

Golden Inventory System

Quartex LLC -2007
www.executivpro.com

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1. Introduction

1.1. What is GoInSy?

Golden Inventory is a complete inventory management system for the any business. This software will guide you through the creation of vendors list, purchase orders, products list, receiving lists, sales orders, invoices, sale and payment receipts. This is in addition to product labels with barcodes, work orders for creation inventory assemblies, transfer orders between locations, customers and vendors balances and various types of reports for monitoring your business .

Golden Inventory works as single application as client server system and as distribution database system. You will be able to work with remote outlets and warehouses in united integer even without reliable connection between them. We use the special data exchange technology in XML format that allows quickly to process orders and synchronize information with all your branch.

GoInSy Features:

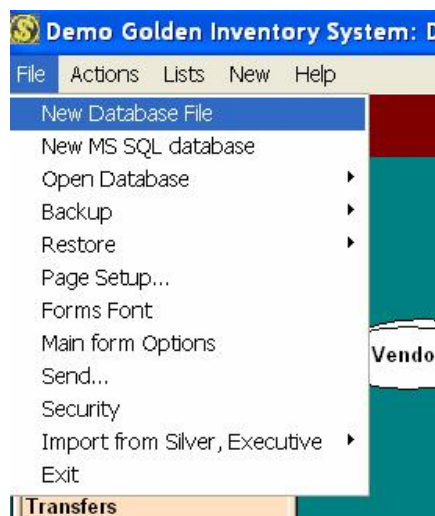
1. The simple intuitive interface.
2. Multi-user and multi - warehouse system .
3. Usage of 50 character alphanumeric product bar codes.
4. Creates and prints labels of the mostly known Barcodes such as : EAN 13, EAN 8, UPC A, UPC E, ITF, CODE 25, CODE 39, CODE 128, CODABAR, MSI, POSTNET.
5. Supports non-stock and non-depleting product codes.
6. Calculates sale prices and cost .
7. Usage separate product descriptions for invoices and purchase orders.
8. You can group products in storage location and types.
9. GoInSy calculates real-time on hand, ordered allocated and available stock levels when orders or invoices are entering.
10. This system allows to conduct payments for obtained products and for ordered products in the purchase orders. It supports partial payments and payment under several orders or receiving lists. The payments arriving for sold products are similarly ensured.
11. Automatically calculates real-time balance for each customer and vendor.
12. You can independently set up the appearance of the invoice, order, payment and receiving receipts.

13. The system and in addition to printing the documents, it can also send E-mails from its own program.
14. You can create and print various types of management reports from our most powerful report wizard.
15. The system is protected with data access control. It can restrict the unauthorized users from having full access to the database by limiting their access to certain management or confidential information.
16. System supports using discounts, shipping and two types of taxes in the invoices and orders.
17. Backups and restores databases and many other powerful features.
18. Exports and Imports information from csv (comma-separated-value) files, Excel and QuickBooks.

1.2. How to begin?

Once you are familiar with the Golden Inventory System and have worked through the tutorial, you are ready to create your own database and then add your own data upon how your organization does its business.

First of all, you have to create a new database by clicking the File Menu. Select New Database File. This database can be created on own computer or any network computer.



If you work with the several companies then create a database for each company.

First of all, set up your company. You have to click the Lists tab and select the row "Company & Location" in the left menu select the "_Company" then click the Edit button on the toolbar and enter all the required information.

Demo Golden Inventory System: Demo Trade

File Actions Lists New Help

Company Locations

Actions Lists

Items
Vendors:Contracts
Vendor Types
Customers:Jobs
Customer Types
Job types
Company & Locations
Payment Terms
Payment Methods
Customer Messages
Tax Code List
Ship Via List

Company/Location name	Active
_Company	Yes
Warehouse	Yes

Our Company

Save Cancel

Company Name: Demo Trade

Billing Address:	Shipp Address:
1223 Main street White town TX USA	1223 Main street White town TX USA

Phone1: (444)333-2222 Phone2:

Company Email: demo@trade.biz

Outgoing Mail Server(SMTP)

Use authentication User name

Password:

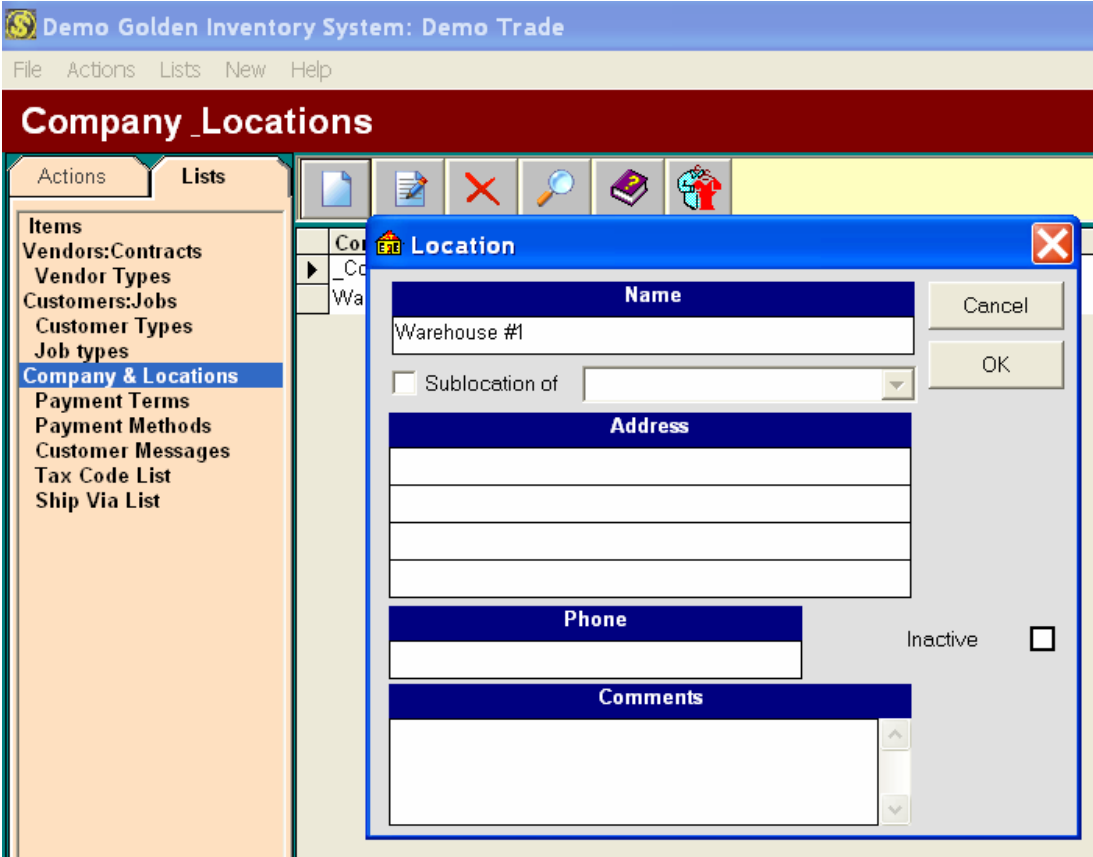
Comments:

Digit after decimal point:
Product Price: 2
Extention: 2

Create New: 03/02/07

The Billing Address should be your main business address. The Shipping Address is the address where you receive all your products. Golden Inventory system has the own email program for sending different documents to customers and vendors. You can enter SMTP server , user name and password for outgoing emails. Make any changes you need to this company and save the changes.

Then you can add all your storage locations. Click on the button New at the toolbar



To insert your vendors, select row Vendors:Contracts and click on New Vendor button and enter information in the dialog box.

Demo Golden Inventory System: Demo Trade

File Actions Lists New Help Vendors

Vendors:Contracts

Actions Lists

Items

- Vendors:Contracts
- Vendor Types
- Customers:Jobs
- Customer Types
- Job types
- Company & Locations
- Payment Terms
- Payment Methods
- Customer Messages
- Tax Code List
- Ship Via List

Create New:

Vendor

Vendor Name Best computers	Company Name	First Name	Last Name
Contact	Alt. Contact	FAX	Label Template Vendor Label Template
Type: <input type="text"/>	PaymentTerms: <input type="text"/>	Tax Code: <input type="text"/>	

Billing Address

City:

State:

Zip:

Email:

Country:

Phone:

Shipping Address

City:

State:

Zip:

Web:

Country:

Phone:

Current Balance

Discount: %

Branch/Job Parent Vendor

Tax Agency:

Comments:

Nem client
03/02/07

To insert your new or existing products from your storehouse, select row Items and click on the button New Product and enter product details accordingly.

Demo Golden Inventory System: Demo Trade

File Actions Lists New Help Products

Items

Actions Lists

Items

- Vendors:Contracts
- Vendor Types
- Customers:Jobs
- Customer Types
- Job types
- Company & Locations
- Payment Terms
- Payment Methods
- Customer Messages
- Tax Code List
- Ship Via List

Item

Type: Inventory Part Item Code: INTEL Subitem of: []

Invoice Description: [] Purchase Order Description: []

On Hand	0	Cost:	0.00	Calculate	Percentage
Allocated:	0	Vendors Price:	0.00	Manual	0.00
On Order:	0	Sales Price:	0.00	Manual	0.00
Available:	0				

Tax Invoice Tax PO

Bar code: 123456789001

Pref Vendor: []

Department: []

Non-stock Non-deplting

Minimum	0	Maximum	0
Target Qty	0	Weight	0

Comments: []

Lab []
Item Lab []

Create New:

Probably, you have some products on your warehouses. You should create the first receiving receipt with initial stocks.

Open the panel Actions and select row Receiving. Click on the button New and open Item Receipt form

Receiving

Actions Lists

Home
Overview
Purchase Orders
Receiving
Vendor Payments
Estimates
Sales Orders
Invoices
Customer Payments
Sales Receipts
Work Orders
Transfers
Adjust inventory
Reports

Receiving
File Edit Help

Email Print Save XML Template Receiver Template Options Status Approved

Vendor
Payment Terms
Vendor Invoice

Item Receipt

Item Receipt No. 000004
POrder No.
Reference

New row Products Find Delete Insert Create receipt from XML vend

Item	Description	Tax	Quantity	Price	Amount
INTEL P4 3.2 2M 8	INTEL P4 3.2 2M 800 775 BX 641	Y	1	111.30	111.30

Item	Description	On Location	Vendor Price	Cost	Sales Price	On
INTEL P4 3.2 2M 800	INTEL P4 3.2 2M 800 775 BX 641	0.	105.00	111.30	135.00	0.
INTEL CORE 2 DUO	INTEL CORE 2 DUO 2.13 670 BX 641	0.	280.00	296.80	320.00	0.
WD 160GB SATA	WD 160GB 3.5 SATA II	0.	84.80	84.80	90.00	0.
WD 320GB SATA	WD 320GB 3.5 SATA II	0.	120.00	127.20	140.00	0.
Fujitsu PS/2 Keyboa	Fujitsu 8729-651 PS/2 C	0.	20.00	21.20	40.00	0.
Logitech Mouse	Logitech Wireless Optic	0.	30.00	31.80	50.00	0.
DVD-RW LG	LG GSA-H22N 18X/18X	0.	35.00	37.10	40.00	0.
LG L1952TX-BF 19 L	LG L1952TX-BF 19 LCD	0.	200.00	212.00	240.00	0.
ACER AL2016WSD	ACER AL2016WSD 20 Y	0.	230.00	243.80	260.00	0.
ASUS P5GZ-MX LGA	ASUS P5GZ-MX LGA77	0.	60.00	63.60	90.00	0.

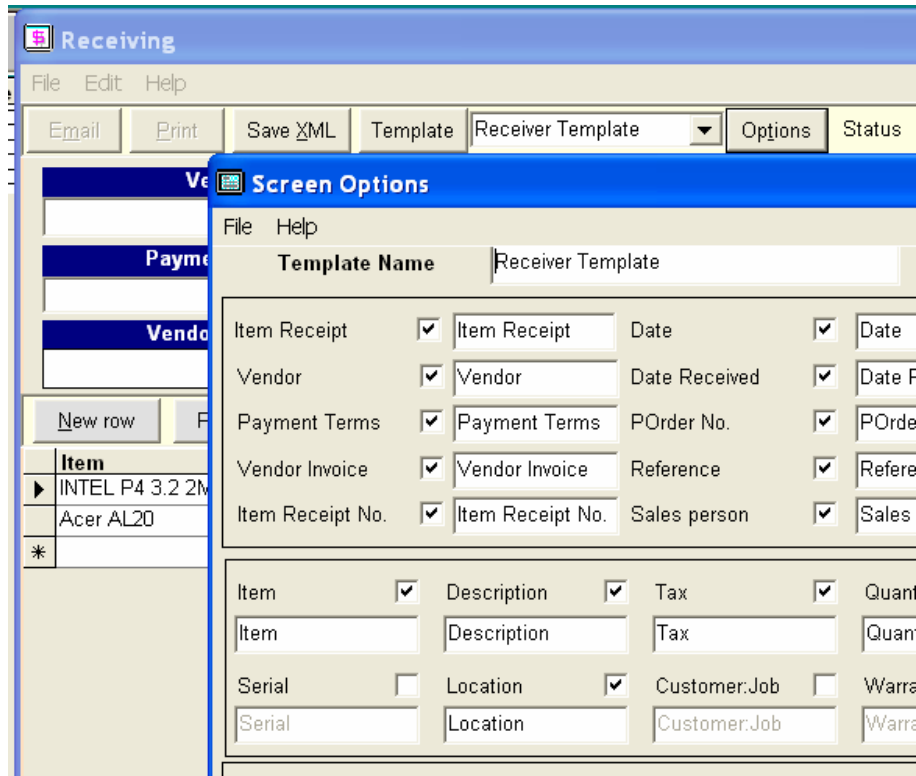
Create New:
Sales Receipt

<All Departments> Select Location: Warehouse

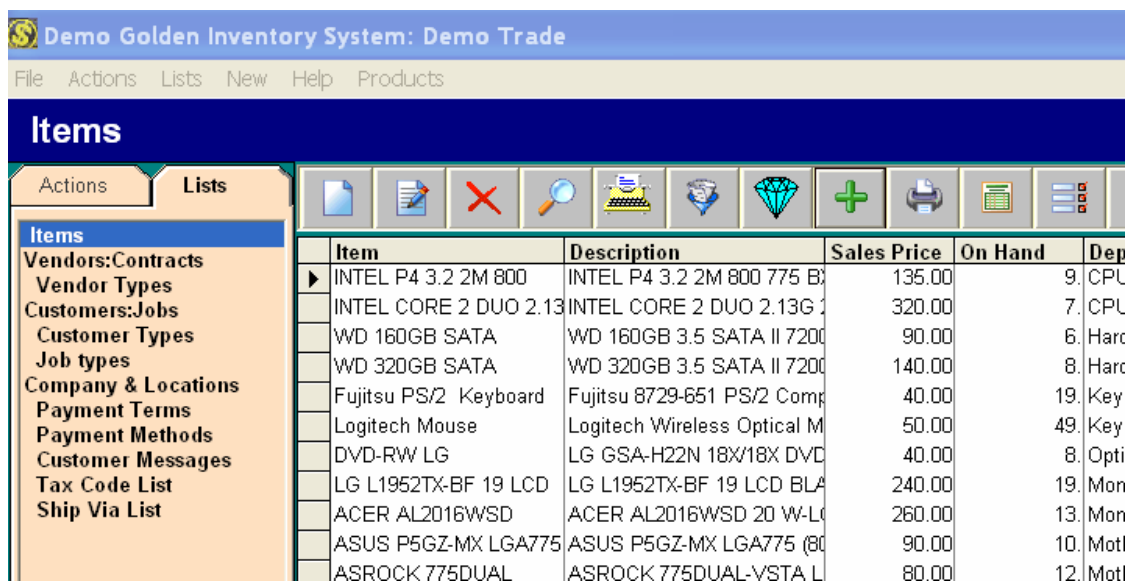
Subtotal

Click on the small button in the column Item and select products from drop down Item list. Then enter an initial quantity of the product and define storage location in the column Location.

If you don't see the column Location click on the button Options and set checkbox Location at the Screen Options form.



You can add items in an Item Receipt several methods. First, you select from drop down list. Second, you enter item name from keyboard. System will find corresponding product and enter automatically all fields. If product is not found system add this product into product table when you saving this Item Receipt. Third, if you have a keyboard wedge bar code scanner you set focus on the column Item and scan bar code label. Program will find product and enter item name, description and price into receipt detail fields. You have to enter quantity only. You should enter all your existing products in the initial receiving receipt. Save this receipt and check On hand amount at the Item List form.



To insert your customers, select row Customers:Jobs and click on New Customer button and enter information in the dialog box.

The screenshot displays the 'Customers:Jobs' application window. On the left is a navigation menu with categories like 'Items', 'Vendors:Contracts', and 'Customers:Jobs'. The main area shows a table with columns for Customer, Company Name, Phone, Total, Paid, and Balance. A record for 'Ridge Farms' is selected. Below the table is a detailed form for the selected customer, including fields for Customer Name, Company Name, First Name, Last Name, Contact, Alt. Contact, FAX, Label Template, Type, PaymentTerms, and Tax Code. There are also sections for Billing Address and Shipping Address, each with fields for City, State, Zip, Country, and Phone. At the bottom, there are fields for Current Balance (1049.40), Discount (0%), Branch/Job, Parent Customer, Tax Agency, and Comments.

Now,our inventory system is ready to work. You have to use the next documents for tracking your inventory actions:

- Purchase Orders when your order products for your business from vendors.
- Item Receipts when you receive products on warehouses from vendors.
- Estimates,Quote when you inform customers about your products and prices.
- Sales Orders when you allocate products for customers, but don't ship items to customers.
- Invoices when you ship products to customers.
- Sales Receipts when you sell products from your retail store.
- Transfer Orders when you move products from one storage location to another.
- Work Orders when you create a new product from several parts.
- Payment Receipts when you send payments to vendors or receive from customers.

For example, you need some products from vendor "Best computers". Click on the button Create New: Purchase Order . Then click on the small button near the field Vendor. Select the "Best Computers" from drop down list and click the button Select

The screenshot shows a software application window titled "Purchase Order". On the left is a sidebar with a "Create New:" section containing buttons for "Sales Receipt", "Receiving", and "Purchase Order". The main window has a menu bar (File, Edit, Help) and a toolbar with buttons for Email, Print, Save XML, Template, and a dropdown menu currently set to "POrder template". Below the toolbar is a "Vendor" field with a search icon. A "Vendors" window is open, displaying a table of vendor information:

Vendor	Company Name	Phone	Total	Paid	Balance
▶ Best Computers	Best Computers	(111)222-2222	15,338.20	15,338.20	0.00
International Monitors	International Monitors	(333)444-5555	7,653.20		7,653.20
BTA Tour	BTA Tour, Inc.				0.00

Below the table is a "Select" button. To the right of the "Vendors" window, a "POrder No" field contains "000003". At the bottom of the main window, there is a "Comments" section with a text area and a "Group" dropdown menu. On the far right, there are fields for "Discount%" (0.00), "Calculate Tax" (checked), and "Tax%" (6.00).

Fill the detail section of this POrder like entering products in the receiving receipt above. Save the Purchase Order and click on the button Print

Purchase Order

File Edit Help

Email Print Save XML Template POrder template Options Status Approved Save Close

Vendor
Best Computers

Purchase Order

POrder No 000002 **Date** Save order in the database

Bill to 14972 Fordham
Sterling Heights
MI 48313

Ship to 1223 Main street
White town
TX
USA

Sales person

Expected Date 2/26/2007

FOB

Reference

Ship Via

Payment Terms

New item Products Find Delete Insert Load from XML vendor Sales order

Item	Description	Tax	Quantity	Price	Amount	Location
▶ LG L1952TX-E	LG L1952TX-BF 19 LCD E	Y	20	200.00	4,000.00	_Company
WD 160GB S.	WD 160GB 3.5 SATA II 7.	Y	1	80.00	80.00	_Company
DVD-RW LG	LG GSA-H22N 18X/18X D	Y	1	35.00	35.00	_Company
*						

You will see the Preview screen with ready to printing your Purchase Order. You can print this order or send it by email using built-in the inventory system email program. You can save your Purchase Order as image jpg file also.

Preview

File Edit Help

Email Print Save As jpg Zoom 100 << < 1 / 1 > >>

Vendor:
 Best Computers
 14972 Fordham
 Sterling Heights
 MI 48313

Purchase Order
 POrder No. 000002
 Demo Trade
 1223 Main street
 White town
 February 26, 2007

Vendor:
 Name Best Computers
 Address 14972 Fordham
 City
 Phone

Ship to:
 1223 Main street
 White town
 TX
 USA

Reference: Expected Date:

Qty	Description	Price	Total
20	LG L1952TX-BF 19 LCD BLACK 1280X1024 1400:1 8MS DUAL 300CD/M2 160/160 F-ENGINE	200.00	
1	WD 160GB 3.5 SATA II 7200RPM 8MB CACHE	80.00	
1	LG GSA-H22N 18X DVD-RW	35.00	
Sub Total			

Payment Details

If you get goods on this Purchase Order you have to create a new Item Receipt clicking on the button Create New : Receiving

Receiving

File Edit Help

Email Print Save XML Template Receiver Template Options Status Approved Save

Vendor
Best Computers

Item Receipt

Item Receipt No.
000004

Payment Terms

POrder No.

Date

Purchase Orders

POrder #	Date	Date Req.	Vendor	Balance	Total	Paid	Receive
000001	2/26/2007	2/26/2007	Best Computers	15,338.20	15,338.20		15,3
000002	2/26/2007	2/26/2007	Best Computers	4,361.90	4,361.90		7,6

Create New:

- Sales Receipt
- Receiving
- Purchase Order
- Sales Order
- Invoice
- Work Order
- Customer Payment

Select Close

Comments

Define the vendor for this Item receipt and click on the small button POrder No. Select from the drop down list the desired Purchase order. The inventory system will fill the Item receipt automatically. Check all quantities and prices and save your receipt. Now, the program has increased "on hand" amounts of the received products.

You have sufficient amount of products and you can send a estimate to your customer. Open the tab Actions and click on the button New at the toolbar. Select a customer from drop down list in the field Customer and enter items from the drop down Product list.

Estimates

Actions Lists

Home
Overview
Purchase Orders
Receiving
Vendor Payments
Estimates
Sales Orders
Invoices
Customer Payments
Sales Receipts
Work Orders
Transfers
Adjust inventory
Reports

Estimate

File Edit Help

Email Print Save XML Template: Estimate template Options Status Approved

Customer: Ridge Farms

Order #: 000002 Date: 3/4/2007

Bill to

Reference

New item Products Find Delete Insert From Estimate Load from XML cust

Item	Description	Tax	Quantity	Price	Amount
INTEL P4 3.2 2M 800	INTEL P4 3.2 2M 800 775 BX 64	Y	1	135.00	135.00
*					

Item	Description	Sales Price	On Hand	Department
▶ INTEL P4 3.2 2M 800	INTEL P4 3.2 2M 800 775 BX 64	135.00	9	CPU
INTEL CORE 2 DUO	INTEL CORE 2 DUO 2.13 GHz BX 775	320.00	7	CPU
WD 160GB SATA	WD 160GB 3.5 SATA II	90.00	6	Hard Drives
WD 320GB SATA	WD 320GB 3.5 SATA II	140.00	8	Hard Drives
Fujitsu PS/2 Keyboa	Fujitsu 8729-651 PS/2 C	40.00	19	Keyboards
Logitech Mouse	Logitech Wireless Optic	50.00	49	Keyboards
DVD-RW LG	LG GSA-H22N 18X/18X	40.00	8	Optical Drives
LG L1952TX-BF 19 L	LG L1952TX-BF 19 LCD	240.00	19	Monitors
ACER AL2016WSD	ACER AL2016WSD 20"	260.00	13	Monitors
ASUS P5GZ-MX LGA	ASUS P5GZ-MX LGA775	90.00	10	Motherboard
ASROCK 775DUAL	ASROCK 775DUAL-VS	80.00	12	Motherboard

Create New:
Sales Receipt
Receiving

Print the estimate and send it to customer.

For instance, a customer wants to buy some your products but you want to wait his payment before shipping. You use the Sales Order form for this case. Click on the button Create new: Sales Order. Select the customer name and enter desired products.

Sales Order

File Edit Help

Email Print Save XML Template: Sales Order template Options Status Approved

Customer: Wilson Coleman Order #: 000003 Date: 3/4/2007

Bill to: 6334 Tracyton Blvd NW Ship to: 6334 Tracyton Blvd NW POrder No. Payment Terms: FOB Reference

Bremerton WA 98311 Bremerton WA 98311

New item Products Find Delete Insert From Estimate Load from XML customer

Item	Description	Tax	Quantity	Price	Amount
INTEL CORE 2 DUO	INTEL CORE 2 DUO 2.13G 2M	Y	1	320.00	320.00
WD 160GB SATA	WD 160GB 3.5 SATA II 7200RPM	Y	1	90.00	90.00
*					

Comments

Discount% 0 Discount

Calculate Tax Calculate Tax 2 Subtotal

Tax Shipping Tax Shipping 2 Shipping

Tax% 6.00% Sale Tax 6 Tax

Tax2% 0 Tax2

Shipped Total

Take e-mailed Customer Tax code

Create New:

- Sales Receipt
- Receiving
- Purchase Order
- Sales Order

You can define the tax for the Sales Order. Set the checkbox Calculate Tax and enter value of the Tax %. The inventory system calculates automatically the Tax amount. Be aware that a value product On Hand is not changed after creation a Sales Order.

After receiving information about customer payment you can track this action in the Customer Payments section of the inventory system. Click on the button Customer Payment. Define the customer and click on the button order and select the Sales Order for payment. You can change the Applied Amount if your customer has paid different amount .

reports

Payment

File Edit Help

Email Print Template Customer Payment temp Options Status Approved Save

Customer Wilson Coleman	Payment	Number 000002	Date 3/4/2007
Reference	Apply to invoices and orders :	Payment Method	Date 3/4/2007

New item Invoice Orders Delete

Document:	Number:	Date:	Balance Due:	Applied Amount	Notes:
▶ Order	000003	3/4/2007	434.60	434.60	

Orders

Order #	Date	Customer	Total	Sold	Paid	Balance
▶ 000001	2/26/2007	Wilson Coleman	196.10	196.10		196.10
000003	3/4/2007	Wilson Coleman	434.60			434.60

Select ? Close

Group

Create New:

- Sales Receipt
- Receiving
- Purchase Order
- Sales Order
- Invoice
- Work Order
- Customer Payment

03/04/07

Consequently, you may ship products on this Sales Order. Click on the button Invoice and select the customer name . Press the button at the field Sales Order No. and select the Sales Order from drop down list. The system will automatically create the new invoice. You should only check quantities ,prices. taxes and location. You can ship your products from any storage location. You indicate desired location in the field Location under the field Comments.

If you don't see the field Location click on the button Options and set checkbox Location for whole invoice. If you want ship your products from different warehouses set checkbox Location in the detail section of the invoice. In this case, you will be able to define a location for each product in the invoice. Open Items List and check column On_Hand for products from invoice. You see that amount of products decreased.

You can sell some products for cash without invoices. Use the Point of Sale panel for this case. Click on the button Point of Sale and you'll see:

The screenshot shows the 'Point of Sale' software interface. On the left, there is a menu with 'Enter by code' and 'Print Receipt' options. The 'Department' list includes CPU, Desktop Cases, Hard Drives, Keyboards, Monitors, Motherboard, Optical Drives, RAM, and Video Cards. The 'Keyboards' department is selected, and the 'Fujitsu PS/2 Keyboard' is chosen. The main table displays a list of items with columns for Department, List of Items, Description, Price, and Bar Code. The selected item is 'Fujitsu PS/2 Keyboard' with a price of 40.00. The receipt summary table at the bottom shows the item, description, tax, quantity, price, and amount. A yellow box at the bottom right displays the total amount of 40.00.

Department	List of Items	Description	Price	Bar Code
	Intel Express System	P4 3.2512MB/160GB	990.00	
	PC Super		1,200.00	
	Sale Tax		6.00	
CPU	INTEL CORE 2 DUO	INTEL CORE 2 DUO 2.13G 2M	320.00	
CPU	INTEL P4 3.2 2M 800	INTEL P4 3.2 2M 800 775 BX 641	135.00	
Desktop Cases	Antec 3U25EPS550X	Antec 3U25EPS550XR-2 - Rack-mc	280.00	
Desktop Cases	Antec Solution SLI2	Antec Solution SLI2650-BQE - Mic	80.00	
Hard Drives	WD 160GB SATA	WD 160GB 3.5 SATA II 7200RPM 6	90.00	
Hard Drives	WD 320GB SATA	WD 320GB 3.5 SATA II 7200RPM 1	140.00	
Keyboards	Fujitsu PS/2 Keyboard	Fujitsu 8729-651 PS/2 Compact Ke	40.00	
Keyboards	Logitech Mouse	Logitech Wireless Optical Mouse P	50.00	
Monitors	ACER AL2016WSD	ACER AL2016WSD 20 W-LCD SILV	260.00	
Monitors	LG L1952TX-BF 19 L	LG L1952TX-BF 19 LCD BLACK 12	240.00	

Receipt Item	Description	Tax	Quantity	Price	Amount
Fujitsu PS/2 Keyboard	Fujitsu 8729-651 PS/2 Compact	Y	1	40.00	40.00

Total 40.00

Select Department and press the button "->" then select product and press the button "+". These buttons have the big sizes and you can use a TouchScreen working with the Golden inventory system. Press the button Print Receipt and create the Sales Receipt. Close the POS panel and select row Sales Receipts at the left menu. You should see all receipts are created at the POS panel. You can create Sales receipts using the Sales Receipt edit form also.

Probably, you have a manufacture in your business. You can track the manufacture operations in our system also. Select row Work Orders at the left menu and click on the button New

The screenshot displays the 'Work Orders' application interface. On the left is a navigation menu with options like Home, Overview, Purchase Orders, Receiving, Vendor Payments, Estimates, Sales Orders, Invoices, Customer Payments, Sales Receipts, Work Orders (highlighted), Transfers, Adjust inventory Reports, and Reports. At the top, there's a toolbar with icons for file operations and a 'New' button. Below the toolbar is a table listing existing work orders.

Order #	Date	Assembly	Description	Qty	Amount	Group
000001wo	2/26/2007	Intel Express Syste	P4 3.2/512MB/160GE	1	990.00	
000002wo	2/26/2007	PC Super		1	1,200.00	

The main window shows a 'Work Order' form. It includes fields for 'Inventory Assembly' (New system), 'Order #' (000003wo), and 'Date' (3/10/2007). Below these are sections for 'Description' (New computer system), 'Quantity' (1), 'Price' (1250), and 'Amount' (1,250.00). There are also fields for 'Reference', 'Customer:Job', and 'Assembly Location' (Warehouse). A table below the form lists components for the assembly:

Item	Description	Tax	Quantity	Price	Amount	L
INTEL CORE 2 DUO	INTEL CORE 2 DUO 2.13G 2M	Y	1	296.80	296.80	W
Logitech Mouse	Logitech Wireless Optical Mouse PS	Y	1	31.80	31.80	W
Fujitsu PS/2 Keybo	Fujitsu 8729-651 PS/2 Compact Keyl	Y	1	21.20	21.20	W
					0.00	
*						

At the bottom of the form, there is a 'Comments' section and a 'Total' field showing 349.

Enter name and description of the new product. Define quantity and price. Select components in the detail section. System saves list of components and increases amount of new product and decreases stocks of components on your warehouses.

You can track all moving products between your warehouses. Select row Transfers and create a new Transfer Order:

The screenshot displays the 'Transfers' application interface. On the left is a navigation menu with options like Home, Overview, Purchase Orders, Receiving, Vendor Payments, Estimates, Sales Orders, Invoices, Customer Payments, Sales Receipts, Work Orders, **Transfers**, Adjust inventory, and Reports. The main window is titled 'Transfer Order' and includes a menu bar (File, Edit, Help) and a toolbar with icons for Print, Template, Options, Status, and Save. The form contains fields for Destination Location (Warehouse), Order # (000003tr), and Date (3/10/2007). Below the form is a table with columns: Item, Description, Tax, Quantity, Price, and Amount. The table lists several items, including Intel processors and Western Digital hard drives. At the bottom, there are fields for Group, Source Location, and Memo.

Transfer #	Date	From Location	To Location	Total	Group	Status
000002tr	2/26/2007	_Company	Warehouse	673.10		Approve

Item	Description	Tax	Quantity	Price	Amount
WD 160GB SATA	WD 160GB 3.5 SATA II 7200RPM 8M	Y	5	84.80	424.00
INTEL P4 3.2 2M 800	INTEL P4 3.2 2M 800 775		9	105.00	945.00
INTEL CORE 2 DUO	INTEL CORE 2 DUO 2.13		7	280.00	1960.00
WD 160GB SATA	WD 160GB 3.5 SATA II		6	84.80	508.80
WD 320GB SATA	WD 320GB 3.5 SATA II		8	120.00	960.00

Define the Source and Destination Location. Add products in the detail section. Open panel Lists and select row Company & Locations select any storage location and double click .

You'll see the List of products on the location. Check your transfer action.

Company Locations

Actions
Lists

- Items
- Vendors:Contracts
- Vendor Types
- Customers:Jobs
- Customer Types
- Job types
- Company & Locations
- Payment Terms
- Payment Methods
- Customer Messages
- Tax Code List
- Ship Via List

Company/Location name
Active

	_Company		Yes
	Warehouse		Yes

Items on the Location: Warehouse

	Item	Description	On Location	Cost	Sales Price	On Hand	Department
	WD 160GB SATA	WD 160GB 3.5 SATA II	5	84.80	90.00	6	Hard Drive

File
Print
Close
Search
Help

<All Departments>
Location: Warehouse

We've done several actions with inventories and now want to create some reports. Open panel Actions and select row Reports. Select type of reports and set the check boxes opposite need fields. Click on the button Print Report.

The screenshot shows a software interface with a purple header 'Reports'. On the left is a navigation menu with 'Reports' selected. The main area has a 'Print Report' button and a dropdown menu set to 'Inventory Report'. Below this is a 'Show columns' list with checkboxes and dropdown menus for various fields. A 'DataReport1' window is open, displaying an 'Inventory Report' table.

Product Name	On Hand
INTEL P4 3.2 2M 800	9.
INTEL CORE 2 DUO 2.13	7.
WD 160GB SATA	6.
WD 320GB SATA	8.
Fujitsu PS/2 Keyboard	19.
Logitech Mouse	49.
DVD-RW LG	8.
LG L1952TX-BF 19 LCD	19.
ACER AL2016WSD	13.
ASUS P5GZ-MX LGA775	10.

1.3. System Requirements

- Windows 95,98,2000,NT 4,Me and XP;
- 30 MB hard drive space;
- 64 MB RAM;
- Ink or Laser Printer.

1.4. Installation

Before installing use the Golden Inventory SystemGolden Inventory System make sure that your system has the required components. In many cases, you will already have everything you need on your system. Otherwise you have to download the necessary files from and install what you are missing. The following service packs are provided by Microsoft at no charge.

MDAC 2.5 - mdac_type.exe - Standard with Windows 2000/Millennium

Visual Basic Runtime - VBRUN60sp5.exe - Standard with Windows 2000/Millennium

DCOM95 - dcom95.exe - Win 95 ONLY (if requested when installing MDAC 2.5)

For your convenience you may download these service packs from . They are easy to download and install, and will ensure that your system has the necessary system files to run the Golden Inventory System.

Windows 2000/XP/Millennium

Windows 2000 and Millennium has everything needed to run Golden Inventory System.

Windows NT4.0

Should have service pack 6 installed.

Windows 95/98/NT4.0

Should have MDAC 2.5 installed, please download from

http://www.microsoft.com/data/download_25SP2.htm

Should have Visual Basic Runtime installed, please download from

<http://download.microsoft.com/download/vb60pro/Redist/sp5/WIN98Me/EN-US/vbrun60sp5.exe>

While installing MDAC 2.5 on Windows 95, a message may be displayed requesting DCOM be installed. Normally, it will have already been installed by another application and you will not see this message. If you get a request for DCOM, please download and install dcom95.exe from

<http://www.microsoft.com/com/dcom/dcom95/download.asp>.

or dcom98 for Windows 98 from <http://www.microsoft.com/com/dcom/dcom98/download.asp>

If your system has MDAC 2.6 installed, download and install the Microsoft Jet 4.0 Service pack.

http://www.microsoft.com/data/download_Jet4SP3.htm

2. Main Menu

2.1. New Database

The system is delivered with a ready database "invent.mdb" which you can use for practical work. If you work with several companies you can create for each a separate database.

If you want create a new database in the menu "File" select item "New". You can create database on your own computer or any network computer.

You should enter a name of new database in the appeared dialog box.

If the database already exists, GolnSy will alert you and if you ignore it, it will replace the existing one. Now you can connect to the new database using Menu Item "Open Database".



2.2. Open Database

When you open the system, it takes you to its connected default database "invent.mdb". But if you need to be connected to another database, click the Menu "File" and select a location in the dialog box. Then enter "OK".

The system will store the last database and will function the Forms and Lists data using this database when starting the system.

2.3. Backup

It is very important to secure your business data through the backup system using Floppy Disks, Re-Writable CD's or any other Hard Drives. To do so, click the Menu "File" and select item "Backup". In the appeared dialog box, choose a location and name for the backup file and save it in any of the available backup drives

2.4. Restore

If you want to restore your data from your backup files in the menu "Database" select item " Restore" and in the appeared dialog box , choose the choice location of the backup file and click button "OK".

2.5. Page Setup

This is the standard method of changing the printer set-up if it is needed.

2.6. Forms Font

With this function, you can change the system default font and color to any other desired ones.

2.7. Send

With the 'Send' function, you can send an e-mail to the support team of the software developer company.

2.8. Report Wizard

The Report Wizard will help you to create many kinds of the reports that represent results of your work. You can get to the Report Wizard by selecting the Lists Menu from the Main Form or clicking the button "Reports". The list of the reports is located on the left part of the form. Actually it is the list of the various requests to your database.

If you select the necessary report, the fields of the request will appear at centre of the form in twelve comboboxes. Each combobox corresponds with a column of the report. You can set to the report column any field of the request by selecting it from the combobox list. The column will print in the report then you mark check box "Show" near the combobox. If you want to create the complicated report with a grouping, then mark checkbox "Group by" opposite to an appropriate field. This Wizard also have tools that allow you to use sub-total and sort, to update the check boxes "Sum" and "Sort" in the right part of the form.

If you want to show only the part of the requests you can apply filters.

Establish in a combobox instead of the word "All" a necessary sign or word ("<", ">", "=", "<>", "Between" or "Like") and in the appeared fields enter condition of the filter. If you want to see filter condition on the report, update the check boxes "Print Report Filter". The Wizard saves all set-up of the report therefore if you again want to print this report, it is not necessary to set up it repeatedly.

You can set up a font for each sections of the report using the menu "Fonts". The menu "Headers" allows to edit header and comments of the report. You can also save the report to ASCII comma delimited files using Menu Files "Save As .csv". This format is easily read by many programs, for example, Excel.

When the report is prepared, you can previously look through it having clicked on button "Print Report". If report is all right, click the button "Print".

2.9. Security

The system is protected with data access control. It can restrict the unauthorized users from having full access to the database by limiting their access to certain management or confidential information. Every user can have a different access authority to the Forms, Lists and others. In order to do so, enter the File Menu and select Security. In the dialog box, enter the prime user name in the "Admin Name" field and then a password in the "New Password" field. The "Old Password" will not be required at this stage but for the future when it is needed to change the password. The Admin Name person would be the only one who can enter and control the level of access for each user.

Every user name and password must be entered in this dialog box, and then every user to be allocated with the required Lists and Forms access according to their job responsibilities. This can be done through keeping the checkbox, checked or unchecked.

File Actions Lists New Help

Home

Actions Lists

- Home
- Overview
- Purchase Orders
- Receiving
- Vendor Payments
- Estimates
- Sales Orders
- Invoices
- Customer Payments
- Sales Receipts
- Work Orders
- Transfers
- Adjust inventory
- Reports

Security

Change password

Admin Name: **Change**

Old Password:

New Password:

User Rights

UserName

User Password:

Backup database:

Restore database:

Show Lists:

- Company:
- Vendors:
- POOrders:
- Receiving:
- Pay to Vendors:
- Customers:
- Sale Orders:
- Invoices:
- Payments:
- Items:
- Sales Receipts:
- Work Orders:
- Transfers:
- Adjusting:
- Reports:

Show New:

- Vendor:
- POrder:
- Receiving:
- Pay to Vendor:
- Customer:
- Sale Order:
- Invoice:
- Payment:
- Item:
- Sales Receipt:
- Work Order:
- Transfer:
- Adjusting:

New **Delete**

Ok **Cancel** **Help**

Edit information of your company 03/10/07

Create New:

3. Your Company

3.1. Set up Your Company?

Before you begin the work with this system, you must setup your company. Select in the Lists Menu "Company & Location" row click on the toolbar button Edit and open the Company Form. Fill in as much as available information many options as you can and then select the "OK" button . Once all the required information are properly entered, the company name will be shown in the Form.

Company Locations

Company/Location name	Active
_Company	Yes
Warehouse	Yes

Our Company

Save Cancel

Company Name: Demo Trade

Billing Address: 1223 Main street
White town
TX
USA

Shipp Address: 1223 Main street
White town
TX
USA

Phone1: (444)333-2222 Phone2:

Company Email: demo@trade.biz

Outgoing Mail Server(SMTP):

Use authentication User name:

Password:

Comments:

Digit after decimal point: 2
Product Price: 2
Extention: 2

Create New: 03/02/07

3.2. Company Address

The Billing Address is address where your customers and vendors will mail their payments and bills. The phone number must also be entered in its field "Phone1". Billing Address will appear at the top of all of your invoices, sale orders, purchase orders, receiving lists and payment receipt.

The Shipping Address is address on which you will be receiving all of your goods. This address is automatically entered in the "Ship to" of each new purchase order. You can change the shipping address in the Purchase Order Form.

You can set the number of figures after a decimal point for the prices and extended in the same form .

3.3. Email address

You can enter your e-mail address in the "Company E-mail" fields. This E-mail will be used as a back E-mail address for your customers or vendors. If you already use the mail programs such as Outlook Express or MS Exchange, your messages will be sent through them.

Otherwise, you need to enter the "Outgoing Mail Server (SMTP)" address that is used to send all the outgoing e-mails. You can find this address at your Internet Service Provider. For example, SMTP address is "smtp.provider.com". If your provider use authentication SMTP connection you should set check box "Use authentication" and enter your user name and password.

4. Vendors

4.1. Vendors List

The Vendors List Form allows to manage creating, editing, deleting, sorting, filtering of vendors and printing labels. You can get to the Vendors List by selecting the Lists Menu from the Main Form or clicking on the button "Vendors". You can also print a vendors list.

Functions:

New

If you want to add a new vendor, click on the button "New"(or Vendor Menu item "New") and fill the appeared Vendor form.

Edit

If you want to edit a vendor features, click on the button "Edit"(or Vendor Menu item "Edit" or double click on the Vendor row) and edit the required fields in the appeared Vendor form.

Delete

To delete a vendor click on the button "Delete"(or Vendor Menu item "Delete") and confirm your request to delete. You can't delete a vendor if it still active in any purchase order, receiving list or payment.

Find

If you want to find a vendor by description, number, E-mail or balance, click on the button "Find"(or Vendor Menu item "Find") and enter what you want to find in the appeared dialog box.

This function searches for concurrence in any part of all list fields.

Print List

To print the vendors list click on the button "Print List"(or View Menu item "Print List").

Filter

If you want to show on the screen only part of the vendors list, click on the button "Filter"(or View Menu item "Filter") and enter what you want to select in the appeared dialog box.

Pay attention that after filtration the button "Filter" to be highlighted by green light.

Label

Having clicked on the button "Label"(or View Menu item "Label") you can create a label for each vendor with the help of Label Wizard.

Balance

It is possible to see the balance, number of the last receiving list and payment when you click on the button "Balance" (or View Menu item "Vendor Balance").

Statement

You can print the statement of any vendor. You will see all the deliveries from this vendor and all your payments for the certain term. Press the button "Statement" and you will see form with fields "Date from" and "Date to". Press button "OK" and statement preview window is open. Press the button "Print" for printing statement of the vendor. You can create statement in HTML file, if you press button "Export to HTML".

Template

It is an Editor to customize labels template. You can create any labels template using mouse and toolbar buttons. You should click on the toolbar buttons "Line", "Frame", "Image", "Text" or "Data" and paint with mouse this elements. You can use right mouse button and menu items. You should save template in .dtm file after edit. You may create several template for each document. Before printing you should press on the button "Template" and choose necessary template file and close editor. You can print your labels from Products List.

Print Label

You can print customize labels for all selected products.

Select vendors.

You can select in the Llist any number of vendors, pressing the button "Select statements" or keeping the key "Ctrl" with clicking mouse on the extreme left column of the list. If you press button "Statement" you will see the statements of all the vendors.

Options

When you click the button " Statement Options ", you can change any caption of the Statement to place the necessary fonts, to restrict from printing some fields, to select a logo of your company and set up a mode of the calculate taxes . This Options form allows to adjust the printed form in any kind, appropriate for you. The options are saved to the following new Statement.

Refresh

If you work in a multi-user medium, click on the button "Refresh" and you will see the last modifications in the list of the vendors.

Help

Call of Help.

Exit

Close Vendors List .

You can sort the list for any field having clicked the mouse on title of field or use menu item "Sorting".

Vendors list form may be called from Purchase Order form, Receiver form or Payment form having clicked on the button "Vendor". You can select the vendor by a double click of the left mouse button on the vendor row or click on the button "Select". You may add a new vendor and then select him. You can also use any above mentioned function.

You can use hot keys for fast launch of the functions: F1-Help, F2 - New, F3-Print statement, F4- Edit, F5-select, F6- Filter, F7- Find, F8-Delete.

4.2. New Vendor

To create new vendor click "New Vendor" on the main Menu or button "New" on the Vendors list form.

Fields:

Vendor Name

In this field you must enter the vendor name. This field is a alphanumeric field. You can enter letters and numbers. Each vendor has unique name and the system will not allow to enter two identical vendor name.

Company name

You must enter a vendor company name. This name will be used on the purchase orders, receiving lists and payments. Number and name are enough for creation of the new vendor.

Type

The field "Type" is used for classification of the vendors. You can sort and apply a filter by "Type" in the Vendors list . The field "Type" can be used in the report wizard.

Payment Terms

This Payment term will appear every time you create the new purchase order.

Billing and Shipping Address

The billing address is where you should send purchase orders to. The shipping address is where you ship products to. These addresses will appear on the top of your purchase orders. You can use a button "=>" for copying billing addresses into the shipping address.

E-Mail

In the field E-Mail you must enter the e-mail address of this vendor. That allows you to send by e-mail the purchase orders. If you click the button "E-mail", it can send the letter immediately from this form.

Salesperson

This Salesperson will appear every time you create the new purchase order.

Inactive

This option allows you to setup this vendor as inactive. If you try to do a purchase order for this vendor, the system will warn you that the vendor is on inactive status.

Job/Contract

You can have several contracts with one vendor. Click checkbox and set the contract parameters: Parent Vendor, Status, Start Date, Projected Ended, Description, Type.

Comment

To enter any special notes about a vendor.

Demo Golden Inventory System: Demo Trade
 File Actions Lists New Help Vendors

Vendors:Contracts

Vendor

Vendor Name	Company Name	First Name	Last Name
Best computers			
Contact	Alt. Contact	FAX	Label Template
			Vendor Label Template
Type:	PaymentTerms:	Tax Code:	

Billing Address		Shipping Address	
City:	Country:	City:	Country:
State:	Phone:	State:	Phone:
Zip:		Zip:	
Email:		Web:	

Current Balance Discount: 0 % Branch/Job Parent Vendor

Tax Agency: [Dropdown]

Comments: [Text Area]

Nem client 03/02/07

Create New:

5. Purchase Orders

5.1. Purchase Orders List

The Purchase Orders List Form allows to manage creating, editing, deleting, sorting, filtering of purchase orders . You can get to the Purchase Orders List by selecting the Lists Menu from the Main Form or clicking on the button "POrders".

Functions:

New

If you want to add a new purchase order, click on the button "New"(or POrders Menu item "New") and fill the appeared Purchase Order form.

Edit

If you want to edit a purchase order features, click on the button "Edit"(or POrders Menu item "Edit" or double click on the POrder row) and edit fields in the appeared Purchase Order form.

Delete

If you want to delete a purchase order, click on the button "Delete"(or POrders Menu item "Delete") and confirm your wish to delete. You can't delete the POrder, if you have payment or receiving by this purchase order.

Find

If you want to find a purchase order by number, vendor , total or balance, click on the button "Find"(or POrders Menu item "Find") and enter what you want to find in appeared dialog box. This function searches for concurrence to any part of all list fields.

Print List

To print POrders list click on the button "Print List"(or View Menu item "Print List").

Filter

If you want to show on a screen only part of the Purchase Orders list click on the button "Filter"(or View Menu item "Filter") and enter what you want select in appeared dialog box. Pay attention after filtration on the button "Filter" to be highlighted by green light.

Select for print and Print selected

You can select in the list any number of documents, by pressing the button "Select for print" or keeping the key "Ctrl" with clicking mouse on the extreme left column of the list. Then press the button "Print selected" and you will see the preview window. For printing press button "Print".

Options

When you click the button " POrder Options " , you can change any caption of the POrder, to place the necessary fonts, to restrict showing some fields and set up a mode of the calculate taxes . You can create HTML E-mail invoice in any kind, appropriate for you. The options are saved to the following new Invoice.If you use long descriptions of the products you can set check box "Use comment" and program will print the contents of field "Comments" instead of the product description. These options concern only simple default order.

Balance

It is possible to see the balance, number of the last purchase order and your payment of current vendor having clicked on the button "Balance" (or POrders Menu item "Vendor Balance").

Template

It is an Editor for order template. You can create any order template using mouse and toolbar buttons. You should click on the toolbar buttons "Line","Frame","Image", "Text" or "Data" and paint with mouse this elements. You can use right mouse button and menu items. You should save template in .dtm file after edit. You may create several template for each document (for example packing list for invoice).Before printing you should select Template from drop down list.

Help
Call of Help.

Exit
Close Purchase Orders List .

You can sort the list for any field having clicked the mouse on title of field .

Purchase Orders List form may be called from Receiving List form or Payment form having clicked on the buttons "POrder" and "Order". You can select the POrder by a double click of the left mouse button on the POrder row or click on the button "Select"

You can use hot keys for fast launch of the functions: F1-Help, F2 - New, F3-Print selected, F4- Edit, F5-select, F6- Filter, F7- Find, F8-Delete.

5.2. New Purchase Order

To create new purchase order click "New POrder" on the main form or button "New" on the Purchase Orders list form.

Vendor

Purchase Order

POrder No: 000003

Status: Approved

Vendor	Company Name	Phone	Total	Paid	Balance
Best Computers	Best Computers	(111)222-2222	15,338.20	15,338.20	0.00
International Monitors	International Monitors	(333)444-5555	7,653.20		7,653.20
BTA Tour	BTA Tour, Inc.				0.00

Comments

Discount%: 0.00

Calculate Tax:

Tax%: 6.00

Fields:

Number

In the field Number you must enter the POrder number or use the default. This field is a alphanumeric field. You can enter letters and numbers. The system will automatically increment the number each time you create a new POrder or you will enter them manually. Each POrder has unique number and the system will not allow to enter two identical numbers.

Vendor

You must select a vendor name from drop down list. You can add new vendor using row <Add new>.

Bill to and Ship to

Program fills these fields automatically from Vendor and Company info. And you can edit the address on which you usually receive products. T

Date

You must select a date from the calendar which will appear after click on the field "Date".

Salesperson and Payment Term

Text will appear in this fields from Vendors Form "Payment Term" and "Salesperson". If you don't accept this text simply type a new content .

Reference

You can enter here any additional information concerning given purchase order.

POrder Items

Click the button "Product". This will display a list of existing products. Click the button "New" to add a new product or service. Enter a unique Product Code, Invoice and POrder Description, Cost, List and Sale Price on the Product Form. Update the check boxes to reflect if taxes are normally applied to sales of this product. If you wish to use this product as non-stock or non-depleting also check the boxes. Finally, click the OK button on the Product Form and "Select" button(or double-click on the product row) on the Product List Form. The POrder Form will be displayed with new item on the POrder Items box. On the POrder Items box, edit the Quantity, Unit Price and the description if necessary. You can also change the Taxable status for the item on this invoice. Click the Save button. Note that the line item now appears in the grid and discount, sales taxes, totals and balance due have automatically been calculated. Click the "New Item" button to add additional items to the POrder. Note that you can now select product from Products List or click the "New" button to define an additional product.

You can simply type Product Code in the POrder Item and press Enter. If this product code exists, GoInSy automatically will fill fields "Description", "Unit Price" and "Tax". If this product code doesn't exist, you must enter description, unit price, quantity, tax and after clicking "Save" button system add this product in the Product List.

Besides, you can use any bar code reader that is translated and entered directly into the keyboard buffer as regular text.

You have a possibility to find any product in the big order using button "Find".

You can delete an unnecessary item if establish on it the pointer and click the button "Delete".

Discount rate and Discount

If your vendor uses discount, you can enter discount rate or discount amount in this field.

The System automatically compute discount through significance of the discount rate (percent). If discount rate is equal zero, you can manually enter significance of the discount.

Shipping

Enter shipping charges in this field.

Tax

The system allows to use two kinds of the taxes. The taxes can calculate automatically as significance tax rate(percent) from the sum of the POrder (with shipping or without). Only taxable products are used in calculation. If the account of the tax doesn't submit to automation, it can be entered manually. Update the check boxes "Calc.Tax" if taxes are automatically settled up through tax rate. If you expect the tax with allowance shipping establish the check box "Tax Shipping". You can place options of account of the second tax with the help of forms "POrder Options" which is called by clicking of the "Option" button.

Comment

The Comment field allows you to enter any Purchase Order comments.

Expected Date

Here you can enter date of expected delivery of the products. You must select a date from the calendar which appear after click on this field.

Reference

Here you can do a note about the condition of this Purchase Order. The POrder may be printed, sent by E-mail or POrder creation may be not completed yet. The content of this field is not printed.

Group PO

The fields "Type" and "Group" are used for classification of the POrders. You can sort and apply a filter by "Group" in the POrders list and reports. The content of this field is not printed.

Location

You may indicate location for delivery goods.

Status

You can select status of your POrder : "Approved" for existing receiving, "Waiting" for planned transaction and "Canceled".

Buttons:

Vendor

Calls the Vendors List form for choice of the vendor.

New Item

Click the "New Item" button to add additional items to the POrder.

Products

Calls the Products List form for choice of the product.

Find

You may find any product amongst already entered items.

Delete

You can delete an unnecessary item if you establish the pointer on it and click the button "Delete".

Insert

You can insert a row between existing rows.

You can use hot keys for fast launch of the functions: F2- New Item, F4- Products, change field "Tax" and increase Quantity, F7- Find.

Received

Here you can look through the list of all receivers under this POrder. Total sum of receivers is visible to the right of this button.

Paid Amount

You can look through the list of all payments under this POrder after clicking on this button. Immediately from this list of payments you can enter new payment or edit already made payments under this POrder. Total sum of payments is visible to the right of this button.

Options

When you click the button " POrder Options " , you can change any caption of the POrder and set up a mode of the calculate taxes . This Options form allows to adjust the screen form in any kind, appropriate for you. The options are saved in the current template.

Template

It is an Editor for orders template. You can create any orders template using mouse and toolbar buttons. You should click on the toolbar buttons "Line","Frame","Image", "Text" or "Data" and paint with mouse this elements. You can use right mouse button and menu items. You should save template in .dtm file after edit. You may create several template for each document (for example packing list for order). Before printing you should choose necessary template from drop down list .

Print

Use this button to print the purchase order.

E-mail

You can send the POrder by E- mail using this button. The POrder will be created as html file and will be sent to your vendor as attachment of the letter .

Save XML

It is very useful function for data exchange with your main office or vendors. You save your order in XML file. Then you send this file to your main office via email or floppy disk or flash device. Main Inventory System load this file and create invoice with necessary products for you and save this invoice in new XML file. When you receive the products you load XML invoice and your inventory system automatically will create receiving receipt. You exclude the manual entering from your work.

Load XML Sales order

You can receive a Sales Order from your vendor in the Golden Inventory XML files You can easy transform it into Purchase Order using this button.

Save

Any modifications made in the POrder will be saved only in case if you click this button.

Close

This button closes the POrder form. If you want to save all modifications made in the form before closing the

form, necessarily click "Save" button. If you want to leave without saving, safely click on this button.

Form Menu

You can execute any command not only by clicking on an appropriate button but also by choosing Item of the Form Menu.

5.3. Edit Purchase Order

You can make any changes necessary for existing POrders. To call the form for edit of purchase order click "POOrders" button on the main form. From the Purchase Orders List form, you have to choose the POrder and click on the "Edit" button(or double click on the POrder row). You can change, add and remove Purchase Order information using any functions of the Purchase Order form . We don't recommend you to make any changes in a POrder after it has been sent to your vendor. You can prepare another POrder for the required adjustment.

6. Receiving

6.1. Item Receipts List

The Item Receipt Form allows to manage creating, editing, deleting, sorting, filtering receivers . You can get to the Item Receipt by selecting the Lists Menu from the Main Form or clicking on the button "Receiving".

Functions:

New

If you want to add a new Item Receipt, click on the button "New"(or Receivers Menu item "New") and fill the appeared Item Receipt form.

Edit

If you want to edit a Item Receipt features, click on the button "Edit"(or Receivers Menu item "Edit" or double click on the Receiver row) and edit fields in the appeared Receiver form.

Delete

If you want to delete a Item Receipt, click on the button "Delete"(or Receivers Menu item "Delete") and confirm your wish to delete. You can't delete the Receiver, if you have payment or receiving by this receiver.

Find

If you want to find a Item Receipt by number, vendor , total or balance, click on the button "Find"(or Receivers Menu item "Find") and enter what you want to find in the appeared dialog box.

This function searches for concurrence to any part of all list fields.

Print List

To print Item Receipt click on the button "Print List"(or View Menu item "Print List").

Filter

If you want to show on a screen only part of the Item Receipt click on the button "Filter"(or View Menu item "Filter") and enter what you want to select in appeared dialog box.

Pay attention after filtration on the button "Filter" to be highlighted by green light.

Select for print and Print selected

You can select in the list any amount of the documents, pressing the button "Select for print" or keeping the key "Ctrl" with clicking mouse on the extreme left column of the list. Then press the button "Print selected" and you will see the preview window. For printing press button "Print".

Options

When you click the button " Options ", you can change any caption of the Item Receipt, to prohibit show some fields and set up a mode of the calculate taxes . You can create HTML E-mail invoice in any kind, appropriate for you. The options are saved in the current Template.

Balance

It is possible to see the balance, number of the last receiver and your payment of current vendor having clicked on the button "Balance" (or Receivers Menu item "Vendor Balance").

Help

Call of Help.

Exit

Close Receivers List .

You can sort the list for any field having clicked the mouse on title of field .

Item Receipt form may be called from form Payment form having clicked on the buttons "Receiving" . You can select the Receiver by a double click of the left mouse button on the Receiver row or click on the button "Select"

You can use hot keys for fast launch of the functions: F1-Help, F2 - New, F3-Print selected, F4- Edit, F5-select, F6- Filter, F7- Find, F8-Delete.

6.2. New Item Receipt

To create new receiver click "New Receiving" on the main form or button "New" on the Item Receipts list form.

Fields:

Number

In the field Number you must enter the Item Receipt number or use the default. This field is a alphanumeric field. You can enter letters and numbers. The system will automatically increment the number each time you create a new Receiver or you will enter them manually. Each Item Receipt has unique number and the system will not allow to enter two identical numbers.

Vendor

You must select a vendor name from drop down list. You can add new vendor using row <Add new>.

Bill to and Ship to

Program fills these fields automatically from Vendor and Company info. And you can edit the address on which you usually receive products.

Date

You must select a date from the calendar which will appear after click on the field "Date".

Salesperson and Payment Term

Text will appear in this fields from Vendors Form "Payment Term" and "Salesperson". If you don't accept this text simply type a new content.

Reference

You can enter here any additional information concerning given receiver.

Receiving Items

Click the button "Product". This will display a list of existing products. Click the button "New" to add a new product or service. Enter a unique Product Code, Invoice and Receiver Description, Cost, List and Sale Price on the Product Form. Update the check boxes to reflect if taxes are normally applied to sales of this product. If you wish to use this product as non-stock or non-depleting also check the boxes. Finally, click the OK button on the Product Form and "Select" button (or double-click on the product row) on the Product List Form. The Receiver Form will be displayed with new item on the Receiver Items box. On the Receiver Items box, edit the Quantity, Unit Price and the description if necessary. You can also change the Taxable

status for the item on this invoice. Click the Save button. Note that the line item now appears in the grid and costs, discount, sales taxes, totals and balance due have automatically been calculated. Click the "New Item" button to add additional items to the Receiver. Note that you can now select product from Products List or click the "New" button to define an additional product.

You can simply type Product Code in the Receiver Item and press Enter. If this product code exists, GoInSy automatically will fill fields "Description", "Unit Price" and "Tax". If this product code doesn't exist, you must enter description, unit price, quantity, tax and after clicking "Save" button system add this product in the Product List.

Besides, you can use any bar code reader that is translated and entered directly into the keyboard buffer as regular text.

You have a possibility to find any product in the big receiving list using button "Find".

You can delete an unnecessary item if establish on it the pointer and click the button "Delete".

If you have several locations or warehouses you can set the checkbox "Location" in the Options Form and indicate the location for each receiving item. If you purchase goods specially for the Customer Job set column Customer and select Customer:Job for this items. And finally you may indicate warranty date in the column "Warranty".

Discount rate and Discount

If your vendor uses a discount, you can enter discount rate or discount amount in this field.

The system automatically compute discount through significance of the discount rate (percent). If discount rate is equal zero, you can manually enter significance of the discount.

Shipping

Enter shipping charges in this field from vendors invoice.

Tax

The system allows to use two kinds of the taxes. The taxes can calculate automatically as significance tax rate(percent) from the sum of the Receiver (with shipping or without). Only taxable products are used in calculation. If the account of the tax doesn't submit to automation, it can be entered manually. Update the check boxes "Calc.Tax" if taxes are automatically settled up through tax rate. If you expect the tax with allowance shipping establish the check box "Tax Shipping". You can place options of account of the second tax with the help of forms "Receiver Options" which is called by clicking of the "Option" button.

Comment

The Comment field allows you to enter any Receiver comments.

Due Received

Here you can enter due received date. You must select a date from the calendar which appear after click on this field.

Reference

Here you can do a note about a condition of this Receiver. The Receiver may be printed, sent by E-mail or Receiver creation may be not completed yet. The content of this field is not printed.

Group

The field"Group" are used for classification of the Receivers. You can sort and apply a filter by "Group" in the Receivers list and reports. The content of this field is not printed.

Location

You may indicate location for delivery all goods.

Status

You can select status of your Item Receipt : "Approved" for existing receiving, "Waiting" for planned transaction and "Canceled".

Buttons:

Vendor

Calls the Vendors List form for choice of the vendor.

New Item

Click the "New Item" button to add additional items to the Receiver.

Products

Calls the Products List form for choice of the product.

Find

You may find any product amongst already entered items.

Delete

You can delete an unnecessary item if you establish the pointer on it and click the button "Delete".

Insert

You can insert a row between existing rows.

You can use hot keys for fast launch of the functions: F2- New Item, F4- Products, change field "Tax" and increase Quantity, F7- Find.

Paid Amount

You can look through the list of all payments under this Receiver after clicking on this button. Immediately from this list of payments you can enter new payment or edit already made payments under this Receiver. Total sum of payments is visible to the right of this button.

Options

When you click the button " Receiver Options " you can change any caption of the Receiving Item Receipt to prohibit from printing some fields, to select a logo of your company and set up a mode of the calculate taxes. This Options form allows to adjust the printed form in any kind, appropriate for you. The options are saved to the following new Item Receipt.

Template

It is an Editor for Item Receipt template. You can create any receiving list template using mouse and toolbar buttons. You should click on the toolbar buttons "Line", "Frame", "Image", "Text" or "Data" and paint with mouse these elements. You can use right mouse button and menu items. You should save template in .dtm file after edit. You may create several template for each document (for example packing list for invoice). Before printing you should select Template from drop down list.

Print

Use this button to print the Item Receipt

Save XML

It is very useful function for data exchange with your main office or vendors. For instance, you have solved to return some goods on main warehouse. You create back order using Receiving Receipt form and indicating negative quantity for each item.

You save your receipt in XML file. Then you ship the products and send this file to your main office via email or ftp server or on floppy disk or using flash device. Main Inventory System load this file and automatically will create invoice with negative quantity of products and increase stocks on the main warehouse. You exclude the manual entering from your work.

Load XML vendor Invoice

You can receive a Invoice from your main office or vendor in the Golden Inventory XML files You can easily transform it into Receiving Receipt using this button.

Save

Any modifications made in the Receiver are made in the POrder will be saved only in case if you click this button.

Close

This button closes the Receiver form. If you want to save all modifications made in the form before closing the form, necessarily click "Save" button. If you want to leave without saving, safely click on this button.

Form Menu

You can execute any command not only by clicking on an appropriate button but also by choosing Item of the Form Menu.

6.3. Edit Item Receipt

You can make any changes necessary for existing Receiving. To call the form for edit of the receiver click "Receiving" button on the main form. From the Receivers List form, you have to choose the Receiver and click on the "Edit" button(or double click on the Receiver row). You can change, add and remove Receiver information using any functions of the [Receiver form](#) . We don't recommend you to make any changes in a Item Receipt after it has been sent to your vendor. You can prepare another Item Receipt for the required adjustment.

7. Customers

7.1. Customers List

The Customers List Form allows to manage creating, editing, deleting, sorting, filtering of customers and printing labels. You can get to the customers List by selecting the Lists Menu from the Main Form or clicking on the button "Customers". You can also print a Customers list.

Functions:

New

If you want to add a new customer, click on the button "New"(or Customer Menu item "New") and fill the appeared customer form.

Edit

If you want to edit a customer features, click on the button "Edit"(or Customer Menu item "Edit" or double click on the customer row) and edit fields in the appeared Customer form.

Delete

To delete a customer click on the button "Delete"(or Customer Menu item "Delete") and confirm your wish to delete. You can't delete the customer if it was specified in any invoice, sale order or payment.

Find

If you want to find a customer by description, number, E-mail or balance, click on the button "Find"(or Customer Menu item "Find") and enter what you want to find in appeared dialog box. This function searches for concurrence in any part of all list fields.

Print List

To print Customers list click on the button "Print List"(or View Menu item "Print List").

Filter

If you want to show on the screen only a part of the Customers list, click on the button "Filter"(or View Menu item "Filter") and enter what you want to select in appeared dialog box. Pay attention that after filtration the button "Filter" to be highlighted by green light.

Label

Having clicked on the button "Label"(or View Menu item "Label") you can create a label for each customer with the help of the Label Wizard.

Balance

It is possible to see the balance, number of the last invoice and payment when you click on the button "Balance" (or View Menu item "customer Balance").

Statement

You can print the statement of any customer. You will see all the sales of this customer and all payments from the certain term. Press the button "Statement" and you will see form with fields "Date from" and "Date to". Press button "OK" and statement preview window is open. Press the button "Print" for printing statement of the vendor. You can create statement in HTML file, if you press button "Export to HTML".

Template

It is an Editor for customize labels template. You can create any labels template using mouse and toolbar buttons. You should click on the toolbar buttons "Line", "Frame", "Image", "Text" or "Data" and paint with mouse this elements. You can use right mouse button and menu items. You can save template in .dtm file after edit. You may create several template for each document. Before printing you should select Template from drop down list. You can print your labels from Products List.

Print Label

You can print customize labels for all selected products.

Select customers for print.

You can select in the list any number of customers, pressing the button "Select" or keeping the key "Ctrl"

with clicking mouse on the extreme left column of the list. If you press button "Statement" you will see statements of all customers.

Options

You can call the form " Statement Options " when you click on this button. You can change any caption of the Statement to place the necessary fonts, to prohibit from printing some fields, to select a logo of your company and set up a mode of the calculate taxes . This Options form allows to adjust the printed form in any kind, appropriate for you. The options are saved to the following new Statement.

Help

Call of Help.

Exit

Close Customers List .

You can sort the list for any field having clicked the mouse on title of field.

The Customers list form may be called from Invoice form, Sale Order form or Payment form having clicked on the button "Customer". You can select the Customer by a double click of the left mouse button on the customer row or click on the button "Select". You may add a new customer and then select him. You can also use any above mentioned function.

You can use hot keys for fast launch of the functions: F1-Help, F2 - New, F3-Print statement, F4- Edit, F5-select, F6- Filter, F7- Find, F8-Delete.

7.2. New Customer

To call the form for creation of new customer click "New Customer" on the main form or button "New" on the Customers list form.

Customers:Jobs

Actions Lists

Items
Vendors:Contracts
Vendor Types
Customers:Jobs
Customer Types
Job types
Company & Locations
Payment Terms
Payment Methods
Customer Messages
Tax Code List
Ship Via List

Customer	Company Name	Phone	Total	Paid	Balance
Ridge Farms	Ridge Farms		1,049.40		1,049.40

Customer

Customer Name: Ridge Farms Company Name: Ridge Farms First Name: Last Name: Contact: Alt. Contact: FAX: Label Template: Customer Label Templ

Type: PaymentTerms: Tax Code:

Billing Address => Shipping Address

City: State: Zip: Email: Country: Phone:

City: State: Zip: Web: Country: Phone:

Current Balance: 1049.40 Discount: 0 % Branch/Job Parent Customer

Tax Agency: Comments:

Fields:

Number

In the field Number you must enter the customer number or use the default. This field is a alphanumeric field. You can enter letters and numbers. The system will automatically increment the number each time you create a new customer or you will enter them manually. Each customer has unique number and the system will not allow to enter two identical numbers.

Company name

You must enter a customer company name. This name will be used on the purchase orders, receiving lists and payments. Number and name are enough for creation of the new customer.

Type and Group

The fields "Type" and "Group" are used for classification of the customers. You can sort and apply a filter by "Group" in the Customers list. The fields "Group" and "Type" can be used on the report wizard.

Payment Terms

This Payment term will appear every time you create the new invoice.

Billing and Shipping Address

The billing address is where you should send invoice and sale orders to. The shipping address is where you ship products to. These addresses will appear on the top of your invoices and sale orders. You can use a button "=>" for copying billing addresses into the shipping address.

E-Mail

In the field E-Mail you must enter the e-mail address of this customer. That allows you to send by e-mail the invoice and sale orders. If you click the button "E-mail", it can send the letter immediately from this form.

Salesperson

This Salesperson will appear every time you create the new invoice and sale order.

Inactive

This option allows you to setup this customer as inactive. If you try to do an invoice or sale order for this customer, the system will warn you that they are on inactive status.

Comment

To enter any special notes about the customer. You can also print the contents of the comment on a customer's sale orders or invoice (see above).

Job/Contract

You can have several jobs with one customer. Click checkbox and set the contract parameters: Parent Vendor, Status, Start Date, Projected Ended, Description, Type.

8. Sale Orders, Estimates

8.1. Sale Orders List

The Sale Orders List Form allows to manage creating, editing, deleting, sorting, filtering sale orders . You can get to the Sale Orders List by selecting the Lists Menu from the Main Form or clicking on the button "Sale Orders".

Functions:

New

If you want to add a new sale order, click on the button "New"(or Orders Menu item "New") and fill the appeared Sale Order form.

Edit

If you want to edit a sale order features, click on the button "Edit"(or Orders Menu item "Edit" or double click on the Order row) and edit fields in the appeared Sale Order form.

Delete

If you want to delete a sale order, click on the button "Delete"(or Orders Menu item "Delete") and confirm your wish to delete. You can't delete the Order, if you have payment by this sale order.

Find

If you want to find a sale order by number, customer , total or balance, click on the button "Find"(or Orders Menu item "Find") and enter what you want to find in appeared dialog box.

This function searches for concurrence to any part of all list fields.

Print List

To print the Orders list click on the button "Print List"(or View Menu item "Print List").

Filter

If you want to show on a screen only part of the Sale Orders list click on the button "Filter"(or View Menu item "Filter") and enter what you want select in the appeared dialog box.

Pay attention after filtration on the button "Filter" to be highlighted by green light.

Select for print and Print selected

You can select in the list any number of the documents, pressing the button "Select for print" or keeping the key "Ctrl" with clicking mouse on the extreme left column of the list. Then press the button "Print selected" and you will see the preview window. For printing press the button "Print".

Balance

It is possible to see balance, number of the last sale order and your payment of current customer having clicked on the button "Balance" (or Orders Menu item "Customer Balance").

Help

Call of Help.

Exit

Close Sale Orders List .

You can sort the list for any field having clicked the mouse on title of field .

The Sale Orders List form may be called from Invoice form or Payment form having clicked on the buttons "Order" . You can select the Order by a double click of the left mouse button on the Order row or click on the button "Select"

The form "Sale Order" has the checkbox "Calculate Price from Ext." for switching mode of calculate price from extension.

You can use hot keys for fast launch of the functions: F1-Help, F2 - New, F3-Print selected, F4- Edit, F5-select, F6- Filter, F7- Find, F8-Delete.

8.2. New Sale Order

To create new sale order click "New Order" on the main form or button "New" on the Sale Orders list form.

The screenshot shows the 'Sales Order' form with the following details:

- Customer:** Wilson Coleman
- Order #:** 000003
- Date:** 3/4/2007
- Bill to:** 6334 Tracyton Blvd NW, Bremerton, WA 98311
- Ship to:** 6334 Tracyton Blvd NW, Bremerton, WA 98311
- Payment Terms:** FOB
- Reference:** (empty)

Item	Description	Tax	Quantity	Price	Amount
▶ INTEL CORE 2 DUO	INTEL CORE 2 DUO 2.13G 2M	Y	1	320.00	320.00
WD 160GB SATA	WD 160GB 3.5 SATA II 7200RPM	Y	1	90.00	90.00
*					

Additional form fields include: Comments, Group, Location, Note, Discount%, Calculate Tax (checked), Calculate Tax 2, Tax Shipping, Tax Shipping 2, Tax% (6.00%), Tax2%, Shipped, and Customer Tax code.

Fields:

Number

In the field Number you must enter the Order number or use the default. This field is a alphanumeric field. You can enter letters and numbers. The system will automatically increment the number each time you create a new Order or you will enter them manually. Each Order has unique number and the system will not allow to enter two identical numbers.

Customer

You must select a customer name from drop down list. You can add new vendor using row <Add new>.

Bill to and Ship to

You can enter here address on which you usually receive products. These field will be filled automatically, if you have filled lines of "Billing address" and "Shipping address" in the Customer form.

Date

You must select a date from the calendar which will appear after click on the field "Date".

Salesperson and Payment Term

Text will appear in this fields from Customers Form "Payment Term" and "Salesperson". If you don't accept this text simply type a new content .

Reference

You can enter here any additional information concerning given sale order.

Order Items

Click the button "Product". This will display a list of existing products. Click the button "New" to add a new product or service. Enter a unique Product Code, Invoice and Order Description, Cost, List and Sale Price on the Product Form. Update the check boxes to reflect if taxes are normally applied to sales of this product. If you wish to use this product as non-stock or non-depleting also check the boxes. Finally, click the OK button on the Product Form and "Select" button (or double-click on the product row) on the Product List Form. The Order Form will be displayed with new item on the Order Items box. On the Order Items box, edit the Quantity, Unit Price and the description if necessary. You can also change the Taxable status for the item on this invoice. Click the Save button. Note that the line item now appears in the grid and discount, sales taxes, totals and balance due have automatically been calculated. Click the "New Item" button to add additional items to the Order. Note that you can now select product from Products List or click the "New" button to define an additional product.

You can simply type Product Code in the Order Item and press Enter. If this product code exists, GolnSy automatically will fill fields "Description", "Unit Price" and "Tax". If this product code doesn't exist, you must enter description, unit price, quantity, tax and after clicking "Save" button system add this product in the Product List.

Besides, you can use any bar code reader that is translated and entered directly into the keyboard buffer as regular text.

You'll see the warning message if you enter in the order a product with zero or small quantity in the warehouse.

You have a possibility to find any product in the big order using button "Find".

You can delete an unnecessary item if establish on it the pointer and click the button "Delete".

The form has the checkbox "Calculate Price from Ext." for switching the mode of calculate price from extention.

If you have several locations or warehouses you can set the checkbox "Location" in the Options Form and indicate the location for each receiving item. If you sell goods specially for a Vendor Contract set the column Vendor and select the Vendor:Contract for this items. And finally you may indicate warranty date in the column "Warranty

Discount rate and Discount

If you use a discount, you can enter discount rate or discount amount in this field.

System automatically compute discount through significance of the discount rate (percent). If discount rate is equal zero, you can manually enter significance of the discount.

Shipping

Enter shipping charges in this field.

Tax

The system allows to use two kinds of the taxes. The taxes can calculate automatically as significance tax rate(percent) from the sum of the Order (with shipping or without). Only taxable products are used in calculation. If the account of the tax doesn't submit to automation, it can be entered manually. Update the check boxes "Calc.Tax" if taxes are automatically settles up through tax rate. If you expect the tax with allowance shipping establish the check box "Tax Shipping". You can place options of account of the second tax with the help of forms "Order Options" which is called by clicking of the "Option" button.

Comment

The Comment field allows you to enter any Sale Order comments.

Reference

Here you can do a note about condition of this Sale Order. The Order may be printed, sent by E-mail or Order creation may be not completed yet. The content of this field is not printed.

Group

The field "Group" is use for classification of the Orders. You can sort and apply a filter by "Group" in the Orders list and reports.

Serial

To show in the Order column "Serial" for input the product serial numbers update this check boxes.

Location

You may indicate location for all goods.

Status

You can select status of your Sale Order : "Approved" for existing order, "Waiting" for planned transaction and "Canceled"

Buttons:

Customer

Calls the Customer List form for choice of the customer.

New Item

Click the "New Item" button to add additional items to the Order.

Products

Calls the Products List form for choice of the product.

Find

You may find any product amongst already entered items.

Delete

You can delete an unnecessary item if you establish the pointer on it and click the button "Delete".

Insert

You can insert a row between existing rows

You can use hot keys for fast launch of the functions: F2- New Item, F4- Products, change field "Tax" and increase Quantity, F7- Find.

Sold

Here you can look through the list of all invoices under this Order. Total sum of sale is visible to the right of this button.

Paid Amount

You can look through the list of all payments under this Order after clicking on this button. Immediately from this list of payments you can enter new payment or edit already made payments under this Order. Total sum of payments is visible to the right of this button.

Options

When you click the button " Order Options " , you can change any caption of the Order to prohibit from printing some fields and set up a mode of the calculate taxes . This Options form allows to adjust the printed form in any kind, appropriate for you. The options are saved to the following new Order.

Template

It is an Editor for Sale Order templates. You can create any receiving list template using mouse and toolbar buttons. You should click on the toolbar buttons "Line", "Frame", "Image", "Text" or "Data" and paint with mouse this elements. You can use right mouse button and menu items. You should save template in .dtm file after edit. You may create several template for each document (for example packing list for invoice). Before printing you should select Template from drop down list.

Print

Use this button to print the sale order.

E-mail

You can send the Order by E- mail using this button. The Order will be created as html file and will be sent to your customer as attachment of the letter .

Save XML

It is very useful function for data exchange with your main office or vendors. For instance, you work in the main office of your company and solved to allocate some products for a remote outlet. You can create the Sales Order and save it as XML file and send to this outlet via email.

Outlet inventory system will load this file and transform it into POrder. Your personal will see how much goods you plan to send to this outlet from main warehouse.

Load XML customer POrder

You can receive a XML POrder from your remote storehouse or from customer having the Golden Inventory System. You can easy transform it into Sales Order using this button if you want only allocate products for this customer.

Save

Any modifications made in the Order will be saved only in case if you click this button.

Close

This button closes the Order form. If you want to save all modifications made in the form before closing the form, necessarily click "Save" button. If you want to leave without saving, safely click on this button.

Form Menu

You can execute any command not only by clicking on an appropriate button but also by choosing Item of the Form Menu.

8.3. Edit Sale Order

You can make any changes necessary for existing Sale Orders. To call the form for edit of sale order click "Sale Orders" button on the main form. From the Sale Orders List form, you have to choose the Sale Order and click on the "Edit" button(or double click on the Order row). You can change, add and remove Sale Order information using any functions of the Sale Order form . We don't recommend you to make any changes in the Sale Order after it has been sent to your customer. You can prepare another Sale Order for the required adjustment.

8.4. Estimate

An estimate in GoInSy is a list of products you propose to sell to, a current or prospective customer. You can change the estimate title of the form to anything you wish such as bid, quote or proposal. Creating an estimate is very similar to writing an Sales Order. You can use estimate for creating invoice or Sales Order after the customer accept.

Estimates

- Actions
- Lists
- Home
- Overview
- Purchase Orders
- Receiving
- Vendor Payments
- Estimates**
- Sales Orders
- Invoices
- Customer Payments
- Sales Receipts
- Work Orders
- Transfers
- Adjust inventory
- Reports



Estimate
File Edit Help

Email Print Save XML Template: Estimate template Options Status Approved

Customer: Ridge Farms
 Order #: 000002
 Date: 3/4/2007
 Bill to:
 Reference:

New item Products Find Delete Insert From Estimate Load from XML cust

Item	Description	Tax	Quantity	Price	Amount
INTEL P4 3.2 2M 80	INTEL P4 3.2 2M 800 775 BX 64	Y	1	135.00	135.00
*					

Item	Description	Sales Price	On Hand	Department
▶ INTEL P4 3.2 2M 800	INTEL P4 3.2 2M 800 775 BX 64	135.00		9. CPU
INTEL CORE 2 DUO	INTEL CORE 2 DUO 2.1	320.00		7. CPU
WD 160GB SATA	WD 160GB 3.5 SATA II	90.00		6. Hard Drives
WD 320GB SATA	WD 320GB 3.5 SATA II	140.00		8. Hard Drives
Fujitsu PS/2 Keyboa	Fujitsu 8729-651 PS/2 C	40.00		19. Keyboards
Logitech Mouse	Logitech Wireless Optic	50.00		49. Keyboards
DVD-RW LG	LG GSA-H22N 18X/18X	40.00		8. Optical Drives
LG L1952TX-BF 19 Li	LG L1952TX-BF 19 LCD	240.00		19. Monitors
ACER AL2016WSD	ACER AL2016WSD 20	260.00		13. Monitors
ASUS P5GZ-MX LGA	ASUS P5GZ-MX LGA77	90.00		10. Motherboard
ASROCK 775DUAL	ASROCK 775DUAL-VS	80.00		12. Motherboard

- Create New:
- Sales Receipt
 - Receiving

9. Invoices

9.1. Invoices List

The Invoices List Form allows to manage creating, editing, deleting, sorting, filtering invoices . You can get to the Invoices List by selecting the Lists Menu from the Main Form or clicking on the button "Invoices".

Functions:

New

If you want to add a new sale invoice, click on the button "New"(or Invoices Menu item "New") and fill the appeared Invoice form.

Edit

If you want to edit a invoice features, click on the button "Edit"(or Invoices Menu item "Edit" or double click on the Invoice row) and edit fields in the appeared Invoice form.

Delete

If you want to delete a invoice, click on the button "Delete"(or Invoices Menu item "Delete") and confirm your wish to delete. You can't delete the Invoice, if you have payment by this sale invoice.

Find

If you want to find the a sale invoice by number, customer , total or balance, click on the button "Find"(or Invoices Menu item "Find") and enter what you want to find in appeared dialog box.

This function searches for concurrence to any part of all list fields.

Print List

To print Invoices list click on the button "Print List"(or View Menu item "Print List").

Filter

If you want to show on a screen only part of the Invoices list click on the button "Filter"(or View Menu item "Filter") and enter what you want to select in the appeared dialog box.

Pay attention after filtration on the button "Filter" to be highlighted by green light.

Select for print and Print selected

You can select in the list any number of the documents, pressing the button "Select for print" or keeping the key "Ctrl" with clicking mouse on the extreme left column of the list. Then press the button "Print selected" and you will see the preview window. For printing press button "Print".

Balance

It is possible to see the balance, number of the last invoice and your payment of current vendor having clicked on the button "Balance" (or Invoices Menu item "Customer Balance").

Help

Call of Help.

Exit

Close Invoices List .

You can sort the list for any field having clicked the mouse on title of field .

The Invoices List form may be called from Payment form having clicked on the buttons "Invoice" . You can select the Invoice by a double click of the left mouse button on the Invoice row or click on the button "Select" You can use hot keys for fast launch of the functions: F1-Help, F2 - New, F3-Print selected, F4- Edit, F5-select, F6- Filter, F7- Find, F8-Delete.

9.2. New Invoice

Click on the button "New Invoice" on the main form or button "New" on the Invoices list form.

The screenshot shows the 'Invoice' application window. On the left is a sidebar with navigation options: Sales Orders, Invoices, Customer Payments, Sales Receipts, Work Orders, Transfers, and Adjust Inventory Reports. The main window has a menu bar (File, Edit, Help) and a toolbar with buttons for Email, Print, Save XML, and a Template dropdown (set to 'Invoice template'). Below the toolbar are fields for Customer (Wilson Coleman), Invoice # (000004), Date (3/4/2007), and Due Date. There are also fields for Bill to and Ship to, with the address 6334 Tracyton Blvd NW, Bremerton, WA 98311. An 'Orders' window is overlaid, displaying a table of orders:

Order #	Date	Customer	Total	Sold	Paid	Balance
000001	2/26/2007	Wilson Coleman	196.10	196.10		196.10
000003	3/4/2007	Wilson Coleman	434.60			434.60

At the bottom of the window, there is a 'Comments' section and a 'Calculate Tax' section with checkboxes for 'Calculate Tax 2' and 'Tax Shipping 2'. A summary table on the right shows the following values:

Discount%	0	Discount	0.00
Calculate Tax	<input type="checkbox"/>	Calculate Tax 2	<input type="checkbox"/>
Subtotal			0.00
Tax Shipping	<input type="checkbox"/>	Tax Shipping 2	<input type="checkbox"/>
Shipping			0.00
Tax%	0	Tax	0.00
Tax2%	0	Tax2	0.00
Total			0.00
Paid Amount		Balance Due	0.00

In the field Number enter the Invoice number or use the default. This field is a alphanumeric field. Each Invoice has the unique number.

Fill in the name of the customer or job.

Select a Template

In the detail area, enter the line items.

Invoice Items

Click the button "Product". This will display a list of existing products. Click the button "New" to add a new product or service. Enter a unique Product Code, Invoice and Invoice Description, Cost, List and Sale Price on the Product Form. Update the check boxes to reflect if taxes are normally applied to sales of this product. If you wish to use this product as non-stock or non-depleting also check the boxes. Finally, click the OK button on the Product Form and "Select" button (or double-click on the product row) on the Product List Form. The Invoice Form will be displayed with new item on the Invoice Items box. On the Invoice Items box, edit the Quantity, Unit Price and the description if necessary. You can also change the Taxable status for the item on this invoice. Click the Save button. Note that the line item now appears in the grid and discount, sales taxes, totals and balance due have automatically been calculated. Click the "New Item" button to add additional items to the Invoice. Note that you can now select product from Products List or click the "New" button to define an additional product.

You can simply type Product Code in the Invoice Item and press Enter. If this product code exists, GolnSy automatically will fill fields "Description", "Unit Price" and "Tax". If this product code doesn't exist, you must enter description, unit price, quantity, tax and after clicking "Save" button system add this product in the Product List.

Besides, you can use any bar code reader that is translated and entered directly into the keyboard buffer as regular text.

You'll see the warning message if you enter in the invoice a product with zero or small quantity in the warehouse.

You have a possibility to find any product in the big invoice using button "Find".

You can delete an unnecessary item if establish on it the pointer and click the button "Delete".

The form has the checkbox "Calculate Price from Ext." for switching the mode of calculate price from extention.

Discount rate and Discount

If you use a discount, you can enter discount rate or discount amount in this field.

System automatically compute discount through significance of the discount rate (percent). If discount rate is equal zero, you can manually enter significance of the discount.

Shipping

Enter shipping charges in this field.

Tax

The system allows to use two kinds of the taxes. The taxes can calculate automatically as significance tax rate(percent) from the sum of the Invoice (with shipping or without). Only taxable products are used in calculation. If the account of the tax doesn't submit to automation, it can be entered manually. Update the check boxes "Calc.Tax" if taxes are automatically settled up through tax rate. If you expect the tax with allowance shipping establish the check box "Tax Shipping". You can place options of account of the second tax with the help of forms "Invoice Options" which is called by clicking of the "Option" button.

Comment

The Comment field allows you to enter any Invoice comments.

Reference

Here you can do a note about condition of this Invoice. The Invoice may be printed, sent by E-mail or Invoice creation may be not completed yet. The content of this field is not printed.

Group

The field "Group" is use for classification of the Invoices. You can sort and apply a filter by "Group" in the Invoices list and reports. The content of this field is not printed.

Location

You may indicate location for all goods.

Status

You can select status of your Invoice : "Approved" for existing sale, "Waiting" for planned transaction and "Canceled"

Buttons:

Customer

Calls the Customer List form for choice of the customer.

New Item

Click the "New Item" button to add additional items to the Invoice.

Products

Calls the Products List form for choice of the product.

Find

You may find any product amongst already entered items.

Delete

You can delete an unnecessary item if you establish the pointer on it and click the button "Delete".

Insert

You can insert a row between existing rows

From Estimate

You can fill the invoice detail section from any Estimate already sent to the customer.

You can use hot keys for fast launch of the functions: F2- New Item, F4- Products, change field "Tax" and increase Quantity, F7- Find.

Sale Order

If you use sale orders you can create invoice as copy sale order already sent to the customer. If you selected the customer for your invoice you'll see only list of sales orders of this customer. If you not selected customer you'll see all sales orders. You should choose order and press on the button "Select" or do double click of the mouse. Program pull over the items, comments and other info from a Sales Order to an Invoice.

Sold

Here you can look through the list of all invoices under this Invoice. Total sum of sale is visible to the right of this button.

Paid Amount

You can look through the list of all payments under this Invoice after clicking on this button. Immediately from this list of payments you can enter new payment or edit already made payments under this Invoice. Total sum of payments is visible to the right of this button.

Options

When you click the button " Options ", you can change any caption of the Invoice and set up a mode of the calculate taxes . This Options form allows to adjust the screen form in any kind, appropriate for you. The options are saved in the current template.

Template

It is an Editor for Invoice templates. You can create any receiving list template using mouse and toolbar buttons. You should click on the toolbar buttons "Line", "Frame", "Image", "Text" or "Data" and paint with mouse this elements. You can use right mouse button and menu items. You should save template in .dtm file after edit. You may create several template for each document (for example packing list for invoice). Before printing you should select Template from drop down list.

Print

Use this button to print the invoice.

E-mail

You can send the Invoice by E- mail using this button. The Invoice will be created as html file and will be sent to your customer as attachment of the letter .

Save XML

It is very useful function for data exchange with your main office or vendors. You save your invoice in XML file. Then you send this file to your remote warehouse via email or floppy disk or flash device. When personal of remote warehouse will receive the products they load XML invoice and second inventory system automatically will create receiving receipt. You exclude the manual entering from your work.

Load XML customer POrder

You can receive a Purchase Order from your branch or vendor in the Golden Inventory XML files. You can easy transform it into Invoice using this button. Then you save the new invoice as XML file and send it to your branch.

Save

Any modifications made in the Invoice will be saved only in case if you click this button.

Close

This button closes the Invoice form. If you want to save all modifications made in the form before closing the form, necessarily click "Save" button. If you want to leave without saving, safely click on this button.

Form Menu

You can execute any command not only by clicking on an appropriate button but also by choicing Item of the Form Menu.

The form "Invoice" have the checkbox "Calculate Price from Ext." for switching mode of calculate price from extention.

9.3. Edit Invoice

You can make any changes necessary for existing Invoices. To call the form for edit of Invoice click "Invoices" button on the main form. From the Invoices List form, you have to choose the Invoice and click on the "Edit" button(or double click on the Invoice row). You can change, add and remove Invoice information using any functions of the Invoice form . We don't recommend you to make any changes in the Invoice after it has been sent to your customer. You can prepare another Invoice for the required adjustment.

10. Sales Receipts

10.1. New Sales Receipts

You use a Sales Receipt if your customers pay in full at the time they receive your service or product. You don't have to track how much they owe you. But you will be able to track each sale, calculate its sales tax, and print a receipt for the sale. If customers pay in advance, either in part or in full, you should use an invoice and payment from customer.

Click on the button "New Receipt" on the main form or button "New" on the Sales Receipts list form. In the field Number enter the Receipt number or use the default. This field is an alphanumeric field.

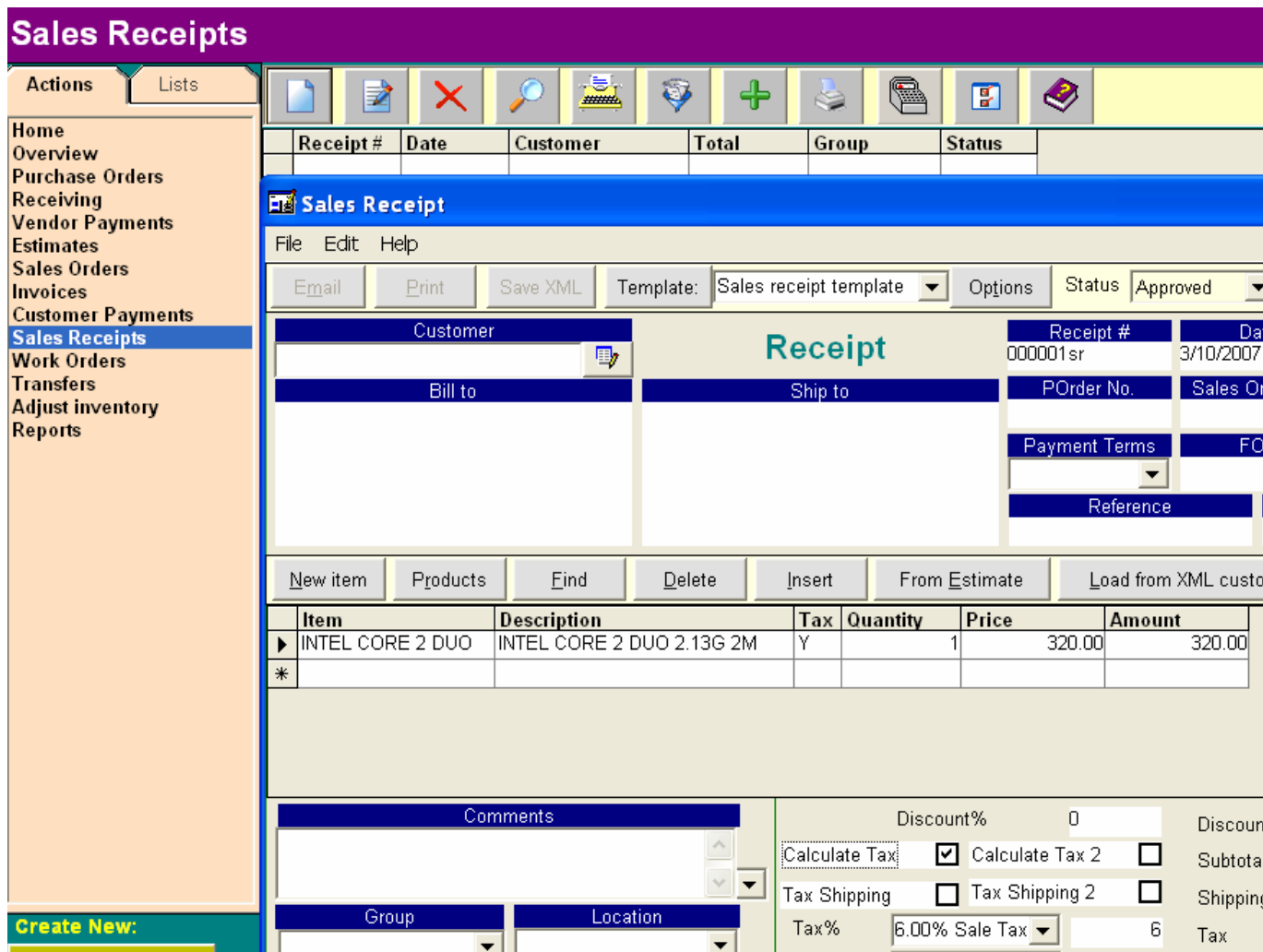
Each Sales Receipt has the unique number.

If necessary enter the customer name or job.

Select a Template

In the detail area, enter the line items.

Click on the button "Save" and then print Sales Receipt using button "Print"



11. Point of Sale

Point-of-sale panel is a cash registers for retailing businesses, hotels, bars, restaurants and warehouses.

Item may be selected by any of:

- TouchScreen (mouse-clickable)
- Keyboard
- Barcode scanning
- Combination Keyboard / Barcode scanner / TouchScreen

11.1. Point of Sale Options

You can adjust the Point of Sale panel for your business. Open the Sales Receipt list and click on the button POS options. You can change check boxes, captions, template and set filter for item list and click OK

The screenshot shows the 'Sales Receipts' list in a software application. The 'POS Options' dialog box is open, allowing users to configure the receipt template and item list. The dialog box is titled 'POS Options' and has a close button (X) in the top right corner. It is divided into two main sections: 'Template for Receipt' and 'Item List'.

Template for Receipt:

- Edit Template:** A button to edit the selected template.
- Template:** A dropdown menu currently set to 'Sales receipt template'.
- Show Preview before Print:** A checked checkbox.
- Location of items:** A dropdown menu set to '_Company'.
- Group of receipts:** A dropdown menu set to 'Cash Sale'.
- Default Customer:** A dropdown menu.
- Discount %:** A text input field set to '0'.
- Show Discount:** An unchecked checkbox.
- Use Discount if amount higher than:** A text input field set to '0'.
- Tax Rate %:** A text input field set to '0'.
- Calculate tax as include:** An unchecked checkbox.
- Show Tax:** An unchecked checkbox.
- Font:** A button to change the font.
- Increase navigation buttons:** A checked checkbox.
- OK** and **Cancel** buttons are at the bottom right.

Item List:

- Filter:** A button to filter the item list.
- Show Department:** A checked checkbox.
- Show Description:** A checked checkbox.
- Show Bar Code:** A checked checkbox.

The background shows the 'Sales Receipts' list with columns for 'Receipt #', 'Date', 'Customer', 'Total', and 'Group'. The 'Point of Sale Options' button is visible in the top right corner of the list area. The left sidebar contains a navigation menu with options like 'Home', 'Overview', 'Purchase Orders', 'Receiving', 'Vendor Payments', 'Estimates', 'Sales Orders', 'Invoices', 'Customer Payments', 'Sales Receipts' (highlighted), 'Work Orders', 'Transfers', 'Adjust inventory', and 'Reports'. At the bottom left, there is a 'Create New:' section with a 'Sales Receipt' button.

11.2. Point of Sale Panel

You can run the POS panel using the button "Create New: Point of Sale "or button "POS" on the Sales Receipt toolbar. First of all select a Department press Enter and find a selling product in the Item List. Click <Enter> and add product to Sale Receipt. You can use key Enter for addition and button Minus for subtraction of the items. If you want to edit the receipt you can select row and press Enter or make mouse doubleclick. After creating the receipt you should click the button "Print Receipt" or use key combination Alt+R. Then enter payment amount and press Enter. If you use bar code scanner click on the button "Enter by code"

The screenshot displays the Point of Sale software interface. It features a sidebar with department categories, a main list of items with their descriptions and prices, a receipt table at the bottom, and a total amount display in the bottom right corner.

Department	List of Items	Description	Price	Bar Code
	Intel Express System	P4 3.2/512MB/160GB	990.00	
	PC Super		1,200.00	
	Sale Tax		6.00	
CPU	INTEL CORE 2 DUO	INTEL CORE 2 DUO 2.13G 2M	320.00	
CPU	INTEL P4 3.2 2M 800	INTEL P4 3.2 2M 800 775 BX 641	135.00	
Desktop Cases	Antec 3U25EPS550X	Antec 3U25EPS550XR-2 - Rack-mc	280.00	
Desktop Cases	Antec Solution SLK2	Antec Solution SLK2650-BQE - Mic	80.00	
Hard Drives	WD 160GB SATA	WD 160GB 3.5 SATA II 7200RPM 6	90.00	
Hard Drives	WD 320GB SATA	WD 320GB 3.5 SATA II 7200RPM 1	140.00	
Keyboards	Fujitsu PS/2 Keyboard	Fujitsu 8729-651 PS/2 Compact Ke	40.00	
Keyboards	Logitech Mouse	Logitech Wireless Optical Mouse P	50.00	
Monitors	ACER AL2016WSD	ACER AL2016WSD 20 W-LCD SIL	260.00	
Monitors	LG L1952TX-BF 19 LG	LG L1952TX-BF 19 LCD BLACK 12	240.00	

Receipt Item	Description	Tax	Quantity	Price	Amount
Fujitsu PS/2 Keyboard	Fujitsu 8729-651 PS/2 Compac	Y	1	40.00	40.00

Total 40.00

12. Work Orders

12.1. New Work Orders

You can create inventory assembly and track the manufacture operations in your business. To call the form for creation of new manufacture invoice click "Create new: Work Order" on the main menu or button "New Work Order" on the Invoices list form.

The screenshot displays the 'Work Orders' software interface. On the left is a navigation menu with options like Home, Overview, Purchase Orders, Receiving, Vendor Payments, Estimates, Sales Orders, Invoices, Customer Payments, Sales Receipts, Work Orders, Transfers, Adjust inventory, and Reports. The main area shows a list of work orders with columns for Order #, Date, Assembly, Description, Qty, Amount, and Group. Below this is a detailed 'Work Order' form for a new system, including fields for Inventory Assembly, Description, Quantity, Price, Amount, Serial, Reference, Customer:Job, and Assembly Location. A table of items is also visible, listing components like INTEL CORE 2 DUO, Logitech Mouse, and Fujitsu PS/2 Keybo with their respective quantities and prices. A 'Comments' section and a 'Total' field are at the bottom.

Order #	Date	Assembly	Description	Qty	Amount	Group
000001wo	2/26/2007	Intel Express Syste	P4 3.2/512MB/160GE	1	990.00	
000002wo	2/26/2007	PC Super		1	1,200.00	

Inventory Assembly	Work Order	Order #	Date
New system		000003wo	3/10/2007

Description	Quantity	Price	Amount	Serial
New computer system	1	1250	1,250.00	

Reference	Customer:Job	Assembly Location
		Warehouse

Item	Description	Tax	Quantity	Price	Amount	L
INTEL CORE 2 DUO	INTEL CORE 2 DUO 2.13G 2M	Y	1	296.80	296.80	W
Logitech Mouse	Logitech Wireless Optical Mouse PS	Y	1	31.80	31.80	W
Fujitsu PS/2 Keybo	Fujitsu 8729-651 PS/2 Compact Keyl	Y	1	21.20	21.20	W
*					0.00	

Comments	Total
	349

Fields:

Number

In the field Number you must enter the Work Order number or use the default. This field is a alphanumeric field. You can enter letters and numbers. The system will automatically increment the number each time you create a new Invoice or you will enter them manually. Each Invoice has unique number and the system will not allow to enter two identical numbers.

Date

You must select a date from the calendar which will appear after click on the field "Date".

Assembly product

You should select a Inventory assembly in this field.If you create new product use the row <Add new>.

Quantity

You enter here quantity of the Assembly product.

Price

You write here a price of the Assembly product

Serial #

If necessary, you can reference serial number of the Assembly product in this field.

Customer:Job

If you create the assembly for a customer job select it from drop down list.

Reference

You can enter here any additional information concerning this invoice.

Order Items

Click the button "Product". This will display a list of existing products. Click the button "New" to add a new product or service. Enter a unique Product Code, Invoice and Invoice Description, Cost, List and Sale Price on the Product Form. Update the check boxes to reflect if taxes are normally applied to sales of this product. If you wish to use this product as non-stock or non-depleting also check the boxes. Finally, click the OK button on the Product Form and "Select" button(or double-click on the product row) on the Product List Form. The Invoice Form will be displayed with new item on the Invoice Items box. On the Invoice Items box, edit the Quantity, Unit Price and the description if necessary. You can also change the Taxable status for the item on this invoice. Click the Save button. Note that the line item now appears in the grid and discount, sales taxes, totals and balance due have automatically been calculated. Click the "New Item" button to add additional items to the Invoice. Note that you can now select product from Products List or click the "New" button to define an additional product.

You can simply type Product Code in the Invoice Item and press Enter. If this product code exists, GoInSy automatically will fill fields "Description", "Unit Price" and "Tax". If this product code doesn't exist, you must enter description, unit price, quantity, tax and after clicking "Save" button system add this product in the Product List.

Besides, you can use any bar code reader that is translated and entered directly into the keyboard buffer as regular text.

You'll see the warning message if you enter in the invoice a product with zero or small quantity in the warehouse.

You have a possibility to find any product in the big invoice using button "Find".

You can delete an unnecessary item if establish on it the pointer and click the button "Delete".

The form has the checkbox "Calculate Price from Ext." for switching the mode of calculate price from extention.

Comment

The Comment field allows you to enter any Invoice comments.

Reference

Here you can do a note about condition of this Invoice. The Invoice may be printed, sent by E-mail or Invoice creation may be not completed yet .The content of this field is not printed.

Group

The field"Group" is used for classification of the Work Orders . You can sort and apply a filter by "Group" in the Work Orders list and reports.

Assembly Location

You may indicate location for the Assembly product.

Status

You can select status of your Order : "Approved" for existing assembly,"Waiting" for planned transaction and "Canceled"

Item Location

You can select the location of the assembly components.

Buttons:

Manufactured Product #

Calls the Product List form for choice of the manufactured product

New Item

Click the "New Item" button to add additional items to the Invoice.

Products

Calls the Products List form for choice of the product.

Find

You may find any product amongst already entered items.

Delete

You can delete an unnecessary item if you establish the pointer on it and click the button "Delete".

You can use hot keys for fast launch of the functions: F2- New Item, F4- Products, change field "Tax" and increase Quantity, F7- Find.

Options

When you click the button " Options ", you can change any caption of the Work Order and set up a mode of the calculate taxes . This Options form allows to adjust the screen form in any kind, appropriate for you. The options are saved in the current template.

Template

It is an Editor for Invoice templates. You can create any receiving list template using mouse and toolbar buttons. You should click on the toolbar buttons "Line","Frame","Image", "Text" or "Data" and paint with mouse this elements. You can use right mouse button and menu items. You should save template in .dtm file after edit. You may create several template for each document (for example packing list for invoice). Before printing you should select Template from drop down list.

Print

Use this button to print the Work Order.

Save

Any modifications made in the Work Order will be saved only in case if you click this button.

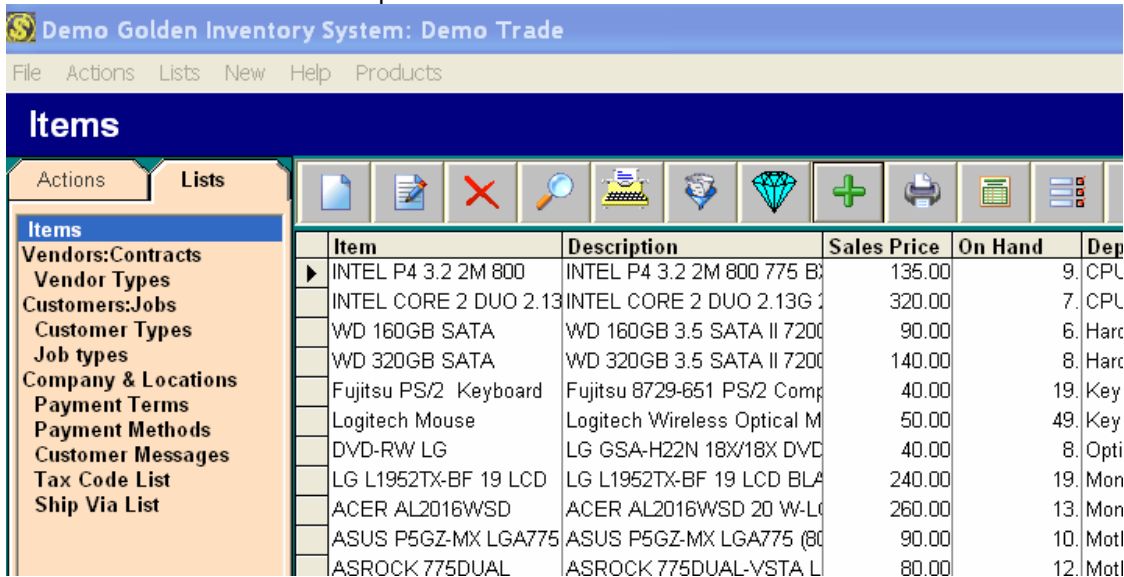
Close

This button closes the Work Order form. If you want to save all modifications made in the form before closing the form, necessarily click "Save" button. If you want to leave without saving, safely click on this button.

13. Items

13.1. Items List

The Products List Form allows to manage creating, editing, deleting, sorting, filtering products and printing labels. You can get to the product List by selecting the Lists Menu from the Main Form or clicking on the button "Products". You can also print a Products list.



Item	Description	Sales Price	On Hand	Dep
INTEL P4 3.2 2M 800	INTEL P4 3.2 2M 800 775 B	135.00	9.	CPU
INTEL CORE 2 DUO 2.13	INTEL CORE 2 DUO 2.13G	320.00	7.	CPU
WD 160GB SATA	WD 160GB 3.5 SATA II 7200	90.00	6.	Harc
WD 320GB SATA	WD 320GB 3.5 SATA II 7200	140.00	8.	Harc
Fujitsu PS/2 Keyboard	Fujitsu 8729-651 PS/2 Comp	40.00	19.	Key
Logitech Mouse	Logitech Wireless Optical M	50.00	49.	Key
DVD-RW LG	LG GSA-H22N 18X/18X DVD	40.00	8.	Opti
LG L1952TX-BF 19 LCD	LG L1952TX-BF 19 LCD BLA	240.00	19.	Mon
ACER AL2016WSD	ACER AL2016WSD 20 W-L	260.00	13.	Mon
ASUS P5GZ-MX LGA775	ASUS P5GZ-MX LGA775 (80	90.00	10.	Motl
ASROCK 775DUAL	ASROCK 775DUAL-VSTA L	80.00	12.	Motl

Functions:

New

If you want to add a new product, click on the button "New"(or Product Menu item "New") and fill the appeared product form.

Edit

If you want to edit a product features, click on the button "Edit"(or Product Menu item "Edit" or double click on the product row) and edit fields in the appeared Product form.

Delete

To delete a product click on the button "Delete"(or Product Menu item "Delete") and confirm your wish to delete. You can't delete the product if it was specified in any invoice, sale order or payment.

Find

If you want to find a product by description, number, E-mail or balance, click on the button "Find"(or Product Menu item "Find") and enter what you want to find in appeared dialog box.

This function searches for concurrence in any part of all list fields.

Print List

To print the Products list click on the button "Print List"(or View Menu item "Print List").

Filter

If you want to show on the screen only a part of the Products list, click on the button "Filter"(or View Menu item "Filter") and enter what you want to select in the appeared dialog box.

Pay attention that after filtration the button "Filter" to be highlighted by green light.

Label

Having clicked on the button "Label"(or View Menu item "Label") you can create a label for each customer with the help of the Label Wizard.

Print Label

You can print customize labels for all selected products .

Select products for print labels

You can select in the list any number of the documents, pressing the button "Select products for print labels" or keeping the key "Ctrl" with clicking mouse on the extreme left column of the list. Then press the button "Print Label" and you will see the preview window. For printing press button "Print".

Last Sale

It is possible to see numbers of the last invoice and receiver where this product is presented.

Print Inventory report

You can easy create report with quantity of the products on hand received and sold in a designated time frame.

Help

Call of Help.

Exit

Close Products List .

You can sort the list for any field having clicked the mouse on title of field .

The Products list form may be called from Invoice form, Sale Order form or Payment form having clicked on the button "Product". You can select the Product by a double click of the left mouse button on the product row or click on the button "Select". You may add a new product and then select him. You also can use any above mentioned function.

You can use hot keys for fast luanch of the functions: F1-Help, F2 - New, F3-Print inventory report, F4- Edit, F5- select, F6- Filter, F7- Find, F8-Delete.

13.2. New Item

To create of new item click "New Item" on the main form or button "New" on the Items list form.

The screenshot shows the 'Items' form in the 'Demo Golden Inventory System: Demo Trade' application. The form is divided into several sections:

- Header:** 'Items' title bar and a menu bar with 'File', 'Actions', 'Lists', 'New', 'Help', and 'Products'.
- Left Panel:** A sidebar with 'Actions' and 'Lists' tabs. Under 'Lists', there are links for 'Items', 'Vendors:Contracts', 'Vendor Types', 'Customers:Jobs', 'Customer Types', 'Job types', 'Company & Locations', 'Payment Terms', 'Payment Methods', 'Customer Messages', 'Tax Code List', and 'Ship Via List'. A 'Create New:' button is at the bottom.
- Main Form:**
 - Item Information:** 'Type' (Inventory Part), 'Item Code' (INTEL), and 'Subitem of' (empty).
 - Descriptions:** 'Invoice Description:' and 'Purchase Order Description:' (both empty text areas).
 - Inventory Status:** 'On Hand', 'Allocated', 'On Order', and 'Available' (all 0).
 - Costs and Pricing:** 'Cost' (0.00), 'Vendors Price' (0.00), and 'Sales Price' (0.00). A 'Calculate' button is present. 'Percentage' is 0.00.
 - Checkboxes:** 'Tax Invoice' (checked) and 'Tax PO' (checked).
 - Identification:** 'Bar code' (123456789001), 'Pref Vendor' (empty), and 'Department' (empty).
 - Options:** 'Non-stock' (unchecked) and 'Non-deplting' (unchecked).
 - Limits and Physical Properties:** 'Minimum' (0), 'Maximum' (0), 'Target Qty' (0), and 'Weight' (0).
 - Comments:** A text area for 'Comments:'.

Fields:

Item Code

In the field Item Code you must enter the Item name. This field is alphanumeric field. You can enter letters and numbers. Each item code is unique and the system will not allow to enter two identical name. You have 50 spaces in which you can enter your Product Code.

Invoice description

You must enter invoice description for each product. This description will be used in the sale orders and invoices as the product being sold. Item Code and description are enough to create the new product.

Purchase Order description

You can enter POrder description for product. This description will be used in the purchase orders and receivers as the product being bought. You may not type the POrder description and it will be copied with the Invoice description after saving new product.

Type

You should select type of the new item. The system uses 12 item types: Service, Inventory Part, Non-Inventory Part, Fixed Asset, Other Charge, Subtotal, Group, Inventory Assembly, Discount, Payment, sales Tax Item, Sales Tax Group.

Cost

The cost is the amount that you have paid for the product when you have bought it. Cost includes the price of purchasing, shipping and taxes. The system automatically recalculates product cost for each new receiver. The cost can be used for calculating sale price.

List Price

The list price is used in the calculation of a sale price. The list price is usually the manufacturer's suggested retail price.

Price Method

You can use several methods of calculating List and Sale prices:

Manual - a price is not automatically calculated by the system, you must enter a price manually.

% Markup from Cost - GoInSy will automatically calculate the list or sale price using the Cost and the percentage. The formula used to calculate this price is:

$$(\text{Cost} + (\text{Cost} * (\text{Percentage}/100)))$$

Margin From Cost - The system will automatically calculate the list or sale price using the Cost and the percentage. If margin markups the sale price by 15%, enter 15.00 in the percentage field. The formula used to calculate the price is:

$$(\text{Cost} / (1 - (\text{Percentage}/100)))$$

Only for Sale price:

Discount From List - GoInSy will automatically calculate the sale price using the List Price and the percentage. The formula used to calculate this sale price is:

$$(\text{List Price} - (\text{List Price} * (\text{Percentage}/100)))$$

The system calculates the prices after clicking on the "Recalculate" button.

Sale Price

This is the unit price used in all new Sale Orders and Invoices, which you can change at Invoice's (Order's) any time.

Pref Vendor

The system finds all vendors who have ever delivered this product and fills in their names in the combobox. You can select vendor that you prefer or fill in a vendor name. This field appears on your reports to help you in solving what the vendor you prefer to buy this product from.

Bar Code

You can use any bar code for identification and automatic entering items in invoices and orders.

Department

The field "Department" is used for classification of the products. You can select already existing Department or enter new Department in this field. You can sort and apply a filter by "Department" in the Items List. The field "Department" can be used in the report wizard.

Weight

It is weight of product unit.

Tax Invoice and Tax PO.

These check boxes allow you to specify if a product is taxable in PO orders and Invoices. The system calculates the tax only for taxable products. You can change these options at Invoice's (Order's) any time.

Non-Stock / Non-Depleting.

If you establish one of these options, the system will not update the stock balance for this product. The residual of a non-stock product is always equal zero irrespective of how many you have received or have sold it. The stock balance of a non-depleting product takes into account only receivers of it and doesn't take into account sale. An example of a non-stock product is labor, freight, software.

Minimum, Maximum and Target Quantity

The system uses these fields for account of an optimum stock level for this product. The Maximum quantity is used by the Overstock Report and the Minimum quantity is used by the Reorder Report. If the residual of this product falls below, the Minimum quantity of it will appear on the Reorder Report, and if the stock level of this product higher, the Maximum quantity of it will appear on the Overstock Report. The target quantity is used to calculate the over-stock or reorder amount.

Inactive

This option allows you to setup this product as inactive. If you try to add this product to invoice or order, the system will warn you that this product have inactive status.

Comment

To enter any special notes about the product.

Image

You can link any image to this product. You should click on the button "Image" and select image file in the dialog window. We recommend to use files in the .JPG format. The BMP files take too much places in your database. If you click on the button "View" a size of the image will be increased.

Buttons:

Label

You can create a label for each customer with the help of Label Wizard having clicked on the button "Label"(or View Menu item "Label").

Template

It is an Editor for Label templates. You can create any receiving list template using mouse and toolbar buttons. You should click on the toolbar buttons "Line","Frame","Image", "Text", "Bar Code" or "Data" and paint with mouse this elements. You can use right mouse button and menu items. You should save template in .dtm file after edit. You may create several template for each document. Before printing you should select Template from drop down list.

Ok

Any modifications are made in the Product form will be saved after click on this button.

Close

This button closes the Product form without save. If you want to save all modifications are made in the form click "Ok" button.

14. Transfer Order

14.1. New Transfer Order

You buy goods and dispose them in different storehouses and rooms. You can track quantity of the products in the each locations when you create receiving Item Receipts and Invoices.

When you move products from one locations to other you may use a transfer Order.

Select on the left menu Actions row "Transfer Orders" and click the button New. You should select source and destination location and enter the line items in the detail area, You can use Group for classification Transfer Orders.

The screenshot displays the 'Transfers' application interface. On the left is a sidebar with a menu under 'Actions' including Home, Overview, Purchase Orders, Receiving, Vendor Payments, Estimates, Sales Orders, Invoices, Customer Payments, Sales Receipts, Work Orders, **Transfers**, Adjust inventory, and Reports. The main window is titled 'Transfer Order' and contains a form with the following fields:

- Transfer #**: 000002tr
- Date**: 2/26/2007
- From Location**: _Company
- To Location**: Warehouse
- Total**: 673.10
- Group**: (empty)
- Status**: Approved

Below the form is a table of items:

Item	Description	Tax	Quantity	Price	Amount	
WD 160GB SATA	WD 160GB 3.5 SATA II 7200RPM 8N	Y	5	84.80	424.00	
* (Expanded Item Detail Table)						
Item	Description	On Location	Vendor Price	Cost	Sales Price	On
INTEL P4 3.2 2M 800	INTEL P4 3.2 2M 800 77	9.	105.00	111.30	135.00	
INTEL CORE 2 DUO	INTEL CORE 2 DUO 2.1	7.	280.00	296.80	320.00	
WD 160GB SATA	WD 160GB 3.5 SATA II	6.	84.80	84.80	90.00	
WD 320GB SATA	WD 320GB 3.5 SATA II	8.	120.00	127.20	140.00	

At the bottom of the interface, there is a 'Create New:' section with buttons for 'Sales Receipt' and 'Receiving'. Below the table, there are fields for 'Group', 'Source Location' (set to _Company), and a 'Memo' field.

15. Payments

15.1. Payments List

The Payments List Form allows to manage creating, editing, deleting, sorting, filtering payment receipts . You can get to the Payments List by selecting the Lists Menu from the Main Form or clicking on the button "Payments" or "Payments to Vendor".

Functions:

New

If you want to add a new payment receipt, click on the button "New"(or Payment Menu item "New") and fill the appeared Payment Receipt form.

Edit

If you want to edit a payment features, click on the button "Edit"(or Payment Menu item "Edit" or double click on the Payment row) and edit fields in the appeared Payment Receipt form.

Delete

If you want to delete a payment receipt, click on the button "Delete"(or Payment Menu item "Delete") and confirm your wish to delete. You can't delete the Payment.

Find

If you want to find a payment receipt by number, vendor ,customer, total, click on the button "Find"(or Payment Menu item "Find") and enter what you want to find in appeared dialog box. This function searches for concurrence to any part of all list fields.

Print List

To print the Payments List click on the button "Print List"(or View Menu item "Print List").

Filter

If you want to show on a screen only part of the Payments List list click on the button "Filter"(or View Menu item "Filter") and enter what you want to select in the appeared dialog box. Pay attention after filtration on the button "Filter" to be highlighted by green light.

Select for print and Print selected

You can select in the list any number of the documents, pressing the button "Select for print" or keeping the key "Ctrl" with clicking mouse on the extreme left column of the list. Then press the button "Print selected" and you will see the preview window. For printing press button "Print".

Balance

It is possible to see the balance, number of the last purchase order and your payment of current vendor or customer having clicked on the button "Balance" (or Payment Menu item "Vendor or Customer Balance").

Help

Call of Help.

Exit

Close Payments List .

You can sort the list for any field having clicked the mouse on title of field or use menu item "Sorting".

Payments List form may be called from Invoice,Order, Receiver and POrder forms form having clicked on the buttons "Paid". You can select the Payment by a double click of the left mouse button on the Payment row or click on the button "Edit" . If you want to add new payment under the current document click the

button "New".

15.2. New Payment

To create new payment click "New Payment" or "New Pay" on the main form or button "New" on the Payments List form.

The screenshot shows the 'Payment' form with the following data:

Document:	Number:	Date:	Balance Due:	Applied Amount:	Notes:
Order	000003	3/4/2007	434.60	434.60	

Order #	Date	Customer	Total	Sold	Paid	Balance
000001	2/26/2007	Wilson Coleman	196.10	196.10		196.10
000003	3/4/2007	Wilson Coleman	434.60			434.60

Fields:

Number

In the field Number you must enter the Payment number or use the default. This field is a alphanumeric field. You can enter letters and numbers. The system will automatically increment the number each time you create a new Payment or you will enter them manually. Each Payment has unique number and the system will not allow to enter two identical numbers.

Vendor or Customer

You must select a vendor (customer) name in this field. You can add new vendor using row <Add new>.

Date

You must select a date from the Calendar which will appear after clicking on the field "Date". Here you enter

the date of the document.

Date Paid

You must select a date from the Calendar which will appear after clicking on the field "Date". Here you enter the date of the payment.

Payment Method

You can select a payment method from the drop down list or add new method using row <Add new>..

Reference

You can enter here any additional information concerning given payment.

Apply Payment

You can connect payment with receiving or sale of products. Click the button "Invoice", "Receiver" or "Order". This will display a list of existing Invoices or Receivers. You can now select document from List. GoInSy automatically will fill fields "Number", "Date", "Balance Due" and "Applied Amount". You can edit a field "Applied Amount" and "Credit" (or "Debit") thus that the field "Paid Amount" corresponded to the valid payment.

You can realize payment for any number of the various documents: Invoices, Purchase Orders, Sale Orders or Item Receipts.

You can delete an unnecessary item if establish on it the pointer and click the button "Delete".

Comment

The Comment field allows you to enter any Payment comments.

Group

The field "Group" is used for classification of the Payments. You can sort and apply a filter by "Group" in the Payments list and reports. The content of this field is not printed.

Buttons:

New Item

Click the "New Item" button to add additional items to the POrder.

Receivers, Invoices, Orders

Calls the Receivers, Invoices, Orders List form for choice of the product.

Delete

You can delete an unnecessary item if you establish the pointer on it and click the button "Delete".

Options

Click the button of "Options" to open its Form. Here you can change any caption of the Payment to prohibit from printing some fields and set up the mode of taxes calculation. This Options form allows to adjust the payment form in any kind, appropriate for you. The options are saved in a Payment Template.

Template

It is an Editor for Payment templates. You can create any template using mouse and toolbar buttons. You should click on the toolbar buttons "Line", "Frame", "Image", "Text" or "Data" and paint with mouse this elements. You can use right mouse button and menu items. You should save template in .dtm file after edit. You may create several template for each document (for example packing list for invoice). Before printing you should select the required Template from drop down list.

Print

Use this button to print the Payment Receipt .

E-mail

You can send the Payment Receipt by E-mail using this button. The Payment Receipt will be created as html file and will be sent to your vendor as an attachment of the e-mail .

Save

Use this button to save all the changes you have made in the payment Form, otherwise, they will be lost .

Close

This button is to close the Payment Form whether you made changes or not. But be sure you have clicked the button Save if you want to keep the changes before clicking the Close button.

Form Menu

You can execute any command by clicking on an appropriate button but also by choosing the item of the Form Menu.

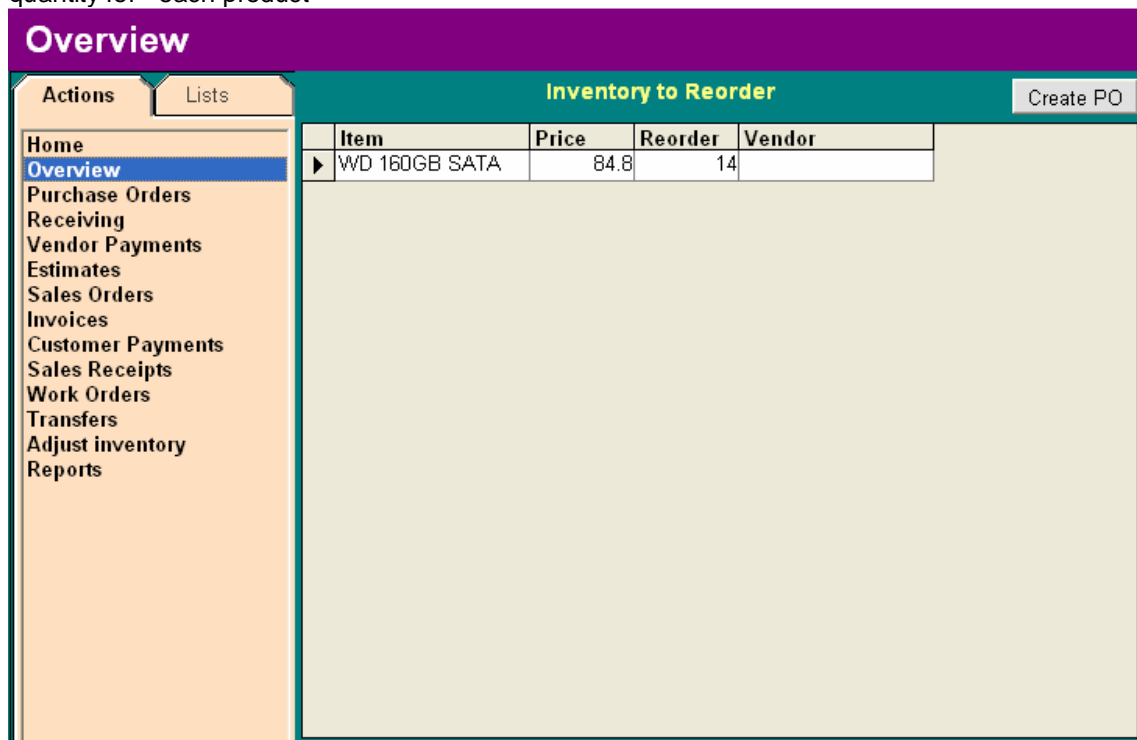
15.3. Edit Payment

You can make any changes necessary for existing Payments. To call the form for edit of Payment click "Payment" ("Payment to vendor") button on the main form. From the Payments List form, you have to choose the Payment and click on the "Edit" button(or double click on the Payment row). You can change, add and remove Payment information using any functions of the Payment Form . We do not recommend you to make any changes in the Payment Receipt after it has been sent to your customer or vendor. You can prepare another Payment Receipt for the required adjustment.

16. Overview

16.1. Inventory to Reorder

You can set for each inventory the minimum and target quantity on the warehouse. The program automatically defines the product list with minimum stocks. If you select menu row Overview in the Action panel you'll see this list as "Inventory to Reorder". Select any item and click the button "Create PO". Current System create Purchase Order with all products for current Pref. Vendor. Program calculate the reorder quantity using target quantity for each product



The screenshot displays a software interface with a purple header bar labeled "Overview". Below the header, there are two tabs: "Actions" and "Lists". The "Actions" tab is active, showing a vertical menu with the following items: Home, Overview (highlighted), Purchase Orders, Receiving, Vendor Payments, Estimates, Sales Orders, Invoices, Customer Payments, Sales Receipts, Work Orders, Transfers, Adjust inventory, and Reports. To the right of the menu, there is a table titled "Inventory to Reorder" with a "Create PO" button. The table has the following data:

Item	Price	Reorder	Vendor
▶ WD 160GB SATA	84.8	14	

16.2. Bills to Pay

You may see your debts to vendors on the table "Bills to Pay" at the Overview panel. Program collects all unpaid Item Receipts from Receiving section.

Bills to Pay			
Receipt #	Date	Vendor	Balance Due
▶ 000002	2/26/2007	International Monitors	7653.2
000003	2/26/2007		84.8

16.3. Unclosed Sales Orders

When you create Sales Order you allocate products for customers. If you don't ship product to your customer Sales Order is unclosed. The table "Unclosed Sales Orders" reminds you about such orders.

Unclosed Sales Orders			
Order #	Date	Customer	Allocated
▶ 000002	2/26/2007	John Smith	84.80
000003	3/4/2007	Wilson Coleman	434.60

16.4. Unpaid Invoices

The table "Unpaid Invoices" contains all shipped but unpaid invoices. You can check debts of your customers.

Unpaid invoices				
	Invoice #	Date	Customer	Balance Due
▶	000001	2/26/2007	John Smith	143.10
	000003	2/26/2007	Ridge Farms	1,049.40

17. Export and import

17.1. CSV files

You can export information about your Customers, Vendors and Products to the standard csv (comma-separated-value) file. Select the Menu item "Export" in the Customer, Vendor or Product List and enter the file name for export. Besides you can export any report from the Report Wizard. The first line of the csv file contains column headers, which match a database field name within one of the GolnSy database tables. You can view the csv files using Microsoft Excel or Notepad.

You can import data using the menu item "Import" only for Customer, Vendor and Products from csv files with any structure. At first indicate a source file and then in the opened table select approaching fields having clicked on the grid header. Each csv file must contain a column with unique numbers of the customers or vendors or products. During the import process the GolnSy looks for unique number values. These records are then imported into the GolnSy database. If the unique value already exists, it skips that record so that you do not get duplicates. The incorrect records will stay in the table. You can edit numbers and repeat import. After successful import the table will be empty.

The screenshot displays the 'Items' management interface. The main window shows a table with columns: Item, Description, Sales Price, On Hand, Department, and Color. A single row is visible: INTEL P4 3.2 2M 800, INTEL P4 3.2 2M 800 775 B, 135.00, 9, CPU.

An 'Import from csv File' dialog box is open, showing a table with columns: ProductName, InvDescription, PODescription, and KeyCode. The 'InvDescription' column has a dropdown menu open, listing various fields like ProductCode, PODescription, YourCost, ListPrice, SalesPrice, Weight, KeyCode, etc. The dialog also includes a 'Begin from' field set to 2, a 'Refresh' button, and an 'Import' button.

Below the dialog, a partial table is visible with the following data:

Item	Description	Sales Price	On Hand	Department	Color
New system		0.00	0		

17.2. Excel files

You can import data using the menu item "Import" only for Customer, Vendor and Products from Excel files with any structure . At first indicate a source file and then in the opened table select approaching fields having clicked on the grid header. Each Excel file must contain a column with unique numbers of the customers or vendors or products. During the import process the GoInSy looks for unique number values. These records are then imported into the GoInSy database. If the unique value already exists, it skips that record so that you do not get duplicates.

17.3. QuickBooks

You can connect to the QuickBooks database and import from Items, Customers, Vendors, Item Receipts, Purchase Orders, Sales Orders, Sales Receipts and other tables. And you can import these tables from GoInSy to the QuickBooks.

Add.....	46, 50, 69, 76	location.....	70
Apply.....	77	maximum	70
Company.....	31	minimum	70
Company Address	31	New	51, 56, 57, 69, 76
Company Name.....	47	New Purchase Order	35, 36
cost	70	non-depleting.....	70
Credit	77	non-stock	70
Customer.....	47, 50, 51, 57	Notes.....	36, 77
Customers.....	46, 83	Number	36, 47, 57
debit	77	Options.....	36
Delete	46, 50, 51, 57, 76	Payment.....	79
Delete Purchase Order.....	35	Porder Description	70
Discount.....	36, 51, 57	Preview	36, 51, 56, 57, 77
Discount rate	36, 51, 57	price method.....	70
Edit.....	46, 50, 51, 54, 56, 57, 60, 69, 76, 77, 79	Print.....	36, 51, 57, 77
Edit Purchase Order	35	Print comments	47
E-mail.....	31, 36, 47, 51, 57, 77	Product Code.....	69, 70
Expected Date.....	36	Products.....	83
Export	69, 83	Purchase Orders.....	35
Filter	50, 56, 69, 76	Purchase Orders List	35
Filter Purchase Order	35	Reference	36
Find.....	46, 56, 69, 76	Sale Order	51, 54
Find Purchase Order	35	sale price.....	70
Group.....	36, 47, 69	Salesperson.....	36
Import.....	69, 83	Save	36, 51, 57, 77
Inactive	47	Ship to	36, 51, 57
Invoice	57, 60	Shipping.....	36, 51, 57
Invoice Description	70	Storage location	70
Invoices	56, 57	target.....	70
Items.....	36, 57	Tax	36, 57
List	46, 56, 69, 76	Vendor#	36, 77
list price	70	Vendors.....	33