

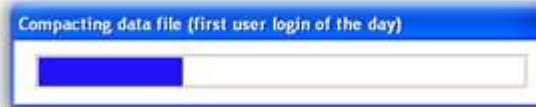
Simply Orders Quick-start Guide

1. Start-up

On start-up, you are prompted to select a data file, or create a new (blank) data file.



The first time each day that the data file is opened, it is automatically compacted to help maintain it's performance.



If not already logged-in via an MS Access workgroup, you will be prompted to log-in to Simply Orders.



On installation, simply choose user "Admin" – and leave the password blank.



2. Switchboard Overview – Sales Tab

The screenshot shows the 'Simply Orders - [Switchboard]' application window. The interface is divided into several sections: 'Sales', 'Payments', and 'Maintain'. The 'Sales' section contains a flowchart with 'Enter / View' (Sales Orders), 'Process' (Pick Lists, Despatch/ Invoice), and 'Manage' (Order Book, Sales by Customer, Sales by Product, Sales by Category, % Sent On-Time, Order Lead-times) buttons. Below this is a 'Customer Returns' section with 'Authorise Returns', 'Receive/ Credit', and 'Review' buttons. The 'Maintain' section includes 'Customers', 'Products', 'Categories', and 'Admin options' (Options, Users) buttons. Callout boxes provide details for each section.

Sales Orders

- Enter/view orders
- Print pick-lists of orders due for despatch
- Raise despatch notes and invoices

Sales reports

- Current order-book
- Sales turnover by customer, product or category
- % of orders sent on-time
- Order lead-times

Maintain

- Customer contact details
- Product details, prices and tax rates
- Categories

Admin options - only visible to selectable admin user(s)

- Change application settings
- Add/delete users, reset user passwords

Manage customer returns

- Raise returns numbers and send returns labels
- Record receipt of goods
- Raise credit notes
- Review reasons

Facility to switch between different company data files

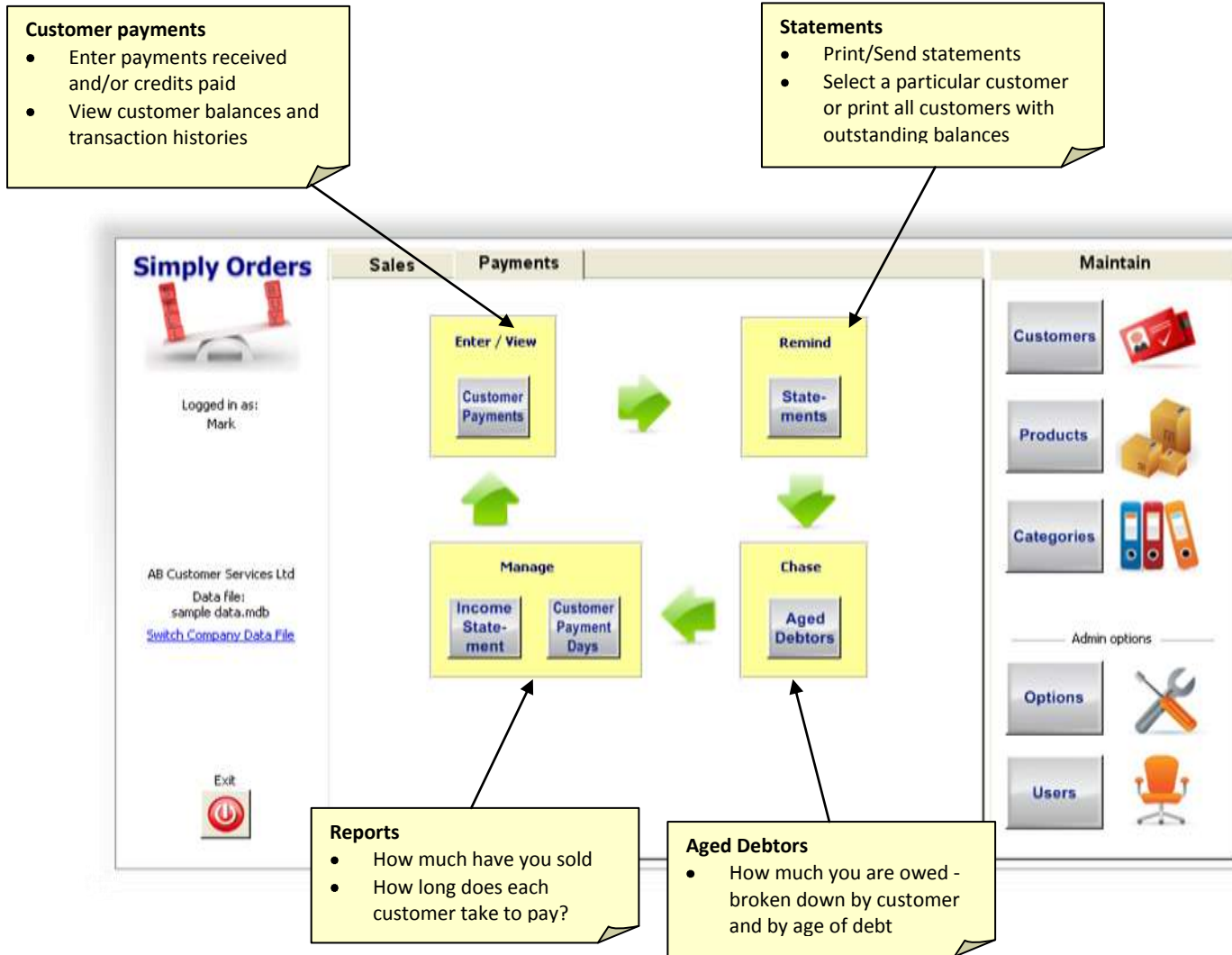
AB Customer Services Ltd
Data file: sample data.mdb
[Switch Company Data File](#)

Simply Orders - [Switchboard]

start Google Inbox - Microsoft Out... Simply Orders - [Swit... 13:14



3. Switchboard Overview – Payments Tab



4. Sales Orders Entry

Sales Orders

Find Order

Sales Orders

Enter New Order:

- Enter new order or
- View/edit existing order

Open existing order Quick find:

OrderId	Customer	Customer Order No	Date Entered	Despatch	
SO1047XX	ABB		22/05/2009	19/06/2009	View...
SO1046XX	Cash Sale		15/05/2009	18/05/2009	View...
SO1045XX	Cash Sale		15/05/2009	15/05/2009	View...
SO1044XX-1	Lingonberry BK Ltd		15/05/2009	15/05/2009	View...
SO1044XX	Lingonberry BK Ltd		15/05/2009	15/05/2009	View...
SO1043XX	Cash Sale		14/05/2009	14/05/2009	View...
SO1042XX	Electricity Ltd		14/05/2009	15/05/2009	View...
SO1041XX	ABB	5482	14/05/2009	25/05/2009	View...

Order status

- Displayed if "Despatched", "Invoiced" or "Paid"
- Dates and usernames recorded and displayed
- Order editing permissions change as the status changes

Paid

Attach file(s)...

Order Notes:

Despatch date: 24/04/2009 Invoice Date: 01/05/2009 Paid, Date: 08/05/2009
 Despatched By: Admin Invoiced By: Linda Amount paid: £6.28 Order Cancelled

Sales Orders

Find Order Order Details

Sales Order Details

Print/Email Split Order Despatch/Invoice Save Cancel Changes

Order number: SO1040XX
 Date Entered: 14/05/2009 Entered By: Linda
 Customer Name: AB Belts Customer Number: 2 Std Discount: 10%
 Cust's Order No: Payment Terms: 30 days

Delivery Address: Unit 15A Invoice Address: Unit 15A
 Arentorp Industrial Estate
 Bureligh
 Leicester
 Post Code: LE22 1AA

Requested despatch: 21/05/2009

Item No	Product Code	Product Description	Price Each	Dis-count	Qty	Price Total	% VAT	VAT
1	100009	Canvas Print A4	£45.00	10%	25	£1,012.50	15.0%	£151.88
Notes: Alla bilder finns på filen konstmasse.jpg								
2	100012	Glossy Print A4	£35.00	10%	500	£15,750.00	15.0%	£2,362.50
Notes:								
3	100013	Glossy Print A4	£35.00	10%	500	£15,750.00	15.0%	£2,362.50
Notes:								
Notes:								
Notes:								

Attach file(s)...

Total Net: £34,042.50
 Total VAT: £5,106.38
 Total Gross: £39,148.88

Order Notes:
 Customer will collect. Please ring when ready..

Despatch date: Invoice Date: Paid, Date:
 Despatched By: Invoiced By: Amount paid: Order Cancelled



SimplyAccess.net

The fast and inexpensive route to custom business software

5. Sales Order Despatch / Invoice

Despatch/Invoice-Sales Orders

Select Order Order Details

Sales Order Details

Order number: SO10400X Entered By: Linda
Date Entered: 14/05/2009

Split Delivery Despatch / Invoice Close

Split Order

Select quantities to send ** the remainder will be moved to a new order **

Item #	Product Code	Description	Qty on Order	Qty to send?
1	100009	Canvas Print A4	25	10
2	100012	Glossy Print A4	500	500
3	100013	Glossy Print A3	300	300

Split Order Cancel

Facility to split delivery

- Simply enter the quantities you are going to send
- When you click "Split Order", the existing order will be updated and a new order created for the remaining quantities

Despatch options

Select

Print Despatch Note
 Print Invoice

Preview Print Email Cancel

Order Despatch / Invoice

- Print straight to the windows default printer
- Preview to the screen
- Email as pdf
- Order status is updated accordingly, to "despatched" or "invoiced"



6. Customer Returns

Authorise Return

Select Order

Authorise Return for Credit

1. Select Customer
 Customer Name:

(optional) search by order number
 Order number:

2. Select order to be returned for credit

OrderId	Customer	Customer Order No	Date Entered	Despatch	
SO1046XX	Cash Sale		15/05/2009	18/05/2009	<input type="button" value="Return..."/>
SO1045XX	Cash Sale		15/05/2009	15/05/2009	<input type="button" value="Return..."/>
SO1043XX	Cash Sale		14/05/2009	14/05/2009	<input type="button" value="Return..."/>

New returns

- Authorise / enter
- Issue returns ref. / email returns label

Receive / Credit Return

Select Returns Note | Returns Details | Order Attachments

Returns Details

Return number: SCR1009 Entered By: Mark
 Date Entered: 29/04/2009
 Customer Name: Any Industrial Ltd Customer Number:
 Sales order: SO1019XX Cust's Order No: PO19735

Invoice Address: Trent House
 Sorely Road
 Pilferton
 Bicester
 Gloucs
 Post Code: XX11 1AA

Reason for return:

Review items

Item No	Product Code	Reason	Unit Price	Quantity	Total
1	100001	Customer ordered incorrect item(s) Customer no longer requires item(s) Customer ordered incorrect quantities Damaged when received Incorrect item(s) sent Item(s) defective	1.00	15	15.00

Notes:

1 attachment...

Awaiting return

Returned date: Credit Date: Paid, Date:
 Received By: Credited By: Amount paid:

Receive

- Record reason
- Check qty's and condition before crediting

Receive returns

Checks:

Quantities checked
 Returns as described

Additional Notes:
 Just credited this time as a goodwill gesture.

Receive / Credit Return

Select Returns Note

Receive / Credit Return

Select returns note

Show: Quick find:

Return Number	OrderId	Customer	Status	Date	
SCR1010	SO1036XX	Fox Details Ltd	Awaiting Return	13/05/2009	<input type="button" value="View..."/>
SCR1009	SO1019XX	Any Industrial Ltd	Awaiting Credit	29/04/2009	<input type="button" value="View..."/>
SCR1008	SO1011XX	Any Industrial Ltd	All	29/04/2009	<input type="button" value="View..."/>
SCR1007	SO1018XX	AB Belts		15/04/2009	<input type="button" value="View..."/>
SCR1006	SO1001XX	Cash Sale	xxxxx	17/03/2009	<input type="button" value="View..."/>
SCR1005	SO1004XX	Cash Sale	sas	12/03/2009	<input type="button" value="View..."/>
SCR1004	SO1010XX	TD Supplies		13/02/2009	<input type="button" value="View..."/>

Existing returns notes

- View status
- Edit
- Receive Goods / Issue Credit-notes

Print returns and/or credit note

- Dates and usernames recorded and displayed
- Editing permissions change as the status changes

Print options

Select

Print Returns Note
 Print Credit Note

7. Customer Payments

Enter Customer Payments / Credits

Enter Customer Payments

1. Select customer

Customer Name: Abber Ltd

CustomerName	Balance
AB Belts	£0.00
ABB	£0.00
Abber Ltd	£8,360.29
Any Industrial Ltd	£0.00
Barbro Nilsson	£0.00
Cash Sale	-£445.70

2. Enter payment amount received and/or select credit notes to allocate/pay

Customer Name: Any Industrial Ltd

Payment amount received from customer: £8,360.29

Credit #	Customer Order No	Credit Date	Credit Total	Amount Paid	Outstanding Balance	
SCR1008	FUJ123142	06/05/2009	-£9.20	-£9.20	£0.00	<input checked="" type="checkbox"/> <input type="button" value="↶"/>

Amount received: £8,630.29 = £8,639.49

+ credits selected £9.20

Allocated against invoices: £1,063.75

Remaining, unallocated: £7,575.74

3. Allocate against outstanding invoices

Order #	Customer Order No	Invoice Date	Invoice Total	Amount Paid	Outstanding Balance	
SO1031XX	305	14/05/2009	£7,305.75	£0.00	£7,305.75	<input checked="" type="checkbox"/> <input type="button" value="↶"/>
SO1035XX	KO1258N	14/05/2009	£1,063.75	£1,063.75	£0.00	<input checked="" type="checkbox"/> <input type="button" value="↶"/>

4. If account is in credit, issue payment to customer

Balance on customer's account: £8,360.29

Transaction History

Date	Reference	Amount
14/05/2009	Invoice SO1031XX	£7,305.75
14/05/2009	Invoice SO1035XX	£1,063.75
06/05/2009	Credit note SCR1008	-£9.20
16/04/2009	Payment received	-£36.51
07/03/2009	Credit note SCR1003	-£13.80
06/03/2009	Invoice SO1011XX	£18.40
05/03/2009	Invoice SO1009XX	£31.90

Enter Customer Payments

- Select Customer from drop-down list
- Enter amount received and/or allocate credit-notes in payment against invoices
- Allocate payment – when all has been allocated, the transaction history will be updated

Confirm allocation

All of this payment has now been allocated against invoices.

Click OK to save the payment and start a new payment?

(Selecting Cancel will undo all)

Transaction history

- Invoices & credit notes
- Payments received / credits issued
- Current balance

Credit Payments

- If credit notes allocated exceed invoices, you will be prompted to issue a payment to the customer



SimplyAccess.net

The fast and inexpensive route to custom business software

8. Maintain Customers

Customers List Save New? Print Address Label(s) Cancel

Customer: **TD Supplies** Customer no: 4

Discount: 10%

Payment Terms: 30 days

Main phone: Main fax: Email: buyer@tdsupplies.test.co Website:

Addresses

54 Yellow Brick Road Arkishborough Copehelm Hants xx Post Code: HA1 2BB

Phone: Fax: Email:

Use as the default: Delivery Address Invoice Address

Transaction History

Date	Reference	Amount
13/05/2009	Invoice SO1032XX-1	£49.68
13/05/2009	Invoice SO1032XX	£6,267.55
11/05/2009	Invoice SO1012XX	£67.68
16/04/2009	Credit Payment issued	£9.20
07/04/2009	Payment received	-£55.89
13/03/2009	Credit note SCR1004	-£9.20
05/03/2009	Invoice SO1010XX	£51.75
20/02/2009	Invoice SO1006XX	£4.14

Balance: £6,384.91

Print Customer Address List O...

Print addresses for: 'TD Supplies' only All customers

Select Addresses: All addresses Invoice address(es) only Delivery address(es) only

Select format: 10 per A4 page (e.g. Avery J8173) 14 per A4 page (e.g. Avery J8163) 21 per A4 page (e.g. Avery J8160)

Preview Print Cancel

Email XLS

Customer maintenance

- Name, addresses, phone/fax numbers, email, website
- Select default delivery & invoice addresses
- Standard discount and payment terms (can also be changed on individual orders)
- Archive dead accounts – details will be retained, but they will no longer show on option lists

Transaction history

- Invoices & credit notes
- Payments received / credits issued
- Current balance

Print address labels

- Current customer only or all customers
- Can be filtered by delivery or invoice addresses
- Select from 10, 14 or 21 labels per A4 page (common Avery ink-jet label sizes)
- Alternatively; email lists or export to Excel



9. Maintain Products & Categories

The 'Maintain Products' window shows a form for editing product details. The 'Product Code' is 100001 and the 'Description' is 'Paper, A4, white, 80gsm, 500 sheets'. The 'Category' is 'Stationary', 'Price each' is £4.00, and the 'Tax rate' is 'S Standard 15.0%'. There are checkboxes for 'Show on pick-lists?' (checked) and 'Archive this product' (unchecked). Buttons for 'List', 'Edit', 'New*', and 'Close' are at the top.

The 'Select Product' window shows a search interface. It has input fields for 'Description' and 'Product Code', and a 'Show Archived Products' checkbox. Below is a table with columns 'ProductCode', 'Description', and 'Archived'. The table lists several products, including 'Paper, A4, white, 80gsm, 500 sheets' (ProductCode 100001) and 'Pens, Bic biro, pack of 100' (ProductCode 100002). Buttons for 'View' and 'Cancel' are at the bottom.

ProductCode	Description	Archived
100001	Paper, A4, white, 80gsm, 500 sheets	0
100002	Pens, Bic biro, pack of 100	0
100003	Tea bags, Tetley, Pack 100	0
100004	10*5 Nails Zinc Plated	0
100005	Paperclips Big Silver	0
100006	Envelopes A4 Brown	0

Product details

- Enter - Description, Category, Price, Tax rate
- Select whether product should show on pick-lists or not (e.g. don't show carriage & packing)
- Archive old products – details will be retained, but they will no-longer show on option lists

The 'Maintain Categories' window shows a form for editing category details. The 'Category Id' is 1 and the 'Description' is 'Stationary'. Buttons for 'List', 'Edit', 'New*', and 'Close' are at the top.

The 'Select Category' window shows a search interface. It has a 'Description' input field and a table with columns 'CategoryId' and 'Category'. The table lists categories such as 'Stationary' (CategoryId 1), 'Books' (CategoryId 2), 'Refreshments' (CategoryId 3), 'Misc' (CategoryId 4), 'Screws and Nails of Zinc' (CategoryId 6), and 'Plumbinn Hourly Rate' (CategoryId 9). Buttons for 'View' and 'Cancel' are at the bottom.

CategoryId	Category
1	Stationary
2	Books
3	Refreshments
4	Misc
6	Screws and Nails of Zinc
9	Plumbinn Hourly Rate

Categories

- Enter meaningful names for sales categories – used in management reports



SimplyAccess.net

The fast and inexpensive route to custom business software

10. Reports

Management Reports

- Each report has selectable filters
- Print straight to the windows default printer
- Preview to the screen (and print to other printers from there)
- Email as pdf
- Export data to Excel

On-Time Despatch Options

Show orders despatched:

All dates
 Last Month
 Last 3 Months
 Last 12 Months
 Custom

Report Style

Report Chart

Print Close

Statement Options

Show statement for:

All outstanding
 Customer []

Preview Print Cancel

Email XLS

Microsoft Access - [Sales Orders Invoiced, by Customer]

Sales Orders, % Despatched On-Time

Dispatch Date:	Order#:	Customer:	Customer Order No:	Dispatch Due:	Days Late:	% On-Time:
07/04/2009	SO100400	Cash Sale	13620009	37		0.0%
10/04/2009	SO101700	AB Belts	11604001	-1		100.0%
15/04/2009	SO101800	AB Belts	15642009	0		100.0%
16/04/2009	SO101900	AB Belts	15642009	0		100.0%
17/04/2009	SO102000	AB Belts	15642009	32		100.0%
18/04/2009	SO102100	AB Belts	15642009	32		100.0%
19/04/2009	SO102200	AB Belts	15642009	50		100.0%
20/04/2009	SO102300	AB Belts	15642009	50		100.0%
21/04/2009	SO102400	AB Belts	15642009	17		16.7%
22/04/2009	SO102500	AB Belts	15642009	3		60.0%
23/04/2009	SO102600	AB Belts	15642009	-1		60.0%
24/04/2009	SO102700	AB Belts	15642009	-5		60.0%
25/04/2009	SO102800	AB Belts	15642009	0		60.0%
26/04/2009	SO102900	AB Belts	15642009	21		60.0%
% On-Time:						86.7%

Bar chart showing % On-Time for Apr 2009, May 2009, and Jun 2009.

Microsoft Access - [Sales]

AB Customer Services Ltd
 Unit 12
 Busy Trading Estate
 Twelling
 Hermsby
 BO11 5DL

Tel: +44 (0)111 123456
 Fax: +44 (0)111 234567
 Email: sales@abc.net
 Website: www.abc_net.net.uk

Income Statement

Based on Invoices and Credits between 10/01/2009 to 15/05/2009

	Total	VAT:	Incl VAT:
Misc:	£472.06	£35.24	£507.30
Normal Print	£16,490.00	£2,473.50	£18,963.50
Plumbing Hourly Rate	£166.25	£24.94	£191.19
Refreshments	£828.50	£41.42	£869.92
Screws and Nails of Zinc	£262.78	£13.15	£275.93
Stationary	£19,303.20	£2,895.48	£22,198.68
Total Income	£37,522.79	£5,483.73	£43,006.52



SimplyAccess.net

The fast and inexpensive route to custom business software

11. Options

Sales | **Payments** | **Options**

Documents
 Print on pre-printed headed paper
[Edit Company info for document headers / footers.](#)

Sales Orders: **Credit Notes:**

Start at: 1001	Start at: 1001
Prefix: SO	Prefix: SCR
Suffix: XX	Suffix:

Currency - £
Simply Orders displays values in the currency you have selected via "Regional and Language Options" in Windows Control Panel.

Tax
Charge Tax:
Name: VAT

Code	(%)	Comment
Z	0.0%	Zero
X	0.0%	Exempt
R	5.0%	Reduced

Backups
Always backup important data regularly. We recommend MozyPro.
<http://www.mozy.com/>

Save **Cancel**

Report Options

Report Header/Footer Options


Company: AB Customer Services Ltd Logo:

Address: Unit 12
Busy Trading Estate
Twelling
Hermby
BG11 5DL

Tel: +44 (0)111 123456
Fax: +44 (0)111 234567
Email: sales@abc.net
Website: www.abc_net.net.uk

Invoice Footer Text:
Company registration number and tax number
Accepted forms of payment
etc

Preview **Save** **Cancel**

Users 

Options

(Only visible to selectable admin users)

- Setup order and credit number format
- Enter company details, for report headers / footers
- Configure tax options

Maintain Users

Users

User No.: 1
User name.: Admin
Administrator?:
Password:
Prompt for new password at next login:

Users
(Only visible to selectable admin users)

- Add / delete users
- Select admin user(s)
- Manage passwords

