FINANCIAL ACCOUNTING SOFTWARE TOOL

USER MANUAL

1. INTRODUCTION

This manual consists of two main components namely :

A

- System Overview

   This component describes the main features of
   F.A.S.T. briefly, highlighting certain key aspects
   on the functionality of the system. It will give you
   a general idea of **what** F.A.S.T. caters for

   and an

- Operating Manual

   This component is the detailed description of all
   aspects of F.A.S.T.. For clarification it contains
   images on every single screen within the system
   and describes right down to the detail, every
   significant field. This is quite a comprehensive
   document, in sequence to events and procedures
   that the system is designed to follow.
   It is laid out in sections mainly according to
   menu items as they appear in F.A.S.T. It explains
   aspects surrounding the system in such a way
   that if you use it while performing certain
   functions it will guide you through the system. It
   therefore gives you an idea of **how** to perform
   certain functions in the system.

2. SYSTEM OVERVIEW

COMPANY INTRODUCTION

Velocity Software Solutions has been in operation for around 18 years and is committed to the growth of business in terms of administration and efficiency. We provide user-friendly, practical software solutions to different types of small to medium sized businesses that consider the aspects of computer illiteracy, which still exists within our environment. We therefore develop applications that are designed to provide information easily and quickly to the user in order to make effective business decisions.

SYSTEM INTRODUCTION

It has become apparent that, in order to strengthen the business skills of the entrepreneur and effectively strengthen business as a whole, not only within the continent, tools are required. Along with the tools utilised for the production and marketing of items in the market place, administrative tools are also required to help the business owner to "keep in touch" with the financial aspects of the venture.

F.A.S.T. has therefore been developed in consideration to these aspects to help the business owner to quickly and efficiently attain key information about the business in order to in turn manage the concern, without having to go through lengthy excercises in terms of data input and retrieving information. We always say that "The manager of a business is not an accountant or bookkeeper, so do not try and make them that. Provide them with an easy-to-use solution to help them to run the business". F.A.S.T. consists of many technical components. These components operating in combination with each other in a common environment help to make F.A.S.T. a business management system that is user friendly, efficient, performance oriented and capable of handling large volumes of data with full history on-line. All updates are real-time so the instance you save some information, it is stored in the database. It is a practical solution that helps you to run your business and compliment your client service by helping you along with powerful search and input modules. For example, your sales people need a simple but effective search module to quickly identify items to either quote on, invoice or both. They also do not need to remember a single code while using F.A.S.T. All they have to do is to know what the item is and search accordingly. In fact there are one of three different ways of accessing items in the system. Searching for sales reps, clients, payment methods is as easy.

TECHNICAL SPECIFICATIONS / REQUIREMENTS

- Unlimited number of records. All data is on-line real-time. All history can be retrieved at a later stage.

- Minimum Hardware Requirements : P1 Processor
  1 Hard disk, 64 MB RAM, 20 GIG HARDDISK

- Operating Systems Supported : Windows 98 /
  Windows 2000/XP/NT/ME

- Networks Supported : Microsoft TCPIP/Netware
  4.15 or higher

- Hardware Devices Supported :
Scanners	• Hand held or fixed Laser / CCD • Programmable with download capability
Printers	• 80 Column Dot Matrix • 40 Column Dot Matrix (Parallel / Serial) Till Slip (with or without draw kick interface) • Laser / Ink Jet • Supports USB and Multiple ports concurrently
Pole Displays	• Serial Connection - POSIFLEX PD-2100/2200 Series (Noritake Emulation – SW1 Off, SW2 On)
Till Drawers	• Printer interface • Serial Connection

The following points list the main technical features of F.A.S.T. and give you a bit of an understanding in terms of what they do :

- Certain confidential information such as amounts and dates are encrypted which enable the data to be secure and efficient in terms of size.

- The system is developed for a multi-user network platform whether LAN(Local Area Network), WAN(Wide Area Network) or both concurrently and allows 300 users to be logged in simultaneously with full record locking and user module monitoring.

SYSTEM MAIN FUNCTIONALITY

- **Stock Control**

  - More control in terms of identifying items and relative pricing where entrusted staff are given responsibility to run the operation from time to time

  - Value of Stock on hand

  - Stock Levels / Minimum reorder Levels

  - "Do I know that the stock I'm supposed to have on the shelf is really there"

- **Monitoring of Purchases**

  - Daily / Weekly / Monthly Purchases

  - "Who do I owe" and "How much" - CREDITORS

- **Monitoring of Sales**

  - Daily / Weekly / Monthly Turnover

  - "Who owes me" and "How much" - DEBTORS

- **Profitability**

  - What is my gross profit and are my margins enough to cover running costs

  - Which products generate the most profit

  - Which are the fastest moving products

  - What times of the year are best to stock certain products

- **Monitoring and Reporting Of V.A.T.**

  - V.A.T. report is automatically generated at month end

- **Easier and More Efficient Administration of Accounts**

  - Debtors Listings are clear and contain sufficient information to contact debtors when collection is done

  - Automatic printing of debtors statements are done at month end

- **Complete Security within the System**

  - A User-ID and password is allocated to each user.

  - Each user can be assigned 1 of 3 access levels per module ensuring that users with unauthorized access will not be able to adjust confidential information.

- **Data Backup and Recovery**

  - On-line backup procedures form part of each day-end process. Additional CD Writing backup is an additional option to cater for the storing of offsite data.

  - Recovery to any prior day is possible, providing the hardware is reliable.

F.A.S.T. contains the following main features :

• **Point Of Sale with Till Drawer Interface**	• **Does not require pre-printed stationery**
• **Barcode / PLU Identification**	• **Pole Display Interface**
• **Easier Invoicing and Automatic Statement Printing**	• **Full Item Analysis**
• **Easier Stock Control**	• **Easy Item lookups**
• **Easier Monitoring of Purchases / Sales / V.A.T.**	• **Full security control on user login ID's**
• **Easier Daily Cashing Up per Payment Method**	• **Full Audit Trail reporting per user**
• **Can operate on an entry-level P1**	• **Automatic Daily Backups**
• **On-Line Credit Limit Checking**	• **Hand Held Scanner Interface**
• **Easier Profitability Reporting**	• **Item Pricing / Discount Structures**
• **3 level item identification Product Group / Item Group / Item**	• **Production/Raw Materials Functionality**
• **Ability to Add Different Types of Payment Methods**	• **Easier Monitoring Of Debtors Balances**
• **Multiple Printer Ability – Redirection**	• **Multiple Payment Method Capture Per Transaction**

ENHANCED FEATURES

The system has the ability to print to any inkjet/LaserJet type of printer and has the ability to print your company logo on all documents that you will correspond to your clients. Future development will include the ability to set-up a profile by which you would like the system to communicate statements to your clients. This functionality will enable the system to automatically FAX or EMAIL statements.

F.A.S.T. is currently running in a host of businesses which include the following diverse markets :

- Food Catering Services of Mining Sites
- Cellular Phone Shops
- Sound System Shops
- Grocery Supermarkets
- Motor Car Spares and Accessories Shops
- Wheel and Tyre Shops
- Clothing Shops
- Electrical Equipment Suppliers
- Sportswear Manufacturers and Sports Equipment Suppliers
- Steel Door Manufacturers

SUPPORT

Our clients benefit from a 24 hour / 7 day a week response to any queries or problems that may occur. Telephonically we are able to identify exactly where you are having a problem. Our help desk facilitates all packages that we support. So as you are explaining what you are doing, our support people are seeing a similar screen on their side. This helps us to help you. Our support people are also well versed on all operating systems, so that we can extend support not only to the package but also solve most network problems telephonically. In the instances that require further investigation, we dispatch our well trained support people to your premises in order to action a solution.

3. INSTALLATION

The installation of F.A.S.T. comprises of two components. The installation of Pervasive and the installation of the F.A.S.T. modules. These procedures are inseparable and work in conjunction with each other.

INSTALLING PERVASIVE

On each machine F.A.S.T. is to be run on, insert the Pervasive CD and follow the Pervasive Installation instructions. Once installed, the following icon will be activated on startup.

If you are running on a Windows 98 machine, copy the following icon from the Pervasive.SQL – Other Utilities program Group, to the Startup program group.

INSTALLING F.A.S.T.

Installing F.A.S.T. on the Server

1) Click "Start".

2) Click "Programs".

3) <u>For Windows 98</u>
   Click "MS-DOS Prompt"

   <u>For Windows XP/2000/NT/ME</u>
   Click "Accessories"
   Click "Command Prompt"

4) Insert the CD into the drive. If the CD drive is D: type in "D:" and press ENTER.

5) Type in "FINSTALL C:" and press ENTER.

The following screen will appear.


```
                    Insert F.A.S.T. CD into CD Drive


Press any key to continue . . .
```
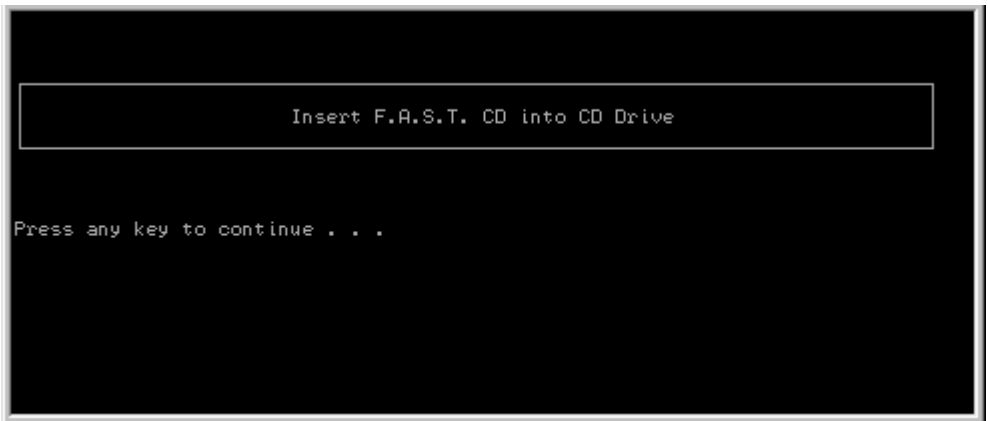
Press any key to continue.

The first part of the installation of F.A.S.T. will be performed. The following will appear.

```
FASTE001.EXE
FASTICVT.EXE
FASTINIT.EXE
FASTITMR.EXE
FASTITMT.EXE
FASTITMV.EXE
FASTITMZ.EXE
FASTM000.EXE
FASTMAIN.EXE
FASTMENU.DFD
FASTNUPD.EXE
FASTP003.DFD
FASTP003.EXE
FASTPROC.CAB
FASTPSWD.EXE
FASTQT4C.EXE
FASTR003.EXE
FASTR004.EXE
FASTR006.EXE
FASTR007.EXE
FASTR008.EXE
FASTR009.EXE
FASTR011.EXE
FASTR012.EXE
FASTR014.EXE_
```

The following screen will then appear.

```
================================ SYSTEM SETUP ================================
         Select the type of operating system you are running

   1. Windows 95 / Windows 98

   2. Windows 2000 / Windows XP / Windows NT

                       Enter Selection :
```

Select the operating system you are installing F.A.S.T. on.

If you are not sure of the operating system, on the Desktop, right click
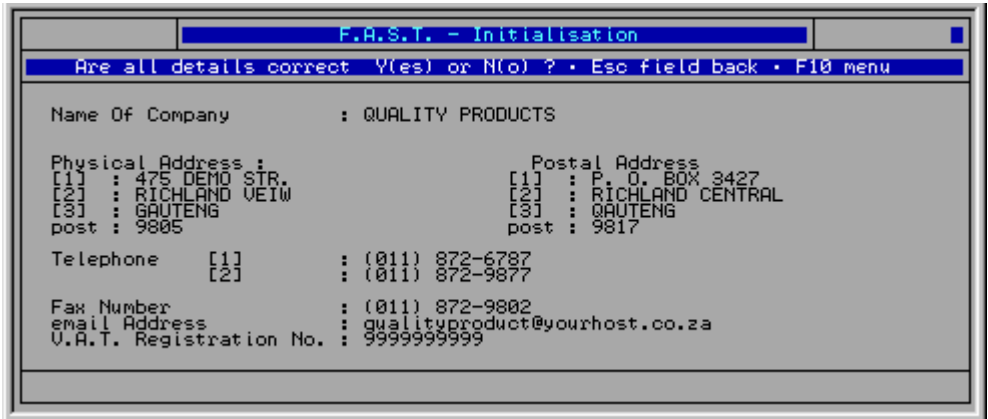
on the **My Computer** icon and left click on properties. On this screen, you will find the operating system installed on the machine you are installing F.A.S.T. on.

To navigate your way through the following screens. The Enter key takes you one field forward and Esc one field back.

This screen guides you in setting up certain system configuration parameters, the initial user and the environment for F.A.S.T. Once you have entered the appropriate information, the last field on this screen requests a license number. Keep the listed reference number on hand when contacting for a license number.

Fill in your company details on this screen. Notice on the CommandLine at the top of the screen under the header, the system requires confirmation by pressing "Y". If you are not satisfied with the details, simply press "N" or hit the Esc key to go back and re-enter.

```
┌──────────────────────────────────────────────────────────────────────┐
│                     F.A.S.T. - Initialisation                       ■ │
│  Are all details correct  Y(es) or N(o) ? · Esc field back · F10 menu │
│                                                                        │
│  Name Of Company          : QUALITY PRODUCTS                           │
│                                                                        │
│  Physical Address :                    Postal Address                  │
│  [1] : 475 DEMO STR.                   [1] : P. O. BOX 3427             │
│  [2] : RICHLAND VEIW                   [2] : RICHLAND CENTRAL           │
│  [3] : GAUTENG                         [3] : QAUTENG                    │
│  post : 9805                           post : 9817                     │
│                                                                        │
│  Telephone    [1]         : (011) 872-6787                             │
│               [2]         : (011) 872-9877                             │
│                                                                        │
│  Fax Number               : (011) 872-9802                             │
│  email Address            : qualityproduct@yourhost.co.za              │
│  V.A.T. Registration No.  : 9999999999                                 │
│                                                                        │
└──────────────────────────────────────────────────────────────────────┘
```

The system will now proceed to set-up it's environment. Allow this process to complete normally without interruption as it is critical for F.A.S.T. to operate successfully.

Workstation Setup

The following screen will appear and allows you to set-up the way F.A.S.T. will handle certain hardware devices and options for the workstation you are running it on.
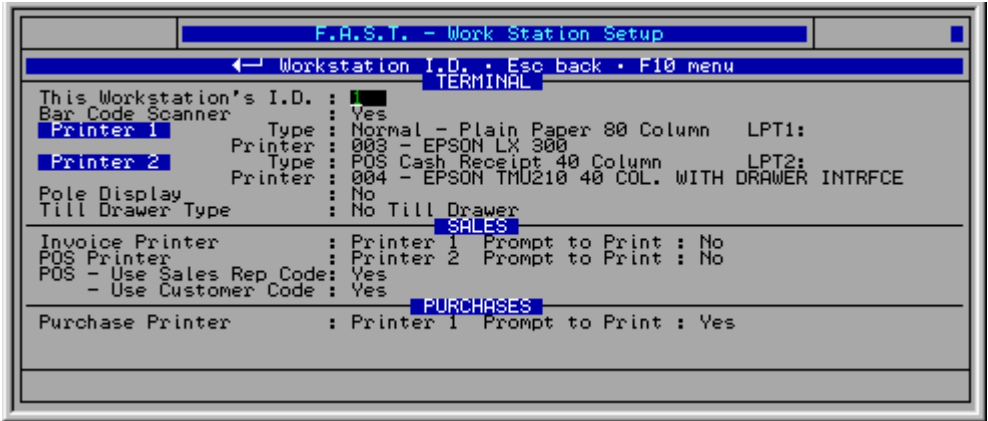
- Enter "1" for "This Workstation's I.D. Zeros will be automatically padded in the front of the input.

- Select "Yes" for "Bar Code Scanner" (This allows you to use the Bar Scan Code field, for easy item look up even if you do not use a physical bar code scanner attached to the workstation).

- Printer 1 is for printer port "LPT1". Select the appropriate printer attached to this port.

- If you have selected a dot-matrix type printer, select the appropriate printer type from the list. If you have selected a Windows Laser/Ink Jet type in the workstation number you intend attaching this printer to.

- As for Printer 2, set up the parameters for printer port "LPT2". If no printer is attached to this port, duplicate the parameters from Printer 1.

- If a Pole Display will be used for this workstation, select "Yes" then select the communications port it is attached to.

- If a Till Drawer is attached to this workstation select the appropriate option available and if necessary the attached port.

- For your invoice printing, select the appropriate printer port to print to.

- If you would like the system to prompt the user whether to print select "Yes".

- The same option is available for Point-Of-Sale printing.

- To record sales rep codes and customer codes on Point-Of-Sale transactions select "Yes" for these options.

- When capturing purchases from suppliers, you can also set-up the prompt to print option.

On completing the details of the workstation, the following screen will appear and F.A.S.T. will be ready to use.
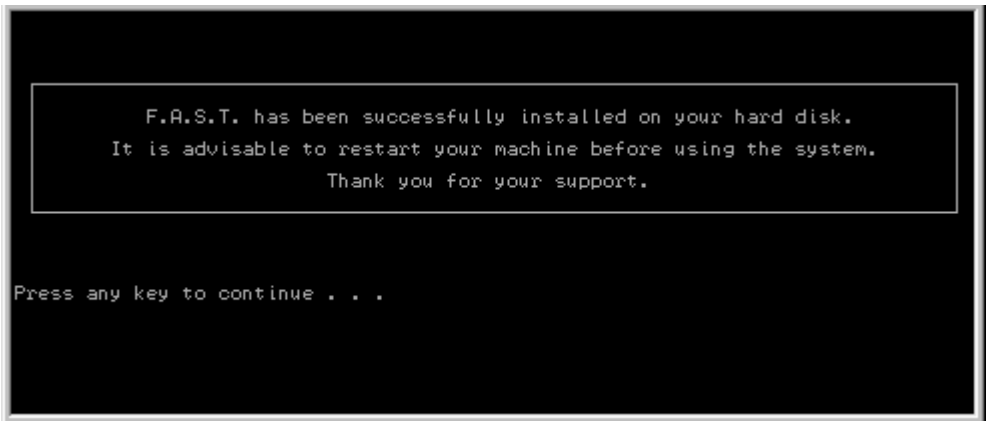
```
        F.A.S.T. has been successfully installed on your hard disk.
     It is advisable to restart your machine before using the system.
                        Thank you for your support.




Press any key to continue . . .
```

If you are using a dot matrix serial port printer interface, the following statement must be inserted : "mode com1=lpt1"
Windows 98 – "c:\autoexec.bat"
Windows 2000 / XP / ME / NT – "c:\windows\system32\autoexec.nt"

Restart this machine now.
Congratulations you have successfully set-up the Server for F.A.S.T.

Installing F.A.S.T. on the Client Workstation

This task only needs to be done if you would like to run F.A.S.T. on a multi-user environment, or run F.A.S.T. on more that one machine.

Working on the workstation you would like to run F.A.S.T. from. In other words, not the server.

1) See the section labelled **INSTALLING PERVASIVE**. Complete this task firstly.

2) Through your network neighbourhood icon, map a drive to the server. Let's use "F:" as the example of the mapped drive to the server from the client workstation. If you have trouble performing this task, consult your network administrator (the person who installed your network).

3) Right Click on "Start".

4) Left click on "Explore".

5) Click on the "F:" drive.

6) Double Left Click on the "FAST" folder.

7) Copy the following icons to this workstations Desktop.

If running on Windows 98

F.A.S.T.   F.A.S.T Clear Users   F.A.S.T. Work Station Setup

If running on Windows 2000 / XP / NT / ME

Double Left Click on the 2000 folder

F.A.S.T. 2000   F.A.S.T Clear Users 2000   F.A.S.T. Work Station Setup 2000

8)   Close the Explorer Window.

9)   On these icons that are now on your Desktop, Right Click on each of them, Left click on "Properties" and select the "Program" tab.

10)   At the start of "Cmd line:" and "Working", insert the mapped drive letter. For example, if "F:" is the server drive the in the F.A.S.T. icon, "Cmd line:" should read "F:\fast\FAST.BAT" and "Working" should read "F:\FAST". Save the changes by pressing "OK" (at the bottom) on each of these.

11)   Double Left Click on the F.A.S.T. Work Station Setup icon and follow the instructions under the section labelled

INSTALLATION
INSTALLING F.A.S.T.
Installing F.A.S.T. on the Server
Workstation Setup

**** N.B. Ensuring that "This Workstation's I.D." is **unique**.

If you are using a dot matrix serial port printer interface, the following statement must be inserted : "mode com1=lpt1"
Windows 98 – "c:\autoexec.bat"
Windows 2000 / XP / ME / NT – "c:\windows\system32\autoexec.nt"

12)   Restart this machine now.

Congratulations you have successfully set-up a Client Workstation for F.A.S.T. If more are required follow the same process.

Installing The F.A.S.T. Process Engine

If you have selected a Windows Laser / Ink Jet Printer on any Client Workstation Set-Up, it is necessary to then install the F.A.S.T. Process Engine on the Workstation that will do the relative processing of documents.

On the installation CD you will find the Setup icon.

1) Double Click on this icon.
2) Select the defaults.
3) Once Set-Up is complete, copy this icon from the "F.A.S.T. Process Engine Program Group" into the "Startup" Program Group.

4) Run the FASTPROC icon.
5) Ensure that on the Data Path tab, "Scan Location" is set to the server's drive. Also ensure that "Select A Path" points to the path of where F.A.S.T.'s data is. So, if the Server drive is mapped to "F:" on the Workstation where the Printer is attached and F.A.S.T.'s data folder is "\FAST\DATA" the full path (the green field) should read "F:\FAST\DATA"
6) Ensure that on the Printer tab, "Printer Font To Be Used", you have selected "Courier New".
7) Under "Number Of Copies For", select the desired number of copies to print.
8) Click on **Save** once complete.
9) Restart this machine now.
10) Ensure that when you restart, the process engine automatically Starts up and that it appears as the following :
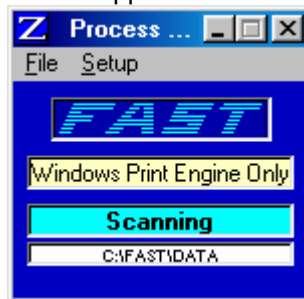
Congratulations you have successfully set-up the F.A.S.T. process Engine. If more are required follow the same process.

4. SYSTEM STANDARDS
Introduction

Once you have identified what the different areas are used for
in terms of representation and capturing of data within the system as
well as the formats of how data is captured and displayed, it will
become easier for you to actually use the system in a more meaningful
way. This will also help you to get your way around the system,
navigating through the menus to the modules you wish to access in
order to perform certain functions within the system. Take some time to
fully understand this section of standards as it will benefit you in the
following sections.

SCREEN STANDARDS
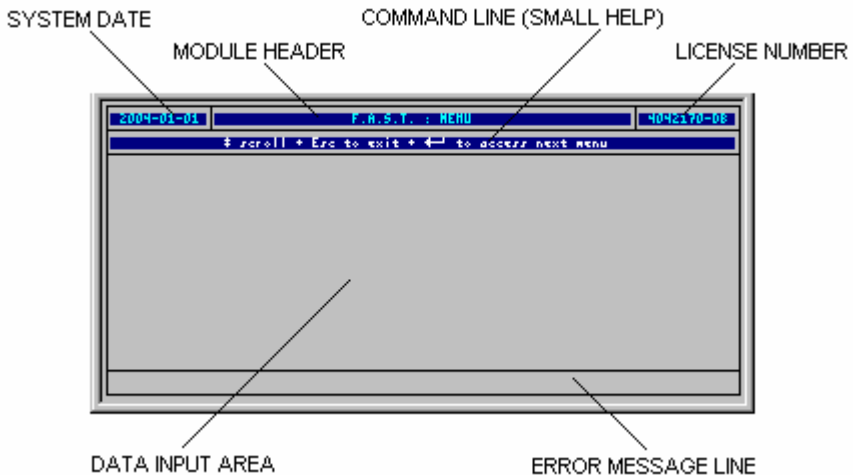
System Date

The system is machine or BIOS date independent which means that it
carries its own system date. The user maintains this date. This allows
for flexibility in terms of backlog situations. Even if the physical date
has changed the system can still operate on a previous date enabling
the user to "catch up" on backlog before running an End-Of-Day or
Month End Process to actually change the system operating date.

Module Header

This shows the description of the module you have accessed.

Command Line *(Small Help)*

This line is provided to help guide you and acts as a "small help". If at any time during input, you are not quite sure of what function keys are available or what data the system is expecting you to input keep a close eye on this line and you will be guided as to what you should do next. The following is an example of what you are likely to see on this line when maintaining item information from the "STOCK CONTROL" / "ITEM DATA MAINTENANCE" / "MAINTAIN ITEM DESCRIPTIONS" Menu option and the system has taken you to the "Item Group Code" field :

◄⏎ **Item Group Code · F1 scroll · F2 Barcode · Esc/F10 menu**

License Number

This field shows your F.A.S.T. license information

Data Input Area

This is the area where data input and selections are done. When reports are being processed and critical processes such as End-Of-Day or Month End Processing are in progress, this area is used to display informative messages that show you the status of these processes. On menu screens all menu items are displayed.

Error Message Line

This is the area where error messages are displayed. The following is an example of this : If you were to try and add an Item for which an Item Group Code does not exist, the following error message will be displayed on this line:

ERROR - This Item Group Code is not on file.

MENU STANDARDS
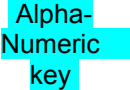
Introduction

Menus and all relevant sub menus are represented in a hierarchal overlapped or window view. Each menu consists of very few entries as this makes it less confusing for you to establish where you would like to get to. The concept of this functionality is that you have certain defined inputs, processing, configuration options and outputs(in the form of reports and enquiries) within the system. All menus within F.A.S.T. follow this hierarchy as a standard. You can see an exact map of how you got to a specific menu item or what options are available under a specific one. Below is an example. Notice the company name in the top right corner of the data section. This appears only on menu screens. F.A.S.T.'s main menu is uncluttered and contains few items. This gives you a simple approach to using the system. Remember the key aspects of the system as mentioned in the System Overview section.
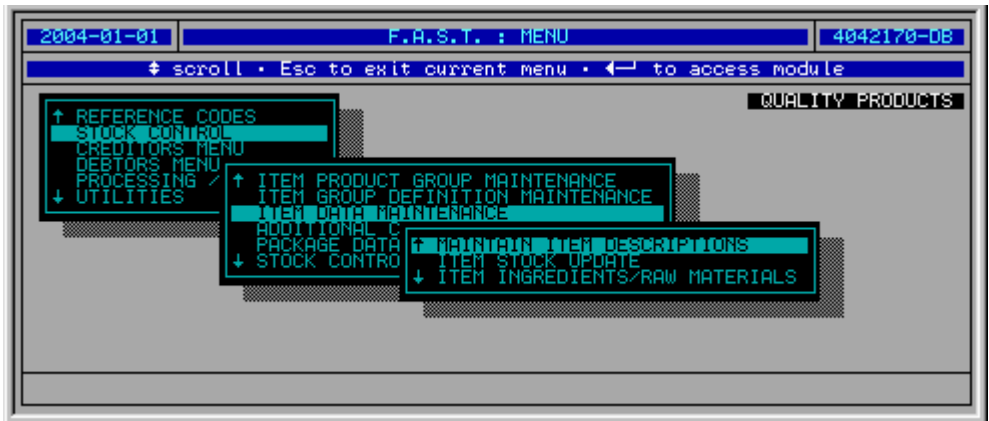
Menu Item Selection

To navigate through the menus the following keys are available:
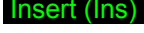
Key	*Name*	*Editing Function*
▲	Up Arrow	Move one position up from the current highlighted menu option. Pressing this at the top of the current menu will scroll you to the bottom of that menu.
▼	Down Arrow	Move one position down from the current highlighted menu option. Pressing this at the bottom of the current menu will scroll you to the top of that menu.
Alpha-Numeric key	Alphabetic or Numeric key	To get to a menu item quickly, just type the first letter of that menu item. If you press the same key again and another menu item that begins with the same letter exists then the system will automatically take you to that next menu item. *(Quick Access)*
Enter ◄┘	Enter	Access the current highlighted module. If there were a sub menu from the highlighted menu item, this sub menu would appear with its menu items.
Esc	Escape	Exit the system or one menu back.

DATA STANDARDS

Valid Editing and Selection Keys and How They work.

All field input data is automatically converted to <u>UPPERCASE</u> except for email addresses, which are automatically converted to <u>LOWERCASE</u> and amount fields. This establishes uniformity within F.A.S.T. So you need not worry whether your Caps Lock key is on or off.
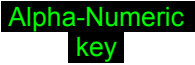
The following is a table of valid <u>editing keys</u> you can use while inputting data and a brief description about their functions :

Key	*Name*	*Editing Function*
—►	Right Arrow	Move one position to the right. If Insert is on using this key will automatically switch Insert off.
◄—	Left Arrow	Move one position to the left. If Insert is on using this key will automatically switch Insert off.
◄— Backspace	Backspace	Clear one character to the left of the current cursor position. On date inputs this key is not operational.
Insert (Ins)	Insert	Insert a character at the current cursor position. On date inputs this key is not operational.
Delete (Del)	Delete	Delete the character on the current cursor position. On date inputs this key is not operational.

Valid Pick List / Tag Selection Keys.

Selection items that appear in pick-lists on certain fields have predefined descriptions (see the paragraph headed pick-lists later on in this section).

The following is a table of valid keys for these <u>pick lists</u> and a brief description about their functions :

Key	Name	Editing Function
▲	Up Arrow	Move one position up from the current highlighted selection item. Pressing this at the top of the current selection window will scroll you to the bottom of that window.
▼	Down Arrow	Move one position down from the current highlighted selection item. Pressing this at the bottom of the current selection window will scroll you to the top of that window.
Alpha-Numeric key	Alphabetic or Numeric key	To get to a selection item quickly. Just type the first letter of that selection item. If you press the same key again and another selection item that begins with the same letter exists then the system will automatically take you to that next selection item. *(Quick Access)*
	Space Bar	→ Tag <u>an</u> item for multiple input selection items. This is represented by an asterisk (*).

Valid Function Keys

The following is a table of valid function keys that are standard within the system and a brief description about their functions :

Key	Name	Editing Function
Enter ◄⎯	Enter	Save the data input on a field and move to the next field.
Esc	Escape	Move one field back, return to the menu or terminate processing or printing.
F1	Scroll	Scroll through a list of available selections on a field.
F2	View/Quantity	*One of the following* → View detail on current field or selection → Input Quantity on Point-Of-Sale
F3	Save/Store/Update	*One of the following* → Save data that was input. → Store the data that was selected for multiple input selections. → Update *"Quantity In Stock"*
F4	More/Price	*One of the following* → View more information on item → Input Price on Point-Of-Sale
F5	Delete	Delete the current line of input.
F6	Open Drawer	Open Till Drawer.
F7	Sort	Sort the data that was input.
F8	Full Payment	Automatically fill in the payment amount.
F9	Total	Calculate a total for the batch data that was input.
F10	Menu	Return to the menu from whatever field the cursor is currently on. *(Quick Return).*

n.b. The Esc and Enter keys are available throughout the system whereas keys F1 through F10 are shown only when available on the current field.

Alpha-Numeric Fields

Think of this as being alphabetic and numeric data. In other words all letters and numbers on the keyboard. This data is displayed exactly as it was entered. All alphabetic characters input are automatically converted to uppercase. So it does not really matter whether you have set the "**Caps Lock**" key on or off. These inputs are also referred to as "*alpha*" in this manual.

Numeric Fields

If a particular field is numeric only, the system will not accept any data but numeric or a decimal point or minus sign(if allowed) on that field. If you try to input an alphabetic character on a numeric-only input field, the system will beep and not accept this character. For a numeric-code field for example "*Sales Rep Code*". This is a 3 digit numeric input field. If the value you need to input is "027" you do not need to input leading zeros as the system will automatically do that for you. So all you need to type in is "27". Once input, the system will display the following : "027" and hence the leading zeros are inserted automatically.

Amount Fields

An amount field can have the following format within the system :

*   Negative Monetary Value with decimal place. Valid characters are 0-9, decimal(.) and the minus(-) sign. e.g. **7865.93**
    Once input the system will, depending on the type of field being captured, automatically format and display the input data in one of the following ways :

*   Using the above example, the following will be displayed. **7,865.93** for a monetary value

*   **47.5 %** for a markup percentage

Date Fields

All dates are represented in the following format within the system :

- **`c c` `y y` — `m m` — `d d`**

  `c c` → Century
  `y y` → Year
  `m m` → Month
  `d d` → Day

The hyphen(—) need not be input as the system will automatically move the cursor over them as it needs to.

This format ensures that the system is century compliant.
Automatic checking in terms of the following is performed :

- Leap Year
- Number of valid days in the month
- Validation on month entered

If any date error is encountered the system will display an appropriate error message. For example if you typed in a date say, 2004/09/31, the following error message will appear :

ERROR – 2004/09/31 : Invalid date – 30 day month.

Pick-Lists

These are little pop-up windows that appear the instance the cursor Moves to a field where you do not have the option of direct input. These fields have pre-defined descriptions around the indicators that are set up for them. All you have to do is select one of these predefined items. The following is an example of one of these pop-up windows.

Tag Selections

These are lists of items for which multiple selections are possible. They can have two forms. One being a predefined list of elements for which you are able to tag multiple selections and the other being a list of database elements for which you can also tag multiple selections. The following are examples of these. By pressing the SPACESBAR on an that entry TAGS it.

Predefined List

```
Invoice Status :
                    *  Unpaid
                    *  Partly Paid
                    *  Payment Reversed
                       Paid In Full
                       Settled Early
                       Cancelled
```
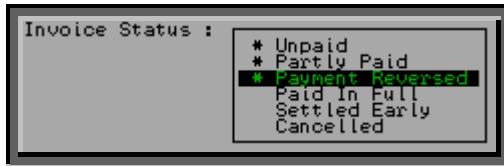
Database List

This selection list is the same format as the one above however it Is built from database entries, not pre-defined ones. Notice that the tagging process marks the desired elements with an asterisk (*).

Data Integrity

Validation

Data that is entered into the system is validated for correct input. Before any update process occurs, the system confirms and gives you the option of canceling the input or changes. The following is an example of a validation prompt you will see on the Command Line.

Are all details correct Y(es) N(o)

Informative error messages are displayed on data that does not conform to certain ruling. This is done before data is actually sent to the database for updating.

Referential Integrity

The process for a critical database update performs transaction-tracking type functionality to ensure that referential integrity is always maintained throughout the system. In other words when a transaction is captured, it is ensured that the client's account balance as well as all other pertinent information is always updated. Even simple checks like the fact that you cannot delete facilities in the system because of the possibility of cross-references to accounts. Other functionality ensures that power failures and communication faults do not interfere with the integrity of the database.

SECURITY STANDARDS

Introduction

The architecture of the system ensures that the highest level of security is maintained throughout the use of the entire system by users. This section covers some of this infrastructure.

Single Login with Access I.D. 's

Users are unable to log into the system more than once using the same Access I.D. The system controls and monitors access by users to ensure that someone using an Access I.D. is not allowed to use the same Access I.D. on another workstation at the same time. This function prevents someone from performing critical data maintenance under someone else's Access I.D. The system allows users control to terminate other users from using the system by clearing their Access I.D. As this is done, when the user who has been terminated returns back to the menu, the system displays an error message and immediately terminates that user from the system. F.A.S.T. prevents a user from entering to typing in their passwords three times incorrectly

Access to the system and the initialisation of critical data maintenance and critical processes are controlled within the system where users are informed by messages as to what they are allowed to perform. For example, if access to the system was attempted while an End Of Day Process is busy running, the following error message will appear.

ERROR – END OF DAY PROCESSING in progress – access denied.

Module Access Levels

Access levels are set up per user and per module within the system. This means that certain users can be allocated levels of access to certain modules and different access rights to other modules. These access rights are maintained by the designated system administrator in the "*LOGIN MAINTENANCE*" module.

There are three main access levels incorporated for users within the system. The following lists these levels with a description of how they are handled.

- 1 – Full Read-Write
  The user has full access to a specific module allowing that user to maintain data relevant to that module.

- 2 – Display Only
  The user has the ability to only view information in a specific module.

- 3 – Excluded
  The user is totally excluded from gaining access to a specific module

Number Of Concurrent Users

The system allows for up to 300 users per database to be logged in at any time. This is however controlled by your license registration. The system checks this condition and controls this level to ensure that this maximum value is not exceeded.

LOOKUP / ENQUIRY STANDARDS

Although F.A.S.T. checks for barcode duplication when setting up
items, while searching for items in the Creditors or Debtors modules, if
you select a barcode that has more than one reference, F.A.S.T.
will display the following screen that allows you to scroll and pin-point
the actual item to help eliminate stock variances or discrepancies. This
ensures that the code that is input is physically the same article.

In the Creditors and Debtors modules, on the item detail input screen
(typically the second screen of input), by pressing the " *F9* " key on an
amount field or even certain alphanumeric input fields, a window will be
displayed that shows the totals of the input.

PRINTING STANDARDS

All reports show your company name at the top. All Listings and
General Reports will show you the date they were generated for and
time they were generated.

Using Windows Laser / Ink Jet Printers

*   Listings
*   General Reports

F.A.S.T. will give you the following option :
By selecting "Print", output will be directed to the default printer attached
to the workstation specified in *"Printer 1 Type"* on WORKSTATION SETUP
for the workstation you are working on. If you select "View", the report will
be directed to the screen. It is not advisable to then print from this view as
the report might not be formatted correctly for the printer.

*   Purchases
*   Invoices
*   POS Till Slips

Will automatically be printed to the default printer attached to the
workstation specified, if you have selected "No" on the *"Prompt To Print"*
field on the module WORKSTATION SETUP for the workstation you are
working on. Otherwise you have the option of printing these documents.

*   Payments
*   Debit Notes
*   Quotations
*   Job Cards
*   Sales Orders
*   Credit Notes
*   Point-Of-Sale Refunds
*   End Of Day Reports
*   Month End Reports

Will automatically be printed to the default printer attached to the
workstation specified in *"Printer 1 Type"* on WORKSTATION SETUP for
the workstation you are working on.

For Invoicing and Statements, a template file ("TEMPLT01.bmp") has been supplied with the installation on the server in the "\FAST" folder on the drive you installed F.A.S.T. on. You can edit this template to format your company's letter head. Make sure the this template file is in the "C:\FAST" folder on the machine that the F.A.S.T. Process Engine runs on.

Dot Matrix Printers

*   Listings
*   General Reports

Will automatically be directed to the screen. You will then have the facility to print a hard copy. This output will be directed to printer port 1 or LPT1.

*   Purchases
*   Invoices
*   POS Till Slips

Will automatically be printed to the default printer port specified, if you have selected "No" on the *"Prompt To Print"* field on the module WORKSTATION SETUP for the workstation you are working on. Otherwise you have the option of printing these documents. Again the output will be directed to default printer port specified on the module WORKSTATION SETUP for the workstation you are working on.

*   Payments
*   Debit Notes
*   Quotations
*   Job Cards
*   Sales Orders
*   Credit Notes
*   Point-Of-Sale Refunds
*   End Of Day Reports
*   Month End Reports

Will automatically be directed to printer port 1 or LPT1.

5. ACCESSING THE SYSTEM

LOGGING INTO WINDOWS

Once you've switched on the workstation, Windows will prompt you for your User Name and Password. Complete these fields with the allocated User Name and Password. If you have problems logging in, check with your designated system administrator as to why you are having difficulty on accessing the network. For example, the network cable from your machine to the file server could be faulty or your User Name or Password was entered incorrectly.

After having successfully logged into Windows, on your Windows

Desktop you should see the following icon. Either

Double-Click (LEFT Button on your mouse) on this icon

Or

Single-Click (LEFT Button on Your mouse) and then hit the Enter ◄─┘ key (on your keyboard) on this icon.

F.A.S.T.

LOGO AND CONTACT INFORMATION
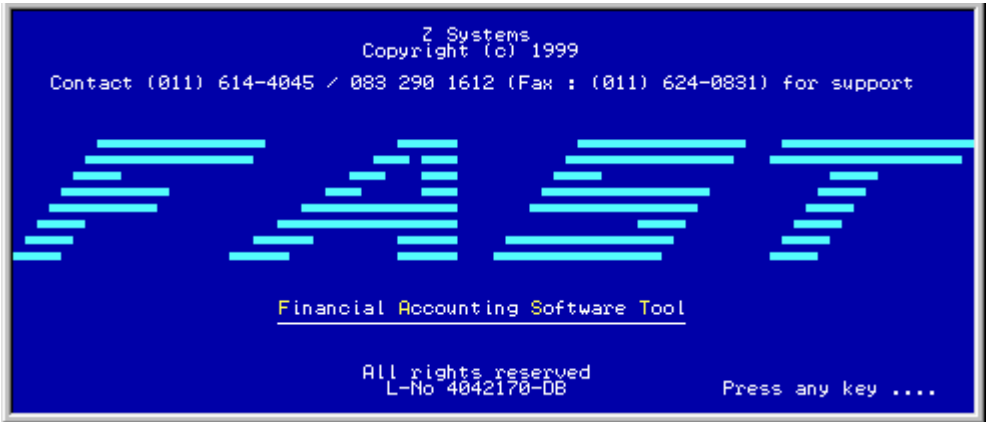
This is the first screen you will see. It is the entry point into F.A.S.T. It contains the logo and contact information (top) for F.A.S.T. There is a 5 second delay here. To continue without having to wait for the pause just press any key on the keyboard.

USER LOGIN

```
2004-01-01        F.A.S.T. : USER LOGIN          4042170-DB
              ←┘  access I.D. · Esc/F10 exit



                    Access I.D. : ███████████
                    Password    :
```

To proceed to F.A.S.T.'s main menu, a security screen must be completed. If you do not have a valid Access I.D. contact your designated system administrator. Without having completed these details, further access to the system will not be allowed.

On completing the login screen details successfully, a welcome message will be displayed to you.

The following table represents an input field map for this screen :

Field	Attributes	Description
Access I.D.	12 alpha	Must be input.
Password	8 alpha	Must be input.

For details on the entering of a new password see the following section:

USING THE SYSTEM
UTILITIES
USER FILE MENU
CHANGE PASSWORD

ACCESSING MODULES

Congratulations you have successfully accessed F.A.S.T. !!!

You can now navigate your way though F.A.S.T.'s *overlapped* menus.
Each menu or sub menu displays six modules at a time. The main
menu is your initial navigation point. From this menu all modules are
accessible. As explained earlier, on all menu screens, your company name
appears at the top right corner of the data area of the screen.

If you are unclear of what keys are available to you for navigation
through the menus, see the following section :

SYSTEM STANDARDS
MENU STANDARDS
Menu Item Selection

Access to modules, in terms of security, is also controlled by the menu
function of the system. If your Access I.D. does not have sufficient
security equivalences to gain access to a certain module which you
have selected the following error message will appear.

ERROR – Sorry : Your status on this module is Exclude.

6. REFERENCE CODES
Introduction
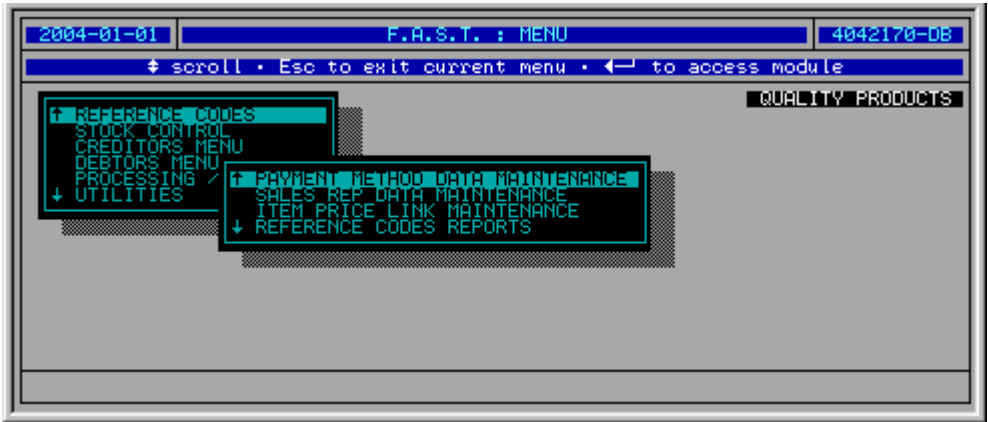
The modules listed on this menus allow you to define certain codes that
are used as cross references to items, suppliers and customers. For
example, Sales Rep information can be inserted and changed. One of the
required fields for completing an invoice is a Sales Rep code. Therefore
a cross reference link between invoices and Sales Reps will exist.

PAYMENT METHOD DATA MAINTENANCE

```
 2004-01-01    F.A.S.T. : PAYMENT METHOD DATA MAINTENANCE    4042170-DB
            ←┘ Payment Method Code · F1 scroll · Esc\F10 menu

     Payment Method Code    : ████████████
     Payment Method Desc.   :


```

On installation F.A.S.T. sets up the following default payment methods:
- • AWAITING PAYMENT
- • BANK TRANSFER
- • CASH
- • CHEQUE
- • CREDIT CARD

If you require F.A.S.T. to cater for more, they are defined using this module. For example, if your company sells vouchers and then accepts them for payment but requires a separate total for this type of payment you would define this type of payment here, then it will be available in any other module within the system where required. Once you have entered a "*Payment Method*" that already exists, the system will automatically switch to " *Change* " mode and allow you to change the description of the Payment Method. If you have typed in a "*Payment Method*" that does not exist, the system will automatically switch to " *Add* " mode. The mode switch will appear in the data section of the screen. If your access level is set to "Display Only" on this module, the following error message will appear and the above will not apply to data maintenance.

 WARNING – Sorry : You are unauthorised for update.

To obtain a list by "*Payment Method*" on file, simply press the " *F1* " key on the "*Payment Method Code*" field. This list can now be enquired upon alphabetically.

SALES REP DATA MAINTENANCE

```
┌─────────────┬──────────────────────────────────────────┬────────────┐
│ 2004-01-01  │ F.A.S.T. : SALESREP DEFINITION DATA MAINTENANCE │ 4042170-DB │
├─────────────┴──────────────────────────────────────────┴────────────┤
│              ←┘ SalesRep Code · F1 scroll · Esc\F10 menu              │
│                                                                       │
│    SalesRep Code          : ▮▮▮                                       │
│    SalesRep Description    :                                          │
│    Commision Rate         :    0.00 %                                 │
│    ├──────────────────────────────────────────────────────────────┤  │
│                    YEARLY SALES ON ACCOUNT                            │
│    Jan:         0.00 May:        0.00 Sep:              0.00          │
│    Feb:         0.00 Jun:        0.00 Oct:              0.00          │
│    Mar:         0.00 Jul:        0.00 Nov:              0.00          │
│    Apr:         0.00 Aug:        0.00 Dec:              0.00          │
│                                                                       │
└───────────────────────────────────────────────────────────────────────┘
```

Sales reps within F.A.S.T are defined and maintained using this module.
F.A.S.T. sets up the following default Sales reps :

•   POINT OF SALE TILL TOTAL
         If you have set the *"POS - Use Sales Rep Code"* option to
         "No" on the WORKSTATION SETUP, F.A.S.T. will default
         the Sales Rep Code to this one on all Point-Of-Sale
         Transactions. Otherwise you can select the Sales Rep.

•   CASH SALES
         If you do not require Sales Reps to be set up, when
         capturing an invoice, select this sales rep code when
         required to input one.

The following statistical information is available on all Sales Reps.
•   YEARLY SALES ON ACCOUNT
•   YEARLY SALES ON CASH
•   YEARLY PAYMENTS OF ACCOUNTS
•   YEARLY SETTLEMENT DISCOUNTS

This information gives you indication of the quality of clients your Sales
Reps are targeting. It's all fine and well if your Sales Rep brings in the
turnover, but indication of a quality client is the way they conduct
their payments as this effects cash flow on any business. To view this
information, simply press the " *F2* " key on the "*Sales Rep Description"*
field.

ITEM PRICE LINK MAINTENANCE

MAINTAIN LINK DESCRIPTIONS

```
┌────────────────────────────────────────────────────────────────────┐
│ 2004-01-01 ║   F.A.S.T. : ITEM PRICE LINK DATA MAINTENANCE   ║ 4042170-DB │
│             ◄─┘ Price Link Code · F1 scroll · Esc\F10 menu             │
│                                                                        │
│     ┌──────────────────────────────────────────────────────────┐     │
│     │ Item Price Link Code  : ▐█████████                        │     │
│     │ Item Price Link Desc.  :                                   │     │
│     │                                                            │     │
│     └──────────────────────────────────────────────────────────┘     │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
└────────────────────────────────────────────────────────────────────┘
```

Items are grouped in categories within F.A.S.T. In order to set up a common link for items that belong to different categories, F.A.S.T. provides you with a *"Price Link Code"*. This Price Link Code can be included when setting up an item. This allows you to then automatically do price changes across the board for just that Price Link Code. A typical example of this is, say you import certain goods from another country. You can set up a price Link Code as being a common code for the currency of that country, even if the types of items belong to different categories. When the exchange rate moves and you need to increase or decrease the current pricing of all goods imported from that country, you can then select the **MAINTAIN LINK RATES** module and easily do price changes.

Once you have entered an *"Item Price Link Code"* that already exists, the system will automatically switch to " *Change* " mode and allow you to change the description of the Item Price Link. If you have typed in an *"Item Price Link Code"* that does not exist, the system will automatically switch to " *Add* " mode. The mode switch will appear in the data section of the screen. To obtain a list by *"Item Price Links"* on file, simply press the " *F1* " key on the *"Item Price Link Code"* field. This list can now be enquired upon alphabetically.

MAINTAIN LINK RATES

```
 2004-01-01    F.A.S.T. : ITEM PRICE LINK DATA MAINTENANCE    4042170-DB
              ◄┘ Price Link Code · F1 scroll · Esc\F10 menu

    Item Price Link Code  : ███████████

    Item Price Link Desc. :
    Latest Price % Adjmnt. :              0.00
```

To do an automatic price change on any item that is linked to a specific Price Link Code, simply select the Price Link using this module and enter the percentage you want F.A.S.T. to either increase or decrease for the Price Link. Once you have confirmed the input, F.A.S.T. will automatically go through all items linked to the selected Price Link Code and adjust the pricing relatively.

To obtain a list by *"Item Price Links"* on file, simply press the " *F1* " key on the *"Item Price Link Code"* field. This list can now be enquired upon alphabetically.

REFERENCE CODES REPORTS

The following reports are available on this menu :

PAYMENT METHOD DATA LISTING

This is a list of Payment Methods on File.
→ Report Sequence, Payment Method Description
Payment Method Code
Payment Method Code

```
F.A.S.T. System - QUALITY PRODUCTS                      PAGE 1
===============

Payment Method Data Listing 2004-01-01 : 21:43:19

    Code     Payment Method Description
----------   ----------------------------------------
AWAITING     AWAITING PAYMENT
BANK TRANS   BANK TRANSFER
CASH         CASH
CHEQUE       CHEQUE
CREDITCARD   CREDIT CARD


*** END OF PAYMENT METHOD DATA LISTING ***
```

SALES REP DATA LISTING

This is a list of Sales Reps on File.
→ Report Sequence, Sales Rep Name
Sales Rep Code
Sales Rep Name

```
F.A.S.T. System - QUALITY PRODUCTS                      PAGE 1
===============

Sales Rep Data Listing 2004-01-01 : 21:48:22

                                               Commission
Code   Sales Rep Name                             Rate
----   ----------------------------------------   --------------
       POINT OF SALE TILL TOTAL                      0.00
001    CASH SALES                                    0.00


*** END OF SALES REP DATA LISTING ***
```

7. STOCK CONTROL

Introduction
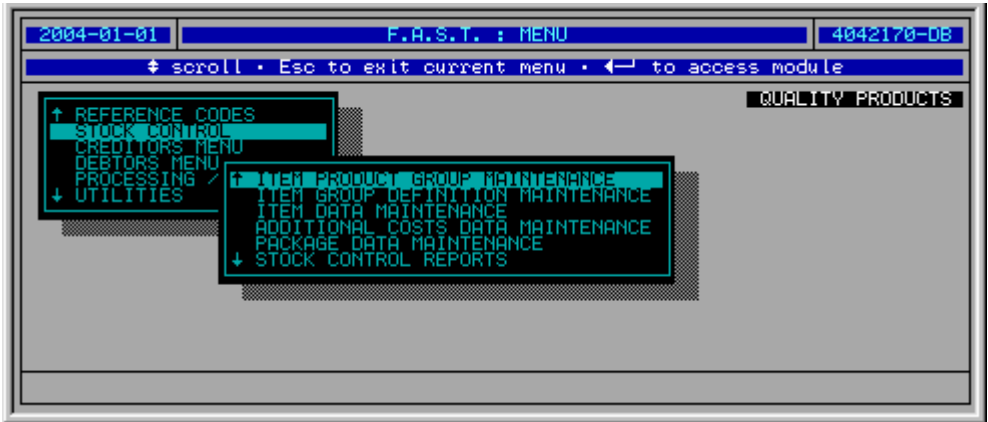
This is the section of F.A.S.T. where item information is set up and can be changed or removed. Items are categorised within Product Groups and Item Groups. Information of all items such as cost and selling price or minimum reorder levels are all found and can be added or changed using these modules.

In addition to the product type being either a product or service, F.A.S.T. gives you an additional parameter list for Additional Cost Codes, for example : Labour, Transport etc.

There is a section to identify packages that do not require any cost information but only monitoring in terms of stock levels.

Within the reports menu, listing can be generated that give you specific Information about stock, for example, a reorder listing to see "what items are we running low on" or "What do we need to order". Also, what is the value of stock on hand.

ITEM PRODUCT GROUP MAINTENANCE

```
 2004-01-01      F.A.S.T. : PRODUCT GROUP DATA MAINTENANCE    4042170-DB
              ← Product Group Code · F1 scroll · Esc\F10 menu

    Product Group Code    : █
    Product Group Desc.   :
```

Items are identified within the following Item Structure in F.A.S.T. :

> PRODUCT GROUP
> > ITEM GROUP
> > > ITEM DETAIL

An example of this would be :

> RESALE
> > BISCUITS
> > > BAKERS EET-SUM-MOR ORIGINAL

Before you identify any item detail in F.A.S.T., you have to identify
the item's main Product Group and Item Group (Category). This is
the module where Product Groups are identified. Product Groups need
only be set up once in F.A.S.T.

The standard enquiry and maintenance functions are available as they
are in all other modules. In addition, if you select a *"Product Group Code"*
that has any Item Group cross references, F.A.S.T. will automatically
switch to " *Change* " mode and allow you to change the description of
the *"Product Group Description"*. Otherwise F.A.S.T. will give you the
option to " *Delete* " the selected Product Group. This is helpful to correct
any capturing errors.

ITEM GROUP DEFINITION MAINTENANCE

```
 2004-01-01      F.A.S.T. : ITEM GROUP DATA MAINTENANCE      4042170-DB
           ⏎  Product Group Code · F1 scroll · Esc\F10 menu

     Product Group Code   : ■
     Product Group Desc.  :
     Item Group Code      :
     Item Group Description :
```

This is the module that you use to set up Item Group Codes that fall within Product Groups (See previous section on Item Structure).

Many Item Groups can exist for one Product Group and Many Items can exist for each Item Group.

The standard enquiry and maintenance functions are available as they are in all other modules. In addition, if you select an *"Item Group Code"* that has any Item Code cross references, F.A.S.T. will automatically switch to " *Change* " mode and allow you to change the description of the *"Item Group Description"*. Otherwise F.A.S.T. will give you the option to " *Delete* " the selected Item Group. This is helpful to correct any capturing errors.

ITEM DATA MAINTENANCE

MAINTAIN ITEM DESCRIPTIONS

This is the module where items are defined and all details relative
to an item are maintained. Before entering the *"Item Code"*, the
"Item Group Code" must be entered. Notice that the *"Product Group Code"*
makes up the first two characters of the *"Item Group Code"*. If you enter
an *"Item Group Code"* and *"Item Code"* combination that does not exist,
F.A.S.T. will automatically switch to " *Add* " mode. If the *"Item Group Code"*
and *"Item Code"* combination does exist then, if F.A.S.T. finds any cross
references to this item, it will will automatically switch to " *Change* " mode
and allow you to change the description and all other details of the item.
Otherwise F.A.S.T. will give you the option to either " *Change* " or
" *Delete* " the selected Item. This is helpful to correct any capturing errors.

"Bar Scan Code"   - Can be used either for the actual bar code of an
item or a short code to help accessing of the
item. You actually do not have to remember a
single code within F.A.S.T. as it gives you the
ability to search on the name or description of
any detail. F.A.S.T. checks for duplicates and
displays warning messages for these conditions.

"List on Web Site"   - F.A.S.T. has the ability to generate data in order
for you to supply your service provider with the
latest detail of your items to update your website
with.

"Bin Location"   - Shelf Number.

"Price Link Code"   - The code that links items for auto price changes.

"Number Per Sale Unit" - Normally defaulted to 1.This is the pack quantity.

"Item Type"   - Either a "Product" or "Service". A pick-list gives you these options to choose from.

"Last/Prevs. Cost Price" - The price you last paid purchasing this item from a supplier and the price you paid previous to that. You can either manually change these amounts if you do not require to use the Creditors modules. However if you do, then F.A.S.T. will automatically update these amounts when you capture supplier invoices.

"Profit Marg. Markup %" - The markup percentage for the item. When this percentage is entered, the *"Theoretical"* Retail Price (Excl. V.A.T.) is calculated and displayed.

"Automatic Pricing"   - If you set this option to "Yes" the retail price of an item will be recalculated according to the *"Profit Marg. Markup %"* the next time the cost price is input while capturing a supplier's invoice.

"Retail Price"   - The price of an item can be input either including or excluding V.A.T. If input including, F.A.S.T. will automatically calculate the retail price excluding. Notice on the above example that the calculated markup percentage is below the intended captured markup percentage. When this occurs the actual markup percentage flashes in the error colour as it is a warning guideline of incorrect pricing of an item. Up to four decimal places can be captured for the retail price.

"Minimum Reorder Qty" - Minimum stock level on hand

Item Pricing / Discount Structures

After capturing the retail price, the following window will pop up, allowing you to input the pricing and/or discount structure of an item.

	Price (Excluding)	V.A.T. Amount	Price (Including)	Disc. %
A :	5.2000	0.7300	5.93	10.00 %
B :	5.1500	0.7200	5.87	20.00 %
C :	5.1000	0.7100	5.81	30.00 %
D :	5.0500	0.7100	5.76	40.00 %
E :	5.0000	0.7000	5.70	50.00 %
F :		0.0000	0.00	0.00 %
G :	0.0000	0.0000	0.00	0.00 %
H :	0.0000	0.0000	0.00	0.00 %
I :	0.0000	0.0000	0.00	0.00 %
J :	0.0000	0.0000	0.00	0.00 %

Each debtor in F.A.S.T. is set up with a pricing structure indicator. When Invoicing a client, the correct price and/or discount is then pulled in as the default price for the item. There are a total of 10 pricing structures in addition to the standard retail price available for an item. Just like the *"Retail Price"*, these amounts can be entered in either including or excluding V.A.T. again, if including, the excluding price will automatically be calculated.

Item Searching

There are one of three ways to access existing Items for editing.

On the *"Item Group Code"* field, you can press the " F2 " key and the system will display the following pop-up input windows to allow you to either scan the *"Bar Scan Code"* in with a hand held scanner or enter it in.

```
Bar Scan Code :
```

On the *"Item Group Code"* field, you can also press the " F1 " key
and the following selection pick-list will appear prompting you how
you would like to sort items for searching.

When searching for items <u>Alphabetically</u>, as you press each key, F.A.S.T.
will start close matching your keystrokes and home in on what you are
searching for by the *"Item Description"* field. For example, if the item you
were searching for is COKE 340ML CAN and as you typed in C O K E,
with each keystroke F.A.S.T. will search accordingly and show you the
search criteria. Here is a screen example :

Notice the Search criteria in the bottom left corner as you type in

When searching for items by <u>Category</u>, a scroll window listed by category
will firstly appear, once you have selected the category, an item scroll
window will appear and as you press each key, F.A.S.T. will start close
matching your keystrokes and home in on what you are searching for by
the *"Item Code".*

These scroll windows have the following other enquiry functions built in :
Scroll using Right and Left Arrow Keys   - View *"Retail Price"* (Excl. V.A.T.)
                                             "Last Cost Price"
                                             "Prevs. Cost Price"
                                             "Profit Marg. Markup %"

F4 Key   - View summary info (see below)

Item Statistical Information

The following statistical information is available on all items.

-      YEARLY PURCHASE STATISTICS
  - ❯ QUANTITY ON ACCOUNT
  - ❯ QUANTITY ON CASH
  - ❯ AMOUNT (Excl. V.A.T.) ON ACCOUNT
  - ❯ AMOUNT (Excl. V.A.T.) ON CASH

-      YEARLY SALES STATISTICS
  - ❯ QUANTITY ON ACCOUNT
  - ❯ QUANTITY ON CASH
  - ❯ AMOUNT (Excl. V.A.T.) ON ACCOUNT
  - ❯ AMOUNT (Excl. V.A.T.) ON CASH

This information helps you to plan the purchasing of an item as it gives
you a view of how long items stay in-house before moving and the relative
amounts generated from purchasing and selling accordingly. To view this
information, simply press the " *F2* " key on the "*Item Description"* field.

ITEM STOCK UPDATE

You can manually update the stock levels or automatically via a download from a hand-held programmable scanner.

Manual Stock Update

The manual stock update screen looks identical to the **MAINTAIN ITEM DESCRIPTIONS** module. Once you have selected an item for update, you are taken directly to the *"Quantity In Stock"* field. If you are scrolling through the items you can then easily change the stock by pressing the " *F3* ". The following window will pop up showing you the item and provide you with a *"Stock Qty."* field to allow you to change the quantity of stock on hand.
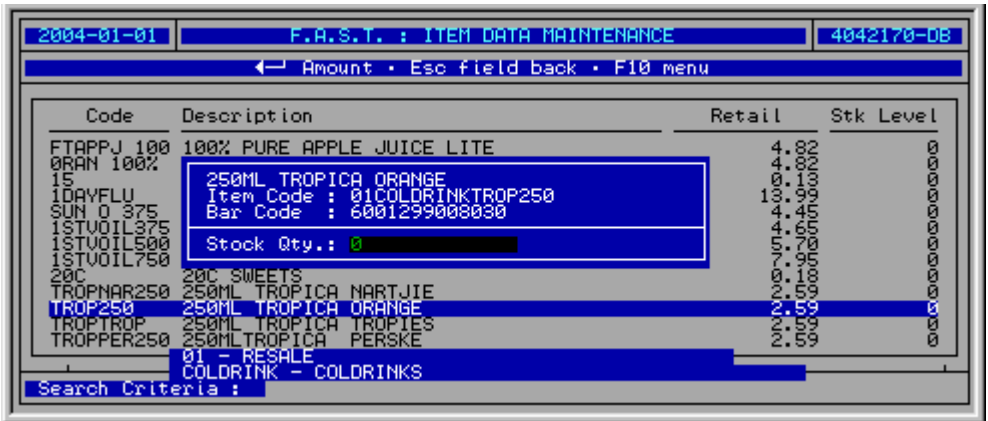
Programmable Scanner Stock Update

The three following options are available for this type of update :

- Stock Take — This update replaces the current stock quantity from the downloaded quantity

- Stock Out — This update subtracts the downloaded quantity from the current stock quantity

- Stock In — This update adds the downloaded quantity to the current stock quantity

With all these options an exception report (see example below) is produced that helps you to trace problem areas in terms of compatibility of items stored on the scanner and those set up in F.A.S.T. A backup of the download from the scanner is generated. F.A.S.T. protects against running the same download twice. For example, on a stock-out or stock-in update, you do not want to run the same download twice as this would generate incorrect stock levels.

```
F.A.S.T. System - QUALITY PRODUCTS                                    PAGE 1
===============

Programmable Scanner Stock Take Update Import Report 2004-01-01 : 17:23:53

   Bar Code       Item Description                    Quantity      Date       Time      Error Mesage
---------------   -------------------------------    -----------   --------   --------   -----------------
6009510800515                                          965         2004/01/01  15:32:52  Barcode Not On File
6009510800517                                          365         2004/01/01  15:33:01  Barcode Not On File
------------------------------------------------------------------------------------------------------------
   Total Number Of Items Read :       5
   Total Number Of Exceptions :       2

   Scanner was in use from 2004/01/01 (15:32:52) To 2004/01/01 (15:35:01)
------------------------------------------------------------------------------------------------------------


*** END OF STOCK IMPORT REPORT LISTING ***
```

ITEM INGREDIENTS / RAW MATERIALS

F.A.S.T. provides you with an easy-to-use way of setting up how an item is made up.

```
 2004-01-01   F.A.S.T. : INGREDIENTS/RAW MATERIALS MAINTENANCE    4042170-DB
                 ←┘ Main Code · F1 scroll · Esc\F10 menu

     Item Main Code         : ██████████████████
     Item Main Group Desc   :
     Item Main Desc         :

     Item Sub Code          :
     Item Sub Group Desc    :
     Item Sub Desc          :

     Quantity               :          0.0000
```

Basically all you have to do is specify the finished item in the *"Item Main Code"*. Now specify the item that forms part of the finished item in the *"Item Sub Code"* and the quantity or how much of this sub item the finished item consists of. Think of the sub items as bulk stock items. For each finished item this process has to be followed for each item that goes in to making it up. When you invoice an item the rules set up in this module are considered when F.A.S.T. updates the quantity in stock of an item.

ADDITIONAL COSTS DATA MAINTENANCE

```
┌──────────────────────────────────────────────────────────────────────┐
│ 2004-01-01 │   F.A.S.T. : ADDITIONAL COSTS DATA MAINTENANCE  │ 4042170-DB │
│        ←┘ Additional Cost Code · F1 scroll · Esc\F10 menu              │
│                                                                        │
│    Additional Cost Code   : ██████████████                            │
│    Additional Cost Desc.  :                                            │
│    Cost                   :            0.00                            │
│    V.A.T. Percentage      :    0.00 %                                  │
│            PURCHASE STATISTICS – QUANTITY ON ACCOUNT                    │
│    Jan:          0.00 May:          0.00 Sep:          0.00             │
│    Feb:          0.00 Jun:          0.00 Oct:          0.00             │
│    Mar:          0.00 Jul:          0.00 Nov:          0.00             │
│    Apr:          0.00 Aug:          0.00 Dec:          0.00             │
│                                                                        │
└──────────────────────────────────────────────────────────────────────┘
```

As mentioned in previous sections, the type of an item can be specified. F.A.S.T. provides an additional module to allow you to set up other types of items and not mix them with your standard product lines. Once you have entered an *"Additional Cost Code"* that already exists, the system will automatically switch to " *Change* " mode and allow you to change the description of the Additional Cost. If you have typed in an *"Additional Cost Code"* that does not exist, the system will automatically switch to " *Add* " mode. The mode switch will appear in the data section of the screen. To obtain a list by *"Additional Costs"* on file, simply press the " *F1* " key on the *"Additional Cost Code"* field. This list can now be enquired upon alphabetically. The following statistics are available on these items can be viewed by simply pressing the " *F2* " key on the "*Additional Cost Description"* field.

- •   YEARLY PURCHASE STATISTICS
    - ➤ QUANTITY ON ACCOUNT
    - ➤ QUANTITY ON CASH
    - ➤ AMOUNT (Excl. V.A.T.) ON ACCOUNT
    - ➤ AMOUNT (Excl. V.A.T.) ON CASH

- •   YEARLY SALES STATISTICS
    - ➤ QUANTITY ON ACCOUNT
    - ➤ QUANTITY ON CASH
    - ➤ AMOUNT (Excl. V.A.T.) ON ACCOUNT
    - ➤ AMOUNT (Excl. V.A.T.) ON CASH

PACKAGE DATA MAINTENANCE

MAINTAIN PACKAGE DESCRIPTIONS

```
┌─────────────────────────────────────────────────────────────────┐
│ 2004-01-01 │    F.A.S.T. : PACKAGE DATA MAINTENANCE    │ 4042170-DB │
├─────────────────────────────────────────────────────────────────┤
│              ◄─┘ Package Code · F1 scroll · Esc\F10 menu          │
│                                                                   │
│   ┌───────────────────────────────────────────────────────────┐  │
│   │ Package Code           : ███████████                       │  │
│   │ Package Description     :                                   │  │
│   │ Minimum Reorder Qty.    :              0.00                 │  │
│   │ Quantity In Stock       :              0.00                 │  │
│   └───────────────────────────────────────────────────────────┘  │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
└─────────────────────────────────────────────────────────────────┘
```

F.A.S.T. provides you with modules to set up and monitor packages without any cost considerations. In other words, just to keep a stock count of say plastic bags or pallets.

Once you have entered a *"Package Code"* that already exists, the system will automatically switch to " *Change* " mode and allow you to change the description of the Package. If you have typed in a *"Package Code"* that does not exist, the system will automatically switch to " *Add* " mode. The mode switch will appear in the data section of the screen. To obtain a list by *"Package Codes"* on file, simply press the " *F1* " key on the *"Package Code"* field. This list can now be enquired upon alphabetically.

PACKAGE STOCK UPDATE

```
┌────────────────────────────────────────────────────────────────────┐
│ 2004-01-01 │    F.A.S.T. : PACKAGE DATA MAINTENANCE    │ 4042170-DB │
├────────────────────────────────────────────────────────────────────┤
│         ◄─┘ Package Code · F1 scroll · Esc\F10 menu                  │
│                                                                      │
│                                                                      │
│    Package Code           : █████████                                │
│    Package Description     :                                          │
│                                                                      │
│    Minimum Reorder Qty.    :              0.00                        │
│    Adjustment Amount       :              0.00                        │
│    Quantity In Stock       :              0.00                        │
│                                                                      │
│                                                                      │
│                                                                      │
│                                                                      │
│                                                                      │
└────────────────────────────────────────────────────────────────────┘
```

This module allows you to adjust the quantity in stock of existing
packages. Once you have selected a package for update, you are taken
directly to the *"Adjustment Amount"* field. The amount you input here will
adjust the *"Quantity In Stock"* field accordingly. To obtain a list by
"Package Codes" on file, simply press the " *F1* " key on the *"Package
Code"* field. This list can now be enquired upon alphabetic

STOCK CONTROL REPORTS

ITEM DATA / STOCK LISTING

The following reports are available on this menu :

Normal Item Listing
This is a list of all items on file. Items with low stock levels are denoted by an asterisk (*).

→ Report Sequence, Item Group Code by Item Code
Item Group Description
Bin Location
Item Code
Item Description
Minimum Reorder Quantity
Quantity In Stock

Price List
This is a price list of all items on file. Items with low stock levels are denoted by an asterisk (*). This report is available only to SUPERVISOR type users.

→ Report Sequence, Item Group Code by Item Code
Item Group Description
Item Code
Item Description
Quantity In Stock
Retail Price Excluding V.A.T.
Retail Price Including V.A.T.

Reorder Listing

This is a list of all items on file that have stock levels lower than
The minimum reorder quantity.

→ Report Sequence, Item Group Code by Item Code
Item Group Description
Bin Location
Item Code
Item Description
Minimum Reorder Quantity
Quantity In Stock

Stock Take Listing

This is a list of all items on file without headers.

→ Report Sequence, Item Group Code by Item Code
Item Group Description
Bin Location
Item Code
Item Description
Minimum Reorder Quantity
Quantity In Stock

Print Labels

The following input screen allows you to print labels
for either all items, a specific one or a specific Item Group

```
Item Group Code        : ███████████
Item Code              :
Item Group Description :
Item Description       :
```

→ Report Sequence, Item Group Code by Item Code
Item Group Code
Item Code
Item Group Description
Item Description

Export To Website
This option produces SQL type scripts for you to supply your
service provider as input into your website

→ Item Group Export Sequence, Item Group Description
Item Group Description
→ Item Export Sequence, Item Group Code by Item Code
Item Code
Item Description
Item Group Description
Retail Price Excluding V.A.T.
Number Per Sale Unit

Item Make-Up
This is a list of all items on file that are made up from other
items in specific quantities.

→ Report Sequence, Main Item Code by Sub Item Code
Main Item Code
Main Item Description
Sub Item Code
Sub Item Description
Quantity

ITEM STOCK VALUE REPORT

This report gives you a value of stock on hand by category based
on last cost price of items and gives you totals per category
and a grand total at the end.

→ Report Sequence, Item Group Code by Item Code
→ Totals by Item Group Code, Grand Total
Item Group Description
Item Code
Item Description
Quantity In Stock
Last Cost Price
Stock Value

ADDITIONAL COSTS DATA LISTING
This is a list of all Additional Costs on file.

→ Report Sequence, Additional Cost Description
Additional Cost Code
Additional Cost Description
Price
V.A.T. Percentage

PACKAGE DATA LISTING
This is a list of all Packages on file.
→ Report Sequence, Package Description
Packages Code
Package Description
Minimum Reorder Quantity
Quantity In Stock

8. CREDITORS MENU

Introduction
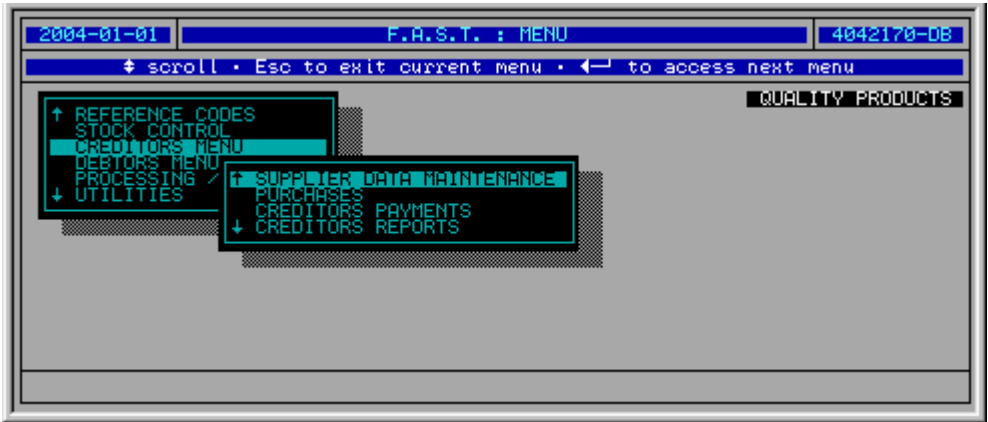
This is the section of F.A.S.T. where the following is maintained :

• Supplier information is set

• Invoices from suppliers are captured

• Goods returned to suppliers and price credits are captured

• Payments to suppliers are captured and reversed

This sections contains a host of reports that allow you to reconcile information communicated to you from suppliers to ensure that what you actually owe the supplier is true and correct. Other reports included in this section help you to analyse item information relative to suppliers.

SUPPLIER DATA MAINTENANCE

ADD A SUPPLIER

```
┌──────────────────────────────────────────────────────────────────┐
│ 2004-01-01 │  F.A.S.T. : SUPPLIER FILE MAINTENANCE : Add │ 4042170-DB │
│         Check Supplier Code & press any key to continue ....        │
│ Supplier Code        : UPMAR**000    Status :                      │
│ Company / Surname     : UPMARKET MANUFACTURING                     │
│ Initials or [**]     : **       Contact : ROSEMARY                 │
│ ── Physical Details ──        ── Account's Department Details ──   │
│ [1] : 43 INDUSTRIAL RD.       [1] : P.O. BOX 8932                  │
│ [2] : COMMERCIAL PARK         [2] : AQUA PARK                      │
│ [3] : KWAZULU NATAL           [3] : KWAZULU NATAL                  │
│ post : 7842                   post : 9852                          │
│ Phone [1] : (031) 453-8793    Phone [1] : (031) 445-8762           │
│       [2] : (031) 453-8742          [2] : (031) 445-6562           │
│ Fax Number: (031) 453-9892    Fax Number: (031) 445-8787           │
│                                                                    │
│ email                : upmarket@yourhost.co.za                     │
│ Accounts email       : accounts.upmarket@yourhost.co.za           │
│ V.A.T. Registration No. : 7657213231    Credit Limit :    120,000.00│
│ Terms / Sett. Discount  : 30 Days  2.50 % Discount  :   0.00 %     │
│ Print Detail V.A.T.     : Seperate         Statements : Post to Accounts│
└──────────────────────────────────────────────────────────────────┘
```

This module is used to add suppliers.

F.A.S.T. sets up the following default Suppliers :
• CASH PURCHASES
This supplier can be used for all CASH purchases that you
do not need to keep detail records on individually

F.A.S.T. automatically allocates a supplier code when you capture
supplier information. It is made up from the first 5 characters of the
name plus the initials(defaulted to " * * " if none). At the end of capturing
the supplier information on this screen, a three digit sequence number
will be allocated to the end of the *"Supplier Code"* ensuring that each
supplier you capture has a unique code. For example in the above, if
"UPMARKET SUPPLIERS" was the given the code "UPMAR**000"
and you then captured another supplier say "UPMARINE SHIPPING"
then F.A.S.T. will generate the code "UPMAR**001" for
"UPMARINE SHIPPING".

You need not remember a supplier code but rather know the name of
the supplier when accessing the supplier after it has been set up as
F.A.S.T. gives you the facility of searching alphanumerically by name.

Fields of important consideration :

"Initials"   - If left blank, it will be defaulted to two asterisks
                                       (" ∗ ∗ ").

"V.A.T. registration No." - F.A.S.T. checks for duplicates on this field to
                                       prevent duplication. If duplicates are found
                                       then the following message is displayed.

ERROR : Already on file–Check UPMAR**000(UPMARKET MANUFACTURING)

"Terms"   - Terms of Payment. This option will be the default
                                       when capturing suppliers invoices in the
                                       PURCHASES module.

"Sett. Discount"   - Settlement Discount. This percentage is used
                                       when calculating the amounts for early
                                       settlement type discounts.

"Discount"   - This is the blanket discount percentage provided
                                       from the supplier.

"Print Detail V.A.T."   - Two options available :
  •   Included – No separate V.A.T. column
           when printing purchase confirmation.
  •   Separate (Default) – A separate V.A.T.
           column is listed when printing purchase
           confirmation.

"Statements"   - This option tells F.A.S.T. how you would like to
                                       communicate Supplier Analysis reports to the
                                       supplier.

CHANGE SUPPLIER INFORMATION

This module is used to change information on a supplier except
the name and initials as they are cross referenced fields.

You either simply type in the *"Supplier Code"* or press the " *F1* "
key and enquire on suppliers by name. By pressing the first letter of
the supplier's name F.A.S.T. will close search for you.

Once selected, all fields from *"Contact"* can be changed.

VIEW SUPPLIER INFORMATION

To access a supplier simply follow the steps as above

Once the supplier information is displayed, F.A.S.T. gives you the option
of pressing the " *F2* " key to view balances for that supplier. For example.

This option can be used to quickly view the financial commitment on a
supplier.

PURCHASES

PURCHASES / ENQUIRY

This is the module where you capture invoices from your suppliers.
To generate a new purchase all you have to do is press the " *Enter* " key
on the *"Purchase Number "* field. F.A.S.T. will automatically generate a
purchase number at the end of input when you save the information.

There are three sections of input :

1) The supplier information, or "Who" I purchased from.

"Supplier Source"	- The *"Supplier Code"* is the supplier who is invoicing you and the *"Supplier Source"* is where the goods were collected or delivered from. For example, head office invoices you but the actual goods were collected from a branch of the group.
"Purchase Date"	- The date of purchase is defaulted to from the system date.
"Terms"	- Terms of payment. This is defaulted from the option set up on the supplier data screen.

"Order Number"   - This field must be filled in if the terms of payment is anything but "Cash Purchase".

"Order Date"   - This date defaults to the system date but can be changed to, for example, the invoice date.

"Invoice"   - This is suppliers invoice number. F.A.S.T. checks for duplicates on this once you have entered it. This field appears on the supplier analysis as per the purchase.

2) "What" items did I purchase on this invoice.

This is where you capture the items, quantities and cost price of the purchase. If you selected "Yes" on the *"Bar Code Scanner"* field on WORKSTATION SETUP for the workstation you are working on, the *"Bar Code"* field, as above will be displayed. Otherwise the item *"Group Code"* and *"Item Code"* will be the means of accessing items. Using the *"Bar Code"* field, you can either scan the code with a hand-held scanner or type it in if you know it. Otherwise, by typing a few letters of the description or pressing the " *F1* " key, F.A.S.T. will list items alphanumerically for selection and give you a " Search Criteria : " field to easily find items.

Once the item has been selected, further details for it can be captured by simply pressing the " F2 " key and the following will appear for input.

```
Details For : ORM 500    100% ORANGE & MANGO JUICE LITE 500ML
```

"Quantity Per Unit"   - Pack size. Defaulted from item set up.

"Quantity Of Units"   - How many have been purchased.

"Price Per Item"   - This is the cost price of the item as it
                                 listed on the supplier's invoice.

Once the *"Price Per Item"* has been input, and if you are a supervisor type user, the following input window will appear :

```
100% ORANGE & MANGO JUICE LITE 500ML
Item Code : 01COLDRINKORM 500
Bar Code  : 6004012005491
V.A.T. %  : 14.00 %   Pr. Marg. MarkUp % :      40.00 %
                  CURRENT              NEW
Cost Exc. :          3.5400            3.5400
Price Exc.:          4.8246            4.9560      Excluding
V.A.T. Amt:          0.6800            0.6900      Including
Total Inc.:          5.50              5.65
Gr. Profit:          1.2846            1.4160
Markup %  :         36.2881           40.0000
G.P. %    :         26.6260           28.5714
```

This input window allows you to change the retail price while you are capturing the suppliers invoice in the event that the cost of an item has changed. It shows you the *"CURRENT"* pricing and the *"NEW"*. You can either enter in the *"NEW"* retail price excluding V.A.T. or Including V.A.T. where the price Excluding will be calculated for you. If, on the setting up of the item, you specified "Yes" to *"Automatic Pricing"* then the new retail price will be automatically calculated for you by the new cost price(that you have entered) and the *"Profit Marg. Markup %"*. This new price will only be effected providing it is greater than the *"CURRENT"* one. Otherwise this price will default to the existing retail price but still allow you to change it.

"Discount %age" — The percentage of discount for the item.

"Extended Price" — This is the line total(calculated) excl. V.A.T.

"Line Total" — This is the line total (calculated) incl. V.A.T.

To void an item simply press the " *F5* " key.
If you select an item that already exists on the purchase detail,
you will automatically be taken to that line where the item is and to the
"Quantity Of Units" field.

Once you have pressed the " *F3* " key to save the information on the
purchase, a total summary will appear and then, if the terms of payment
is "Cash Purchase", the following screen will appear.

3) "How Much" did I pay against this invoice.

F.A.S.T caters for multiple payment methods per transaction. In other
words, if two cheques and cash was given as payment towards a
purchase, the above is an example of this type of payment summary.
If then for example only one cheque has an RD, only that entry can then
be reversed, the entire payment does not need to be reversed.

"Payment Method"   - Selected from those set up in the
                              system.

"Details"   - Any details relative to the payment
                              method. Eg. EFT No. or cheque number.

"Amount"   - The amount of the payment method.
                              The decimal does not need to be
                              captured. The " *Del* " key on the numeric
                              pad on the left of the keyboard is used
                              for a double zero ("00").

If the "TENDERED" amount is zero, F.A.S.T. will automatically change the
"Payment Method" to "AWAITING".

Once the payment summary information is captured simply press the
" *F3* " key to save the input. All information will be saved and all other
relevant information will be updated. If you selected "Yes" on the
"Prompt To Print" field for the *"Purchase Printer"* field under " Purchases "
on WORKSTATION SETUP for the workstation you are working on, then
the following prompt will appear. Otherwise a confirmation of the capture
will be printed.

```
Print Purchase: [Y/N]
```

It is advisable to staple this confirmation printout to the original invoice
and file it in the supplier's file as proof of capture for querying later.

To access an existing purchase, simply type in the *"Purchase Number"* that was generated by F.A.S.T. or press the " F1 " key. The following scroll list by Supplier Code by Date and By Purchase Number will be displayed.
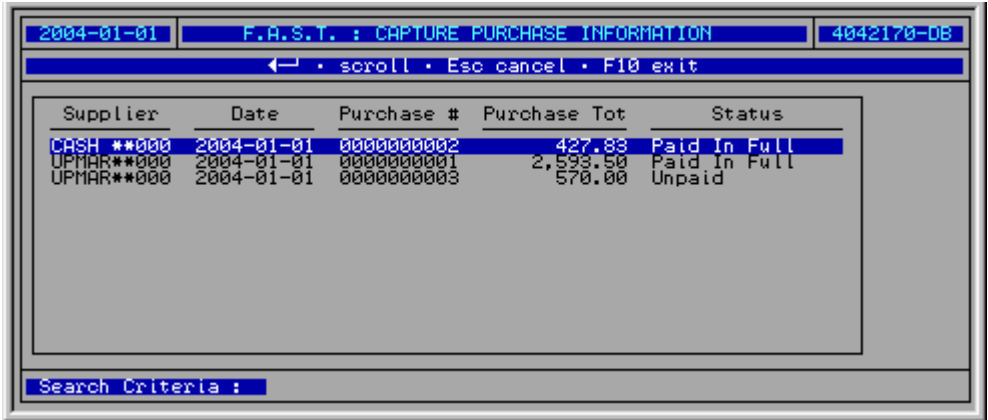
```
 2004-01-01        F.A.S.T. : CAPTURE PURCHASE INFORMATION         4042170-DB
                    ↵ · scroll · Esc cancel · F10 exit

    Supplier      Date        Purchase #   Purchase Tot       Status
    CASH **000    2004-01-01  0000000002          427.83  Paid In Full
    UPMAR**000    2004-01-01  0000000001        2,593.50  Paid In Full
    UPMAR**000    2004-01-01  0000000003          570.00  Unpaid




 Search Criteria :
```

Notice the status. Any Payment or Credit Note transaction effects this status, so you can monitor right down to the purchase level, what is outstanding for payment and what is settled. The " Search Criteria : " field helps you to quickly get to the supplier you are looking for purchases for.

If you call up an existing purchase, you then have the ability to :

- •   CHANGE   – Providing no payment or debit note has been captured against it or it has not been "CANCELLED".
  You can change anything on a purchase, even the supplier code and the system will perform the necessary updates to "Get Everything In Order".

- •   CANCEL   – Providing no payment or debit note has been captured against it or it has not been "CANCELLED".
  Once Cancelled, a purchase can then only ever be "VIEWED" or "PRINTED" and will be printed in bold with " **＊ ＊ ＊ ＊** Cancelled **＊ ＊ ＊ ＊** " on it.

- • VIEW – All information on a purchase.
  By pressing the " *F9* " key, a total summary as the following will appear.

Quantity Of Goods	Purchase Amount	Tax Amount	Purchase Total
650.00	2,275.00	318.50	2,593.50
		Credit Notes :	0.00
		Payments :	-2,593.50
		-* PURCHASE BALANCE *- :	0.00
		-* PURCHASE STATUS *- : Paid In Full	

- • PRINT – All information on a purchase.

The following PURCHASE STATUS conditions are catered for :

- • Unpaid
- • Partly Paid
- • Payment Reversed
- • Paid In Full
- • Settled Early
- • Cancelled

DEBIT NOTES / GOODS RETURNED

This module is used for capturing Credit Notes from a supplier. A new Debit Note is generated by pressing the " *Enter* " key on *"Credit Note No.".* F.A.S.T. will automatically generate a Credit Note No. at the end of input when you save the information.

There are two sections of input :

1) The supplier/invoice information, or "Who" is crediting me.
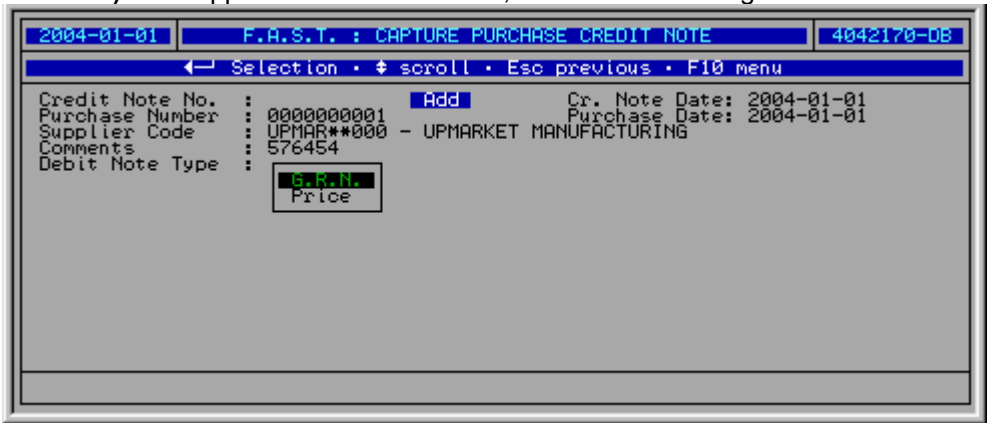
"Purchase Number"	- Selected from those captured in the system only. A scroll window is available here.
"Comments"	- The Supplier's invoice number is defaulted here but can be added to or changed.
"Debit Note Type"	- Either "G.R.N." (Goods Returned Note) where stock quantities are updated or "PRICE" where quantities captured do not effect stock quantities.

Only valid purchase numbers can be used and not "Cancelled" ones.

Items are selected as they are in capturing purchase information.
F.A.S.T. performs the following checks when you select items in this
module :

•   The item must appear on the purchase

•   The overall quantity that is captured cannot exceed more
          than what was originally purchased. For example, if the original
          purchase quantity was say 100 and you then captured a credit
          note for 70, then again tried to capture a credit note for 40, you
          will be unable to capture the last 40.

2) "What" items am I being credited for.

Scroll facilities are available here. The item must exist on the purchase.
The quantity cannot be more than what was originally purchased and the
total amount for the item cannot exceed the total purchase amount for that
item.

  The amount and discount percentage that is defaulted for the item is what
was captured on the purchase. These can be changed though.

A confirmation printout is generated once this information is saved. It is
advisable to staple this document to the original credit note and file it in
the supplier's file as proof of capture for querying later.

If the purchase was paid, F.A.S.T. will display the following window. If the supplier has credited your account instead of handing you a physical payment, it would be necessary to capture a payment against the supplier for the amount specified in the window following this module.

If you call up an existing Debit Note, you then have the ability to :

-     CHANGE   – Providing it has not been "CANCELLED".
  You can change anything on a debit note, even the purchase number and the system will perform the necessary updates to "Get Everything In Order".

-     CANCEL   – Providing it has not been "CANCELLED".
  Once Cancelled, a debit note can then only ever be "VIEWED" or "PRINTED" and will be printed in bold with " **** Cancelled **** " on it.

-     VIEW   – All information on a debit note.
  By pressing the " *F9* " key, a total summary as the following will appear.

Quantity	Cr. Note Amount	Tax Amount	Cr. Note Total
10.00	35.40	4.96	40.36

-     PRINT   – All information on a debit note.

CREDITORS PAYMENTS

CREDITORS PAYMENT MAINTENANCE

This is the module where payments to suppliers are captured. Multiple payment methods per transaction are available here as well.

"Payment Date"   - This date is defaulted from the system date.

"Payment Type"   - The following options are available and if "Early Settlement" is selected, F.A.S.T. will automatically calculate the *"Sett. Disc. Tot."*

"Payment Amount"   - Gets calculated by the payment details captured.

F.A.S.T. provides you with the facility to either do the following type
of selections when capturing a payment to suppliers in order to
offset purchases and supplier balances :

If you select "Automatic" (default) then the oldest purchases from
the specified supplier are selected until the payment total is satisfied.
If the payment total does not equal the total of the purchases selected
exactly, then the last purchase listed will be specified as "Partly Paid".
You can also capture part payments towards purchases.

Once selected, the *"Paid Amount"* per individual purchase can still be
changed if necessary. A scroll window is available listing the following
by supplier by date of purchase by purchase number, beginning with
the first purchase for the specified supplier.

A confirmation printout is generated once the payment information is
saved. It is advisable to then and file it in the supplier's file as proof of
capture for querying later.

CREDITORS PAYMENT REVERSALS / ENQUIRY

There can be more than one section of payment towards a purchase.
If the terms of payment of a purchase was "Cash Purchase" the
payment section of this type can then be reversed. You can also
reverse payments made against a purchase afterwards. For example,
if you purchased goods to the value of say 100.00, and paid only 20.00 by
cheque at this time, then later captured a payment of a further 50.00 also
by cheque. If the 20.00 cheque has an RD then for *"Reversal Of"* above
you would select "Cash Purchase Payment". If the 50.00 cheque also had
an RD then you would select "Account Purchase Payment".

Cash Purchase Payment
The following screen will appear and prompt you to type in a valid
purchase number. A scroll facility is available here.

Once selected the following window will appear and allow you to
capture a description that would appear on the supplier analysis report.

The following payment summary that was originally captured will appear and allow you to select one or more payment details, if any. By simply pressing the " *Space Bar* " on the payment detail you can select and de-select the entry for reversal. Under the column I, if you see an "R" next to any entry, it means that payment detail has already been "Reversed".

Method	Details	Payment Amount	Actual Payment	I
CHEQUE	#89798	1,500.00	1,500.00	
CHEQUE	#98787	1,000.00	1,000.00	
CASH		100.00	93.50	

Once you have selected all payment details that you need to reverse simply press the " *F3* " key to save the information.

Account Purchase Payment
The following scroll window will appear listing all payments by supplier allowing you to select one.

2004-01-01	F.A.S.T. : PAYMENT REVERSALS	4042170-DB
	↵ · scroll · Esc cancel · F10 exit	

Supplier	Date	Payment Amount
UPMAR**000	2004-01-01	500.00

Search Criteria :

The payment information will then appear and give you the following options :

If you select "Reverse" the following window will appear and allow you to capture a description that would appear on the supplier analysis report.

The following payment summary that was originally captured will appear and allow you to select one or more payment details, if any. By simply pressing the " *Space Bar* " on the payment detail you can select and de-select the entry for reversal. Under the column $\underline{I}$, if you see an "R" next to any entry, it means that payment detail has already been "Reversed".

Method	Details	Payment Amount	Actual Payment	I
CHEQUE	#720939	500.00	500.00	

CREDITORS REPORTS

The following reports are available on this menu :

SUPPLIER DATA LISTING

Normal Supplier Listing
This report lists all suppliers in a labelled format so that you
use this use this information to label your supplier files

→ Report Sequence, Supplier Name by Supplier Initials
Name
Initials
Code
Physical Address
Phone Numbers
FAX Number
V.A.T. Registration Number

Creditors Listing
This report shows ageing balances per Supplier

→ Report Sequence, Supplier Code
Name
Phone Numbers
FAX Number
Over 120 Day Balance
120 Day Balance
 90 Day Balance
 60 Day Balance
 30 Day Balance
 Current Balance
Total Outstanding

CREDITORS PURCHASE SUMMARY

Supplier Report

This report extracts purchases captured into F.A.S.T. The following parameter selections appear. Depending on what criteria you select here will determine the type of information that will get reported.

Three types of Report Sequence extractions are possible :

Tag Selections are available on the *"Purchase Terms"* and *"Purchase Status"* so you can selectively choose specific types of records to report on.

You can also specify whether you would like to detail or just summary(total) information.

→ Report Sequence :
  <u>Purchase Number</u>
→ Totals by Grand Total

Purchase Number
Supplier Invoice Number
Purchase Date
Supplier Code
Supplier Name
Purchase Amount
Accumulated Discount
Sub Total
V.A.T. Amount
Total
Paid To Date
Credit Note Total
Status

→ Report Sequence :
  <u>Supplier Code / Date Of Purchase / Purchase Number</u>
→ Headed by Supplier Name
→ Totals by Supplier showing Total Payment Due, Grand Total

Purchase Number
Supplier Invoice Number
Purchase Date
Total
Paid To Date
Credit Note Total
Status

→ Report Sequence :
   Date Of Purchase / Supplier Code / Purchase Number
→ Totals by Date, Grand Total

Purchase Number
Supplier Invoice Number
Purchase Date
Supplier Code
Supplier Name
Purchase Amount
Accumulated Discount
Sub Total
V.A.T. Amount
Total
Paid To Date
Credit Note Total
Status

Item Report

This report extracts purchases and debits notes against items captured into F.A.S.T. It gives you an indication of costing of items by Item Group by Item by Date by Supplier. The following parameter selections appear. Depending on what criteria you select here will determine the type of information that will get reported. You can specify all Suppliers by simply leaving *"Supplier Code"* blank or you can specify a Supplier to report on.

```
Supplier Code    [From] : ████████-
Report Date      [From] :     -  -     [To] : 2004-01-01
```

→ Report Sequence :
  Item Group by Item by Date Of Purchase by Supplier
→ Totals by Item, Item Group, Grand Total

Item Group Description
Item Description
Purchase Date
Supplier Code
Purchase Number
Supplier Invoice Number
Number Per Unit
Quantity
Price Per Unit
V.A.T. Percentage
Extended Price
V.A.T. Amount
Total
"Purchase" or "Debit Note"

CREDITORS PAYMENT SUMMARY

This report extracts payments captured into F.A.S.T. The following
parameter selections appear. Depending on what criteria you select here
will determine the type of information that will get reported.

```
 2004-01-01          F.A.S.T. : PAYMENT SUMMARY REPORT          4042170-DB
      ←┘ Payment Number / Blank for All · F1 scroll · Esc/F10 menu


  Payment Number     : ██████ -
  Supplier Code      :
  Report Date  [From] :    -  -      [To] : 2004-01-01
  Extraction Parameter :
```
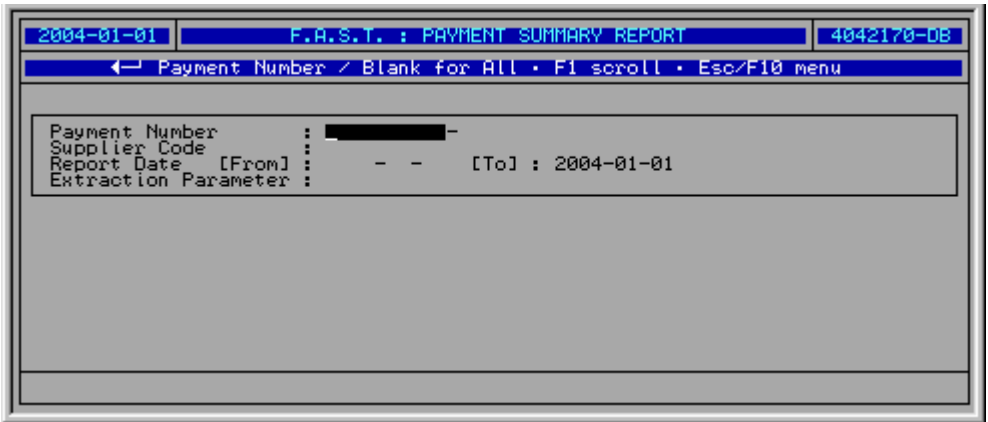
Three types of Report Sequence extractions are possible :

→ Report Sequence :
  Payment Number
→ Totals by Grand Total

Payment Number
Payment Date
Supplier Code
Supplier Name
Payment Amount
V.A.T. Amount
Status

→ Report Sequence :
  Supplier Code / Date Of Payment / Payment Number
→ Totals by Supplier, Grand Total

Payment Number
Payment Date
Supplier Code
Supplier Name
Payment Amount
V.A.T. Amount
Status

→ Report Sequence :
  Date Of Payment / Supplier Code / Payment Number
→ Totals by Date Of Payment, Grand Total

Payment Number
Payment Date
Supplier Code
Supplier Name
Payment Amount
V.A.T. Amount
Status

SUPPLIER ANALYSIS

This report is useful to reconcile statements you receive from your suppliers. It gives you a breakdown of all transactions captured against creditors within F.A.S.T. It shows invoice numbers next to purchases and payment details next to payment transactions to make it easy to reconcile your account with the supplier. It also gives you a summary of transactions and an ageing summary to help with reconciliation of accounts.

```
Supplier Code   :  ▮▮▮▮▮▮▮
Report Date  [From] :    -  -      [To] : 2004-01-01
```

You can select either a specific supplier or all by pressing the "*Enter*" key on *"Supplier Code"*. You can specify a date range for transaction extraction as well. Below is an example of a typical supplier analysis.

```
                        QUALITY PRODUCTS
                          475 DEMO STR.
                          RICHLAND VIEW
                             GAUTENG
                              9805
Phone        : (011) 872-6787
               (011) 872-9877
Fax.         : (011) 872-9802
V.A.T. Reg. No. : 9999999999

          **** STATEMENT OF ACCOUNT AS AT 2004-01-01 ****
TO    : UPMARKET MANUFACTURING
        43 INDUSTRIAL RD.          Phone 1 : (031) 453-8793
        COMMERCIAL PARK                  2 : (031) 453-8742
        KWAZULU NATAL              Fax : (031) 453-9892
        7842
 Date       Purchase #   Reference   Description                                        Debit          Credit
----------  ----------   ----------  -------------------------------------------------  --------------  --------------
2004-01-01  0000000001               PURCHASE & PAYMENT                                    2,593.50        2,593.50
2004-01-01  0000000003               PURCHASED/INVC.: 54763         - 2004-01-01             570.00            0.00
2004-01-01  0000000001   0000000001  CREDIT NOTE & CASH REFUND                               40.36           40.36
2004-01-01               0000000001  PAYMENT **********            PAYMENT **********          0.00          500.00
2004-01-01  0000000001               PAYMENT REVERSAL : RD CHEQUE                           1,000.00            0.00
2004-01-01               0000000001  PAYMENT REVERSAL : RD CHEQUE                             500.00            0.00
-----------------------------------------------------------------------------------------------------------------------
                      TOTALS FOR PERIOD                             ARREARS
            PURCHASES            3,163.50                  CURRENT         1,570.00
            CREDIT NOTES           -40.36        30 DAYS PAST DUE              0.00
            PAYMENTS            -3,053.14        60 DAYS PAST DUE              0.00
            SETTLEMENT DISCOUNTS     0.00        90 DAYS PAST DUE              0.00
            PAYMENT REVERSALS    1,500.00       120 DAYS PAST DUE              0.00
            SET. DISCOUNT REV.       0.00           OVER 120 DAYS             0.00
                                               ------------------------------------
                                               TOTAL DUE            1,570.00
=======================================================================================================================
```

9. DEBTORS MENU

Introduction
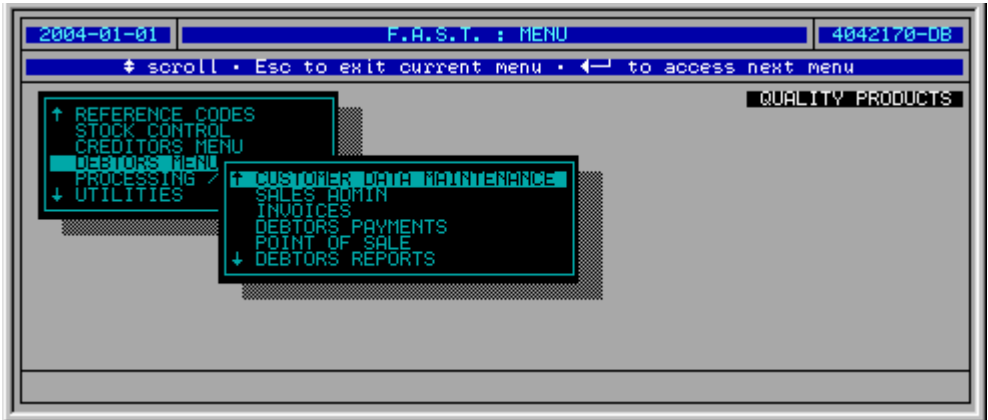
This is the section of F.A.S.T. where the following is maintained :

- Customer information is set

- Quotations to customers are captured

- Job Cards for customers are captured

- Sales Orders for customers are captured

- Invoices to customers are captured

- Goods returned from customers and price credits are captured

- Payments from customers are captured and reversed

- Point-Of-Sale Transactions are captured

This sections contains a host of reports that allow you to reconcile
information that you communicate to your customers

CUSTOMER DATA MAINTENANCE

ADD A CUSTOMER

```
2004-01-01 ║  F.A.S.T. : CUSTOMER FILE MAINTENANCE : Add  ║ 4042170-DB
          Check Customer Code & press any key to continue ....
Customer Code          : INTER**000    Status :        Normal Customer
Company / Surname      : INTERNATIONAL MERCHANTS
Initials or [**]       : **            Contact : SONNY
────── Physical Details ──────   ── Account's Department Details ──
[1] : 872 GLOBAL AVE.            [1] : P.O. BOX 5430
[2] : INVESTMENT BUSINESS PARK   [2] : NUGGETSVILLE
[3] : GAUTENG                    [3] : GAUTENG
post : 9873                      post : 9876
Phone [1] : (011) 359-7621       Phone [1] : (011) 357-3202
      [2] : (011) 359-8763             [2] : (011) 357-6523
Fax Number: (011) 359-3876       Fax Number: 0113759828
── Pricing Structure : Retail ──
email                  : info@international.co.za
Accounts email         : accounts@international.co.za
V.A.T. Registration No. : 9875422092     Credit Limit :        200,000.00
Terms / Sett. Discount : 30 Days  2.50 % Discount    :     0.00 %
Print Detail V.A.T.    : Seperate        Statements : Fax to Accounts
```

This module is used to add customers.
F.A.S.T. sets up the following default Customers :

•   POINT OF SALE TILL TOTAL
         If you have set the *"POS - Use Customer Code"* option to
         "No" on the WORKSTATION SETUP, F.A.S.T. will default
         the Customer Code to this one on all Point-Of-Sale
         Transactions. Otherwise you can select the Customer Code.

•   CASH SALES
         This customer can be used for all CASH invoices that you
         do not need to keep detail records on individually. This customer
         is the default one when capturing invoices.

F.A.S.T. automatically allocates a customer code when you capture
customer information. It is made from of the first 5 characters of the
name plus the initials(defaulted to " ** ** " if none). At the end of capturing
the customer information on this screen, a three digit sequence number
will be allocated to the end of the *"Customer Code"* ensuring that each
customer you capture has a unique code.

For example in the above, if "INTERNATIONAL MERCHANTS" was the given the code "INTER**000" and you then captured another supplier say "INTERCONTINENTAL TRADING" then F.A.S.T. will generate the code "INTER**001" for "INTERCONTINENTAL TRADING".

You need not remember a customer code but rather know the name of the customer when accessing the customer after it has been set up as F.A.S.T. gives you the facility of searching alphanumerically by name.

Fields of important consideration :

"Initials"   - If left blank, it will be defaulted to two asterisks (" * * ").

"Customer Type"   - You can set up different branches for the same organisation as customers within F.A.S.T. In order for goods to then be transferred from one branch to another they can be invoiced at cost if you set this indicator to "Cost Customer". When items are selected for invoicing to that customer, the cost price of an item is defaulted.

"Telephone / FAX"   - If you are using F.A.S.T.'s automatic faxing of statements to clients then ensure that all special characters are omitted from the fax number being used. See the Account's Department Details FAX Number as an example.

"email"   - If you are using F.A.S.T.'s automatic emailing of statements to clients then ensure that the email address being used is a valid one.

"Pricing Structure"   - This indicator will set default price of an item for the client according to the item pricing structure.

"V.A.T. registration No." - F.A.S.T. checks for duplicates on this field to prevent duplication. If duplicates are found then the following message is displayed.

ERROR : Already on file–Check INTER000(INTERNATIONAL MERCHANTS)**

"Credit Limit"   - F.A.S.T.'s real-time credit limit checking ensures that the amount specified here will not be exceeded by any sale transaction.

"Terms"   - Terms of Payment. This option will be the default when capturing invoices in the INVOICES / ENQUIRY module.

"Sett. Discount"   - Settlement Discount. This percentage is used when calculating the amounts for early settlement type discounts.

"Discount"   - This is the blanket discount percentage provided to the customer.

"Print Detail V.A.T."   - Two options available :
- Included – No separate V.A.T. column when printing purchase confirmation.
- Separate (Default) – A separate V.A.T. column is listed when printing purchase confirmation.

"Statements"   - This option tells F.A.S.T. how you would like to communicate statements, automatically generated at month, end to the customer.

CHANGE CUSTOMER INFORMATION

This module is used to change information on a customer except the name and initials as they are cross referenced fields.

You either simply type in the *"Customer Code"* or press the " **F1** " key and enquire on customers by name. By pressing the first letter of the customer's name F.A.S.T. will close search for you.

Once selected, all fields from *"Customer Type"* can be changed.

VIEW CUSTOMER INFORMATION

To access a customer simply follow the steps as above

Once the customer information is displayed, F.A.S.T. gives you the option of pressing the " F2 " key to view balances for that customer. For example.

This option can be used to quickly view the financial commitment on a customer.

CHANGE CUSTOMER STATUS

Customers by default are set up as "Active" when they are originally captured. There are certain times when clients need to be suspended for transactions. F.A.S.T. gives you the facility to activate and de-activate clients as required. Once suspended, F.A.S.T. will prevent any further transacting for a client until the status is changed back to "Active".

To access a customer simply follow the steps as above in
VIEW CUSTOMER INFORMATION

Once the customer information is displayed, F.A.S.T. gives you the following options. Select the required option and save the change.

It's that simple.

SET DISCOUNT STRUCTURE

In addition to the item pricing discount and the customer blanket discount percentage, F.A.S.T. provides you with an item group discount percentage so that you can give customers discounts according to the category of items set up.

To access a customer simply follow the steps as above in
VIEW CUSTOMER INFORMATION

Once the customer information is displayed, F.A.S.T. prompts you for the *"Item Group Code"* to specify the discount for. A scroll facility is available here to locate the Item Groups if you have difficulty in remembering the code.
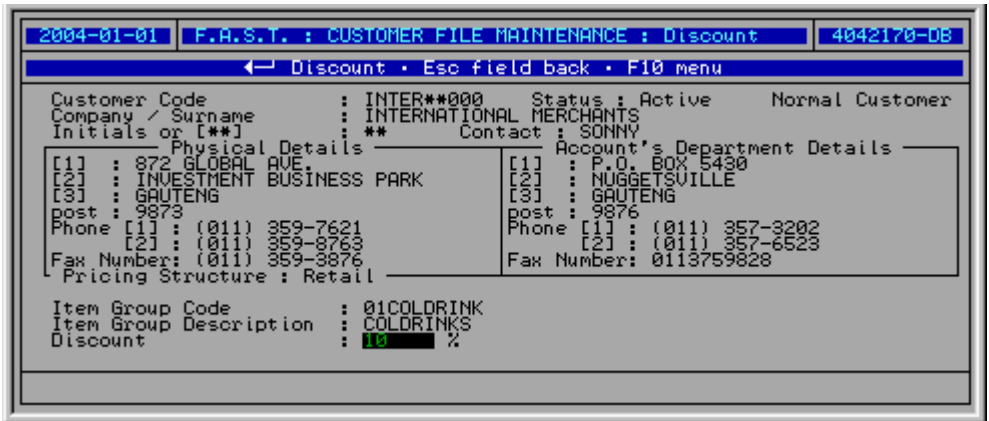
Once set, this discount will be taken into consideration when invoicing the client for the specified Item Group using the following modules :

INVOICES / ENQUIRY
CASH SALES

SALES ADMIN

QUOTATIONS

This is the module where you capture quotations to your customers.
To generate a new quotation all you have to do is press the " *Enter* "
key on the *"Quote Number "* field. F.A.S.T. will automatically generate
a quotation number at the end of input when you save the information.

There are two sections of input :

1) The customer information, or "Who" I am quoting.

```
2004-01-01      F.A.S.T. : CAPTURE QUOTATION INFORMATION      4042170-DB
          ←— Customer Code · F1 scroll · Esc field back · F10 menu
Quote Number     :          Add          Quote Date    : 2004-01-01
Customer Code    : INTER**000 - INTERNATIONAL MERCHANTS
Customer Source  : INTER**000 - INTERNATIONAL MERCHANTS
Sales Rep        : 002        - TONY
Terms            :  30 Days              Local / Export : Local
Order Number     : B985743              Order Date     : 2004-01-20

Ship To  [1]     : 872 GLOBAL AVE.
         [2]     : INVESTMENT BUSINESS PARK
         [3]     : GAUTENG
         post    : 9873
Ship Via [1]     : 872 GLOBAL AVE.
         [2]     : INVESTMENT BUSINESS PARK
         [3]     : GAUTENG
         post    : 9873
Comments         : VALID FOR 30 DAYS
```

"Customer Source"	- The *"Customer Code"* is the customer who you are quoting and the *"Customer Source"* is where the goods will ultimately be going. For example, you quote head office invoices you but the actual goods might go to a branch within the group.
"Quote Date"	- The date of quotation is defaulted to from the system date.
"Terms"	- Terms of payment. This is defaulted from the option set up on the customer data screen.

"Local / Export"   - If you select "Export" the V.A.T. percentage used
                             will be defaulted to 0 % regardless as you
                             cannot charge V.A.T. on exports.

"Order Number"   - This field must be filled in if the terms of payment
                             is anything but "Cash Sales".

"Order Date"   - This date defaults to the system date but
                             can be changed to.

2) "What" items am I quoting on.

This is where you capture the items, quantities and price of the quotation.
If you selected "Yes" on the *"Bar Code Scanner"* field on
WORKSTATION SETUP for the workstation you are working on, the
"Bar Code" field, as above will be displayed. Otherwise the item
"Group Code" and *"Item Code"* will be the means of accessing items.
Using the *"Bar Code"* field, you can either scan the code with a hand-held
scanner or type it in if you know it. Otherwise, by typing a few letters of the
description or pressing the " *F1* " key, F.A.S.T. will list items
alphanumerically for selection and give you a " Search Criteria : " field to
easily find items.

Once the item has been selected, further details for it can be captured by simply pressing the " **F2** " key and the following will appear for input.

```
Details For : COKE340    COKE 340ML CAN
            _
```

"Quantity Per Unit"   - Pack size. Defaulted from item set up.

"Quantity Of Units"   - How many are you quoting on.

"Price Per Item"   - This is the quoted price of the item excluding V.A.T. Up to four decimal places can be captured for the price. It is defaulted in the following sequence :
　　　　　　　　　　　　　　1)　Retail Price.
　　　　　　　　　　　　　　2)　Pricing Structure.

"Discount Percentage"   - This percentage is defaulted in the following sequence :
　　　　　　　　　　　　　　1)　Customer blanket discount percentage.
　　　　　　　　　　　　　　2)　Customer Item Group Discount percentage.
　　　　　　　　　　　　　　3)　Item Pricing Structure Discount percentage.

"Extended Price"   - This is the line total(calculated) excl. V.A.T.

"Line Total"   - This is the line total (calculated) incl. V.A.T.

To void an item simply press the " **F5** " key.
If you select an item that already exists on the quotation detail, you will automatically be taken to that line where the item is and to the *"Quantity Of Units"* field.

Once the item detail is captured simply press the " F3 " key to save the input. All information will be saved and all other relevant information will be updated. The quotation will be printed automatically.

To access an existing quotation, simply type in the *"Quote Number"* that was generated by F.A.S.T. or press the " F1 " key. The following scroll list by Customer Code by Date and By Quote Number will be displayed.

2004-01-01	F.A.S.T. : CAPTURE QUOTATION INFORMATION	4042170-DB

↵ · scroll · Esc cancel · F10 exit

Customer	Date	Quote No	Quote Tot.
INTER**000	2004-01-01	0000000001	1,247.11

Search Criteria :

The " Search Criteria : " field helps you to quickly get to the customer you are looking for quotations for.

If you call up an existing quote, you then have the ability to :

- CHANGE – You can change anything on the quote.

- CANCEL – Once Cancelled, a quote can then only ever be "VIEWED" or "PRINTED" and will be printed in bold with " * * * * Cancelled * * * * " on it.

• VIEW – All information on a quote.
By pressing the " *F9* " key, a total summary as
the following will appear.

Quantity Of Goods	Sub Total	Tax Amount	Quote Total
150.00	1,093.96	153.15	1,247.11

• PRINT – All information on a quotation.

JOB CARDS

This is the module where you capture job cards for current services to your customers. To generate a new job card all you have to do is press the " *Enter* " key on the *"Job Card Number "* field. F.A.S.T. will automatically generate a job card number at the end of input when you save the information. Once a job card has been invoice, it cannot be invoiced again. This eliminates duplication.

There are two sections of input :

1) The customer information, or "Who" I am performing the service for.
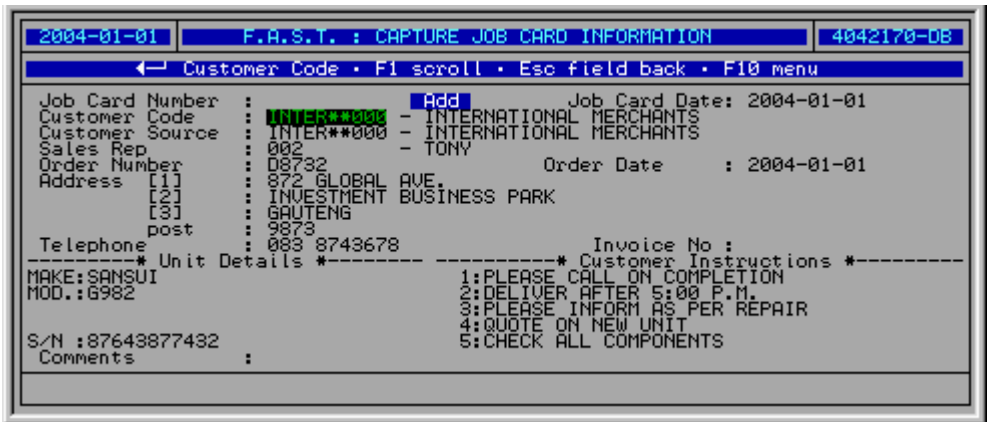
If your company is a motor vehicle workshop then the *"Unit Details"* would make provision for the following :

"Customer Source"   - The *"Customer Code"* is the customer who you are charging and the *"Customer Source"* is who the service is performed for. For example, you send the job card to head office because that is who will be invoiced but the actual unit/s might belong to a branch within the group.

"Job Card Date"   - The date of the job card is defaulted to from the system date.

"Order Date"   - This date defaults to the system date but can be changed to.

"Telephone Number"   - The customer's contact number.

Invoice Number"   - This shows you what invoice number this job was invoiced against. F.A.S.T. prevents duplicate invoicing of job cards.

2) "What" items have I used for this job.

This is where you capture the items and quantities of the job card. If you selected "Yes" on the *"Bar Code Scanner"* field on WORKSTATION SETUP for the workstation you are working on, the *"Bar Code"* field, as above will be displayed. Otherwise the item *"Group Code"* and *"Item Code"* will be the means of accessing items. Using the *"Bar Code"* field, you can either scan the code with a hand-held scanner or type it in if you know it. Otherwise, by typing a few letters of the description or pressing the " *F1* " key, F.A.S.T. will list items alphanumerically for selection and give you a " Search Criteria : " field to easily find items.

Once the item has been selected, further details for it can be captured by simply pressing the " **F2** " key and the following will appear for input.
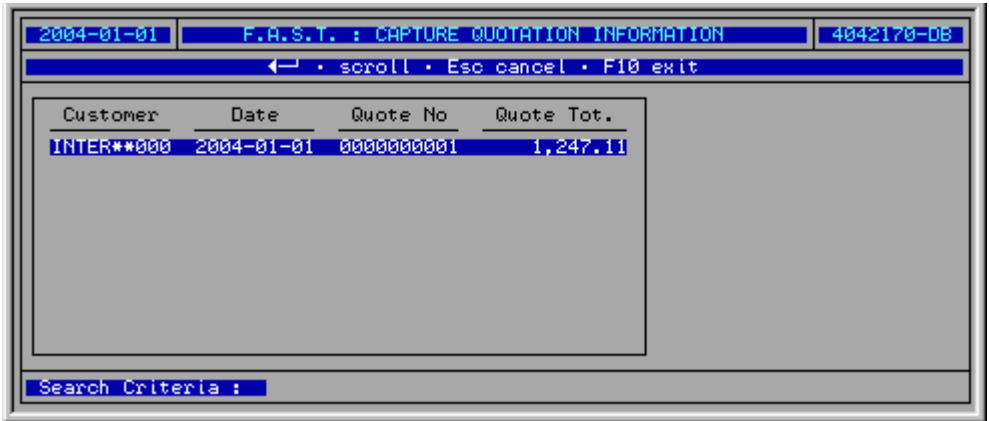
```
Details For : STANDARD   STANDARD LABOUR
            REPLACED FUEL FILTER & CHECKED WINDOW_
```

"Quantity Per Unit"   - Pack size. Defaulted from item set up.

"Quantity Of Units"   - How many did you use.

The following fields are not accessible for input on the job card but are stored in the background

"Price Per Item"   - Defaulted in the following sequence and can be changed when invoiced :
     3) Retail Price.
     4) Pricing Structure.

"Discount Percentage"   - Defaulted in the following sequence and can be changed when invoiced :
     4) Customer blanket discount percentage.
     5) Customer Item Group Discount percentage.
     6) Item Pricing Structure Discount percentage.

"Extended Price"   - The line total(calculated) excl. V.A.T.

"Line Total"   - The line total (calculated) incl. V.A.T.

To void an item simply press the " **F5** " key.
If you select an item that already exists on the job card detail, you will automatically be taken to that line where the item is and to the *"Quantity Of Units"* field.

Once the item detail is captured simply press the " F3 " key to save the input. All information will be saved and all other relevant information will be updated. The job card will be printed automatically. The detail on the printed format of a job card will show all raw materials / ingredients beneath the main item if any exist.

To access an existing job card, simply type in the *"Job Card Number"* that was generated by F.A.S.T. or press the " F1 " key. The following scroll list by Customer Code by Date and By Job Card Number will be displayed.

```
┌────────────────────────────────────────────────────────────────────────┐
│ 2004-01-01 │    F.A.S.T. : CAPTURE JOB CARD INFORMATION    │ 4042170-DB │
│          ←┘ · scroll · Esc cancel · F10 exit                             │
│  ┌──────────────────────────────────────────────────┐                    │
│  │ Customer     Date      J/Card No   J/Card Tot.    │                    │
│  │ INTER**000  2004-01-01 0000000001      490.20     │                    │
│  │                                                   │                    │
│  │                                                   │                    │
│  │                                                   │                    │
│  │                                                   │                    │
│  │                                                   │                    │
│  │                                                   │                    │
│  └──────────────────────────────────────────────────┘                    │
│ Search Criteria :                                                         │
└────────────────────────────────────────────────────────────────────────┘
```

The " Search Criteria : " field helps you to quickly get to the customer you are looking for job cards for.

If you call up an existing job card, you then have the ability to :

- CHANGE – You can change anything on the job card.

- CANCEL – Once Cancelled, a job card can then only ever be "VIEWED" or "PRINTED" and will be printed in bold with " *** * * * Cancelled * * * *** " on it.

•   VIEW   – All information on a job card.
                                     By pressing the " *F9* " key, a total summary as
                                     the following will appear.

| Quantity Of Goods	Sub Total	Tax Amount	Job Card Total
3.00	430.00	60.20	490.20

•   PRINT   – All information on a job card.

SALES ORDERS

This is the module where you capture and monitor sales orders from your customers. To generate a new sales order all you have to do is press the " *Enter* " key on the *"Sales Order No."* field. F.A.S.T. will automatically generate a sales order number at the end of input when you save the information.

There are two sections of input :

1) The customer information, or "Who" I am performing the service for.

"Customer Source"	- The *"Customer Code"* is the customer who you are charging and the *"Customer Source"* is where the goods will ultimately be going. For example, head office orders from you but the actual goods might go to a branch within the group.
"Sales Order Date"	- The date of the sales order is defaulted to from the system date.
"Terms"	- Terms of payment. This is defaulted from the option set up on the customer data screen.

"Local / Export" - If you select "Export" the V.A.T. percentage used will be defaulted to 0 % regardless as you cannot charge V.A.T. on exports.

"Order Number" - This field must be filled in if the terms of payment is anything but "Cash Sales".

"Order Date" - This date defaults to the system date but can be changed to.

"Last Invoice" - This shows you what invoice number was last invoiced against the sales order.

2) "What" items is the customer ordering.

This is where you capture the items, quantities and prices on the sales order. If you selected "Yes" on the *"Bar Code Scanner"* field on WORKSTATION SETUP for the workstation you are working on, the *"Bar Code"* field, as above will be displayed. Otherwise the item *"Group Code"* and *"Item Code"* will be the means of accessing items. Using the *"Bar Code"* field, you can either scan the code with a hand-held scanner or type it in if you know it. Otherwise, by typing a few letters of the description or pressing the " *F1* " key, F.A.S.T. will list items alphanumerically for selection and give you a " Search Criteria : " field to easily find items.

Once the item has been selected, further details for it can be captured by simply pressing the " *F2* " key and the following will appear for input.

```
Details For : OLACNIT1.5 OLA GINO GINELLI 1.5L CHOCNUT ITALIANO
              ENSURE CORRECT REFRIGERATION
```

"Quantity Per Unit"   - Pack size. Defaulted from item set up.

"Quantity Of Units"   - How many did the customer order.

"Price Per Item"   - This is the quoted price of the item
                                 excluding V.A.T. Up to four decimal
                                 places can be captured for the price. It is
                                 defaulted in the following sequence :
                                 5) Retail Price.
                                 6) Pricing Structure.

"Discount Percentage"   - This percentage is defaulted in the
                                 following sequence :
                                 7) Customer blanket discount
                                     percentage.
                                 8) Customer Item Group Discount
                                     percentage.
                                 9) Item Pricing Structure Discount
                                     percentage.

"Extended Price"   - This is the line total(calculated)
                                 excl. V.A.T.

"Line Total"   - This is the line total (calculated) incl.
                                 V.A.T.

To void an item simply press the " *F5* " key.
If you select an item that already exists on the sales order detail, you will automatically be taken to that line where the item is and to the *"Quantity Of Units"* field.

Once the item detail is captured simply press the " *F3* " key to save the input. All information will be saved and all other relevant information will be updated. The sales order will be printed automatically.

To access an existing sales order, simply type in the *"Sales Order No."* that was generated by F.A.S.T. or press the " *F1* " key. The following scroll list by Customer Code by Date and by Sales Order Number will be displayed.

```
2004-01-01    F.A.S.T. : CAPTURE SALES ORDER INFORMATION    4042170-DB
              ←┘ · scroll · Esc cancel · F10 exit

   Customer      Date      S/Order No  S/Order Tot.
  INTER**000  2004-01-01   0000000001     16,266.37






 Search Criteria :
```
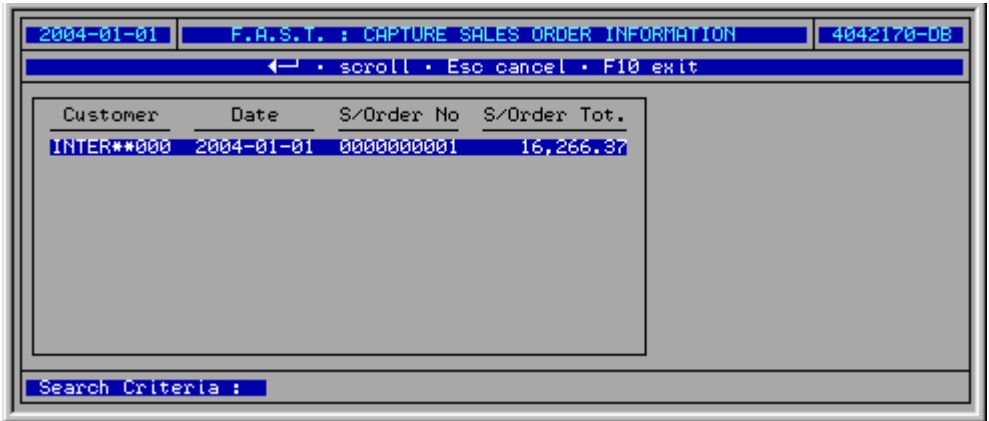
The " Search Criteria : " field helps you to quickly get to the customer you are looking for sales orders for.

If you call up an existing sales order, you then have the ability to :

•   CHANGE   – You can change anything on the sales order.

•   CANCEL   – Once Cancelled, a sales order can then only
                      ever be "VIEWED" or "PRINTED" and will be
                      printed in bold with
                      " **** Cancelled **** " on it.

• VIEW – All information on a sales order.
By pressing the "*F9*" key, a total summary as
the following will appear.

Quantity Of Goods	Sub Total	Tax Amount	Sales Order Total
840.00	14,268.75	1,997.62	16,266.37

• PRINT – All information on a sales order.

INVOICES

INVOICES / ENQUIRY

This is the module where you capture invoices to your customers.
To generate a new invoice all you have to do is press the " *Enter* " key
on the *"Invoice Number "* field. F.A.S.T. will automatically generate an
invoice number at the end of input when you save the information.
With a new invoice, the following window will pop-up allowing you to
select one of the following options to generate the invoice from :
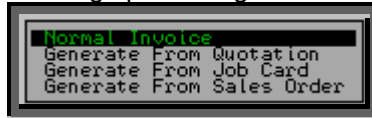
Here is a typical example :

The following guidelines must be considered with each option :

- Normal Invoice – All information is captured manually.

- Generate From Quotation – A valid quotation number must be
  entered. The details will be filled in but
  can be changed. A quotation can be
  reused for invoicing as many times as
  you require.

- Generate From Job Card – A valid job card number must be
  entered. The details will be filled in but
  can be changed. Once invoiced, the job
  card cannot be re-invoiced, but the
  invoice against the job card can be
  changed, providing it has not been
  cancelled or a payment or credit note
  has not been captured against it.

- Generate From Sales Order – A valid sales order number must be
  entered. The details will be filled in but
  can be changed.

There are three sections of input :

1) The customer information, or "Who" I am invoicing.

"Customer Source" - The *"Customer Code"* is the customer who you are invoicing and the *"Customer Source"* is where the goods will ultimately be going. For example, you invoice head office as they will be paying the account but the actual goods might go to a branch within the group. The "*Ship To"* details default to the "*Customer Code"* details whereas the *"Ship Via"* details default to that of the *"Customer Source".*

By pressing the " F2 " key on the *"Customer Code"* field or on the highlighted customer on the scroll window while searching for a customer, F.A.S.T. will display the following account balance window for that customer as a quick check before invoicing.

"Invoice Date"	- The date of invoice is defaulted to from the system date.
"Terms"	- Terms of payment. This is defaulted from the option set up on the customer data screen.
"Local / Export"	- If you select "Export" the V.A.T. percentage used will be defaulted to 0 % regardless as you cannot charge V.A.T. on exports.
"Order Number"	- This field must be filled in if the terms of payment is anything but "Cash Sales". This field is printed on the statement as per the invoice.
"Order Date"	- This date defaults to the system date but can be changed to.

2) "What" items did I sell to the customer.

This is where you capture the items, quantities and cost price on the invoice. If you selected "Yes" on the *"Bar Code Scanner"* field on WORKSTATION SETUP for the workstation you are working on, the *"Bar Code"* field, as above will be displayed. Otherwise the item *"Group Code"* and *"Item Code"* will be the means of accessing items.

Using the *"Bar Code"* field, you can either scan the code with a hand-held scanner or type it in if you know it. Otherwise, by typing a few letters of the description or pressing the " F1 " key, F.A.S.T. will list items alphanumerically for selection and give you a " Search Criteria : " field to easily find items. While scrolling through items, if you press the " F4 " key, the following item additional details window will appear showing you the price including.

Once the item has been selected, further details for it can be captured by simply pressing the " F2 " key and the following will appear for input.
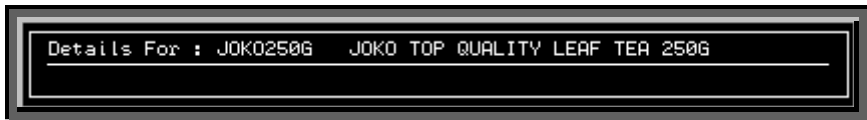
"Quantity Per Unit"   - Pack size. Defaulted from item set up.

"Quantity Of Units"   - How many did the customer purchase.

"Price Per Item"   - This is the selling price of the item
                             excluding V.A.T. Up to four decimal
                             places can be captured for the price. It is
                             defaulted in the following sequence :
                             7) Retail Price.
                             8) Pricing Structure.
                             On this field you have the facility of
                             pressing the " F4 " key to bring up the
                             pricing structure list to select a different
                             price to the one that is defaulted.

You can also change the price here, but
if you enter a price that is below cost
F.A.S.T. will warn you accordingly.
Depending on your system configuration,
you will either not be allowed to sell for
below cost or allowed to but warned.

"Discount Percentage"   - This percentage is defaulted in the
                                    following sequence :
                                    10) Customer blanket discount
                                        percentage.
                                    11) Customer Item Group Discount
                                        percentage.
                                    12) Item Pricing Structure Discount
                                        percentage.

"Extended Price"   - This is the line total(calculated)
                                    excl. V.A.T.

"Line Total"   - This is the line total (calculated) incl.
                                    V.A.T.

To void an item simply press the " F5 " key.
If you select an item that already exists on the sales order detail, you will
automatically be taken to that line where the item is and to the
"Quantity Of Units" field.

Once you have pressed the " F3 " key to save the information on the
invoice, a total summary will appear and then, if the terms of payment
is "Cash Sale", the following screen will appear.

3) "How Much" did the customer pay.

F.A.S.T caters for multiple payment methods per transaction. In other words, if two cheques and cash was given as payment towards a purchase, the above is an example of this type of payment summary. If then for example only one cheque has an RD, only that entry can then be reversed, the entire payment does not need to be reversed.

"Payment Method"	- Selected from those set up in the system.
"Details"	- Any details relative to the payment method. Eg. EFT No. or cheque number.
"Amount"	- The amount of the payment method. The decimal does not need to be captured. The " *Del* " key on the numeric pad on the left of the keyboard is used for a double zero ("00").

If the "TENDERED" amount is zero, F.A.S.T. will automatically change the *"Payment Method"* to "AWAITING".

Once the payment summary information is captured simply press the " F3 " key to save the input. F.A.S.T. does on-line credit checking on account sale transactions and does not allow customers to exceed their credit limits set up in **CUSTOMER DATA MAINTENANCE**. All information will be saved and all other relevant information will be updated. If you selected "Yes" on the *"Prompt To Print"* field for the *"Invoice Printer"* field under " Sales " on WORKSTATION SETUP for the workstation you are working on, then the following prompt will appear. Otherwise the invoice will be printed automatically.

```
Print Invoice : [Y/N]
```

To access an existing invoice, simply type in the *"Invoice Number"* that was generated by F.A.S.T. or press the " F1 " key. The following scroll list by Customer Code by Date and By Invoice Number will be displayed.

2004-01-01	F.A.S.T. : CAPTURE INVOICE SALE INFORMATION	4042170-DB

↵ · scroll · Esc cancel · F10 exit

Customer	Date	Invoice No	Invoice Tot.	Status
INTER**000	2004-01-01	0000000001	7,667.82	Paid In Full
INTER**000	2004-01-01	0000000002	1,247.11	Unpaid

Search Criteria :

Notice the status. Any Payment or Credit Note transaction effects this status, so you can monitor right down to the invoice level, what is outstanding for payment and what is settled. The " Search Criteria : " field helps you to quickly get to the customer you are looking for invoices for.

If you call up an existing invoice, you then have the ability to :

- CHANGE – Providing no payment or credit note has been captured against it or it has not been "CANCELLED".
  You can change anything on an invoice, even the customer code and the system will perform the necessary updates to "Get Everything In Order".

- CANCEL – Providing no payment or credit note has been captured against it or it has not been "CANCELLED".
  Once Cancelled, an invoice can then only ever be "VIEWED" or "PRINTED" and will be printed in bold with " ******** Cancelled ******** " on it.

- VIEW – All information on an invoice.
  By pressing the " *F9* " key, a total summary as the following will appear.


```
Quantity Of Goods    Purchase Amount      Tax Amount       Invoice Total
        150.00           1,093.96             153.15            1,247.11
                                        Credit Notes :            0.00
                                        Payments     :            0.00
                                     -* INVOICE BALANCE *- :       1,247.11
                                     -* INVOICE STATUS  *- : Unpaid
```

- PRINT – All information on an invoice.

The following INVOICE STATUS conditions are catered for :

- Unpaid
- Partly Paid
- Payment Reversed
- Paid In Full
- Settled Early
- Cancelled

CREDIT NOTES / REFUNDS

This module is used for capturing Credit Notes to customers for goods captured in the **INVOICES / ENQUIRY** module that are either returned or require price credits. A new Credit Note is generated by pressing the " *Enter* " key on *"Credit Note No."*. F.A.S.T. will automatically generate a Credit Note No. at the end of input when you save the information.

There are two sections of input :

1) The customer/invoice information, or "Who" am I passing a credit for.

```
 2004-01-01        F.A.S.T. : CAPTURE INVOICE CREDIT NOTE        4042170-DB
              ◄┘ Selection • ♦ scroll • Esc previous • F10 menu
 Credit Note No.  :              Add       Cr. Note Date: 2004-01-01
 Invoice Number   : 0000000001             Invoice Date : 2004-01-01
 Customer Code    : INTER**000 - INTERNATIONAL MERCHANTS
 Comments         :
 Credit Note Type :
                        G.R.N.
                        Price
```

   "Invoice Number"   - Selected from those captured in the system using the **INVOICES / ENQUIRY** module only. A scroll window is available here.

   "Credit Note Type"   - Either "G.R.N." (Goods Returned Note) where stock quantities are updated or "PRICE" where quantities captured do not effect stock quantities.

Only valid invoice numbers can be used and not "Cancelled" ones.

Items are selected as they are in capturing invoice information.
F.A.S.T. performs the following checks when you select items in this
module :

- The item must appear on the invoice

- For any item. The overall quantity that is captured cannot exceed
  more than what was originally invoiced. For example, if the
  original invoice quantity was say 100 and you then captured a
  credit note for 70, then again tried to capture a credit note for 40,
  you will be unable to capture the last 40.

2) "What" items am I crediting.

```
┌ 2004-01-01 ┌────── F.A.S.T. : CAPTURE PURCHASE CREDIT NOTE ──────┐ 4042170-DB ┐
├ ← Bar Code • F1 scroll • F3 save • ↕ • F5 del. • F6 Open Draw • Esc back • ┤
│ Credit Note No.  :          ░Add░      Cr. Note Date: 2004-01-01            │
│ Purchase Number  : 0000000001          Purchase Date: 2004-01-01            │
│ Supplier Code    : UPMAR**000 - UPMARKET MANUFACTURING                      │
│ Comments         : 576454                                                   │
│ Debit Note Type  : G.R.N.                                                   │
│┌ Item No. ┌────── Description ──────┬─Quantity Per Unit─┬─Quantity Of Units┐│
││ORM 500    100% ORANGE & MANGO JUICE         1.00              10.00        ││
││                                                                            ││
││                                                                            ││
││                  ┌─ Bar Code : _ ──────────────┐                           ││
││                  └─────────────────────────────┘                           ││
│                                                                             │
│                                                                             │
└─────────────────────────────────────────────────────────────────────────────┘
```

Scroll facilities are available here. The item must exist on the invoice.
The quantity cannot be more than what was originally invoiced and the
total amount for the item cannot exceed the total invoiced amount for that
item.

The amount and discount percentage that is defaulted for the item is what
was captured on the invoice. These can be changed though.

A Credit Note is printed once this information is saved.

If the invoice was paid, F.A.S.T. will display the following window. If the Customer has a further balance that you need to credit, instead of handing the customer a physical "Cash Back" payment, it would be necessary to capture a payment against the customer's account for the amount specified in the window following this module.


```
PLEASE HAND                  547.50 CASH TO THE CUSTOMER
```

If you call up an existing Credit Note, you then have the ability to :

- CHANGE – Providing it has not been "CANCELLED". You can change anything on a credit note, even the invoice number and the system will perform the necessary updates to "Get Everything In Order".

- CANCEL – Providing it has not been "CANCELLED". Once Cancelled, a credit note can then only ever be "VIEWED" or "PRINTED" and will be printed in bold with " * * * * Cancelled * * * * " on it.

- VIEW – All information on a credit note. By pressing the " *F9* " key, a total summary as the following will appear.

Quantity	Cr. Note Amount	Tax Amount	Cr. Note Total
50.00	547.50	0.00	547.50

- PRINT – All information on a credit note.

DEBTORS PAYMENTS

DEBTORS PAYMENT MAINTENANCE

This is the module where payments from customers are captured. Multiple payment methods per transaction are available here as well.

"Payment Date"   - This date is defaulted from the system date.

"Payment Type"   - The following options are available and if "Early Settlement" is selected, F.A.S.T. will automatically calculate the *"Sett. Disc. Tot."*

"Payment Amount"   - Gets calculated by the payment details captured.

F.A.S.T. provides you with the facility to either do the following type
of selections when capturing a payment from customers in order to
offset invoices and customer balances :

If you select "Automatic" (default) then the oldest invoices from
the specified customer are selected until the payment total is satisfied.
If the payment total does not equal the total of the invoices selected
exactly, then the last invoice listed will be specified as "Partly Paid".
You can also capture part payments towards invoices.

Once selected, the *"Paid Amount"* per individual invoice can still be
changed if necessary. A scroll window is available listing the following
by customer by date of invoice by invoice number, beginning with
the first invoice for the specified supplier.

A payment receipt is printed once the payment information is saved.

DEBTORS PAYMENT REVERSALS / ENQUIRY

There can be more than one section of payment towards an invoice.
If the terms of payment of an invoice was "Cash Sale" the payment section
of this type can then be reversed. You can also reverse payments made
against an invoice afterwards. For example, if you invoiced goods to the
value of say 100.00, and the customer paid only 20.00 by cheque at this
time, then you later captured a payment of a further 50.00 also by cheque.
If the 20.00 cheque has an RD then for *"Reversal Of"* above you would
select "Cash Sale Payment". If the 50.00 cheque also had an RD then you
would select "Account Sales Payment".

Cash Sale Payment

The following screen will appear and prompt you to type in a valid
invoice number. A scroll facility is available here.

Once selected the following window will appear and allow you to
capture a description that would appear on the customer's statement.

The following payment summary that was originally captured will appear and allow you to select one or more payment details, if any. By simply pressing the " *Space Bar* "on the payment detail you can select and de-select the entry for reversal. Under the column $\underline{I}$, if you see an "R" next to any entry, it means that payment detail has already been "Reversed".

Once you have selected all payment details that you need to reverse simply press the " *F3* " key to save the information.

Account Sales Payment
The following scroll window will appear listing all payments by customer allowing you to select one.

The payment information will then appear and give you the following options :

If you select "Reverse" the following window will appear and allow you to capture a description that would appear on the customer's statement.

Reason for Reversal : RD CHEQUE

The following payment summary that was originally captured will appear and allow you to select one or more payment details, if any. By simply pressing the " *Space Bar* " on the payment detail you can select and de-select the detail for reversal. Under the column $\underline{I}$, if you see an "R" next to any entry, it means that payment detail has already been "Reversed".

Method	Details	Payment Amount	Actual Payment	I
CASH		200.00	200.00	
CHEQUE	#87434	700.00	700.00	

POINT OF SALE

CASH SALES

This is the module where you capture point-of-sale transactions. If you have a pole display device attached to the workstation, your company name will scroll across the display until you start entering items.
To generate a new invoice all you have to do is press the " *Enter* " key on the *"Invoice Number "* field. F.A.S.T. will automatically generate an invoice number at the end of input when you save the information.
With a new invoice, the following window will pop-up allowing you to select one of the following options to generate the invoice from :

```
Normal Invoice
Generate From Quotation
```

Here is a typical example :

```
Quotation Number   : 1
```

The following guidelines must be considered with each option :

- Normal Invoice   – All information is captured manually.

- Generate From Quotation – A valid quotation number must be
                            entered. The details will be filled in but
                            can be changed. A quotation can be
                            reused for invoicing as many times as
                            you require.

All transactions are defaulted to the "POINT OF SALE TILL TOTAL" customer. However, if you selected "Yes" on the *"POS – Use Customer Code"* field under " Sales " on WORKSTATION SETUP for the workstation you are working, then the you will have access to input any valid customer other than the default one.

All transactions are defaulted to the "POINT OF SALE TILL TOTAL" sales rep. However, if you selected "Yes" on the *"POS – Use Sales Rep Code"* field under " Sales " on WORKSTATION SETUP for the workstation you are working, then the you will have access to input any valid sales rep other than the default one.

There are three sections of input :

1) The customer information, or "Who" I am invoicing.

"Invoice Date" - The date of invoice is defaulted to from the system date.

By pressing the " F2 " key on the *"Customer Code"* field or on the highlighted customer on the scroll window while searching for a customer, F.A.S.T. will display the following account balance window for that customer as a quick check before invoicing.

2) "What" items did I sell to the customer.
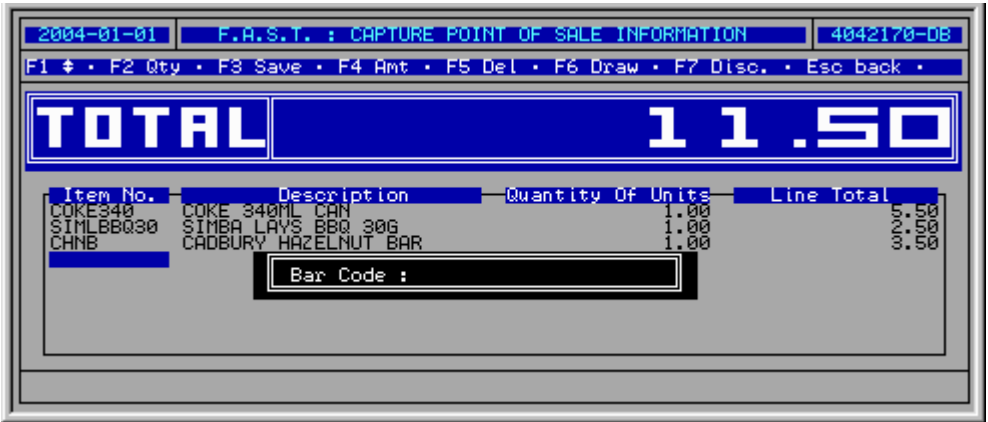
This is where you capture the items, quantities and cost price on the invoice. If you selected "Yes" on the *"Bar Code Scanner"* field on WORKSTATION SETUP for the workstation you are working on, the *"Bar Code"* field, as above will be displayed. Otherwise the item *"Group Code"* and *"Item Code"* will be the means of accessing items.

- F.A.S.T. defaults the quantity on each item here to one. To change this press the " *F2* " key before you select the item.

- To change the price from the default press the " *F4* " key before you select the item and the following pop-up selection will appear.

    This helps you to simply enter the including price if you need to without having to calculate it.

- To change the discount percentage from the default press the " *F7* " key before you select the item.

*** NB. The above three function keys are only available if you have been set up as a <u>SUPERVISOR</u> type user.

Using the *"Bar Code"* field, you can either scan the code with a hand-held scanner or type it in if you know it. Otherwise, by typing a few letters of the description or pressing the " F1 " key, F.A.S.T. will list items alphanumerically for selection and give you a " Search Criteria : " field to easily find items. While scrolling through items, if you press the " F4 " key, the following item additional details window will appear showing you the price including.

As you select items, if you have a pole display device attached to the workstation, details similar to the following will appear on the display showing the customer the item description, quantity and amount.

"Quantity Of Units"   - How many did the customer purchase.

"Price Per Item"   - This is the selling price of the item either excluding or including V.A.T. Up to four decimal places can be captured for the price. It is defaulted in the following sequence :
1) Retail Price.
2) Pricing Structure.
If you enter a price that is below cost F.A.S.T. will warn you accordingly. Depending on your system configuration, you will either not be allowed to sell for below cost or allowed to but warned.

"Discount Percentage"   - This percentage is defaulted in the
following sequence :
1) Customer blanket discount
   percentage.
2) Customer Item Group Discount
   percentage.
3) Item Pricing Structure Discount
   percentage.

"Extended Price"   - This is the line total(calculated)
excl. V.A.T.

"Line Total"   - This is the line total (calculated) incl.
V.A.T.

To void an item simply press the " *F5* " key.

Unlike the **INVOICE** module, if you select an item that already exists on
the invoice a new entry will be generated.

Once you have pressed the " *F3* " key to save the information on the
invoice, the following screen will appear.
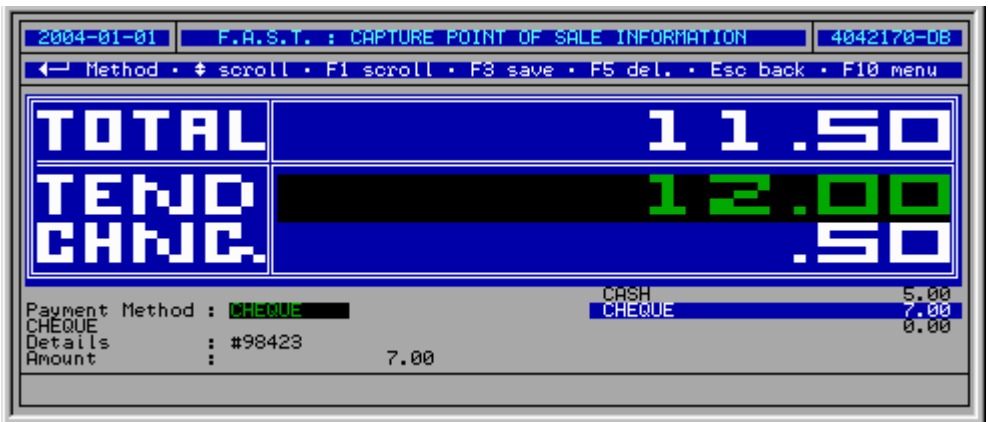
3) "How Much" did the customer pay.

If you have a pole display device attached to the workstation, details similar to the following will appear on the display showing the customer the sale total.

```
TOTAL :              11.50
       THANK YOU
```

F.A.S.T caters for multiple payment methods per transaction. In other words, if two cheques and cash was given as payment towards a purchase, the above is an example of this type of payment summary. If then for example only one cheque has an RD, only that entry can then be reversed, the entire payment does not need to be reversed.

"Payment Method"	- Selected from those set up in the system.
"Details"	- Any details relative to the payment method. Eg. EFT No. or cheque number.
"Amount"	- The amount of the payment method. The decimal does not need to be captured. The " *Del* " key on the numeric pad on the left of the keyboard is used for a double zero ("00").

If the "TENDERED" amount is zero, F.A.S.T. will automatically change the *"Payment Method"* to "AWAITING".

Once the payment summary information is captured simply press the " *F3* " key to save the input.

If you have a pole display device attached to the workstation, details similar to the following will appear on the display showing the customer the payment total and change due.
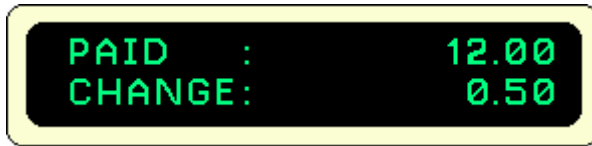
```
PAID    :        12.00
CHANGE:           0.50
```

All information will be saved and all other relevant information will be updated. If you selected "Yes" on the *"Prompt To Print"* field for the *"POS Printer"* field under " Sales " on WORKSTATION SETUP for the workstation you are working on, then the following prompt will appear. Otherwise the invoice will be printed automatically.

```
Print Receipt : [Y/N]
```

To access an existing invoice, simply type in the *"Invoice Number"* that was generated by F.A.S.T. or press the " *F1* " key. The following scroll list by Customer Code by Date and by Invoice Number will be displayed.

2004-01-01	F.A.S.T. : CAPTURE POINT OF SALE INFORMATION	4042170-DB

◄┘ · scroll · Esc cancel · F10 exit

Customer	Date	Invoice No	Invoice Tot.	Status
	2004-01-01	0000000001	11.51	Paid In Full
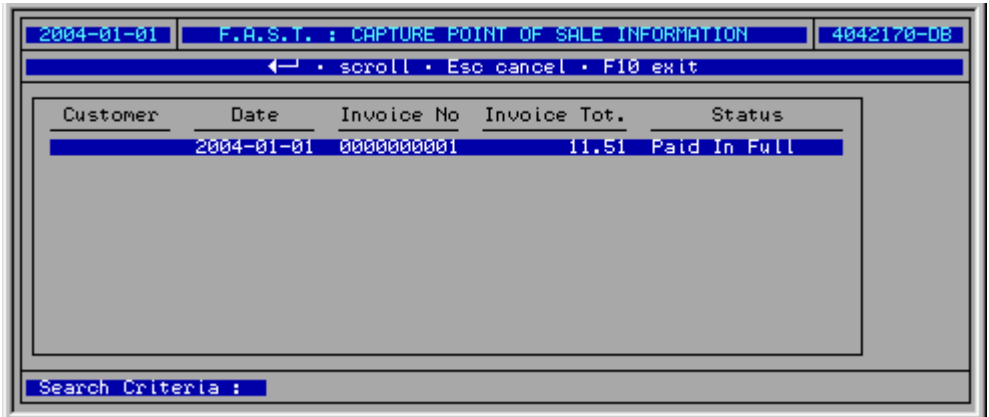
Search Criteria :

Notice the status. On point Of Sale transactions, F.A.S.T. does not allow payments for less than the invoice total. The " Search Criteria : " field helps you to quickly get to the customer you are looking for invoices for.

If you call up an existing invoice, you then have the ability to :

•   VIEW   – All information on an invoice.
                          By pressing the " F9 " key, a total summary as
                          the following will appear.

Quantity Of Goods	Purchase Amount	Tax Amount	Invoice Total
3.00	10.08	1.42	11.50
		Credit Notes :	0.00
		Payments :	-11.50
		-* INVOICE BALANCE *- :	0.00
		-* INVOICE STATUS *- : Paid In Full	

•   PRINT   – All information on an invoice.

The following INVOICE STATUS conditions are catered for :

•   Unpaid
•   Partly Paid
•   Payment Reversed
•   Paid In Full
•   Settled Early
•   Cancelled

REFUNDS

This module is used for capturing Refunds to customers for goods returned captured in the **CASH SALES** module. A new Credit Note is generated by pressing the " *Enter* " key on *"Credit Note No."*. F.A.S.T. will automatically generate a Credit Note No. at the end of input when you save the information.

There are two sections of input :

1) The customer/invoice information, or "Who" am I passing a credit for.

```
 2004-01-01    F.A.S.T. : CAPTURE POINT OF SALE CREDIT NOTE    4042170-DB
                  ←  Comments · Esc field back · F10 menu
 Credit Note No.  :                          Cr. Note Date: 2004-01-01
 Invoice Number   : 0000000001               Invoice Date : 2004-01-01
 Customer Code    :              -   POINT OF SALE TILL TOTAL
 Comments         :
 Credit Note Type : G.R.N.
```
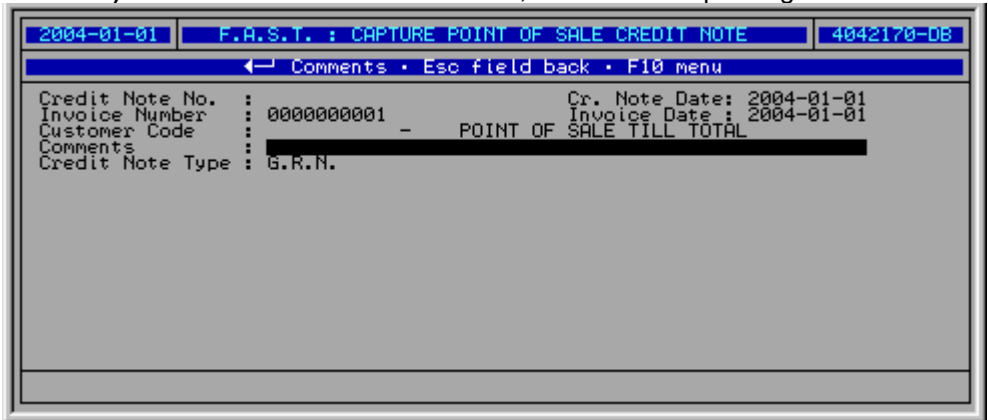
    "Invoice Number"   - Selected from those captured in the system using the **CASH SALES** module only. A scroll window is available here.

    "Credit Note Type"   - Unlike the **INVOICES / ENQUIRY** module, all refunds are defaulted to "G.R.N." (Goods Returned Note) where stock quantities are updated. If you require a price credit, then refund the item/s and re-invoice it using the **CASH SALES** module as this section requires stricter control for these instances.

Only valid invoice numbers can be used and not "Cancelled" ones.

Items are selected as they are in capturing invoice information.
F.A.S.T. performs the following checks when you select items in this
module :

- The item must appear on the invoice

- For any item. The overall quantity that is captured cannot exceed
  more than what was originally invoiced. For example, if the
  original invoice quantity was say 100 and you then captured a
  credit note for 70, then again tried to capture a credit note for 40,
  you will be unable to capture the last 40.

2) "What" items am I crediting.

Scroll facilities are available here. The item must exist on the invoice.
The quantity cannot be more than what was originally invoiced and the
total amount for the item cannot exceed the total invoiced amount for that
item.

The amount and discount percentage that is defaulted for the item is what
was captured on the invoice. These can be changed though.

A Credit Note is printed once this information is saved.

F.A.S.T. will display the following window showing you how much to refund the customer in terms of a "Cash Back" payment. If you are doing a price credit and, it would be necessary to either use this amount shown as payment, if it is less than or equal to the new amount or to refund the customer the difference if it is greater than the new amount.

PLEASE HAND	2.50 CASH TO THE CUSTOMER

If you call up an existing Credit Note, you then have the ability to :

- CHANGE – Providing it has not been "CANCELLED". You can change anything on a credit note, even the invoice number and the system will perform the necessary updates to "Get Everything In Order".

- CANCEL – Providing it has not been "CANCELLED". Once Cancelled, a credit note can then only ever be "VIEWED" or "PRINTED" and will be printed in bold with " * * * * Cancelled * * * * " on it.

- VIEW – All information on a credit note. By pressing the " *F9* " key, a total summary as the following will appear.

Quantity	Cr. Note Amount	Tax Amount	Cr. Note Total
1.00	2.19	0.31	2.50

- PRINT – All information on a credit note.

CASH SALE PAYMENT REVERSAL

This module is used to reverse payments captured in the **CASH SALES** module.

The following screen will appear and prompt you to type in a valid invoice number. A scroll facility is available here.

```
┌──────────────────────────────────────────────────────────────────┐
│ 2004-01-01 │        F.A.S.T. : PAYMENT REVERSALS        │ 4042170-DB │
├──────────────────────────────────────────────────────────────────┤
│            ←┘ No. · F1 scroll · Esc back · F10 menu               │
│                                                                    │
│ Invoice Number  : 1█████████             Invoice Date : 2004-01-01 │
│ Customer Code   :  ████████   –   POINT OF SALE TILL TOTAL         │
│                                                                    │
│                                                                    │
│                                                                    │
│                                                                    │
│                                                                    │
│                                                                    │
└──────────────────────────────────────────────────────────────────┘
```

Once selected the following window will appear and allow you to capture a description that would appear on the customer's statement.

```
┌──────────────────────────────────────────────┐
│ Reason for Reversal : RD CHEQUE              │
└──────────────────────────────────────────────┘
```

The following payment summary that was originally captured will
appear and allow you to select one or more payment details, if any.
By simply pressing the " *Space Bar* "on the payment detail you can
select and de-select the entry for reversal. Under the column $\underline{I}$, if you
see an "R" next to any entry, it means that payment detail has already
been "Reversed".

Method	Details	Payment Amount	Actual Payment I
CASH		5.00	4.50
CHEQUE	#98423	7.00	7.00

Once you have selected all payment details that you need to reverse
simply press the " *F3* " key to save the information.

CASH SALE PAYMENTS

This module is used to capture payments against **CASH SALES**
transactions. Say for example, a customer paid for a cash sale transaction
by cheque, then the cheque had an RD. You would then use the
CASH SALE PAYMENT REVERSAL module to reflect this situation.
The cash sale transaction would then be reflected as either "UNPAID",
"PARTLY PAID" or "PAYMENT REVERSED". The customer would then
have to settle this outstanding balance. Once this happens you would then
use this module to capture this subsequent payment. Multiple payment
methods per transaction are available here as well.

```
 2004-01-01    F.A.S.T. : POS PAYMENT INFORMATION MAINTENANCE    4042170-DB
 ◄─ No. · F1 scroll · F3 save · ✦ · F5 del. · F7 sort · Esc back · F10 menu
 Customer Code    :         -      POINT OF SALE TILL TOTAL
 Payment Date     : 2004-01-01

 Details          :                                              F9 Total
 Payment Amount   :            7.01    Sett. Disc. Tot. :            0.00
 Invoice No    Date        Invoice Balance    Paid Amount        Message
 1           2004-01-01             7.01             7.01   Paid In Full
```

   "Payment Date"   - This date is defaulted from the system
                                    date.

   "Payment Amount"   - Gets calculated by the payment details
                                    captured.

```
 Payment Method : CASH              CASH                        7.01
 CASH
 Details        :
 Amount         :          7.01
 Total Payment  :          7.01
```

F.A.S.T. provides you with the facility to either do the following type
of selections when capturing a payment from customers in order to
offset invoices and customer balances :

If you select "Automatic" (default) then the oldest invoices from
the specified customer are selected until the payment total is satisfied.
If the payment total does not equal the total of the invoices selected
exactly, then the last invoice listed will be specified as "Partly Paid".
You can also capture part payments towards invoices.

Once selected, the *"Paid Amount"* per individual invoice can still be
changed if necessary. A scroll window is available listing the following
by customer by date of invoice by invoice number, beginning with
the first invoice for the specified supplier.

A payment receipt is printed once the payment information is saved.

DEBTORS REPORTS

The following reports are available on this menu :

CUSTOMER DATA LISTING

Normal Customer Listing
This report lists all customers in a labelled format so that you use this use this information to label your customer files

→ Report Sequence, Customer Name by Customer Initials
Name
Initials
Code
Physical Address
Phone Numbers
FAX Number
V.A.T. Registration Number

Print Labels for Dispatch
This report requests the following input and prints labels to stick on the containers for the articles being sent.

```
Customer Code      : INTER**005-INTERNATIONAL MERCHANTS
Waybill Number     : 8729743
No. Of Packages    : 0010
Destination        : SMITH ST. DURBAN
No. Of Labels      : 0010
```

→ Report Sequence, Customer Code
Name
Physical Address
Phone Numbers
Your Company Name
Your Company's Physical Address
Your Company's Telephone Number
Number of Packages
Destination Address

Debtors Listing
This report shows ageing balances per Customer

→ Report Sequence, Customer Code
Name
Phone Numbers
FAX Number
Over 120 Day Balance
120 Day Balance
 90 Day Balance
 60 Day Balance
 30 Day Balance
 Current Balance
Total Outstanding

Discount Structure
This report shows the discount structures of Item Groups per
Customer

→ Report Sequence, Customer Code, Item Group
Customer Code
Customer Name
Item Group Code
Discount Percentage

DEBTORS SALES SUMMARY

Customer Report

This report extracts invoices captured in the **INVOICES / ENQUIRY** module. The following parameter selections appear. Depending on what criteria you select here will determine the type of information that will get reported.

Three types of Report Sequence extractions are possible :

Tag Selections are available on the *"Invoice Terms"* and *"Invoice Status"* so you can selectively choose specific types of records to report on.

You can also specify whether you would like to detail or just summary(total) information.

→ Report Sequence :
   Invoice Number
→ Totals by Grand Total

Invoice Number
Invoice Date
Customer Code
Customer Name
Invoice Amount
Accumulated Discount
Sub Total
V.A.T. Amount
Total
Paid To Date
Credit Note Total
Status

→ Report Sequence :
   Customer Code / Date Of Invoice / Invoice Number
→ Headed by Customer Name
→ Totals by Customer showing Total Payment Due, Grand Total

Invoice Number
Invoice Date
Total
Paid To Date
Credit Note Total
Status

→ Report Sequence :
  Date Of Invoice / Customer Code / Invoice Number
→ Totals by Date, Grand Total

Invoice Number
Invoice Date
Customer Code
Customer Name
Invoice Amount
Accumulated Discount
Sub Total
V.A.T. Amount
Total
Paid To Date
Credit Note Total
Status

Item Report

This report extracts invoices captured in the **INVOICES / ENQUIRY**
module and credit notes captured in the **CREDIT NOTES / REFUNDS**
module against items. It gives you an indication of selling prices of items
by Item Group by Item by Date by Customer. The following parameter
selections appear. Depending on what criteria you select here will
determine the type of information that will get reported. You can specify all
Customers by simply leaving *"Customer Code"* blank or you can specify a
Customer to report on. You can specify all Items by simply leaving
"Item Code" blank or you can specify an Item to report on. A scroll window
listing items by description is available here by pressing the " *F1* " key.
This report is useful if you wanted to see all invoice sales against a
specific item if you needed to credit the item without having the original
invoice number.

```
Customer Code    :          ▌▌▌▌▌-
Report Date  [From] :   - -     [To] : 2004-01-01
Item Code        :
```

→ Report Sequence :
  Item Group by Item by Date Of Invoice by Customer
→ Totals by Item, Item Group, Grand Total

Item Group Description
Item Description
Invoice Date
Customer Code
Invoice Number
Number Per Unit
Quantity
Price Per Unit
V.A.T. Percentage
Extended Price
V.A.T. Amount
Total
"Invoice" or "Credit Note"

DEBTORS PAYMENT SUMMARY

This report extracts payments captured into F.A.S.T. The following
parameter selections appear. Depending on what criteria you select here
will determine the type of information that will get reported.

```
 2004-01-01 |        F.A.S.T. : PAYMENT SUMMARY REPORT          | 4042170-DB
     ←┘ Payment Number / Blank for All · F1 scroll · Esc/F10 menu


  Payment Number     : ██████████ —
  Customer Code      :
  Report Date  [From] :    –  –       [To] : 2004-01-01
  Extraction Parameter :
```

Three types of Report Sequence extractions are possible :

```
Payment Number
Customer Code/Date Of Payment/Payment Number
Date Of Payment/Customer Code/Payment Number
```

→ Report Sequence :
 Payment Number
→ Totals by Grand Total

Payment Number
Payment Date
Customer Code
Customer Name
Payment Amount
V.A.T. Amount
Status

→ Report Sequence :
 Customer Code / Date Of Payment / Payment Number
→ Totals by Customer, Grand Total

Payment Number
Payment Date
Customer Code
Customer Name
Payment Amount
V.A.T. Amount
Status

→ Report Sequence :
 Date Of Payment / Customer Code / Payment Number
→ Totals by Date Of Payment, Grand Total

Payment Number
Payment Date
Customer Code
Customer Name
Payment Amount
V.A.T. Amount
Status

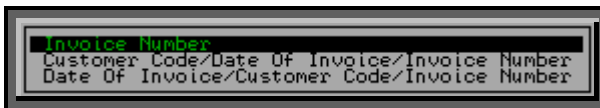### POINT OF SALE SUMMARY

Customer Report

This report extracts invoices captured in the **CASH SALES** module. The following parameter selections appear. Depending on what criteria you select here will determine the type of information that will get reported.

Three types of Report Sequence extractions are possible :

Tag Selections are available on the *"Invoice Terms"* and *"Invoice Status"* so you can selectively choose specific types of records to report on.

You can also specify whether you would like to detail or just summary(total) information.

→ Report Sequence :
  Invoice Number
→ Totals by Grand Total

Invoice Number
Invoice Date
Customer Code
Customer Name
Invoice Amount
Accumulated Discount
Sub Total
V.A.T. Amount
Total
Paid To Date
Credit Note Total
Status

→ Report Sequence :
  Customer Code / Date Of Invoice / Invoice Number
→ Headed by Customer Name
→ Totals by Customer showing Total Payment Due, Grand Total

Invoice Number
Invoice Date
Total
Paid To Date
Credit Note Total
Status

→ Report Sequence :
  Date Of Invoice / Customer Code / Invoice Number
→ Totals by Date, Grand Total

Invoice Number
Invoice Date
Customer Code
Customer Name
Invoice Amount
Accumulated Discount
Sub Total
V.A.T. Amount
Total
Paid To Date
Credit Note Total
Status

Item Report

This report extracts invoices captured in the **CASH SALES** module and credit notes captured in the **REFUNDS** module under the **POINT OF SALE** menu against items. It gives you an indication of selling prices of items by Item Group by Item by Date by Customer. The following parameter selections appear. Depending on what criteria you select here will determine the type of information that will get reported. You can specify all Customers by simply leaving *"Customer Code"* blank or you can specify a Customer to report on. You can specify all Items by simply leaving *"Item Code"* blank or you can specify an Item to report on. A scroll window listing items by description is available here by pressing the " *F1* " key. This report is useful if you wanted to see all invoice sales against a specific item if you needed to credit the item without having the original invoice number.
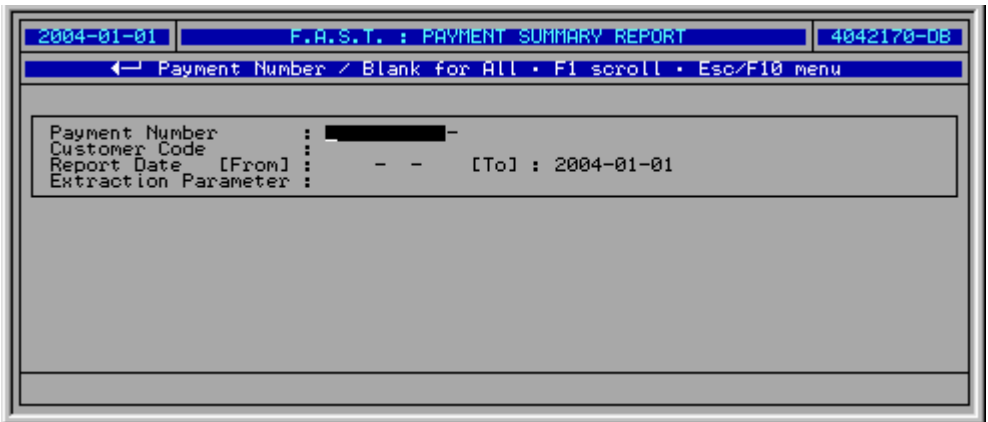
```
Customer Code        :          -
Report Date  [From]  :    -  -    [To] : 2004-01-01
Item Code            :
```

→ Report Sequence :
   Item Group by Item by Date Of Invoice by Customer
→ Totals by Item, Item Group, Grand Total

Item Group Description
Item Description
Invoice Date
Customer Code
Invoice Number
Number Per Unit
Quantity
Price Per Unit
V.A.T. Percentage
Extended Price
V.A.T. Amount
Total
"Invoice" or "Credit Note"

CUSTOMER STATEMENTS

Even though F.A.S.T. produces statements to customers automatically
during **MONTH END PROCESSING**, you can still call up statements at
any time. This report gives you a breakdown of all transactions captured
against debtors within F.A.S.T. except **POINT OF SALE**. It shows order
numbers next to invoices and payment details next to payment
transactions to make it easy for your customer to reconcile his account
with the you company. It prints a summary of transactions and an ageing
summary. It also prints a payment remittance for the customer to return
with payment.

```
Customer Code      :
Report Date  [From] :        -  -     [To] : 2004-01-01
```

You can select either a specific customer or all by pressing the "*Enter*" key on *"Customer Code"*. You can specify a date range for transaction extraction as well. Below is an example of a typical customer statements.

```
                              QUALITY PRODUCTS
                               475 DEMO STR.
                              RICHLAND VIEW
                                 GAUTENG
                                  9805
Phone          : (011) 872-6787
                 (011) 872-9877
Fax.           : (011) 872-9802
V.A.T. Reg. No. : 9999999999
         **** STATEMENT OF ACCOUNT AS AT 2004-01-01 ****
FOR    : INTERNATIONAL MERCHANTS
         872 GLOBAL AVE.          Phone 1 : (011) 359-7621
         INVESTMENT BUSINESS PARK       2 : (011) 359-8763
         GAUTENG                    Fax : (011) 359-3876
         9873

   Date     Invoice No   Reference   Description                                      Debit          Credit
----------  ----------  ----------   -------------------------------------------   -------------  --------------
2004-01-01  0000000001               INV/ORD & PMNT.: D87342        - 2004-01-01     7,667.82        7,667.82
2004-01-01  0000000002               INVOICED/ORDER : B985743       - 2004-01-20     1,247.11            0.00
2004-01-01  0000000001  0000000001   CREDIT NOTE & CASH REFUND                         547.50          547.50
2004-01-01              0000000001   PAYMENT THANK YOU                                   0.00          900.00
2004-01-01              0000000002   PAYMENT THANK YOU                                   0.00        2,000.00
2004-01-01  0000000001               PAYMENT REVERSAL : RD CHEQUE                     2,000.00            0.00
----------------------------------------------------------------------------------------------------------------
                    TOTALS FOR PERIOD                                 ARREARS
            INVOICES              8,914.93              CURRENT              347.11
            CREDIT NOTES           -547.50     30 DAYS PAST DUE                0.00
            PAYMENTS            -10,020.32     60 DAYS PAST DUE                0.00
            SETTLEMENT DISCOUNTS     0.00     90 DAYS PAST DUE                0.00
            PAYMENT REVERSALS     2,000.00    120 DAYS PAST DUE               0.00
            SET. DISCOUNT REV.       0.00        OVER 120 DAYS               0.00
                                            ------------------------------------
                                               TOTAL DUE                   347.11
================================================================================================================
```

Payment Remittance

```
Please Include This Remittance advice with Your Payment
----------------------------------------------------------------------------------------------------------------
OVER 120 DAYS   120 DAYS       90 DAYS        60 DAYS        30 DAYS       CURRENT       BALANCE
-------------  -------------  -------------  -------------  -------------  -------------  -------------
     0.00           0.00          0.00           0.00           0.00         347.11        347.11

INTERNATIONAL MERCHANTS                                      Customer Code : INTER**000
872 GLOBAL AVE.                                              Statement Date : 2004-01-01
INVESTMENT BUSINESS PARK
GAUTENG
9873
================================================================================================================
```

10. PROCESSING / REPORTS MENU

FLOAT OPENING BALANCE

This module is used to record the float opening balance per workstation
Or till point. If you enter a Workstation I.D. that an opening balance has
already been captured for the day, F.A.S.T. will switch to " *Change* "
mode and allow you to change the opening balance for that till point for
that day. Otherwise you will see " *Add* " at the top left corner of the data
section of the screen and will be allowed to set a float opening balance for
that till point for that day. This opening balance can be changed at any
point during the day, it doesn't matter whether users are logged into the
system when this function is performed. This balance will be printed on
the workstation summary report and will be used to calculate the day end
float closing balance.

```
┌──────────────────────────────────────────────────────────────────────┐
│ 2004-01-01   F.A.S.T. : FLOAT OPENING BALANCE DATA MAINTENANCE   4042170-DB │
│ Are all details correct  Y(es) or N(o) ? · Esc field back · F10 menu │
│  ┌─────┐                                                              │
│  │ Add │                                                              │
│   ──────────────────────────────────────────────────────             │
│   Workstation's I.D.    : 002                                         │
│   Float Opening Balance :           300.00                           │
│                                                                      │
│                                                                      │
│                                                                      │
│                                                                      │
│                                                                      │
│                                                                      │
│                                                                      │
└──────────────────────────────────────────────────────────────────────┘
```

END OF DAY PROCESSING

F.A.S.T. is machine or BIOS date independent. It allows you to control your own system date. It does not allow you to back-date the system date.Bearing this in mind, it requires an actual function in terms of system date changes in order to activate a "New Day". This module performs that as well as many other functions in respect to the processing of data relative to daily transactions and the like. It is a critical maintenance module, so therefore all other users must be logged out in order for this operation to commence. Once initiated, it will stop all other users from entering F.A.S.T. until complete. This function must be run every working day. Once you select this module you will see the following messages
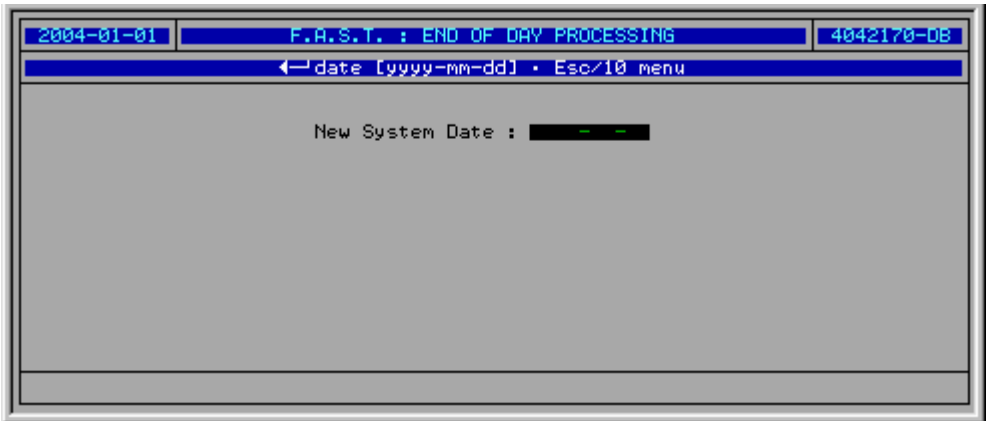
Press any key to continue ….

WARNING : Ready To Backup Data !

F.A.S.T. will perform an automatic backup and once complete you will see the following message.

BACKUP COMPLETE.   Press any key to continue ….

The following screen will appear.

```
┌──────────────────────────────────────────────────────────────┐
│ 2004-01-01 │      F.A.S.T. : END OF DAY PROCESSING    │ 4042170-DB │
│            ◄┘date [yyyy-mm-dd] · Esc/10 menu                   │
│                                                                │
│              New System Date :  ▄▄▄▄ ▄▄ ▄▄                     │
│                                                                │
│                                                                │
│                                                                │
│                                                                │
│                                                                │
│                                                                │
└──────────────────────────────────────────────────────────────┘
```

If for example, you are running an End-Of-Day for the 7th of May 2004,
it is a Friday and your company does not open on a weekend you would
enter the following date in the *"New System Date"* field.

2004/05/09

In other words, your new business date.

If you were to run an End-Of-Day on the last day of the month, F.A.S.T.
Will automatically switch you to the **MONTH END PROCESSING** module.

The following reports are automatically printed when you run this process.

Creditors

      The following reports list transactions by user and total per user
- CASH PURCHASE MAINTENANCE REPORT
- ACCOUNT PURCHASE MAINTENANCE REPORT
- PURCHASE PAYMENT MAINTENANCE REPORT
- PURCHASE PAYMENT REVERSAL REPORT

Debtors

      The following reports list transactions by user and total per user
- CASH SALE INVOICE MAINTENANCE REPORT
- ACCOUNT SALE INVOICE MAINTENANCE REPORT
- SALE PAYMENT MAINTENANCE REPORT
- SALE PAYMENT REVERSAL REPORT
- POINT OF SALE CASH SALE INVOICE
  MAINTENANCE REPORT (This report show only user totals)
- POINT OF SALE ACCOUNT SALE INVOICE
  MAINTENANCE REPORT (This report show only user totals)
- POINT OF SALE PAYMENT MAINTENANCE REPORT
- POINT OF SALE PAYMENT REVERSAL REPORT

Daily Takings

- WORKSTATION SUMMARY PER WORKSTATION
  Gross Takings
  > Purchases
  > Sales

  Cash Up Summary
  > Float Opening Balance
  > Payment Method Totals
  > Refunds
  > Float Closing Balance

  This report helps you to reconcile each workstation or till point.
  It shows you what and how much each workstation or till point
  should have in it. This is exceptionally useful if you have a
  physical cash drawer on each workstation.

- WORKSTATION SUMMARY FOR ALL WORKSTATIONS
  Gross Takings
  > Purchases
  > Sales

  Cash Up Summary
  > Float Opening Balance
  > Payment Method Totals
  > Refunds
  > Float Closing Balance

  This report helps you to reconcile all workstations.
  It shows you what and how much all workstation or till points
  collectively should have. This is exceptionally useful when you are
  doing your bank deposit as it shows you a breakdown per
  payment method to help you to fill in the deposit slip.

All End-Of-Day and Month End reports are saved in a date stamped
format. Sometimes you might have a printer jam or the might lose your
End-Of-Day reports. If this happens, just locate the report you wish to
reprint in the "C:\FAST\DATA" folder and send it to the printer.

MONTH END PROCESSING

In addition to the processing functionality during the **END OF DAY PROCESSING** module, there are certain other functions, for example processing of statements, ageing, V.A.T. reporting are performed when this module is run as the timing of these functions, by nature, are month end procedures. Hence F.A.S.T. caters for this module that performs these tasks as well as, like **END OF DAY PROCESSING** allows you to set the *"New System Date"*. One criteria for the selecting of this module is that the current system date must at least be the 20th of the month or greater. Otherwise the following message will appear.

ERROR : Unable to run month end before the 20th.

This is also a critical maintenance module, so therefore all other users must be logged out in order for this operation to commence. Once initiated, it will stop all other users from entering F.A.S.T. until complete.
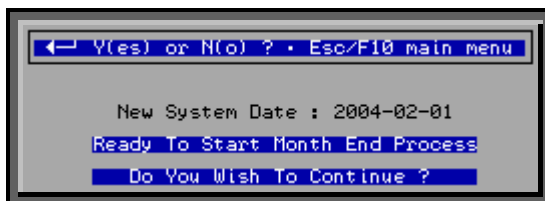
For the initiation and main processing functionality of this module, see the previous section on **USING THE SYSTEM**
                          PROCESSING / REPORTS MENU
                              END OF DAY PROCESSING

as it is virtually identical except that when entering the *"New System Date"*, the new month must be greater than the current one.

If the month you are running this process for is the specified *"Year End"*, then during this process, statistical information(month to month data) will also be re-initialised.

F.A.S.T. will prompt you for confirmation.


```
◄┘ Y(es) or N(o) ? · Esc/F10 main menu

    New System Date : 2004-02-01
Ready To Start Month End Process
   Do You Wish To Continue ?
```

In addition to the reports printed at **END OF DAY PROCESSING** the
following reports are also automatically printed when you run this process.

Debtors
•   CUSTOMER STATEMENTS

General
•   V.A.T. REPORT (Below is a typical example of this report)

```
F.A.S.T. System                                          PAGE 1
===============
V.A.T. Report For QUALITY PRODUCTS 2004-01-20 : 21:07:31

Report From 2004-01-01 To 2004-01-31

 PURCHASES
 ---------
3 Purchases processed.
                                Total value :       3,591.33
              (Non-Registered V.A.T. Suppliers) :       0.00
                  (Registered V.A.T. Suppliers) :   3,591.33

1 Purchase Credit Note processed.
                                Total value :          40.36

1 Purchase Payment processed.
                        Total V.A.T. deductions :        0.00

2 Purchase Payment Reversals processed.
              Total V.A.T. deduction reversals :        0.00

 SALES
 -----
4 Invoices processed.
                                Total value :      11,113.63

2 Invoice Credit Notes processed.
                                Total value :         550.00

3 Invoice Payments processed.
                        Total V.A.T. deductions :        0.00

1 Invoice Payment Reversal processed.
              Total V.A.T. deduction reversals :        0.00

------------------------------------
 INPUT V.A.T.                  436.08
OUTPUT V.A.T.                  622.15
------------------------------------
NETT PAYABLE                  186.07
====================================
```

GENERAL REPORTS
WORKSTATION SUMMARY
Spot Checking

This report has the following options. It can be used to do a spot check on any workstation or till point at any time during the day.

```
Process :  Only This Workstation
           All Workstations
```

• WORKSTATION SUMMARY PER WORKSTATION
Gross Takings
Purchases
Sales

Cash Up Summary
Float Opening Balance
Payment Method Totals
Refunds
Float Closing Balance

This report helps you to reconcile a workstation or till point. It shows you what and how much each workstation or till point should have in it. This is exceptionally useful if you have a physical cash drawer on each workstation.

• WORKSTATION SUMMARY FOR ALL WORKSTATIONS
Gross Takings
Purchases
Sales

Cash Up Summary
Float Opening Balance
Payment Method Totals
Refunds
Float Closing Balance

This report helps you to reconcile all workstations. It shows you what and how much all workstation or till points collectively should have. This is exceptionally useful when you are doing your bank deposit as it shows you a breakdown per payment method to help you to fill in the deposit slip.

DAILY AUDIT TRAIL

This module has a multi-report function. The following reports are generated.

Creditors

The following reports list transactions by user and total per user
- CASH PURCHASE MAINTENANCE REPORT
- ACCOUNT PURCHASE MAINTENANCE REPORT
- PURCHASE PAYMENT MAINTENANCE REPORT
- PURCHASE PAYMENT REVERSAL REPORT

Debtors

The following reports list transactions by user and total per user
- CASH SALE INVOICE MAINTENANCE REPORT
- ACCOUNT SALE INVOICE MAINTENANCE REPORT
- SALE PAYMENT MAINTENANCE REPORT
- SALE PAYMENT REVERSAL REPORT
- POINT OF SALE CASH SALE INVOICE
  MAINTENANCE REPORT (This report show only user totals)
- POINT OF SALE ACCOUNT SALE INVOICE
  MAINTENANCE REPORT (This report show only user totals)
- POINT OF SALE PAYMENT MAINTENANCE REPORT
- POINT OF SALE PAYMENT REVERSAL REPORT

PROFIT REPORTS

The following date range option is available for reporting profit within a period.

```
GP Report Date [From] : ███ - ██ [To] : 2004-01-01
```

The following reports are generated :

```
View Report :  Item Profitability Report
               Gross Profit Report
               Till_Item Detail Report
               V.A.T. Split Report
```

Item Profitability Report

This report list all Items within Item Group within Product Group, that have transactions within the date period specified.

→ Report Sequence :
  Product Group by Item Group by Item
→ Totals by Item, Item Group, Product Group, Grand Total

Item Group Description
Item Code
Item Description
Quantity Sold
Turnover at Cost
Turnover at Retail
Gross Profit
Markup %
G.P. Percentage

Gross Profit Report

This report is a summary of the <u>Item Profitability Report</u>.
It lists all Item Groups within Product Groups that have
transactions within the date period specified.

→ Report Sequence :
   <u>Product Group by Item Group by Item</u>
→ Totals by Item, Item Group, Product Group, Grand Total

Item Group Description
Quantity Sold
Turnover at Cost
Turnover at Retail
Gross Profit
Markup %
G.P. Percentage

Till Item Detail Report
This is a detailed report of all items by users within workstation
within date. It is exceptionally useful to verify items sold between
shifts or to do spot checks on users or till points. It can also be
used to gauge profitability per user and / or per workstation.

→ Report Sequence :
   <u>Date by Workstation I.D. by User by Item Group by Item</u>
→ Totals by User, Workstation ID, Transaction Date, Grand Total

Item Group Description
Item Code
Item Description
Quantity Sold
Total Including V.A.T.
Turnover at Cost
Turnover at Retail
Gross Profit
Markup %
G.P. Percentage

V.A.T. Split Report

This is a summary report per Product Group that shows the turnover between V.A.T.-able and non-V.A.T.-able items.

→ Report Sequence :
  Product Group
→ Totals by Product Group, Grand Total

Product Group Description
No V.A.T.
With V.A.T.
Total

V.A.T. REPORT

You can draw a V.A.T. Report between any date range. The following date range option is available for reporting V.A.T. within a period.

```
Report Date   [From] : █████ - ─ █   [To] : 2004-01-01
```

V.A.T. Reports are automatically generated during the
MONTH END PROCESSING module. The transactions selected for
this automatic one are for a single month only. You would typically
find that your bookkeeper or accountant would request V.A.T. Reporting
for a two month period. You can use this module to extract such
information.

To view a typical example of a V.A.T. Report see the following section.

         USING THE SYSTEM
            PROCESSING / REPORTS MENU
               MONTH END PROCESSING
                 General

11. UTILITIES

SYSTEM DEFAULTS

SET GENERAL COMMENTS

This module is used to set the comment details that appear on certain documents. The following is an example of the options available to set comments for. Each set of comments consist of 5 lines x 70 characters each line. These comments ill appear centred at the bottom of each document respectively.

```
Comments For :   Customer Invoices
                 Customer Statements
                 Customer Payment Receipts
                 Customer Quotations
```

SET EARLY PAYMENT DAYS

This module is used to set the number of days of early settlement in respect of payments that are received within the early settlement period. While capturing payments for debtors, if you select the *"Payment type"* to be "Early Settlement", this parameter is used when F.A.S.T. determines whether there are invoices greater than this number of days old. If there are, F.A.S.T. will show you a message telling you that you are unable to capture early settlement as there are invoices outstanding greater than the early settlement period. If you change this parameter, all previous invoices captured against payments are left as such. The change will take effect only from payments captured after the change. F.A.S.T. also checks whether the dates of invoices selected for early settlement period fall within the number of days set by this parameter.
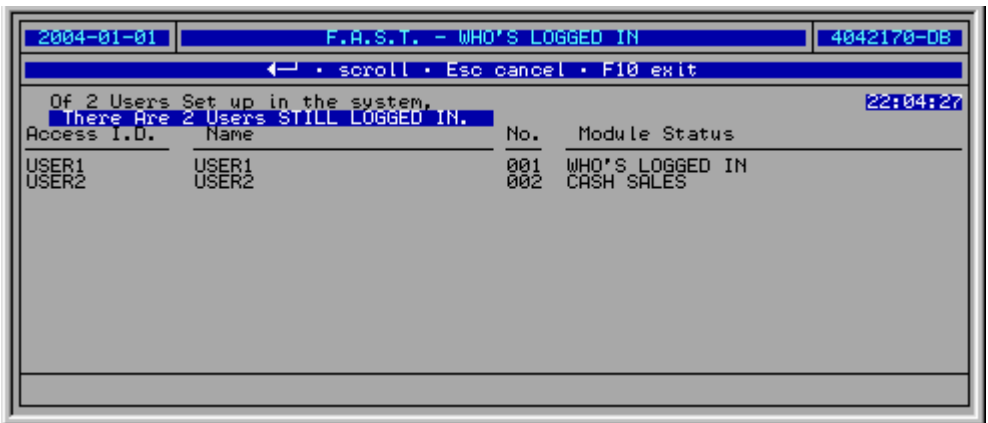
```
Early Payment Number of Days : 30
```

WHO'S LOGGED IN

This module is used to see who is logged into F.A.S.T. and specifically what module they are in. The following is an example of a typical screen you would see. This screen gives you an on-line, real-time view. So as users are logging in and out of F.A.S.T. and as they are going in and coming out of modules, you will see the *"Module Status"* changing showing you this.

A typical use for this module would be that, you are ready to proceed with **END OF DAY PROCESSING** yet F.A.S.T. continues displaying a message of the following example.

ERROR – All other users must be logged out to enable end of day.

```
 2004-01-01          F.A.S.T. - WHO'S LOGGED IN          4042170-DB
               ←  ·  scroll  ·  Esc cancel  ·  F10 exit
    Of 2 Users Set up in the system,                          22:04:27
    There Are 2 Users STILL LOGGED IN.
 Access I.D.     Name                  No.    Module Status
 USER1           USER1                 001    WHO'S LOGGED IN
 USER2           USER2                 002    CASH SALES
```

PRINTER DATA SETUP

PRINTER DEFINITIONS

F.A.S.T. sets up the following default dot matrix type printers on Installation as these contain the most commonly used configuration parameters in regards to character printing properties and till drawer kick functionality used by F.A.S.T.

- I.B.M. PROPRINTER / COMPATIBLE
- OKI MICROLINE 184 TURBO
- EPSON LX 300
- EPSON TMU210 40 COLUMN WITH DRAWER INTERFACE

Certain printers however have different control sequences to others in respect of character printing properties. In order to set up additional printers to the default ones set up on installation, you can use this module to accomplish this within F.A.S.T. All you have to do is allocate a code and a description to the new printer.

```
2004-01-01   F.A.S.T. : PRINTER DEFINITION DATA MAINTENANCE   4042170-DB
            ←┘ Printer Description · Esc field back · F10 menu
   Add
    Printer Code          : 005
    Printer Description   : SEIKOSHA SP2400_
```

PRINTER CONFIGURATIONS

Once a printer has been set up, you can add or change the print configurations of it by selecting the printer and then the type of configuration you require to set for it. The following configuration options are available for each printer.
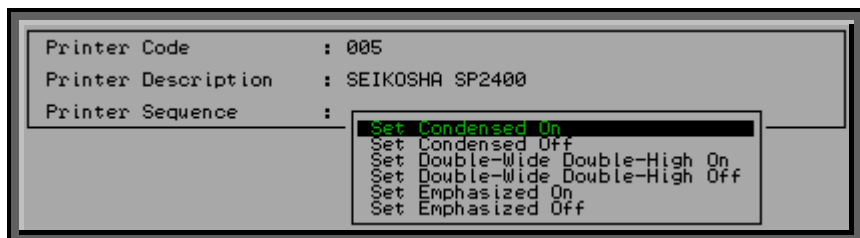
Once this is done just type in the ASCII value for each parameter for each configuration option. You should find these values in the technical documentation that is supplied with your printer under the "Programming Guide" section.
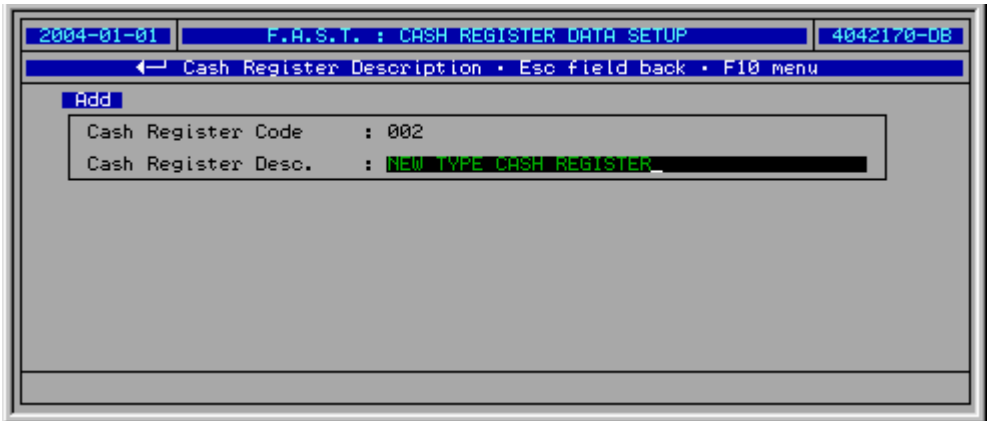

To save the parameters, press the " *F3* " key and type in the number of parameters you require to save for the configuration option.

CASH REGISTER DATA SETUP

CASH REGISTER DEFINITIONS

F.A.S.T. sets up a default cash register on installation.

Just as printers, certain cash registers however have different control sequences to others in respect of opening the drawer. In order to set up additional cash registers to the default ones set up on installation, you can use this module to accomplish this within F.A.S.T. All you have to do is allocate a code and a description to the new cash register.

```
2004-01-01        F.A.S.T. : CASH REGISTER DATA SETUP        4042170-DB
          ← Cash Register Description · Esc field back · F10 menu
  Add
   Cash Register Code    : 002
   Cash Register Desc.   : NEW TYPE CASH REGISTER
```

CASH REGISTER CONFIGURATIONS

Once a cash register has been set up, you can add or change the control sequences of it by selecting the cash register and then the type of sequence you require to set for it. The following configuration options are available for each cash register.

```
Cash Register Code     : 002
Cash Register Desc.    : NEW TYPE CASH REGISTER
Cash Register Sequence :
                         Open Till Drawer
```

Once this is done just type in the ASCII value for each parameter for each configuration option. You should find these values in the technical documentation that is supplied with your cash register under the "Programming Guide" section.
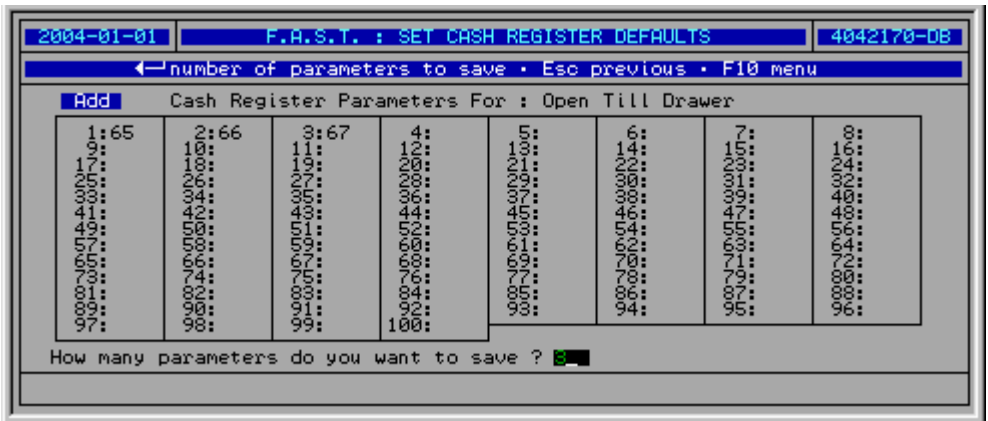
```
2004-01-01        F.A.S.T. : SET CASH REGISTER DEFAULTS        4042170-DB
         ←number of parameters to save · Esc previous · F10 menu
  Add       Cash Register Parameters For : Open Till Drawer
  1:65    2:66    3:67    4:     5:     6:     7:     8:
  9:     10:     11:     12:    13:    14:    15:    16:
 17:     18:     19:     20:    21:    22:    23:    24:
 25:     26:     27:     28:    29:    30:    31:    32:
 33:     34:     35:     36:    37:    38:    39:    40:
 41:     42:     43:     44:    45:    46:    47:    48:
 49:     50:     51:     52:    53:    54:    55:    56:
 57:     58:     59:     60:    61:    62:    63:    64:
 65:     66:     67:     68:    69:    70:    71:    72:
 73:     74:     75:     76:    77:    78:    79:    80:
 81:     82:     83:     84:    85:    86:    87:    88:
 89:     90:     91:     92:    93:    94:    95:    96:
 97:     98:     99:    100:
How many parameters do you want to save ? 8
```

To save the parameters, press the " F3 " key and type in the number of parameters you require to save for the configuration option.

USER FILE MENU

USER FILE MAINTENANCE

This is where the maintenance of all configurations of user Access I.D.'s are performed.

This module comprises of two input screens namely :

→ Login File Maintenance

→ User Access Rights Maintenance

It caters for the functionality of, for example, setting up new and removing users or changing specific details pertaining to a user. Even maintaining a user's access rights within the system. All these functions are performed by utilising this module.

Login File Maintenance

Once you have typed in a Login I.D. that already exists, F.A.S.T. will prompt you as to whether you would like to either " *C(hange)* " or " *D(elete)* " the specific I.D. If you have typed in an Access I.D. that does not exist in the database then F.A.S.T. will prompt you as to whether you would like to authorise a new user Access I.D. " *Y(es)* " or " *N(o)* ". A scroll facility is also made available to you on the "*Login I.D.*" field for easy selection of an existing Access I.D.

If your Access ID has been set with a *"Screen Mode"* mode of "2. 43 x 80"
then your screen will appear with 43 lines and 80 columns, similar to the
following and all data relative to this screen will be visible :

User Access Rights Maintenance

This sub module allows for the allocation of user access rights within the system. Simply navigate this menu as you would with F.A.S.T.'s normal overlap menu structure and then select the type of access you would like to issue to the specific user. Notice that you can select one of three options per module per user.
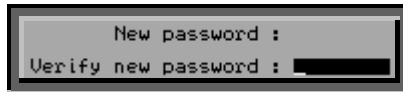
CHANGE PASSWORD

This module is where password maintenance is performed. It consists of
three input fields. F.A.S.T. will prompt you to firstly type in your
"Current password".

The F.A.S.T. will prompt you to type in the following.

If the "*Current Password*" or "*Verify new password*" fields are entered
incorrectly, F.A.S.T. will not allow you to continue to the next stage of
input. The "*Verify new password*" field is used to ensure that you did not
mistakenly type in an unintended password.

SET DEFAULT COLOURS

Each user set up in F.A.S.T. has the ability to change the screen default colours. This module is where this maintenance is performed. The following example screen shows how to set the attributes of each screen component. Next to each listed component is the attribute number, although all you have to do on each field is press either the

or

Arrow keys to change the value for the attribute you are working on. Towards the center of the screen F.A.S.T. displays a sample screen that is a miniature version of the actual full screen for you to see the effects of your changes.
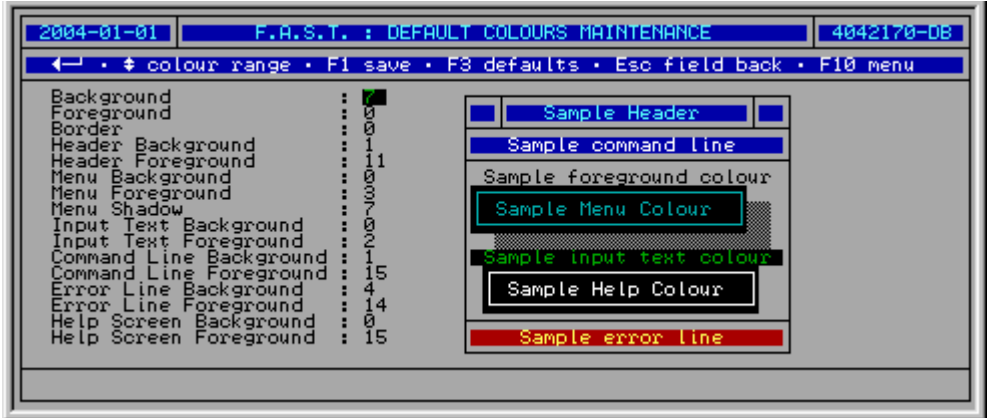
12. HOW TO EXIT THE SYSTEM

Once you have completed all necessary tasks or are requested to exit F.A.S.T. all you have to do is return to the main menu and simply press the " *Esc* " key. At this point the following message will appear requesting you of what action to take. If you press " Y " you will exit F.A.S.T. normally and return to your Windows Desktop. Remember, if you do not exit F.A.S.T. this way, the system will keep your Access I.D. status as still logged in and you will have to clear this status. This will be covered in the following section :

USING THE SYSTEM
CLEARING USERS

```
 2004-01-01            F.A.S.T. : MENU              4042170-DB
                       Enter Y or N only.



                 Exit F.A.S.T. System :Y/N: ?


```
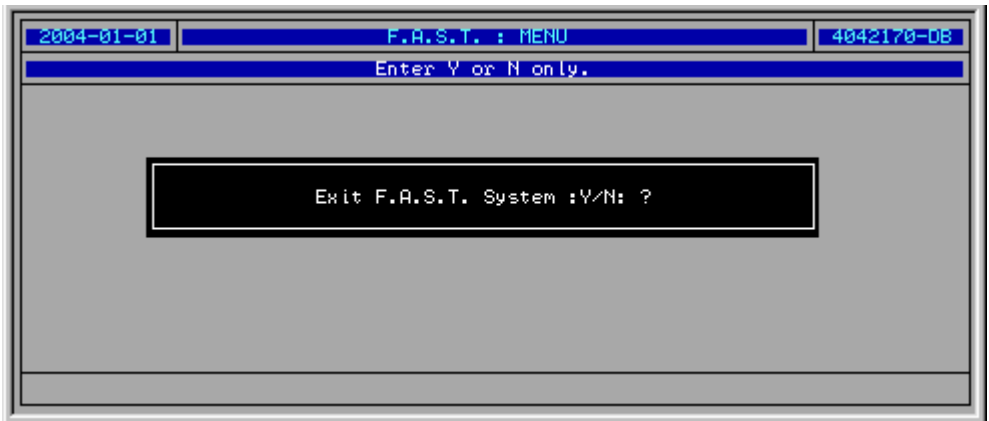
13. CLEARING USERS

This module would be used when you require to clear users after
F.A.S.T. displays the following message while trying to log in.

ERROR – Your login is already in use.

To access this module, just double-left click on the Traffic Light icon

F.A.S.T Clear Users

on your Windows Desktop.

This module is used for clearing users on F.A.S.T.

**It does neither physically clear them from the network,
nor close any files they may have opened.**

You would clear users for one of three reasons namely :

> →   The user did not exit F.A.S.T. normally
>   eg. Power failure or communication error.

> →   To terminate a user from F.A.S.T.

> →   After a restore process the critical maintenance
>   indicator is still set.

Once you have accessed this module, the following pick-list will appear :

1.) Clear a specific user.
2.) Clear all users and critical maintenance control.

If you select option "1" you would also be requested to type in the
Access I.D. you would like to clear. Once this has been completed, the
necessary action will be processed and you can then Login to F.A.S.T.
again.

How to Exit F.A.S.T.   182

14. CRITICAL ERRORS

Introduction
There are two categories of errors that F.A.S.T.'s functionality is designed to handle namely :

→   Runtime Errors – Program or module logic errors
→   Database Errors – BTRIEVE errors

If any of these errors occur resulting in a direct halt to VBANK, call support immediately as these could be critical to the operating integrity of the system. This section lists each error within category with a brief description as a reference when communicating with either a system administrator or system developer.

Runtime Errors

1 - NEXT without FOR
2 - Syntax error
3 - RETURN without GOSUB
4 - Out of DATA
5 - Illegal function call
6 - Overflow
7 - Out of memory
8 - Label not defined
9 - Subscript out of range
10 - Duplicate definition
11 - Division by zero
12 - Illegal in direct mode
13 - Type mismatch
14 - Out of string space
16 - String formula too complex
17 - Cannot continue
18 - Function not defined
19 - No RESUME
20 - RESUME without error
24 - Device timeout   **(PRINTER ERROR)**
25 - Device fault   **(PRINTER ERROR)**
26 - FOR without NEXT
27 - Out of paper
29 - WHILE without WEND
30 - WEND without WHILE
33 - Duplicate label

35 - Subprogram not defined
37 - Argument-count mismatch
38 - Array not defined
40 - Variable required
50 - FIELD overflow
51 - Internal error
52 - Bad file name or number
53 - File not found
54 - Bad file mode
55 - File already open
56 - FIELD statement active
57 - Device I/O error   **(NETWORK / PRINTER ERROR)**
58 - File already exists
59 - Bad record length
61 - Disk full
62 - Input past end of file
63 - Bad record number
64 - Bad file name
67 - Too many files
68 - Device unavailable **(NETWORK / PRINTER ERROR)**
69 - Communication-buffer overflow
70 - Permission denied
71 - Disk not ready
72 - Disk-media error
73 - Feature unavailable
74 - Rename across disks
75 - Path/File access error   **(NETWORK ERROR)**
76 - Path not found   **(NETWORK ERROR)**

Database Errors

1: The operation parameter is invalid
2: The application encountered an I/O error
3: The file is not open
4: The application cannot find the key value
5: The record has a key field containing a duplicate key value
6: The key number parameter is invalid
7: The key number has changed
8: The current positioning is invalid
9: The operation encountered the end-of-file
10: The key field is not modifiable
11: The specified filename is invalid
12: The MicroKernel cannot find the specified file
13: The MicroKernel could not open the extension file for an extended file
14: The MicroKernel cannot create or open the pre-image file
15: The application encountered an I/O error during pre-imaging
16: The application encountered an expansion error
18: The disk is full
19: The application encountered an unrecoverable error
20: The MicroKernel or Btrieve Requester is inactive
21: The key buffer parameter is too short
22: The data buffer parameter is too short
23: The position block parameter is not 128 bytes long
24: The page size or data buffer size is invalid
25: The application cannot create the specified file
26: The number of keys specified is invalid
27: The key position is invalid
28: The record length is invalid
29: The key length is invalid
30: The file specified is not a MicroKernel file
31: The file is already extended
32: The file cannot be extended
33: The MicroKernel cannot unload
34: The specified extension name is invalid
35: The application encountered a directory error
37: Another transaction is active
38: The MicroKernel encountered a transaction control file I/O error
39: A Begin Transaction operation must precede an End/Abort Transaction operation
40: The file access request exceeds the maximum number of files allowed

41: The MicroKernel does not allow the attempted operation
42: A file previously opened in Accelerated mode was not closed
43: The specified record address is invalid
44: The specified key path is invalid
45: The specified key flags are invalid
46: Access to the requested file is denied
47: The number of files opened exceeds the maximum allowed
48: The alternate collating sequence definition is invalid
49: The extended key type is invalid
50: The file owner is already set
51: The owner name is invalid
52: An error occurred while writing to the cache
53: The language interface version is invalid
54: The variable-length portion of the record is corrupt
55: The application specified an invalid attribute for an AUTOINCREMENT key
56: An index is incomplete
57: An expanded memory error occurred
58: The compression buffer length is too short
59: The specified file already exists
60: The specified reject count has been reached
61: The work space is too small
62: The descriptor is incorrect
63: The data buffer parameter specified on an Insert Extended operation is invalid
64: The filter limit has been reached
65: The field offset is incorrect
66: The maximum number of open databases has been exceeded
67: The MicroKernel cannot open the SQL data dictionary files
68: The MicroKernel cannot perform the RI Delete Cascade operation
69: The Delete operation specified a file that is damaged
71: There is a violation of the RI definitions
72: The MicroKernel cannot open the RI referenced file
73: The RI definition is out of sync
74: The MicroKernel aborted the transaction
76: There is a conflict on the referenced file
77: The application encountered a wait error
78: The MicroKernel detected a deadlock condition
79: A programming error occurred
80: The MicroKernel encountered a record-level conflict
81: The MicroKernel encountered a lock error
82: The MicroKernel lost positioning

83: The MicroKernel attempted to update or delete a record that was read outside the transaction
84: The record or page is locked
85: The file is locked
86: The file table is full
87: The handle table is full
88: The application encountered an incompatible mode error
89: A name error occurred
90: The redirected device table is full
91: The application encountered a server error
92: The transaction table is full
93: The record lock types are incompatible
94: The application encountered a permission error
95: The session is no longer valid
96: A communications environment error occurred
97: The data buffer is too small
98: The MicroKernel detected an internal transaction error
99: The Btrieve Requester is unable to access the NetWare Runtime server
100: No cache buffers are available
101: Insufficient operating system memory is available
102: Insufficient stack space is available
103: The chunk offset is too big
104: The MicroKernel does not recognize the locale
105: The file cannot be created with Variable-tail Allocation Tables (VATs)
106: The MicroKernel cannot perform a Get Next Chunk operation
107: The application attempted to perform a chunk operation on a pre-v6.0 file
109: An unknown error was encountered either creating or accessing a semaphore
110: The MicroKernel cannot access the archival logging configuration file
111: The specified filename was not found in the archival logging configuration file
112: The specified file is in use by another client
113: The MicroKernel cannot find the archival log for the specified file
114: The archival log for the specified file is invalid
115: The MicroKernel cannot access the archival logging dump file
116: The file is owned by another Microkernel engine acting as a Gateway
130: The MicroKernel ran out of system locks
132: The file has reached its size limit
133: More than 5 concurrent users attempted to access the same data file
134: The MicroKernel cannot read the International Sorting Rule
135: The specified ISR table is corrupt or otherwise invalid
136: The MicroKernel cannot find the specified Alternate Collating Sequence in the file

138: The NULL indicator position is invalid
139: The MicroKernel has detected an unacceptable value in the key number
143: The MicroKernel cannot allow unauthorized access to files in a secure
     MicroKernel database
146: Duplicate system key
147: The log segment is missing
148: A roll forward error occurred
149: SQL Trigger
160: Invalid parameters passed to MicroKernel
161: The maximum number of user count licenses has been reached
162: The client table is full.
163: The NULL indicator cannot be the last segment
169: Protocol mismatch between client cache and remote engine
170: Database login required
171: Database login failed
172: Database name not found
173: Already logged in
174: Logout failed
175: Wrong database URI format
176: File and table name not specified in URI
177: Table not in database
178: Directory not in database

1001: The lock parameter is out of range
1002: A memory allocation error occurred
1003: An invalid memory size parameter was specified
1006: The pre-image buffer parameter is out of range
1007: The files parameter is out of range
1008: The initialization parameter is invalid
1009: The transaction filename parameter is invalid
1010: An error occurred during the access of the transaction control file
1011: The compression buffer parameter is out of range
1012: Invalid /n: option
1013: The task list is full
1015: One of the pointer parameters passed to the MicroKernel is invalid
1016: The MicroKernel is already initialized
1017: The Btrieve Requester is unable to find the resource file WBTRVRES.DLL
1018: The application attempted to call the MicroKernel from a Btrieve callback
        function
1019: The MicroKernel cancelled the current Btrieve operation at the request of
       the application's Btrieve callback function

1020: Btrieve Requester Interface communications error
1021: The MicroKernel failed to initialize
1022: The MicroKernel is shutting down

2000: Internal error
2001: The memory allocation is insufficient
2003: The Requester does not allow local access to the specified file
2004: SPX is not installed
2005: An incorrect version of SPX is installed
2006: There is no available SPX connection
2007: A pointer parameter is invalid
2008: Router cannot find engine
2009: Cannot load MicroKernel Router component
2010: Thunk not possible - the Win32 MicroKernel router could not be found or is incompatible
2011: Btrieve requester resource DLL not loaded
2012: The Btrieve requester encountered an operating system error

2200: XLT Winsock Error
2201: XLT RPC Error

2300: No more database names are defined
2301: The database name is invalid
2302: Invalid buffer length
2303: The database name must be unique; the specified database name already exists
2304: The database type is invalid
2305: The specified path for data dictionary or data file locations is invalid
2306: DBNAMES.CFG could not be updated
2307: Cannot open DBNAMES.CFG file
2308: The specified RI flag is invalid
2309: The database is in use
2312: The bound database cannot share table data files
2313: The bound database cannot share data dictionary files
2314: Cannot create DBNAMES.CFG file
2316: Cannot create DDF files for the bound database
2324: Data dictionary files are not bound
2325: Data dictionary files are already bound
2326: Data dictionary files are bound, but do not need to be bound
2329: Data file for a table is not bound
2330: Data file for a table is bound, but does not need to be bound

2331: Not allowed to change data dictionary location and change name at the same time
2332: Not allowed to bind database and change name at the same time
2333: Not allowed to unbind database and change name at the same time
2334: Not allowed to create a data dictionary files and change name at the same time
2335: Not allowed to change data locations and change name at the same time
2336: Not allowed to change data dictionary location and bind database at the same time
2337: Not allowed to change data dictionary location and unbind database at the same time
2338: Not allowed to change the dictionary location and create dictionary files at the same time
2339: Not allowed to create data dictionary files and bind database at the same time
2340: Not allowed to create data dictionary and unbind database at the same time
2341: Not allowed to bind database and change data locations at the same time
2342: Not allowed to unbind database and change data locations at the same time
2343: Named database general error

3000: The MicroKernel router encountered a memory allocation error
3001: Local access is unavailable to the MicroKernel router
3002: The MicroKernel router resource DLL is unavailable
3003: The MicroKernel router detected an incompatible network component
3004: The MicroKernel is not responding to the MicroKernel router
3005: The MicroKernel router encountered an operating system error
3006: The MicroKernel router detected an invalid session
3008: Invalid configuration for MicroKernel router
3009: NETinterface.DLL is not loaded
3010: NetWare API DLLs are not loaded
3011: Thunk not possible – the Win32 MicroKernel router could not be found or is incompatible
3012: Local engine is not accessible to the MicroKernel router
3013: The remote engine is inaccessible to the MicroKernel router because the networking component is not loaded
3014: The MicroKernel router cannot find an engine
3015: The MicroKernel router encountered an initialization error
3016: The MicroKernel router encountered an internal error
3017: Data buffer of the local engine is too small
3018: The file is already closed
3019: The MicroKernel router encountered a semaphore error

3020: An error occurred while loading the MicroKernel
3021: The MicroKernel router received a badly formatted data packet
3022: The MicroKernel router could not send the request to the remote engine
     because the specified data buffer length resulted in a data packet object
     that is too large
3023: The task table of the MicroKernel router is full
3025: Cannot load IDS client requester
3026: Incompatible IDS client requester
3027: Connection failure to IDS target server
3028: Login failure to IDS target server
3029: IDS Not Allowed
3030: Remote access not allowed
3031: Linux requester cannot connect to this server

PERVASIVE NETWORK SERVICES LAYER ERRORS
THE FOLLOWING 31XX SERIES ARE NETWORK RELATED ERRORS
3103: Server name not found by Pervasive Network Services Layer
3104: The Pervasive Network Services Layer encountered a permission error
3105: No available transport protocol for the Pervasive Network Services Layer
3106: The Pervasive Network Services Layer encountered a connection failure
3107: The Pervasive Network Services Layer is out of memory
3108: The Pervasive Network Services Layer detected an invalid session
3110: The network layer is not connected
3111: Failure during send to the target server
3112: Failure during receive from the target server
3114: The routing table of the Pervasive Network Services Layer is full
3115: Pervasive Network Services Layer encountered a transport failure
3119: No authentication context is available
3124: Pervasive Network Services Layer task table is full
3125: The Pervasive Network Services Layer was unable to resolve the Novell
     Directory Services name into a NetWare server name
3126: The Pervasive Network Services Layer was unable to resolve the given
     filename into a valid path
3127: Failure during send to the IDS target server
3128: Failure during receive from the IDS target server
3131: Pervasive Network Services Layer encountered an error while reconnecting
3132: Unsupported Function

4083: Component not loaded
4086: An internal error occurred. Utilities Requester receive size too small. Verify
     that the correct components are loaded

5000: Client requires encryption
5001: Server requires encryption

6000: Orphan Found
6002: Invalid Column
6003: Foreign Key Not Found
6005: Column Not Nullable
6006: Invalid Data Type
6007: Invalid Index Number
6008: Too Many Segments
6009: Index Name Duplicate

7001: Invalid connection handle specified
7002: NULL pointer specified
7003: Buffer was too small
7004: A general failure occurred
7005: Invalid data type specified
7006: Setting value is out of range
7007: At least one selection item is invalid
7008: Invalid sequence number
7009: Data on open files is not available
7010: Client ID is invalid
7011: Insufficient access rights
7012: Named database already exists
7013: Named database does not exist
7014: DTI not initialized
7015: File not open
7016: Dictionary files already exist
7017: Dictionary path in use
7018: Invalid DSN name
7019: DSN already exists
7020: Specified DSN does not exist
7021: Invalid open mode for DSN
7022: Component not loaded
7023: The database files cannot be deleted because they are shared with another
          database
7024: Invalid Btrieve Security Policy
7064: No license obtained for the product
7065: A product has not been obtained
7101: Invalid character in the license string
7102: Illegal license type is defined

Database Errors

7108: License key length is too long
7109: No such license exists
7110: There is at least one temporary license that has already expired, and there are no other than temporary licenses installed on the system
7111: Temporary licenses cannot be removed. The license becomes invalid after its expiration date.
7112: License is already installed
7113: Invalid license key. Verify the provided key.
7115: Invalid product ID
7117: License key is too long
7118: The server is not running. Unable to show, apply, or remove a license. Verify that the server is running and that network communications are functioning.

7119: The local server is not running. Unable to show, apply, or remove a license.
7120: The license is not removable
7122: Your trial license has expired

8001: The Services DLL encountered an error while allocating memory
8002: The component ID string was not found
8003: Thunk path is not accessible to the Services DLL
8005: Interface not initialized
8006: The specified component was not found
8007: Error retrieving Win32 version information
8008: Information mismatch in component ID
8009: Required information missing in component ID
8010: Error while opening a file to retrieve component ID
8012: Required information for binding rule is missing
8013: Error locating a component
8016: Invalid instance specified
8017: Invalid version information structure
8018: Item not found by Services DLL
8019: Library not accepting interface requests
8020: Error loading component
8022: Component not initialized
8023: Invalid filename passed to Services DLL
8024: Invalid function name
8027: Required attribute missing in component ID
8030: Return buffer too small for information
8032: Component ID is invalid
8035: Invalid interface for NetWare platform

8039: Invalid operating system handle specified
8040: CRC check on component ID failed
8098: Invalid column-level GRANT statement
8099: Only one user can be connected to database when altering security state

8500: An error occurred during the Smart Components initialization
8502: An error occurred when trying to locate W3UPIXYY.DLL
8503: An invalid W3UPIXYY.DLL has been found
8504: An error occurred when trying to create system semaphore
8505: An initialization error occurred when trying to establish a session with the Workgroup engine
8506: A fatal error occurred when loading the MicroKernel
8507: No valid session was found
8508: An error occurred when attempting to enable Btrieve access
8509: A timeout occurred during the initialization of the MicroKernel
8510: A fatal error occurred when loading the Scalable SQL engine

8511: An error occurred when attempting to enable SQL access
8512: A timeout occurred during the initialization of the Scalable SQL engine
8513: An error occurred when disabling Btrieve access
8514: An error occurred when unloading the MicroKernel
8515: An error occurred when disabling SQL access
8516: An error occurred when unloading the Scalable SQL engine
8517: An error occurred when closing the session with the Workgroup engine
8518: An error occurred when attempting to allocate system memory
8519: A fatal error occurred when loading the SRDE
8520: A timeout occurred during the initialization of the SRDE module
8521: An error occurred when unloading the SRDE module

8590: An error occurred in the database manager while initializing Smart Components Manager
8591: The database manager is already loaded
8592: Insufficient memory to load the database manager
8593: An error occurred while the database manager was creating a system thread
8594: Engine cannot be restarted

10000: You have been unexpectedly disconnected from the server
10001: You have been unexpectedly disconnected from the server
10002: You have been unexpectedly disconnected from the server
10003: You have been unexpectedly disconnected from the server
10004: You have been unexpectedly disconnected from the server

10005: You have been unexpectedly disconnected from the server
10006: You have been unexpectedly disconnected from the server
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10061: You have been unexpectedly disconnected from the server
10062: You have been unexpectedly disconnected from the server
10063: You have been unexpectedly disconnected from the server
10064: You have been unexpectedly disconnected from the server
10065: Connection attempt timed out