TRANSMATE
Transport Management Software
FREIGHTMATE · FLEETMATE · PAYMATE · STOREMATE · DISPATCHMATE

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STOREMATE

Information supplied by Norcom Information Technology or associates is only intended as general information. You should not rely on it for the particular circumstances of your own situation. You should seek expert legal or accounting advice about any matter that is covered in this manual.

Contents

Overview

Storemate is a simple to use contract warehouse management system allowing for the recording inward and outward movements for a storage facility and the resultant charging for the storage and handling of the product.

The system can cater for the storage of multiple products for customer, with different customers storing the same product. Charges are automatically calculated by date range allowing for the storage charges to be calculated for any period. Additional charges can be added to the storage invoice.

Stock reporting is available for the tracking of product through the store.

Storemate can operate stand-alone or can integrate into Accountmate for debtors, creditors and general ledger reporting.

To set up the system for usage you must firstly setup the master files in the file and utilities menus. This include customers, products, pricing for storage and handling charges, general ledger chart of accounts, route codes, sender/receiver locations and locations within the store. In the utilities menu you will need to enter details on your company, departments within the company, charge codes for identifying the unit of measure for charging, pallet types and customer types for identifying different customer categories.

Once you have setup your basic information in the master files, you are ready to enter you product movements.

From here you must follow the procedure to enter movements, invoice them in the invoice section and produce stock reports.

Once you have entered all inward and outward movements for the period and you are ready to invoice, go to the invoicing menu and select the option to "Calculate Charge" enter the date range to calculate charges for printing on the invoice. If you need to add additional charges or alter a charge, select the next option in the invoicing menu "Add/Alter Charges". Follow the prompts as described. You are than ready to print your invoices. Select the option to "Print/reprint" invoices. Follow the prompts to select the invoices to print. Once printed you may reprint the invoice at any time. If necessary you can cancel the invoice, alter any charges and print it again. Once you are happy with the invoices you must select the option to "Update to debtors" to clear the charges from the current period. You need to do this even if you are not using Accountmate.

The reporting menu enables you to print/preview stock movement information by date range. All movements are held historically for reporting.

Operator Prompts

Add Button

The add button enables you to add new records into a file. To add a record, select the add button, this will give you a clear data screen to enter your new information. Use the TAB key to enter through the fields. Select the save button to save your record.

Edit Button

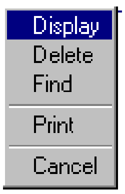
The edit button enables you to edit existing records. To edit an existing record, select the record, make the necessary changes and select save. You cannot alter any codes that have been set up, you can only alter the information relating to the code.

Browse Button

The browse button will allow you view all of the information entered into the current option. The browse button will open the browse screen, you can then use the mouse to scroll through the records that are displayed on entry of this option. To view an entry, highlight it using the mouse and then click on display.

In most browse screens, you also have the ability to sort your information. To do this, click on the headings of the grid, these are usually shown in blue. The heading will change colour to red and the information will then be sorted by the selection you have made, eg. Date, customer, invoice number.

Browse Popup Menu



The above popup is accessed by right mouse clicking on the grid in the browse options. These functions of these options are the same as selecting the buttons.

GoTo Button

The goto button allows you to jump from record to record without using the browse screen and is a quick way to display the record that you are looking for. To display a record using the goto button, select the goto button, type in a code or description of the record you wish to display and select the goto button. Your record will now show on the screen.

Save

The save button will save the information you are entering. You can only save if all of the required information has been entered. Some master files require mandatory information to be entered before you can save the record.

Cancel

The cancel button enables you to terminate an entry you are adding or editing. If you are adding a record the information will not be saved, and if you are editing a record the original information will be saved.

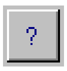
Delete

The delete button allows you to delete existing records that are not updated to general ledger. For Master records this option will only allow you to delete if there are no records attached to the file. For data entry records, you can only delete entries that have not been updated to general ledger. To delete a record, select on the record that you wish to delete and select the delete button. You can also delete a record by using the "right mouse clicking" method.

Exit

The **exit** button will close the option you are in.

?

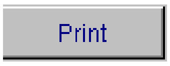


This button will open online help.

Display

The Display button will open the data entry screen at the record that was highlighted on selecting the display button. You can also display a record by using the “right mouse clicking” option on the record to bring up a popup menu.

Print



The print button allows you to print reports from the options such as you master file information reports. The print option will only print the selection criteria displayed on the screen. For example, if you have used the find button to search for a particular group of records and that information is still displayed on the screen at the time of selecting the print button, only that information will print.

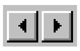
Update

The update button will update the transactions entered to relevant parts of the system. It will update invoices to customers and contractors, vehicle revenue to your fleet cost reports and customer, creditor and cashbook transations to general ledger.

Find

The find button enables you to search for records via a key word or characters in the browse screens. To find a record, select the find button and type in a relevant key word, select the search button. To view the search results select view. Highlight the record you wish to view and select display.

Next Page Buttons



The next page button allows you to go to the next or previous page in multiple page options. You can also go to the next page by selecting the tab at the top of the page.

Select All

The **select all** button will select all of the information in the list box.

Multi Selecting

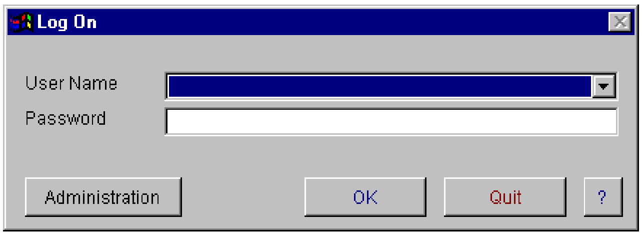
In some areas of the system it is possible to multi select records. There are three ways of multi selecting.

a) Select blocks of data.
To select a block of data, use the mouse to select the first record in the block, hold down the shift key and use the mouse to select the last record in the block that you wish to select.

b) Select individual records to create a block of information.
To select individual records to create a block, hold down the shift key and use the mouse to select the records.

c) Select all and deselect unwanted records
Choose select all option, then holding shift key down and with the mosue click on entries that you wish to delete from the list.

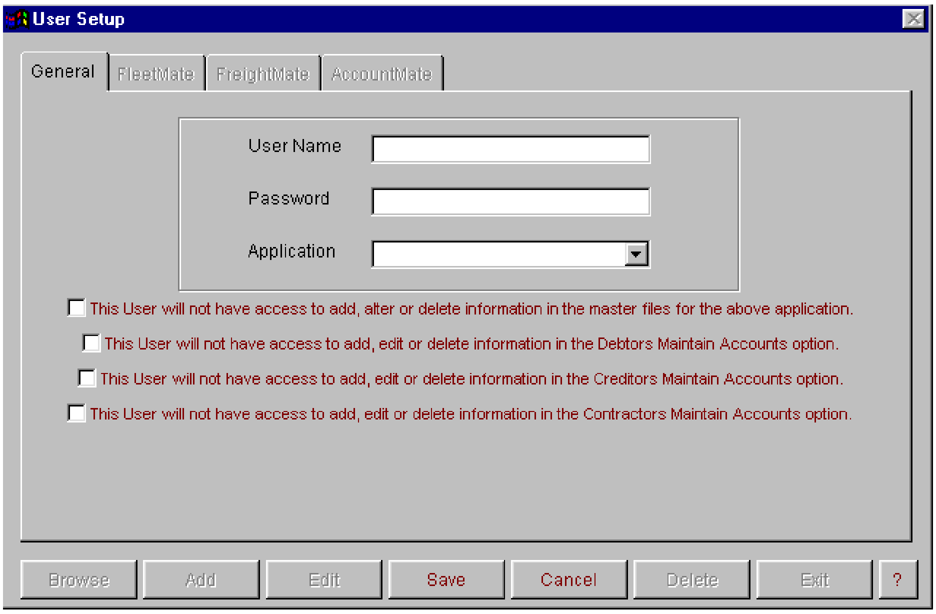
Log On Screen



The Log On screen is activated on entry of the applications. A user needs to be set up for each person using Storemate. You must only log on with your own user name that is assigned to you. If you have a password this must also be entered. Once you have entered your user name and password select ‘OK’ to continue or ‘Quit’ to exit out of the program. The Administration button gives you access to enter user information. You must have a password to access this section.

The security is accessed from the “Administration” button. By going into the security section you are able to select the options and assign passwords for each user. The system administrator holds the “Administration” password.

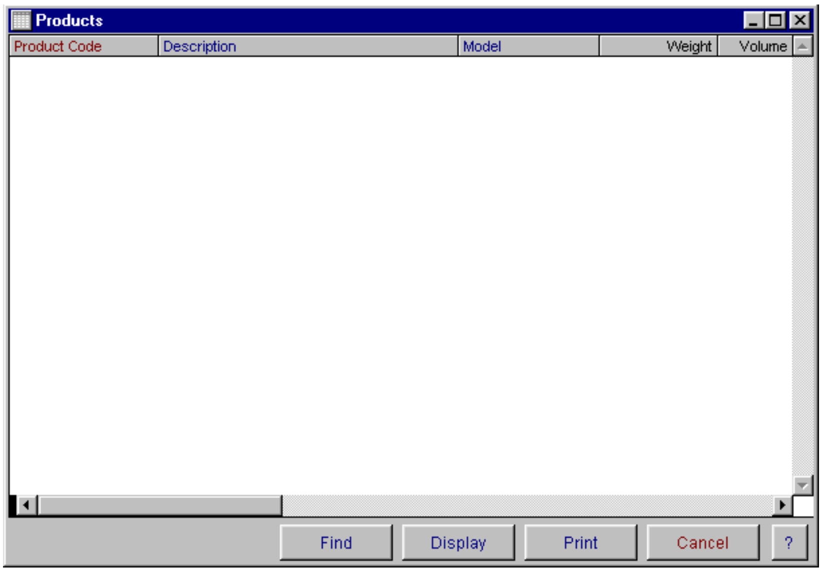
User Setup



This option allows you to setup your employees as users. You must have a password provided by Norcom to access this section of the system. Users must have a unique alpha/numeric user name for a application. Users must be setup to access the program. You can use the same user name for different applications. Eg. If you have a person using Fleetmate and Freightmate you can have the same user name for both. Passwords are optional for users. They are case sensitive. On entry of a user and once you select an application, you will have access to select what options in the system that they an have access to. To give a user access to an option, the check box must be ticked. If the check box is not ticked they will not be able to access that option form the menu. Before editing and deleting an existing user, ensure that they are not using the application that you are about to make changes to in there user file.

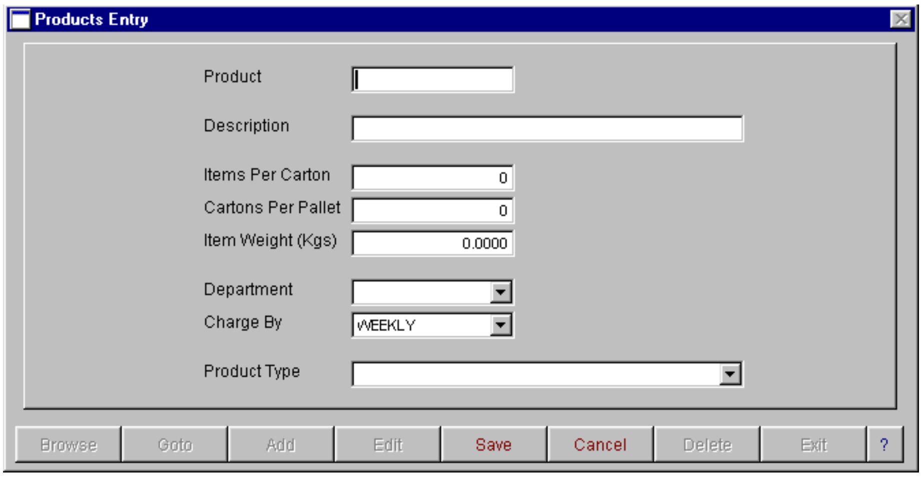
File Menu

Products



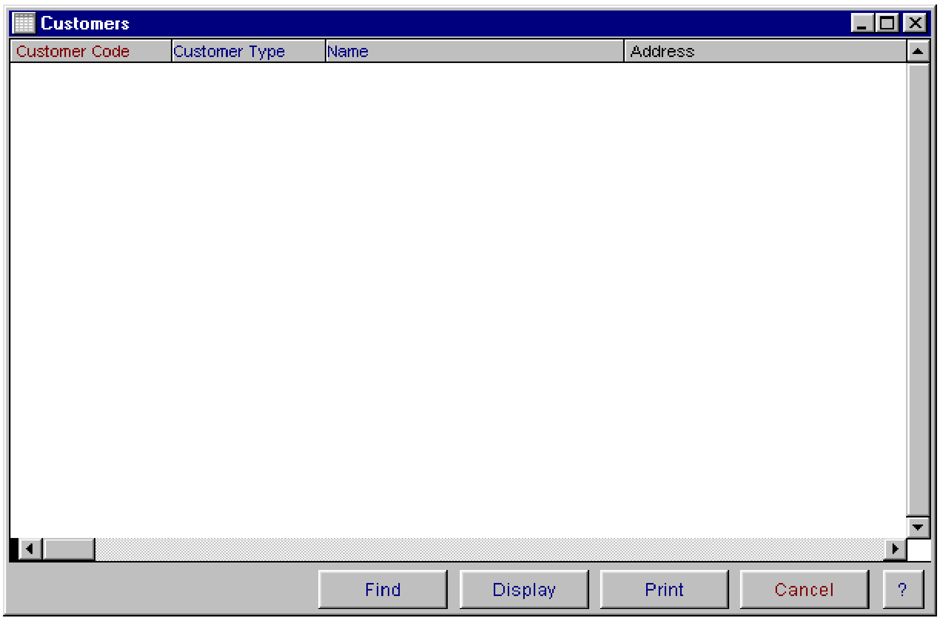
The Products master file browse window displays all of the information entered into the Products master entry screen. These products are used to link products, charge codes and pricing to be set up as standard rates when entering consignments for invoicing to customers. You have the ability to display, delete, find and print from this window. For more information on these options, refer to Operator Prompts at the front of this manual. You have the ability to print and preview the information. This option will only print what is currently displayed in the grid. For example, if you have used the find button to search part a particular group of records and that information is still displayed on the screen at the time of selecting the print button, only that information will print. You also have the ability to sort the information. You can sort by part number, description, model and warehouse. When you select the print button, the report will be sorted in the order that is currently selected.

Products Entry



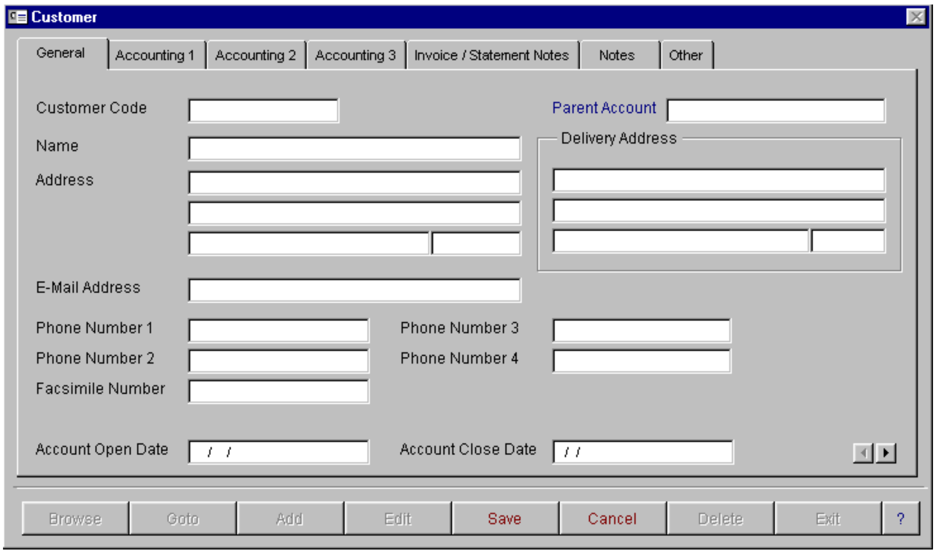
The Products master file entry screen is used to enter in all the information about your products. The product number must be a unique alpha/numeric code. You have the ability to browse, add, edit, save, cancel, delete and exit. For more information on these options, refer to Operator Prompts at the front of this manual. To close the screen, select exit.

Customer



The Customer Master file browse window displays all of the information entered into the Customer master entry screen. You have the ability to display, find and print from this window. For more information on these options, refer to Operator Prompts at the front of this manual.

General Information

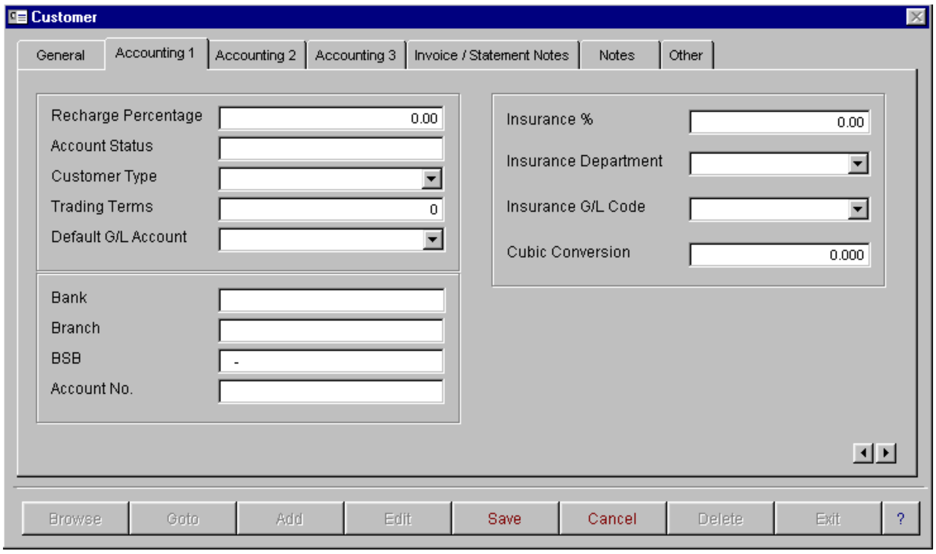


The Customer master file entry screen is used to enter in all the information about your Customer and set up their database. This option has 7 screens of information. These are general, 3 for accounting, invoice/statement notes, general notes and other. The customer code must be a unique alpha/numeric code and cannot be edited or deleted on existing records. It is mandatory that a code be entered.

The field for delivery address is automatically linked to the sender/receiver file when you save the data. You can also enter sender/receiver information directly into the sender/receiver master file. You have the ability to browse goto, add, edit, save, cancel, delete and exit. When finished, select Exit.

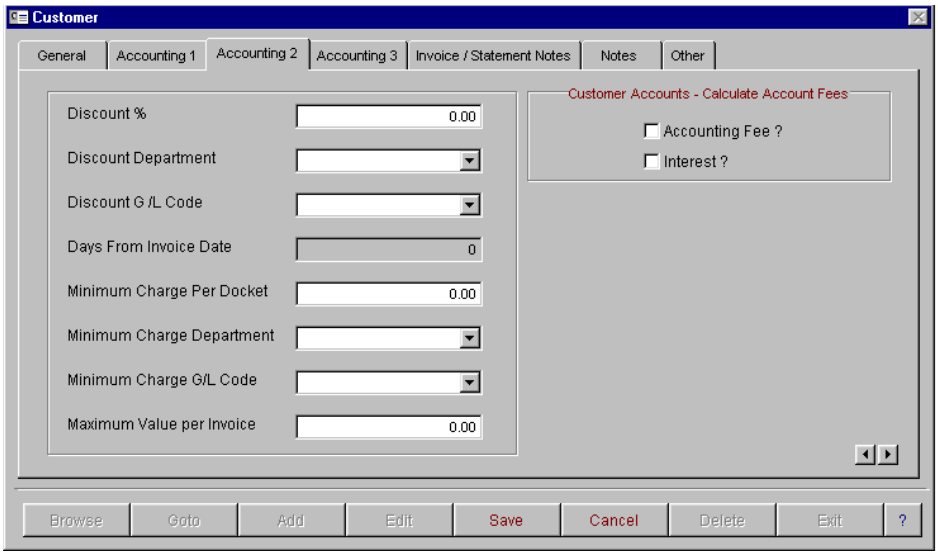
To move between screens, either click on the heading tabs at the top of the screen, or use the next page arrows in the bottom right hand corner.

Accounting 1



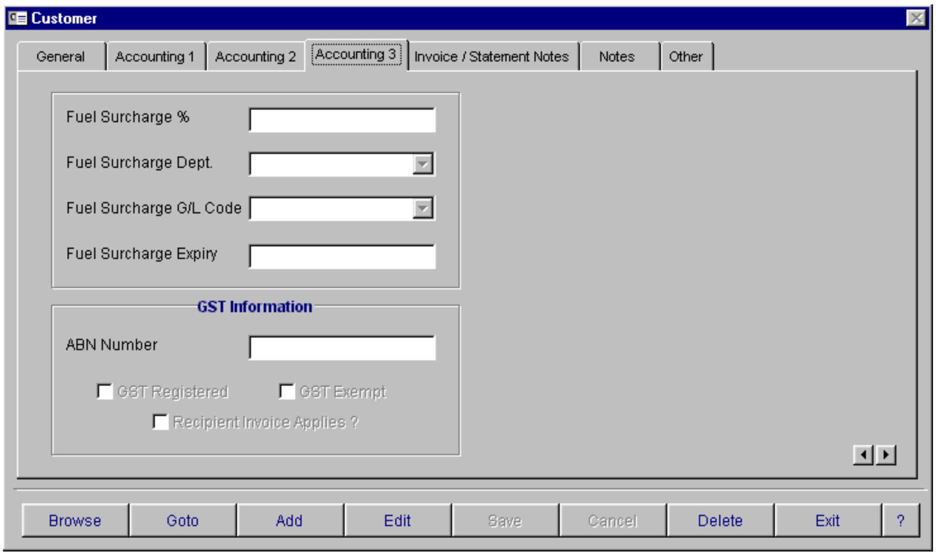
The second screen of the customer data base is for recording of account contact, customer type, general ledger code, bank details and insurance details.

Accounting 2



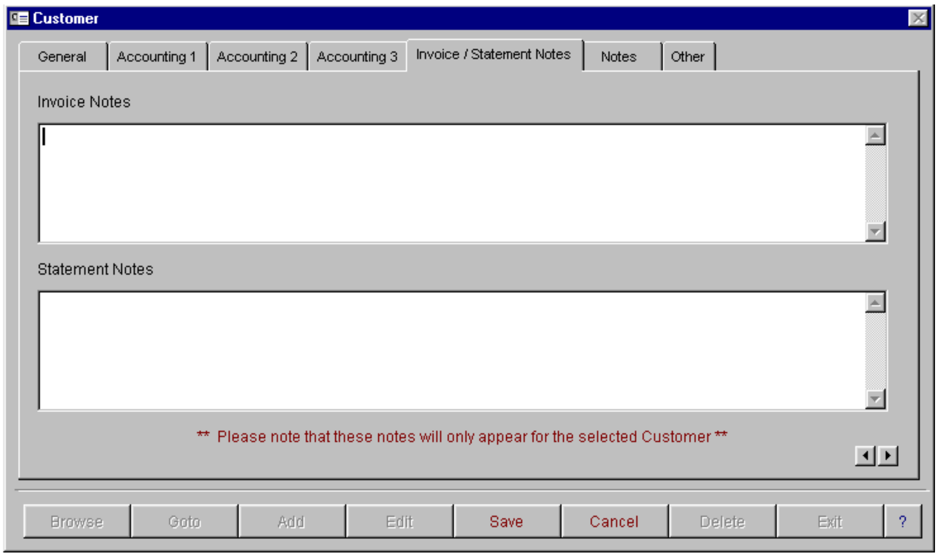
The third screen is for recording of discount rates and minimum charges for your customers.

Accounting 3



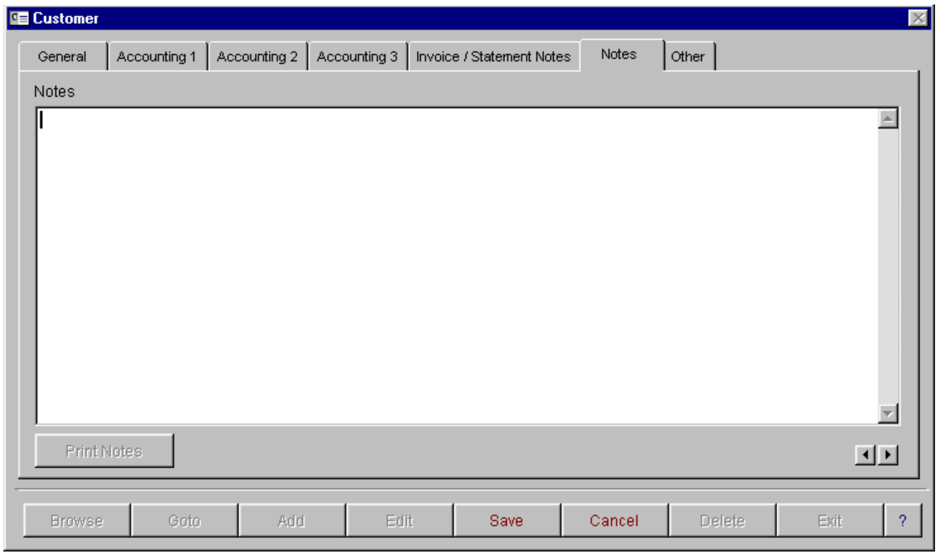
The fourth screen is for setting up of fuel surcharge levy percentage and GST information and ABN numbers.

Invoice/Statement Notes



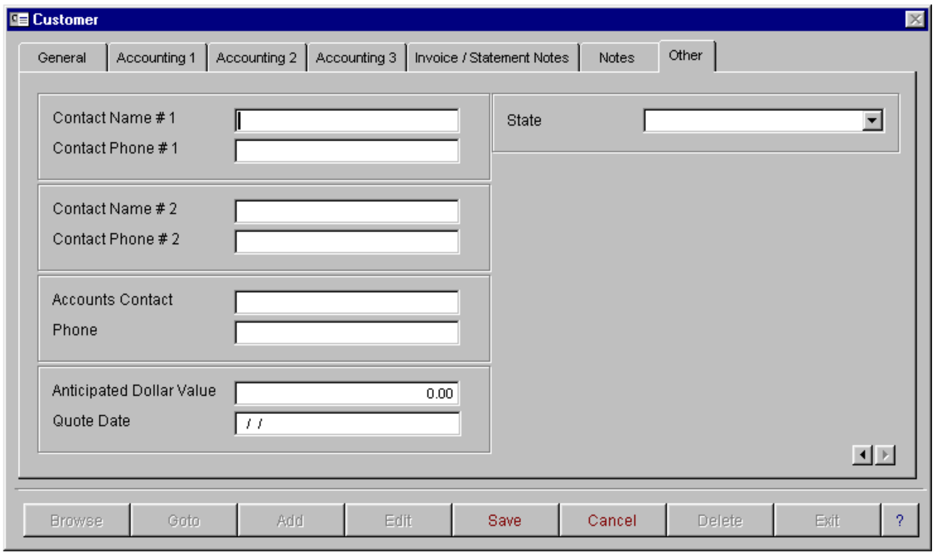
On the fifth screen you have the ability to enter notes for invoices or statements. These notes will only print out on the individual customer invoices and statements. If you wish to enter notes for all customers, this can be done by using the invoice/statement notes option in your company records.

Notes



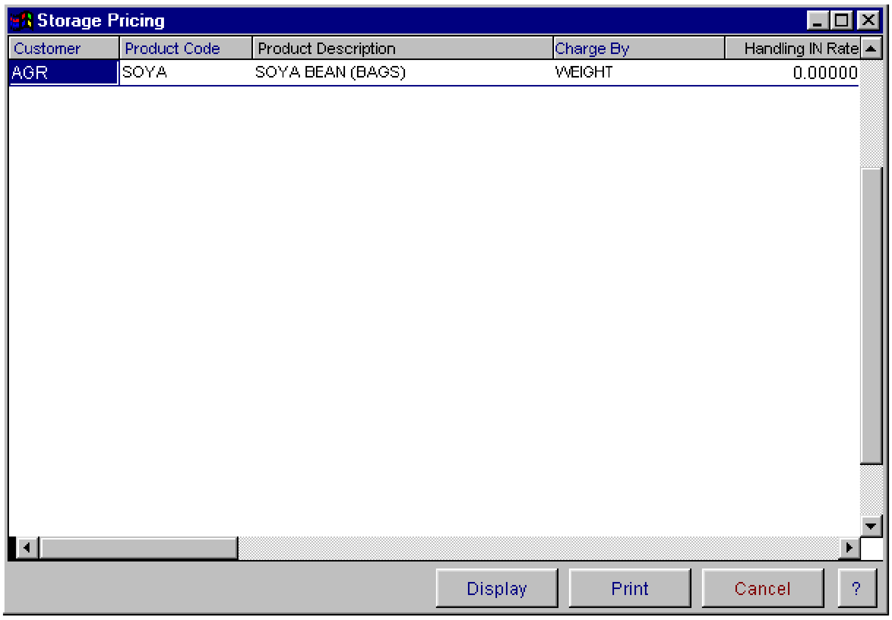
The sixth screen is for recording of general information about your customer.

Other

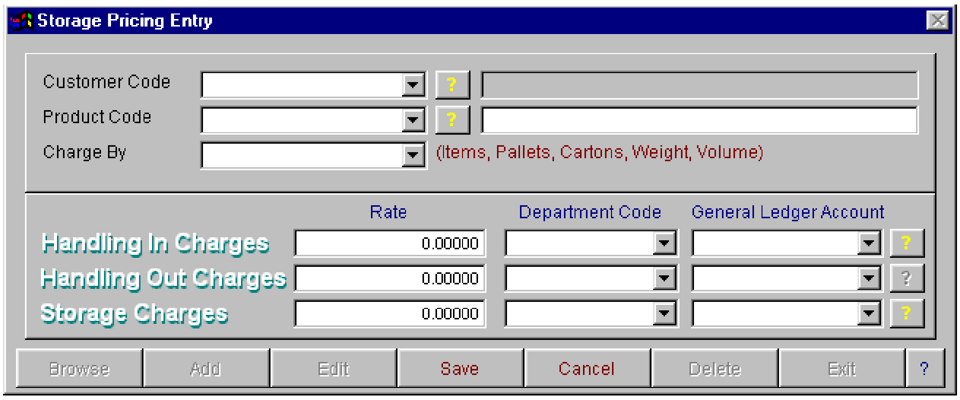


The seventh screen is for recording additional contact names and phone numbers.

Customer Pricing

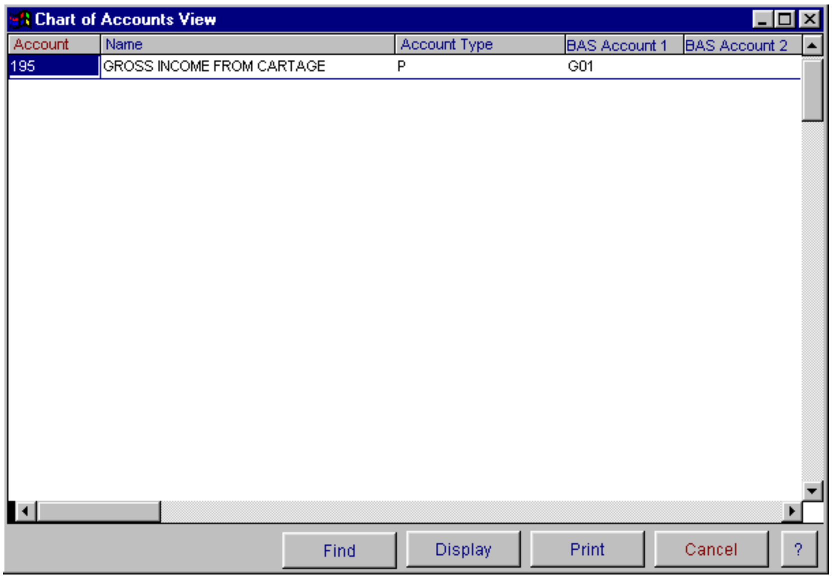


The Customer pricing master file entry screen is used to enter in all the information about your standard pricing. To open the pricing entry screen select display and the following screen will appear.

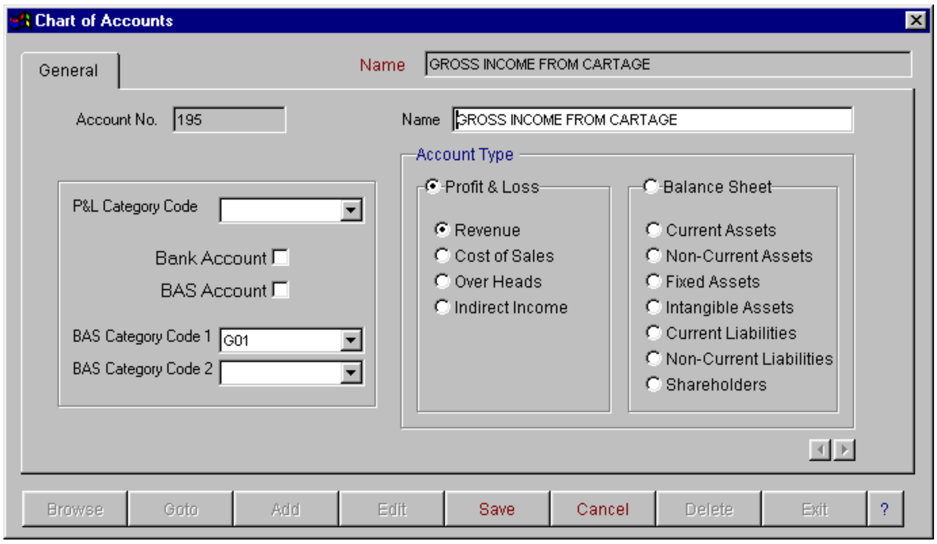


You have the ability to browse, add, edit, save, cancel, delete and exit. Enter the relevant information and select save.

Chart Of Accounts



When the Chart of Accounts option is selected a browse screen will appear. You have two ways of accessing and updating records in this screen. The display button will open the chart of accounts data entry screen at the record that was highlighted on selecting the display button. You can also display the record by ‘right mouse clicking’ on the record to bring up a popup menu. The following screen will then appear.

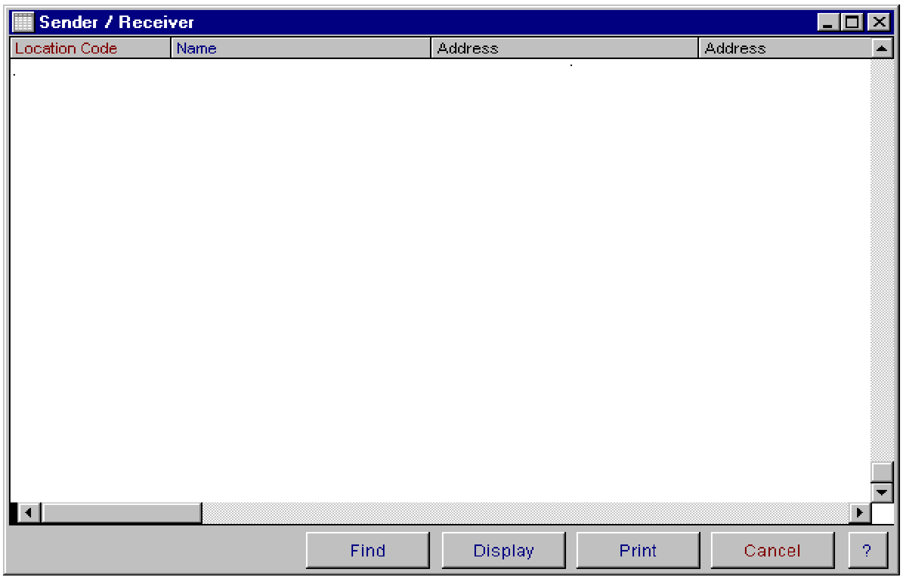


The chart of accounts master file entry screen is used to enter in all the information about your accounts for the control of the general ledger and profit and loss reports. The account code must be a unique alpha/numeric code. You will also need to set up the BAS category codes for each entry. Please make yourself familiar with these codes and their application. Norcom Information Technology is not qualified to advise on the application of these codes to your individual needs, so please contact your accountant for assistance. In some cases you will be required to apply two different codes for the system to be able to collect the relevant information for reporting. You will need to apply the primary G-code as 1. For example export sales are to be reported separately and also included in total sales.

You have the ability to browse, goto, add, edit, save, cancel, and delete. When finished, select Exit. For more information on these options, refer to Operator Prompts at the front of this manual.

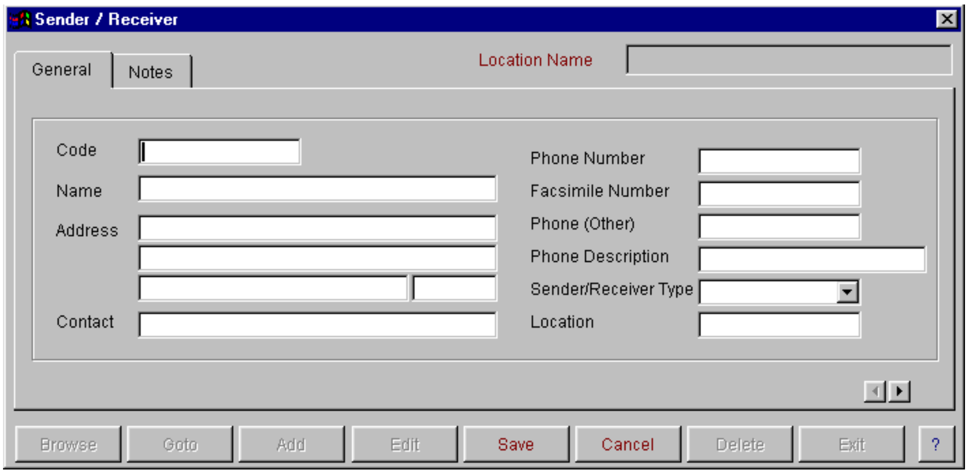
Sender / Receiver

Master File Browse



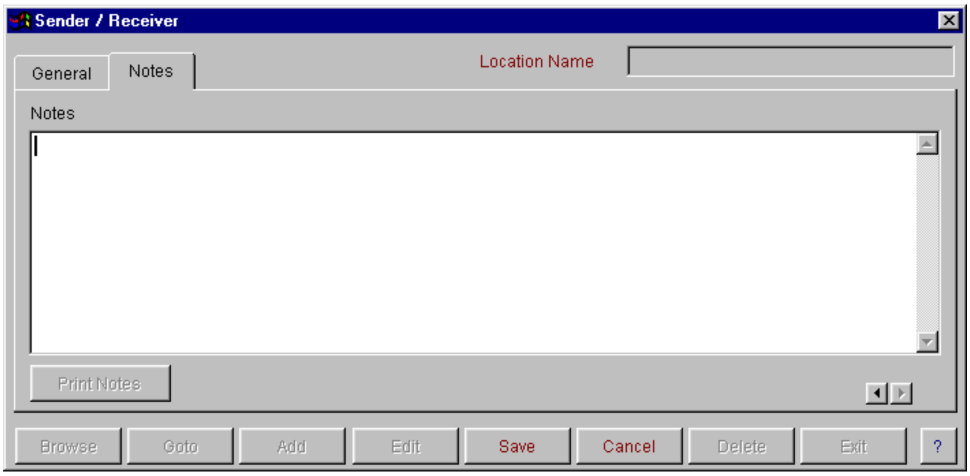
The Sender / Receiver Master file browse window displays all of the information entered into the Sender / Receiver master entry screen. You have the ability to display, delete, find and print from this window. To print the information, select your print button. You have the ability to print and preview the information. This option will only print what is currently displayed in the grid. For example, if you have used the find button to search for a particular group of records and that information is still displayed on the screen at the time of selecting the print button, only that information will print. You also have the ability to sort the information. You can sort by location, name and post code. When you select the print button, the report will be sorted in the order that is currently selected.

Sender / Receiver Master File Entry

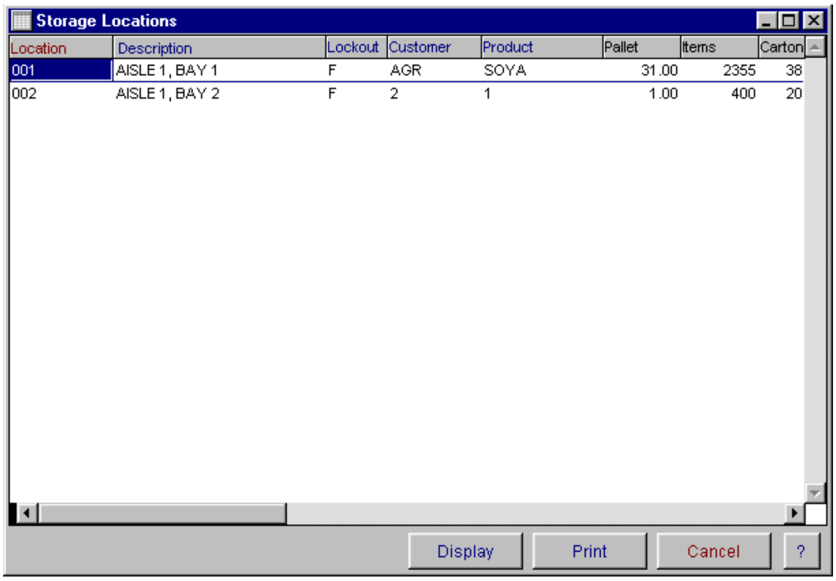


The Sender / Receiver master file entry screen is used to enter in all the information about your Sender / Receiver. This option has 2 screens of information. These are general and notes. The location code must be a unique alpha/numeric code. It must be entered. You have the ability to browse, goto, add, edit, save, cancel, delete and exit. For more information on these options, refer to Operator Prompts at the front of this manual. Select the save button to save your record.

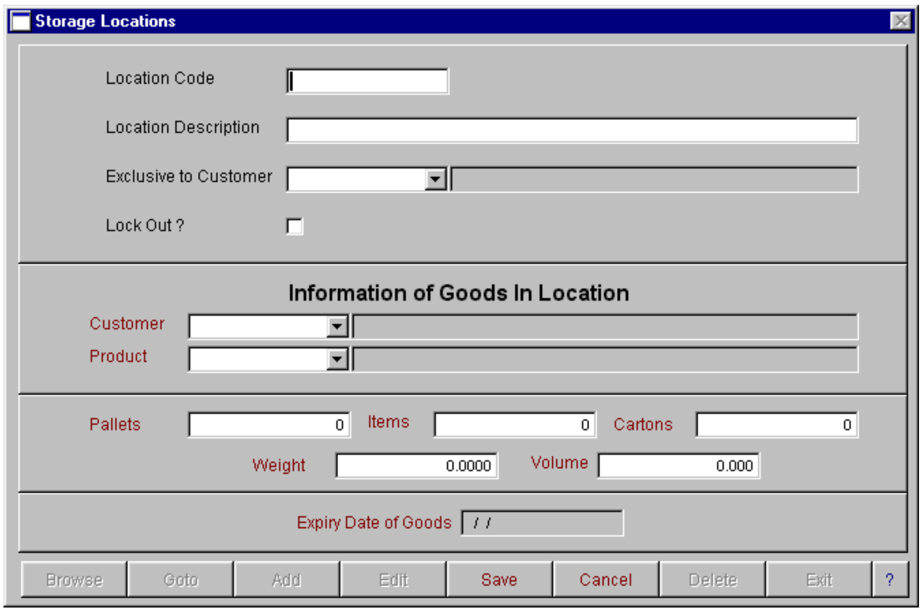
Notes



Locations



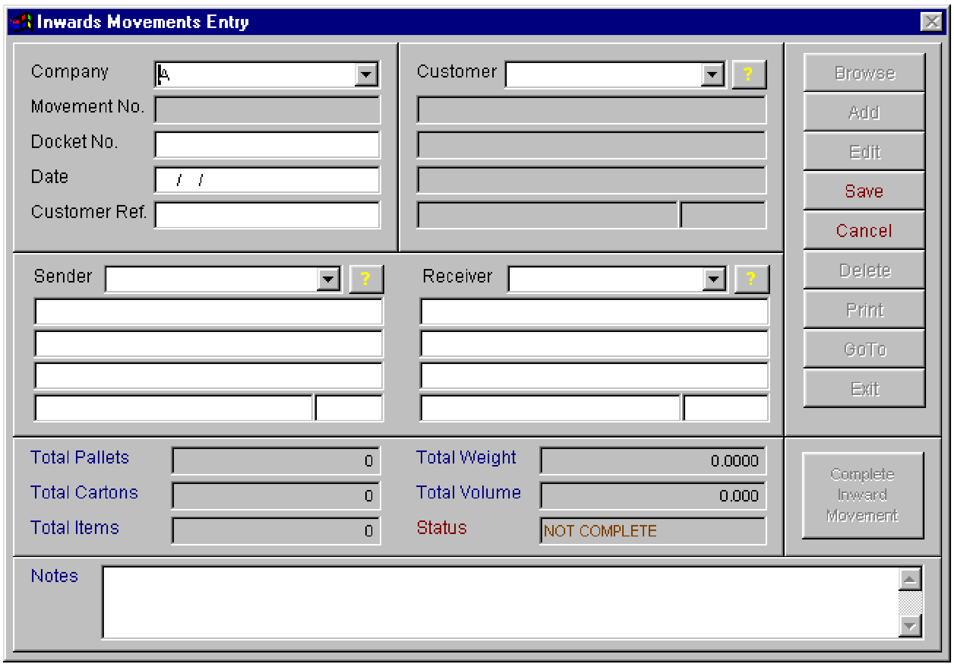
The Location browse window displays all of the information entered into the location entry screen. You have the ability to display and print from this window. The display button will open the location data entry screen at the record that was selected on selecting the display button. You can also display the record by 'right mouse clicking' on the record to bring up a popup menu.



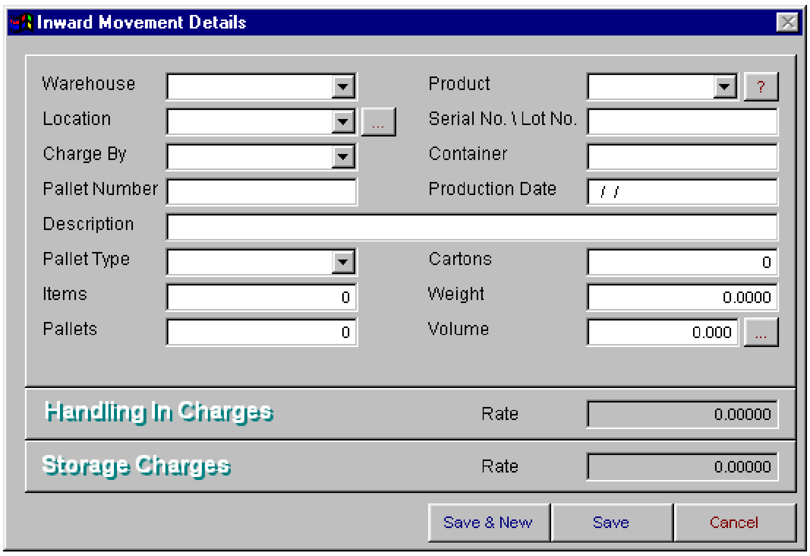
The Locations master file entry screen is used to enter in all the information about your store locations.   The location code must be a unique alpha/numeric code.

Inwards Movements Menu

Inwards Movement Entry

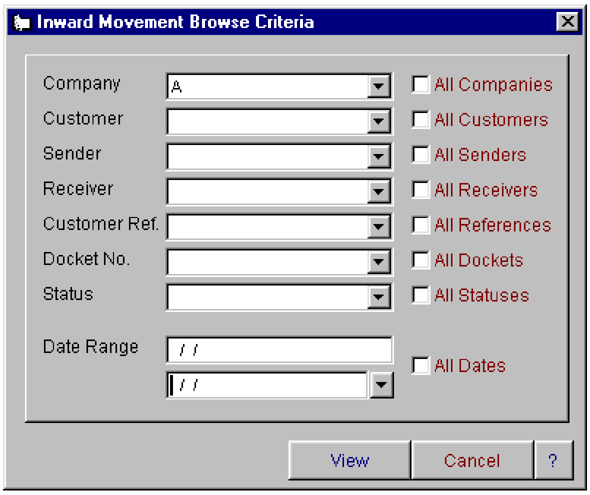


The inward movement's entry option allows you to enter all inward stock movements in the store. You must enter the prompts as shown above. The customer code is the code identifying the customer owning the product. The customer reference can be their order number. This is used to group entries for printing of inward dockets. When docket number, customer reference, date, customer and sender and receiver have been entered select save. The following screen will appear for you to add movement details to your movement entry.

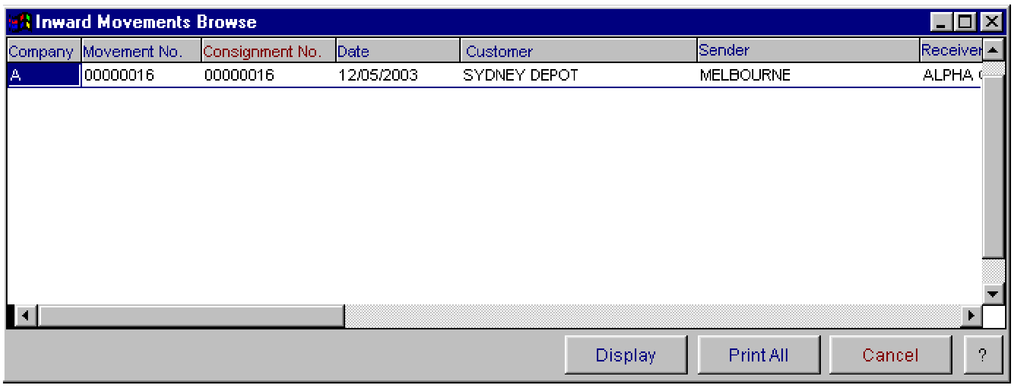


The product code identifies the product being stored or the service being carried out. It must be a valid code on the product file. The production date identifies the day the product was produced or if necessary, it's use by date. The location can be picked up from the location file as the next available location or you can manually override the location the product is to be stored in. If the product is to be placed in multiple locations, enter the quantities for the first location and press the "Other Locations" button. The cursor goes back to the "location" field. Continue to enter the quantities until the order is completed. Print the docket by clicking on the "Print Docket" button and follow the prompts to print or preview the docket.

Browsing Movements

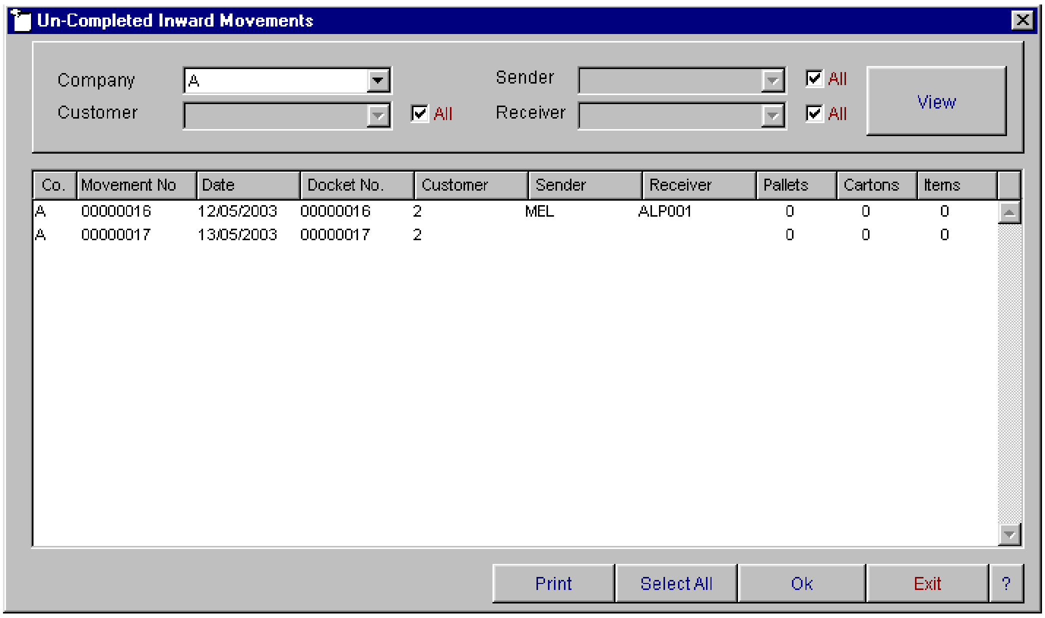


To browse stock movements select the browse button. Select criteria to view and select view. This will now bring up a browse window with the information found for the criteria you selected. You also have the ability to print or preview the entered movements or display a stock movement shown in the list.



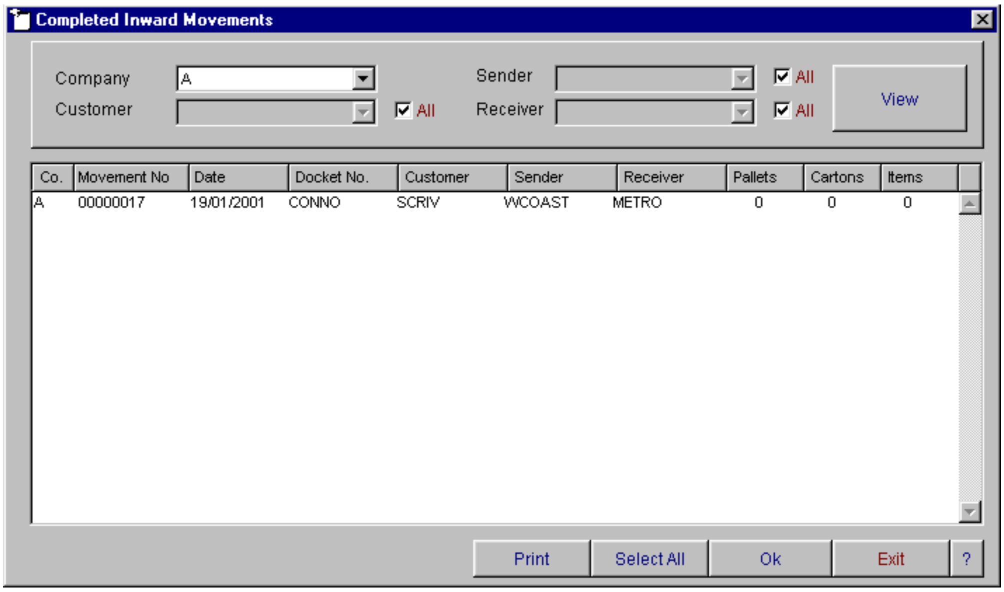
The display button will open the movement's entry screen at the record that was selected on selecting the display button. When the inwards movements are entered and are ready to be invoiced exit from the movements entry screen and go to the inwards movements menu and select 'Complete Inwards Movements".

Complete Inwards Movements



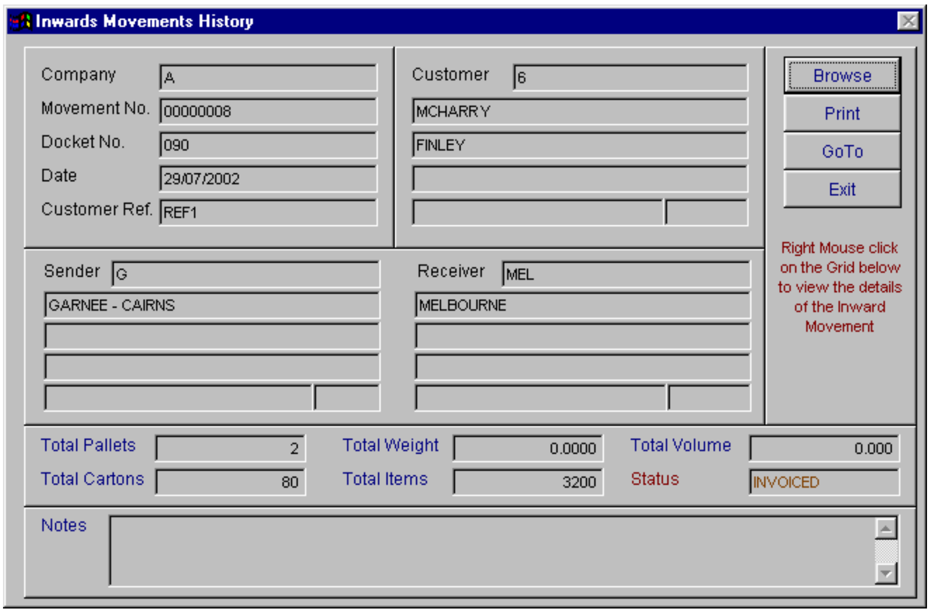
The above screen will appear with the list on ‘un-complete inwards movements’. Select the movements you wish to complete ready for invoicing and select ‘OK’. Once the inwards movements have been selected for completion you will not be able to edit or delete the movement. If you find that there is any reason to alter the inwards movement after it has been completed and before it is invoiced, you are able to un-complete the movement and it will be available for editing.

To Un-Complete Inwards Movements



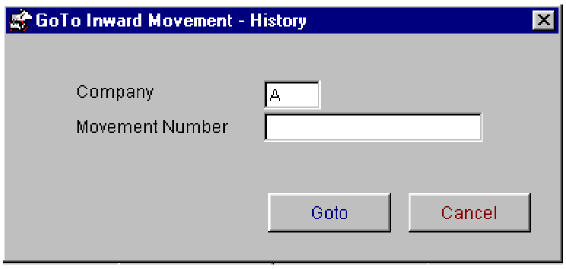
To un-complete an inwards movement that has been completed ready for invoicing, go to the 'Inwards Movement' menu, select the option 'To Un-complete Inwards Movements'. The transaction list that will appear are the completed movements that are ready for invoicing. Select the transaction that you wish to edit and select OK. The transaction will be removed from the completed inwards movements list and be able to be edited in the inward movement entry screen.

Inward Movements History



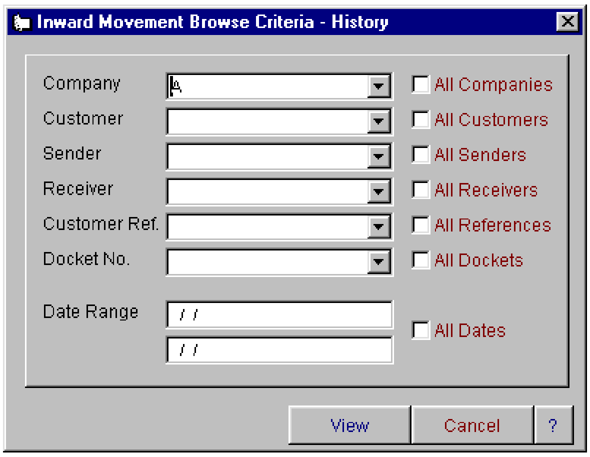
Inward movement history allows you to look up details of an inward movement that has been invoiced. You can use the 'goto' button to select the movement you wish to view or you can use the 'browse' option.

Goto



From the inwards movement history screen, select the ‘goto’ button and enter in the movement number you wish to view. Select goto and the movement will be displayed.

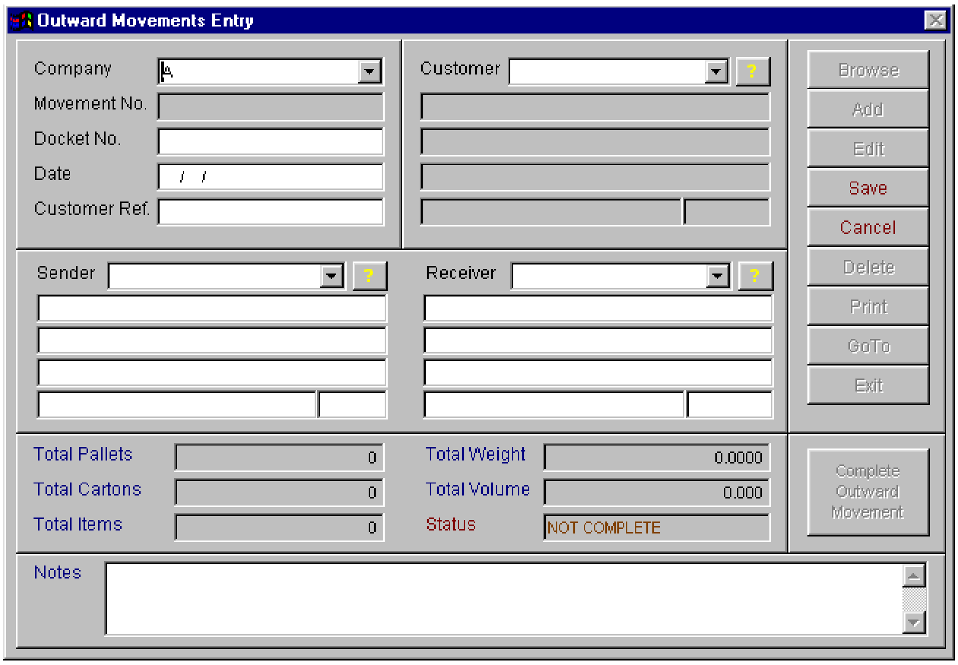
Browse



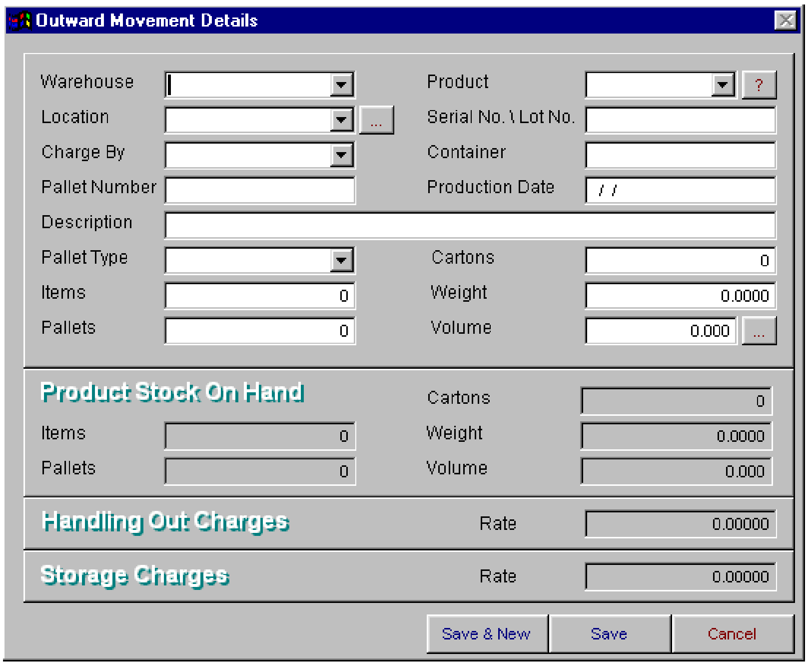
From the inward movement history screen, select the ‘browse’ button and enter in the relevant search criteria. Select view and the movement will be displayed.

Outward Movements Menu

Outward Movement Entry

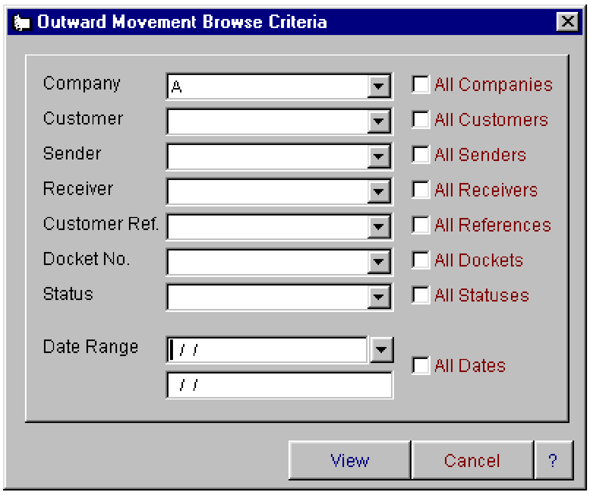


The outward movement's entry option allows you to enter all outward stock movements in the store. You must enter the prompts as shown above. The customer code is the code identifying the customer owning the product. The customer reference can be their order number. This is used to group entries for printing of outward dockets. When docket number, customer reference, date, customer and sender and receiver have been entered select save. The following screen will appear for you to add movement details to your movement entry.

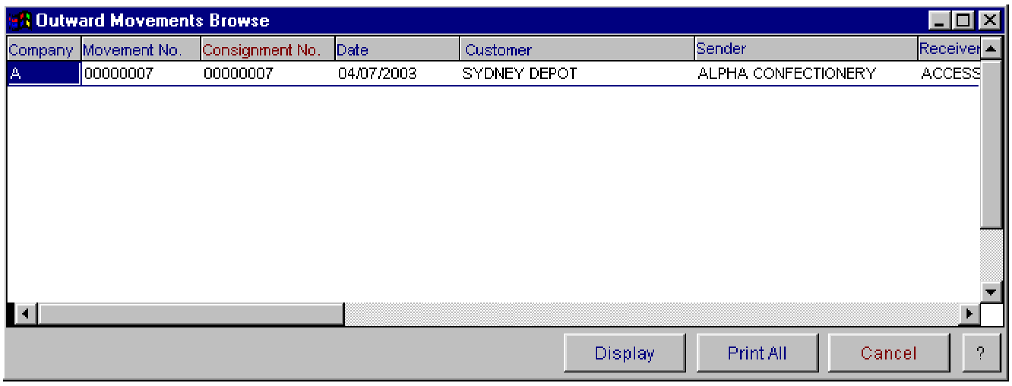


The product code identifies the product being stored or the service being carried out. It must be a valid code on the product file. The production date identifies the day the product was produced or if necessary, it's use by date. The location can be picked up from the location file as the next available location or you can manually override the location the product is to be stored in. If the product is to be placed in multiple locations, enter the quantities for the first location and press the "Other Locations" button. The cursor goes back to the "location" field. Continue to enter the quantities until the order is completed. Print the docket by clicking on the "Print Docket" button and follow the prompts to print or preview the docket.

Browsing Movements

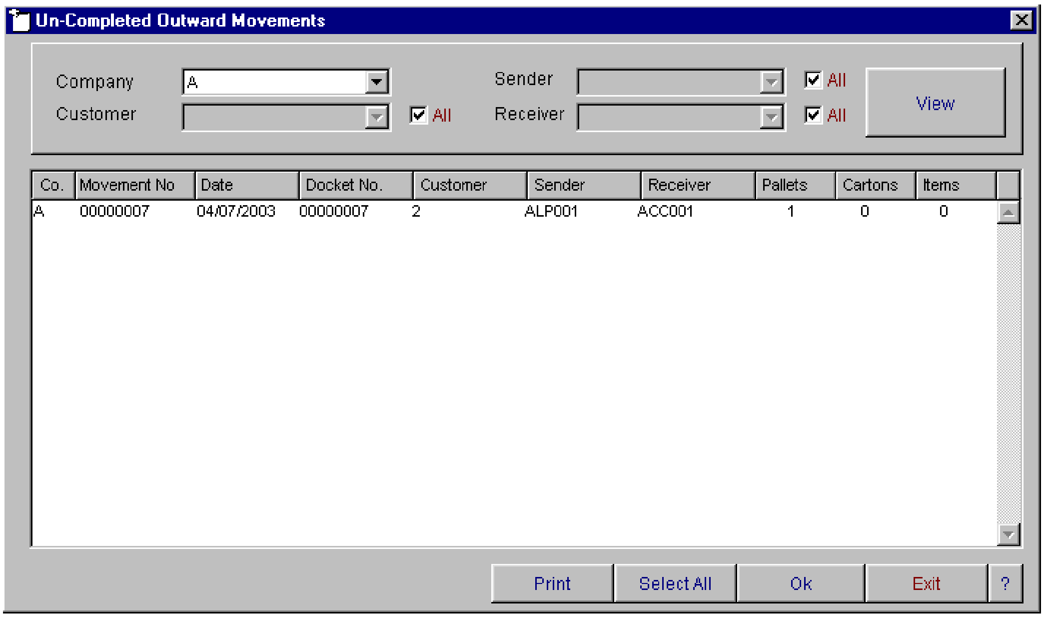


To browse stock movements select the browse button. Select criteria to view and select view. This will now bring up a browse window with the information found for the criteria you selected. You have the ability to print a list of the entered movements or display a stock movement shown in the list.



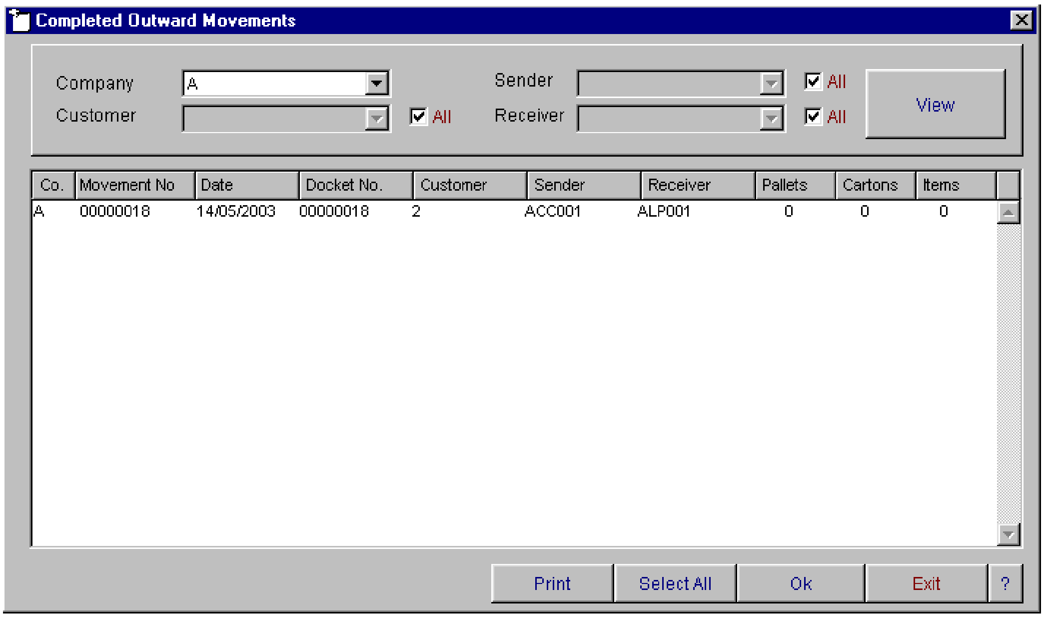
The display button will open the movement's entry screen at the record that was selected on selecting the display button. When the outward movements are entered and are ready to be invoiced exit from the movements entry screen and go to the outward movements menu and select 'Complete Outward Movements".

Complete Outwards Movements



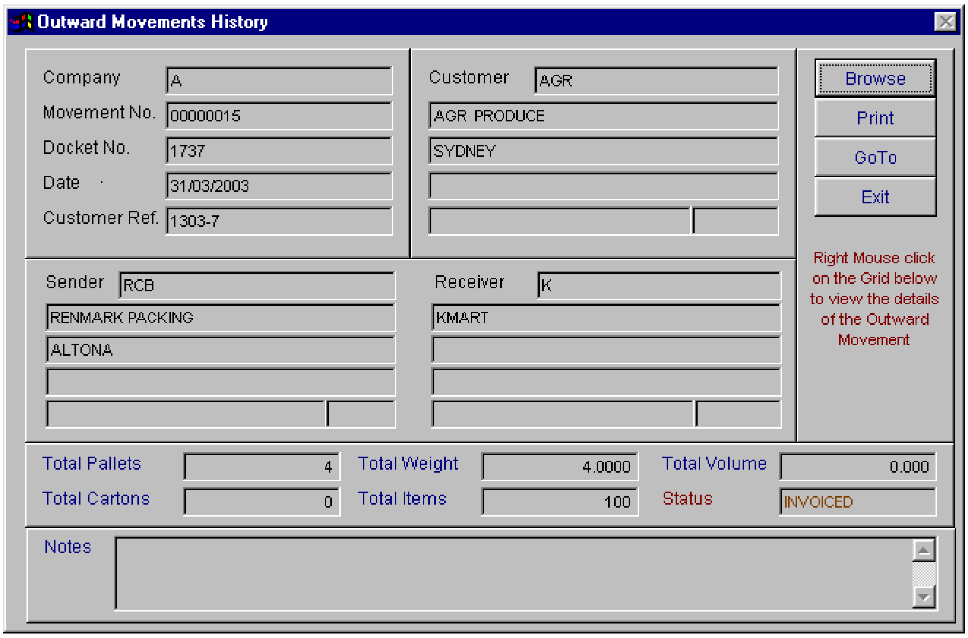
The above screen will appear with the list on ‘un-complete outward movements’. Select the movements you wish to complete ready for invoicing and select ‘OK’. Once the outward movements have been selected for completion you will not be able to edit or delete the movement. If you find that there is any reason to alter the outward movement after it has been completed and before it is invoiced, you are able to un-complete the movement and it will be available for editing.

To Un-Complete Outward Movements



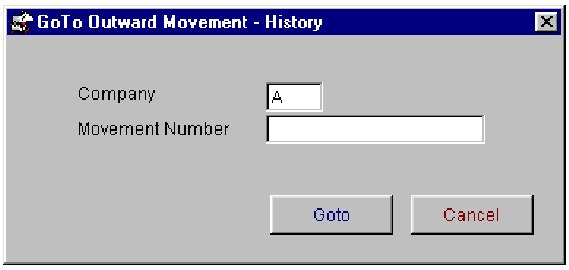
To un-complete an outwards movement that has been completed ready for invoicing, go to the 'Outwards Movement' menu, select the option 'To Un-complete Outward Movements'. The transaction list that will appear are the completed movements that are ready for invoicing. Select the transaction that you wish to edit and select OK. The transaction will be removed from the completed outward movements list and be able to be edited in the outward movement entry screen.

Outward Movements History



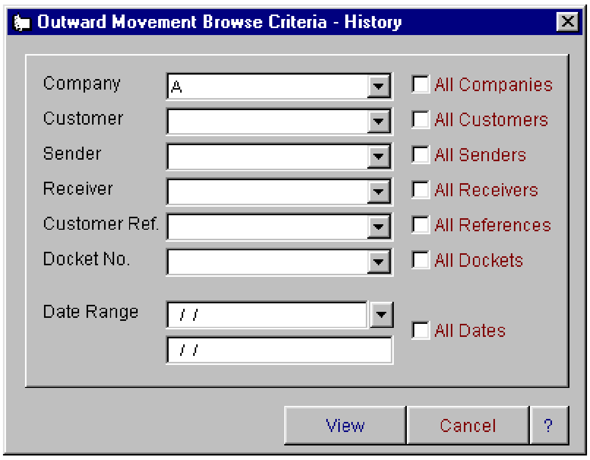
Outward movement history allows you to look up details of an outward movement that has been invoiced. You can use the ‘goto’ button to select the movement you wish to view or you can use the ‘browse’ option.

Goto



From the outward movement history screen, select the ‘goto’ button and enter in the movement number you wish to view. Select goto and the movement will be displayed.

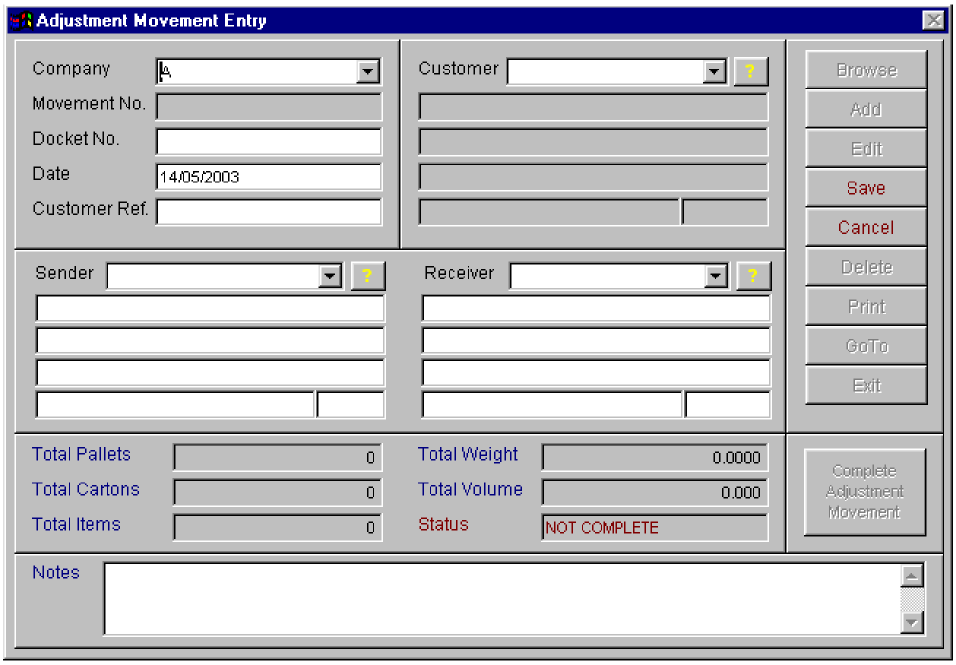
Browse



From the outward movement history screen, select the ‘browse’ button and enter in the relevant search criteria. Select view and the movement will be displayed.

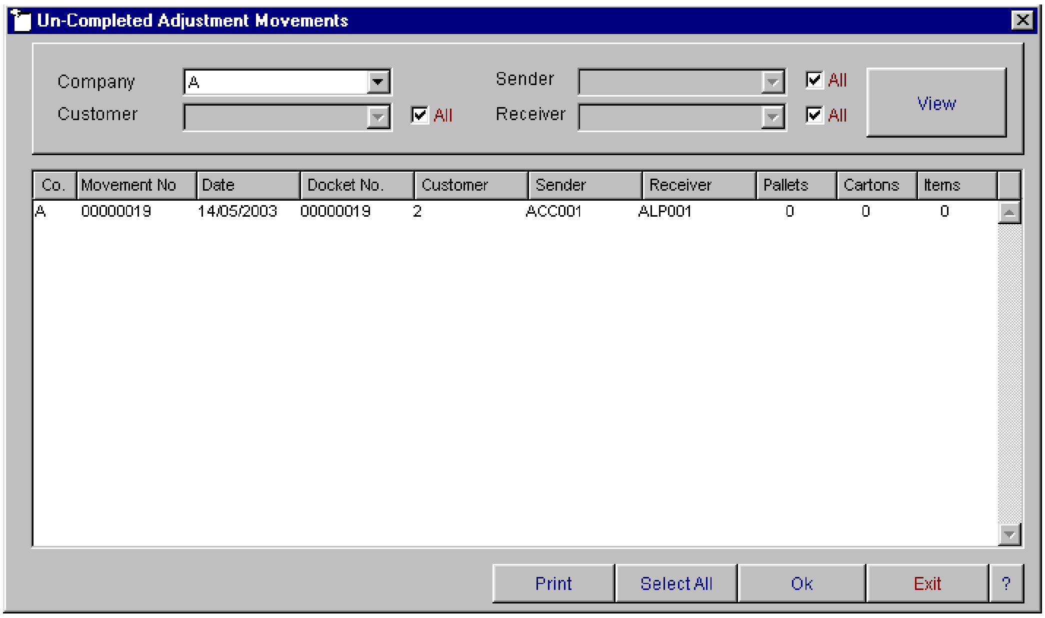
Adjustment Menu

Adjustment Entry



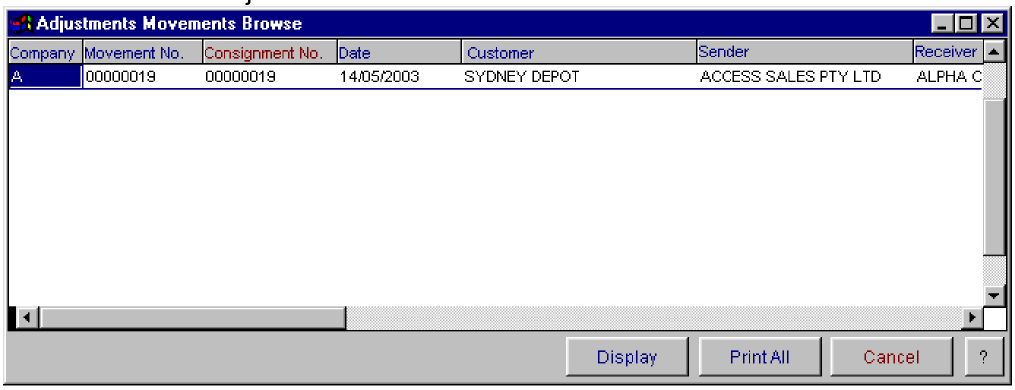
The adjustment entry option allows you to enter all adjustments to stock movements in the store. You must enter the prompts as shown above. The customer code is the code identifying the customer owning the product. The customer reference can be their order number. This is used to group entries for printing of outward dockets. When docket number, customer reference, date, customer and sender and receiver have been entered select save. The following screen will appear for you to add details to your adjustment entry.

The product code identifies the product being stored or the service being carried out. It must be a valid code on the product file. The production date identifies the day the product was produced or if necessary, it's use by date. The location can be picked up from the location file as the next available location or you can manually override the location the product is to be stored in. If the product is to be placed in multiple locations, enter the quantities for the first location and press the "Other Locations" button. The cursor goes back to the "location" field. Continue to enter the quantities until the order is completed. Print the docket by clicking on the "Print Docket" button and follow the prompts to print or preview the docket.



Browsing Adjustments

To browse stock adjustments select the browse button. Select criteria to view and select view.



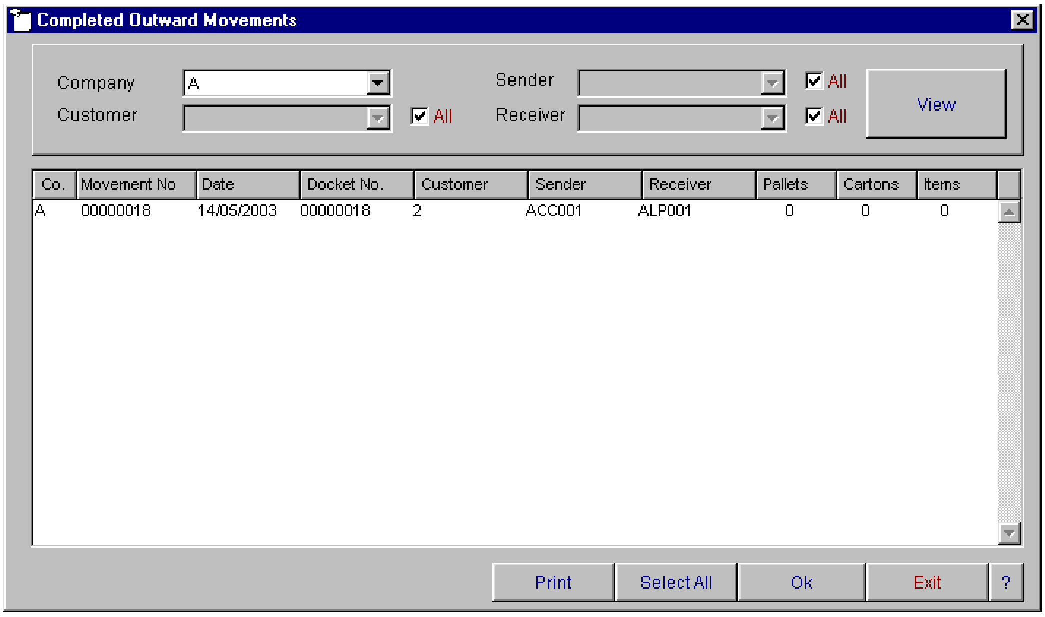
This will now bring up a browse window with the information found for the criteria you selected. You have the ability to print a list of the entered adjustments or display a stock adjustment shown in the list.

The display button will open the adjustment's entry screen at the record that was selected on selecting the display button. When the adjustment movements are entered and are ready to be invoiced exit from the adjustment entry screen and go to the adjustment movement menu and select 'Complete Adjustment Movements".

Complete Adjustment Movements

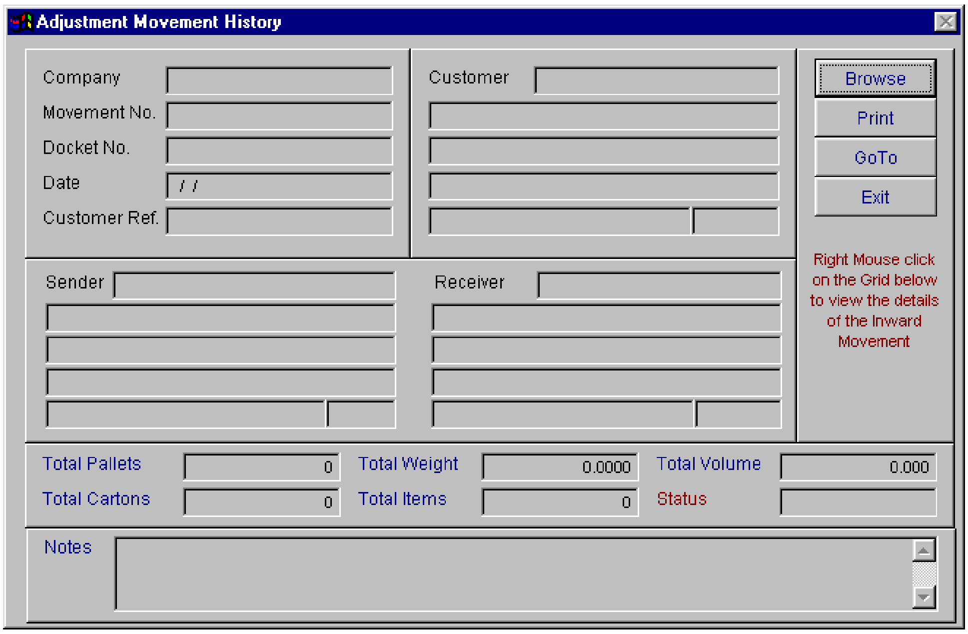
The above screen will appear with the list on 'un-complete adjustment movements'. Select the adjustments you wish to complete ready for invoicing and select 'OK'. Once the adjustment movements have been selected for completion you will not be able to edit or delete the adjustment. If you find that there is any reason to alter the adjustment movement after it has been completed and before it is invoiced, you are able to un-complete the adjustment movement and it will be available for editing.

To Un-Complete Adjustment Movements



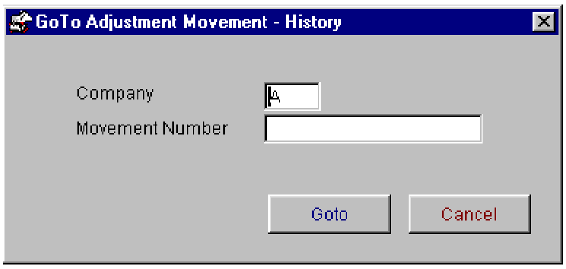
To un-complete an adjustment movement that has been completed ready for invoicing, go to the 'Adjustment Movement' menu, select the option 'To Un-complete Adjustment Movements'. The transaction list that will appear are the completed adjustment movements that are ready for invoicing. Select the transaction that you wish to edit and select OK. The transaction will be removed from the completed adjustment movements list and be able to be edited in the adjustment movement entry screen.

Adjustment Movements History



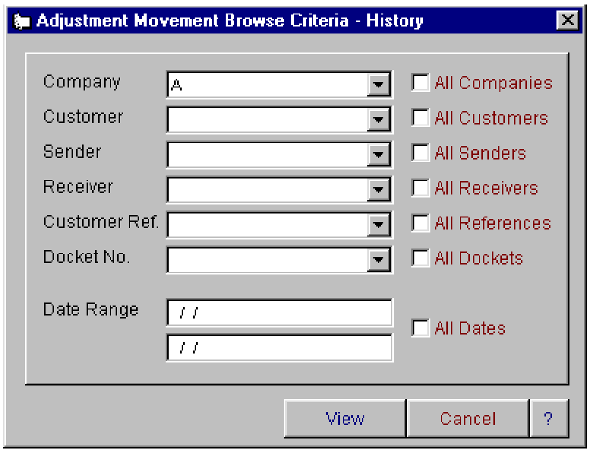
Adjustment movement history allows you to look up details of an adjustment movement that has been invoiced. You can use the ‘goto’ button to select the movement you wish to view or you can use the ‘browse’ option.

Goto



From the adjustment movement history screen, select the ‘goto’ button and enter in the movement number you wish to view. Select goto and the movement will be displayed.

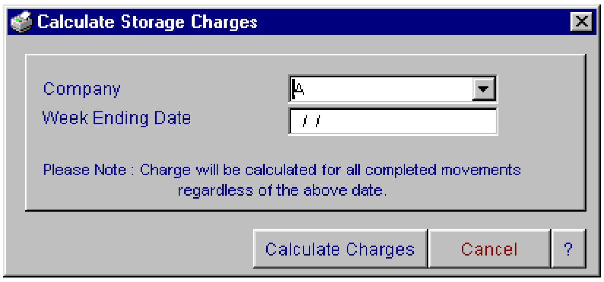
Browse



From the adjustment movement history screen, select the ‘browse’ button and enter in the relevant search criteria. Select view and the movement will be displayed.

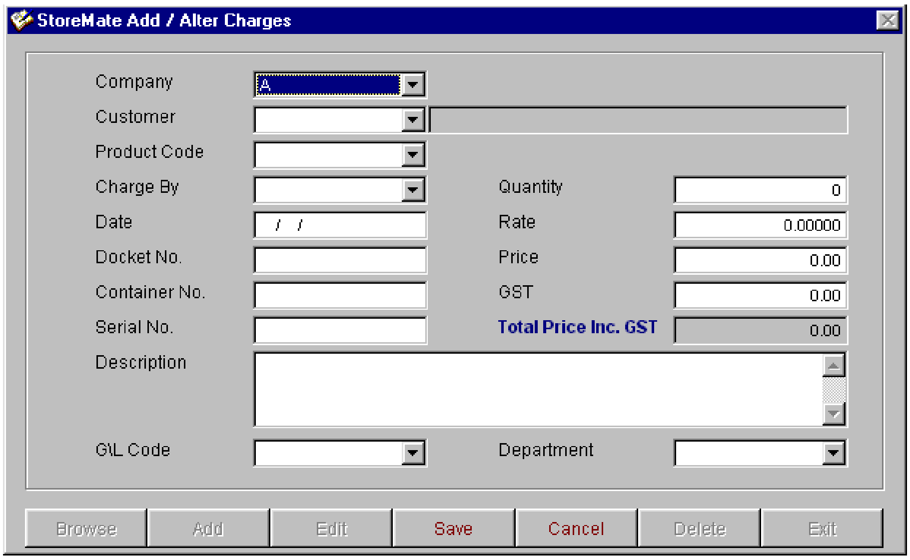
Invoicing Menu

Calculate Charges



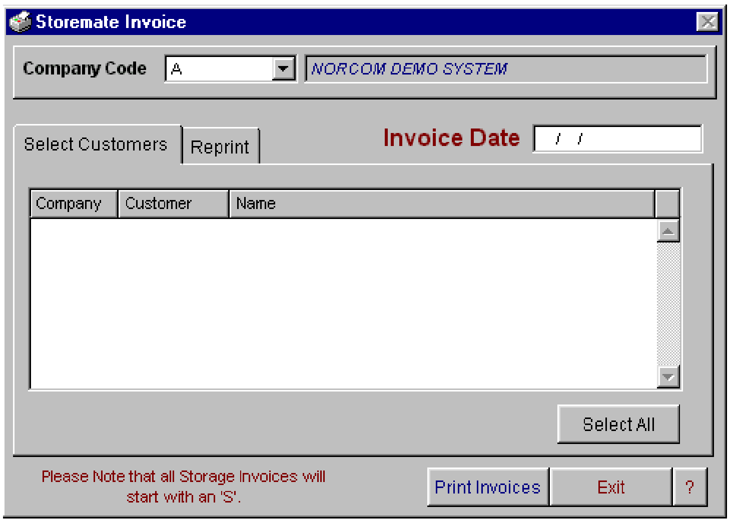
This option allows you to automatically calculate the storage and handling charges for the period specified by the week starting and week ending dates. The number of pallets in store calculates the storage for the customer up to, but not including the starting date, plus any inward movements for the period. Handling, if to be charged, is calculated from the number of inward and outward movements during the period specified. Enter the specified data and press the calculate charges button to continue or the cancel button to exit without calculating the charges.

Add/Alter Charges



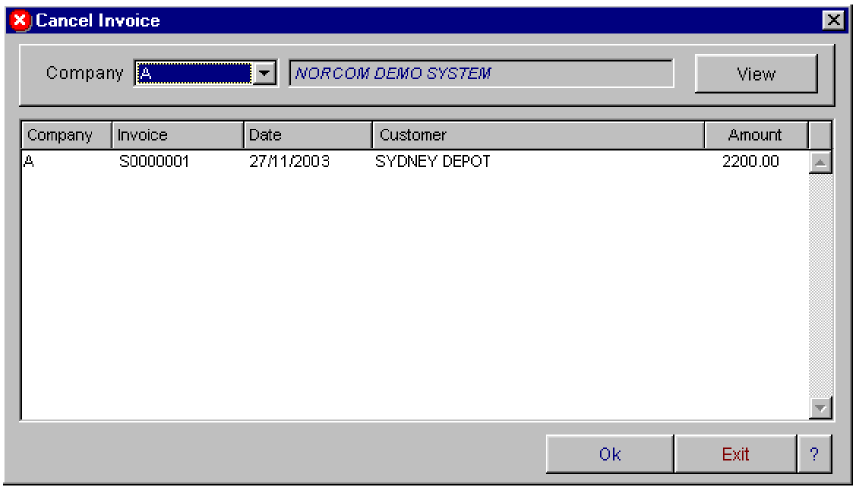
This option allows you to add and/or alter invoicing transactions either calculated from the storage and handling or charges that have been added in other than storage and handling. Charges automatically generated from the “Calculate Charges” option will appear in the browse screen. Additional charges to appear on the invoice may be added, altered or deleted from the “To be invoiced” file. If the rate is on the customer pricing file, it will appear on this screen to be extended.

Print/Reprint Invoices



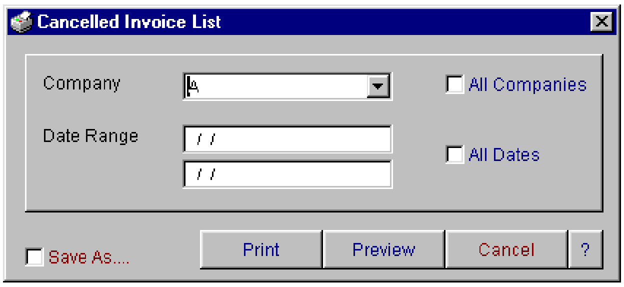
The invoice deliveries option enables you to invoice completed deliveries. To invoice deliveries, select the customers to invoice and select print invoices. The invoices that have been printed will no longer appear in this section but if invoices need to be re-printed, they will appear in the reprint section of this page. To access the invoice reprint section, double-click on the ‘Reprint’ tab, select the invoice you wish to reprint and the select view to view the invoice to screen, or print to send the invoice to a printer.

Cancel Invoices



The cancel invoices section allows you to cancel invoices that have been printed. You cannot cancel invoices that have been updated to debtors. To cancel invoices, select the invoice or invoices to cancel and select ok.

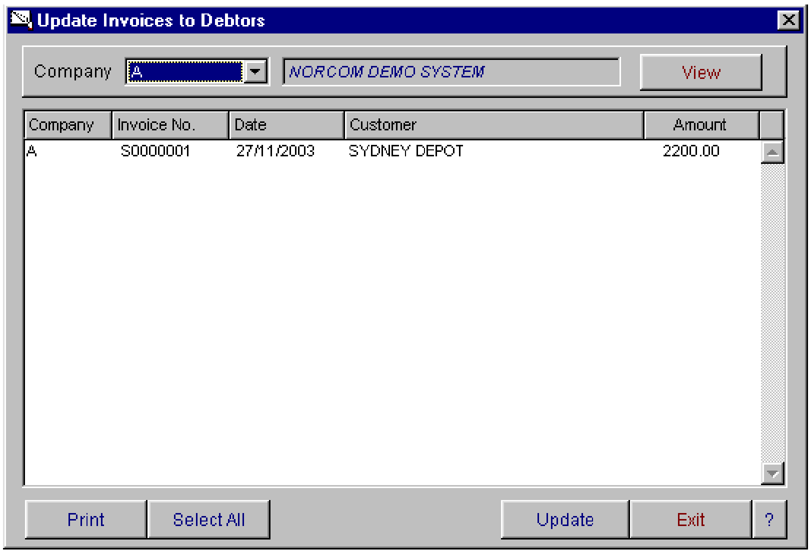
Cancelled Invoice List



The cancelled invoice list enables you to

Updates Menu

Update Invoices To Debtors

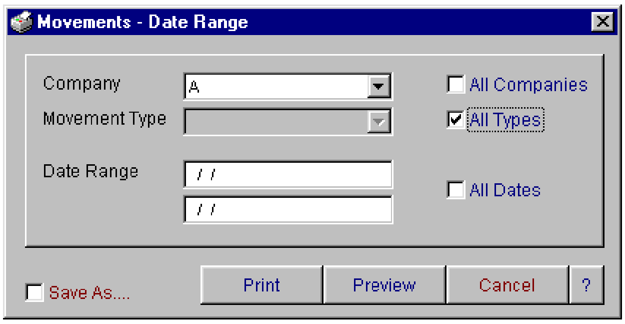


The update to debtor’s option allows you to update invoices to debtors and to clear the invoices from the invoice section of the system. This must be done prior to the next periods invoicing. You can select the company to update the invoices to. To update invoices, select the invoice or invoices to update, enter the company to update to and select the update button. Once the transactions have been updated, they will no longer appear in this list. Once invoices are updated, they cannot be brought back. They will need to be corrected in debtors.

Reports Menu

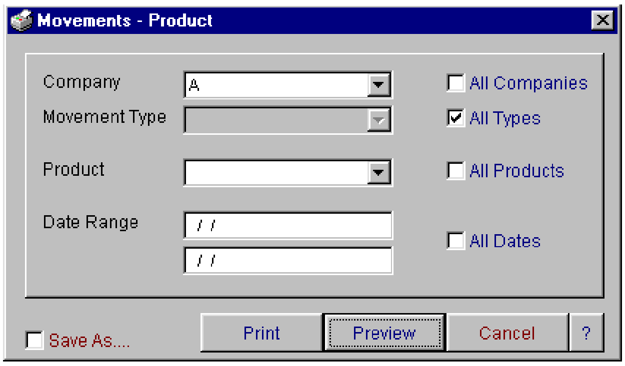
Reporting of stock movements is available from this menu. Select the option from the menu to search for the stock movement information you are looking for. On selecting the option you will have displayed the following selection screens for finding the appropriate data.

Movements by Date Range



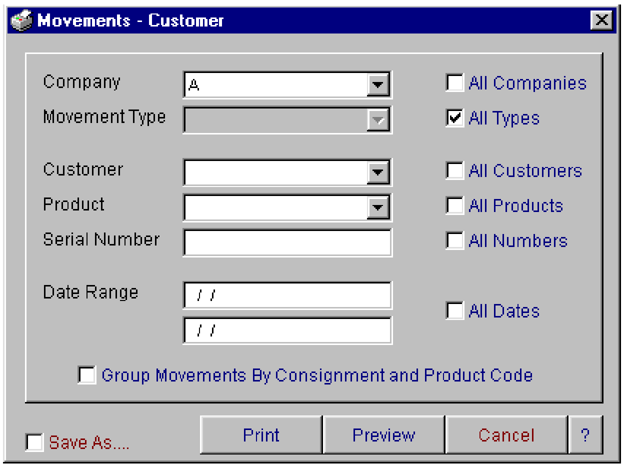
This report can be ordered by movement types and date range and displays movement type, product, movement number, customer, pallet type, date, sender, receiver, docket number, warehouse, location, reference, container, serial number, pallet number, items, carton, pallets, weight and volume.

Movements by Product



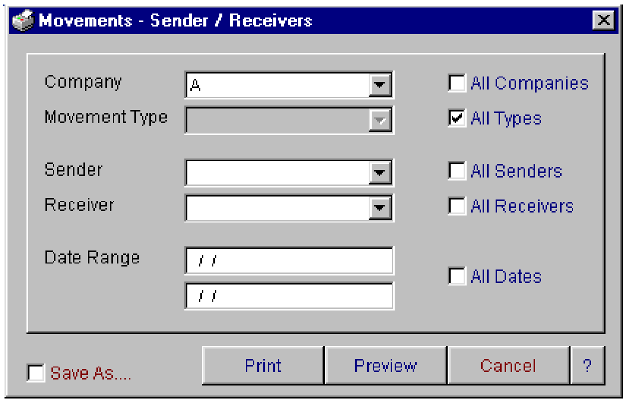
This report can be ordered by movement types, product and date range and displays movement type, product, movement number, customer, pallet type, date, sender, receiver, docket number, warehouse, location, reference, container, serial number, pallet number, items, carton, pallets, weight and volume.

Movements by Customer



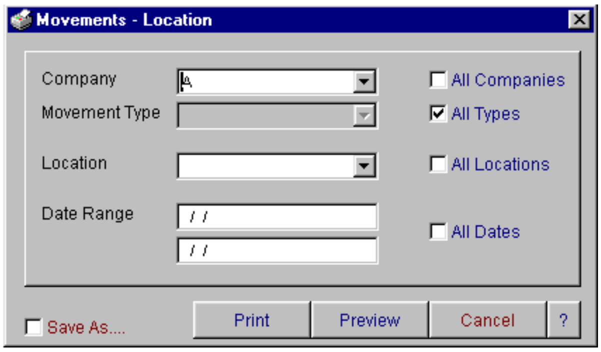
This report can be ordered by movement types, customer, product, serial number and date range and displays movement type, product, movement number, customer, pallet type, date, sender, receiver, docket number, warehouse, location, reference, container, serial number, pallet number, items, carton, pallets, weight and volume.

Movements by Sender/Receiver



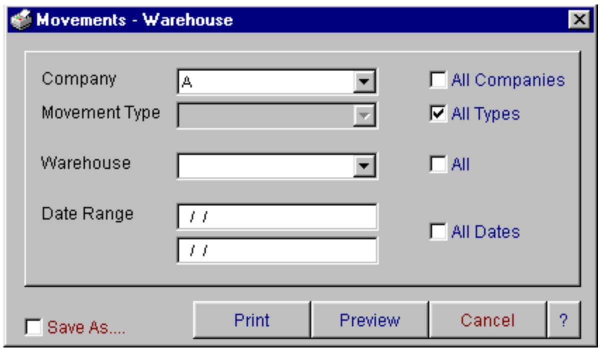
This report can be ordered by movement types and date range and displays movement type, product, movement number, customer, pallet type, date, sender, receiver, docket number, warehouse, location, reference, container, serial number, pallet number, items, carton, pallets, weight and volume.

Movements by Location



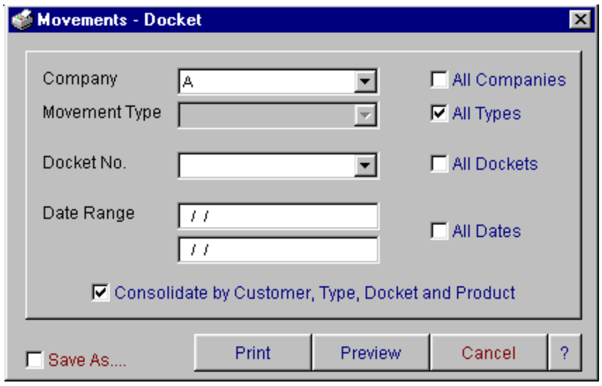
This report can be ordered by movement types, location and date range and displays movement type, product, movement number, customer, pallet type, date, sender, receiver, docket number, warehouse, location, reference, container, serial number, pallet number, items, carton, pallets, weight and volume.

Movements by Warehouse



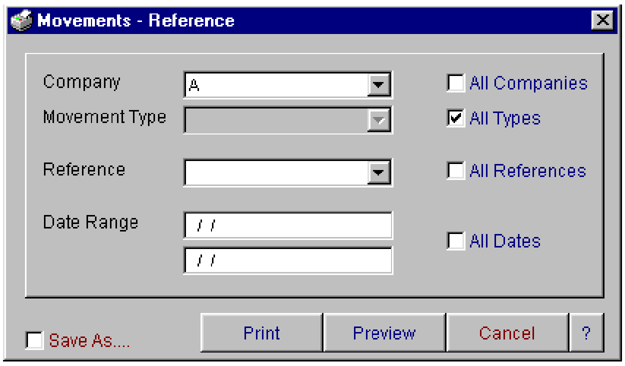
This report can be ordered by movement types, warehouse and date range and displays movement type, product, movement number, customer, pallet type, date, sender, receiver, docket number, warehouse, location, reference, container, serial number, pallet number, items, carton, pallets, weight and volume.

Movements by Docket



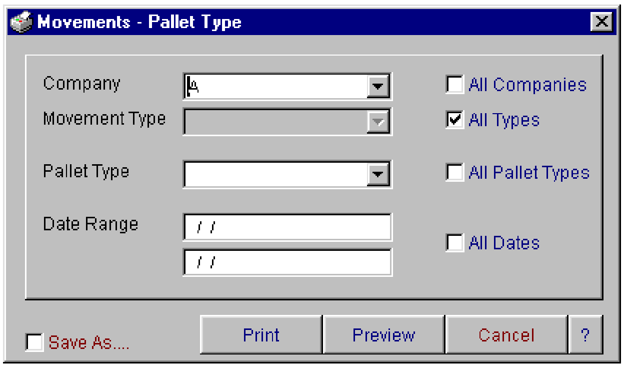
This report can be ordered by movement types, docket number and date range and displays movement type, product, movement number, customer, pallet type, date, sender, receiver, docket number, warehouse, location, reference, container, serial number, pallet number, items, carton, pallets, weight and volume. It can also be consolidated by customer, type, docket and product.

Movements by Reference



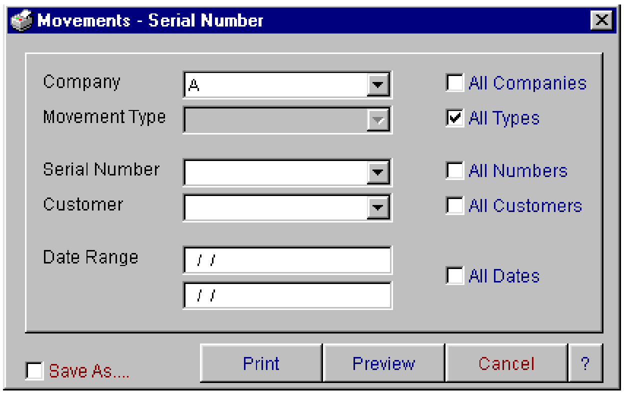
This report can be ordered by movement types, reference number and date range and displays movement type, product, movement number, customer, pallet type, date, sender, receiver, docket number, warehouse, location, reference, container, serial number, pallet number, items, carton, pallets, weight and volume.

Movements by Pallet Type



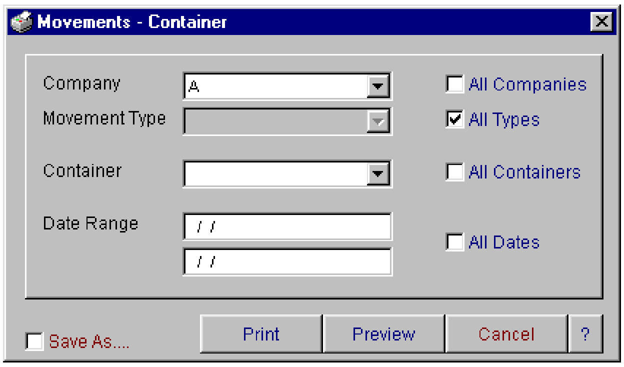
This report can be ordered by movement type, pallet type and date range and displays movement type, product, movement number, customer, pallet type, date, sender, receiver, docket number, warehouse, location, reference, container, serial number, pallet number, items, carton, pallets, weight and volume.

Movements by Serial Number



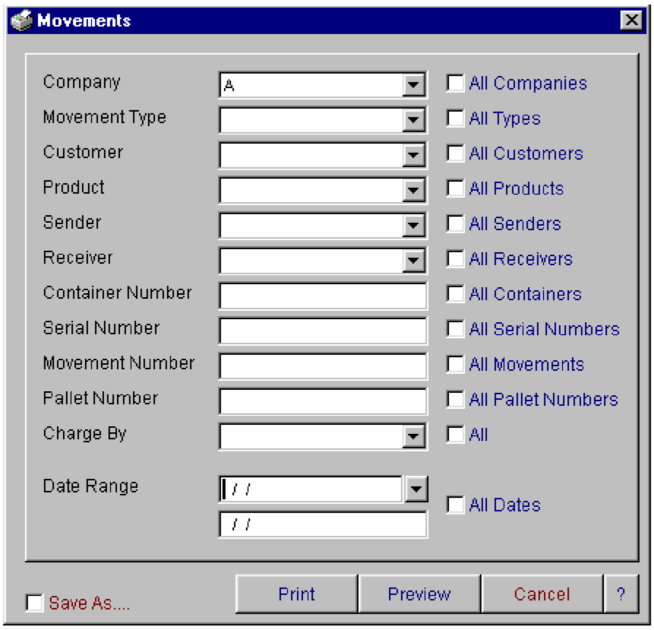
This report can be ordered by movement type, serial number, customer and date range and displays movement type, product, movement number, customer, pallet type, date, sender, receiver, docket number, warehouse, location, reference, container, serial number, pallet number, items, carton, pallets, weight and volume.

Movements by Container



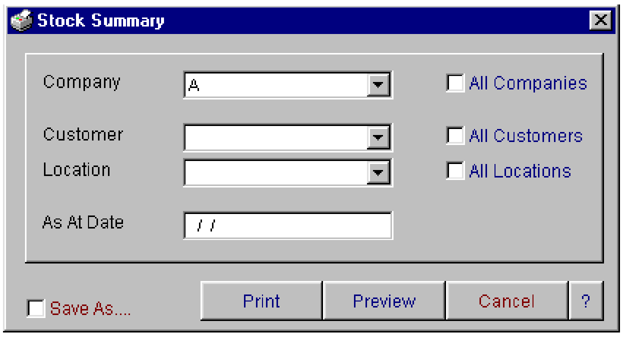
This report can be ordered by movement type, container and date range and displays movement type, product, movement number, customer, pallet type, date, sender, receiver, docket number, warehouse, location, reference, container, serial number, pallet number, items, carton, pallets, weight and volume.

Movements: All Selections



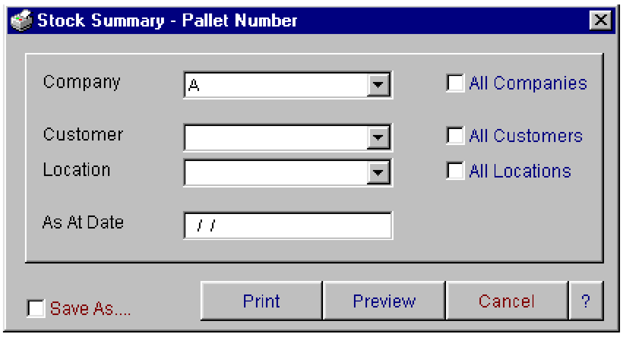
This report can be ordered by any combination of search criteria and displays movement type, product, movement number, customer, pallet type, date, sender, receiver, docket number, warehouse, location, reference, container, serial number, pallet number, items, carton, pallets, weight and volume.

Stock Summary



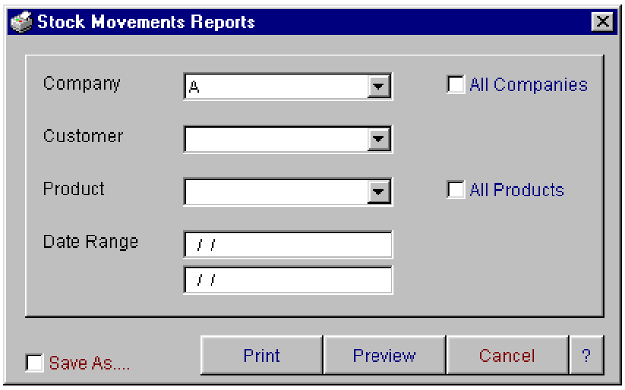
This report can be ordered by customer, location and date range. It displays customer, product, product description, location, pallets, cartons and items.

Stock Summary: Pallet Number



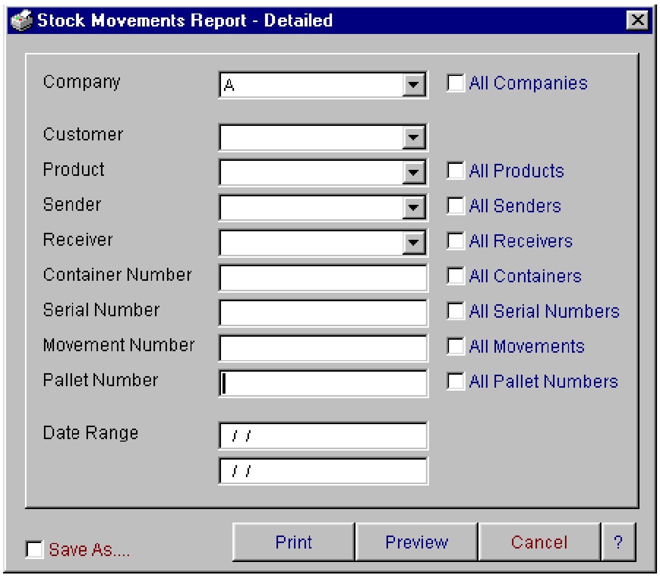
This report can be ordered by customer, location and 'as at' date. This report displays, customer, product, product description, location, pallet number, production date and cartons.

Stock Movements



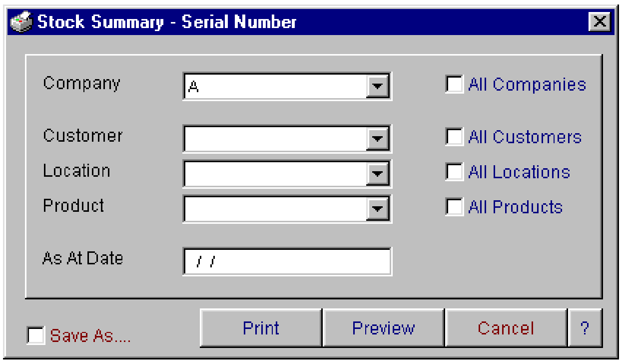
Customer, product and date range can be selected for the stock movements report. This report displays movement type, location, reference, pallet type, date, sender, items, cartons and pallets. The report shows an opening balance, movements and closing balance.

Stock Movements: Detailed



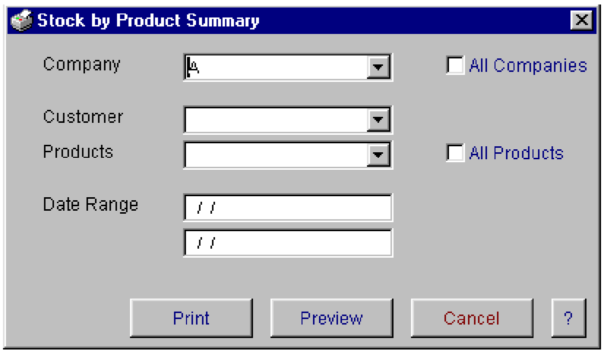
This report can be ordered by all search criteria and displays product opening balance, movement type, movement number, date, reference number, sender, receiver, serial number, container, pallet number, weight, items, carton and pallets.

Stock Summary: Serial Number



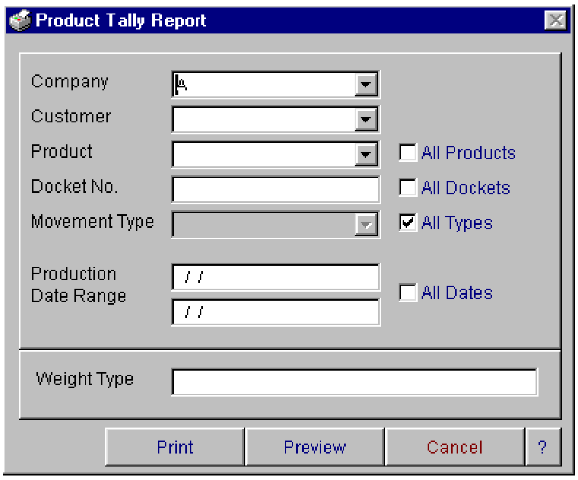
This report can be ordered by customer, location, product and 'as at' date. The report displays customer, product, product description, location, serial number, production datem pallets, items and cartons.

Stock by Products



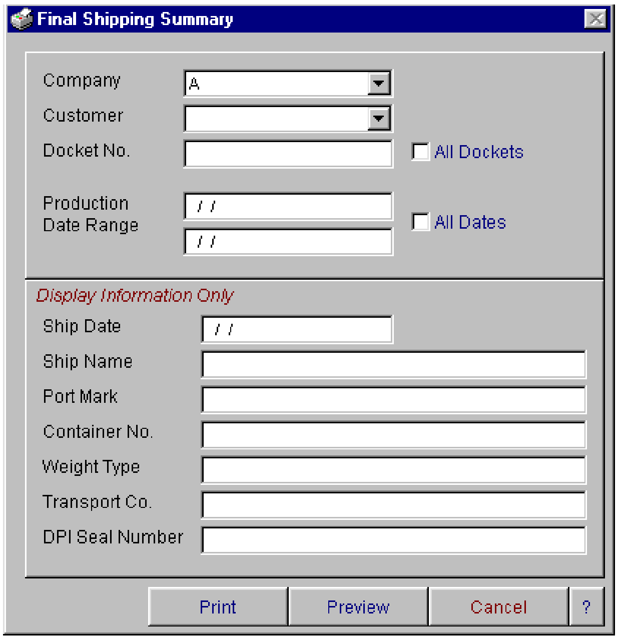
This report can be ordered by customer, product and date range and lists product by customer, product description, movements in (items, cartons, pallets), movements out (items, cartons, pallets) and balance on hand (items, cartons, pallets).

Product Tally Report



This report can be ordered by customer, products, docket number, movement type, production date range and weight type. The report displays order number, weight type, production date, product, customer, weight and cartons and totals by product.

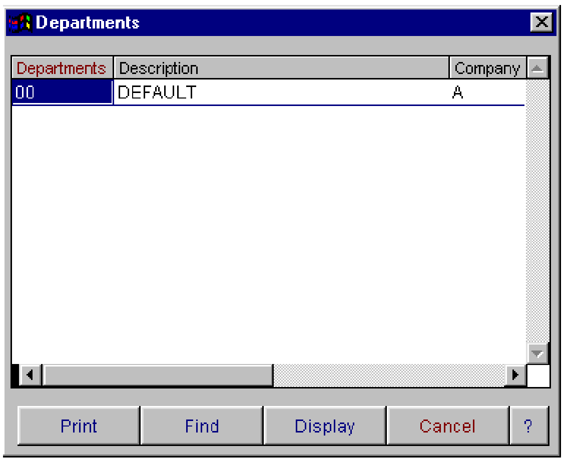
Final Shipping Summary



This report can be ordered by customer, docket number and production date range and displays production dates, order numbers, receiver, weight type, product, product description, weight and cartons. Additional information can also be added to the Final Shipping Summary, i.e. ship date, ship name, port mark, container number, weight type, transport company and DPI seal number.

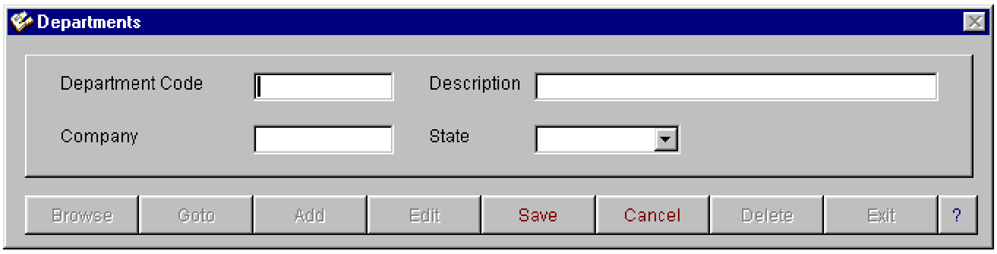
Utilities Menu

Departments



The department browse window lists all of the information entered into the department master entry screen. This can be utilised for reporting on different depots. You have the ability to display, find and print from this window.

For more information on these options, refer to Operator Prompts on pages 5 to 8. To open a fresh data entry screen, select the display button.

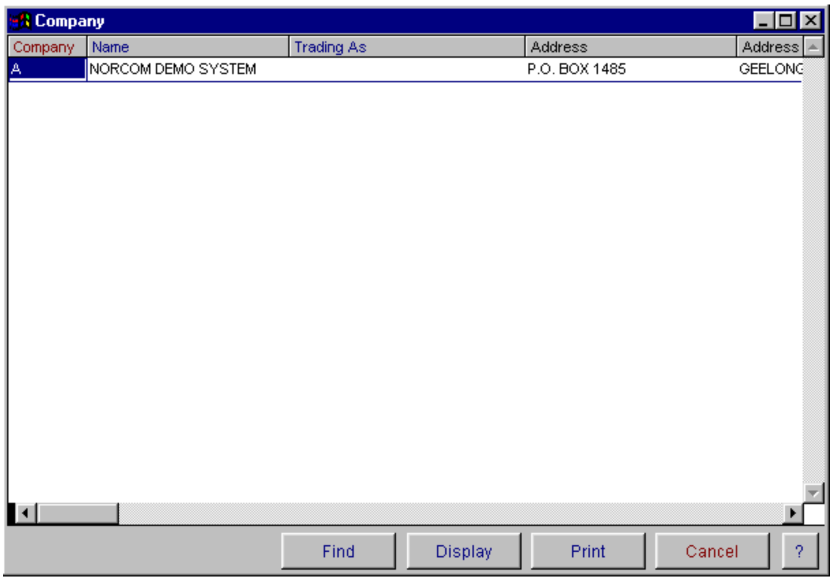


Once the data entry screen is open you have the option to Browse, Goto, Add, Edit, Save, Cancel or Delete a record. When finished, select Exit. The department code master file entry screen is used to set up department codes. You have the ability to set department codes by company and state.

Company Records

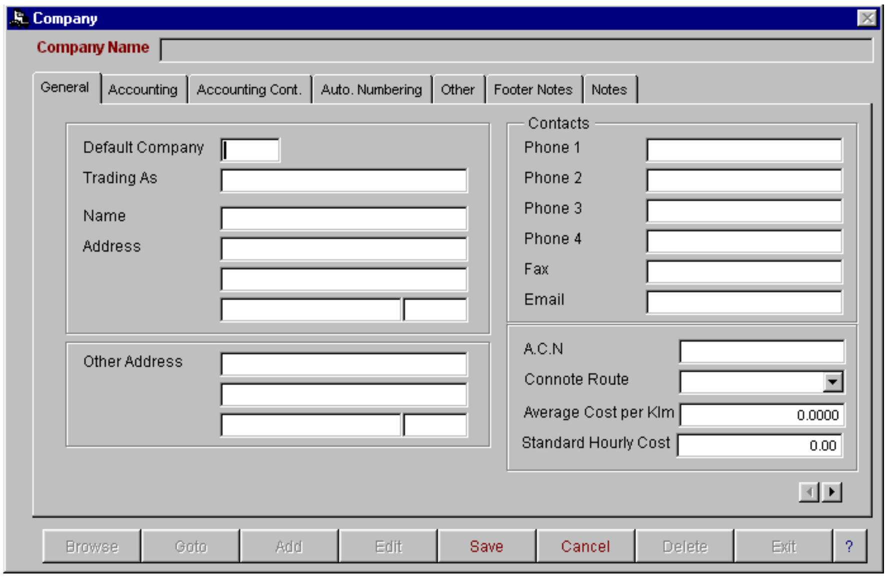
In the company records option you have the ability to store all relevant company data for producing system generated invoices, purchase orders, repair orders, with company details, address, telephone numbers, ABN number. This option also records important data such as bank account details, superannuation guarantee %, and default general ledger accounts in one central area for accessing to produce documents and financial reports.

Company Browse



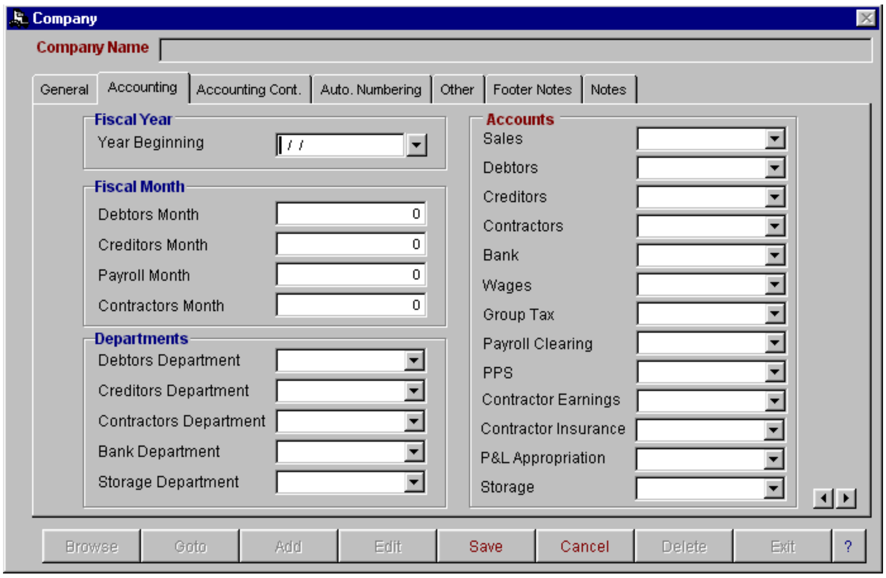
The **company browse** option allows you to list multiple companies. **The Company record should not be altered when people are keying data into the system as problems can occur with auto-generated numbering.** This can cause problems with the system causing accounts not to balance. Make sure that when entering company records that all other users are out of the Transmate system. The Company file browse window displays all of the information entered into the Company master entry screen. You have the ability to find, display and print from this window. For more information on these options, refer to Operator Prompts at the front of this manual.

General



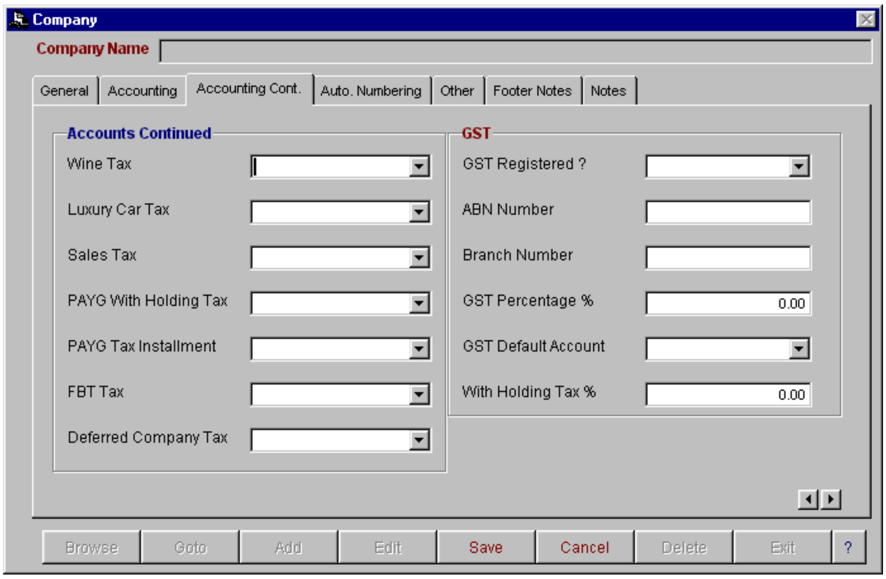
There are 7 data screens for setting up your company details. The first is the general information screen for recording trading name, address and telephone numbers. The information printed on your company stationery is collected from this section of the database. To move between these screens use either the next page arrows located at the bottom right hand corner of the screen, or use your mouse to click on the page tab at the top of the screen.

Accounting



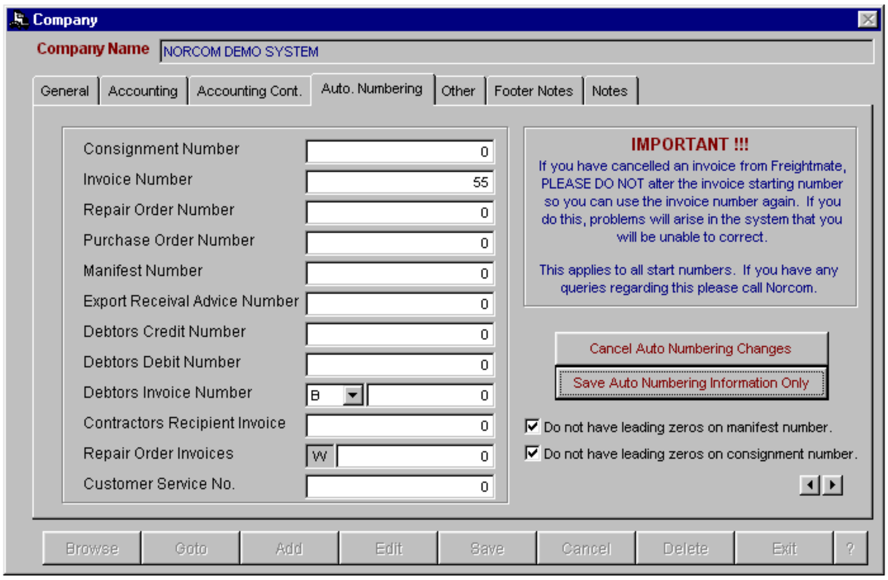
The second screen is for the setting up of your fiscal year, fiscal month, departments and general ledger default codes. An entry **must** be made in each field of this screen to ensure that all information flows to the general ledger correctly.

Accounting Continued



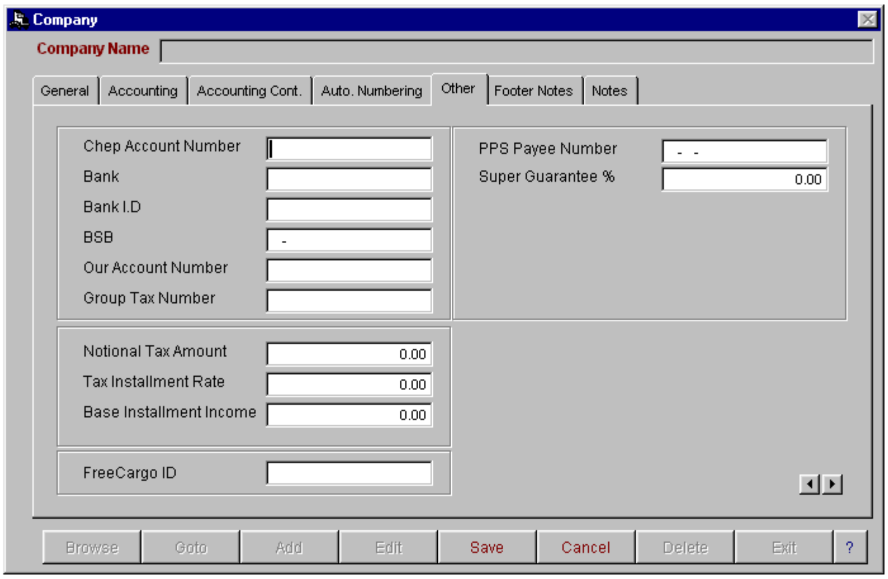
The third screen is for setting up of general ledger codes and tax information relevant to reporting of the Business Activity Statement for the tax department. It is essential that the fields relating to GST and withholding tax are completed correctly so that the information can be collected for BAS reporting and also to ensure that all information is properly updated to the general ledger.

Auto Numbering



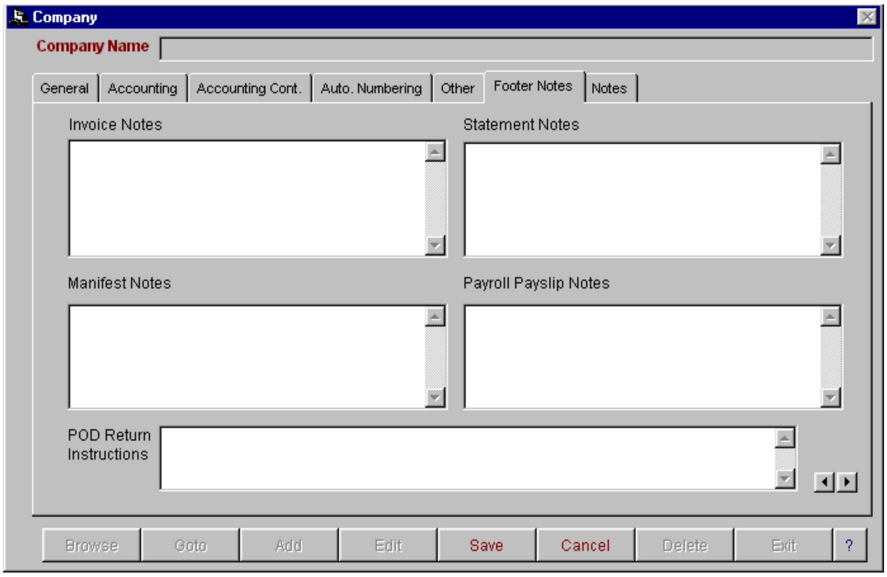
The fourth page is for setting up of your computer generated numbering system. This page has separate editing access to the rest of the Company records. Once the starting numbers have been set these **should not** be altered as problems can arise in all areas of the system if the numbers are duplicated.

Other



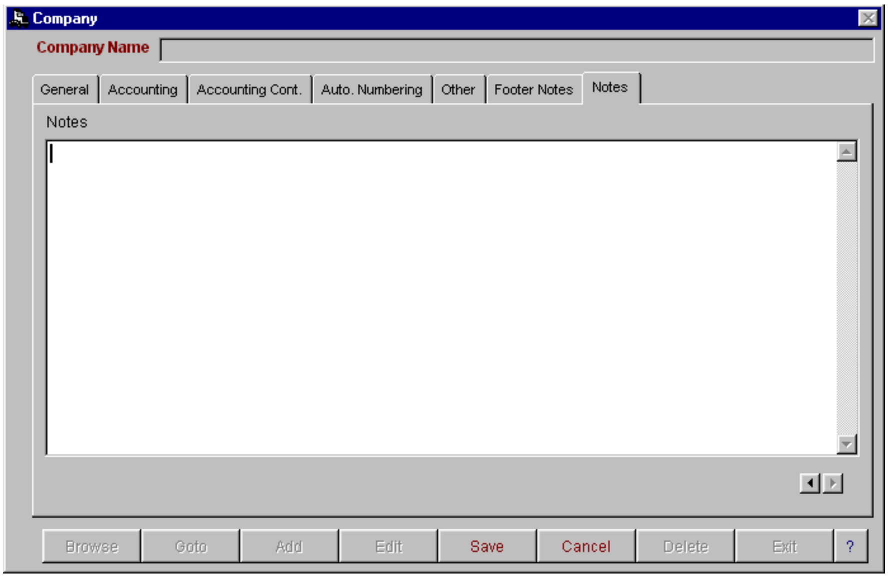
The fifth screen is for the recording of your company bank for the purpose of creating EFT transactions, group tax, PPS tax, pallet account number and super guarantee % for calculating of superannuation within the payroll system (if applicable).

Footer Notes



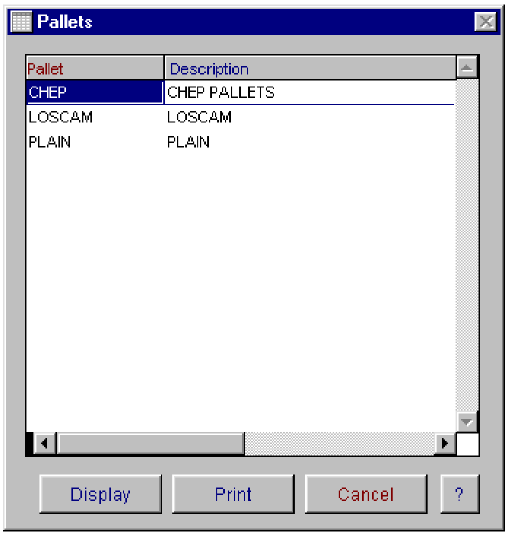
In the sixth screen you have the ability to make invoice and/or statement notes. These will print out on **all** invoices and statements generated. You also have the option in Accountmate to print invoice/statement notes for a particular customer.

Notes



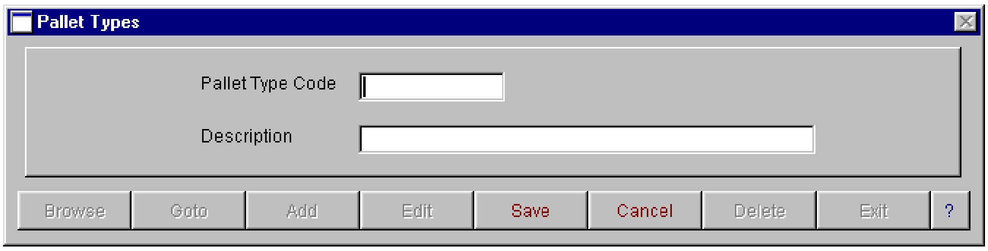
The seventh and last screen can be used for the recording of any general information.

Pallet Type



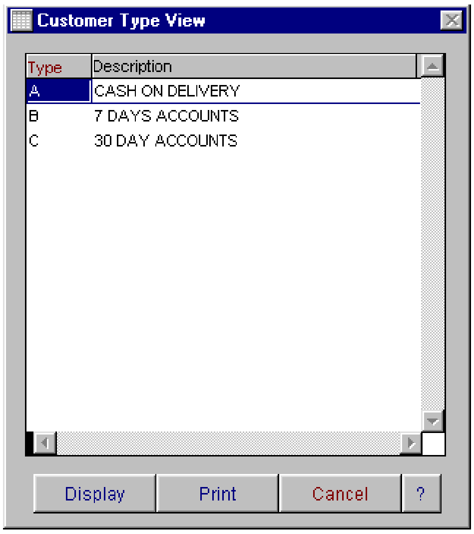
The pallet type master file browse window displays all of the information entered into the pallet type master entry screen. You have the ability to display or print from this window. The display button will open the pallet type data entry screen at the record that was selected on selecting the display button. You can also display the record by 'right mouse clicking' on the record to bring up a popup menu. To open a fresh data entry screen, select the display button.

Pallet Type Entry



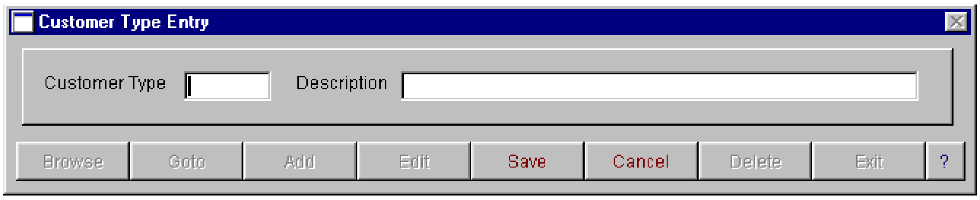
To allow accurate reporting of pallet movements, you will need to set up pallet types.

Customer Type



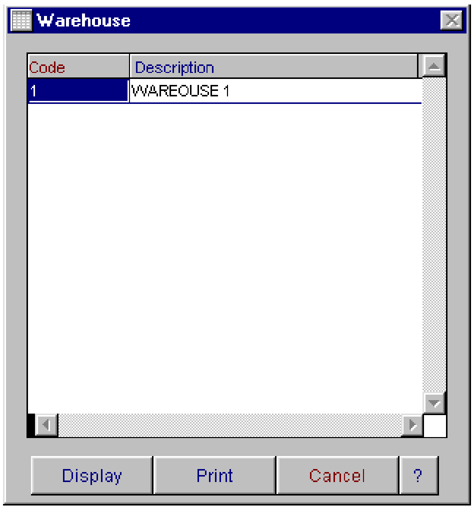
The Customer type browse window displays all of the information entered into the Customer type entry screen. This option can be used for customer aged trial balance reporting by customer type, eg. COD, 7 days and 30 days customers.

To open a fresh data entry screen, select the display button.

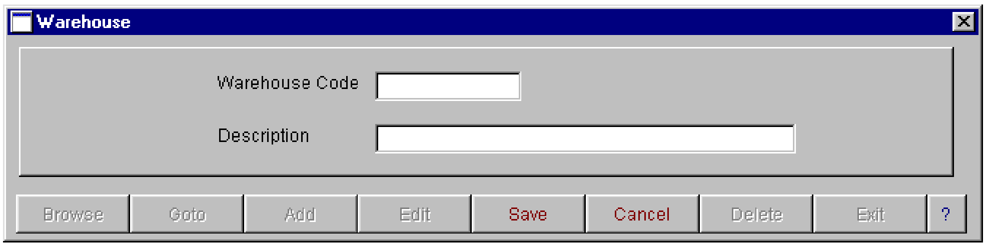


Once the data entry screen is open you have the option to Browse, Goto, Add, Edit, Save, Cancel or Delete a record. When finished, select Exit.

Warehouses

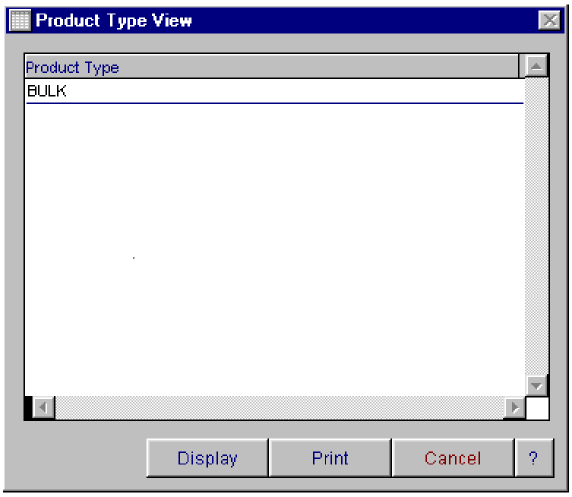


The warehouse browse screen displays information regarding your warehouses. To select a warehouse, highlight the warehouse you wish to view and select display, the following screen will appear. Enter in the new warehouse and description and select save.

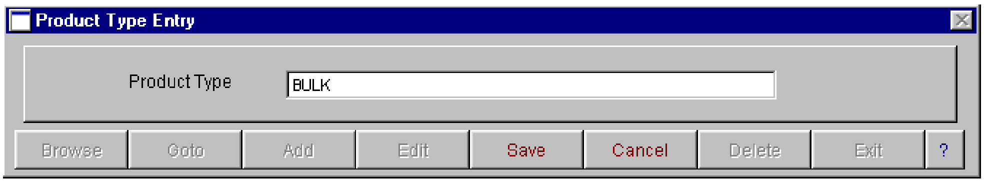


You have the ability to browse, goto, add, edit, save, cancel and delete from this option.

Product Type



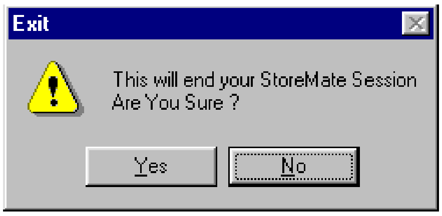
The product type browse screen displays information regarding your product types. To select a product type, highlight the entry you wish to view and select display, the following screen will appear. To add a new product type, select add, enter in the new code and description and select save.



You have the ability to browse, goto, add, edit, save, cancel and delete from this option.

Exit Storemate

To exit Storemate, select the Exit button on the menu tool bar.



A message will appear asking you to confirm that you wish to exit. Select ‘yes’. The following message will appear advising you that you have logged out successfully. Select OK.