



# TRANSMATE

Transport Management Software

FREIGHTMATE · FLEETMATE · PAYMATE · STOREMATE · DISPATCHMATE

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# STOREMATE

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# 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.

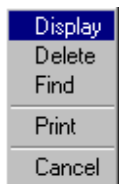
## Browse Button



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 transactions to general ledger.

## Find



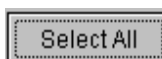
The find button enables you to search for records via a key word or characters in the browse screens. To find a record, select the find button and type in a relevant key word, select the search button. To view the search results select view. Highlight the record you wish to view and select display.

## 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.

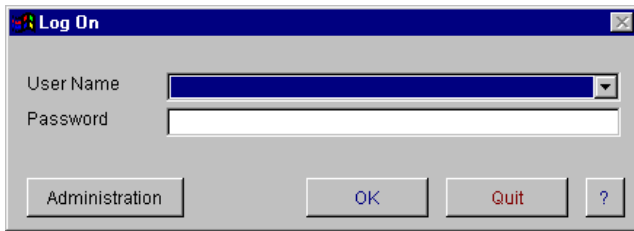
**b) Select individual records to create a block of information.**

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 mouse 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

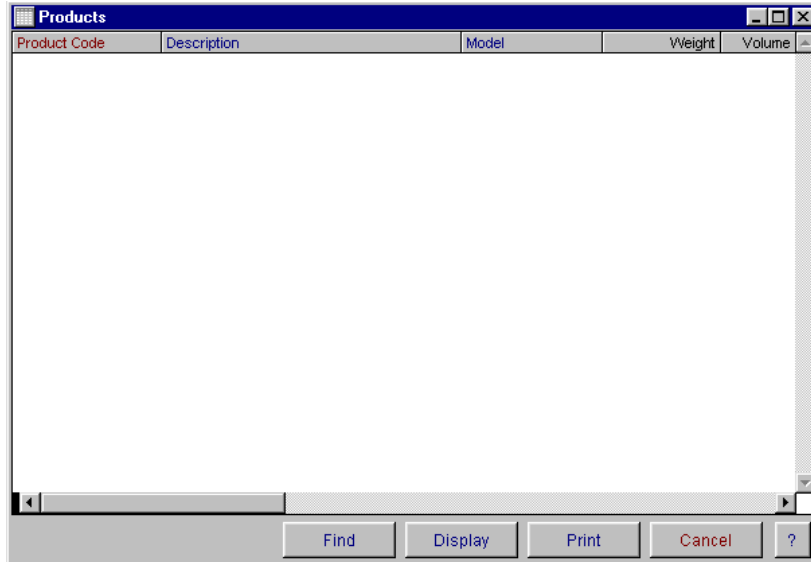
The screenshot shows a 'User Setup' dialog box with the following elements:

- Tabbed interface with 'General', 'FleetMate', 'FreightMate', and 'AccountMate' tabs.
- Input fields for 'User Name', 'Password', and 'Application' (dropdown).
- Four unchecked checkboxes with red text describing access restrictions for master files, Debtors, Creditors, and Contractors.
- Bottom buttons: 'Browse', 'Add', 'Edit', 'Save', 'Cancel', 'Delete', 'Exit', and '?'.

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.

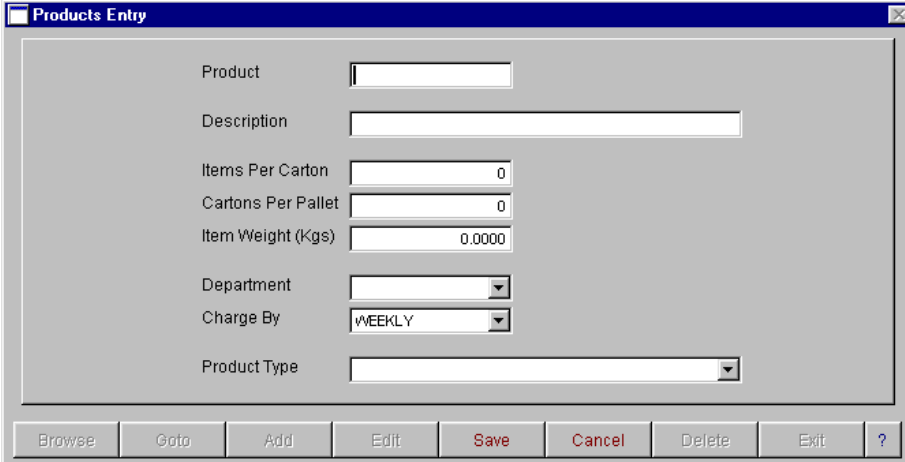
# File Menu

## 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.

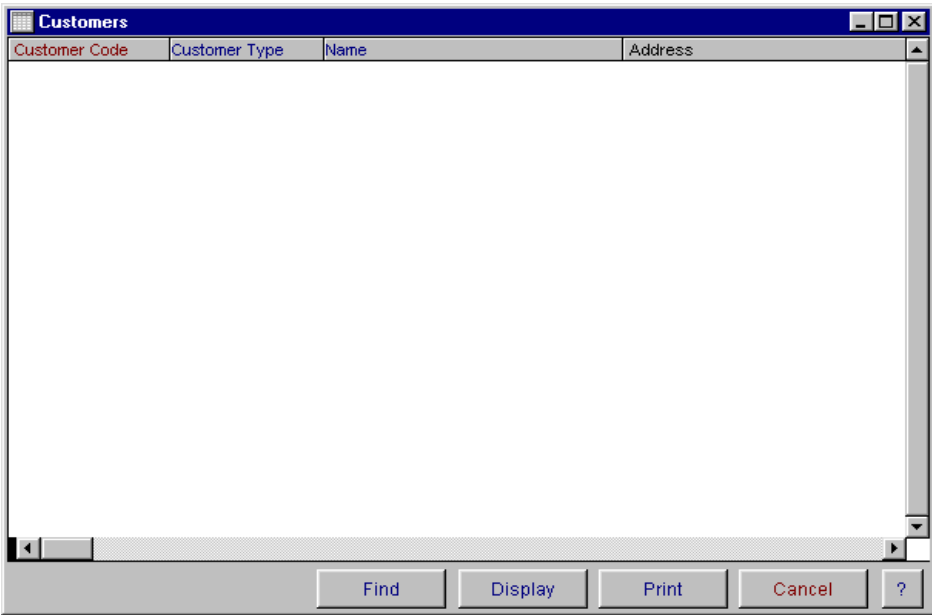
## Products Entry



The screenshot shows a window titled "Products Entry" with a grey background. It contains several input fields and dropdown menus. The fields are: Product (text box), Description (text box), Items Per Carton (text box with value 0), Cartons Per Pallet (text box with value 0), Item Weight (Kgs) (text box with value 0.0000), Department (dropdown menu), Charge By (dropdown menu with value WEEKLY), and Product Type (dropdown menu). At the bottom, there is a row of buttons: Browse, Goto, Add, Edit, Save, Cancel, Delete, Exit, and a help icon (?).

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 screenshot shows a window titled "Customers" with a blue header bar. Below the header is a table with four columns: Customer Code, Customer Type, Name, and Address. The table is currently empty. At the bottom of the window, there is a row of buttons: Find, Display, Print, Cancel, and a help icon (?).

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 screenshot shows the 'Customer' window with the 'General' tab selected. The interface includes the following fields and controls:

- Customer Code:** A text input field.
- Name:** A text input field.
- Address:** Three stacked text input fields.
- E-Mail Address:** A text input field.
- Phone Number 1, 2, 3, 4:** Four separate text input fields.
- Facsimile Number:** A text input field.
- Account Open Date / Account Close Date:** Two date input fields in MM/DD format.
- Parent Account:** A text input field.
- Delivery Address:** A multi-line text area.
- Navigation:** A toolbar at the bottom with buttons: Browse, Goto, Add, Edit, Save, Cancel, Delete, Exit, and a help icon (?).

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 screenshot shows the 'Customer' window with the 'Accounting 1' tab selected. The interface includes the following fields and controls:

- Recharge Percentage:** A text input field with the value 0.00.
- Account Status:** A text input field.
- Customer Type:** A dropdown menu.
- Trading Terms:** A text input field with the value 0.
- Default G/L Account:** A dropdown menu.
- Bank, Branch, BSB, Account No.:** Four stacked text input fields.
- Insurance %:** A text input field with the value 0.00.
- Insurance Department:** A dropdown menu.
- Insurance G/L Code:** A dropdown menu.
- Cubic Conversion:** A text input field with the value 0.000.
- Navigation:** A toolbar at the bottom with buttons: Browse, Goto, Add, Edit, Save, Cancel, Delete, Exit, and a help icon (?).

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

Customer Accounts - Calculate Account Fees

Accounting Fee ?

Interest ?

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

## Accounting 3

GST Information

GST Registered  GST Exempt

Recipient Invoice Applies ?

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

## Invoice/Statement Notes

Customer

General Accounting 1 Accounting 2 Accounting 3 Invoice / Statement Notes Notes Other

Invoice Notes

Statement Notes

\*\* Please note that these notes will only appear for the selected Customer \*\*

Browse Goto Add Edit Save Cancel Delete Exit ?

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

Customer

General Accounting 1 Accounting 2 Accounting 3 Invoice / Statement Notes Notes Other

Notes

Print Notes

Browse Goto Add Edit Save Cancel Delete Exit ?

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



## Other

Customer

General | Accounting 1 | Accounting 2 | Accounting 3 | Invoice / Statement Notes | Notes | Other

Contact Name # 1

Contact Phone # 1

Contact Name # 2

Contact Phone # 2

Accounts Contact

Phone

Anticipated Dollar Value

Quote Date

State

Browse Goto Add Edit Save Cancel Delete Exit ?

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

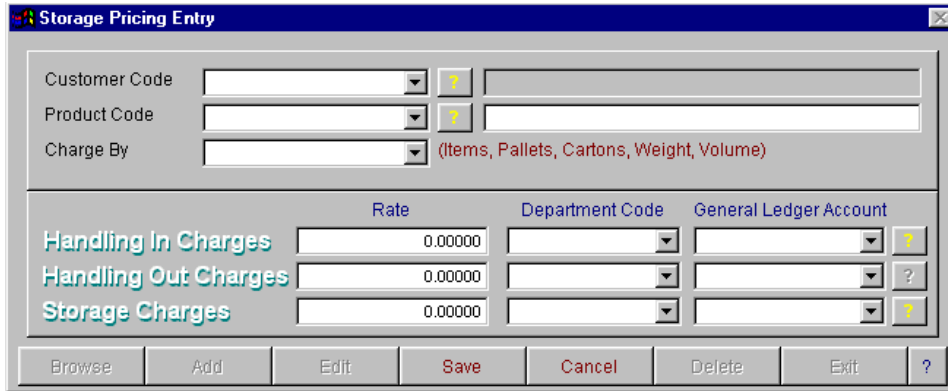
## Customer Pricing

Storage Pricing

Customer	Product Code	Product Description	Charge By	Handling IN Rate
AGR	SOYA	SOYA BEAN (BAGS)	WEIGHT	0.00000

Display Print Cancel ?

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.

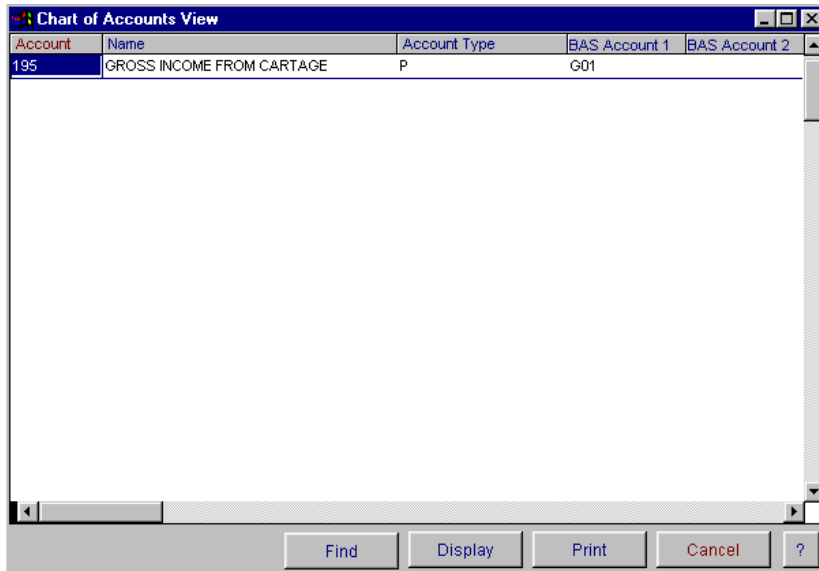


The 'Storage Pricing Entry' window contains the following fields and controls:

- Customer Code: [Dropdown] [?] [Text Box]
- Product Code: [Dropdown] [?] [Text Box]
- Charge By: [Dropdown] (Items, Pallets, Cartons, Weight, Volume)
- Rate: [Text Box] 0.00000
- Department Code: [Dropdown]
- General Ledger Account: [Dropdown] [?]
- Buttons: Browse, Add, Edit, Save, Cancel, Delete, Exit, ?

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

## Chart Of Accounts



Account	Name	Account Type	BAS Account 1	BAS Account 2
195	GROSS INCOME FROM CARTAGE	P	G01	

Buttons: Find, Display, Print, Cancel, ?

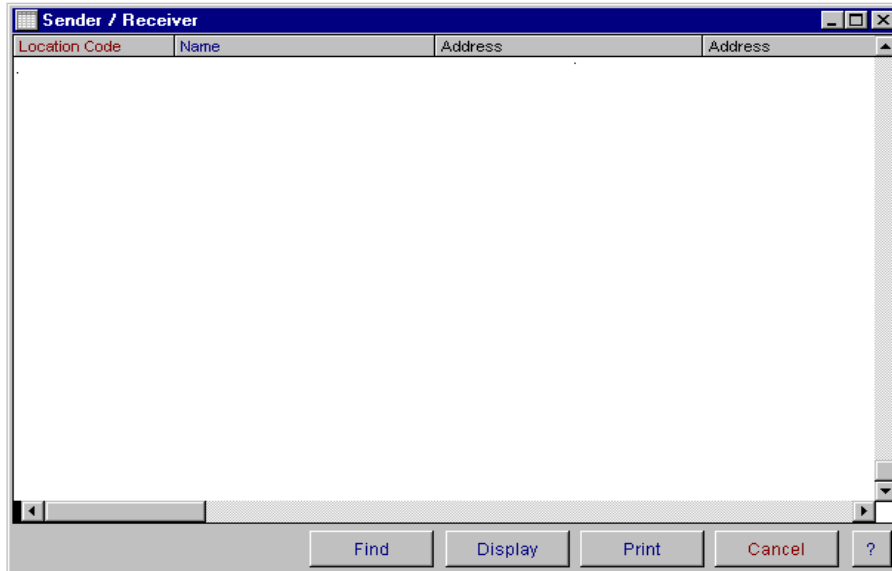
When the Chart of Accounts option is selected a browse screen will appear. You have two ways of accessing and updating records in this screen. The display button will open the chart of accounts data entry screen at the record that was highlighted on selecting the display button. You can also display 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.

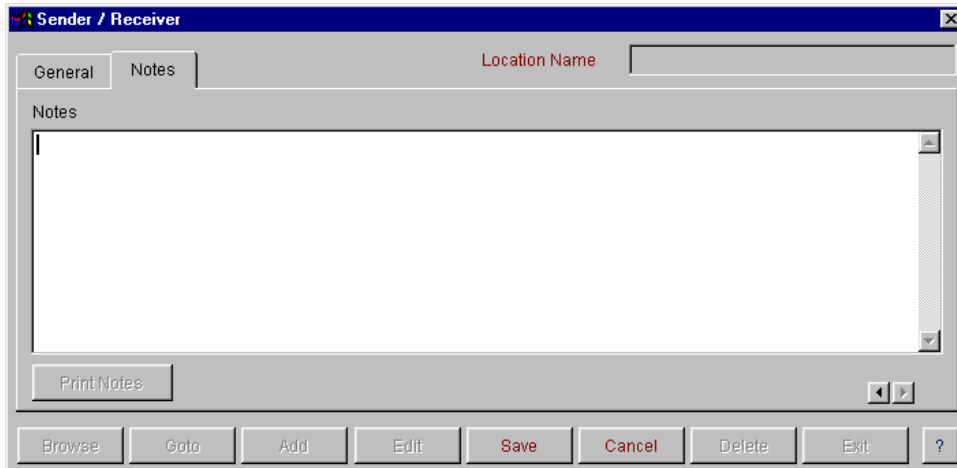
### Sender / Receiver Master File Entry

The screenshot shows a window titled "Sender / Receiver" with a standard Windows-style title bar. Below the title bar, there are two tabs: "General" and "Notes". The "General" tab is selected. At the top right of the form area, there is a label "Location Name" followed by a text input field. Below this, there are two columns of input fields. The left column contains: "Code" (text input), "Name" (text input), "Address" (text input), and "Contact" (text input). The right column contains: "Phone Number" (text input), "Facsimile Number" (text input), "Phone (Other)" (text input), "Phone Description" (text input), "Sender/Receiver Type" (dropdown menu), and "Location" (text input). At the bottom of the window, there is a toolbar with nine buttons: "Browse", "Goto", "Add", "Edit", "Save", "Cancel", "Delete", "Exit", and "?".

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



Sender / Receiver

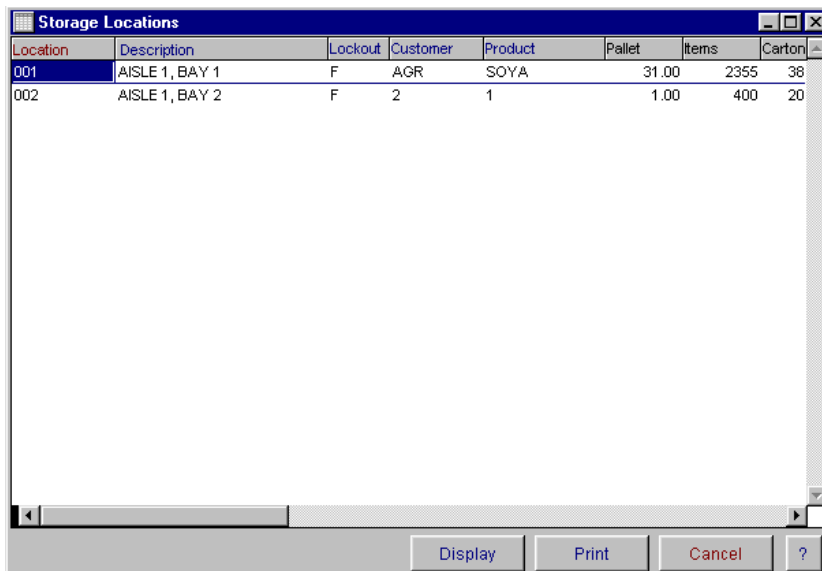
Location Name

Notes

Print Notes

Browse Goto Add Edit Save Cancel Delete Exit ?

## Locations



Location	Description	Lockout	Customer	Product	Pallet	Items	Carton
001	aisle 1, BAY 1	F	AGR	SOYA	31.00	2355	38
002	aisle 1, BAY 2	F	2	1	1.00	400	20

Display Print Cancel ?

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.

**Storage Locations**

Location Code

Location Description

Exclusive to Customer

Lock Out?

---

**Information of Goods In Location**

Customer

Product

---

Pallets  0 Items  0 Cartons  0

Weight  0.0000 Volume  0.000

---

Expiry Date of Goods  / /

Browse Goto Add Edit Save Cancel Delete Exit ?

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

**Inward Movement Browse Criteria**

Company: A  All Companies  
 Customer:  All Customers  
 Sender:  All Senders  
 Receiver:  All Receivers  
 Customer Ref.:  All References  
 Docket No.:  All Dockets  
 Status:  All Statuses  
 Date Range: / /  All Dates

View Cancel ?

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.

Company	Movement No.	Consignment No.	Date	Customer	Sender	Receiver
A	00000016	00000016	12/05/2003	SYDNEY DEPOT	MELBOURNE	ALPHA

Display Print All Cancel ?

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

Co.	Movement No	Date	Docket No.	Customer	Sender	Receiver	Pallets	Cartons	Items
A	00000016	12/05/2003	00000016	2	MEL	ALP001	0	0	0
A	00000017	13/05/2003	00000017	2			0	0	0

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

The screenshot shows a window titled "Completed Inward Movements". At the top, there are several filter fields: "Company" (dropdown with 'A'), "Customer" (dropdown), "Sender" (dropdown), "Receiver" (dropdown), and checkboxes for "All" next to each. A "View" button is to the right. Below the filters is a table with the following data:

Co.	Movement No	Date	Docket No.	Customer	Sender	Receiver	Pallets	Cartons	Items
A	0000017	19/01/2001	CONNO	SCRIV	WCOAST	METRO	0	0	0

At the bottom of the window are buttons for "Print", "Select All", "Ok", "Exit", and "?".

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

The screenshot shows a window titled "Inwards Movements History". It contains several input fields for movement details:

- Company: A
- Movement No.: 00000008
- Docket No.: 090
- Date: 29/07/2002
- Customer Ref.: REF1
- Customer: 6
- Sender: G (GARNEE - CAIRNS)
- Receiver: MEL (MELBOURNE)

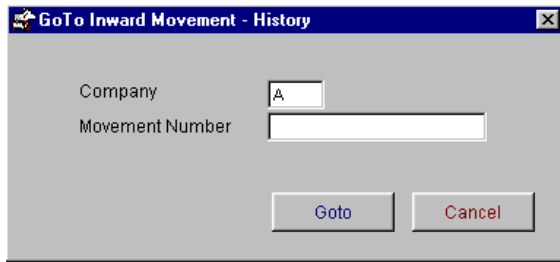
Summary statistics at the bottom:

- Total Pallets: 2
- Total Weight: 0.0000
- Total Volume: 0.000
- Total Cartons: 80
- Total Items: 3200
- Status: INVOICED

Buttons on the right include "Browse", "Print", "GoTo", and "Exit". A note says: "Right Mouse click on the Grid below to view the details of the Inward Movement".

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



GoTo Inward Movement - History

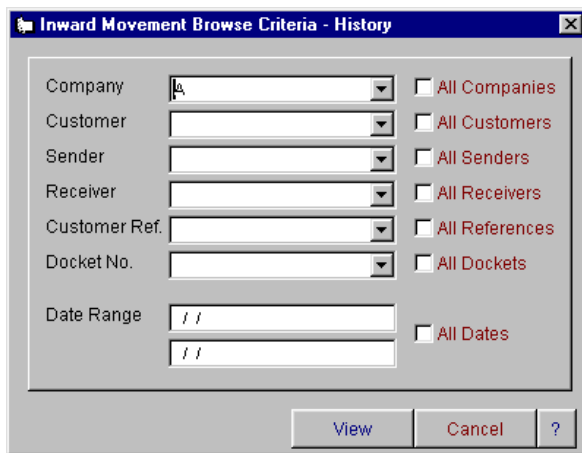
Company A

Movement Number

Goto Cancel

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



Inward Movement Browse Criteria - History

Company A  All Companies

Customer  All Customers

Sender  All Senders

Receiver  All Receivers

Customer Ref.  All References

Docket No.  All Dockets

Date Range    All Dates

View Cancel ?

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

Company	[A]	Customer	[ ]	Browse
Movement No.	[ ]			Add
Docket No.	[ ]			Edit
Date	/ /			Save
Customer Ref.	[ ]			Cancel
Sender	[ ]	Receiver	[ ]	Delete
[ ]		[ ]		Print
[ ]		[ ]		GoTo
[ ]		[ ]		Exit
Total Pallets	0	Total Weight	0.0000	Complete Outward Movement
Total Cartons	0	Total Volume	0.000	
Total Items	0	Status	NOT COMPLETE	
Notes	[ ]			

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.

Warehouse	[ ]	Product	[ ]
Location	[ ]	Serial No. \ Lot No.	[ ]
Charge By	[ ]	Container	[ ]
Pallet Number	[ ]	Production Date	/ /
Description	[ ]		
Pallet Type	[ ]	Cartons	0
Items	0	Weight	0.0000
Pallets	0	Volume	0.000
<b>Product Stock On Hand</b>		Cartons	0
Items	0	Weight	0.0000
Pallets	0	Volume	0.000
<b>Handling Out Charges</b>		Rate	0.00000
<b>Storage Charges</b>		Rate	0.00000
Save & New		Save	Cancel

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.

Company	Movement No.	Consignment No.	Date	Customer	Sender	Receiver
A	00000007	00000007	04/07/2003	SYDNEY DEPOT	ALPHA CONFECTIONERY	ACCESS

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

Co.	Movement No	Date	Docket No.	Customer	Sender	Receiver	Pallets	Cartons	Items
A	00000007	04/07/2003	00000007	2	ALP001	ACC001	1	0	0

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

The screenshot shows a window titled "Completed Outward Movements". At the top, there are filters for Company (A), Customer (All), Sender (All), and Receiver (All). A "View" button is to the right. Below the filters is a table with the following data:

Co.	Movement No	Date	Docket No.	Customer	Sender	Receiver	Pallets	Cartons	Items
A	00000018	14/05/2003	00000018	2	ACC001	ALP001	0	0	0

At the bottom of the window are buttons for "Print", "Select All", "Ok", "Exit", and "?".

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

The screenshot shows a window titled "Outward Movements History". It contains the following information:

- Company:** A
- Movement No.:** 00000015
- Docket No.:** 1737
- Date:** 31/03/2003
- Customer Ref.:** 1303-7
- Customer:** AGR
- Customer Name:** AGR PRODUCE
- Customer Address:** SYDNEY
- Sender:** RCB
- Sender Name:** RENMARK PACKING
- Sender Address:** ALTONA
- Receiver:** K
- Receiver Name:** KMART

Summary statistics:

- Total Pallets:** 4
- Total Weight:** 4.0000
- Total Volume:** 0.000
- Total Cartons:** 0
- Total Items:** 100
- Status:** INVOICED

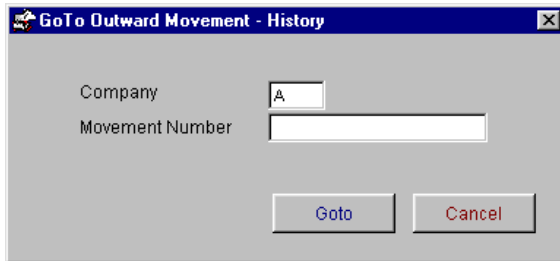
Buttons: "Browse", "Print", "GoTo", "Exit".

Notes: A text area for entering notes.

Instruction: "Right Mouse click on the Grid below to view the details of the Outward Movement"

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.

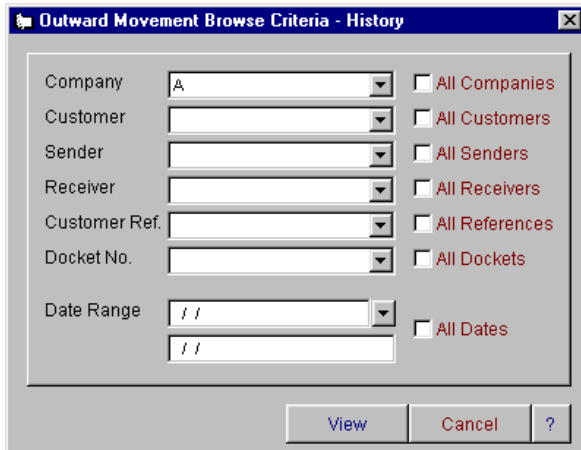
## Goto



The screenshot shows a dialog box titled "GoTo Outward Movement - History". It has a blue title bar with a close button. The main area is light gray and contains two labels: "Company" and "Movement Number". The "Company" label is next to a text box containing the letter "A". The "Movement Number" label is next to an empty text box. At the bottom of the dialog, there are two buttons: "Goto" and "Cancel".

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



The screenshot shows a dialog box titled "Outward Movement Browse Criteria - History". It has a blue title bar with a close button. The main area is light gray and contains several search criteria. Each criterion has a dropdown menu and a checkbox to its right. The criteria are: Company (dropdown: A, checkbox: All Companies), Customer (dropdown: empty, checkbox: All Customers), Sender (dropdown: empty, checkbox: All Senders), Receiver (dropdown: empty, checkbox: All Receivers), Customer Ref. (dropdown: empty, checkbox: All References), Docket No. (dropdown: empty, checkbox: All Dockets), and Date Range (dropdown: // //, checkbox: All Dates). At the bottom of the dialog, there are three buttons: "View", "Cancel", and "?".

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.



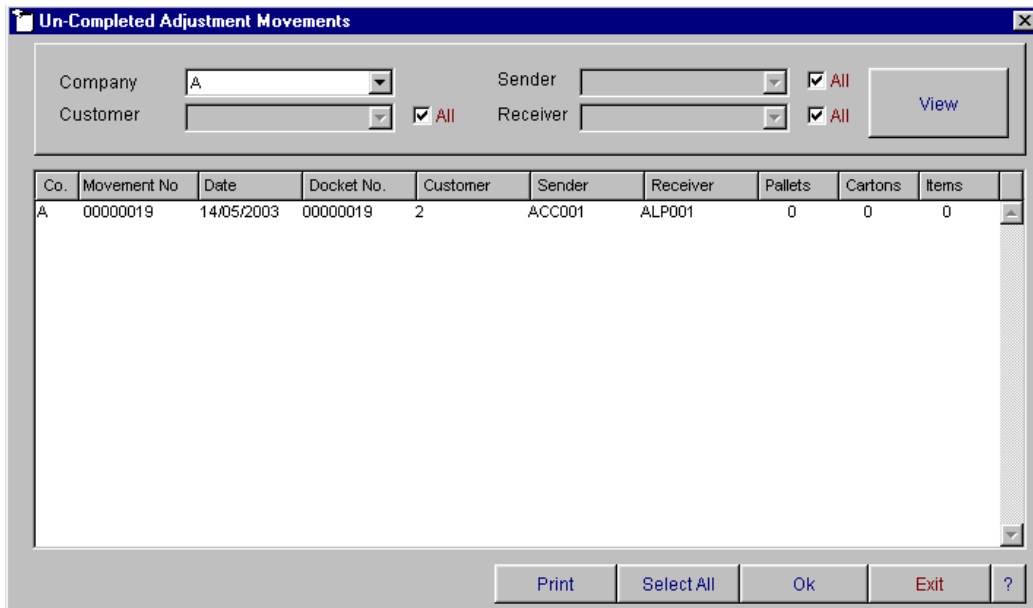
# Adjustment Menu

## Adjustment Entry

Company	[A]	Customer		Browse
Movement No.				Add
Docket No.				Edit
Date	14/05/2003			Save
Customer Ref.				Cancel
Sender		Receiver		Delete
				Print
				GoTo
				Exit
Total Pallets	0	Total Weight	0.0000	Complete Adjustment Movement
Total Cartons	0	Total Volume	0.000	
Total Items	0	Status	NOT COMPLETE	
Notes				

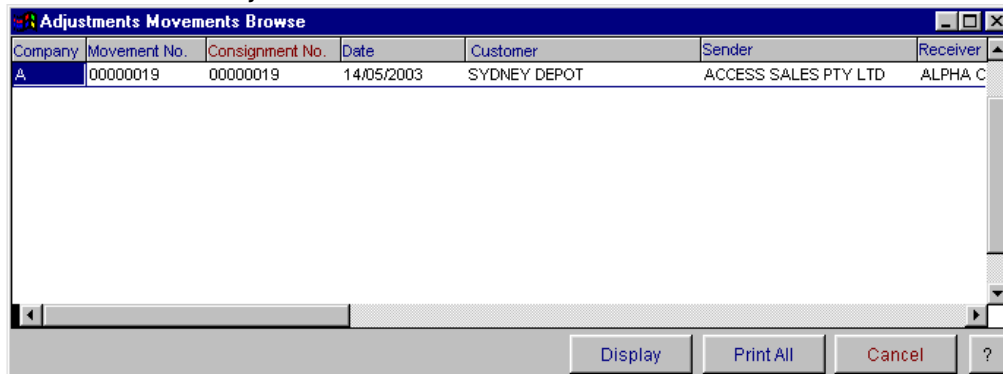
The adjustment entry option allows you to enter all adjustments to stock movements in the store. You must enter the prompts as shown above. The customer code is the code identifying the customer owning the product. The customer reference can be their order number. This is used to group entries for printing 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

The screenshot shows a window titled "Completed Outward Movements". At the top, there are several input fields: "Company" (dropdown with 'A'), "Customer" (dropdown), "Sender" (dropdown), and "Receiver" (dropdown). Each dropdown has a "All" checkbox next to it. A "View" button is located to the right of these fields. Below the input fields is a table with the following columns: Co., Movement No, Date, Docket No., Customer, Sender, Receiver, Pallets, Cartons, and Items. The table contains one row of data: A, 00000018, 14/05/2003, 00000018, 2, ACC001, ALP001, 0, 0, 0. At the bottom of the window, there are buttons for "Print", "Select All", "Ok", "Exit", and "?".

Co.	Movement No	Date	Docket No.	Customer	Sender	Receiver	Pallets	Cartons	Items
A	00000018	14/05/2003	00000018	2	ACC001	ALP001	0	0	0

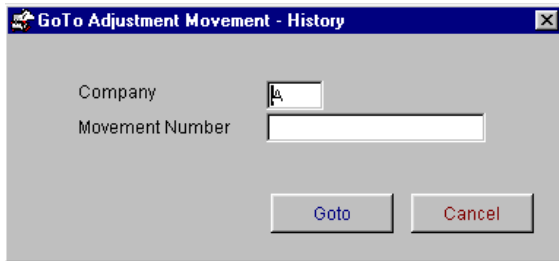
To un-complete an adjustment movement that has been completed ready for invoicing, go to the 'Adjustment Movement' menu, select the option 'To Un-complete Adjustment Movements'. The transaction list that will appear are the completed adjustment movements that are ready for invoicing. Select the transaction 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

The screenshot shows a window titled "Adjustment Movement History". It features several input fields for search criteria: Company, Movement No., Docket No., Date (with a // placeholder), Customer Ref., Sender, and Receiver. To the right of these fields are buttons for "Browse", "Print", "GoTo", and "Exit". Below the input fields, there are summary statistics: Total Pallets (0), Total Weight (0.0000), Total Volume (0.000), Total Cartons (0), Total Items (0), and Status. At the bottom, there is a "Notes" field with a scroll bar. A red text instruction on the right side of the window reads: "Right Mouse click on the Grid below to view the details of the Inward Movement".

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.

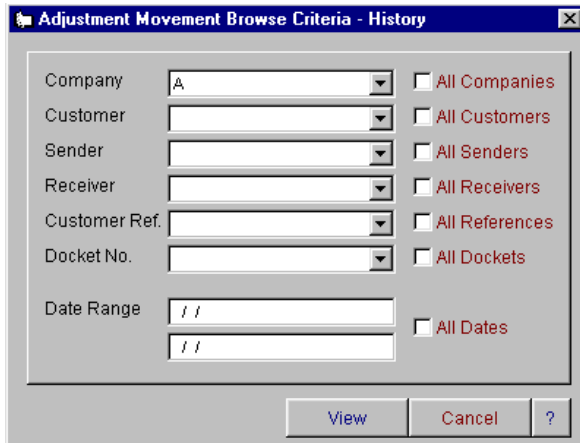
## Goto



The screenshot shows a dialog box titled "Go To Adjustment Movement - History". It contains two input fields: "Company" with the letter "A" entered, and "Movement Number" which is empty. Below the fields are two buttons: "Goto" and "Cancel".

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



The screenshot shows a dialog box titled "Adjustment Movement Browse Criteria - History". It features several search criteria, each with a dropdown menu and a checkbox to select "All":

- Company: dropdown with "A", checkbox "All Companies"
- Customer: empty dropdown, checkbox "All Customers"
- Sender: empty dropdown, checkbox "All Senders"
- Receiver: empty dropdown, checkbox "All Receivers"
- Customer Ref.: empty dropdown, checkbox "All References"
- Docket No.: empty dropdown, checkbox "All Dockets"
- Date Range: two empty date input fields, checkbox "All Dates"

At the bottom of the dialog are three buttons: "View", "Cancel", and a help button with a question mark.

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

Calculate Storage Charges

Company: A

Week Ending Date: / /

Please Note : Charge will be calculated for all completed movements regardless of the above date.

Calculate Charges Cancel ?

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

StoreMate Add / Alter Charges

Company: A

Customer: [ ]

Product Code: [ ]

Charge By: [ ]

Date: / /

Docket No.: [ ]

Container No.: [ ]

Serial No.: [ ]

Description: [ ]

Quantity: 0

Rate: 0.00000

Price: 0.00

GST: 0.00

Total Price Inc. GST: 0.00

GL Code: [ ]

Department: [ ]

Browse Add Edit Save Cancel Delete Exit

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 screenshot shows the 'Storemate Invoice' application window. At the top, there is a 'Company Code' dropdown menu set to 'A' and a text field containing 'NORCOM DEMO SYSTEM'. Below this, there are two tabs: 'Select Customers' and 'Reprint'. The 'Reprint' tab is active, and next to it is an 'Invoice Date' field with slashes for input. A large empty table with columns 'Company', 'Customer', and 'Name' is visible. At the bottom right of the table area is a 'Select All' button. At the bottom of the window, there is a note: 'Please Note that all Storage Invoices will start with an 'S''. To the right of the note are three buttons: 'Print Invoices', 'Exit', and a help icon '?'.

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.

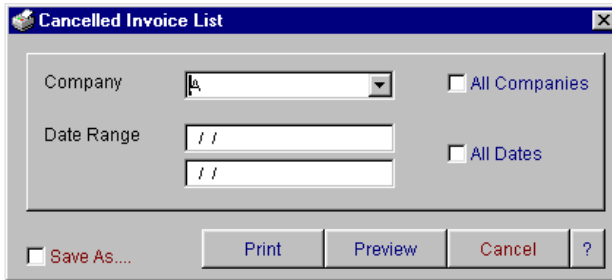
## Cancel Invoices

The screenshot shows the 'Cancel Invoice' application window. At the top, there is a 'Company' dropdown menu set to 'A' and a text field containing 'NORCOM DEMO SYSTEM'. To the right of the text field is a 'View' button. Below this is a table with the following columns: 'Company', 'Invoice', 'Date', 'Customer', and 'Amount'. The table contains one row of data: Company: A, Invoice: S0000001, Date: 27/11/2003, Customer: SYDNEY DEPOT, Amount: 2200.00. At the bottom of the window are three buttons: 'Ok', 'Exit', and a help icon '?'.

Company	Invoice	Date	Customer	Amount
A	S0000001	27/11/2003	SYDNEY DEPOT	2200.00

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

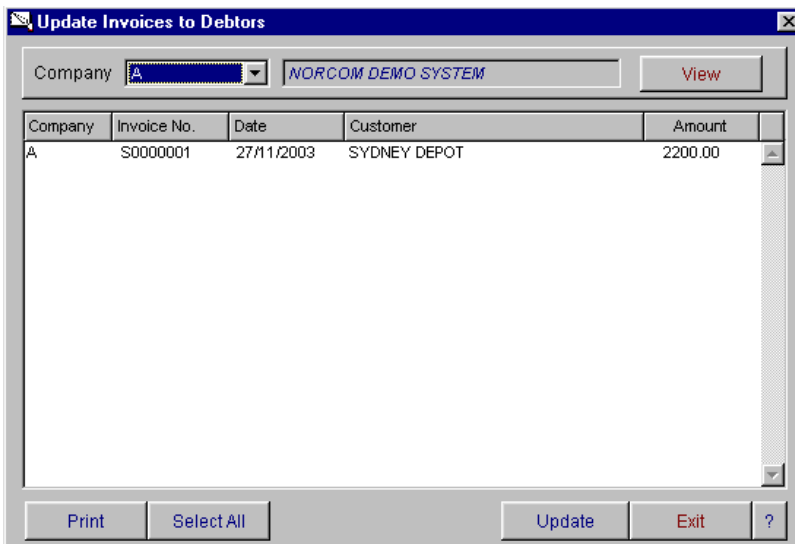


The 'Cancelled Invoice List' dialog box features a title bar with a close button. It contains a 'Company' dropdown menu with 'A' selected, a checkbox for 'All Companies', and a 'Date Range' section with two input fields for dates and a checkbox for 'All Dates'. At the bottom, there is a 'Save As....' checkbox and buttons for 'Print', 'Preview', 'Cancel', and a help icon.

The cancelled invoice list enables you to

## Updates Menu

### Update Invoices To Debtors



The 'Update Invoices to Debtors' dialog box has a title bar with a close button. It includes a 'Company' dropdown menu with 'A' selected, a text field containing 'NORCOM DEMO SYSTEM', and a 'View' button. Below this is a table with the following data:

Company	Invoice No.	Date	Customer	Amount
A	S0000001	27/11/2003	SYDNEY DEPOT	2200.00

At the bottom of the dialog, there are buttons for 'Print', 'Select All', 'Update', 'Exit', and a help icon.

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

Movements - Date Range

Company: A  All Companies

Movement Type:  All Types

Date Range: //  All Dates

Save As....

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

Movements - Product

Company: A  All Companies

Movement Type:  All Types

Product:  All Products

Date Range: //  All Dates

Save As....

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

**Movements - Customer**

Company: A  All Companies  
Movement Type:  All Types  
Customer:  All Customers  
Product:  All Products  
Serial Number:  All Numbers  
Date Range: //  All Dates  
//  
 Group Movements By Consignment and Product Code

Save As....

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

**Movements - Sender / Receivers**

Company: A  All Companies  
Movement Type:  All Types  
Sender:  All Senders  
Receiver:  All Receivers  
Date Range: //  All Dates  
//

Save As....

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

Movements - Location

Company: A  All Companies

Movement Type:  All Types

Location:  All Locations

Date Range: / /  All Dates

Save As...

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

Movements - Warehouse

Company: A  All Companies

Movement Type:  All Types

Warehouse:  All

Date Range: / /  All Dates

Save As...

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

Movements - Docket

Company: A  All Companies

Movement Type:  All Types

Docket No.:  All Dockets

Date Range: / /  All Dates

Consolidate by Customer, Type, Docket and Product

Save As...

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

The screenshot shows a dialog box titled "Movements - Reference". It has a blue title bar with a close button. The main area is a light gray panel with the following controls:

- Company: A dropdown menu with "A" selected.
- Movement Type: A dropdown menu.
- Reference: A dropdown menu.
- Date Range: Two text input fields, each containing " / /".
- Checkboxes:  All Companies,  All Types,  All References,  All Dates.
- Buttons:  Save As..., Print, Preview, Cancel, and a help icon (?).

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

The screenshot shows a dialog box titled "Movements - Pallet Type". It has a blue title bar with a close button. The main area is a light gray panel with the following controls:

- Company: A dropdown menu with "A" selected.
- Movement Type: A dropdown menu.
- Pallet Type: A dropdown menu.
- Date Range: Two text input fields, each containing " / /".
- Checkboxes:  All Companies,  All Types,  All Pallet Types,  All Dates.
- Buttons:  Save As..., Print, Preview, Cancel, and a help icon (?).

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

Movements - Serial Number

Company: A

Movement Type:

Serial Number:

Customer:

Date Range: / /

All Companies

All Types

All Numbers

All Customers

All Dates

Save As....

Print Preview Cancel ?

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

Movements - Container

Company: A

Movement Type:

Container:

Date Range: / /

All Companies

All Types

All Containers

All Dates

Save As....

Print Preview Cancel ?

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

Company	A	<input type="checkbox"/> All Companies
Movement Type		<input type="checkbox"/> All Types
Customer		<input type="checkbox"/> All Customers
Product		<input type="checkbox"/> All Products
Sender		<input type="checkbox"/> All Senders
Receiver		<input type="checkbox"/> All Receivers
Container Number		<input type="checkbox"/> All Containers
Serial Number		<input type="checkbox"/> All Serial Numbers
Movement Number		<input type="checkbox"/> All Movements
Pallet Number		<input type="checkbox"/> All Pallet Numbers
Charge By		<input type="checkbox"/> All
Date Range	//	<input type="checkbox"/> All Dates

Save As...               

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.

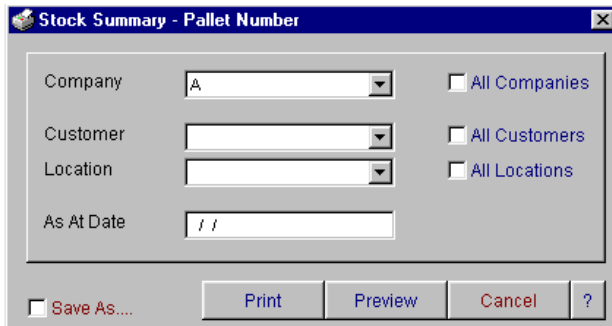
## Stock Summary

Company	A	<input type="checkbox"/> All Companies
Customer		<input type="checkbox"/> All Customers
Location		<input type="checkbox"/> All Locations
As At Date	//	

Save As...               

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



Stock Summary - Pallet Number

Company: A  All Companies

Customer:  All Customers

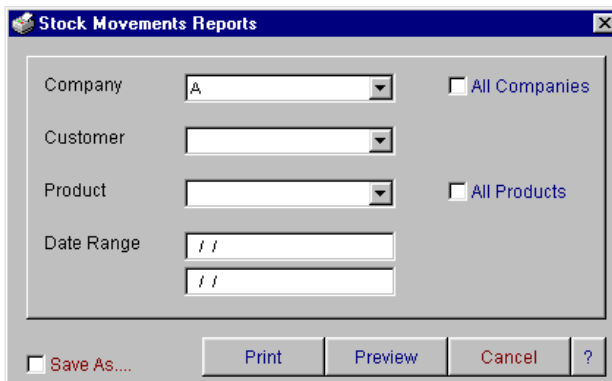
Location:  All Locations

As At Date: / /

Save As....

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



Stock Movements Reports

Company: A  All Companies

Customer:  All Products

Product:  All Products

Date Range: / /

Save As....

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

Company: A [dropdown]  All Companies

Customer: [dropdown]  All Customers

Product: [dropdown]  All Products

Sender: [dropdown]  All Senders

Receiver: [dropdown]  All Receivers

Container Number: [text]  All Containers

Serial Number: [text]  All Serial Numbers

Movement Number: [text]  All Movements

Pallet Number: [text]  All Pallet Numbers

Date Range: [ / / ] [ / / ]

Save As.... [Print] [Preview] [Cancel] [?]

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

Company: A [dropdown]  All Companies

Customer: [dropdown]  All Customers

Location: [dropdown]  All Locations

Product: [dropdown]  All Products

As At Date: [ / / ]

Save As.... [Print] [Preview] [Cancel] [?]

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

## Stock by Products

The 'Stock by Product Summary' dialog box contains the following fields and controls:

- Company: dropdown menu with 'A' selected.
- Customer: dropdown menu.
- Products: dropdown menu.
- Date Range: two text input fields, each containing ' / /'.
- Checkboxes:  All Companies,  All Products.
- Buttons: Print, Preview, Cancel, ?.

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

The 'Product Tally Report' dialog box contains the following fields and controls:

- Company: dropdown menu with 'A' selected.
- Customer: dropdown menu.
- Product: dropdown menu.
- Docket No.: text input field.
- Movement Type: dropdown menu.
- Production Date Range: two text input fields, each containing ' / /'.
- Weight Type: text input field.
- Checkboxes:  All Products,  All Dockets,  All Types,  All Dates.
- Buttons: Print, Preview, Cancel, ?.

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

Final Shipping Summary

Company: A  
Customer:   
Docket No.:   
 All Dockets  
Production Date Range: / /   
 All Dates

*Display Information Only*

Ship Date: / /   
Ship Name:   
Port Mark:   
Container No.:   
Weight Type:   
Transport Co.:   
DPI Seal Number:

Print Preview Cancel ?

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

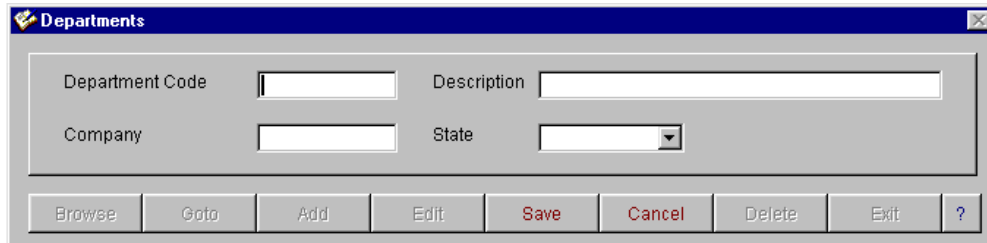
Departments

Departments	Description	Company
00	DEFAULT	A

Print Find Display Cancel ?

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.

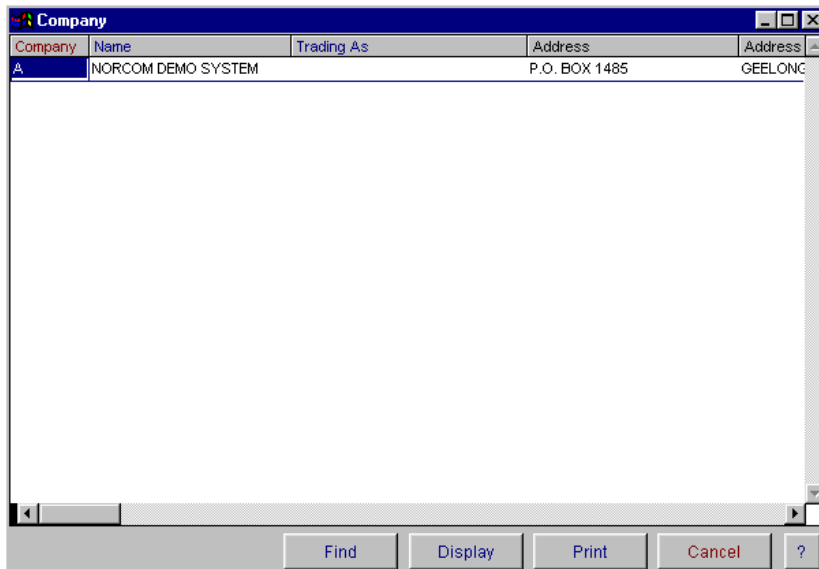


Once the data entry screen is open you have the option to Browse, Goto, Add, Edit, Save, Cancel or Delete a record. When finished, select Exit. The department code master file entry screen is used to set up department codes. You have the ability to set department codes by company and state.

## 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



Company	Name	Trading As	Address	Address
A	NORCOM DEMO SYSTEM		P.O. BOX 1485	GEELONG

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 screenshot shows the 'Company' software window with the 'Accounting Cont.' tab selected. The window is divided into two main sections: 'Accounts Continued' and 'GST'. The 'Accounts Continued' section contains seven dropdown menus for Wine Tax, Luxury Car Tax, Sales Tax, PAYG With Holding Tax, PAYG Tax Installment, FBT Tax, and Deferred Company Tax. The 'GST' section contains six fields: GST Registered? (dropdown), ABN Number (text), Branch Number (text), GST Percentage % (text, value 0.00), GST Default Account (dropdown), and With Holding Tax % (text, value 0.00). At the bottom of the window, there is a row of buttons: Browse, Goto, Add, Edit, Save, Cancel, Delete, Exit, and a help icon (?).

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 screenshot shows the 'Company' software window with the 'Auto. Numbering' tab selected. The window title bar shows 'Company Name NORCOM DEMO SYSTEM'. The main area contains a list of numbering fields with their current values: Consignment Number (0), Invoice Number (55), Repair Order Number (0), Purchase Order Number (0), Manifest Number (0), Export Receival Advice Number (0), Debtors Credit Number (0), Debtors Debit Number (0), Debtors Invoice Number (B, 0), Contractors Recipient Invoice (0), Repair Order Invoices (W, 0), and Customer Service No. (0). A large warning box titled 'IMPORTANT !!!' contains the text: 'If you have cancelled an invoice from Freightmate, PLEASE DO NOT alter the invoice starting number so you can use the invoice number again. If you do this, problems will arise in the system that you will be unable to correct. This applies to all start numbers. If you have any queries regarding this please call Norcom.' Below the warning box are two buttons: 'Cancel Auto Numbering Changes' and 'Save Auto Numbering Information Only'. At the bottom right, there are two checked checkboxes: 'Do not have leading zeros on manifest number.' and 'Do not have leading zeros on consignment number.'. At the bottom of the window, there is a row of buttons: Browse, Goto, Add, Edit, Save, Cancel, Delete, Exit, and a help icon (?).

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

Company Name

General Accounting Accounting Cont. Auto. Numbering Other Footer Notes Notes

Chep Account Number  PPS Payee Number

Bank  Super Guarantee %

Bank I.D.

BSB

Our Account Number

Group Tax Number

Notional Tax Amount

Tax Installment Rate

Base Installment Income

FreeCargo ID

Browse Goto Add Edit Save Cancel Delete Exit ?

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

Company Name

General Accounting Accounting Cont. Auto. Numbering Other Footer Notes Notes

Invoice Notes

Statement Notes

Manifest Notes

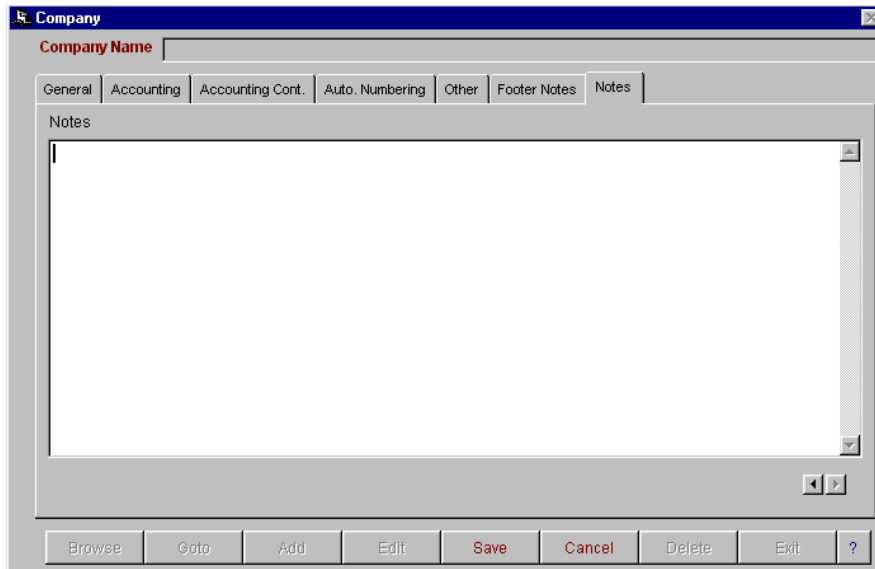
Payroll Payslip Notes

POD Return Instructions

Browse Goto Add Edit Save Cancel Delete Exit ?

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.

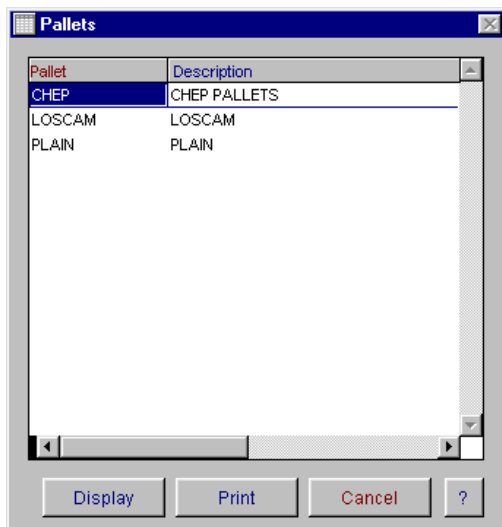
## Notes



The screenshot shows a software window titled "Company" with a tabbed interface. The "Notes" tab is selected. At the top, there is a text field labeled "Company Name". Below the tabs, there is a large, empty text area for entering notes. At the bottom of the window, there is a row of buttons: "Browse", "Goto", "Add", "Edit", "Save", "Cancel", "Delete", "Exit", and a help icon (?).

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

## Pallet Type



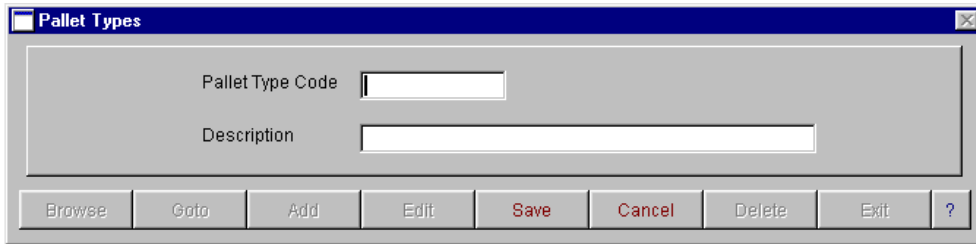
The screenshot shows a software window titled "Pallets" containing a list of pallet types. The list has two columns: "Pallet" and "Description". The "CHEP" record is selected and highlighted in blue.

Pallet	Description
CHEP	CHEP PALLETS
LOSCAM	LOSCAM
PLAIN	PLAIN

At the bottom of the window, there are four buttons: "Display", "Print", "Cancel", and a help icon (?).

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.

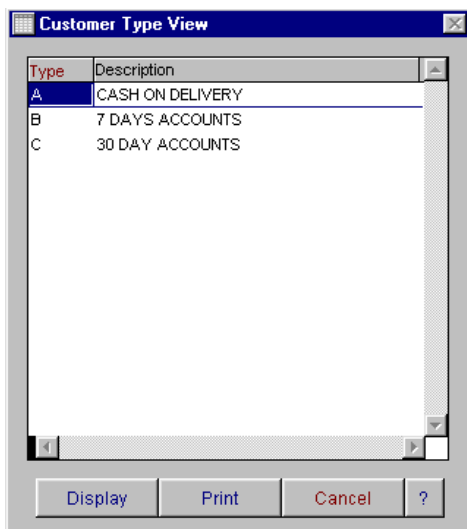
## Pallet Type Entry



The screenshot shows a dialog box titled "Pallet Types". It contains two input fields: "Pallet Type Code" and "Description". Below the input fields is a row of buttons: "Browse", "Goto", "Add", "Edit", "Save", "Cancel", "Delete", "Exit", and "?".

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

## Customer Type

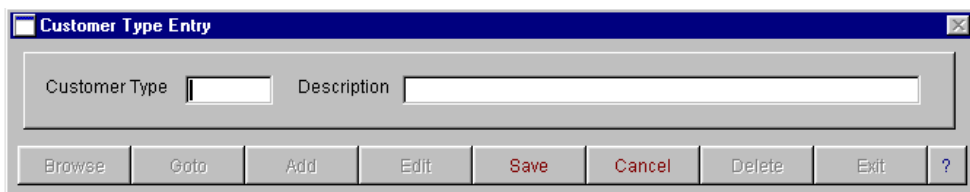


The screenshot shows a dialog box titled "Customer Type View". It contains a table with two columns: "Type" and "Description". The table has three rows of data. Below the table is a row of buttons: "Display", "Print", "Cancel", and "?".

Type	Description
A	CASH ON DELIVERY
B	7 DAYS ACCOUNTS
C	30 DAY ACCOUNTS

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.

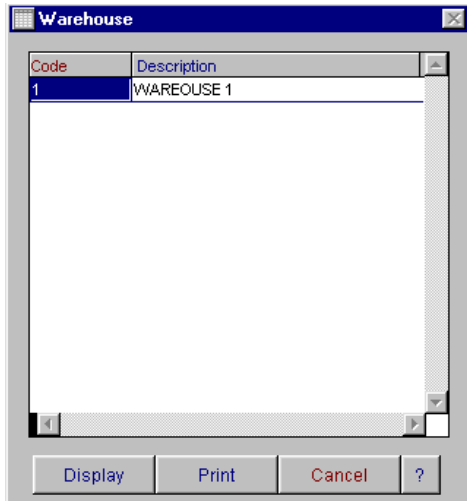
To open a fresh data entry screen, select the display button.



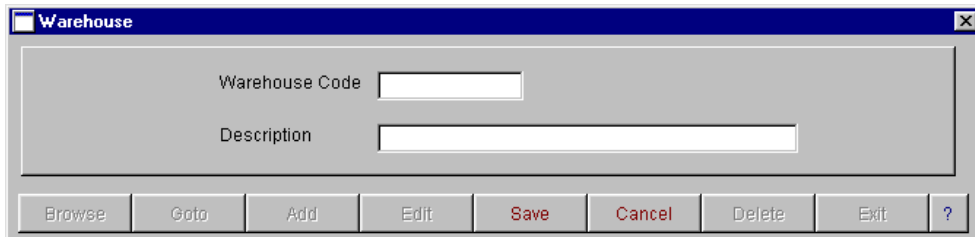
The screenshot shows a dialog box titled "Customer Type Entry". It contains two input fields: "Customer Type" and "Description". Below the input fields is a row of buttons: "Browse", "Goto", "Add", "Edit", "Save", "Cancel", "Delete", "Exit", and "?".

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

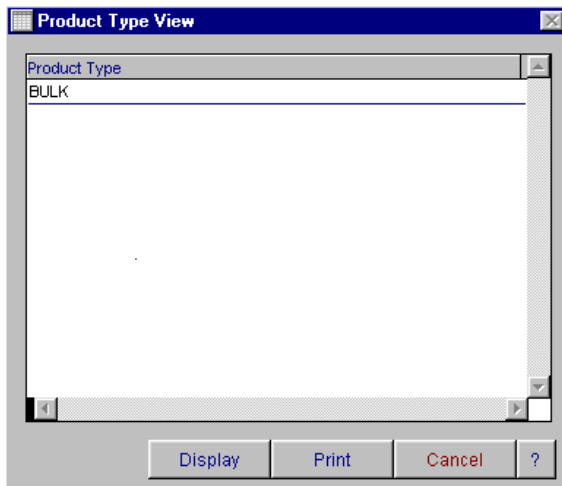


The warehouse browse screen displays information regarding your warehouses. To select a warehouse, highlight the warehouse you wish to view and select display, the following screen will appear. Enter in the new warehouse and description and select save.



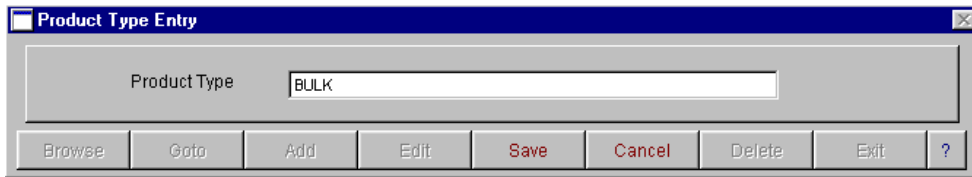
You have the ability to browse, goto, add, edit, save, cancel and delete from this option.

## 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.

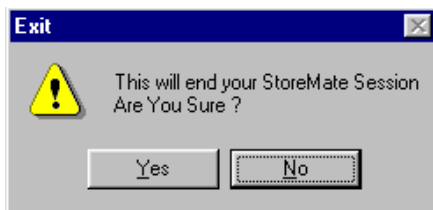




You have the ability to browse, goto, add, edit, save, cancel and delete from this option.

## 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.

