



MY COMPANY USER MANUAL

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SEARCH AND NAVIGATION

In the sections **Clients** and **Products**, search is conducted by entering the first letters of the item you're searching for. For example, if you want to find all the records starting with A, you just enter the letter A in the form. As you add letters the results are filtered to correspond with your input.

ANALYTICS

1.1 Clients

In the **Clients** section you can see all of your clients/contacts (customers and distributors).

To create a new entry click on the *New Client* button, enter the required information, and click *Save*. To modify the information for a particular entry, select the record in the table and click *Edit*. If you want to delete a saved entry, select the record from the table and click *Delete*.

You can create unlimited number of records.

1.2 Products

In the **Products** section you can see all of your products. To create a new entry click on the *New Product* button, enter the required information, and click *Save*. To modify the information for a particular entry, select the record in the table and click *Edit*. If you want to delete a saved entry, select the record from the table and click *Delete*.

1.3 Warehouse

In the **Warehouse** section you can see all warehouses. To create a new warehouse, you enter the warehouse name and click *Save*. To change the warehouse information, select the record in the table and click *Edit*. If you want to delete a saved entry, select the record from the table and click *Delete*.

1.4 Stores

In the **Stores** section you can see all stores. To create a new store, you enter the store name and click *Save*. To change the store information, select the record in the table and click *Edit*. If you want to delete a saved entry, select the record from the table and click *Delete*.

1.6 Taxes

In the **Taxes** section you can set up and manage taxes. To enter a new tax record click on *Name*, enter the tax name (State Tax, Local Tax, etc.), then enter the tax value, and click *Save*.

To change the tax information, select the record in the table and click *Edit*. If you want to delete a saved entry, select the record from the table and click *Delete*.

1.7 Payment

In the **Payment** section you can add and manage different currencies. To add new currency, enter the currency name (USD, CAD, JPY) and click *Save*. To change the currency information, select the record in the table and click *Edit*. If you want to delete a saved entry, select the record from the table and click *Delete*.

1.8 Bank Account


In the **Bank Account** section you can see all of your bank accounts. To add a new bank account, enter the bank account number, the name of the bank, and click *Save*. To change the bank account information, select the record in the table and click *Edit*. If you want to delete a saved entry, select the record from the table and click *Delete*.

1.9 Foreign Bank Account

In the **Foreign Bank Account** section you can add and manage your foreign bank accounts. To add a new foreign bank account, enter the bank account number, the name of the bank, SWIFT, and ID, and click *Save*. To change the bank account information, select the record in the table and click *Edit*. If you want to delete a saved entry, select the record from the table and click *Delete*.

DOCUMENTS

2.1 Payments

In the **Payments** section you can keep track of all the payments you make and receive. To add a new payment click on the *New Payment* button, and the payment number and date, and click *Save*. Click on the shortcut button  to choose a client for the payment. Search for the client by entering letters and select the record with double-click, or enter the client ID if you know it. Add the rest of the required information* for the payment and click *Save*. To change a record from the payment, select the record in the table and click *Edit*. If you want to delete a saved entry, select the record from the table and click *Delete*. At the end, click *Done* and the payment is saved.

To change the saved payment, select the record in the table and click *Edit*. After changing the payment information, click *Done*. If you want to delete a saved entry, select the record from the table and click *Delete*.

The payment will include all payments of invoice statements, then the software automatically reduces or increases the balance in the report cards for each customer.

When you receive a payment for a specific invoice (full or partial) the amount is entered in the field **debit**, when you pay the amount is entered in the field **credit**.

You can enter an unlimited number of payments for a specific invoice.

You can keep record of **incoming** and **outgoing invoices**, whether they are services or you want to keep track of your financial records.

2.2 Invoice

In the **Invoice** menu your invoices are displayed. To create a new invoice click **New invoice**, then in the **Header** enter the invoice number and date. Select a **customer** (described in **Analytics**), enter the other required information and click *Save*. Then switch to the **Details** tab which is located on top of the open window where you enter the items. To change a particular item of the invoice select the chart by clicking and then click *Change* or *Delete* if you want to delete. Finally *Exit* or click *Print* and the invoice is created.

To change a particular invoice you select it by clicking it and then click *Change* invoice. Edit the required information and click *Exit* or *Print*. To delete a specific invoice to select the click and then click *Delete*.

By creating an invoice the software automatically records it on the client report card and reduces the inventory in the warehouse or store.

2.3 Pro-forma Invoice

Pro-forma invoice is the same document as an invoice, the difference being that the client is not charged financially and inventory is not reduced from the warehouse or store.


2.4 Foreign Currency Invoice

Foreign Currency Invoice is identical to the invoice, the only difference being that a currency is chosen and exchange rate is entered. Then the software automatically records the transaction on the client report card and reduces the inventory in the warehouse or store.

2.5 Foreign Currency Pro-forma Invoice

Foreign Currency Pro-forma Invoice is identical to the foreign currency invoice, the only difference being that the client is not charged financially and inventory is not reduced from the warehouse or store.

2.6 Incoming invoice

In the **Incoming invoice** section all the incoming invoices are displayed. To create a new invoice, click on *New incoming invoice*, then in the **Header** enter the document number and date, in the document field enter the number of the incoming invoice. Select client by clicking  and then click twice to select a client for the incoming invoice, insert the other required information and click *Save*. Then switch to *Details*, which are located in the upper right part of the window where you enter the items. To change a particular item of the incoming invoice, select the item and then click *Edit*, or *Delete* if you want to delete. Finally, click *Exit* or *Print* and the incoming invoice is done.


To modify a specific incoming invoice select it with a single click and then click *Edit*. Change the required information and click *Exit* or *Print*. To delete an incoming invoice select the entry by clicking it and then click *Delete*.

By making an incoming invoice the software automatically increases the inventory in the warehouse or store that you have selected and automatically indebts you to the client for the amount of the invoice.

2.7 Incoming Foreign Currency Invoice

Incoming Foreign Currency Invoice is identical to the incoming invoice, with added currency fields and the current exchange rates.

2.8 Forwarding List

In the **Forwarding list** section all your forwarding lists are displayed. To create a new forwarding list click *New Forwarding list*, then in the **Header** you enter the forwarding list's number and date. You choose the warehouse or store by clicking  and then click twice to select it. You insert the other required information and click *Save*. Then switch to **Details** which is located in the upper right part of the window where you enter the items. To change a particular item of the forwarding list you select it by clicking on it and then click *Edit*, or *Delete* if you want to delete it. Finally, click *Exit* or *Print* and the forwarding list is done.

To change a certain forwarding list, select it by clicking on it and then click *Edit*. Change the required information and click *Exit* or *Print*. To delete a forwarding list select it by clicking on it and then click *Delete*.

The forwarding list a document for transferring items from one warehouse to another, or from the warehouse to the store.

2.9 Receipt

The Receipt is identical to the document 'invoice'.

REPORTS

3.1 Calculate Tax

The **Calculate tax** section lets you view the tax that is generated by your activities. With this option you will have up to date information about tax returns.

Choose a date and click *View*.

3.2 Product Report

The **Products Report** allows a detailed view for a product, it displays all input and output documents and the price at which an item is sold or purchased.


3.3 Single Customer Reports

The **Single Customer Report** allows a detailed view of a customer, it displays all incoming and outgoing invoices, as well as the balance of the account receivable and account payable.

3.4 Group Customer Report

The **Group Customer Report** allows aggregate view of all the customers with the balance, depending on whether the client is a supplier or customer.

3.5 Warehouse Stock List

The **Warehouse Stock List** section represents the inventory in the warehouses. Enter a warehouse with a click on  and then click twice to choose, do the same with Customer (customer entry is optional) and click *Browse*, or if you want to print it click *Print*.

If the option **Details** is selected then it will display the data in detail, with incoming and outgoing invoices.

3.6 Store Stock List

This section is same as the Warehouse Stock List, the difference being that it shows inventory by store.

3.7 Stock List (Total)

Stock List (Total) shows the total inventory from both, warehouses and stores.

3.8 Total Sales

The **Total Sales** section presents the volume of sales for each product separately, on a certain date.

3.9 Total Sales by Customers

The **Total Sales by Customers** section presents the volume of sales for each product separately, on a certain date, for the chosen customer.

SETTINGS

4.1 Backup Data

This option is for **archiving** (backup) your data. It is best for the data to be kept on an external memory (a dedicated USB drive).

4.2 Restore Data

This section allows you to restore the data you have previously backed up. Choose the folder where you keep the data, select the .zip file and click the *Restore* button.

4.3 Users

In the **Users** section you can create multiple users who will use the software. You get access with your user name and password.

Only the administrator can add new users or change passwords, users of the software can only change their own password.

4.4 Configuration

In the **Configuration** section you enter the information about your company.

4.5 Transfer to Next Year

The **Transfer to Next Year** is done at the end of each year, when the software transfers the balance of the accounts to the next year.

4.6 Previous years

In this section you can choose a previous year and review it, edit or add information.