand corner of the window.

Quotes and Orders

Select By: All Show: Open

| Quotes | | Orders | | | | | | | | | | | | | |
|-----------|--------------|-------------|-------------------------------------|------------------|-----------------|-------------|-------------------|----------------|--------------|-------------|------------------|------------------|------------------|-------------|-------------|
| Order No. | Description | Client Code | Client Name | Salesperson Code | Client's PO No. | Quoted Date | Order / Ack. Date | Delivered Date | Invoice Date | Invoice No. | Est. Order Total | Deposit Received | Payment Received | Balance Due | Opened Date |
| 10000 | Workstation | BANK1 | Gardenville, First National Bank of | WPS | | 12/6/07 | 12/6/07 | | | 0 | 29,425.00 | | | 29,425.00 | 5/1/07 |
| 10001 | Workstation | BANK1 | Gardenville, First National Bank of | WPS | | 1/1/07 | | | | 0 | 1,128.36 | | | 1,128.36 | 12/6/07 |
| 10002 | Work Station | ROBER | Roberts, Kenneth L. | WPS | | 12/6/07 | | | | 0 | 630.00 | | | 630.00 | 12/6/07 |

Buttons: Add, Edit, Delete, Items..., Print, Delivery..., Invoice...

Managing Orders

Orders can be created without first generating a quote by clicking the **Add** button. Being able to generate orders directly is convenient when preliminary approval to begin purchasing merchandise is not necessary. Please note, however, that quotes are required when receiving a deposit from a client on the merchandise. The order information including the billing and shipping addresses, default sidemarks, invoice terms, etc. can be changed by clicking the **Edit** button. If the order has not been invoiced nor had a deposit received against it, the order can be permanently removed by clicking the **Delete** button. If one of the aforementioned conditions has occurred, the user will be asked if he or she would like to close the order.

Order

Order# 10000 Description Workstation Opened 5/1/07

Client BANK1 First National Bank of Gardenville Client PO#

Bill Addr. 1243 Valley View Road City Gardenville State PA Zip 18901

Contact Roger Smith Phone (215) 345-7761

Salesperson WPS Wallace Peter Snow Fax (215) 345-7762

Sales Tax Code PA Pennsylvania

Buttons: OK, Cancel

Order Specifications

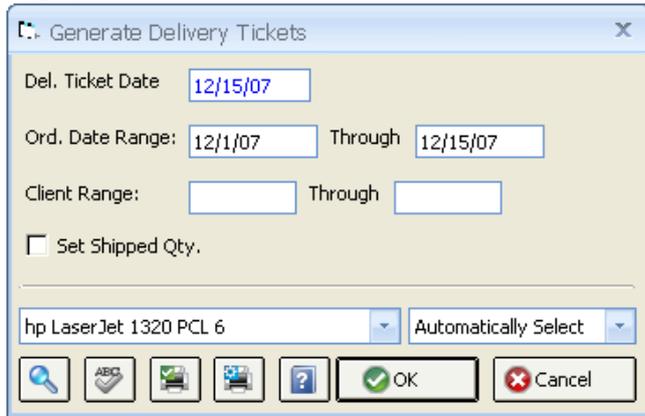
The merchandise and services that comprise the order can be edited and appended by clicking the **Items** button. The Items button launches the Specifications window. As new merchandise is added, existing merchandise removed, or changes in the selling price are recorded, upon returning to the Quotes and Orders window, the Estimated Order Total will be appropriately updated.

Printing Orders

Order can be printed or reprinted by clicking the **Print** button which displays the Make/Print Order window as described above. The user is always queried to **Accept** or **Reject** the order, even if they are merely reprinting the document.

Delivery Tickets for Orders

Optionally, batch Delivery Tickets can be produced from the Orders tab. Delivery Tickets can be created individual for an order in the same manner as they can for a single project as described in Order Tracking Overview – Delivery Tickets beneath Overview. From the Orders tab, however, the user can print Delivery Tickets for a desired range of open orders. Clicking the Delivery... button displays the Generate Delivery Tickets window.



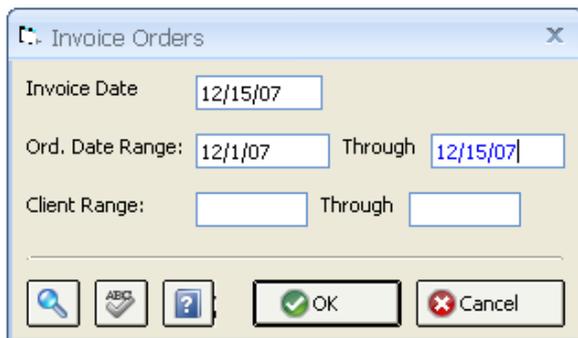
The **Delivery Ticket Date (Del. Ticket Date)** prints on the Delivery Ticket document and defaults to the current date but can be changed as needed.

Design Manager will print a Delivery Ticket for all orders within the specified **Order Date Range** and **Client Range**. If these ranges are left blank, Design Manager will print a Delivery Ticket for each open order. Click the **OK** button to print the Delivery Tickets.

If the user selects **Set Shipped Quantity (Set Shipped Qty.)**, upon accepting the Delivery Tickets after printing has completed, Design Manager will set the item's Shipped Quantity equal to the current Delivered Quantity. Accepting the ticket will also set the Delivered Date to the selected Delivery Ticket Date. Rejecting the ticket will, of course, not process the Delivery Ticket.

Invoicing Orders

Batch Client Invoices can also be generated for open orders by clicking the Invoice... button. Individual Invoices may be created for individual orders as they can for a given project which is explained in Client Invoicing listed beneath Accounts Receivable. Clicking the Invoice... button launches the Invoice Orders window.



The **Invoice Date** prints on the Invoice document and defaults to the current date but can be changed as needed.

Design Manager will generate an Invoice for all orders within the specified **Order Date Range** and **Client Range**. If these ranges are left blank, Design Manager will create an Invoice for each open order. Upon clicking the **OK** button, the Invoices will be generated for the desired orders and the **Client Invoice** window will be displayed allowing the user to review and, in needed, adjust the new

Invoices. When an Invoice from an order has been printed and posted, the order will have the Invoice Number and Invoice recorded and will be closed if the Company Order Closed By setting is designated as “Client Invoice”.

Additional Features

Returns and Credits

The Returns and Credits Window allows you to easily process refunds, returned merchandise, and credits for both your Clients and your Vendors. The window is accessed by selecting **G/L** → **Returns and Credits**. The window is divided into two tabs, *Clients* and *Vendors*, respectively.

Client

The Client Tab of the Returns and Credits Window is shown below and assists you in processing refunds and credits under a variety of scenarios.

The screenshot shows the 'Returns and Credits' window with the 'Client' tab selected. The 'Credit Type' section has radio buttons for 'None', 'Refund Check', 'Refund on Credit Card' (with a dropdown menu set to 'CHECK'), and 'Credit on Account'. The 'Credit / Refund For' section has radio buttons for 'Deposit (Proposal)', 'Retainer', and 'Invoice'. The 'Credit / Refund Information' section contains the following fields: Project (JHND1), Johnson Residence - PA, Mr. and Mrs. Robert Johnson; Proposal No. (0002); Date (11/20/07) and Fiscal Month (11/2007); Description (refund deposit); and Amount (1,000.00). The window has 'OK' and 'Cancel' buttons at the bottom right.

Depending on the combination of the "Credit Type" and "Credit / Refunds For" selections, various transactions will be created in Design Manager to process the refund or credit to your Client. The following combinations, and the relevant transactions, are available:

Refund Check:

Refund Check and Deposit: A negative Deposit for the desired amount is applied to the Proposal. An Operating Expense is created for the Client as a One-Time Vendor. A Check can be written at any time from the **Checking Window - Pay/Print Tab**.

Refund Check and Retainer: A negative Retainer for the desired amount is recorded for the Project. An Operating Expense is created for the Client as a One-Time Vendor. A Check can be written at any time from the Checking Window - Pay/Print Tab.

Refund Check and Invoice: A Credit Client Invoice will be created and closed with a negative Payment. An Operating Expense is created for the Client as a One-Time Vendor. A Check can be written at any time from the Checking Window - Pay/Print Tab.

Refund on Credit Card:

Refund on Credit Card and Deposit: A negative Deposit for the desired amount is applied to the Proposal. The Cash Account associated with selected Payment Type will be automatically reduced.

Refund on Credit Card and Retainer: A negative Retainer for the desired amount is recorded for the Project. The Cash Account associated with selected Payment Type will be automatically reduced.

Refund Check and Invoice: A Credit Client Invoice will be created and closed with a negative Payment. The Cash Account associated with selected Payment Type will be automatically reduced.

Credit on Account:

Credit on Account and Deposit: A negative Deposit for the desired amount is applied to the Proposal. A Retainer is recorded for the Project for future use on new Client Invoices.

Credit on Account and Invoice: A Credit Client Invoice will be created which can be applied to future purchases by the Client.

Creating a Client Refund or Return:

First, select the appropriate method of processing the return or credit in the **Credit Type** section:

Refund Check, Refund on Credit Card, or Credit on Account.

Refund Check: Use this selection to generate a Check to return funds to the Client.

Refund on Credit Card: Make this selection to process the refund on the Client's credit card. Please note that you will still need to physically record the refund through your credit card processing machine or software!

Credit on Account: The Credit on Account selection can only be used when using the Deposit or Invoice selections under Credit / Return For. When refunding a Deposit, the credit will be processed as a Retainer for future use. If you are refunding a Item(s) on a Client Invoice, a Credit Client Invoice will be generated which can be applied to future Client Invoices.

Next, select the type of transaction for which you are refunding in the **Credit / Refund For** section:

Deposit on a Proposal, Retainer, or an Invoice. This selection will adjust the Credit / Refund Information as necessary.

The **Credit / Refund Information** section has the following fields:

Project: You must input the Code of the Project for which you are generating the refund or credit. You can search for the Project Code by clicking the **Search** Button.

Proposal/Invoice Number (Proposal/Invoice No.): If you are refunding a Deposit, you must input the Proposal Number for which the Deposit is recorded. If you are refunding a Client Invoice, you must input the proper Client Invoice Number. You can search for the Proposal/Invoice Number by clicking the Search button.

Date: Input the date you wish to have the refund or credit recorded in Design Manager. Depending on the selected Credit Type, this will be the date of the Operating Expense used to create the Check for the Client, the date the refund is reflected in the Checkbook, or the date of the Credit Client Invoice.

Fiscal Month: Select the Fiscal Month that you wish to have the refund or credit recorded in Design Manager.

Description: You can optionally input a description of the refund or credit for your future reference.

Amount: Input the Amount of the credit or refund. When using the Invoice selection under Credit / Refund For, the Amount **must** equal the total of the Credit Invoice **including** any Sales Tax!

Note: *Please enter this amount as a **positive** number. When Design Manager asks for you to specify Items on a Credit Invoice or Expense, use a negative number on these windows. Design Manager will not allow you to process a return or credit if the amounts with the various areas of the software do not match.*

After inputting the proper information, click the **OK** button to process the credit or refund. Design Manager will always warn you prior to processing the credit or refund at which time you can click the **Cancel** button to abort the process, if deemed necessary. When processing the credit or refund and other entries, such as Cash Receipts or Vendor Invoices, are waiting to be posted, these other entries will be placed on hold so that the return or credit can be processed.

If you are refunding either a Retainer or a Deposit, you're finished! If you have selected Refund Check as the Credit Type, you can print the client's Check or enter Hand Check information from the Checking Window - Pay/Print Tab.

If you are refunding or crediting an Invoice, you will now have to select the appropriate Items and amounts to refund on the *New Invoice Window*.

The screenshot shows the 'New Invoice' window for project 'Johnson Residence - PA'. The invoice grid contains the following items:

| Tag | Loc. > | Group | Ref. No. | Last Prop# | Description | Qty. | Price | Qty. To Date | Invoiced To Date | Inv. Qty. | Invoice Price* | Over-ride |
|-------------------------------------|-------------------------|-------|----------|------------|--|------|----------|--------------|------------------|-----------|----------------|-----------|
| <input checked="" type="checkbox"/> | MBATH / Master Bathroom | | 0005 | | Infinity sink with stainless steel Faucet | 1 | 960.00 | | | 1 | 960.00 | |
| <input checked="" type="checkbox"/> | MBATH / Master Bathroom | | 0006 | | Hunter Green Bath Mat | 1 | 48.00 | | | 1 | 48.00 | |
| <input type="checkbox"/> | MSTB / Master Bedroom | | 0001 | 0001 | El Sol King-sized wrought iron headboard and footboard in oak/rust design... | 1 | 1,390.00 | | | 1 | 1,390.00 | |
| <input type="checkbox"/> | MSTB / Master Bedroom | | 0002 | 0001 | Bestille Nightstands with drawers in a dark wood finish | 2 | 307.50 | | | 2 | 307.50 | |
| <input type="checkbox"/> | SOLAR / Solarium | | 0004 | | Pierce Martin wicker sofa with upholstered seat and natural | 1 | 2,850.00 | | | 1 | 2,850.00 | |

Summary fields at the bottom: *Total Inv. Price: 1,008.00; Sales Tax: 60.48; Deposit: 0.00; Retainer: 0.00; Balance Due: 1,068.48; Avail. Retainer: -2,483.00.

Select the Item on the Invoice Items grid and click the **Override** Button.

The 'Override Invoice Price' window for item # 0003 shows the following details:

| | Price To Invoice | Taxable Amount | Est. Cost | Est. Price | Act. Cost | Inv. To Date |
|-------------------------|------------------|-----------------|-----------------|-----------------|-------------|--------------|
| Merchandise | 3,927.00 | 3,927.00 | 2,618.00 | 3,927.00 | 0.00 | 0.00 |
| Freight | 78.20 | 78.20 | 68.00 | 78.20 | 0.00 | 0.00 |
| Designer Fee | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Install_Delivery | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Labor | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Time | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Item Price | 4,005.20 | 4,005.20 | 2,686.00 | 4,005.20 | 0.00 | 0.00 |

On the **Override Invoice Price** Window, click the **Override** checkbox. Input the quantity, amount of refund, and the taxable amount of the refund for the Merchandise in the appropriate fields. Do the same for any Freight, Installation, etc. if necessary. Be sure to input negative (-) values for the quantity and amounts! Click the **OK** button when finished.

Tag or select all of the Items on the Invoice Items Grid on the New Invoice Window that are to be refunded or credited and click the **OK** Button. Finally, print and post the Credit Client Invoice by clicking the **Print/Post** button on the *Client Invoices / Finance Charges Window - New Tab*.

Applying a Credit on Account:

After you have processed a return using the Credit on Account method, you will eventually apply the credit to a future purchase for the Client.

If you have a processed a credit for a Deposit, a Retainer would have been created. You can manually apply the Retainer on the New Invoice Window by inputting the desired amount in the **Retainer** field beneath the **Invoice Items Grid**.

If you have processed a return for an Invoice, a Credit Invoice was generated. To apply this credit, first create a new Client Invoice for the full price of Item(s) being sold to the Client. Then go to the **Cash Receipts Window - New Tab** and add a new Cash Receipt. Make sure the new Invoice is

tagged. You will most likely need to edit the Payment Amount to match the value of the credit by clicking the **Edit** button next to the **Payment (Invoices) Grid**. Now, tag the Credit Invoice that was created by the return as well. The net effect on your cash balance will be zero, but you will close the Credit Invoice and properly reduce the balance due on the new Invoice. You can now optionally reprint the new Invoice with the **Show Payments** option to indicate the true balance due to your Client.

Vendor

The Vendor tab of the Returns and Credits Window is shown below and assists you in processing refunds and credits under a variety of scenarios.

The screenshot shows the 'Returns and Credits' window with the 'Vendor' tab selected. The 'Credit Type' section has 'Refund on Credit Card' selected. The 'Credit / Refund For' section has 'Expense' selected. The 'Credit / Refund Information' section includes a 'Credit Card' dropdown set to 'Visa Credit Card (20100)', a 'Vendor' field with 'STAPL Staples', a 'Date' field with '11/20/07', a 'Fiscal Month' dropdown with '11/2007', a 'Description' field with 'return office chair', and an 'Amount' field with '200.00'. The window has 'OK' and 'Cancel' buttons at the bottom right.

Depending on the combination of the "Credit Type" and "Credit / Refunds For" selections, various transactions will be created in Design Manager to process the refund or credit from your Vendor. The following combinations, and the relevant transactions, are available:

Refund Check:

Refund Check and Deposit (for either a Project or Inventory Purchase Order): A negative Deposit for the desired amount is applied to the Purchase Order. A Miscellaneous Cash Receipt will be recorded for the refund amount less any restocking or loss amounts.

Refund Check and Invoice (for either a Project or Inventory Purchase Order): A negative Vendor Invoice for the desired amount is recorded on the Purchase Order. A Miscellaneous Cash Receipt will be recorded for the refund amount less any restocking or loss amounts.

Refund Check and Expense: A negative Operating Expense for the desired amount will be created for the Vendor. A Miscellaneous Cash Receipt will be recorded for the refund amount.

Refund on Credit Card:

Refund on Credit Card and Deposit (for either a Project or Inventory Purchase Order): A negative Deposit for the desired amount is applied to the Purchase Order. The selected Credit Card Account will have its balance reduced by the recorded amount.

Refund on Credit Card and Invoice (for either a Project or Inventory Purchase Order): A negative Vendor Invoice for the desired amount is recorded on the Purchase Order. The selected Credit Card Account will have its balance reduced by the recorded amount.

Refund Check and Expense: A negative Operating Expense for the desired amount will be created for the Vendor. The selected Credit Card Account will have its balance reduced by the recorded amount.

Credit on Account:

Credit on Account and Deposit: A negative Deposit for the desired amount is recorded on the Purchase Order which can be applied to future purchases from the Vendor.

Credit on Account and Invoice (PO Related): A negative Vendor Invoice for the desired amount is recorded on the Purchase Order which can be applied to future purchases from the Vendor.

Credit on Account and Expense: A negative Operating Expense for the desired amount will be created for the Vendor which can be applied to future purchases.

Creating a Vendor Refund or Return:

First, select the appropriate method of processing the refund or credit in the **Credit Type** section:

Refund Check, Refund on Credit Card, or Credit on Account.

Refund Check: Use this selection to record a refund Check from the Vendor.

Refund on Credit Card: Make this selection if the Vendor has refunded your Credit Card Account.

Credit on Account: If the Vendor is providing you credit to be applied on future purchases, select this option.

Next, select the type of transaction for which you are being credited or refunded in the **Credit / Refund For** section: **Deposit** on a Purchase Order, **Vendor Invoice** on a Purchase Order, or an **Operating Expense**. This selection will adjust the Credit / Refund Information as necessary.

The **Credit / Refund Information** section has the following fields:

Project: You must input the Code of the Project for which you have been refunded or credited. You can search for the Project Code by clicking the **Search** button.

Purchase Order Number (PO No.): When recording a credit or refund for a Vendor Deposit or Vendor Invoice, you must input the proper Purchase Order Number. You can search for the Purchase Order number by clicking the Search button.

Vendor: You must input the Code of the Vendor for which you have been refunded or credited. The Vendor Code may be different from the original Vendor on the Purchase Order if you are being refunded/credited for freight or other miscellaneous charges. You can search for the Vendor Code by clicking the Search button.

Date: Input the date you wish to have the refund or credit recorded in Design Manager. Depending on the selected Credit Type, this date will be the date of the Miscellaneous Cash Receipt is recorded in the Checkbook, the date the credit card refund is reflected in the Credit Card Account, or the date of the credit Vendor Deposit or Vendor Invoice.

Fiscal Month: Select the Fiscal Month that you wish to have the refund or credit recorded in Design Manager.

Description: You can optionally input a description of the refund or credit for your future reference.

Amount: Input the amount of the credit or refund. The amount should **always** be the **actual** refund or credit amount from Vendor as a **positive** value. In other words, this value will be the amount displayed on the refund Check, applied to your Credit Card Account, or the credit with the Vendor. When using the **Invoice (Project PO), Invoice (Inventory PO), or Expense** selection under Credit / Refund For, the amount **plus** any Re-stock Fee/Loss Amount **must** equal the total of the credit Vendor Invoice or credit Operating Expense described below!

Re-stock Fee/Loss Amount: If the Vendor is charging any surcharge for restocking or other penalties, enter the amount into this field. Remember, all amounts on this window are entered as positive values!

After inputting the proper information, click the OK Button to process the credit or refund. Design Manager will always warn you prior to processing the credit or refund at which time you can click the **Cancel** button to abort the process, if deemed necessary. When processing the credit or refund and

other entries, such as Cash Receipts or Vendor Invoices, are waiting to be posted, these other entries will be placed on hold so that the return or credit can be processed.

Deposit:

If you are recording a credit or refund for a Vendor Deposit, you're finished! If you received a refund Check or adjustment to your Credit Card Account, you will see the refunds in the **Checking Window - Checkbook Tab** and **Checking Window - Credit Cards Tab**, respectively.

Invoice:

If you are recording a refund or credit for a Vendor Invoice, you will now have to select the appropriate Components and amounts to refund on the **Vendor Deposit, Invoice, or Operating Expense Window**.

| Ref. # | Type | Description | MFG Cat. # | PO | Qty. on Inv. | Cost on Inv. |
|----------|-------------|---|------------|----|--------------|--------------|
| 0001/001 | Merchandise | El Sol King-sized wrought iron headboard and footboard in | | | 0 | 3,020.00 |
| 0001/002 | Freight | Freight for component # 001 | | | 0 | 120.00 |

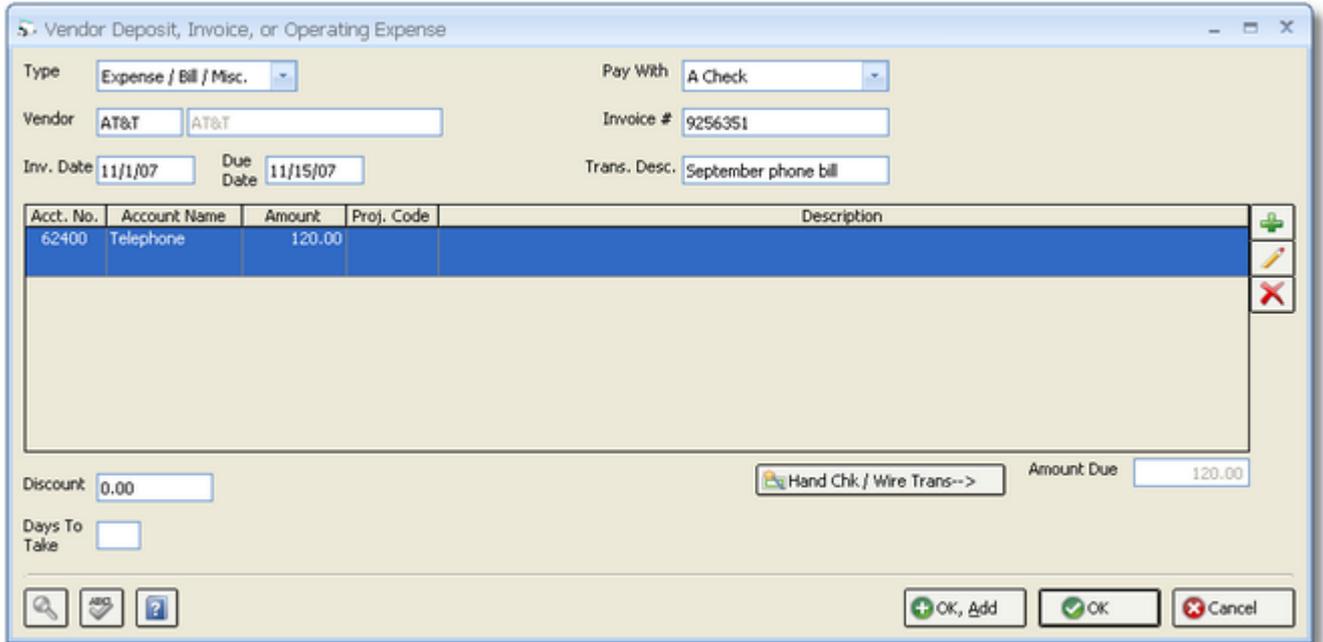
You must change the cost on **each** Component being refunded by clicking the **Edit** button to the right of the **Purchase Order Component Grid**.

On the **Vendor Invoice Distribution Window**, input the **Quantity Paid For** and **Cost** of the Component being refunded in the appropriate fields. Do the same for any Freight, Installation, etc. if necessary. Be sure to input negative (-) values for the Quantity Paid For and Cost amounts!

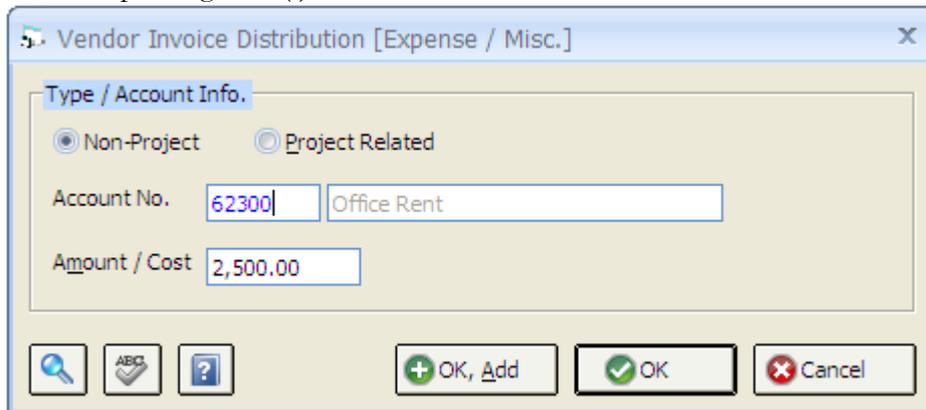
After adjusting all the costs properly, the amount due on the Vendor Deposit, Invoice, or Operating Expense **must** equal the sum of the Amount and Re-stock Fee/Loss Amount fields on the Returns and Credits Window! Click the **OK** button when finished.

Expense:

If you are recording a refund or credit for an Operating Expense, you will now have to select the appropriate Expense Account(s) to be refunded on the **Vendor Deposit, Invoice, or Operating Expense Window**.



Use the **Add** button to the right of the **Account Distribution Grid** to input the proper Expense Accounts and refund amounts on the **Vendor Invoice Distribution Window** as shown below. Be sure to input negative (-) values for the refund amounts!



After inputting the refund amounts for the proper Expense Accounts, the amount due on the Vendor Deposit, Invoice, or Operating Expense **must** equal the sum of the Amount and Re-stock Fee/Loss Amount fields on the Returns and Credits Window! Click the **OK** button when finished.

Applying a Credit on Account:

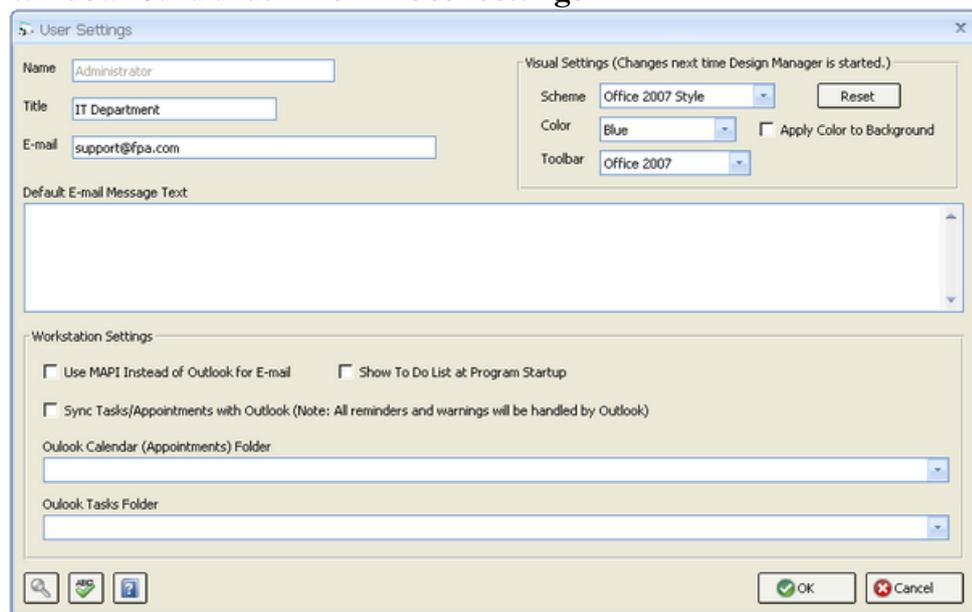
After you have processed a credit using the Credit on Account method, you will eventually apply the credit to a future Deposit or Invoice from the Vendor. Doing so is very simple. A negative Vendor Deposit or Vendor Invoice will remain on the **Checking Window - Pay/Print Tab**. When you enter another Vendor Deposit or Vendor Invoice for the Vendor that exceeds the credit amount, select both the new Deposit or Invoice and the credit payable together. A single Check will generated for Vendor for the Invoice/Deposit less the credit amount.

To Do List Tasks and Appointments

The **To Do List Task and Appointments Window** is a feature which allows you to enter Appointments, or Tasks, that are to occur at a later date. You may review the list within Design Manager as well as have the software remind you when it is time to perform a particular Task or to keep an Appointment. In addition, you have the ability to enter tasks to be performed by others and to have those tasks automatically appear on the list of another individual. Tasks and appointments can be set to automatically synchronize with **Microsoft Outlook™ 2003** or higher.

Configuring the User Settings Window for the To Do List Tasks and Appointments Window

Before using the To Do List Tasks and Appointments Window, the user may want to first configure some settings regarding the window. These configurations are can be changed on the **User Settings Window** found under **File → User Settings**.



By default, the To Do List / Appointments Window will appear whenever you start Design Manager. To prevent the window from appearing at log-in, uncheck the **Show To Do List at Program Start-up** option.

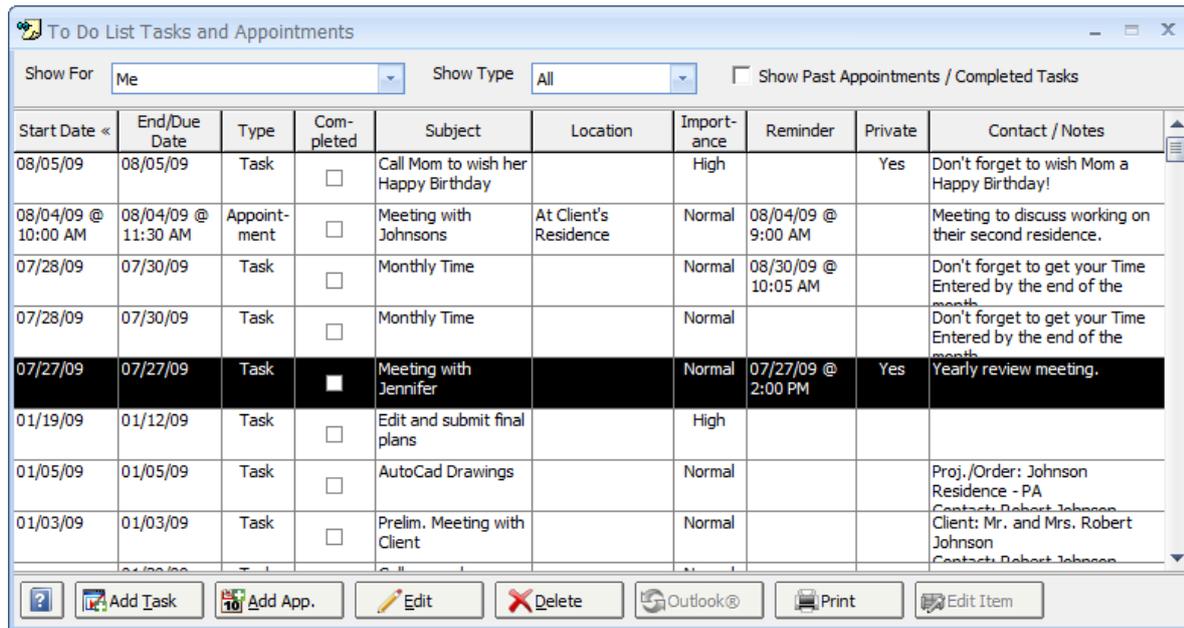
The User Settings Window is also used to specify with which folder in **Outlook™** the Tasks and Appointments are to be synchronized. Tasks can be set to synchronize with any **Outlook Tasks** folder and Appointments with any **Outlook Calendar** object. To configure these options, the computer must have **Microsoft Office 2003** or higher installed which is usually included with the **Microsoft Office Suite** of programs. To synchronize, make sure that the **Sync Tasks/Appointments with Outlook** is selected. Upon doing so, the **Outlook Calendar (Appointments) Folder** and **Outlook Task Folder** menus will display all Calendar and Task objects found with Outlook, respectively. For each, choose the object that you wish to synchronize with Design Manager. **Note:** If unsure of which Calendar or Task, please contact the company network administrator or professional for assistance.

Notes about Outlook™

Microsoft Outlook is a much more specialized program for organizing Tasks and Appointments than Design Manager. Therefore, there are a few features found in Outlook that are out of the scope of Design Manager. These include such features as customizable fields and Recurring Appointments. Recurring Appointments are not supported by Design Manager. Only the first Appointment in the series is displayed on the Design Manager To Do List Tasks and Appointments Window. Editing this Appointment in Design Manager does **not** change it in Outlook.

To Do List Tasks and Appointments Window

Clicking on the **To Do List / Appointments** button or choosing **File → To Do List / Appointments** accesses the **To Do List / Appointments Window**. Each user in Design Manager will have his or her own individual To Do List.



If this is the first time you have used the To Do List, then either no task or appointments will be listed or if changes have been made to the User Settings Window regarding synchronization with **Microsoft Outlook**, then the Outlook Tasks and Appointments, if any, should appear within a few minutes.

Note: Depending on the Outlook security settings, Outlook will periodically ask if it OK for Design Manager to access the Outlook Calendar and Task lists. You must answer "Yes" to these queries in order for the Outlook synchronization to work properly. It is recommended that you **either** use Design Manager to modify your Tasks and Appointments **or** use Outlook. Please do **not** use both at the same time. As the synchronization only occurs when upon opening and closing the Design Manager To Do List and Appointments Window making changes in both applications can cause confusion as to which Tasks/Appointments are current. To force an immediate synchronization with Outlook, click the **Outlook** button below the **Tasks and Appointments Grid**. The Outlook button will also attempt to open the Outlook window containing the highlighted Task or Appointment.

Above the Tasks and Appointments Grid are several settings to control which Tasks and Appointments will be displayed on the grid as follows:

The first option is the **Show For** selection which is used to select the Design Manager user whose Tasks/Appointments you wish to view. The Show For selection is defaulted to "**Me**" which display the current user's Tasks/Appointments. Depending on the **View Tasks/Appointments of Others** Password Attribute, a user may not be permitted to view the Tasks and Appointments of other Design Manager users. For more information, see the **Company Information Window - Passwords Tab**. Tasks and Appointments designated as **Private** by another user can never be viewed by any other user in Design Manager.

The **Show Type** selection is used to limit the type of entries displayed on the Tasks and Appointments Grid and has the following options:

All: Both Tasks and Appointments will be listed. All is the default selection.

Appointments: Only Appointments will be displayed.

Tasks: Only Tasks will be displayed.

By default, Tasks designated as Completed and Appointments that occur in the past do not show on the Tasks and Appointments Grid. To show such entries, select the **Show Past Appointments / Completed Tasks** option.

To create a new Task or Appointment, click on the **Add Task** or **Add Appointment (Add App.)** button which will display the **To Do List Task Window** and **To Do List Appointment Window**, respectively. Use the **Edit** button to make changes to an existing Task or Appointment. The **Delete** button will permanently remove the highlighted entry on the Tasks and Appointments Grid. The **Print** button is used to print the **To Do List / Appointments Report** which lists the current Appointments and Tasks. In Design Manager, it is possible to link a Task or Appointment to a specific Item in any one of the Projects. When a Task or Appointment is linked in this manner, the **Go To Item** button will be enabled and can be used to open the **Specifications Window** for the proper Project and Item.

When an Appointment or Task is finished, it can be indicated as such by checking the **Completed** column on the Tasks and Appointments grid. The task will remain on the list for the rest of the current day. It will not be dropped until the day after the activity is marked Completed. Once a Task or Appointment has been marked Completed, and one day has passed, it can still be view by using the Show Past Appointments / Completed Tasks option.

To Do List Task and To Do List Appointment Windows

A **Task** is an item that you create to track until its completion. Clicking the **Add Task** button or the **Edit** button while a task is highlighted on the **Tasks and Appointments Grid** of the **To Do List Tasks and Appointments Window** will display the **To Do List Task Window**.

A Task consists of a **Subject**, which is used to entered the title or a summarized description of the Task, an optional **Due Date**, an optional **Start Date**, and an **Importance** level.

An Appointment occurs at a specific time and has a specific duration such as a meeting with a Client. Clicking the **Add Appointment (Add App.)** button or the **Edit** button while a task is highlighted on the **Tasks and Appointments Grid** of the To Do List Tasks and Appointments Window will display the **To Do List Appointment Window**.

An Appointment consists of a **Subject**, which is used to entered the title or a summarized description of the Appointment and a **Location** to describe where the Appointment occurs. A **Start Date/Time** and an **End Date/Time** must be specified for an Appointment.

For both Tasks and Appointments, a **Reminder** can be set to notify the user of the Task/Appointment at a specified date and time. To create a Reminder, select the Reminder option and then specify a **Date** and **Time** for the Reminder. Reminders can also have a predefined **Recurrence**. The Recurrence has both a **Duration** and a **Number of Times** to repeat. The Duration menu has the following selections:

<none> - The Reminder will be displayed a single time. Once it is closed by the user, no other Reminders will alert the user to the Task or Appointment.

Monthly - The Reminder will be displayed once per month on the same calendar day as the Reminder Date. For example, if the Reminder Date is 7/20/2009, the subsequent Reminders will be displayed on the 20th of the respective month. If the month contains less days than is necessary to schedule the Reminder (i.e., February with 28 days in the current example), the Reminder will be displayed on the last day of the month.

Yearly - The Reminder will be displayed once per year on the Reminder Date.

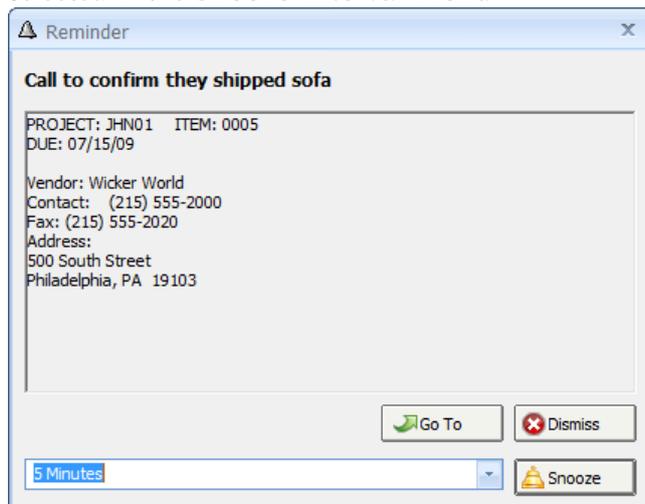
Weekly on <Day of Week> - This selection will always display the current day of the week in the Duration menu ("Weekly on Monday", for example). Selecting this option will display the Reminder once per week on the stated day.

Daily - The Reminder will be displayed once per day.

The Number of Times indicates how many times the Reminder should reoccur. If **Until Stopped** is selected, the Reminder will continue to be displayed at the proper interval until the Task or Appointment is either marked as Complete or deleted. Selecting any of the numerical options will display the Reminder the selected number of instances. After the last Recurrence, the Reminder will no longer be displayed.

When a Reminder is displayed, information including the Task or Appointment **Subject**, **Start** and **End Times**, **Start and Due Dates**, **Contact Information**, etc. will be shown in the **Reminder**

Information Pane. Clicking the **Go To** button will launch the To Do List Task or Appointment for review. Selecting **Dismiss** will close the Reminder until the next Recurrence if one has been configured. The **Snooze** button will close the Reminder but will display it again in the interval selected in the **Snooze Interval Menu**.



Note: *When Design Manager is set to synchronize with Outlook then all Reminders will be handled by Outlook Design Manager will **not** display the Reminder. When the Outlook synchronization is not used, Design Manager will only display the Reminder if the software is running at the time that the Reminder occurs. Design Manager **cannot** display Reminders if it is not running!*

Use the **Contact Type** selection to specify a Design Manager Contact to be associated with the Task/Appointment. Choosing a Contact Type allows the Contact Code be entered in the **Code** field. The **Search** button in the lower left can be used to select the proper Code of the Contact. Upon entering or selecting the Code, the Contact's pertinent information will be copied into the appropriate fields of the To Do List Task or To Do List Appointment Windows. The information can then be modified to include additional notes, etc.

The **This is For** selection can be used to place the Task/Appointment on another Design Manager user's To Do List Tasks and Appointments Window if the user has the **Create Tasks/Appointments of Others** Password Attribute. A Task or Appointment can be sent to all users by using the **Everyone** option of the This is For menu. **Note:** *Upon saving a Task or Appointment that is designated for another user, you may not have rights to make further edits or to delete the entry. When sending to Everyone, the Task/ Appointment will need to be changed or deleted from each user's list individually.* When creating a Task or Appointment for other users, selecting the **Copy Me** option will create the same entry on your To Do List. When selecting Everyone in the This is For menu, the Copy Me option is automatically selected and disabled insuring that the entry is created for yourself as well.

When the **Private** option is selected, only the current user will be able to see the Task/Appointment, then regardless of the all other user's Task and Appointment Password Attributes. Should the Private option be selected when designating the Task/Appointment for another user, then only that user will be able to view it. Even the user who originally made the Task/Appointment can no longer edit or delete the entry.

The **Link Project/Item (Link/Project Item)** can be used to associate a Task or Appointment with a particular Item in a Project. When creating a Task in such a manner, it may be more convenient to create the Task from the **Specifications** Window.. For more information, see **Creating Specification-related Tasks**. Further, a Task can be designated as **Show on Project Schedule** which will cause the Task to be listed on the **Project Schedule Task Grid** of the **Specifications Window - Schedule Tab**. A Project Schedule **Phase** can also be optionally assigned to the Task. For more information on the Project Schedule and Phases, see **Creating a Project Schedule and the Company Information - Schedule Tab** and the **Specifications Window - Schedule Tab**.

Company Advanced Options Window

The Company Advanced Options Window is accessed by clicking the Advanced Button on the **Company Information Window - Company Tab**. The settings on this window will default for any new Projects. Each Project has an independent default information window. Use the **Project Advanced Options Window** to change the settings independently for each Project.

The Company Advanced Options Window has the following tabs: **Print, General, Proposal, Invoice, PO, Time, and Showroom**. The Showroom tab will only be available if you have purchased the optional Showroom module.

Company Advanced Options Window - Print Tab

The Print Tab is the first tab on the Company Advanced Options Window and contains default settings for printing Proposals, Invoices, Purchase Orders, and Statements, and other reports.

| | Copies | Style | Ultrhd. | Abr. Header | Pg. X of Y | Collate | Ref. No. |
|-------------|--------|-----------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|-------------------------------------|
| Proposals: | 2 | Proposal - Res. | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Invoices: | 2 | Residential | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| POs: | 3 | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Statements: | 1 | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Quote: | 1 | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Order/Ack.: | 1 | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Letterhead (LH) / Margins

| | LH | No LH |
|--------|------|-------|
| Top | 2 | 0.33 |
| Bottom | 0.33 | 0.33 |

Report Options

Trim Printer Alignment: 0.00

Highlight Bar Keep Item Desc. Together

Time Stamp

Check Position: Middle

Show Status Color

Copies: Enter a number here. This determines how many copies of the respective document will print by default. Please note that the number of copies is only applicable when you print directly to your printer and will not affect the number of copies printed when the document is first displayed on your monitor.

Style: This option applies only to Proposals and Invoices. Select the desired format, either Proposal or Commercial, you wish to use for each document. You can choose to select another style at the time of generating or reprinting the Proposal or Client Invoice.

Letterhead: Select this option if you would like the respective document to print on your company letterhead. If Letterhead is not selected, then documents should be printed on plain paper as Design Manager will print your company information including the company name, address and phone number at the top of the page.

Abbreviated Header (Abr. Header): The company information will only print on the first page of the document to conserve paper. Abbreviated document information will be displayed on subsequent pages.

Page X of Y: Check this option if you would like the total page number count to appear on a document (i.e. "Page 2 of 4" as opposed to "Page 2").

Collate: Check this option if you would like document pages to be collated. Collated: Page 1, 2, 3, 4 / 1, 2, 3, 4. Non-collated: page 1, 1, 2, 2, 3, 3, 4, 4.

Reference Number (Ref. No.): This option applies only to Proposals, Invoices and Purchase Orders. Select this option if you would like Item and Component reference numbers to be printed on a document.

Letterhead (LH) / Margins: Top and bottom margins can be set for letterhead (LH) and non-letterhead (No LH) use. If you want Design Manager to print on your company letterhead, be sure that the Letterhead (Ltrhd.) option above is selected.

Top: Enter a number here to set the default top margin for all documents. You may enter two settings: one to be used with the Letterhead option in the LH column and one setting to be used for blank paper in the No LH column. By default, the software will leave a space that measures two (2) inches from the top of the page to accommodate your company logo, name and address when using the Letterhead option, but you can increase or decrease this value as necessary.

Bottom: Enter a number here to set the default bottom margin for all documents. You may enter two settings: with the Letterhead option in the LH column and one setting to be used for blank paper in the No LH column. Increase this setting if your company has letterhead with print at the bottom of the page. Also, it may be necessary to increase the bottom margin if text is being truncated at the bottom of the page.

Report Options:

Trim Printer Alignment: Adjust the alignment of checks and the 1099 document for differences in printers. Increasing this number will move the printing down on the page, while entering a negative number will move it up.

Check Position: The Check Position menu has three options for printing checks: at the top, middle, or bottom of the page.

Highlight Bar: Shows a light gray strip under every other line of reports. This can be used to improve readability when looking across a line on the report.

Time Stamp: Shows the date and time when the report was printed as opposed to the date only.

Show Status Color: This prints the Item Status in its set color on reports. Uncheck this option to force the Status to print in black and white. For more information on Item Status Types, see **Item Status Types and the Company Information Window - Item Status Tab**.

Keep Item Description Together: This is a default setting that pertains only to the Proposal and Invoice. This option forces the Design Manager to skip a page after an Item if the Item that follows will not entirely fit on the current page. This option is a default and can be set per Item when creating a new Proposal or new Client Invoice. See the **New Proposal Window - Options Tab** and **New Invoice - Options Tab** for more information.

Company Advanced Options Window - General Tab

The General Tab is the second tab on the Company Advanced Options Window. Here information is entered for the six default Component Types provided by Design Manager: Merchandise, Freight, Design Fee, Installation, Labor, and Time.

| Component Type | Screen Title | % Type | % | Inc. in Dep. | Auto |
|----------------|--------------|--------|----|-------------------------------------|--------------------------|
| Merchandise | Merchandise | Markup | 50 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Freight | Freight | Markup | 10 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Design Fee | Design Fee | Fee | 0 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Installation | Installation | Markup | 30 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Labor | Labor | Markup | 30 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Time | Time | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Options:

- Include Tax in Dep.
- Item Groups
- User Date 1 Title: Site Inspection
- CDep. %: 100
- Show Discount
- Update Proposals
- User Date 2 Title: User Date 2
- Ship To: []
- Show Markup
- Bypass WIP
- Require Journals
- Require Mgr.
- Require S. Cat.
- Loc in S/M

Screen Title: The Screen Titles represent the name or description of the six default Component Types. Component Types are used to classify the merchandise or service you are purchasing from vendors and selling to your clients. Varieties of default settings can be applied by Component Type.

You have the ability to change the Component Type description throughout the software by altering the desired Screen Title for Freight, Design Fee, Installation, and Labor. Merchandise and Time cannot be changed. If you do change a title, the new title will appear in every part of the software where that Component Type is displayed. Titles may not be changed for Merchandise and Time. Remember to change the titles for the Invoice, Proposal, and PO as well.

Merchandise: This type includes all furniture, fabrics, accessories and other tangible Items that are sold to clients.

When you install the software, Design Manager has the following types set:

- Freight**
- Design Fee**
- Installation**
- Labor**
- Time**

If you want to define your own categories, you may change the Freight, Design Fee, Installation, or Labor types.

The following default settings can be defined by Component Type:

% Type: Select the pricing method you would like to use for each Component Type. Three pricing methods are available: Markup, Discount, and Fee. For a full discussion on pricing methods, see % Type on the **Component Window - Component Tab**.

%: Enter the default percentage that the pricing method will utilize. For example, if you have the % Type set to "Markup" for Merchandise, enter the default percentage by which you would like the merchandise to be marked up. Entering "50" will default all Merchandise Component to initially be marked up by fifty percent.

Include In Deposit: Select this option if you would like the corresponding Component Type to be included in the client deposit calculation. For example, say you request a 50% deposit from a client, and the client has ordered a chair for \$100.00 and the freight charges total \$50.00. If you check this box for Merchandise but not Freight, then the computer will calculate the deposit amount to be

\$50.00 (50% of \$100.00 for the chair). If this box is checked for both Merchandise and Freight, then the deposit amount will be \$75.00 (50% of \$150.00 for the chair and freight).

Auto: The Auto option applies to all Component Types except Merchandise. When selected for a Component Type, whenever a new Merchandise Component is created, another associated Component of the selected type will be created automatically. For example, if Freight is set to Auto, whenever you add a Merchandise Component, a Freight Component is likewise added automatically. This is very convenient when certain additional charges are always recorded for the client when selling merchandise.

Options:

Include Tax in Deposit: Check this option if you would like any applicable sales tax to be included in the requested client deposit. For example, say you request a 50% deposit from a client, and the client has ordered a sofa for \$500.00 and the sales tax for the sofa is \$35.00. If the Include Tax in Deposit option is selected, then the calculated deposit will equal \$267.00 (50% of \$535.00 for the sofa and sales tax). If this option is not checked, then the deposit amount will be \$250.00 (50% of \$500.00 for the sofa).

Show Discount: Using this option will show the list price and discount below all Items on the Proposal and Client Invoice.

Show Markup: Using this option will show the cost and markup below all Items on the Proposal and Client Invoice.

Bypass WIP: When selected, the Bypass WIP option will be defaulted to any new Projects and, subsequently, any Items created for those Projects. When recording purchases for these Items set to bypass WIP, the costs will be posted directly into Cost of Goods Sold instead of Work in Process.

Item Groups: This option determines whether or not to include a **Group / Name** field on the **Item Window - Item Tab**. Groups are used to further organize items within each Location. For example, when using Item Groups, you can have a Sofa in a Living Room, the "Sofa" becomes the Item Group / Name and Items become the major pieces of the sofa such as a frame, fabric, and pillows. Pillows, for example, can then have Components such as fabric, trim, and stuffing. Groups show as headings on the Proposal and Invoice and are subtotaled under each Location.

Update Proposals: Normally after a Proposal is accepted the printout will never change unless the Proposal is edited. When this option is selected, the Proposal printout is updated for changes in the Item Description, Price, etc. whenever any user changes an Item. **Note:** This option can slow down processing as Design Manager must recalculate the Proposal each time Items are changed.

Require Journals: This option forces the user entering accounting entries such as Cash Receipts, Client Invoices, etc. to print a Journal that lists the entries before the entries can be posted.

Require Manager (Require Mgr.): When adding a new Project, a valid Employee must be entered in the Salesperson/Manager field when the Require Manager option is selected.

Require Sales Category (Require Sales Cat.): If this option is selected, whenever you add a new Item, Time Entry, or Project-related Reimbursable Expense, a valid Sales Category must be recorded. This option is useful to insure that the proper Revenue and Cost of Goods Sold Accounts are utilized when invoicing the client or paying the vendor, respectively.

User Date 1 Title: This field holds a user-defined date title to be used for additional tracking of Purchase Order Components. For example, you might name this field "Called On" and record a certain date that you contacted the vendor by phone. This field will appear on the **Component Window - Order Status Tab** and the **Purchase Order Status Window**.

User Date 2 Title: Same as above

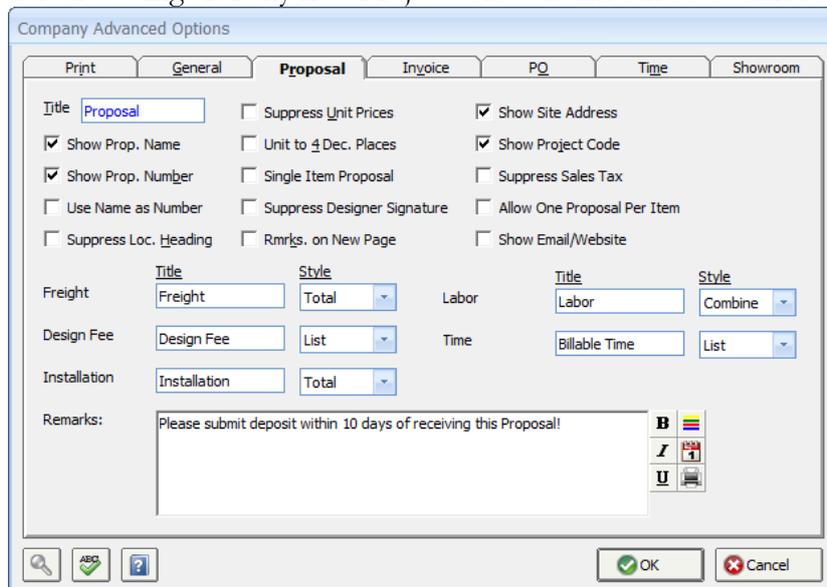
Client Deposit Percentage (Client Dep. %): This is the percentage of Client Deposit that will be requested on each Item. This is a default that carries forward to each new Project created. It can be changed for each Project and then for each Item within the Projects.

Ship To: A default Ship To Code can be assigned to the Company so that all new Projects will inherit the Ship To Code on the **Project Window - Site / Ship To Tab**. Therefore, all new Components added to such Projects will be automatically designated to the desired Ship To. Using a Company-wide default Ship To is useful if the company always ships goods first to a common warehouse or staging area.

Loc in S/M: The **Append Location To Sidemark** option will add the Item Location to the Sidemark of each Component. As with other defaults, you can override these settings for individual projects.

Company Advanced Options Window - Proposal Tab

The Proposal Tab is the third tab on the Company Advanced Options Window and displays settings regarding the manner in which Proposals will print. The information entered here will become the default settings for any new Projects created and can be overridden or altered as desired.



Title: This field shows the title that will appear at the top of Proposals. The default title is set to "Proposal". You may change this title by typing a new title into this field (i.e. "Estimate").

Show Proposal Name (Show Prop. Name): This option is provided if you wish to show the Proposal name/description in the header of the Proposal. The Proposal name is recorded when creating the Proposal and could be different from the Project name. For example, you may want to name the Proposal a specific room in a home (i.e. Foyer and Kitchen). For more information on the Proposal name, see the New Proposal Window - Proposal Tab.

Show Proposal Number (Show Prop. Number): The Proposal Number is a reference number automatically assigned to each Proposal in Design Manager. Uncheck this option if you do not want this number to appear on Proposals.

Use Name as Number: When this option is selected, the Proposal name that you entered will print in place of the Design Manager-generated Proposal number. This option is useful if your company uses its own Proposal number system. In this case, you would enter your Proposal number in the Proposal name field when creating a new Proposal.

Suppress Sales Tax: Checking this option will cause the Sales Tax **not** to show on Proposals, regardless of whether or not the Item is taxable.

Suppress Location Heading (Suppress Loc. Heading): Location headings and subtotals will print on Proposals unless this option is checked.

Suppress Unit Prices: Check this option if you do not want unit prices for Items to print on Proposals.

Unit to 4 Decimal Places (Unit to 4 Dec. Places): This prints the unit price to 4 decimal places to avoid rounding issues on unit prices. For example: 3 for \$1.00 = $.33 * 3 = .99$ or $.3333 * 3 = \$1.00$

Single Item Proposal: When this option is selected, one Proposal will print for each Item tagged on the Proposal Window. Each Item will receive its own Proposal number.

Suppress Designer Signature: When this option is selected, the signature line for the Designer will not show in the footer of the Proposal. However, the Client Approval Signature and Date lines will continue to be displayed.

Remarks on New Page (Rmrks. on New Page): Check this option if you would like the Proposal remarks to appear on a separate page. If this option is not selected, the remarks will appear at the bottom of the Proposal. If you elect not to show remarks on a separate page, it is a good idea to keep them brief so that Design Manager can more easily fit them in the allocated space.

Show Site Address: Check this option if you want the client's site address to print on the Proposal.

Show Project Code: Check this option if you want the Project code to print on the Proposal. When this box is checked, the Project code will appear below the Proposal title.

One Proposal per Item: This option will eliminate the possibility of any Item appearing on more than one Proposal. Selecting the One Proposal per Item option will prevent an Item to be selected for a Proposal if it is already included on any other Proposal.

Show E-mail/Website: Check this option if you want the Company E-mail and Website to show in the header of the Proposal.

Title: You may change the titles of the five Component types: Freight, Design Fee, Installation, Labor and Time. These new titles will be used only for printing on Proposals.

Style: There are four styles from which to choose for each Component Type:

Combine: Adds the amount for this Component Type into the price of the corresponding Item. For example, if you propose two Items that are \$100.00 each, and each have \$50.00 Freight, then the price next to each Item will be \$150.00 in the body of the Proposal. The title is not used for this style.

List: Shows the amount for this Component Type below the Item in the body of the Proposal. The title will print next to the amount.

Total: Prints the total amount for all Items for the corresponding Component Type in the footer of the Proposal. For example, if you propose two Items that each have \$50.00 of Freight, the Proposal will display "**Freight** \$100.00" in the total section of the document.

Ignore: Will not show or include the amount of this Component Type anywhere on the Proposal.

Suppress Sales Tax: Checking this option will cause the sales tax **not** to show on Proposals, regardless of whether or not the Item is taxable.

Remarks: Type any remarks that you would like to appear on Proposals into this field. To search for commonly used remarks, click on the Search Button in the lower left corner of the window. These remarks will appear by default and can be overridden for each Proposal.

Company Advanced Options Window - Invoice Tab

The Invoice Tab is the fourth tab on the Company Advanced Options Window and displays settings regarding the manner in which Client Invoices will print. The information entered here will become the default settings for any new Projects created and can be overridden or altered as desired.

| | Title | Style | Pricing | |
|--------------|--------------|---------|-----------------|--|
| Merchandise | | | Always Proposal | <input type="checkbox"/> Sup. Loc. Heading |
| Freight | Freight | Total | Automatic | <input type="checkbox"/> Sup. Unit Prices |
| Design Fee | Design Fee | List | Always Proposal | <input checked="" type="checkbox"/> Show Ship To Addr. |
| Installation | Installation | Total | Automatic | <input checked="" type="checkbox"/> Show Site Addr. |
| Labor | | Combine | Automatic | <input checked="" type="checkbox"/> Show Proj. Code |
| Time | | Combine | Always Proposal | <input type="checkbox"/> Unit to 3 Decimals |

Remarks:
Custom pieces can not be returned. All sales are considered final after (15) days.

OK Cancel

Title: The titles for each of the Component Types, excluding Merchandise can be changed in this field. The new title will only appear on Invoices. This is an optional field, but must be filled in if the style is set to "List" or "Total".

Style: There are four styles from which to choose for each Component Type:

Combine: Adds the amount for this Component Type into the price of the corresponding Item. For example, if you invoice two Items that are \$100.00 each, and each have \$50.00 Freight, then the price next to each Item will be \$150.00 in the body of the Invoice. The title is not used for this style.

List: Shows the amount for this Component Type below the Item in the body of the Invoice. The title will print next to the amount.

Total: Prints the total amount for all Items for the corresponding Component Type in the footer of the Invoice. For example, if you invoice two Items that each have \$50.00 Freight, the computer will display Freight \$100.00" in the total section of the document.

Ignore: Will not show or include the amount of this Component Type anywhere on the Invoice.

Pricing: Pricing options can be changed for each of the six Component Types. These options control how Design Manager determines the invoice price to the client. The following options may be selected:

Always Proposal: This option will cause the invoicing system to charge the estimated price for the corresponding Component Type to the client.

Always Actual: The Always Actual option will cause the invoicing system to markup the costs recorded on Vendor Invoices. If this option is used, the client should not be invoiced until all of the Vendor Invoices have been received and entered into Design Manager. For example, if you are buying a chair for \$100.00 and you are marking it up by 50%, then the Proposal price will be \$150.00. If when the Vendor Invoice comes in, the chair actually costs \$90.00, this option will cause the invoicing system to pass the savings onto the client by charging \$135.00.

Automatic: This option charges the higher price of the Always Proposal or Always Actual options to insure you are maximizing your profit.

Suppress Location Heading (Sup. Loc. Heading): Check this option if you do not want room Location headings and subtotals to appear on Invoices.

Suppress Unit Prices (Sup. Unit Prices): Check this option if you do not want unit prices for Items to appear on Invoices.

Show Ship To Address (Show Ship To Addr.): Check this option if you want the Project's default ship to address to print on Invoices.

Show Site Address (Show Site Addr.): Check this option if you would like the Project's site address to appear on Invoices.

Show Project Code (Show Proj. Code): Check this option if you want the Project code to print on Invoices.

Unit to 3 Decimals: This option will print the unit price to 3 decimal places to avoid rounding issues with unit prices. For example: 3 for \$1.00 = $.33 * 3 = .99$ or $.333 * 3 = \$1.00$

Remarks on New Page (Rmks. on New Pg.): Check this option if you would like the Invoice remarks to appear on a separate page. If this option is not selected, the remarks will appear at the bottom of the Invoice. If you elect not to show remarks on a separate page, it is a good idea to keep them brief so that Design Manager can more easily fit them in the allocated space.

Show E-mail/Website: Check this option if you want the Company E-mail and Website to show in the header of the Invoice.

Single Item Invoice (Single Item Inv.): When the Single Item Invoice option is selected, one Client Invoice will be generated for each Item tagged on the New Invoice Window, with a separate Invoice number will be assigned to each Item invoiced.

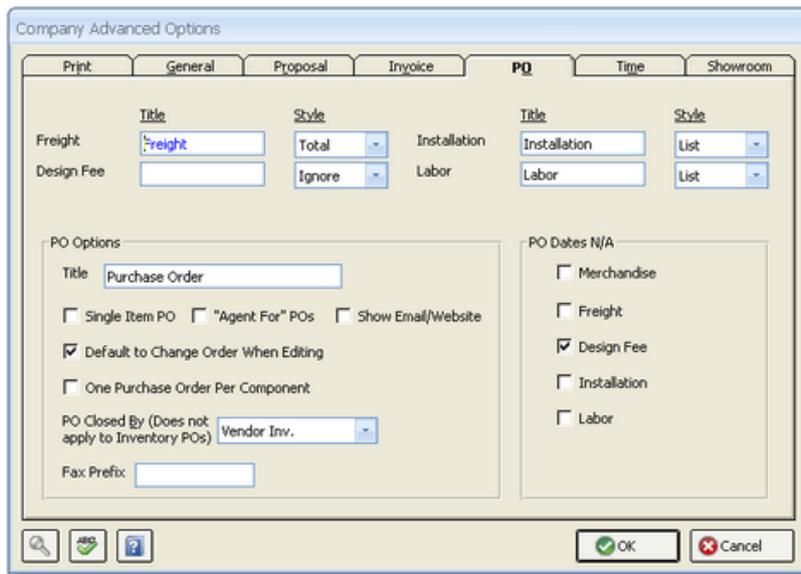
Time Supplement: This option will print an additional page after the main Client Invoice listing all time charges that were included on the Invoice. This feature is only available with the optional Time Billing module.

Show Time Details: This prints similar information as the Time Supplement, but within the body of the actual Invoice. The time charges for each Item will be listed in detail beneath each Item. This feature is only available with the optional Time Billing module.

Remarks: Type any remarks that you would like to appear on Invoices into this field. To search for commonly used remarks, click on the Search Button in the lower left corner of the window. These remarks can be overridden for each Invoice created.

Company Advanced Options Window - PO Tab

The fifth tab on the Company Advanced Options Window is the PO Tab. Here default information can be entered for how Purchase Orders will print. There are also a few options that control the behavior of purchased merchandise.



Title: The titles for the Freight, Design Fee, Installation and Labor Component types can be changed. The new titles entered here will only appear on the printed Purchase Orders.

Style: There are three styles from which to choose for each Component Type:

List: Shows the amount for this Component Type below the merchandise in the body of the PO. The title is not used for this option on the PO because the Component description is being displayed.

Total: Prints the total amount for all Components for the corresponding Component Type in the footer of the Purchase Order. For example, if you create a PO for two Component Type that each have \$50.00 Freight, the computer will display "Freight \$50.00" in the total section of the PO.

Ignore: Will not show or include the amount of this Component Type anywhere on the Purchase Order.

PO Options:

Title: If you would like the title that prints at the top of the Purchase Order to be anything other than "Purchase Order", you may enter that title in this field (i.e. "Work Order").

Single Item POs: When this option is checked, one Purchase Order will print for each Component tagged on the New Purchase Order Window with a separate PO number assigned to each Component.

"Agent For" POs: This option places new Projects created into "Agent For" mode. "Agent For" indicates that the Client pays the Vendor directly for the cost of merchandise and services order. The Design Firm acts only as the purchasing agent for the Client and will charge the Client a Design Fee.

Show E-mail/Website: Check this option if you want the Company E-mail and Website to show in the header of the Project and Inventory Purchase Orders.

Default to change order when editing: When this option is selected, when editing and reprinting a Purchase Order, the title "Change Order" will be printed on the PO. In other words, if after you accept a new PO, then go back and make changes to it, it will print as a "Change Order" when you print the edited version.

One Purchase Order Per Component: This option will eliminate the possibility of any Component appearing on more than one Purchase Order. Design Manager will prevent a Component from being selected for a Purchase Order if it is already included on any other Purchase Order.

PO Closed By: This menu indicates how Design Manager will know to indicate a Purchase Order as closed and drop it from the Open Purchase Orders report. The following options may be selected:

Vendor Invoice (Vendor Inv.): If this option is selected, then a PO will be marked as closed when the quantity paid for matches the ordered quantity for **all** Components on the Purchase Order. The quantity paid for is recorded when entering Vendor Invoices. Components with no quantity or zero quantity will be considered closed when any Vendor Invoice has been entered for the Purchase Order.

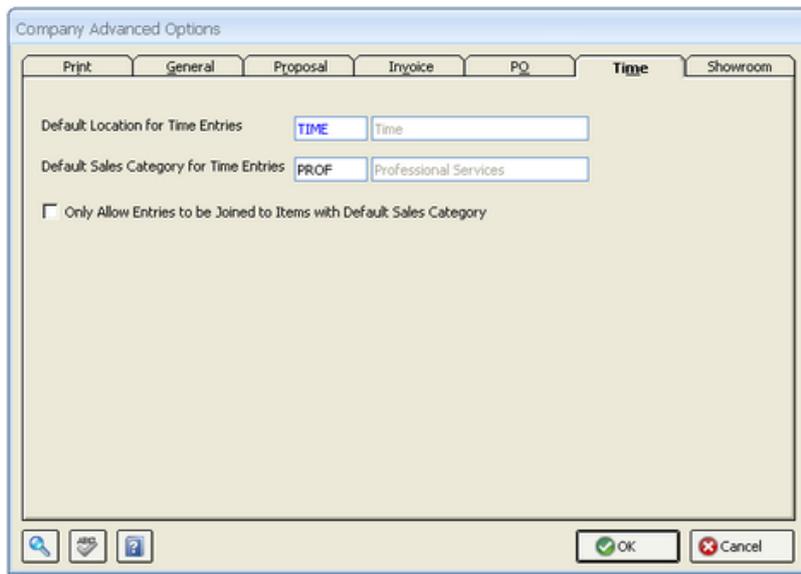
Received: Closes the Purchase Order when all of the Components on a PO have a received date recorded **and** the received quantity matches the ordered quantity. Components with no quantity or zero quantity will be considered closed when any received date has been recorded for them.

Both: Closes the PO when both of the above conditions are met.

PO Dates N/A (not applicable): Select the option for the corresponding Component Type when Purchase Order status dates such as received and acknowledged do not apply. For example, generally Design Fee does not have a received or acknowledged date. This option will cause that type of Component to be skipped on certain order related reports.

Company Advanced Options Window - Time Tab

The sixth tab on the Company Advanced Options Window is the Time Tab. Here default information for Time Entries can be entered.



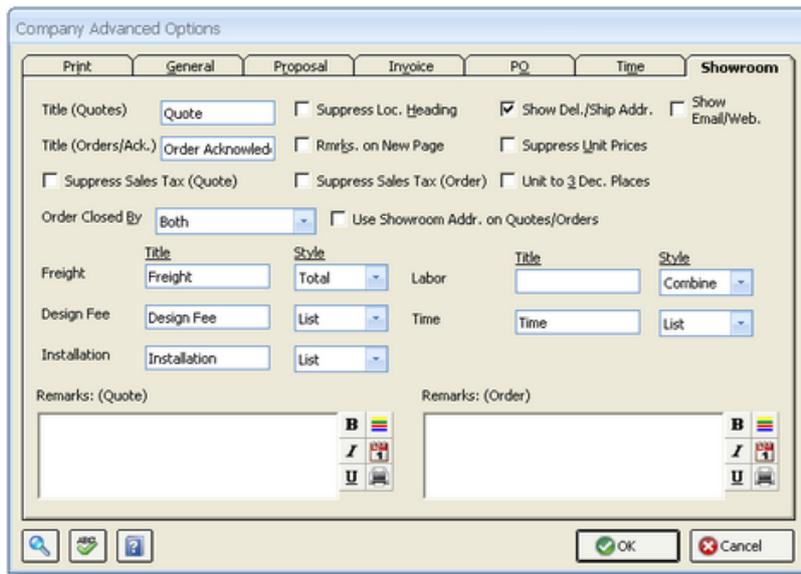
Default Location for Time Entries: Enter here a default Location under which you would like to record all Time Entries. The default Location set by Design Manager is "TIME", but you may use any Location to group your Time Entries. To search for a Location, click on the Search Button in the lower left corner of the window.

Default Sales Category for Time Entries: Enter a Sales Category to which you would like to assign Time Entries. The default Sales Category set by Design Manager is "TIME", but you may use any Sales Category to classify your Time Entries. This Sales Category controls which General Ledger Account is used for record revenue from invoicing employee time. To search for a Sales Category, click on the Search Button in the lower left corner.

Only Allow Entries to be Joined to Items with Default Sales Category: This option will only allow Time Entries to be joined to existing Items that have the same Sales Category as indicated in the option above.

Company Advanced Options Window - Showroom Tab

The seventh tab on the Company Advanced Options Window is the Showroom Tab. Here default information for Showroom orders can be entered. This is an optional feature available only if you have purchased the Showroom module.



Title (Quotes): This field shows the title that will appear at the top of Quotes. The default title is set to "Quote". You may change this title by typing a new title into this field (i.e. "Estimate").

Title (Orders/Acknowledgements): This field shows the title that will appear at the top of Orders. The default title is set to "Order Acknowledgement". You may change this title by typing a new title into this field (i.e. "Sales Order").

Suppress Sales Tax (Quotes or Order Acknowledgement): Checking one of these options will cause the sales tax not to show on quotes or orders respectively, regardless of whether or not the Item is taxable.

Suppress Location Heading (Suppress Loc. Heading): Location headings and subtotals will print on Quotes and Orders unless this option is checked.

Suppress Unit Prices: Check this option if you do not want unit prices for Items to print on Quotes and Orders.

Unit to 3 Decimal Places (Unit to 3 Dec. Places): This prints the unit price to 3 decimal places to avoid rounding issues on unit prices. For example: 3 for \$1.00 = $.33 * 3 = .99$ or $.333 * 3 = \$1.00$

Remarks on New Page (Rmrks. on New Page): Check this option if you would like the Proposal remarks to appear on a separate page. If this option is not selected, the remarks will appear at the bottom of the Proposal. If you elect not to show remarks on a separate page, it is a good idea to keep them brief so that Design Manager can more easily fit them in the allocated space.

Show Delivery/Ship To Address: Check this option if you want the client's site address to print on the Quotes and Orders.

Order Closed By: This menu indicates how Design Manager will know to indicate an Order as closed. The following options may be selected:

Client Invoice (Client Inv.): If this option is selected, then an Order will be marked as closed when the all of the Items on the Order have been invoiced to Client in full.

Delivered: Closes the Order when all of the Items have been delivered to the Client in full through the **Delivery Tickets** system.

Both: Both is the default selection and will close the Order when both of the above conditions are met.

None: Design Manager will **never** automatically set an Order as closed. The user must manually close the Order on the **Quotes and Orders Window - Orders Tab**.

Use Showroom Address on Quotes and Orders: Check this option if you want the address from the Showroom/warehouse glossary to show in the header of your quotes and orders instead of the company address information.

Show E-mail/Website: Check this option if you want the company e-mail and website to show in the header of the quotes and orders.

Style: There are four styles from which to choose for each Component Type:

Combine: Adds the amount for this Component Type into the price of the corresponding Item. For example, if you propose two Items that are \$100.00 each, and each have \$50.00 Freight, then the price next to each Item will be \$150.00 in the body of the Proposal. The title is not used for this style.

List: Shows the amount for this Component Type below the Item in the body of the Proposal. The title will print next to the amount.

Total: Prints the total amount for all Items for the corresponding Component Type in the footer of the Proposal. For example, if you propose two Items that each have \$50.00 of Freight, the Proposal will display "**Freight** \$100.00" in the total section of the document.

Ignore: Will not show or include the amount of this Component Type anywhere on the Proposal.

Remarks: Type any remarks that you would like to appear on quotes and orders respectively into one of these fields. To search for commonly used remarks, click on the Search Button in the lower left corner of the window.

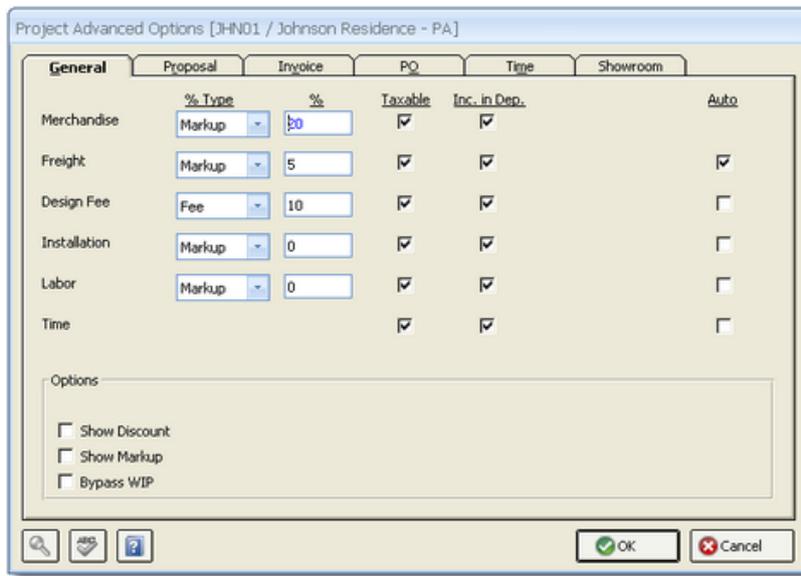
Project Advanced Options Window

Clicking on the Advanced / Markup Button on the **Project Window - Defaults Tab** will open the Project Advanced Options Window. This window is divided into six tabs: **General, Proposal, Invoice, PO, Time, and Showroom**. The Showroom tab will only be available if you have purchased the optional Showroom module. Here many Project defaults can be set for accounting, printing documents, as well as Project settings for markup, discount, tax, etc. Once these defaults are set for a Project, they will apply to each new Item, Component, Proposal, etc. created in the Project. Defaults can be overridden as desired on the applicable window.

When adding a new Project, the default settings on the **Company Advanced Options Window** will be used. After the Project has been created, the default settings entered on this Project Advanced Options Window will be used for each new Item within the Project.

Project Advanced Options Window - General Tab

The first tab on the Project Advanced Options Window is the General Tab. Here Project defaults for pricing, sales tax, and deposits can be set for the Merchandise, Freight, Design Fee, Installation, Labor and Time Component Types. Many options can be set independently for the each of the distinct Component Types.



% Type: Select the pricing method you would like to use for each Component Type. Three pricing methods are available: Markup, Discount, and Fee. For a full discussion on pricing methods, see % Type on the **Component Window - Component Tab**.

%: Enter the default percentage that the pricing method will utilize. For example, if you have the % Type set to "Markup" for Merchandise, enter the default percentage by which you would like the merchandise to be marked up. Entering "50" will default all Merchandise Component to initially be marked up by fifty percent.

Taxable: Check this option if you would like to charge sales tax to the client for the appropriate Component type. The taxable settings are defaulted from the **Sales Tax Code Window** when adding a new Project.

Include In Deposit: Select this option if you would like the corresponding Component Type to be included in the client deposit calculation. For example, say you request a 50% deposit from a client, and the client has ordered a chair for \$100.00 and the freight charges total \$50.00. If you check this box for Merchandise but not Freight, then the computer will calculate the deposit amount to be \$50.00 (50% of \$100.00 for the chair). If this box is checked for both Merchandise and Freight, then the deposit amount will be \$75.00 (50% of \$150.00 for the chair and freight).

Auto: The Auto option applies to all Component Types except Merchandise. When selected for a Component Type, whenever a new Merchandise Component is created, another associated Component of the selected type will be created automatically. For example, if Freight is set to Auto, whenever you add a Merchandise Component, a Freight Component is likewise added automatically. This is very convenient when certain additional charges are always recorded for the client when selling merchandise.

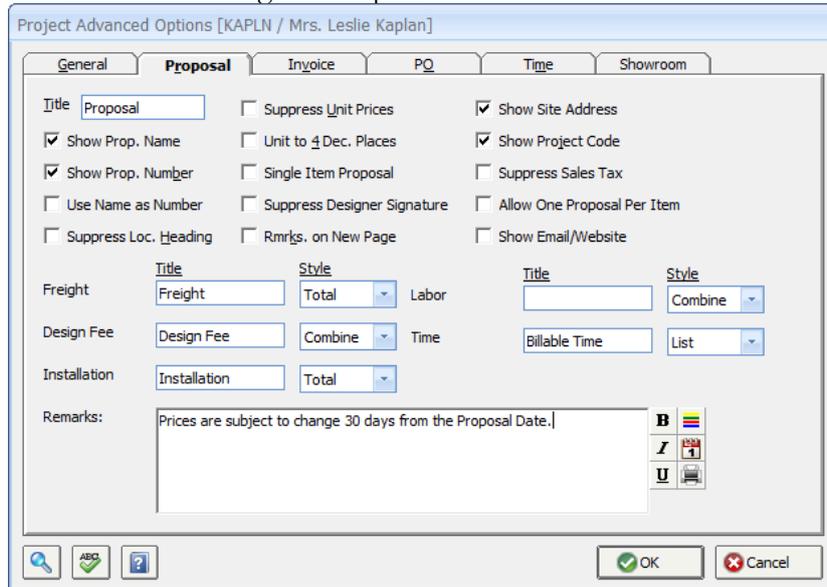
Show Discount: Using this option will show the list price and discount below all Items on the Proposal and Client Invoice.

Show Markup: Using this option will show the cost and markup below all Items on the Proposal and Client Invoice.

Bypass WIP: When the Bypass WIP option is selected, any Items created the Project will be configured to Bypass WIP. When recording purchases for these Items, the costs will be posted directly into Cost of Goods Sold instead of Work in Process.

Project Advanced Options Window - Proposal Tab

The Proposal Tab is the second tab on the Project Advanced Options Window and displays settings regarding the manner in which Proposals will print. The information entered here will become the default settings for any new Proposals created for this Project and can be overridden or altered as desired when making the Proposal.



Title: This field shows the title that will appear at the top of Proposals. The default title is set to "Proposal". You may change this title by typing a new title into this field (i.e. "Estimate").

Show Proposal Name (Show Prop. Name): This option is provided if you wish to show the Proposal name/description in the header of the Proposal. The Proposal name is recorded when creating the Proposal and could be different from the Project name. For example, you may want to name the Proposal a specific room in a home (i.e. Foyer and Kitchen). For more information on the Proposal name, see the **New Proposal Window - Proposal Tab**.

Show Proposal Number (Show Prop. Number): The Proposal Number is a reference number automatically assigned to each Proposal in Design Manager. Uncheck this option if you do not want this number to appear on Proposals.

Use Name as Number: When this option is selected, the Proposal name that you entered will print in place of the Design Manager-generated Proposal number. This option is useful if your company uses its own Proposal number system. In this case, you would enter your Proposal number in the Proposal name field when creating a new Proposal.

Suppress Sales Tax: Checking this option will cause the Sales Tax **not** to show on Proposals regardless of whether or not the Item is taxable.

Suppress Location Heading (Suppress Loc. Heading): Location headings and subtotals will print on Proposals unless this option is checked.

Suppress Unit Prices: Check this option if you do not want unit prices for Items to print on Proposals.

Unit to 4 Decimal Places (Unit to 4 Dec. Places): This prints the unit price to 4 decimal places to avoid rounding issues on unit prices. For example: 3 for \$1.00 = .33 * 3 = .99 or .333 * 3 = \$1.00

Single Item Proposal: When this option is selected, one Proposal will print for each Item tagged on the Proposal Window. Each Item will receive its own Proposal number.

Suppress Designer Signature: When this option is selected, the signature line for the Designer will not show in the footer of the Proposal. However, the Client Approval Signature and Date lines will continue to be displayed.

Remarks on New Page (Rmrks. on New Page): Check this option if you would like the Proposal remarks to appear on a separate page. If this option is not selected, the remarks will appear at the bottom of the Proposal. If you elect not to show remarks on a separate page, it is a good idea to keep them brief so that Design Manager can more easily fit them in the allocated space.

Show Site Address: Check this option if you want the client's site address to print on the Proposal.

Show Project Code: Check this option if you want the Project code to print on the Proposal. When this box is checked, the Project code will appear below the Proposal title.

One Proposal per Item: This option will eliminate the possibility of any Item appearing on more than one Proposal. Selecting the One Proposal per Item option will prevent an Item to be selected for a Proposal if it is already included on any other Proposal.

Show E-mail/Website: Check this option if you want the Company E-mail and Website to show in the header of the Proposal.

Title: You may change the titles of the five Component types: Freight, Design Fee, Installation, Labor and Time. These new titles will be used only for printing on Proposals.

Style: There are four styles from which to choose for each Component Type:

Combine: Adds the amount for this Component Type into the price of the corresponding Item. For example, if you propose two Items that are \$100.00 each, and each have \$50.00 Freight, then the price next to each Item will be \$150.00 in the body of the Proposal. The title is not used for this style.

List: Shows the amount for this Component Type below the Item in the body of the Proposal. The title will print next to the amount.

Total: Prints the total amount for all Items for the corresponding Component Type in the footer of the Proposal. For example, if you propose two Items that each have \$50.00 of Freight, the Proposal will display "**Freight** \$100.00" in the total section of the document.

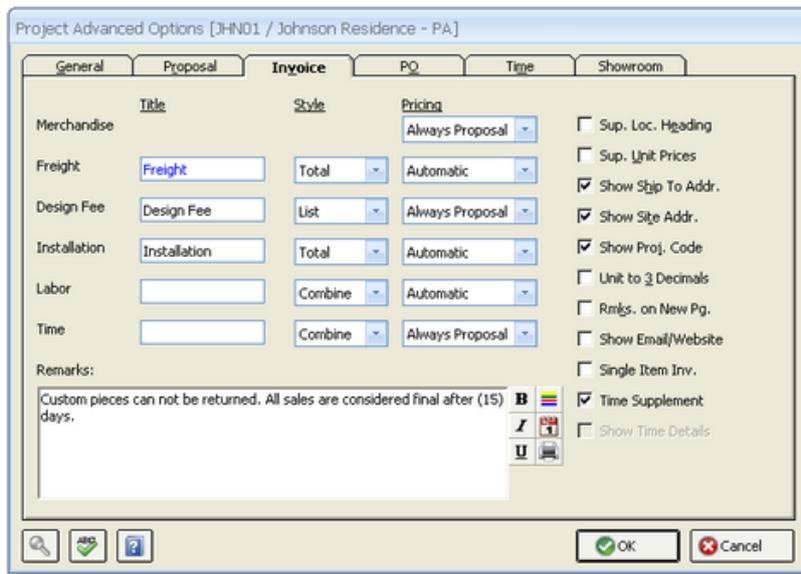
Ignore: Will not show or include the amount of this Component Type anywhere on the Proposal.

Suppress Sales Tax: Checking this option will cause the sales tax **not** to show on Proposals, regardless of whether or not the Item is taxable.

Remarks: Type any remarks that you would like to appear on Proposals into this field. To search for commonly used remarks, click on the Search Button in the lower left corner of the window. These remarks will appear by default and can be overridden for each Proposal. For information on formatting the Remarks, see **Description/Note Formatting**.

Project Advanced Options Window - Invoice Tab

The Invoice Tab is the third tab on the Project Advanced Options Window and displays settings regarding the manner in which Client Invoices will print. The information entered here will become the default settings for any new Client Invoices created for this Project and can be overridden or altered as desired when making the Invoice.



Title: The titles for each of the Component Types, excluding Merchandise can be changed in this field. The new title will only appear on Invoices. This is an optional field, but must be filled in if the style is set to "List" or "Total".

Style: There are four styles from which to choose for each Component Type:

Combine: Adds the amount for this Component Type into the price of the corresponding Item. For example, if you invoice two Items that are \$100.00 each, and each have \$50.00 Freight, then the price next to each Item will be \$150.00 in the body of the Invoice. The title is not used for this style.

List: Shows the amount for this Component Type below the Item in the body of the Invoice. The title will print next to the amount.

Total: Prints the total amount for all Items for the corresponding Component Type in the footer of the Invoice. For example, if you invoice two Items that each have \$50.00 Freight, the computer will display **Freight \$100.00** in the total section of the document.

Ignore: Will not show or include the amount of this Component Type anywhere on the Invoice.

Pricing: Pricing options can be changed for each of the six Component Types. These options control how Design Manager determines the invoice price to the client. The following options may be selected:

Always Proposal: This option will cause the invoicing system to charge the estimated price for the corresponding Component Type to the client.

Always Actual: The Always Actual option will cause the invoicing system to markup the costs recorded on Vendor Invoices. If this option is used, the client should not be invoiced until all of the Vendor Invoices have been received and entered into Design Manager. For example, if you are buying a chair for \$100.00 and you are marking it up by 50%, then the Proposal price will be \$150.00. If when the Vendor Invoice comes in, the chair actually costs \$90.00, this option will cause the invoicing system to pass the savings onto the client by charging \$135.00.

Automatic: This option charges the higher price of the Always Proposal or Always Actual options to insure you are maximizing your profit.

Suppress Location Heading (Sup. Loc. Heading): Check this option if you do not want room Location headings and subtotals to appear on Invoices.

Suppress Unit Prices (Sup. Unit Prices): Check this option if you do not want unit prices for Items to appear on Invoices.

Show Ship To Address (Show Ship To Addr.): Check this option if you want the Project's default ship to address to print on Invoices.

Show Site Address (Show Site Addr.): Check this option if you would like the Project's site address to appear on Invoices.

Show Project Code (Show Proj. Code): Check this option if you want the Project code to print on Invoices.

Unit to 3 Decimals: This option will print the unit price to 3 decimal places to avoid rounding issues with unit prices. For example: 3 for \$1.00 = $.33 * 3 = .99$ or $.333 * 3 = \$1.00$

Remarks on New Page (Rmks. on New Pg.): Check this option if you would like the Invoice remarks to appear on a separate page. If this option is not selected, the remarks will appear at the bottom of the Invoice. If you elect not to show remarks on a separate page, it is a good idea to keep them brief so that Design Manager can more easily fit them in the allocated space.

Show E-mail/Website: Check this option if you want the Company E-mail and Website to show in the header of the Invoice.

Single Item Invoice (Single Item Inv.): When the Single Item Invoice option is selected, one Client Invoice will be generated for each Item tagged on the *New Invoice Window*, with a separate Invoice number will be assigned to each Item invoiced.

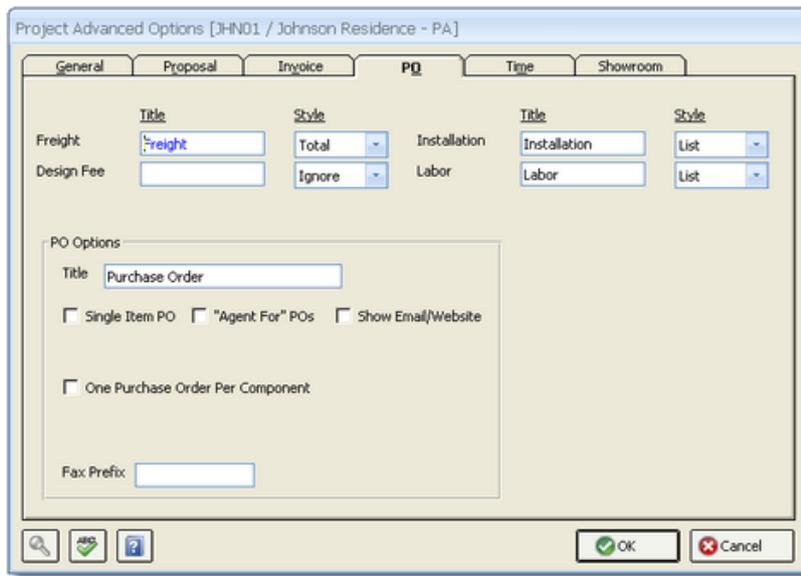
Time Supplement: This option will print an additional page after the main Client Invoice listing all time charges that were included on the Invoice. This feature is only available with the optional Time Billing module.

Show Time Details: This prints similar information as the Time Supplement, but within the body of the actual Invoice. The time charges for each Item will be listed in detail beneath each Item. This feature is only available with the optional Time Billing module.

Remarks: Type any remarks that you would like to appear on Invoices into this field. To search for commonly used remarks, click on the Search Button in the lower left corner of the window. These remarks can be overridden for each Invoice created. For information on formatting the Remarks, see **Description/Note Formatting**.

Project Advanced Options Window - PO Tab

The fourth tab on the Project Advanced Options Window is the PO Tab. Here default information can be entered for how Purchase Orders will print. There are also a few options that control the behavior of purchased merchandise.



Title: The titles for the Freight, Design Fee, Installation and Labor Component types can be changed. The new titles entered here will only appear on the printed Purchase Orders.

Style: There are three styles from which to choose for each Component Type:

List: Shows the amount for this Component Type below the merchandise in the body of the PO. The title is not used for this option on the PO because the Component description is being displayed.

Total: Prints the total amount for all Components for the corresponding Component Type in the footer of the Purchase Order. For example, if you create a PO for two Component Type that each have \$50.00 Freight, the computer will display "**Freight** \$50.00" in the total section of the PO.

Ignore: Will not show or include the amount of this Component Type anywhere on the Purchase Order.

PO Options:

Title: If you would like the title that prints at the top of the Purchase Order to be anything other than "Purchase Order", you may enter that title in this field (i.e. "Work Order").

Single Item Pos: When this option is checked, one Purchase Order will print for each Component tagged on the **New Purchase Order Window** with a separate PO number assigned to each Component.

“Agent For” Pos: This option places new Projects created into “Agent For” mode. “Agent For” indicates that the Client pays the Vendor directly for the cost of merchandise and services order. The Design Firm acts only as the purchasing agent for the Client and will charge the Client a Design Fee.

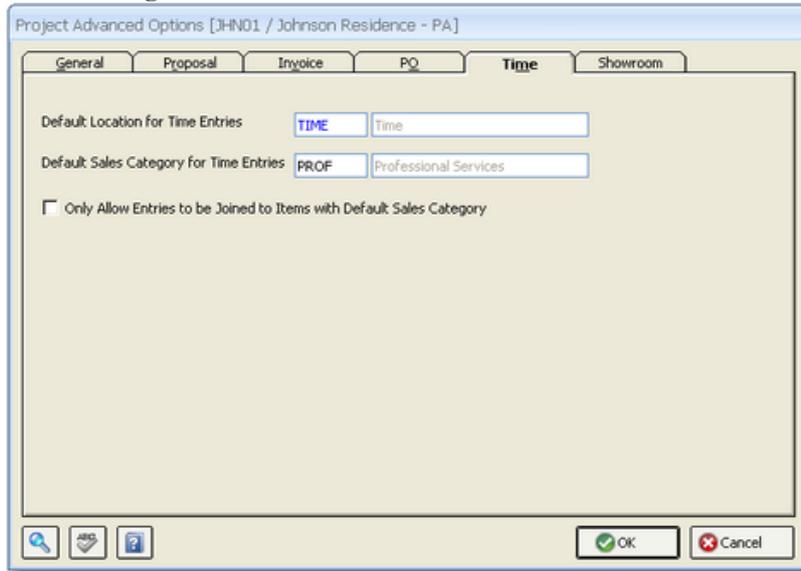
Show E-mail/Website: Check this option if you want the Company E-mail and Website to show in the header of the Project and Inventory Purchase Orders.

One Purchase Order Per Component: This option will eliminate the possibility of any Component appearing on more than one Purchase Order. Design Manager will prevent a Component from being selected for a Purchase Order if it is already included on any other Purchase Order.

Fax Prefix: This field is used to hold a string of numbers that is dialed prior to any telephone numbers when using the **Faxing and Batch E-mailing of Purchase Orders** system. The Fax Prefix is used to dial a billing code for the Project should the company phone system possess such a feature. Using the telephone system utilities, all the faxes sent for the Project can be determined in order to bill the Client for fax processing.

Project Advanced Options Window - Time Tab

The fifth tab on the Project Advanced Options Window is the Time Tab. Here default information for Time Entries can be entered. This is an optional feature available only if you have purchased the Time Billing module.



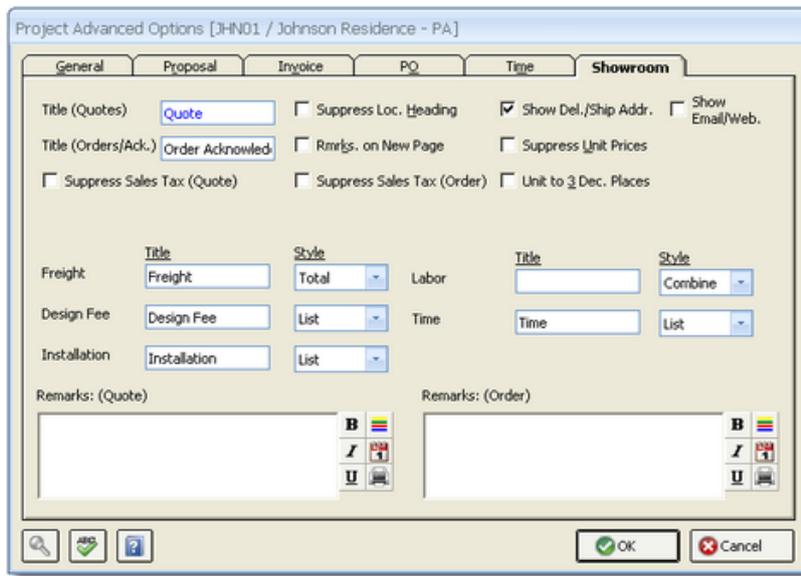
Default Location for Time Entries: Enter here a default Location under which you would like to record all Time Entries. The default Location set by Design Manager is "TIME", but you may use any Location to group your Time Entries. To search for a Location, click on the Search Button in the lower left corner of the window.

Default Sales Category for Time Entries: Enter a Sales Category to which you would like to assign Time Entries. The default Sales Category set by Design Manager is "TIME", but you may use any Sales Category to classify your Time Entries. This Sales Category controls which General Ledger Account is used for record revenue from invoicing employee time. To search for a Sales Category, click on the Search Button in the lower left corner.

Only Allow Entries to be Joined to Items with Default Sales Category: This option will only allow Time Entries to be joined to existing Items that have the same Sales Category as indicated in the option above.

Project Advanced Options Window - Showroom Tab

The seventh tab on the Project Advanced Options Window is the Showroom Tab. Here default information for Showroom orders can be entered. This is an optional feature available only if you have purchased the Showroom module.



Title (Quotes): This field shows the title that will appear at the top of Quotes. The default title is set to "Quote". You may change this title by typing a new title into this field (i.e. "Estimate").

Title (Orders/Acknowledgements): This field shows the title that will appear at the top of Orders. The default title is set to "Order Acknowledgement". You may change this title by typing a new title into this field (i.e. "Sales Order").

Suppress Sales Tax (Quotes or Order Acknowledgement): Checking one of these options will cause the sales tax **not** to show on quotes or orders respectively, regardless of whether or not the Item is taxable.

Suppress Location Heading (Suppress Loc. Heading): Location headings and subtotals will print on Quotes and Orders unless this option is checked.

Suppress Unit Prices: Check this option if you do not want unit prices for Items to print on Quotes and Orders.

Unit to 3 Decimal Places (Unit to 3 Dec. Places): This prints the unit price to 3 decimal places to avoid rounding issues on unit prices. For example: 3 for \$1.00 = .33 * 3 = .99 or .333 * 3 = \$1.00

Remarks on New Page (Rmrks. on New Page): Check this option if you would like the Proposal remarks to appear on a separate page. If this option is not selected, the remarks will appear at the bottom of the Proposal. If you elect not to show remarks on a separate page, it is a good idea to keep them brief so that Design Manager can more easily fit them in the allocated space.

Show Delivery/Ship To Address: Check this option if you want the client's site address to print on the Quotes and Orders.

Show E-mail/Website: Check this option if you want the company e-mail and website to show in the header of the quotes and orders.

Style: There are four styles from which to choose for each Component Type:

Combine: Adds the amount for this Component Type into the price of the corresponding Item. For example, if you propose two Items that are \$100.00 each, and each have \$50.00 Freight, then the price next to each Item will be \$150.00 in the body of the Proposal. The title is not used for this style.

List: Shows the amount for this Component Type below the Item in the body of the Proposal. The title will print next to the amount.

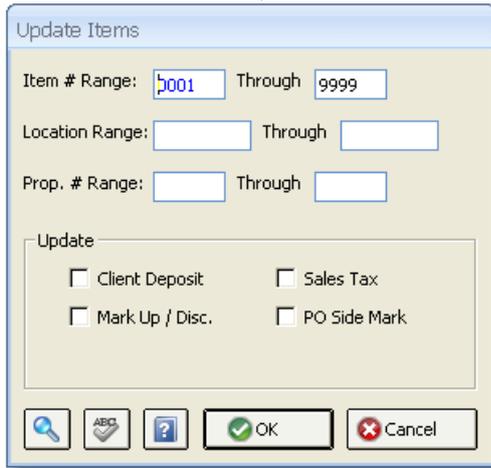
Total: Prints the total amount for all Items for the corresponding Component Type in the footer of the Proposal. For example, if you propose two Items that each have \$50.00 of Freight, the Proposal will display "**Freight** \$100.00" in the total section of the document.

Ignore: Will not show or include the amount of this Component Type anywhere on the Proposal.

Remarks: Type any remarks that you would like to appear on quotes and orders respectively into one of these fields. To search for commonly used remarks, click on the Search Button in the lower left corner of the window.

Update Items Window

The Update Items Window is accessed by clicking on the Update Items Button on the **Project Window – Defaults Tab**. Here you can selectively apply the current Project defaults to multiple Items within the Project.



This window allows you to enter a range of Item reference numbers, Locations, or Proposal numbers for which the new Project defaults will apply. Select the defaults you wish to apply within the Update frame. Click the OK Button to apply the defaults. Design Manager will always warn you that multiple Items will be affected by the update.

Item # Range: You can apply the desired Project defaults to Items in the following manners:

All the Items within the Project by leaving the Item # Range set to "0001" to "9999"

A set of Items by inputting the desired range, as in "0001" to "0015"

A single Item by entering in the reference number in both ranges such as "0001" to "0001".

Location Range: You can apply the desired Project defaults to all Items in a particular Location or range of Locations within the Project. For example, you can update all the Items within the "Living Room" by setting the Location Range to "LVGRM" to "LVGRM" where "LVGRM" is the Location code. Leaving the Location Range blank will apply the defaults to Items regardless of their Location code.

Proposal Range: You can apply the desired Project defaults to all Items included on a particular Proposal or range of Proposals. For example, you can update all the Items included on Proposal #0001 by setting the Proposal Range to "0001" to "0001". Leaving the Proposal Range blank will apply the defaults to Items regardless of their Proposal number(s).

Update:

The update options let you choose which defaults to apply. **Note:** *Please be aware that this option can radically change all Items in your project. There is no mechanism to undo the changes once the update had been run.*

Leaving all of the options un-checked is also a viable setting. For example if you change the definition of the status codes, you can run an update on all items in order for the status to be immediately re-

evaluated for each existing item in the project. See “Company Information Window, Item Status Tab.”

Client Deposit: Selecting the Client Deposit option will set the Item deposit percentage to the current value on the **Project Window - Defaults Tab** and the Include in Deposit options for each Component Type on the **Project Advanced Options Window - General Tab** and recalculate the deposit amount accordingly. Further, this option will also recalculate the deposit amount based upon the current setting of the Include Sales Tax in Deposit option.

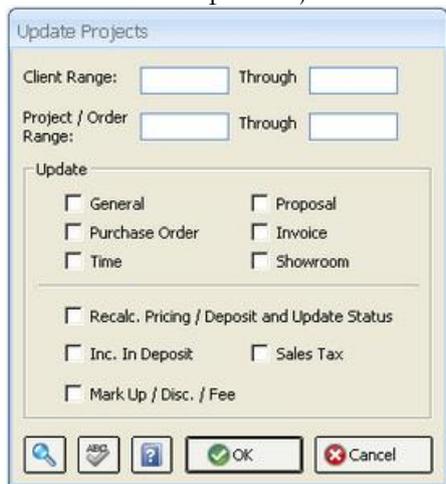
Sales Tax: The Sales Tax option will update the taxable setting for each Component Type to the current values on the Project Advanced Options Window - General Tab and will include any changes to the Tax Percentages on the **Sales Tax Calculation Window** for the Project's assigned Sales Tax Code. The Item sales tax will be recalculated accordingly. **Note:** *Please be aware that this option can radically change the sales tax for all Items being updated! There is no mechanism to undo the changes once the update had been run!*

Markup/Discount: The Mark-Up/Discount option will update the Markup/Discount/Fee percentage and Percentage Type (i.e., Markup, Discount, or Fee) to the current values on the Project Advanced Options Window - General Tab and recalculate the sell price on the **Component Window** accordingly. **Note:** *Please be aware that this option can radically change the sell price for all Items being updated! There is no mechanism to undo the changes once the update had been run!*

PO Sidemark: Selecting the PO Side Mark option will set the Component side mark to value of the Project PO side mark on the Project Window - Defaults Tab. This option will also apply the setting of the Append Location to Side Mark setting on the Project Window - Defaults Tab. **Note:** *This option will overwrite the side mark for all selected Components!*

Update Projects Window

The Update Projects Window is accessed by clicking on the Update Projects Button on the **Company Information Window – Company Tab**. Here you can selectively apply the current Company defaults to multiple Projects and the Items within the Project.



This window allows you to enter a range of Clients and Projects for which the new Company defaults will apply. Select the defaults you wish to apply within the Update frame. Click the OK Button to apply the defaults. Design Manager will always warn you that multiple Projects and Items will be affected by the update.

Client Range: You can apply the desired Company defaults to all Projects for a particular Client or a range of Clients. For example, you can update all Projects for the SMITH Client by setting the Client

Range to "SMITH" to "SMITH". Leaving the Client Range blank will apply the defaults to all Projects, regardless of the Client code.

Project Range: You can apply the desired Company defaults to all Projects or a range of Projects. Leaving the Project Range blank will apply the defaults to all Projects.

Update: Selecting General, Proposal, Purchase Order, Invoice, or Time will update the Project defaults to the current settings on the respective tab on the **Company Advanced Options Window**.

Client Deposit: Selecting the Client Deposit option will set the Include in Deposit options for each Component Type on the **Project Advanced Options Window - General Tab** to the corresponding setting on the **Company Advanced Options Window - General Tab**. This will also set the Item deposit percentage to the current value on the **Project Window - Defaults Tab**. Further, this option will also recalculate the Item deposit amount based upon the current setting of the Include Sales Tax in Deposit option on the Project Advanced Options Window - General Tab. The Item deposit amount will be recalculated accordingly

Sales Tax: The Sales Tax option will update the taxable setting for each Component Type on the Project Advanced Options Window - General Tab to the current values on the Company Advanced Options Window - General Tab. This option will also include any changes to the Tax Percentages on the **Sales Tax Calculation Window** for the Project's assigned Sales Tax Code. The Item sales tax will be recalculated accordingly. **Note:** please be aware that this option can radically change the sales tax for all Items being updated! There is no mechanism to undo the changes once the update had been run!

Markup/Discount: The Mark-Up/Discount option will update the Markup/Discount/Fee percentage and Percentage Type (i.e., Markup, Discount, or Fee) on the Project Advanced Options Window - General Tab to the current values on the Company Advanced Options Window - General Tab and recalculate the sell price on the **Component Window** accordingly. **Note:** please be aware that this option can radically change the sell price for all Items being updated! There is no mechanism to undo the changes once the update had been run!

Update Inventory Window

The **Update Inventory** function can be used to globally set prices, cost, and markup for multiple Inventory Stock Items at the same time. This function is accessed through the **Company Information Window - Inventory Tab** by clicking the **Update Inventory** button. **Note:** *Great care should be taken when using this function as it can cause far reaching changes to be made to the Inventory that cannot be reversed.*

Use the upper half of the window to select which stock items to update. You can select by stock number, style, color, sales category, vendor and any combination. If you leave a selection blank then it will ignore that selection range and select all record for that range. For example, if you want to update all records for a certain vendor, fill in the vendor range only and leave the other selection boxes blank.

The lower part of the window is used to select the fields to update in the stock item records...

If you choose Markup% and fill in a % then all of the markup percents for the selected stock items will be changed to the percent entered. A new selling price will then be calculated based on the estimated cost based on the new markup percentage.

Point Of Sale Discount% can be used to automatically create a discount to the selling price when items are sold through the Point of Sale (POS) System. This is a useful function when you have a sale in your retail store. For example to apply a store wide sale of 10%, check the box and enter a “10” in the Point Of Sale Discount % field. Now when an item is place on a POS invoice the sell price will be reduced by 10%. When the sale is over come back to this window, check the box and enter “0” into the field.

The other three check boxes are used to update the estimated cost based on actual vendor costs. Since the selling price is derived by marking up the estimated cost field of each stock item, these options are useful to reset your estimated cost and therefore change the selling price (when a markup is used on each item) so that the values are more accurate.

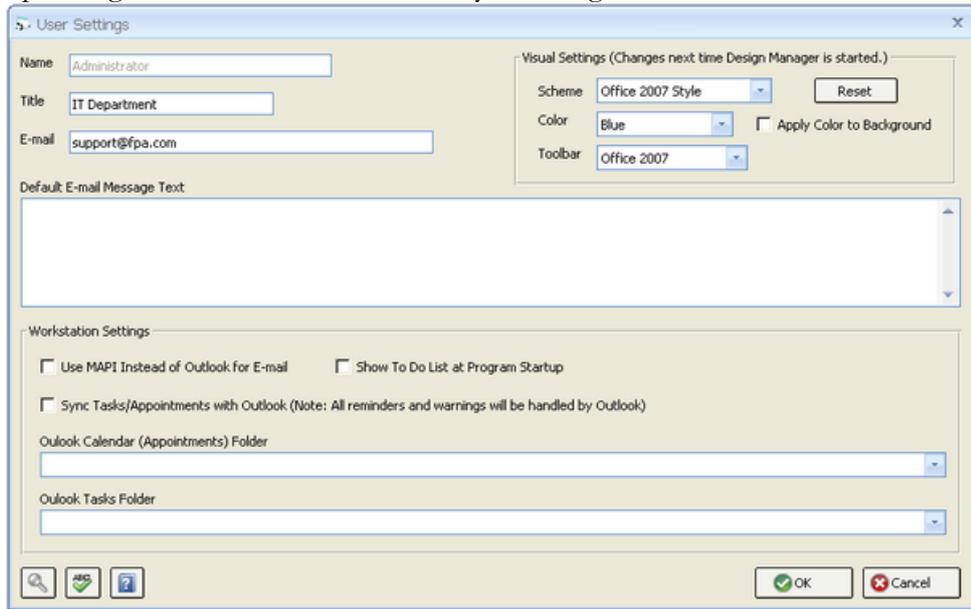
The first option, “Update the Estimated Cost from Average Actual Cost when the Average Actual Cost is Non-Zero (if the next box is checked, that will override)” will cause the unit estimated cost to be set to the unit average actual cost at the time that this update is run. The average actual cost is derived by taking all actual cost value from invoices enter from the vendor for the item and dividing it by the quantity paid for.

The second option, “Update the Estimated Cost from the Last Vendor Invoice (with a valid quantity) from the same Vendor as the Inventory Item” is used to set the estimated cost to cost from latest vendor invoice entered into accounts payable to pay for the stock item. This will attempt to set the estimated cost to most recent amount that item was purchased for.

The third option, “Only Update the Estimated Cost if the Current Estimated Cost is Zero” can only be set after setting the second option. This causes the update to only change those items that have a current estimated cost set to zero, leaving any items that already have an estimated cost filled in alone.

User Settings Window

The User Settings Window can be used to change name, display, and e-mail settings that pertain to the current user logged into Design Manager or the Workstation (computer) from which the user is operating. This window is accessed by selecting the File menu and then User Settings.



The Name, Title, and E-mail boxes are the same ones that can be set under the respective user's password. Should the boxes be grey and not accessible, then that means that the user does not have rights to change them as defined by their password settings. The name field is the name of the user as reported on various windows including the To-do-list. The Title is the position or title of the user such as "Office Manager" or "Designer." The E-mail is used to enter the respective user's e-mail address. The Title and E-mail is also used when creating certain Word™ documents from the Rolodex so that the person receiving the document knows who it is from.

The Default E-mail Message Text is used to set the body text of any e-mail sent from Design Manager. This is useful if your e-mail does not support signatures. The text can be over-ridden for each individual e-mail sent.

The Visual Settings can be used to change the look of the windows, toolbar, and colors in Design Manager. There are a number of themes and combinations that are included with Design Manager. The user can experiment with these settings but the user must exit Design Manager and Restart the program to see the changes. The Reset button will change the program back to factory settings when the software was originally installed. The "Apply Color to Background" option is used to apply the theme colors to background colors of all child windows within Design Manager (i.e. instead of the normal slate grey). The visual themes present on the Themes List are gathered from the "themes" folder found under the Design Manager folder. Third party themes can be loaded into this directory for Design Manager to use, but Design Manager does not recommend using any theme not tested and shipped with Design Manager.

The Workstation Settings options are used to control functions specific to the computer that the user is working from...

The "Use MAPI Instead of Outlook for E-mail" will cause the Design Manager to bring up the Windows default e-mail program using the simple MAPI (Mail Application Interface). Check this box if you do not have Microsoft Outlook™ 2003 or higher loaded onto your computer or are using Outlook Express. Since MAPI is a much simplified interface some of the nice functions available to Outlook 2003/2007 users will not be available.

The “Show To Do List at Program Startup” option will cause the To-do-list window to be displayed whenever the user logs into Design Manager.

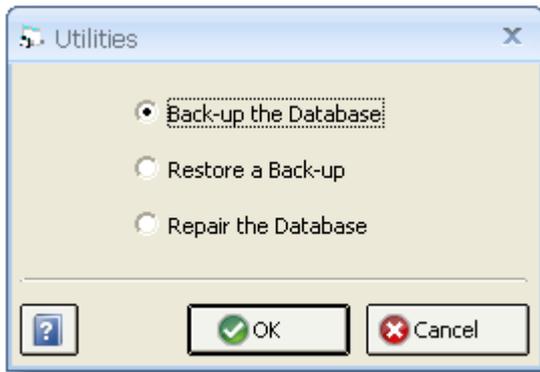
The “Sync Tasks/Appointments with Outlook” option causes the To-do-list to be automatically synchronized with Microsoft Outlook every time is accessed. The two drop-down lists below control which folder in the Outlook™ program the appointments and tasks will be synchronized with.

Live Update

The Live Update function enables you to receive software updates for Design Manager via the Internet, including fixes and enhancements to your software. You may run Live Update as often as you like by selecting Live Update from the File drop down menu. **Note for dial-up users:** *Design Manager may not automatically connect you to the Internet. You may have to connect to the Internet through your Internet software, then perform Live Update in Design Manager after the Internet connection is established.*

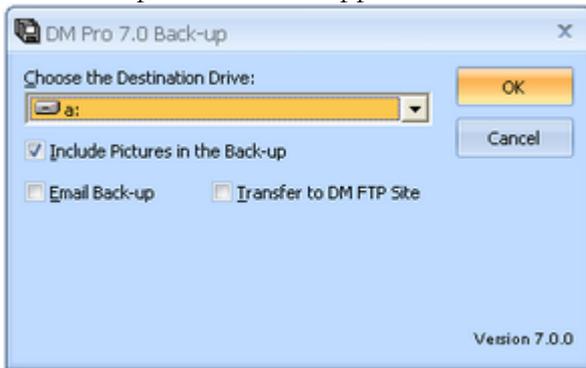
Utilities

The Utilities Window can be accessed from **File → Utilities**. There are three utilities to from which to choose.



Back-up the Database

This option will launch a simple Back-up Utility that can be used to archive the Design Manager database. First, you will be asked to confirm that you want to exit Design Manager, choose Yes and the Back-up Window will appear.



Note that you can only run a back-up when every other user is out of Design Manager if you are on a multi-user system.

When the Back-up Window appears, it will state that it is setting up which may take several minutes depending on the size of your database. After the setting up phase concludes, you may select a drive to which to would like to save the back-up. If the drive you selected is a non-removable disk (i.e., zip cartridge, flash drive, etc.), you will be asked to specify a folder.

Note that you may not be able to save a back-up directly to a CD-R, CD-RW, or DVD-RW drive. Most disk writers require special software to record files onto the disks. You must store the back-up

on your hard drive and then write the file to the disk using the software supplied by the manufacturer of your computer. The Design Manager Back-up file is entitled DMPRO70BU.ZIP.

There are three options under the drive selection. The first option is whether or not to include pictures store with Items in your back-up. Design Manager recommends that you always include pictures unless a smaller back-up is absolutely required. The e-mail option will allow an address to be specified to which you can e-mail your back-up. Note that most back-ups are too large to e-mail which is a limitation of the e-mail capabilities of your Internet Service Provider. The option of Transfer to DM FTP Site should never be used and is only for the use of Design Manager Technical Support.

It is extremely important the Design Manager is back-up every day you use the software. Should your computer malfunction, you have no choice but to restore from a back-up and will lose as many days of work since your last back-up. Design Manager offers an automatic back-up service, called **LiveBackUp**, for a small monthly fee. For more information call 800-836-2999.

Restore a Back-up

The Restore function can be used to retrieve a back-up file created earlier using the Back-up Utility as described above. A back-up should only be restored when your data is lost. ***Restoring a back-up can result in the loss of all data entered since the back-up was created.***

To restore a back-up, select the drive and the folder where the back-up is saved.

Repair the Database

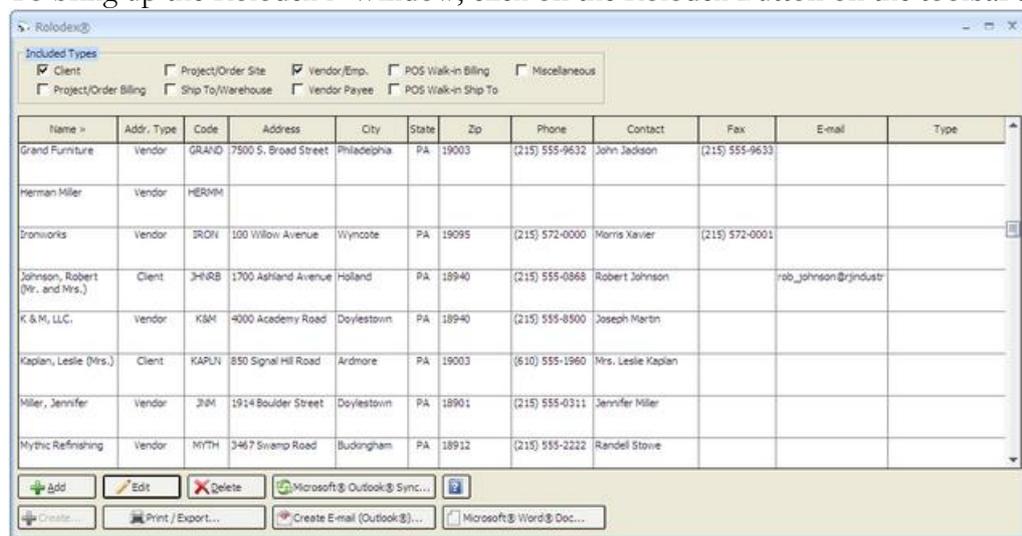
The Repair option is used to compact and repair the Design Manager database. *Note that you can only run the Repair utility when every other user is out of Design Manager if you are on a multi-user system.* This option should be used if you are having trouble with database errors or have had a recent power failure.

Rolodex®

The Rolodex® Window can be used to view and manage addresses and contacts, synchronize contacts with Microsoft Outlook™ 2003/2007, create an e-mail to a contact, or create a Microsoft Word™ document using Word 2003/2007. The Outlook™ and Word™ functions both require version 2003 or higher to be installed on your computer. The e-mail function requires Outlook™ 2003 or higher but will also work with any other MAPI compliant e-mail system.



To bring up the Rolodex® Window, click on the Rolodex Button on the toolbar as shown above.



Across the top of the window you may select which address types and contacts that you wish to view. Contacts will show for each type selected and will be sorted by the clicking the desired column heading. The Client, Project Billing, Site, Ship To/Warehouse, Vendor/Employee, and Payee contacts all come from Design Manager's Glossaries. Editing a contact from here is the same as going to the glossary and changing the contact. The Point of Sale (POS) Walk-in types are created as invoices are entered through the POS System. These POS contacts can be created and edited from this window. The final type of contact, entitled "Miscellaneous" is provided to store miscellaneous addresses/contacts that do not fit into any of the other categories.

Adding, Editing, Deleting, and Copying Contacts

To add an address/contact to the list, click on the Add Button and choose a type to be created.



The Edit and Delete Buttons can be used to change or delete the highlight contact. Note that certain contacts cannot be deleted. For example, Project Site and Billing contacts cannot be deleted from the Rolodex® as a Project must be deleted or closed from the Project Specifications Window. Deleting a Vendor, Client, Ship To from here is the same as deleting it from the corresponding glossary.

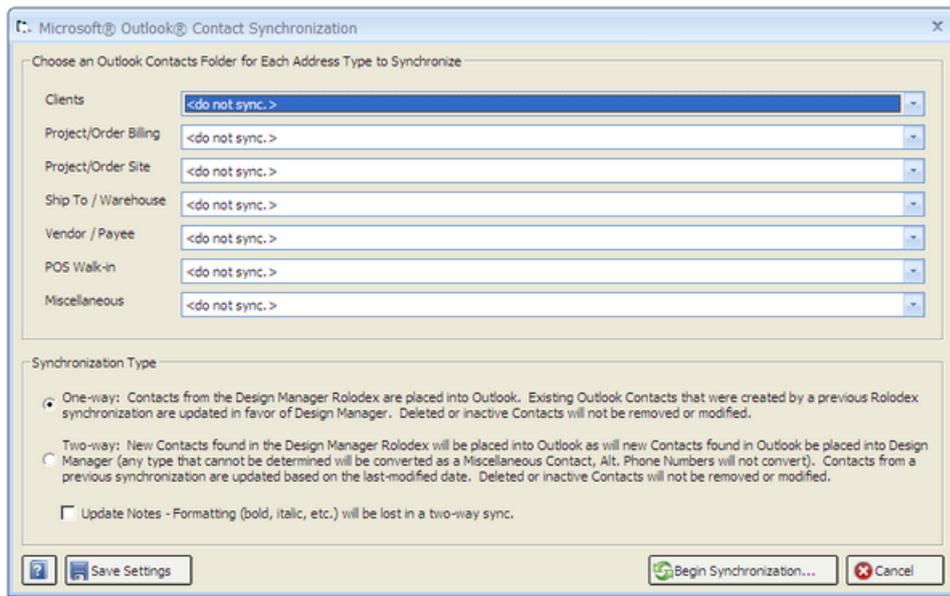
The Create Button is used to create a new address/contact from an existing address/contact. This function allows a miscellaneous contact type to be converted into a Vendor, Client, or Ship To. For example, you may use the miscellaneous type to store sales leads. Use the Create Button if you want to create a Client from a sales lead. To do so, highlight the miscellaneous contact for which you want to create a Vendor, Client, or Ship To. Click on the Create Button and select the appropriate new type. Doing so creates a copy of the contact as the new type; it does **not** delete the original miscellaneous contact. The original contact may be deleted using the Delete Button.



Synchronizing Contacts with Microsoft Outlook™

All contacts and addresses can be exported and/or imported to and from Microsoft Outlook® 2003 Contacts folders. To use this function, you must have Microsoft Outlook 2003 or higher installed on your computer. Outlook™ provides many mail merge, document, and management features using the Microsoft Office™ suite of programs. Before you send contacts to Outlook™, it is a good idea to organize your Outlook® Contact folders. Design Manager suggests creating a new Contacts Folder for each type of Design Manager Address that you wish to synchronize. You must first create these folders in Outlook. Design Manager will allow you to choose the folder but cannot create one. See the Outlook™'s Help system for information about creating Contact folders is Outlook™.

When you are ready to send and/or receive contacts with Outlook™, click on the Microsoft Outlook® Sync Button. Note that this is a manual system; the button must be clicked to execute the exchange of contacts. Upon clicking the button, the following window will appear...



Choose an Outlook® folder for each type of Contact that you wish to synchronize. Next, choose a synchronization type. There are two ways the Design Manager will move addresses between itself and Outlook™.

The first is a “one-way” synchronization. This method simply copies contacts from Design Manager into Outlook. Should the contact already exist in Outlook® it will be changed to match the Design Manager contact. When using a one-way sync, all changes to your contacts such as new phone numbers and updated addresses should be made in Design Manager as any changes made in Outlook® will be lost.

The second method is a “two-way” synchronization. Using this method, new contacts in the Outlook® folder are also created in Design Manager as well as new contacts in Design Manager are created in Outlook®. Changes made to contacts such as new phone numbers or address changes will be updated based on the last modified date and time of the contact. For example, if a contact was last changed on March 1st in Design Manager and then changes were made on March 2nd to the contact in Outlook™, upon a two-way sync, the Design Manager contact would be changed to match the Outlook information. In a multi-user system, the last user to make a change overrides all other users.

Design Manager recommends using a two-way sync to bring contacts from Outlook® into Design Manager on the initial synchronization. It is then recommended, especially in a multi-user installation, to use Design Manager as the primary tool to make changes and add new addresses, so that the markedly simpler one-way sync can be used from that time forward.

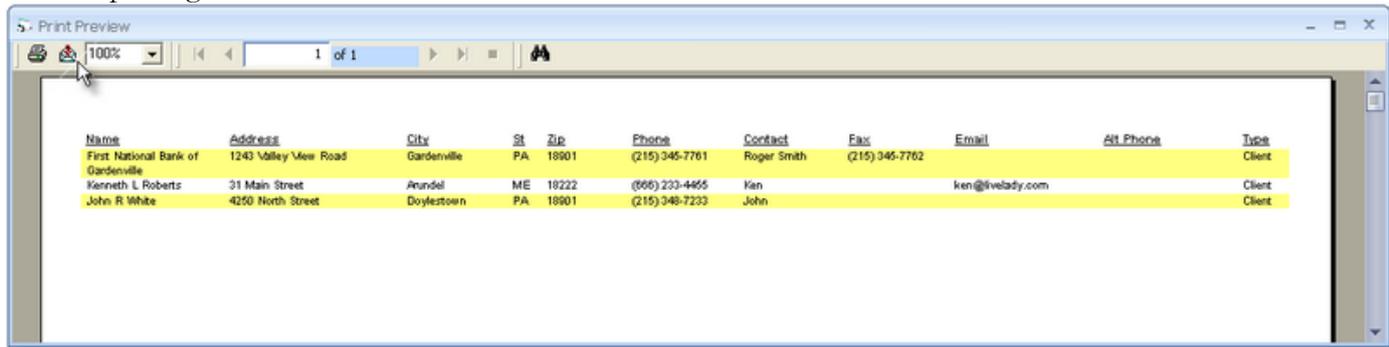
Selecting the update notes option will move the contact notes as well as all of the address and other contact information. Since Outlook™ and Design Manager use different methods for storing the formatting (i.e., bold, underline, etc.) of the notes, the formatting will be lost if using a two-way sync.

The Save Setting Button can be used to save all of the options on the Microsoft® Outlook® Contact Synchronization Window so that you do not need to re-select them next time that you run the synchronization.

Using the Print/Export Function

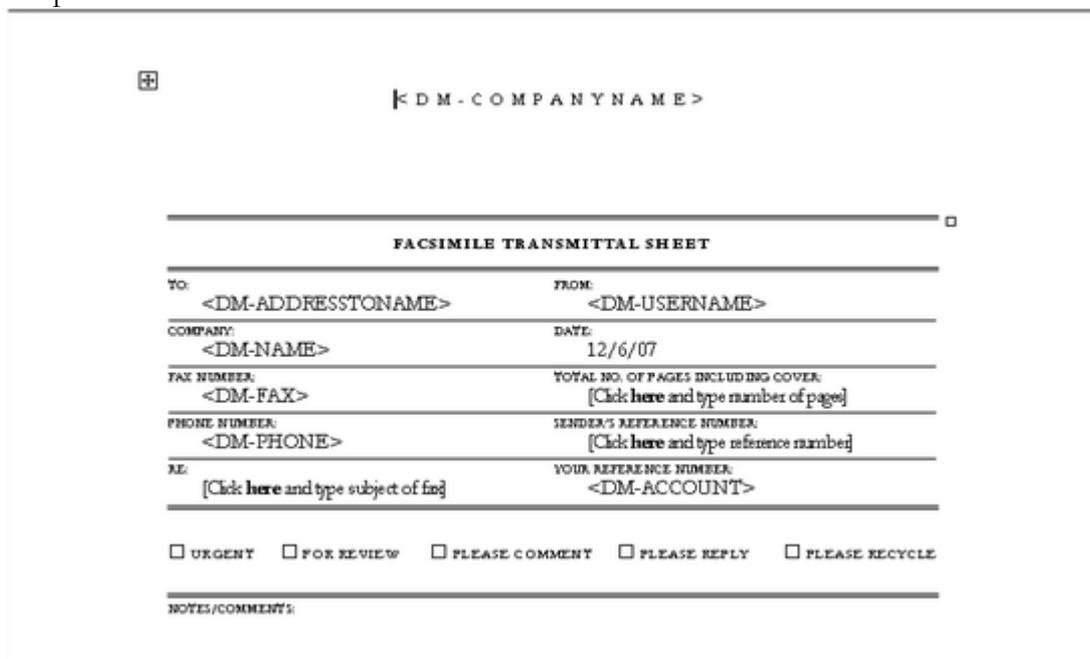
The print/export button sends the currently select list of contacts to a printable format that exports cleanly to Microsoft Excel™ or other applications. Simply select the contact types that you would like to export, click the button, select a printer if desired, and click OK. Once the output is shown in the preview window, use the export button along the top of the window to send the contacts to Excel™.

Note that even though the printout may cut off a name or address because of limits of the paper size, when exporting the entire name will show.



Creating a Word™ Document

The Microsoft Word™ Document Button can be used to create a document from a special Word™ template. Design Manager will open Word™ and place as much information as possible from the highlighted contact into the new document. Design Manager is shipped with several commonly used templates.



To modify the Design Manager Word® templates or to create new ones, you must edit or save the templates to the Word® Templates folder that is under the Design Manager Installation folder. Design Manager looks for files with the extension (type) .dot or .dotx. To insert Design Manager contact fields into your template, the following codes (text) can be inserted into your template:

| | |
|--------------------|---|
| <DM-ADDRESSTONAME> | Follows the “Address To” setting in Design Manager from the Select Template Window. |
| <DM-NAME> | Company Name (Name) |
| <DM-CONTACT> | Contact Name |
| <DM-NAME&ADDRESS> | Contact, Company Name, and Address (with City, State, and Zip) in block format. The Contact and Company Name follow the “Address To” setting in Design Manager from the Select Template |

| | |
|--------------------------|---|
| | Window. |
| <DM-ADDRESS> | Address (with City, State, and Zip) in block format. |
| <DM-ADDRESSPART> | Address part only |
| <DM-CITY> | City |
| <DM-STATE> | State |
| <DM-ZIP> | Zip |
| <DM-PHONE> | Phone |
| <DM-FAX> | Fax |
| <DM-EMAIL> | E-mail Address |
| <DM-ALTNAME1> | Alt. Name / Phone Desc. 1 |
| <DM-ALTPHONE1> | Alt. Phone 1 |
| <DM-ALTNAME2> | Alt. Name / Phone Desc. 2 |
| <DM-ALTPHONE2> | Alt. Phone 2 |
| <DM-WEBSITE> | Website |
| <DM-CODE> | Client / Project / Vendor Code |
| <DM-ACCOUNT> | Vendor Account Number / Project Order Number |
| <DM-SORTNAME> | Sort By Name (Last, First). |
| | |
| <DM-USERNAME> | Name of Design Manager User |
| <DM-USERTITLE> | Job Title of Design Manager User |
| <DM-USEREMAIL> | E-mail of Design Manager User |
| | |
| <DM-COMPANYNAME&ADDRESS> | Your Company Name and Address (with City, State, and Zip) in block format |
| <DM-COMPANYADDRESS> | Your Company Address (with City, State, Zip) |
| <DM-COMPANYADDRESSPART> | Your Company Address part only |
| <DM-COMPANYCITY> | City |
| <DM-COMPANYSTATE> | State |
| <DM-COMPANYZIP> | Zip |

| | |
|---------------------|----------------|
| <DM-COMPANYPHONE> | Phone |
| <DM-COMPANYFAX> | Fax |
| <DM-COMPANYEMAIL> | E-mail Address |
| <DM-COMPANYWEBSITE> | Website |

Wherever one of the above codes is located in your template, Design Manager will substitute the respective information from the highlighted contact. For example, if your template included the sentence:

Thank you for your order, <DM-CONTACT>.

When the template is used and Mr. Johnson is the highlighted contact, the text would read:

Thank you for your order, Mr. Johnson.

The code must exactly as shown in the above table, with the <> around the exact text.

Creating an E-mail:

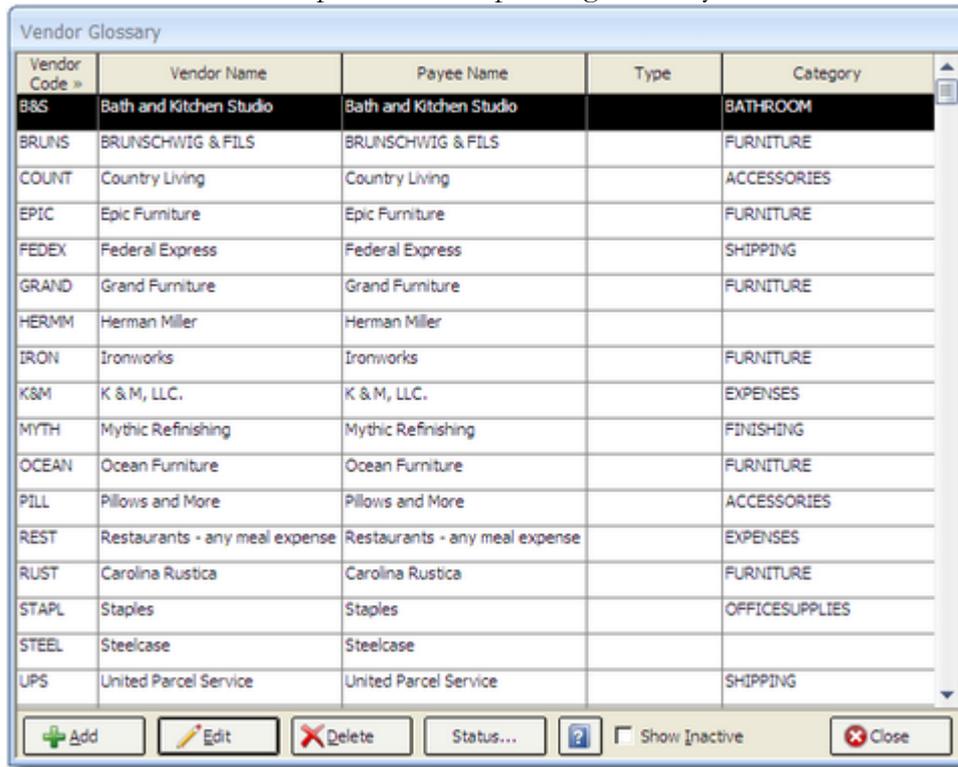
Use the Create E-mail Button to display an E-mail Window with the e-mail address of the highlighted contact. When using Microsoft Outlook™, the E-mail Window will be Outlook™'s E-mail Message Window. Outlook Express cannot be used, Outlook™ must be version 2003 or higher. When using some other type of e-mail program, a standard e-mail dialog is opened which may have reduced functionality. If you have trouble launching your e-mail application, go to the File User Settings and click on option to use MAPI instead of Outlook™ for e-mail.

Design Manager E-mail functions will only work with a MAPI compliant e-mail system or Outlook™ 2003 or higher.

Glossary Windows

Design Manager provides several **Glossaries** which maintain listings of frequently used or accessed information. For example, the **Vendor Glossary** displays a complete directory of all Vendors entered into the software, with columns for Vendor **Name**, **Code**, **Payee Name**, **Type**, and **Category**. These Glossaries allow users to quickly locate information from anywhere in Design Manager, and can be accessed in the following ways:

To access the Glossary Windows in Design Manager, select **Glossaries** which will display the following Glossaries to choose from: **Catalog**, **Clients**, **Employees / Managers/ Salespeople**, **Groups**, **Locations**, **Remarks**, **Sales Categories**, **Sales Tax Codes**, **Ship To / Warehouse and Showroom Codes**, **Specification Templates**, **Time Activities**, and **Vendors / Payees**. Click on the desired selection to open the corresponding Glossary.



| Vendor Code » | Vendor Name | Payee Name | Type | Category |
|---------------|--------------------------------|--------------------------------|------|----------------|
| B&G | Bath and Kitchen Studio | Bath and Kitchen Studio | | BATHROOM |
| BRUNS | BRUNSCHWIG & FILS | BRUNSCHWIG & FILS | | FURNITURE |
| COUNT | Country Living | Country Living | | ACCESSORIES |
| EPIC | Epic Furniture | Epic Furniture | | FURNITURE |
| FEDEX | Federal Express | Federal Express | | SHIPPING |
| GRAND | Grand Furniture | Grand Furniture | | FURNITURE |
| HERMM | Herman Miller | Herman Miller | | |
| IRON | Ironworks | Ironworks | | FURNITURE |
| K&M | K & M, LLC. | K & M, LLC. | | EXPENSES |
| MYTH | Mythic Refinishing | Mythic Refinishing | | FINISHING |
| OCEAN | Ocean Furniture | Ocean Furniture | | FURNITURE |
| PILL | Pillows and More | Pillows and More | | ACCESSORIES |
| REST | Restaurants - any meal expense | Restaurants - any meal expense | | EXPENSES |
| RUST | Carolina Rustica | Carolina Rustica | | FURNITURE |
| STAPL | Staples | Staples | | OFFICESUPPLIES |
| STEEL | Steelcase | Steelcase | | |
| UPS | United Parcel Service | United Parcel Service | | SHIPPING |

Clicking on the **Search** button when the cursor is in a corresponding field can also access the proper Glossary. **Note:** This is useful for adding records to Design Manager “on the fly”. For example, if adding a Component to an Item and need to locate a Vendor, place the cursor in the Vendor Code field and click on the **Search** button. This will open the **Vendor Search Window**. If the Vendor is not on the Vendor Search Window, click the **Add** button to create a new Vendor. With the Vendor highlighted, click on the **Choose** button to return to the previous window, where the selected Vendor Code will appear in the correct field. Using Searches will be described in greater detail throughout the documentation where appropriate.

Below is a picture of the Vendor Glossary when it is in Search mode:

| Vendor Code > | Vendor Name | Payee Name | Type | Category |
|---------------|---------------------------------|---------------------------------|------|----------|
| ANTHE | Anthem Health | Anthem Health | | OPERATI |
| AT&T | AT&T | AT&T | | OPERATI |
| BANK1 | Bank 1 | Bank 1 | | |
| BOBBI | Bob's Binding and Carpet Repair | Bob's Binding and Carpet Repair | | PROFSE |
| DESTI | De Stijl Corporation | De Stijl Corporation | | OPERATI |
| DGLAS | Bucks County Glass Company | Bucks County Glass Company | | |
| FEDEX | Federal Express Corporation | Federal Express Corporation | | OPERATI |

Buttons: Add, Edit, One Time, ? (Help), Choose, Cancel

Clicking on the **Search** button when the cursor is in a **Description**, **Notes**, or **Remarks** field will access an additional **Remarks Glossary** for commonly used notes and remarks.

All Glossary windows have an **Add**, **Edit**, and **Delete** buttons at the bottom of the window. The Delete button will not be available on the Search Windows. Clicking on the **Add** or **Edit** buttons will open a window where a new entry can be added or changes made to an existing one.

Clients

Client Glossary Window

The **Client Glossary Window** provides a complete list of all Clients, displaying the **Client Code**, **Name**, and **Type**. Clients are the individuals or institutions for which you providing design services. Clients can maintain multiple Projects within Design Manager. Information recorded for the Client will default when creating a new Project. Clicking on the **Add** or **Edit** buttons will open the **Client Window** where you can add new Clients or change the information for existing Clients.

| Client Code > | Client Name | Type |
|---------------|--------------------------------|------|
| JHNRB | Johnson, Robert (Mr. and Mrs.) | |
| KAPLN | Kaplan, Leslie (Mrs.) | |

Buttons: Add, Edit, Delete, ? (Help), Show Inactive, Close

To delete a Client, highlight the entry and click on the **Delete** button. A Client cannot be deleted if it has been assigned to a Project. A message will appear to alert you when this is the case. However, the Client can be marked **Inactive** meaning it will no longer appear in the Client Glossary Window or certain reports. In order to review the Clients currently indicated as Inactive, click the **Show Inactive** option. To reopen an Inactive Client, click the Show Inactive option, edit the Client, and unselect the Inactive option on the **Client Window - Client Tab**.

Client Window

Clicking on the **Add** or **Edit** buttons on the **Client Glossary Window** or **Client Search Window** will open the **Client Window**. Information recorded for the Client will default when creating a new

Project for the Client. This window is divided into two tabs for entering Client information - **Client** and **Notes/Information**.

Client Window - Client Tab

The **Client Tab** is the first tab on the Client Window. To add a new Client, enter a Client **Code** and all other required or desired information into the appropriate fields. To edit an entry, type in the new information. To change a Client Code, you must delete the entire entry and add a new entry. See the Delete function on the **Client Glossary Window**.

When assigning a client code a new Project, the Address, Phone, Fax, Contact, and Salesperson/Manager information will all default into the respective fields on the **Project Window**.

The screenshot shows a software window titled "Client" with two tabs: "Client" and "*Notes / Info.". The "Client" tab is active. The form contains the following fields and values:

- Code: JHNRB
- Type: Client
- Name: Mr. and Mrs. Robert Johnson
- Sort: Johnson, Robert (Mr. and Mrs.)
- Name (dropdown): Name
- Addr.: 1700 Ashland Avenue
- City: Holland
- State: PA
- Zip: 18940
- Contact: Robert Johnson
- Phone: (215) 555-0868
- Tax ID: (empty)
- Fax: (empty)
- Salesperson / Manager: JNM, Jennifer
- Monthly Fin. Chg. %: 3
- Finance Chg. Days: 60
- Inactive:

At the bottom of the window, there are search, ABC, and help icons, and buttons for "+ OK, Add", "OK", and "Cancel".

Code: This code is used to designate a particular Client. It must be a unique series of up to five letters or numbers. You may use the first few letters of the client's last name for the Client code.

Name: Type the name of the Client into this field. You can input up to 40 characters.

Sort: The sort selection allows you to decide the alphabetical "order" in which you want to display the Client Name on the Glossary and certain reports. **"Company"** will display the Name exactly as it appears in the Name field. For instance, if the Client Name is "Bank of Pennsylvania", the Company selection will display the Name exactly as "Bank of Pennsylvania". When **"Name"** is selected, Design Manager will attempt to reconfigure the Name with the surname of the individual before the first name. In this case, if the Client Name is "Mr. and Mrs. John Smith", the Name will be displayed as "Smith, John (Mr. and Mrs.)". **"Manual"** allows to configure the sort order of the Name in any manner you wish.

Type: Clients can be categorized using the Type selection in any manner you see fit. You can add a new Type, "Commercial" for example, simply by entering it into Type field. After doing so, the "Commercial" selection will be available for all new Clients. The Type designation can be used to sort and limit Clients on various reports and windows in Design Manager.

Address: Type the address, including **City, State, and Zip** code of the Client. This is the address information that will default as the Billing Address of the Client's Project(s).

Contact: This field is for the name of the primary individual with whom you communicate when contacting this Client. The Contact name is generally more important for commercial work as the

Contact name is usually the Client Name in residential Projects. Up to 40 characters may be used. Additional contacts, phone numbers, etc. can be entered using the **Notes/Information Tab**.

Phone: Type the telephone number of the Client into this field.

Fax: Type the fax number, if desired, for the Client into this field.

Tax ID: This field is used to record a Client's tax ID number. This is an 11-character code used by the government in tracking sales tax information. For example, if the Client was a non-profit organization, you would enter this code so you would not have to charge the Client sales tax.

Salesperson/Manager: You may choose to enter the Employee Code for the individual who is primarily responsible for Projects for this Client. Use the **Search** button to locate or add an Employee to the **Employee Glossary Window**.

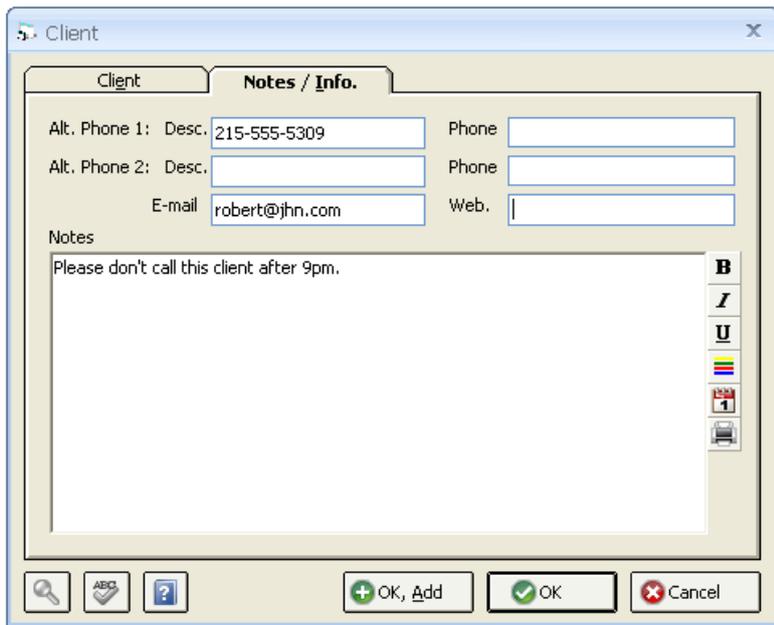
Monthly Finance Charge %: If you plan on recording Finance Charges for the Client, input the desired percentage you wish to levy the Client on a **monthly** basis for overdue Client Invoices. For example, enter "1.5" to charge the Client 1.5% on all unpaid Client Invoices.

Finance Charge Days: Enter the number of days from the Client Invoice Date that would constitute an Invoice being overdue when generating Finance Charges. For a full explanation, see **Finance Charges**.

Inactive: If a Client has been previously assigned to a Project, but you no longer have a need for the Client, you can mark the Client Inactive. If this option is selected, the Client will not appear in the Client Glossary nor on certain reports. To reopen an Inactive Client, click the Show Inactive option on the Client Glossary Window, edit the Client, and unselect the Inactive option.

Client Window - Notes/Information Tab

The second tab on the Client Window is the **Notes/Information Tab**. Here additional contacts and phone numbers may be entered. There is also a large area reserved for notes. When any information has been entered on this tab, an asterisk will appear before the tab title (*Notes/Info.) to alert that such information is available.



The screenshot shows a software window titled "Client" with two tabs: "Client" and "Notes / Info.". The "Notes / Info." tab is active and contains several input fields: "Alt. Phone 1: Desc." with the value "215-555-5309", "Alt. Phone 2: Desc.", "E-mail" with the value "robert@jhn.com", and "Phone" and "Web." fields. Below these fields is a large text area for "Notes" containing the text "Please don't call this client after 9pm." To the right of the notes area is a vertical toolbar with icons for Bold (B), Italic (I), Underline (U), text color, background color, and a printer icon. At the bottom of the window are three buttons: a search icon, an "ABC" icon, and a question mark icon, followed by three buttons: "+ OK, Add", "OK", and "Cancel".

Alternate Phone 1 (Alt. Phone 1)

Description (Desc.): This field can contain a name or phrase that describes the telephone number immediately to the right (ex. "beeper number", "cellular number", or the name of another contact at the client). This field accepts up to 40 characters.

Phone: Type the telephone number of the alternate name or description listed to the left of this field.

Alternate Phone 2 (Alt. Phone 2)

Description (Desc.): This field can contain a name or phrase that describes the telephone number immediately to the right (ex. "beeper number", "cellular number", or the name of another contact at the client). This field accepts up to 40 characters.

Phone: Type the telephone number of the alternate name or description listed to the left of this field.

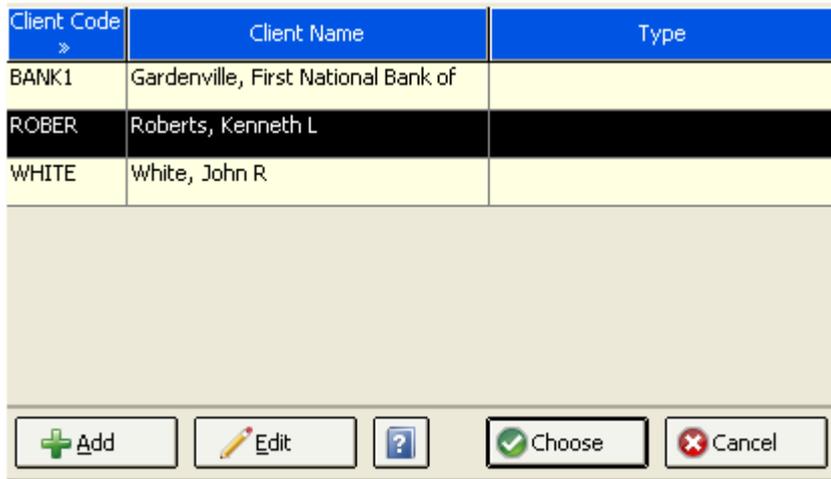
Email: If desired, type the email address of the Client into this field.

Web: If desired, the website of the Client may be entered in this field. The website may be up to 50 characters.

Notes: Any additional information may be entered into this field. A large amount of information can be entered here to handle any notes or references you might have for the client. To search for commonly used Remarks, click on the Search button while the cursor is in the Notes field. This will open the **Remarks/Notes Search Window**. For information on formatting the notes, see **Description/Notes Formatting**.

Client Search Window

The Client Search Window is very similar to the Client Glossary. To select a Client, highlight the Client and click on the **Choose** button. Unlike the Client Glossary Window, entries may not be deleted on this window.



| Client Code | Client Name | Type |
|-------------|-------------------------------------|------|
| BANK1 | Gardenville, First National Bank of | |
| ROBER | Roberts, Kenneth L | |
| WHITE | White, John R | |

Buttons: + Add, Edit, ?, Choose, Cancel

Employees / Managers / Sales People

Employee / Manager / Salesperson Glossary Window

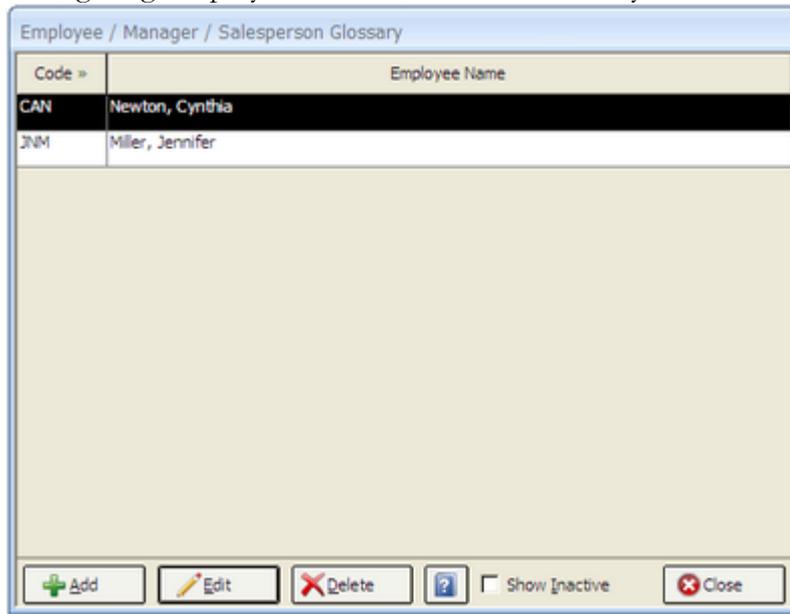
The Employee / Manager / Salesperson Glossary Window provides a complete listing of company Employees. Employees may be added, edited and deleted by clicking on the appropriate buttons at the bottom of the window.

Employees entries within Design Manager are used for three primary purposes:

To enter time billing or design time charges through the **Employee Time Window**.

To write a Payroll Check for company staff through the **Vendor Deposits, Invoices, and Operating Expenses Window**.

Configuring Employees to use the **Point of Sale** system.



Clicking on the Add or Edit Buttons will open the **Employee / Manager / Salesperson Window**.

To delete an entry, highlight the entry and click on the Delete Button. An Employee cannot be deleted if it has been used on a Component in a Project, on a Time Entry, or has accounting activity, such as a Payroll Expense, associated with it. A message will appear to alert you when this happens. The Employee can be marked **Inactive**, however. This means that the Employee will no longer appear in the Employee / Manager / Salesperson Glossary Window or on certain reports. In order to review the Employees currently indicated as Inactive, click the **Show Inactive** option. To reopen an Inactive Employee, click the Show Inactive option, edit the Employee, and unselect the **Inactive** option on the **Employee / Manager / Salesperson Window - Employee Tab**.

Employee / Manager / Salesperson Window

Clicking on the Add or Edit Buttons on the **Employee / Manager / Salesperson Glossary Window** or **Employee / Manager / Salesperson Search Window** will open the **Employee / Manager / Salesperson Window**. An Employee is an individual who is hired by your company to receive financial compensation in exchange for services. Employees may include your company staff as well as outside contractors. Payroll checks can be written to Employees and Time Billing can be entered for them. Not all Employees on the list need to have payroll information nor is it necessary to have them input Time Entries. Employees can also be configured to use the Point of Sale system. The Employee / Manager / Salesperson Window is divided into five tabs for entering employee information: **Employee, Notes/Information, Time, Payroll, and Point of Sale/Showroom**.

Employee / Manager / Salesperson Window - Employee Tab

The **Employee Tab** is the first tab on the Employee / Manager / Salesperson Window. Here Employee contact and time billing rates, and payroll information may be entered. Employee entries are used to enter time billing to clients or payroll checks to the company staff with the optional Accounting module. To add an entry, fill in the required information for the Employee. To edit an entry, type the new information into the appropriate field. To change an Employee Code, you must delete the entire Employee and add a new entry.

The screenshot shows a software window titled "Employee / Manager / Salesperson" with a close button (X) in the top right corner. The window has five tabs: "Employee" (selected), "Notes / Info.", "Time", "Payroll", and "POS/Showrm.". The "Employee" tab contains the following fields:

- Code:** A text box containing "CAN".
- Name:** A text box containing "Cynthia Newton".
- Sort:** A text box containing "Newton, Cynthia" and a dropdown menu currently set to "Name".
- Addr.:** A text box containing "40 State Street" and "2nd Floor" on separate lines.
- City:** A text box containing "Doylestown".
- State:** A text box containing "PA".
- Zip:** A text box containing "18901".
- Phone:** A text box containing "(215) 555-7800".
- SSN:** A text box containing "123-55-9876".
- Inactive:** A checkbox labeled "Inactive" which is currently unchecked.

At the bottom of the window, there is a toolbar with several icons: a magnifying glass, a checkmark with "ABC", left and right arrow keys, a question mark, and "OK" and "Cancel" buttons.

Code: Enter the Employee Code here. This code may be up to 5 letters or numbers. It is recommended that the Code be the first five characters of the Employee's last name.

Name: Enter the Employee's Name in this field. Up to 40 characters can be used.

Sort: The sort selection allows you to decide the alphabetical "order" in which you want to display the Employee Name on the glossary and certain reports. **"Company"** will display the name exactly as it appears in the Name field. For instance, if the Employee name is "General Contractor", the Company selection will display the Name exactly as "General Contractor". When **"Name"** is selected, Design Manager will attempt to reconfigure the Name with the surname of the individual before the first name. In this case, if the Employee Name is "John Smith", the Name will be displayed as "Smith, John". **"Manual"** allows to configure the sort order of the Name in any manner you wish.

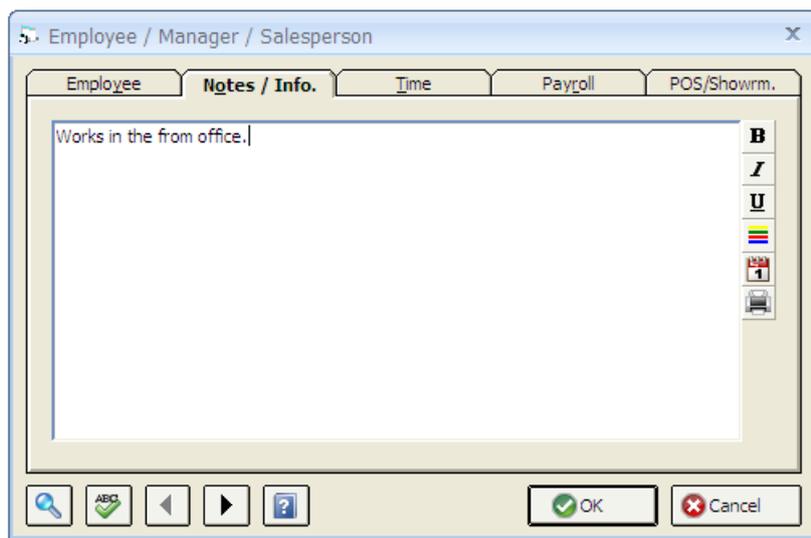
Address: Enter the Employee's mailing address, including **City, State** and **Zip** code.

Phone: Enter the Employee's main phone number in this field. Additional phone numbers can be entered into the Notes Tab, if necessary.

Inactive: If an Employee has accounting activity, but you no longer wish to use the Employee, you can mark the Employee Inactive. When this option is selected, the Employee will not appear in the Employee / Manager / Salesperson Glossary or certain reports. To make an Employee active, click the **Show Inactive** option on the Employee / Manager / Salesperson Glossary Window, edit the Employee, and unselect the Inactive option.

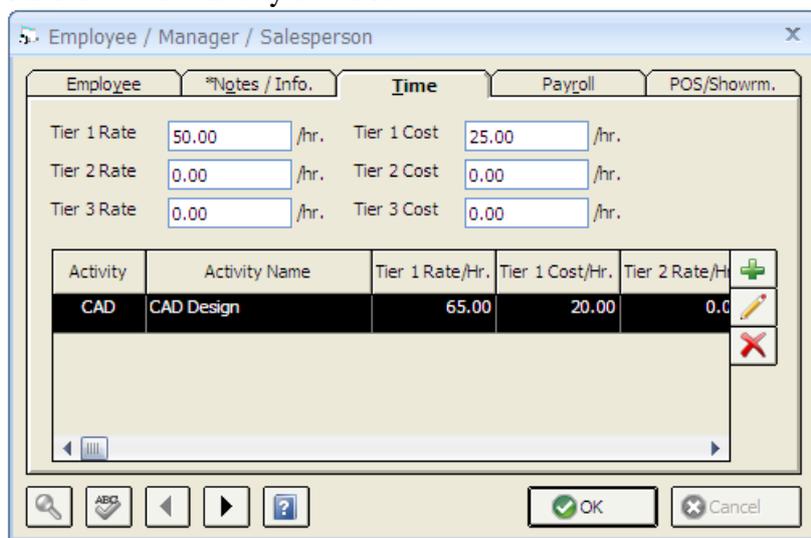
Employee / Manager / Salesperson Window - Notes/Info Tab

The **Notes/Info Tab** is the second tab on the Employee / Manager / Salesperson Window. This window provides a blank space for entering notes, additional phone numbers or any other information for each Employee. Check for spelling errors by clicking on the **Spell Check** button. When information has been entered into the Notes field on this tab, an asterisk will appear before the tab title (*Notes/Info.) to alert you that notes have been recorded for the Employee. To search for commonly used Remarks, click on the **Search** button while the cursor is in the Notes field. This will open the **Remarks Search Window**.



Employee / Manager / Salesperson Window - Time Tab

The third tab on the Employee Window is the **Time Tab**. Here the sets of **Rates**, or prices you will be billing your Client, and **Costs**, the amount you pay your Employee, can be entered. Also, entries may be created for certain company activities that differ from the Rates or Costs for the Employee. These are referred to as **Employee Activity Exceptions**. Click on the **Add** or **Edit** buttons to open the **Employee Activity Exception Window**. To delete an entry, highlight the record and click on the **Delete** button. For more information on Employee Activity Exceptions, see **Employee Activity Exception Window**. The Rate and Cost used by an Employee on a Time Entry can also come from the Time Activity, depending on the setting within the Time Activity being used. For more information about how the Time Activity can override the Costs and Rates defined for the Employee, see the **Time Activity Window**.



There are three **Rate and Cost Tiers** that can be entered for an Employee. The Rate and Cost Tier that Design Manager will utilize for the Employee for a given Project is determined by the **Time Billing Tier** on the **Project Window - Defaults Tab**. When adding a new Time Entry for a Project, Design Manager will default the Rate and Cost for the Project's Time Billing Tier into the **Rate per Hour** and the **Cost per Hour** on the Time Entry, respectively.

Rate (for tier 1, 2, and 3): Enter the billing rate, or the price charged to the Client, for the Employee in this field. If the Employee has several different billing rates, enter the rate that is used most often. Design Manager will use the Rate to calculate the amount to bill your Client unless you enter a Time Exception or the Time Activity being used on the Time Entry overrides this Rate. The Rate is entered in dollars per hour. Enter a Rate for each Tier used by the company.

Cost (for tier 1, 2, and 3): Enter the cost per hour that you want to assign to the Employee into the Cost field. Design Manager uses this Cost to calculate the cost for the company for a Time Entry of the Employee. The Cost is an arbitrary figure that is generally the hourly wage paid to the Employee or is based on some formula that estimates the cost based on payroll and expenses. Design Manager will use the Cost unless you enter a Time Exception or the Time Activity being used on the Time Entry overrides this Cost. The Cost is entered in dollars per hour. Enter a Cost for each Tier used by the company.

Employee Activity Exception Window

Clicking on the **Add** or **Edit** buttons on the **Employee / Manager / Salesperson Window - Time Tab** will open the **Employee Activity Exception Window**. This window is used to enter Time Activity Codes that will be billed at a different Rate or Cost than Employee's default values. When creating a Time Entry, if you use a Time Activity that has been entered as an Exception for the respective Employee, Design Manager will use the Exception Rate and Cost instead of the Rate and Cost from the Employee / Manager / Salesperson Window - Time Tab. For more information on Time Activities, see **Time Activity Glossary Window**.

To add an entry, enter a Time Activity code or search for a code by clicking on the Search Button. Next enter an amount into the rate and cost fields. To edit an entry, type a new amount into the rate or cost fields. To change the Activity code, you must delete the entire entry and add a new one. See the Delete function on the **Employee Window - Time Tab**.

Activity: Enter the Time Activity code here. To search for an Activity code, place the cursor in this field and click on the Search Button.

Always override the rate/cost with the values entered below no matter what the setting in the activity: When this option is checked, the rates entered on this window will always be used no matter how the Activity is configured. Otherwise the rates will be used unless the Activity is set to override them.

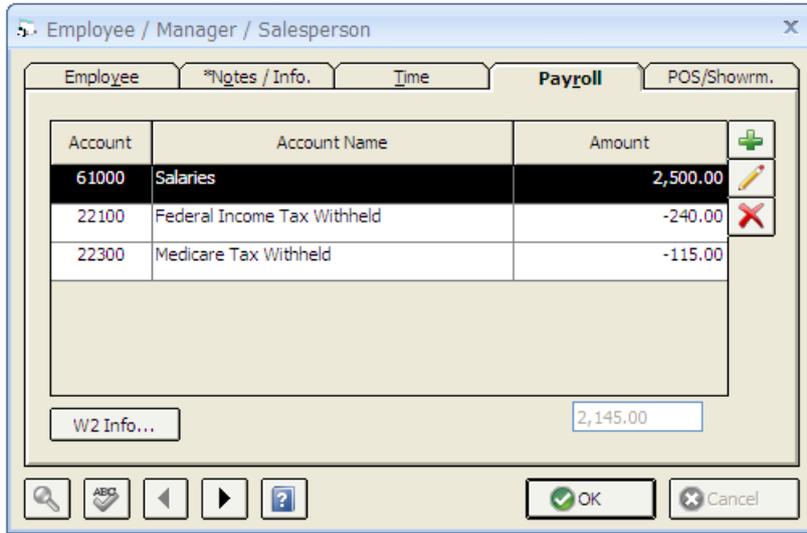
Rate (tier 1, 2, 3): Enter the billing rate for the Activity. This is the rate per hour that you want to charge the client when an Employee performs this Activity.

Cost (tier 1, 2, 3): Enter the cost per hour for the Activity. This is an amount that represents the cost to your business for an Employee to perform the Activity. The cost is often the hourly wage of the Employee for this particular Activity.

Employee / Manager / Salesperson Window - Payroll Tab

The fourth tab on the Employee / Manager / Salesperson Window is the **Payroll Tab**. The Payroll Tab allows you to enter the appropriate General Ledger Accounts and amounts necessary for generating a paycheck for an Employee. When adding an Employee, all Accounts that are designated as a **Payroll Account** on the *Account Window* will be shown on the **Employee Payroll Accounts**

Grid. Usually there is a salary Expense Account and several deduction Liability Accounts such as federal income tax withheld. The salary Account should be a positive amount, while the deduction Accounts should be negative amounts. The **Payroll Total** beneath the grid is the sum of all Payroll Accounts for the Employee and represents the Employee's net pay. All amounts on this Employee Payroll Accounts Grid should be for a single pay period. For instance, if an Employee is paid weekly, then these amounts should reflect one week's pay. Payroll checks to Employees can be generated through the **Vendor Deposits, Invoices, and Operating Expenses Window**. The amounts can be edited for each check generated to account for differences in payroll from period to period.



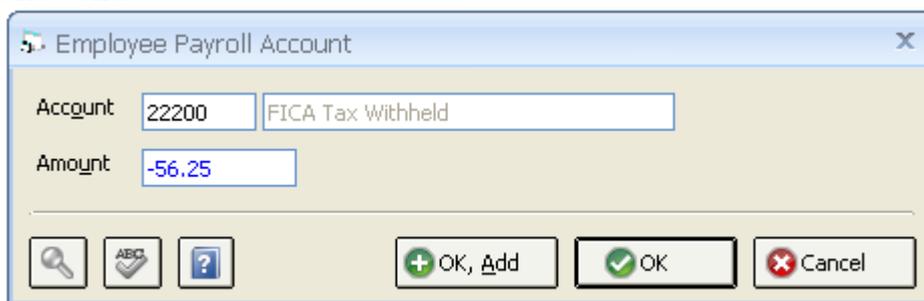
Add, edit and delete Employee Payroll Accounts by clicking on the appropriate button. Clicking on the **Add** or **Edit** buttons will open the **Employee Payroll Account Window**. To delete an entry, highlight the entry and click on the **Delete** button.

Click the **W2 Information** button to input the necessary information for the Employee's W2 form on the **W2 Information Window**. You can print the W2 form under **Accounts Payable Payroll Reports**.

Employee Payroll Account Window

Clicking on the **Add** or **Edit** buttons on the **Employee / Manager / Salesperson Window - Payroll Tab** will open the **Employee Payroll Account Window**. The Payroll Tab allows you to enter the default Accounts and amounts necessary for generating a paycheck for an Employee.

To add an Employee Payroll Account, type an Account Number into the **Account** field. Search for an Account by clicking on the **Search** button. The Account Name will appear to the right of the Account Number. Next enter an **Amount**. To edit an entry, type a new amount into the Amount field. To change an Account Number, you must delete the entire Employee Payroll Account and add a new one.



Account: Enter an Account Number in this field. Accounts entered on this window must be designated as a **Payroll Account** on the **Account Window**. Normally, Payroll Accounts consist of an salary Expense Account, along with a commission or bonus Expense Account, if applicable, and several deduction Liability Accounts such as federal income tax withheld. The salary is usually a

positive amount while deductions are negative. The sum of all the listed Accounts yields the net pay amount for the Employee.

Amount: Enter the amount being added or deducted from the selected Account into this field.

W2 Information Window

Enter all of the necessary information for an Employee's W2 form on this window. Please note that Design Manager does NOT calculate these figures automatically. You must enter them manually.

W2 Information [Alfred Brown]

a. Control number: []

b. Employer's identification number: 23-3244534

c. Employer's name, addr., and ZIP code: A-1 Interior Design Company Ltd., 3681 Cold Spring Road, Doylestown, PA 18901

d. Employee's social security number: []

e. Employee's name (First / Last): [] / []

f. Employee's address and ZIP code: 0.00, 0.00, []

1. Wages, tips: \$ 0.00

2. Federal inc. tax WH: \$ 0.00

3. SS Wages: \$ 0.00

4. SS tax withheld: \$ 0.00

5. Medicare wages: \$ 0.00

6. Medicare tax WH: \$ 0.00

7. SS tips: \$ 0.00

8. Allocated tips: \$ 0.00

9. Advance EIC pay: \$ 0.00

10. Dep. care benefits: \$ 0.00

11. Nonqual. plans: \$ 0.00

12. a: \$ 0.00, b: \$ 0.00, c: \$ 0.00, d: \$ 0.00

13. St: [], Em: [], Rt: [], Pln: [], 3: [], rd: [], ps: []

14. Other: []

15. State/ID no.: []

16. State Wages: \$ 0.00

17. State tax: \$ 0.00

18. Local Wages: \$ 0.00

19. Local tax: \$ 0.00

20. LocN: []

OK Cancel

Employee / Manager / Salesperson Window - POS/Showroom Tab

The **Point of Sale / Showroom Tab** is the fifth tab on the Employee / Manager / Salesperson Window and is used to properly configure the Employee to use the **Point of Sale** system.

Employee / Manager / Salesperson

Employee Notes / Info. Time Payroll POS/Showrm.

Allow Receipt/Invoice Date Change Allow Manual Items and Price Edits

Commission %: 0

Default Showroom (Warehouse Code): MAIN Main Warehouse

Default Sales Tax Code: PA Pennsylvania - not Phila/Pitts

OK Cancel

Allow Receipt/Invoice Date Change: This option give the Employee the ability to change the **Receipt / Invoice Date** and the **Fiscal Month** on the **Point of Sale Login Window**. As the Receipt / Invoice Date determines which month the sales tax, if any, is recorded for the Point of Sale Invoice and the Fiscal Month determines into which Fiscal Period the Revenue, Sales Tax, Inventory, and other Accounts will be affected, it may be prudent to only allow select users to have this ability. If the Allow Receipt/Invoice Date Change option is **not** selected, all Point of Sales Invoices for the Employee will use the current system date and the current Fiscal Month of the company.

Allow Manual Items and Price Edits: The Allow Manual Items and Price Edits option grants the Employee the ability to perform two separate actions. First, the Employee will be able to create Point of Sale Items for goods or services **not** recorded in the company Inventory on the **Point of Sale**

Invoice Item Window. Secondly, on the same window, the Employee will be able to change the **Unit Price** and **Discount Percent** for a Stock Inventory Item. If the option is **not** selected, the Employee can only use Inventory Stock Items when creating a Point of Sale Invoice and will be unable to change the Unit Price and Discount from their values on the **Inventory Stock Item Window - Stock Item Tab**.

Commission Percentage: The Commission Percentage is used by the **Commission Report** to determine the Employee's commission for all Invoices attributed to the Employee.

Default Showroom (Warehouse Code): To use the Point of Sale system, an Employee **must** have a Default Showroom Warehouse Code entered. The Default Showroom used determines which Warehouse Code will reflect the reduction in On Hand Quantity, Total Cost, etc. by the Point of Sale Invoices generated by the Employee.

Default Sales Tax Code: To use the Point of Sale system, an Employee **must** have a Default Showroom Warehouse Code entered. The Default Sales Tax Code determines the rate at which the Inventory Stock Items sold through Point of Sales Invoices by the Employee will be taxed.

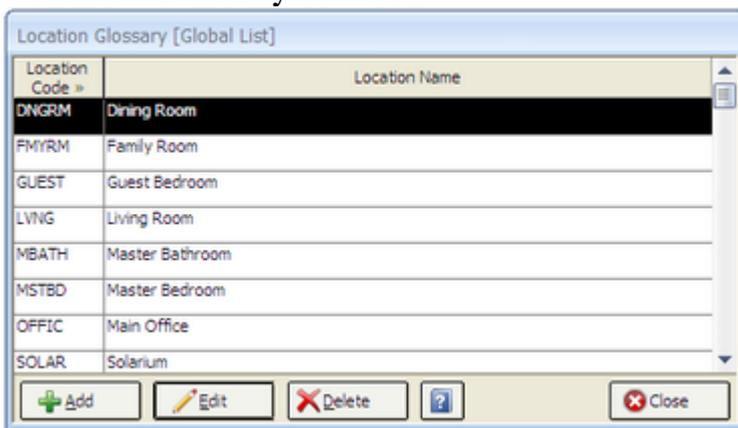
Employee / Manager / Salesperson Search Window

The **Employee / Manager / Salesperson Search Window** is very similar to the **Employee / Manager / Salesperson Glossary**. To select an Employee, highlight the Employee and click on the **Choose** button. Unlike the Glossary, Employees cannot be deleted on this window.



Locations

Location Glossary Window

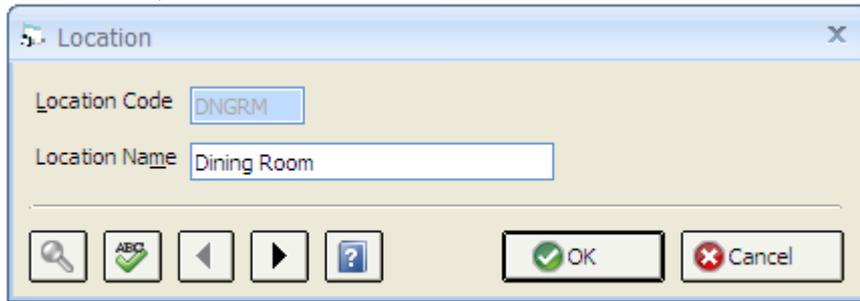


Locations are used to group Items within a Project, and are usually room names or descriptions such as Living Room or Bedroom. The **Location Glossary** provides a complete, Company-wide list of Locations for Projects. Design Manager also maintains a unique list of Locations for each individual Project. Use the Location Glossary to enter only Locations for the Company-wide list. Such Locations will be used repeatedly, on many Projects. Locations may be added, edited and deleted by clicking on the appropriate buttons at the bottom of the window. Clicking on the **Add** or **Edit**

buttons will open the **Location Window**. To delete an entry, highlight the entry and click on the **Delete** button.

Location Window

Clicking on the **Add** or **Edit** buttons on the **Location Glossary Window** or **Location Search Window** will open the **Location Window**. Locations are used to group Items within a Project, and are usually room names such as Living Room or Bedroom. Here new Locations may be added and existing Locations may be changed. To add a Location, enter a Location code in the **Location Code** field and a name or description for the Location in the **Location Name** field. To edit a Location, type a new name into the Location Name field. To change a Location Code, you must delete the entire entry and add a new entry. See the Delete function on the Location Glossary Window. Design Manager maintains two Location lists: one list of commonly used codes for the company and one list for each Project.



Location Code: This Code is used to designate a particular Location. Up to five characters may be used. Characters may be letters and/or numbers.

Location Name: Type the name or description of the Location into this field. Up to 30 characters may be used.

Update Company Wide List: This option will only be present when you add a Location for a specific Project and will not be visible when adding a Location from the Location Glossary Window. Selecting this option will add the Location, or update an existing entry, to the Company Wide List.

Location Search Window

The **Location Search Window** is very similar to the Location Glossary, however only Locations within the current Project will be displayed. To select a Location, highlight the Location and click on the **Choose** button. Unlike the Location Glossary, Locations cannot be deleted on this window.

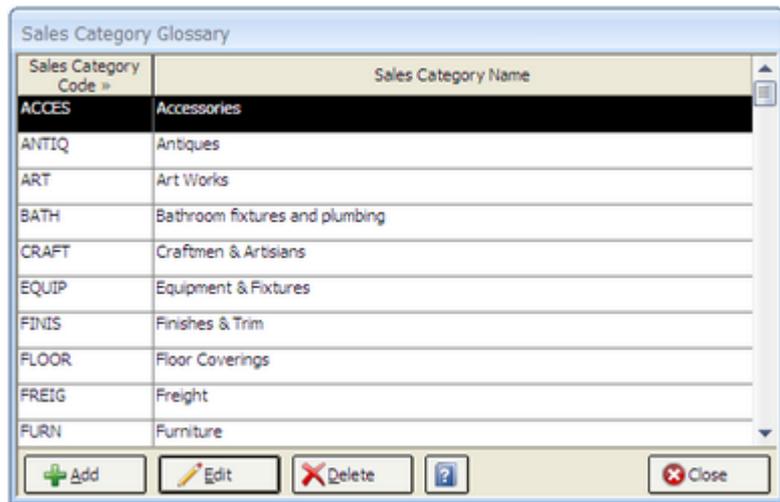


If you would like to add a Location to the Project from the Company list, click the **Global List** button while searching. You can then select a Location from the Company list and import it into the Project by clicking the **Choose** button.

Sales Categories

Sales Category Glossary Window

The **Sales Category Glossary Window** provides a complete list of all Sales Categories in Design Manager. Sales Categories are used to assign General Ledger Accounts for Revenue\Sales and Cost of Goods Sold to an Item.



A Sales Category can optionally be assigned to each Item sold to a Client. Doing so allows the user entering the Specifications to choose a categorization of the Item, "Furniture" for example, instead of having to choose the correct General Ledger Accounts. Design Manager comes with a preset list of Sales Categories. Clicking on the **Add** or **Edit** buttons will open the **Sales Category Window**, where you may add new Sales Categories or edit existing ones. To delete a Sales Category, highlight the entry and click on the **Delete** button.

Sales Category Window

Clicking on the **Add** or **Edit** buttons on the **Sales Category Glossary Window** or **Sales Category Search Window** will open the **Sales Category Window**. Sales Categories are used to assign General Ledger Accounts for Revenue and Cost of Goods Sold to an Item. The Sales Categories are subdivided into pairs of Accounts for each Component Type which allows you to affect multiple Accounts for the good or service being sold or purchased. For example, you are selling an antique chair and need to get the chair repaired. You may want to record the portion that is labor for the repairs into Accounts other than the Accounts that record the portion that is the chair itself.

On this window, new Sales Categories may be added, and existing Sales Categories may be changed.

To add a Sales Category, type in a **Category Code** and **Category Name** into the indicated fields. For each Component Type, a pair of **Sales** and **COGS Accounts** must be entered. Two options for choosing the appropriate Accounts are available. First, you can manually type in a Sales Account Number and a COGS Account Number. The Account Name will appear to the right of the Account Number. If you are unsure of the Account Number, click on the **Search** button in the lower left corner of this window and select the desired Account from the **Account Search Window**. Secondly, you can choose to use the corresponding Accounts as defined on the Sales Accounts and COGS Accounts tab on the **Company Information Window** by selecting the **Company Default** option. Selecting this option will automatically fill in the Account Numbers and Names from the Company Information Window. You'll notice that you can no longer edit the Account Number when the Company Default option is selected. The Account Number will automatically updated when the corresponding Account on the Company Information Window is changed.

To edit a Sales Category, type in new information for the Category Name, Sales or COGS Account fields. You can also choose to use the established default Accounts in the Company Information

Window by selecting the Company Default option. To change a Category Code, you must delete the entire entry and add a new entry. See the Delete function on the Sales Category Glossary Window.

The screenshot shows a window titled "Sales Category" with a close button (X) in the top right corner. The window contains the following fields and sections:

- Category Code:** ACCES
- Name:** Accessories
- Merchandise Accounts:**
 - Company Default Sales: 41100 Accessories COGS: 51100 Accessories
- Freight Accounts:**
 - Company Default Sales: 49000 Freight COGS: 59000 Freight
- Design Fee Accounts:**
 - Company Default Sales: 42300 Design Fees / Mark- COGS: 52300 Design Fees
- Installation Accounts:**
 - Company Default Sales: 49100 Installation COGS: 59100 Installation
- Labor Accounts:**
 - Company Default Sales: 49200 Labor COGS: 59200 Labor
- Time Accounts:**
 - Company Default Sales: 41600 Professional Service COGS: 51600 Professional Services

At the bottom of the window, there is a search icon, a "ABC" icon, navigation arrows, a help icon, and "OK" and "Cancel" buttons.

Category Code: The Sales Category Code is a five-character code that is used to uniquely define a particular Sales Category. Sales Categories can be assigned to each line Item within a Project. Assigning a Sales Category to an Item will appropriately classify the Item's Revenue and Cost during accounting transactions. This allows the person entering the specifications to choose the classification of the Item without having to know the precise General Ledger Account Number. You may find it helpful to make the Code the same as the first few letters of the Sales Category Name. For example, if the Category is "Furniture" then the Code might be "FURN."

Category Name: Input a Name to describe the classification of merchandise or service. Up to 30 characters may be used.

Accounts:

Sales: Enter the five-digit number of the General Ledger Sales Account to use when recording a sale for Items using this Sales Category.

COGS: Enter the Cost of Goods Sold Account Number for this Sales Category. Cost of Goods Sold is the amount of money that you or your firm pays for an Item when you purchase it from your Vendor.

Company Default: Selecting this option inputs the Sales and COGS as defined in the Company Information window for the corresponding Component Type. Once selected, you will no longer be able to manually select an Account for the Component Type. For more information on the Company default Sales and COGS Accounts, see **Company Information Window - Sales Accounts Tab** and **Company Information Window - COGS Accounts Tab**.

Sales Category Search Window

The **Sales Category Search Window** is very similar to the Sales Category Glossary. To select a Sales Category, highlight the Category and click on the **Choose** button. Unlike the Sales Category Glossary, entries may not be deleted on this window.

| Sales Category Code » | Sales Category Name |
|-----------------------|----------------------|
| ANTIQ | Antiques |
| ART | Art Works |
| CRAFT | Craftmen & Artisans |
| EQUIP | Equipment & Fixtures |
| FINIS | Finishes & Trim |
| FLOOR | Floor Coverings |
| FURN | Furniture |

Add
 Edit
 ?
 Choose
 Cancel

Remarks / Notes

Remarks / Notes Glossary Window

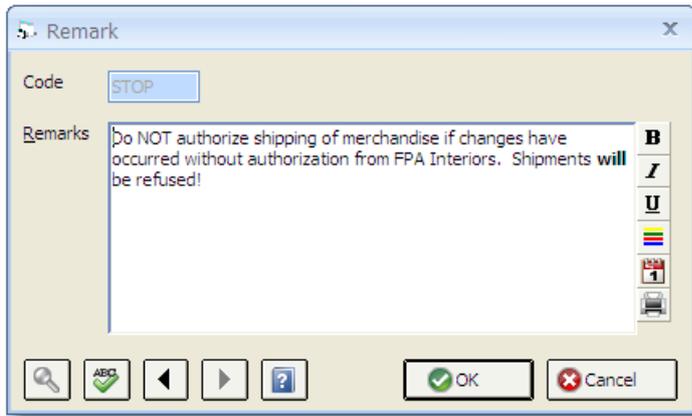
The **Remarks / Notes Glossary Window** is used to store Proposal and Invoice Remarks for your Clients, Special Instructions to your Vendors, Item or Component Descriptions or phrases, or any text that you repeatedly utilize. Remarks may be added, edited and deleted by clicking on the appropriate buttons at the bottom of the window. Clicking on the **Add** or **Edit** buttons will open the **Remarks Window**. To delete an entry, highlight the entry and click on the **Delete** button.

| Remarks Code » | Description |
|----------------|--|
| BNV01 | Thank you for your patronage! |
| SHIP | Please advise when completed to schedule shipping! |
| STOP | Do NOT authorize shipping of merchandise if changes have occurred without authorization from FPA Interiors. Shipments will be refused! |

Add
 Edit
 Delete
 ?
 Close

Remarks / Notes Window

Clicking on the **Add** or **Edit** buttons on the **Remarks / Notes Glossary Window** or **Remarks / Notes Search Window** will open the Remarks Window. Remarks are used to store Proposal and Invoice Remarks for your Clients, Special Instructions to your Vendors, Item or Component Descriptions or phrases, or any text that you repeated utilize. Here new Remarks may be added and existing Remarks may be changed. To add a Remark, enter a Remark Code in the **Code** field and all of your desired text in the **Remark** memo field. For information on formatting your Remark, see **Description/Note Formatting**. To edit a Remark, simply make the desired changes to the text or formatting. To change a Remark Code, you must delete the entire entry and add a new entry. See the Delete function on the Remarks / Notes Glossary Window.



Code: This Code is used to define a particular Remark. Up to five characters may be used. Characters may be letters and/or numbers.

Remark: The desired Remark/Note text.

Remarks / Notes Search Window

To select a Remark, highlight the Remark and click on the **Choose** button. Doing so will bring the text into the field from which the search was launched at the insertion point. Unlike the Remarks / Notes Glossary, Remarks cannot be deleted on this window.

| Remarks Code » | Description |
|----------------|--|
| INVOC | This invoice is payable upon receipt. All invoices that have not been settled withing 30 days of issue date will |
| PO1 | Condition Of Sales: As a condition of this sale, A1 Interior Design Company Ltd. (A1) retains the right to |
| PO2 | Please notify us within five business days if you are unable to ship the complete order by the date |
| PROPL | Please Note These Terms and Conditions: |
| SPEC1 | 1. Manufacturer to submit finish sample for designer approval |
| SPEC2 | 1. Manufacturer to submit finish sample for designer |

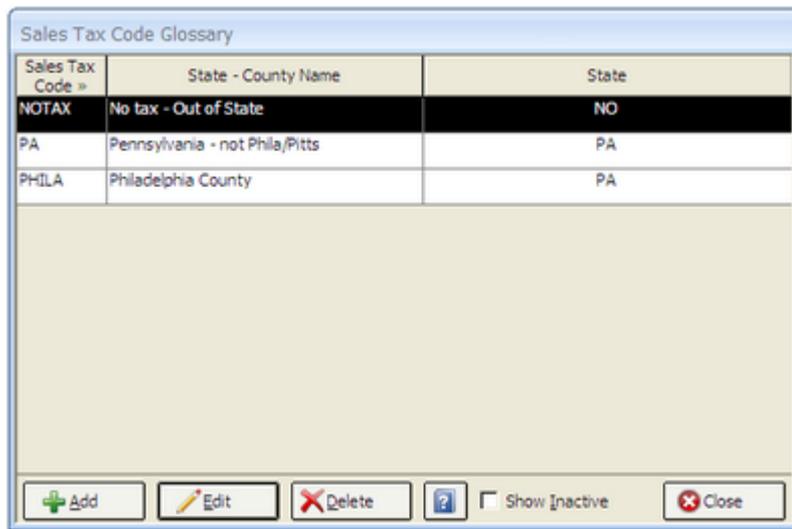
Buttons: Add, Edit, Choose, Cancel

Sales Tax Codes

Sales Tax Code Glossary Window

The **Sales Tax Code Glossary Window** provides a complete list of Sales Tax Codes used by your company. A Sales Tax Code tells Design Manager how to charge sales tax for Items in a Project. You will need to enter a Sales Tax Code for each authority for which you collect sales tax. These codes are usually state abbreviations, but may be counties or cities. If you are not required to collect sales tax, you will still need to set up at least one Tax Code that has a rate of 0%. You will not be able to enter a Project without a Sales Tax Code assigned. Clicking on the **Add** or **Edit** buttons will open the **Sales Tax Code Window** where you may add new Sales Tax Codes and edit existing ones.

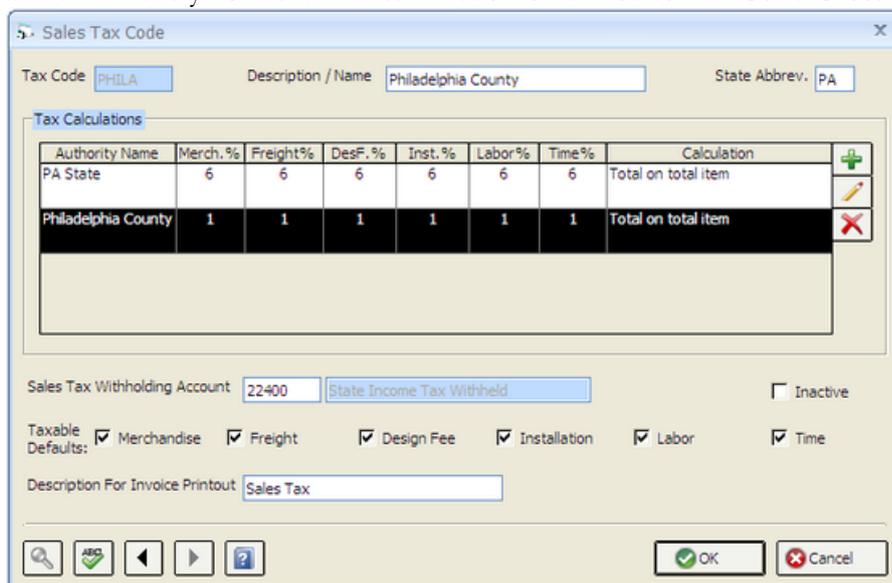
To delete a Sales Tax Code, highlight the entry and click on the **Delete** button. A Sales Tax Code cannot be deleted if it has been assigned to a Project. A message will appear to alert you when this is the case. However, the Sales Tax Code can be marked **Inactive**. This means that the Sales Tax Code will no longer appear in the Sales Tax Code Glossary or certain reports. In order to review the Sales Tax Code currently indicated as Inactive, click the **Show Inactive** option. To reopen an Inactive Sales Tax Code, click the Show Inactive option, edit the Sales Tax Code, and unselect the **Inactive** option on the Sales Tax Code Window.



Sales Tax Code Window

Clicking on the **Add** or **Edit** buttons on the **Sales Tax Code Glossary Window** or **Sales Tax Code Search Window** will open the **Sales Tax Code Window**. A Sales Tax Code tells Design Manager how to charge sales tax for Items in a Project. You will need to enter a Sales Tax Code for each authority for which you collect sales tax. These Tax Codes are usually state abbreviations, but may be counties or cities. If you are not required to collect sales tax, you will still need to set up at least one Tax Code that has a rate of 0%. You will not be able to enter a Project without a Sales Tax Code assigned.

To add an entry, type the required information into the appropriate fields described below. To edit an entry, type in the new information. To change a Tax Code, you must delete the entire entry and add a new entry. See the Delete function on the Sales Tax Code Glossary Window.



Tax Code: This Code is used to designate a particular sales tax region. Up to five alphanumeric characters may be used.

Description / Name: Use this optional field to input the state, county, or parish name or a description of the Sales Tax Code such as "Nontaxable Sales". Up to 30 characters may be used.

State Abbreviation: The State Abbreviation is required as it used to sort the Sales Tax Codes where you have multiple counties or parishes within a given state. You must enter a State Abbreviation.

Sales Tax Withholding Account: You must enter a General Ledger Account Number into which you will record the amount of sales tax collected. This Account is usually named "Sales Tax Liability" or "Sales Tax Collected". The Sales Tax Withholding Account is usually a Liability Account as sales tax represents money that you owe to the tax authority. When you pay for the tax, you would use this Account when entering the Operating Expense. To search for an Account Number, click on the **Search** button in the lower left corner of this window to display the **Account Search Window**.

Taxable Defaults: At the bottom of the window you will find a row of Taxable options, one for each Component Type recognized in Design Manager. For each of these Types, you can select whether or not it is taxable for the sales tax authority. Once the Taxable defaults are correctly configured, they will be defaulted to any Project using the Sales Tax Code and any Components subsequently specified within the Project. This prevents you from having to remember to correctly set the proper taxable status for each Component!

Inactive: If a Sales Tax Code has previously been used on a Project, but you no longer want to use the Sales Tax Code, you can mark it Inactive. If this option is selected, the Sales Tax Code will not appear in the Sales Tax Code Glossary nor on certain reports. To reopen an Inactive Sales Tax Code, click the **Show Inactive** option on the *Sales Tax Code Glossary Window*, edit the Sales Tax Code, and unselect the Inactive option.

Description for Invoice Printout: By default, Design Manager will print "Sales Tax" on the Invoice documents indicating the amount of the Invoice attributed to Sales Tax. However, one can change the Description for Invoice Printout to any phrase desired which will cause all Invoices for Projects using the Sales Tax Code to display the new text.

Tax Calculations:

Each Sales Tax Code must contain at least one Tax Calculation. Tax Calculations can be added, edited, or deleted from this window by selecting the appropriate button. For a detailed description on Tax Calculations, see the **Sales Tax Calculation Window**.

Note: Some Projects may be tax-exempt (i.e. they are a charitable organization or out-of-state). In this case you can create a Sales Tax Code "NOTAX" with a name "Non-taxable". You will uncheck all the Taxable defaults and set all the tax percentages on the Sales Tax Calculation Window equal to zero in this case.

Sales Tax Calculation Window

The **Sales Tax Calculation Window** is accessed by clicking on the **Add** or **Edit** buttons to the right of the **Tax Calculations Grid** on the **Sales Tax Code Window**. This window is used to define the appropriate way for the software to charge sales tax for Items you are selling to your Clients.

Commonly, you will only have one Sales Tax Calculation for the authority with certain tax rates for each of the Component Types. Some areas around the country, however, have a state tax plus a secondary tax for the local municipality or parish. A typical example will have a base rate for the state plus a surtax rate on amounts above or below a certain dollar value for the local municipality. You will need two or more Sales Tax Calculations under these circumstances. The first will hold your base rate and the second will hold the surtax rate. Be sure to check with your accountant or tax specialist on the appropriate tax structure for your tax authority!

Authority Name: The Authority Name is the particular sales tax institution for which you are creating the Tax Calculation and will print on appropriate reports such as the **Sales Tax Report**. In the example above, the authority name for the state may be "PA State" for the first tax calculation and "Philadelphia County" for the second calculation.

Tax %: Use these fields to set the Tax Percentage for the Component Types. For example, if you charge 7.5% sales tax on Merchandise, type "7.5" into the Merchandise field. If Freight is taxed at 4.5%, input "4.5" in the Freight field, etc. If the Component Type is not taxable, input a "0".

Total: Clicking the Total option will apply the specified Sales Tax Percentage to the total price of each Item. For example, if you are selling a couch for \$3500.00, then entire \$3500.00 should be taxed. Total is the most common taxing method.

Below: Clicking the Below option will apply the specified sales tax to the portion of the Item prices that is **less** than the amount entered in the **Below** field that appears to the right. In the couch example, if the Below amount is \$2000.00, only the first \$2000.00 of the full \$3500.00 will be taxed at the specified rate.

Between: Clicking the Between option will add sales tax to the Item for the portion of the Item price that falls **within the range** entered in the **Below** and **Above**. Again using the couch example, if the Below amount is \$1000.00 and the Above amount is \$3000.00, only \$2000.00 will be taxed at the specified rate.

Above: Clicking the Above option will apply the specified sales tax to the portion of the Item price that is **more** than the amount entered in the **Above** field. As a last example, if the Above amount is \$2000.00, only the final 1500.00 of the full \$3500.00 will be taxed at the specified rate.

Calculate on Unit Price Check Box: Clicking this option will apply sales tax to each Item/unit separately. Leaving this option unchecked will apply sales tax to the total price of all units combined. For example, assume two chairs are being sold for \$900.00 each. When this box is checked, sales tax will be calculated on \$900.00 (using the Above, Below, and Between settings) and then calculated on the \$900.00 again. The two amounts of tax will be added together. When the box is unchecked, then the tax will be calculated once on \$1800.00. This option is generally only needed when using an option other than Total.

Print Separate on Invoice: Using the Print Separate on Invoice option will display the portion of Sales Tax from this Tax Calculation on a separate line from the total Invoice Sales Tax on the Invoice documents.

Sales Tax Code Search Window

The **Sales Tax Code Search Window** is very similar to the Sales Tax Code Glossary. To select a Sales Tax Code, highlight the Tax Code and click on the **Choose** button. Unlike the Sales Tax Code Glossary, Sales Tax Codes cannot be deleted on this window. For detailed directions on creating a new Sales Tax Code, see the **Sales Tax Code Window**.



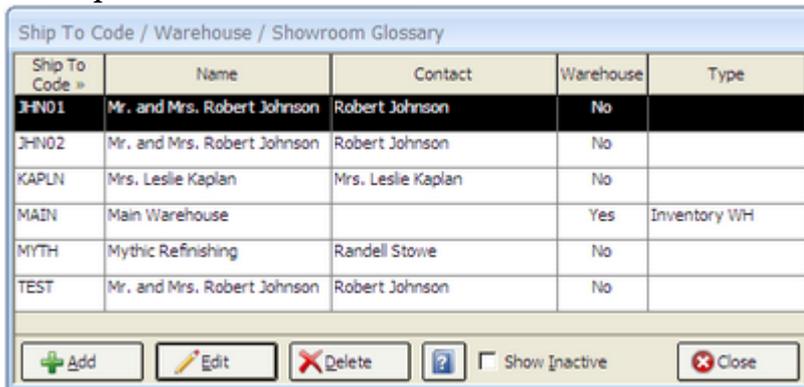
| Sales Tax Code » | State - County Name | State |
|------------------|---------------------|-------|
| OOS | Out Of State | OS |
| PA | Pennsylvania | PA |
| PHILA | Philadelphia County | PH |

Buttons: Add, Edit, Choose, Cancel

Ship To Codes / Warehouses / Showrooms

Ship To Code / Warehouse / Showroom Glossary Window

The **Ship To Code / Warehouse / Showroom Glossary Window** provides a complete list of all Ship To Codes, including the Name, Contact information, and Type, along with any Ship To Codes designated Warehouses. Ship To Codes can be assigned to Components in a Project, and to the Project itself, and represent the shipping address to be used on Purchase Orders. Warehouses are used to designate in which physical location Inventory Stock Items are located and the management of the transactions for such Inventory. Ship To Codes may be added, edited and deleted by clicking on the appropriate buttons at the bottom of the window. Clicking on the **Add** or **Edit** buttons will open the **Ship To Window**.



| Ship To Code » | Name | Contact | Warehouse | Type |
|----------------|-----------------------------|--------------------|-----------|--------------|
| JHN01 | Mr. and Mrs. Robert Johnson | Robert Johnson | No | |
| JHN02 | Mr. and Mrs. Robert Johnson | Robert Johnson | No | |
| KAPLN | Mrs. Leslie Kaplan | Mrs. Leslie Kaplan | No | |
| MAEN | Main Warehouse | | Yes | Inventory WH |
| MYTH | Mythic Refinishing | Randell Stowe | No | |
| TEST | Mr. and Mrs. Robert Johnson | Robert Johnson | No | |

Buttons: Add, Edit, Delete, Show Inactive, Close

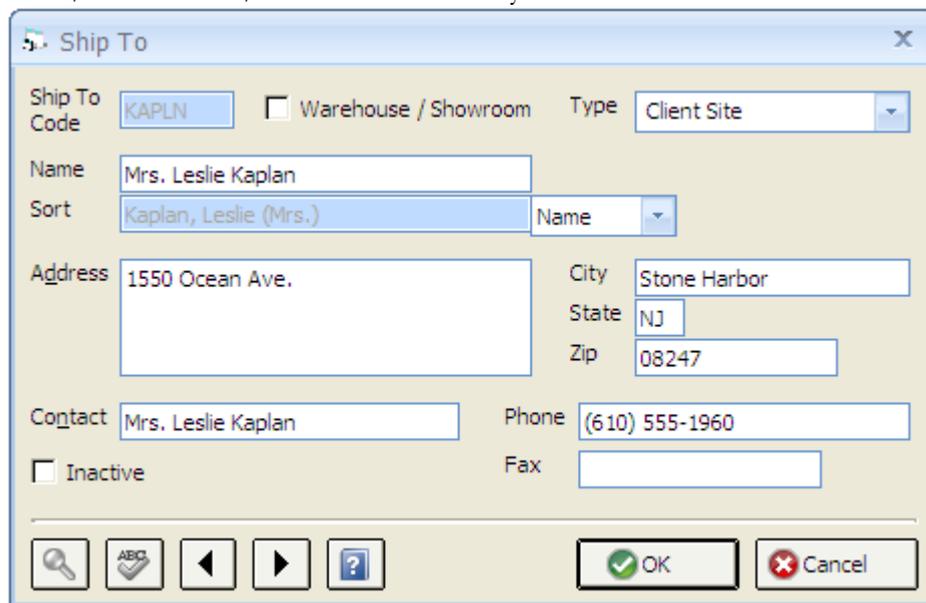
To delete a Ship To, highlight the entry and click on the **Delete** button. A Ship To / Warehouse cannot be deleted if it has been used on a Component in a Project, has been included on a Purchase Order, or has associated Inventory Transactions. A message will appear to alert you when this is the case. However, the Ship To / Warehouse can be marked **Inactive**. Doing so prevents the Ship To from appearing in the Ship To Code / Warehouse / Showroom Glossary and certain reports. In order to review a Ship To / Warehouse currently indicated as Inactive, click the **Show Inactive** option. To reopen an Inactive Ship To, click the Show Inactive option, edit the Ship To, and unselect the **Inactive** option on the **Ship To Window**.

Ship To Window

Clicking on the **Add** or **Edit** buttons on the **Ship To Code / Warehouse / Showroom Glossary Window** or **Ship To Code / Warehouse / Showroom Search Window** will open the **Ship To Window**. This window is used to enter shipping addresses to be used on Purchase Orders and to create Warehouse or Showroom locations to track Inventory. The Ship To Codes can be assigned to Components in a Project and to the Project itself. When entering Components into a Project, the system will use the default ship to as indicated on the **Project Window - Site / Ship To Tab** unless

you specify a different Ship To code for that particular Component. All Inventory transactions, including retrieving a Stock Item from Inventory for a Project, will require a Warehouse Code to be entered.

To add an entry, click the **Add** button and input the required information. To edit an entry, click the **Edit** button and alter the information as necessary. To change the designated Ship To / Warehouse Code, you must delete the entire entry and add a new entry. See the Delete function on the Ship To Code / Warehouse / Showroom Glossary Window.



Ship To Code: Assign a Code of up to five characters. Characters may be letters and/or numbers.

Warehouse / Showroom: Select this option if the address will be used as Warehouse for recording and monitoring Inventory activity. Only Ship To Codes designated as a Warehouse can be used when retrieving Stock Items from Inventory, purchasing or receiving Stock Items, recording Inventory Adjustments, etc.

Type: Ship To Codes / Warehouses can be categorized using the Type selection in any manner you see fit. You can add a new Type, "Client Site" for example, simply by entering it into Type field. After doing so, the "Client Site" selection will be available for all new Ship To Codes / Warehouses. The Type designation can be used to sort and limit Ship To / Warehouses on various reports and windows in Design Manager.

Name: Enter the Ship To / Warehouse Name in this field. You can type up to 40 characters. This is the name that will appear on Purchase Orders for this Ship To / Warehouse.

Sort: The Sort selection allows you to decide the alphabetical "order" in which you want to display the Ship To Name on the glossary and certain reports. "Company" will display the name exactly as it appears in the Name field. For instance, if the Ship To Name is "US Freight", the Company selection will display the name exactly as "US Freight". When "Name" is selected, Design Manager will attempt to reconfigure the Name with the surname of the individual before the first name. In this case, if the Ship To Name is "John Smith", the Name will be displayed as "Smith, John". "Manual" allows to configure the sort order of the Name in any manner you wish.

Address: Enter the Ship To Address, including **City**, **State**, and **Zip** code.

Contact: Enter any additional Ship To Contact Name in this field. This field can be left blank.

Phone: Enter the Ship To Phone Number in this field.

Fax: Enter the Ship To Fax Number in this field, if desired.

Inactive: If a Ship To / Warehouse has been included on a Purchase Order, been assigned to a Component, or has been used for Inventory transactions, but you no longer want to use the Ship To / Warehouse for future business, you can mark the Ship To Inactive. If this option is selected, the Ship To / Warehouse will not appear in the Ship To / Warehouse / Showroom Glossary nor on certain reports. To reopen an Inactive Ship To, click the **Show Inactive** option on the Ship To / Warehouse / Showroom Glossary Window, edit the Ship To, and unselect the Inactive option.

Ship To Code / Warehouse / Showroom Search Window

The **Ship To Code / Warehouse / Showroom Search Window** is very similar to the Ship To Code / Warehouse / Showroom Glossary. To select a Ship To Code, highlight the entry and click on the **Choose** button. Unlike the Ship To Code / Warehouse / Showroom Glossary, entries may not be deleted on this window.

| Ship To Code » | Name | Contact | Warehouse | Type |
|----------------|------------------------------------|-------------|-----------|------|
| BANK1 | First National Bank of Gardenville | Roger Smith | No | |
| BOBBI | Bob's Binding and Carpet Repair | | No | |
| KEYST | Keystone Warehousing | | Yes | |
| ROBE1 | Kenneth L Roberts | Ken | No | |
| ROBE2 | Kenneth L Roberts | Ken | No | |
| SHRM1 | A1 Showroom Doylestown Location | | Yes | |
| TEST | Kenneth L Roberts | Ken | No | |

Buttons: + Add, Edit, ? Help, Choose, Cancel

Specification Template Glossary

The **Specification Templates Glossary** provides a complete list of Specification Templates in Design Manager including the Specification Template Number and Description. Specification Templates are used to quickly input Specification Attributes and other properties on the **Item Window - Specification Information Tab**. Specification Templates may be added, edited and deleted by clicking on the appropriate buttons at the bottom of the window. Clicking on the **Add** or **Edit** buttons will open the **Specification Template Window**. To delete a Specification Template, highlight the entry and click on the **Delete** button.

| Template No. » | Description |
|----------------|-------------|
| 101 | Furniture |
| 102 | Case Goods |
| 301 | Carpet |

Buttons: + Add, Edit, X Delete, ? Help, X Close

Specification Template Window

Clicking on the **Add** or **Edit** buttons on the Specification Template Glossary Window will open the **Specification Template Window**. You must enter a unique **Specification Template Number (Template No.)** to identify the Specification Template. The **Template Description** is used to record short description or phrase to explain the use or purpose of the Specification Template. The **Attribute Titles** and **Descriptions** are used to create default values that will automatically be displayed on the Item Window - Specification Information Tab upon selecting the Specification Template. For example, various types of tables may be frequently sold by the company, requiring Specification Sheets to be generated. A Specification Template can be created to hold the various attributes that should be included on the Specification Sheet such as Dimension and Finish. The Specification Template Number could be "TABLE" with each desired attribute entered into the Attribute Titles such as "Dimensions", "Finish", "Color", etc while leaving the Attribute Descriptions empty. Upon using the Specification Template on the Item Window, the actual Dimensions, Finish, and Color would be recorded into the Descriptions.

The screenshot shows the 'Specification Template' window. At the top, there are input fields for 'Template No.' (containing '102') and 'Template Description' (containing 'Case Goods'). To the right is a checkbox labeled 'Material'. Below these is a section titled 'Attributes' containing a table with four columns: 'Title' and 'Description' repeated twice. The rows contain labels like 'Size:', 'Door Style:', 'Drawer Style:', 'Television Size:', 'Mini-Bar Size:', 'Hardware:', and 'Finish:'. At the bottom left is an 'Instructions' text area with a list of six numbered items. To the right of the instructions are formatting icons for Bold (B), Italic (I), Underline (U), and a color selection tool. At the very bottom are navigation icons (back, forward, search, help) and 'OK' and 'Cancel' buttons.

Any necessary remarks, notes, or other information can be entered into the **Instructions** field. For information on formatting the Instructions, see **Description/Note Formatting**. Setting a Specification Template as **Material** will automatically include the Item on the **Material Reference Report** once the Specification Template is used on the Item Window.

Time Activities

Time Activity Glossary Window

The **Time Activity Glossary** provides a complete list of all Time Activities including Time Activity Code, Name, and a Description of the Time Activity. A Time Activity is a task performed by an Employee of your company for a Client. Time Activities may be added, edited and deleted by clicking on the appropriate buttons at the bottom of the window. Clicking on the **Add** or **Edit** buttons will open the **Time Activity Window**. To delete an entry, highlight the entry and click on the **Delete** button.

| Time Activity | Time Activity Name | Description |
|---------------|--------------------------|--|
| CAD | CAD Design | CAD design work |
| PRELM | Preliminary Consultation | Initial consultation with the client to discuss the scope and nature of the project. |
| SHOP | Shopping with Client | Outting with client with the purpose of reviewing and purchasing merchandise. |

Show Inactive

Time Activity Window

Clicking on the **Add** or **Edit** buttons on the **Time Activity Glossary Window** or **Time Activity Search Window** will open the **Time Activity Window**. A Time Activity is a task performed by an Employee of your company for a Client. To add a Time Activity, enter a Time Activity Code, Time Activity Name, and a Description of the Activity. To edit an Activity Name or Description, type the new information into the appropriate field. To change a Time Activity Code, you must delete the entire entry and add a new Time Activity entry with the new Code. See the Delete function on the Time Activity Glossary Window.

5 Time Activity

Activity Code: Inactive

Activity Name:

Description:

B
I
U

Time Billing Rates

Use cost/rate of the Employee
 Always use the cost/rate entered below
 Use the cost/rate entered below only when this activity is on the Employee's exception list

Activity Code: Enter the Time Activity Code. This Code may be up to five letters or numbers. Use something descriptive that is easy to identify in the Time Activity Search Window.

Activity Name: Enter the Name of the Time Activity. The name may be up to 30 characters.

Description: Enter the Description of the Activity. When the Time Activity is selected on the **Time Entry Window**, the Description will appear in the Billing Description of the Time Entry. Of course, the Description can then be modified or removed as desired. For formatting options for the Activity Description, see **Description/Note Formatting**.

Time Billing Rates: There are three options for defaulting the Cost and Rate per hour when defining a Time Activity:

Use Cost/Rate of the Employee: When this option is chosen, the Cost and Rate will come from the Cost and Rate of the Employee or Employee Time Exception if the Time Activity is included on the Employee Time Exception list. For more information on entering time billing Cost and Rates by Employee, see the *Employee / Manager / Salesperson Window - Time Tab*.

Always use the Cost/Rate Entered Below: When this option is selected, Cost and Rate fields will appear to enter the Cost and Rate for each of the three Time Billing Tiers. Which Time Billing Tier that Design Manager will use for a particular Project is determined by the **Time Billing Tier** on the **Project Window - Defaults Tab**. When selecting a Time Activity with this option when adding Time Entries, all Cost and Rate information associated with the Employee or Employee Time Exceptions will be ignored.

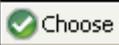
Always use the Cost/Rate Entered Below Only When This Activity is on the Employee Exception List: When using this option, Cost and Rate fields will appear to enter the Cost and Rate for each of the three Time Billing Tiers. Which Time Billing Tier that Design Manager will use for a particular Project is determined by the **Time Billing Tier** on the **Project Window - Defaults Tab**. The Costs and Rates entered for this option will only be used when the Time Activity is included on the Employee's Time Exception list. See the **Employee / Manager / Salesperson Window - Time Tab** for more information on Time Exceptions. This option lets you control the Cost and Rate from the Time Activity for Employee's that have a Time Exception to the Cost and Rate. This way, you do not have to edit the Time Exception list of each Employee if the Time Exception Cost or Rate changes.

Time Activity Search Window

The **Time Activity Search Window** is very similar to the Time Activity Glossary. To select a Time Activity, highlight the Activity and click on the **Choose** Button. Unlike the Time Activity Glossary Window, entries may not be deleted on this window.

| Time Activity | Time Activity Name | Description |
|---------------|--------------------|--|
| CLERI | Clerical | Perform clerical duties associated with the project. |
| DESIG | Design | Create and prepare design for project. |
| DRAFT | Drafting | Blueprint preparation and drafting services. |
| MEETG | Meeting | Meeting with client. |

 Add
 Edit

 Choose
 Cancel

Vendors

Vendor Glossary Window

The **Vendor Glossary Window** provides a complete list of all Vendors including the Vendor Name, Code, Payee Name, Type, and Category. A Vendor is a company or individual that provides merchandise or services to your company. Examples of Vendors are companies that you buy merchandise from to resell to Clients, your telephone company, and the credit card company that you use. Clicking on the **Add** or **Edit** buttons will open the **Vendor / Payee Window** where you can add new Vendors or change the information for existing Vendors. Click the **Status** button to display the Vendor Status Window for the selected Vendor.

| Vendor Code | Vendor Name | Payee Name | Type | Category |
|-------------|--------------------------------|--------------------------------|------|----------------|
| B&S | Bath and Kitchen Studio | Bath and Kitchen Studio | | BATHROOM |
| BRUNS | BRUNSWIG & FILS | BRUNSWIG & FILS | | FURNITURE |
| COUNT | Country Living | Country Living | | ACCESSORIES |
| EPIC | Epic Furniture | Epic Furniture | | FURNITURE |
| FEDEX | Federal Express | Federal Express | | SHIPPING |
| GRAND | Grand Furniture | Grand Furniture | | FURNITURE |
| HERMM | Herman Miller | Herman Miller | | |
| IRON | Ironworks | Ironworks | | FURNITURE |
| K&M | K & M, LLC. | K & M, LLC. | | EXPENSES |
| MYTH | Mythic Refinishing | Mythic Refinishing | | FINISHING |
| OCEAN | Ocean Furniture | Ocean Furniture | | FURNITURE |
| PILL | Pillows and More | Pillows and More | | ACCESSORIES |
| REST | Restaurants - any meal expense | Restaurants - any meal expense | | EXPENSES |
| RUST | Carolina Rustica | Carolina Rustica | | FURNITURE |
| STAPL | Staples | Staples | | OFFICESUPPLIES |
| STEEL | Steelcase | Steelcase | | |
| UPS | United Parcel Service | United Parcel Service | | SHIPPING |

To delete a Vendor, highlight the entry and click on the **Delete** button. A Vendor cannot be deleted if it has been used on a Component in a Project or has any accounting activity, such as a Vendor Invoice, associated with it. A message will appear to alert you when this is the case. However, the Vendor can be marked **Inactive**. This means that the Vendor will no longer appear in the Vendor Glossary Window or certain reports. In order to review the Vendors currently indicated as Inactive, click the **Show Inactive** option. To reopen an Inactive Vendor, click the Show Inactive option, edit the Vendor, and unselect the **Inactive** option on the **Vendor / Payee Window - Vendor Tab**.

Vendor / Payee Window

Clicking on the **Add** or **Edit** buttons on the **Vendor Glossary Window** or **Vendor Search Window** will open the **Vendor / Payee Window**. A Vendor is a company or individual that provides merchandise or services to your company, which you, in turn, sell to your Clients. A Vendor may also include any entity to which you pay bills (i.e. landlord for rent, credit cards, car leases, etc.) This window is divided into five tabs for entering Vendor information: **Vendor**, **Payee**, **Defaults**, **Notes/Information**, and **Insurance**.

Vendor / Payee Window - Vendor Tab

The **Vendor Tab** is the first tab on the Vendor / Payee Window. To add a Vendor, enter a Vendor Code and all other required information into the appropriate fields. To edit an entry, type in the new information. To change a Vendor Code, you must delete the entire entry and add a new entry. See the Delete function on the Vendor Glossary Window.

The screenshot shows a 'Vendor / Payee' dialog box with the following fields and values:

- Code:** FINEL
- Type:** FABRICS
- Name:** Fine Linens
- Sort:** Fine Linens
- Address:** 123 West Market St., Newtown, PA, 18940
- Contact:** John Banner
- Phone:** (555) 555-1212
- Fax:** (555) 555-1313
- EIN:** 55-5555555
- Account No.:** B4545
- 1099:** MISC - Nonemployee Con
- Category:** WHOLESALE
- Print Account No. On Check:**
- Inactive:**
- Create Ship To:**

Code: This Code is used to designate a particular Vendor. It must be a unique series of up to five letters or numbers. You may use the first few letters of the name of the Vendor for the Vendor Code.

Name: Type the Name of the Vendor into this field. You can type up to 40 characters. This is the name that will appear on Purchase Orders for this Vendor. If the Vendor has a different name that needs to be printed on Checks issued to them, use the **Payee Tab** to enter the alternate name.

Type: Vendors can be categorized using the Type selection in any manner you see fit. You can add a new Type, "Contractor" for example, simply by entering it into Type field. After doing so, the "Contractor" selection will be available for all new Vendors. The Type designation can be used to sort and limit Vendors on various reports and windows in Design Manager.

Sort: The Sort selection allows you to decide the alphabetical "order" in which you want to display the Vendor Name on the glossary and certain reports. "Company" will display the name exactly as it appears in the Name field. For instance, if the Vendor Name is "Custom Couches", the Company selection will display the Name exactly as "Custom Couches". When "Name" is selected, Design Manager will attempt to reconfigure the Name with the surname of the individual before the first name. In this case, if the Vendor Name is "John Smith", the Name will be displayed as "Smith, John". "Manual" allows to configure the Sort order of the Name in any manner you wish.

Address: Type the Address, including **City, State** and **Zip** code of the Vendor. This is the address that will appear on Purchase Orders for this Vendor. If you need an alternate address to appear on Checks written to this Vendor, use the Payee Tab.

Contact: The Contact is for the name of the primary individual with whom you communicate when contacting this Vendor. Up to 40 characters may be used. Additional contacts, phone numbers, etc. can be entered using the **Notes/Information Tab**.

Phone: Type the telephone number of the Vendor into this field.

Fax: Type the fax number, if available, of the Vendor into this field. The Fax must be filled in if you intend Design Manager to fax Purchase Orders to the Vendor.

EIN: The government-issued Employer Identification Number of the Vendor can be entered in this box. The EIN is generally an 11-character code used by the government in tracking sales tax information. For corporations and partnerships the EIN number is in the format ##-#####

and for individuals or proprietorships it is a Social Security number in the format ###-##-####. You should enter the "-" shown in the examples so it will print on the 1099 forms in the desired format. This information is necessary only if you are required to create a 1099 form for this Vendor.

1099: Use this selection to indicate that this vendor is to receive a 1099, what type of 1099, and which box on the form the amount will appear. Design Manager supports 1099-MISC and 1099-INT. You should contact your accountant if there is any question on how to set this field. Should payments to a single vendor need be split into more than one box on the form another vendor should be created (one for each type of payment).

Account Number: Use this field to enter an account number that your Vendor may issue to you. For example, if the Vendor were a credit card company you would enter your credit card number here. The Account Number will automatically print on Purchase Orders issued to this Vendor. This field is optional and can contain up to 20 characters.

Print Account No. on Check: Select this option if you would like the Account Number to print on Checks issued to the Vendor.

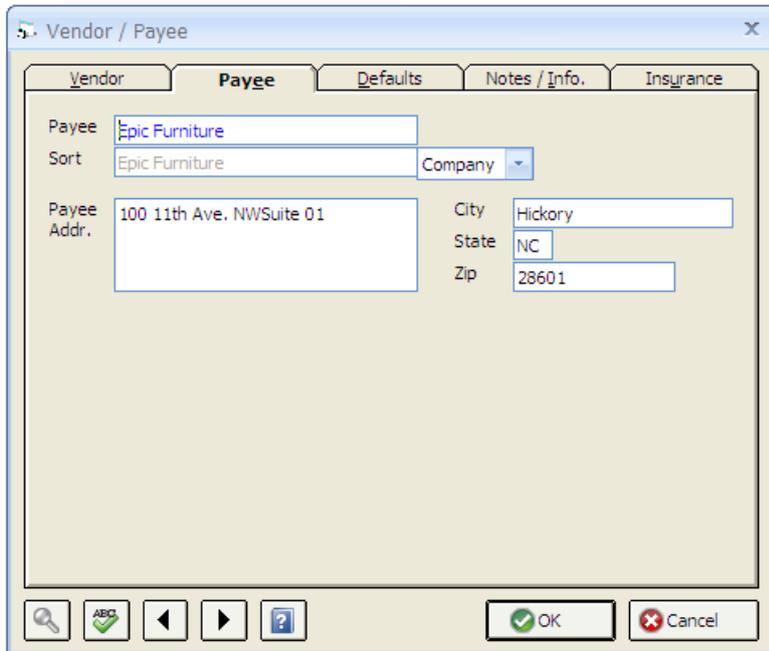
Category: This field can contain a descriptive term, up to 20 characters, for the type of goods or services that this Vendor provides. To search for a list of Categories used on other Vendors, click on the **Search** button. This will open the **Vendor Category Search Window**. Examples can be detailed such as Furniture, Fabrics and Lighting or more general as Operating or Vendor. The **Vendor Glossary Window** and certain reports can be sorted by the Vendor Category.

Inactive: If a Vendor still has accounting activity in the General Ledger, but you no longer want to use the Vendor, you can mark the Vendor Inactive. If this option is checked, the Vendor will not appear in the Vendor Glossary nor on certain reports. To reopen an Inactive Vendor, click the **Show Inactive** option on the Vendor Glossary Window, edit the Vendor, and unselect the Inactive option.

Create Ship To: This button creates a Ship To Code with the same Code as the Vendor along with the Vendor's Name and Address information into the **Ship To Code Glossary**. Using this function is convenient if you frequently ship merchandise to this Vendor from other Vendors such as shipping a couch to an upholsterer.

Vendor / Payee Window - Payee Tab

The **Payee Tab** is the second tab on the Vendor / Payee Window. If an alternate name or address is required to appear on Checks paid to a Vendor, then that information is entered here. If the Vendor Name and Address are identical to the Payee Name and Address, any changes to the Vendor information will automatically change the Payee information.



Payee: This field should contain the name of the individual or company who will be receiving payments for goods or services or ,simply, the name that will print on Checks issued to this Vendor. The Payee can be up to 40 characters. The information on this tab is automatically defaulted from the Vendor Name and Address from the Vendor Tab until it is subsequently changed. If there is no alternate Payee, do not make changes to this information. As long as the information on the two tabs is identical, Design Manager will automatically synchronize the information when the Vendor Name and/or Address information from the Vendor Tab is changed. Once two addresses become different in any way, both must be changed separately.

Sort: The Sort selection allows you to decide the alphabetical "order" in which you want to display the Payee Name on the glossary and certain reports. "Company" will display the name exactly as it appears in the Payee field. For instance, if the Payee Name is "Custom Couches", the Company selection will display the Payee exactly as "Custom Couches". When "Name" is selected, Design Manager will attempt to reconfigure the Payee with the surname of the individual before the first name. In this case, if the Payee Name is "John Smith", the Payee will be displayed as "Smith, John". "Manual" allows to configure the Sort order of the Payee in any manner you wish.

Payee Address: Enter the Payee Address, including **City**, **State** and **Zip** code.

Vendor / Payee Window - Defaults Tab

The third tab on the Vendor Window is the **Defaults Tab**. Here the information is used as default or initial values on Components, Purchase Orders, and Vendor Invoices for the respective Vendor.

Note: Changing these values will **only** affect **new** Components, Purchase Orders, and Vendor Invoices. Design Manager will **not** go back and update any accepted Purchase Orders, etc.

Purchase Order (PO) Terms: The Purchase Order Terms is an optional field that can be used to record any text that describes the payment terms given by your Vendor. Examples may be "Net 30 Days" or "Due Upon Receipt". This field will print in the header of the Purchase Order and may be up to 20 characters.

Do Not Allow on Specifications, Stock Items, or Purchase Orders: Use this option to prevent the Vendor from being assigned to a Component or Inventory Stock Item nor to allow Purchase Orders to be created for any Component or Stock Item that has had the Vendor assigned prior to this option being selected. The Do Not Allow on Specifications, Stock Items, or Purchase Orders is intended to prevent Vendors used solely for recording expenses or other non-purchasing purposes from being inadvertently selected when specifying or adding Inventory.

Deposit %: Enter a percentage in this field if a Vendor requires a Deposit to be sent to them for ordered merchandise or services. For example, if "50" is entered and you purchase a chair for \$200.00, then Design Manager will calculate a \$100.00 Deposit to be sent with the Purchase Order for the chair. The Deposit Percentage may be overridden for each Component on the **Component Window - Component Tab**.

Deposit Applies To: An option exists for each Component Type except Time for the Deposit Applies To selection. Select each Type for which the Vendor requires a Deposit. The Deposit Percentage will be applied to all Components of the selected Types in order to calculate the total Deposit required by the Vendor.

Purchase Order (PO) Ship Via: This field is used to record the desired methods of shipment (ex. UPS Ground) that a Vendor is to use when shipping merchandise. This field is optional and may contain up to 20 characters. The Purchase Order Ship Via prints on each Purchase Order and can be changed for each Purchase Order immediately before printing on the **Edit Generated PO Window**.

Expense Account: This field should contain the General Ledger Account Number that is used to record purchases from a Vendor. *This is an optional Account that is only used for Vendors such as a telephone, credit card, or electric company!* For example, for a telephone company this field should contain a telephone Expense Account Number. When entering the Operating Expense, this Account will be selected automatically upon using this Vendor. To find an Account Number, click on the **Search** button. The Account is usually an Expense or a Cost of Goods Sold Account. However, if the Vendor is your credit card company, you may find it convenient to input the Credit Card Liability Account associated with the credit card company to facilitate payment.

Leave the Expense Account blank for any Vendor from which you order Project-related merchandise (i.e., goods that you resell to the Client).

Payment Due Days: This field should contain the maximum number of days the Vendor allows in order to receive payment on an invoice for a given order or service. For example, if the Vendor's terms were "Net 30 Days", this field would contain "30". When recording an Invoice from this Vendor, the **Due Date** will be calculated automatically by adding the Payment Due Days to the Invoice Date entered. The Due Date is used to automatically selecting Payable for which to generate a Check.

Days To Take Discount: Certain Vendors will deduct a percentage of the cost if payment is made to them in a timely fashion. If applicable, this field should contain the number of days that the Vendor allows to receive payment in order to receive a discounted cost. For example, a Vendor may offer a 1.5% discount if payment is made within 10 days of the receipt of an invoice. In this case a "10" would be entered in this field.

Discount %: This field holds the discount percentage offered by a Vendor for early payment. In the example above, this field would contain a "1.5". The discount amount can be overridden when entering each Vendor Invoice.

Buying Terms: The three optional buying term fields hold percentages that are used to calculate the cost of goods based upon the list or retail price of merchandise from a Vendor. The Vendor generally provides these terms to you. Leave these fields blank if you do not use this method for calculating costs. These terms default over to the Component Window in the Projects and Specifications section when selecting to use buying terms.

Fax Purchase Orders (POs): If Design Manager is to fax Project and Inventory Purchase Orders to this Vendor using the **Purchase Order Faxing and Batch E-mailing** system, select this option.

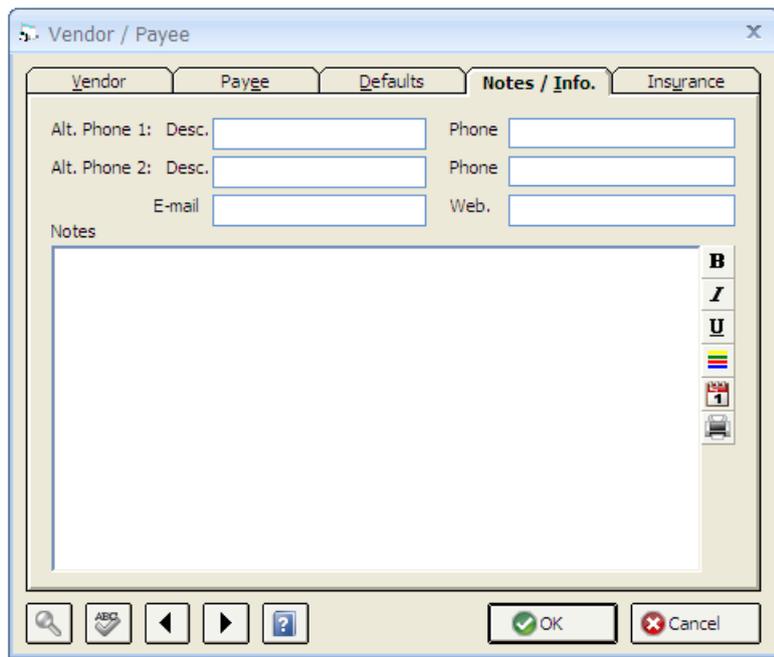
Fax Dial String: The Fax Dial String defaults from the Vendor Phone number on the Vendor Tab. This is the number Design Manager will dial when using the Purchase Order Faxing and Batch E-mailing system to fax Purchase Orders to the Vendor. If any additional numbers are required, to activate the fax machine or software, for instance, add them to beginning and/or end of the Fax Dial String as necessary.

Email Purchase Orders (POs): If Design Manager is to e-mail Project and Inventory Purchase Orders to this Vendor using the **Purchase Order Faxing and Batch E-mailing** system, select this option.

For a full description of faxing and e-mailing Purchase Orders in Design Manager, see **Faxing and Batch E-mailing Purchase Orders**.

Vendor / Payee Window - Notes/Information Tab

The fourth tab on the Vendor / Payee Window is the **Notes/Information Tab**. Here additional contacts and phone numbers may be entered. There is also a large area reserved for Notes. When any information has been entered on this tab, an asterisk will appear before the tab title (*Notes/Info.) to alert that such information is available.



Alternate Phone 1 (Alt. Phone 1)

Description (Desc.): This field can contain a name or phrase that describes the telephone number immediately to the right (ex. "beeper number", "cellular number", or the name of another contact at the Vendor). This field can be up to 30 characters.

Phone: Type the telephone number of the alternate name or description listed to the left of this field.

Alternate Phone 2 (Alt. Phone 2)

Description (Desc.): This field can contain a name or phrase that describes the telephone number immediately to the right (ex. "beeper number", "cellular number", or the name of another contact at the Vendor). This field can be up to 30 characters.

Phone: Type the telephone number of the alternate name or description listed to the left of this field.

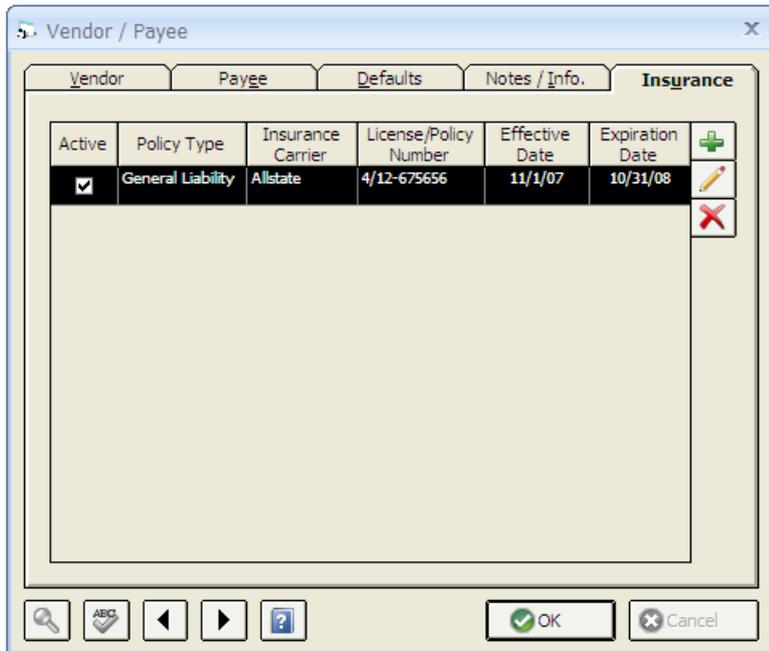
E-mail: If desired, type the e-mail address of the Vendor into this box. When reprinting a Purchase Order to e-mail to the Vendor, the "Send To" on the e-mail will default to this address. The e-mail address may be up to 50 characters.

Web: If desired, the website of the Vendor may be entered in this field. The website may be up to 50 characters.

Notes: Any additional information may be entered into this field. A large amount of information can be entered here to handle any notes or references you might have for the Vendor. To search for commonly used Remarks, click on the **Search** button while the cursor is in the Notes field. This will open the **Remarks/Notes Search Window**.

Vendor / Payee Window - Insurance Tab

The fifth tab on the Vendor / Payee Window is the **Insurance Tab**. On this tab, **Vendor Insurance Policies** can be added, edited, and deleted for the Vendor. Vendor Insurance Policies are used predominantly for contractors and allow the user to monitor if the Vendor is insured for particular work. If a Vendor has an expired Insurance Policy, the user will be warned when adding Vendor Payables for the particular Vendor.

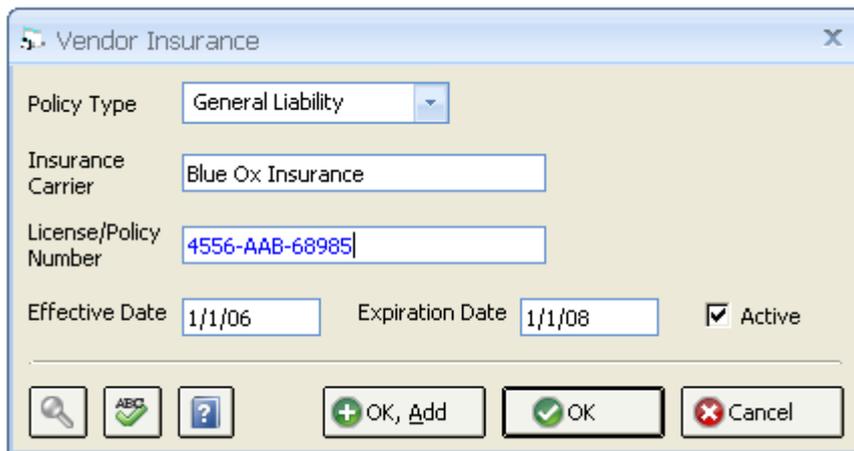


The **Vendor Insurance Policies Grid** displays the **Policy Type**, **Insurance Carrier**, **License/Policy Number**, **Effective Date**, and **Expiration Date** for the Insurance Entry. An Insurance Policy can also be set as **Active** or **Inactive** by selecting or deselecting the **Active** column, respectively. As these columns are derived from the **Vendor Insurance Window** they will be described in greater detail in the discussion of that window below.

To create or revise an Insurance Policy, click the **Add** or **Edit** buttons, respectively, to display the Vendor Insurance Window. To remove an Insurance Policy, click the **Delete** button.

Vendor Insurance Window

The **Vendor Insurance Window** is used to record insurance policy information for a particular Vendor and is accessed by clicking the **Add** or **Edit** buttons on the **Vendor / Payee Window - Insurance Tab**.



Select the type of Insurance Policy in the **Policy Type** menu which has the following options: **General Liability**, **Workers Compensation**, **Occupational License**, **Certification of Exemption**, and **Other**. Input the insurance company and policy number into the **Insurance Carrier** and **License/Policy Number** fields, respectively. If the Insurance Policy has a date of inception, enter the date into the **Effective Date** field. The ending date of the Insurance Policy should be entered into the **Expiration Date** field. The **Active** option determines whether or not the Insurance Policy is currently being used. For example, if a Vendor has had an Insurance Policy renewed and provides the information, enter a new Insurance Policy but don't set it as Active until the Effective Date.

If the Vendor has an Active policy, but the Expiration Date has been passed, upon entering all Vendor Payables for the Vendor, the user will be warned that the Insurance Policy has expired.

Vendor Status Window

Clicking on the **Status** button on the **Vendor Glossary Window** will display the **Vendor Status Window** for the Vendor currently selected on the **Vendors Grid**. The Vendor Status Window displays a wide variety of purchasing and accounting information in both summarized and detail formats. The window is divided into two tabs: **Summary** and **Detail**.

Vendor Status Window - Summary Tab

The **Summary Tab** of the Vendor Status Window displays condensed information for the Vendor.

The screenshot shows the 'Vendor Status' window with the 'Summary' tab selected. The vendor is 'GRAND' (Grand Furniture). The data is as follows:

| Category | Value |
|---------------------------------|-----------------|
| Open POs | 3,542.36 |
| Open Vendor Deposits | 1,347.00 |
| Future Due | 2,195.36 |
| Gross Vendor Invoices | 2,865.00 |
| Deposit Applied | 2,032.00 |
| Net Invoices | 833.00 |
| Total Payable/Paid | 4,212.00 |
| Current Accounts Payable | 2,865.00 |
| Accounts Payable on Hold | 2,032.00 |
| Year-to-Date Purchases | 4,212.00 |
| Prior YTD Purchases | 0.00 |

Open Purchase Orders (Open POs): The total **Estimated Cost** of all "open" Purchase Orders for the Vendor. The Estimated Cost is recorded on the **Component Window - Component Tab**.

Note: If a single Component has been included on more than one open Purchase Order, its Estimated Cost will be included multiple times. This amount will also correspond to the total **Estimated Cost** on the **Open Purchase Orders Report** for the Vendor. For more information on how Purchase Orders are determined to be open or closed, see the **Company Advanced Options Window - PO Tab** and the **Purchase Order Status Window**.

Open Vendor Deposits: The total of all **Vendor Deposits** recorded through **Vendor Deposits, Invoices, and Operating Expenses** for the Vendor that are currently "open" or not yet applied to a Vendor Invoice. This amount will also correspond to the total **Amount** on the **Open Vendor Deposits Report** for the Vendor. For more information on Vendor Deposits, see **Deposit for a Project Purchase Order** and **Deposit for an Inventory Purchase Order**.

Future Due: Open Purchase Orders less Open Vendor Deposits.

Gross Vendor Invoices: The total of all Vendor Invoices on Project Purchase Orders, Vendor Invoices on Inventory Purchase Orders, and Operating Expenses recorded through Vendor Deposits, Invoices, and Operating Expenses for the Vendor prior to any Vendor Deposit being applied. For more information on Vendor Invoices, see Vendor Invoice for a Project Purchase Order, Vendor Invoice for an Inventory Purchase Order, and Operating Expenses or Miscellaneous Bill.

Deposit Applied: The total of any Vendor Deposits that were applied towards Vendor Invoices on Project and Inventory Purchase Orders for the Vendor.

Net Invoices: The Gross Vendor Invoices less the Deposit Applied. This amount will correspond to the **Net Amount** column on the **Vendor Deposits, Invoices, and Operating Expenses Window - Existing Tab** for all Vendor Invoices on Project and Inventory Purchase Orders and Operating Expenses for the Vendor.

Total Payable/Paid: The sum of the Open Vendor Deposits and Gross Vendor Invoices. The Total Payable amount represents all purchases already recorded for the Vendor plus prepayments for future purchases.

Current Accounts Payable: The total of all Vendor Invoices on Project Purchase Orders, Vendor Invoices on Inventory Purchase Orders, and Operating Expenses for which payment has not yet been sent to the Vendor. This amount will correspond to the Total Due on the Aged Accounts Payable Report for the Vendor.

Accounts Payable on Hold: The sum of all unpaid Vendor Invoices, Deposits, and Operating Expenses that are currently designated as on **Hold** on the **Checking Window - Pay/Print Tab**.

Year-to-Date Purchases: The total of all **Vendor Invoices, Deposits, and Operating Expenses** that have been recorded for the Vendor this calendar year. **Note:** This figure includes both paid and unpaid Invoices, Deposits, and Operating Expenses.

Prior Year-to-Date Purchases (Prior YTD Purchases): The total of all **Vendor Invoices, Deposits, and Operating Expenses** that have been recorded for the Vendor the prior calendar year. **Note:** This figure includes both paid and unpaid Invoices, Deposits, and Operating Expenses.

Vendor Status Window - Detail Tab

The **Detail Tab** of the Vendor Status Window displays detailed information regarding all fiscal transactions for the Vendor.

| Date < | Trans. # | Fisc. Mo. | Type | PO # | Inv. PO # | Vendor Inv. # | Ck. # | Amount |
|---------|----------|-----------|---------------|------------|-----------|---------------------------|-------|----------|
| 7/9/09 | 10092 | 07/2009 | Project PO | JHN02-0001 | | 2486211 | | 833.00 |
| 6/10/09 | 10017 | 06/2009 | Hand Check/WT | KAPLN-0002 | | | 00274 | -709.59 |
| 6/10/09 | 10068 | 06/2009 | Deposit | KAPLN-0002 | | Deposit on PO# KAPLN-0002 | | 709.59 |
| 6/7/09 | 10016 | 06/2009 | Hand Check/WT | JHN02-0002 | | | 00275 | -637.41 |
| 6/7/09 | 10066 | 06/2009 | Deposit | JHN02-0002 | | Deposit on PO# JHN02-0002 | | 637.41 |
| 5/3/09 | 10021 | 05/2009 | Deposit | JHN02-0001 | | Deposit on PO# JHN02-0001 | | 2,032.00 |

The **Show Open/Available Only** option determines whether or not the **Vendor History Grid** displays information regarding **all** transactions for the Vendor or only payable not yet paid in full (or otherwise closed) and available Vendor Deposits. The option is **not** selected by default. The **Type** menu can be used to narrow the scope of the information displayed on the Vendor History Grid to all Purchases, a particular genre of purchase, or Checks (Disbursements).

Selecting a transaction on the grid and clicking the **Go To** will display either the **Vendor Deposits, Invoices, and Operating Expenses Window - Existing Tab** for all payables or **Checking Window - Checkbook Tab for Checks**, positioned to the transaction in question.

The **Detail** button will display the **Check Detail Window** for a selected Check or the **Check / Vendor Invoice Detail Window** for any payable transactions.

Vendor / Payee Search Window

The **Vendor / Payee Search Window** is very similar to the Vendor / Payee Glossary. To select a Vendor, highlight the Vendor and click on the **Choose** button. Unlike the Vendor Glossary Window, entries may not be deleted on this window.

| Vendor Code > | Vendor Name | Payee Name | Type | Categ |
|---------------|---------------------------------|---------------------------------|------|---------|
| ANTHE | Anthem Health | Anthem Health | | OPERATI |
| AT&T | AT&T | AT&T | | OPERATI |
| BANK1 | Bank 1 | Bank 1 | | |
| BOBBI | Bob's Binding and Carpet Repair | Bob's Binding and Carpet Repair | | PROFSE |
| DESTI | De Stijl Corporation | De Stijl Corporation | | OPERATI |
| DGLAS | Bucks County Glass Company | Bucks County Glass Company | | |
| FEDEX | Federal Express Corporation | Federal Express Corporation | | OPERATI |

Buttons: + Add, Edit, One Time, ?, Choose, Cancel

It is sometimes necessary to generate a payment for a company or individual that you do not want included on your Vendor Glossary as you will not be doing business with them on a regular basis. Such entities are referred to as **One Time Vendors** in Design Manager. To create a One Time Vendor, launch the Vendor / Payee Search Window while enter the Vendor Payable, usually an Operating Expense, and click the **One Time** button.

One Time Vendor

Vendor

Code: +0001

Name: Jim Bond

Sort: Jim Bond Company

Addr.: 854 S. Hampton St. City: Allentown State: PA Zip: 19852

Buttons: Search, ABC, ?, + OK, Add, OK, Cancel

On the **One Time Vendor Window**, you'll notice a special Vendor code has been created automatically. You can input the Name and Address information, if desired, of the individual and business. One Time Vendors can be made **Inactive** after you have finished you have concluded your business with them. For more information on making a Vendor Inactive, see *Vendor / Payee Window - Vendor Tab*.

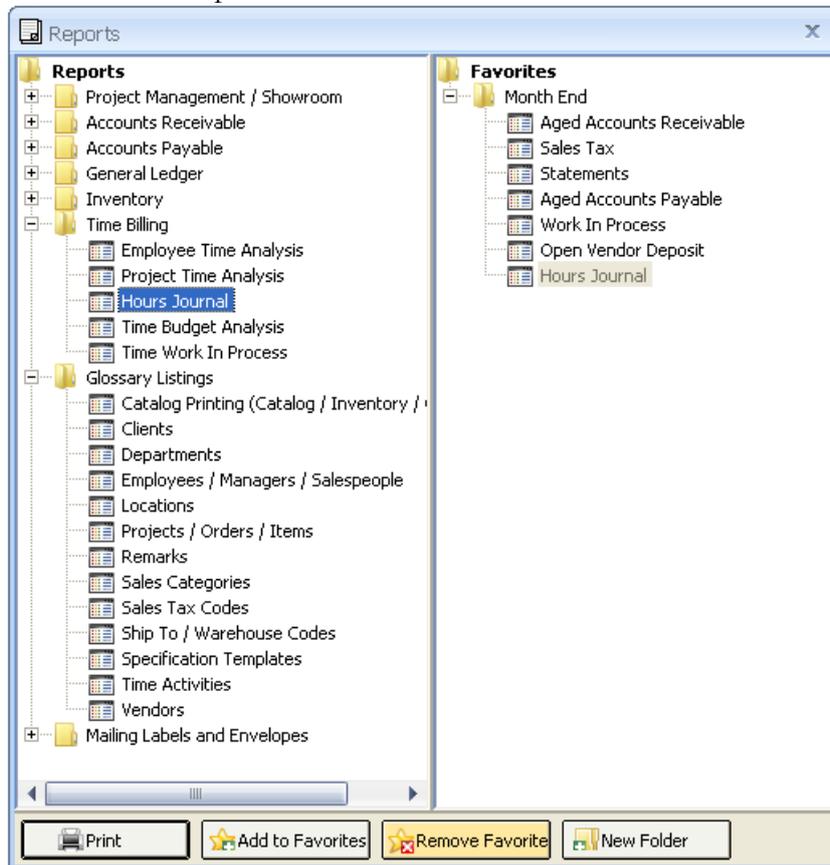
Reports

The Reports Window can be accessed by clicking the Reports Button on the toolbar.



This window provides access to dozens of different reports with thousands of combinations for analyzing data. Reports are divided into several categories: **Project Management / Showroom**, **Accounts Receivable**, **Accounts Payable**, **General Ledger**, **Inventory**, **Time Billing**, **Glossary Listings**, and **Mailing Labels and Envelopes**.

This window is split into two sections.



The left section displays a tree diagram used to display the list of available reports for each section of the software. Click on the plus (+) sign to the left of the section's folder. To select a report, highlight the report and click on the **Print** button in the lower right corner. This will open the printing options window for each report, where you may select different ranges and options for how the report will print. Each report has its own set of ranges and options for printing, and can be printed to the window or the printer. For more information on ranges, see **Report Ranges**.

The right section or **Favorites** section can be used to maintain a list of commonly used reports or reports that you wish to remember. To add a report to the Favorites section, highlight the report on the left side and click the **Add to Favorites** button. To remove a report from the favorites, highlight the report on the right side and click the **Remove Favorite** button. You can also organize your favorites list by adding new folders. To add a new folder, click on the **New Folder** button. To add a report to the new folder, highlight the folder before using the Add to Favorites button.

Report Ranges

Most reports in Design Manager offer a set of ranges and printing options, which allow you to customize how each report will print. A range is a set of fields that designates a starting point and an ending point to display data. For example, typing "A" in the first field of Client Range and then typing "CZZZZ" into the second field will select only those clients that have a code that start with the

letters A, B, or C. Any range that is left blank is ignored and will select all records. Some common ranges and options are explained below. More specific ranges and options can be found on the actual report windows.

Date Ranges: Most reports have a date range for entering specific dates for which the report will print. Enter starting and ending dates in the form of MM/DD/YY. To print a report for a specific date, enter the date into the starting and ending date fields. To print the report from a specific date to the present date (including all future records), enter the starting date and leave the ending date blank. To print a report up to and including a date, leave the first field blank. To print the report for all records, leave both fields blank. Date ranges will be specific to the type of report you are printing (i.e. Ordered Date, Entry Date, Expected Ship Date, etc.). To view the **Date Search Window**, place the cursor in a date field and click on the **Search** button.

Code Ranges: Most reports have one or more code ranges for entering specific codes for which to print the report. To print the report for a single code, type the selected code into the starting and ending code fields. To print the report for all codes in the system, leave both fields blank. To print a report up to and including a particular code, leave the first field blank. To print the report from a specific code through all remaining codes, enter the starting code and leave the ending code blank. To search for a code, place the cursor in a code field and click on the Search Button in the lower left corner. Code ranges will be specific to the type of report you are printing (i.e. Project Code, Vendor Code, Location Code, etc.).

If you have numeric codes in the system, they will be sorted alphabetically starting with the number zero. For example, the code 01000 will come before the code 10. Letters of the alphabet may also be entered instead of codes (i.e. A – M). Reports will print up to, not up through the ending letter. Therefore, if you want a report to print all of the codes that begin with M, you should enter A – MZZZZ or A – N into the starting and ending ranges.

Report Version: Many reports offer both a summary and a detail version of the report. The summary version provides a condensed version of the report, while the detail version provides more comprehensive information. Each report will default to print the summary version of the report. To print the detail version, simply select the Detail option.

Help on Individual Reports

A written description of each individual report is available by using the Help System. Call up the report's print window and click on the **Help** button  on the tool bar across the bottom of the window.

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