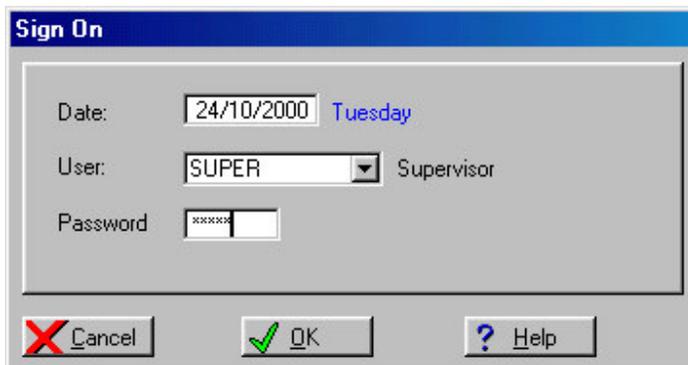


Export Documentation Manager 2.0

- [1.0 Introduction](#)
- [2.0 Print Setup](#)
- [3.0 System Setup](#)
- [4.0 Maintain Master Files](#)
 - [4.1 Maintain Item by Description / Number](#)
 - [4.2 Maintain Exchange Rate](#)
 - [4.3 Maintain Customer File](#)
 - [4.4 Maintain Special Prices](#)
 - [4.5 Maintain Vendors](#)
- [5.0 Workflow – Orders to Invoicing](#)
 - [5.1 Process Order](#)
 - [5.2 Export Advice Form](#)
 - [5.3 Export Check Form](#)
 - [5.4 Export Files to CSV](#)
- [6.0 Export Reports](#)
 - [6.1 Print Customer List Report](#)
 - [6.2 Print Customer Labels](#)
 - [6.3 Print Item Listing](#)
 - [6.4 Print Item Listing by Vendor](#)
 - [6.5 Print Item Listing by Category](#)
 - [6.6 Print Order Acknowledgement](#)
 - [6.7 Print Proforma Invoice](#)
 - [6.8 Print Packing / Consolidation List](#)
 - [6.9 Print Purchase / Factory Order](#)
 - [6.10 Print Outstanding Orders Report](#)
 - [6.11 Print Export Advice](#)
 - [6.12 Print Export Check Sheet](#)
 - [6.13 Print CI \(Commercial Invoice\) Attachment Sheet](#)
 - [6.14 Print Commercial Invoice \(Header Page\)](#)
 - [6.15 Print Margin Report](#)
 - [6.16 Print Bill of Lading](#)
 - [6.17 Print Export Costing Sheet](#)
 - [6.18 Print Customised Merge Letter](#)
- [7.0 System Security](#)
- [8.0 Monthly Summarize Function](#)
- [9.0 MYOB Import and Export](#)
- [10.0 Technical Notes](#)

1.0 [Introduction](#)

The Export Documentation Manager application is designed to facilitate the entry, maintenance, retrieval and archiving of key analytical data with regards to managing export documentation in a trading environment. The core functions include processing Orders, Confirmations, Invoicing and Bills of Lading. It is designed to meet the needs of most export companies. From taking orders via phone, fax or e-mail to sending back a confirmation (with availability), to liaising with suppliers and invoicing, this software makes the entire process a breeze. In addition it has the added capabilities of being multi-currency and with a facility for special pricing (again in multi-currency). If the needs are not exactly what you required then Amblin Software will customise it for you. The workflow is generally from left to right and follows a logical progression. It is written in a modern windows based graphical style utilising the latest in technology and updated regularly to keep up to date with trends. The initial Supervisor password is “SUPER” and is to be changed by the system administrator. Security access levels are to be set via System / Maintain Users option.



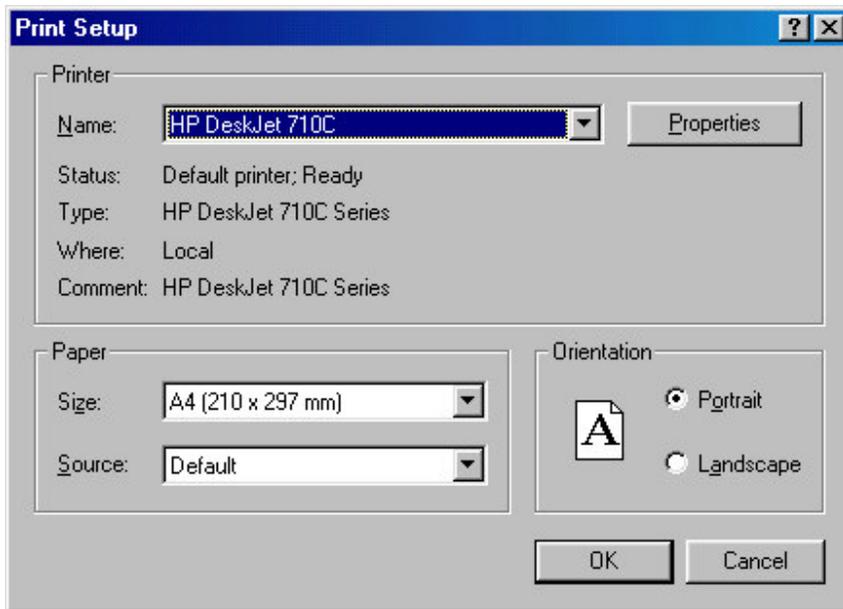
The printouts and splashscreens are licensed to UNREGISTERED until it is purchased and then customised to that particular organisation. This also applies to purchaser numbers and names. This is to ensure against piracy and customer satisfaction.

Once you have familiarised yourself with the demo data, use the System / Delete Data to delete all sample data and start entering data that is specific to your company.

The first order that you enter will allow you to change the Order Number, thereafter all orders will be auto numbered sequentially and you will not be allowed to change the order number. For example, the number 1 will appear if there are no orders in the system. You can override this to say 10000. The next number will be automatically generated by the system and will be 10001.

[BACK TO CONTENTS PAGE](#)

2.0 [Print Setup](#)



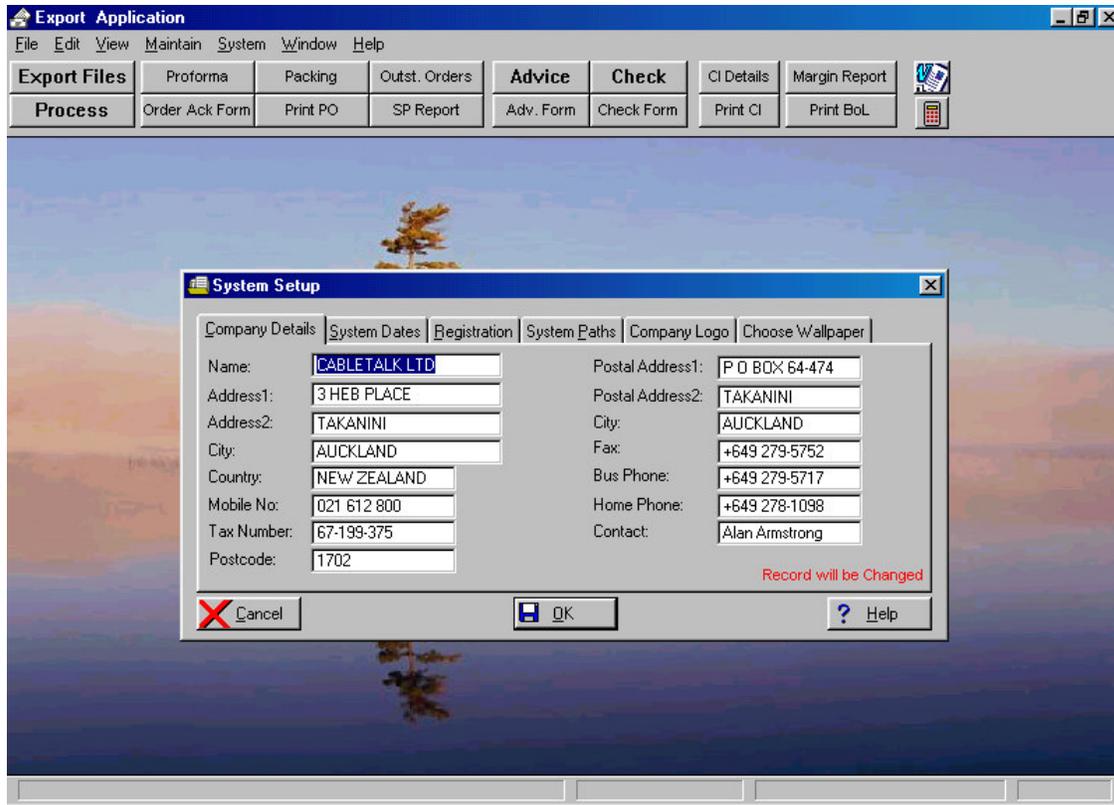
Please note that our reports are best printed on Inkjet or Laser printers and in A4 size.

The first thing you would do is set up the printer details if you are printing over a network. Choose a printer that is set for A4 sheet feeder as all the reports in the application are set for this. In addition all reports are previewed before being sent to the printer. Go to Properties if you need to change the number of copies etc.

If you have a pdf writer such as “pdf995” or a fax setup as a printer queue you can also create PDF documents or fax the document directly. Just choose the pdf writer or fax as your printer and send the print job there. Alternatively you can email the PDF document as an email attachment.

[BACK TO CONTENTS PAGE](#)

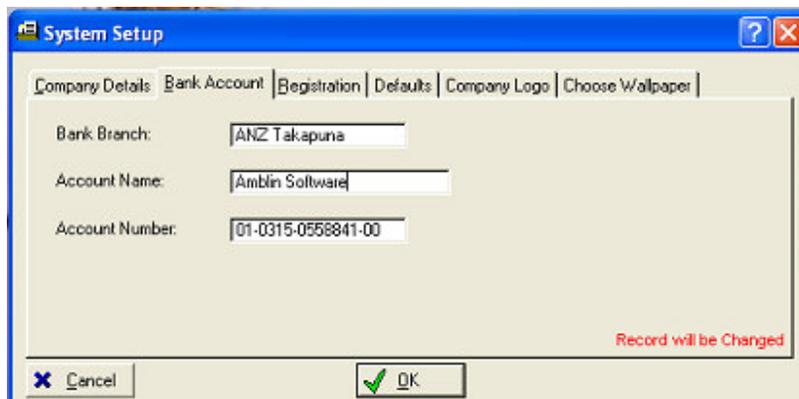
3.0 System Setup



This option is accessed through the System – System Setup menu.

The system setup includes all the details that are global to the whole organisation. It is important to get the details here correct as it flows through out the entire system. Most of the fields are self-explanatory.

This screen also contains the registration details. On the Registration form that will be faxed or e-mailed back to you will contain the serial number. Any restrictions will be lifted once the product is registered. The details entered filter through to the registration form ie Company name, Address etc. The Serial Number is linked to the company name.



The bank account details are printed out on the commercial invoice.

System Setup

Company Details | **Bank Account** | Registration | Defaults | Company Logo | Choose Wallpaper

Tax Details

Tax Number: Tax Rate:

Registration Area

Registration Name: Amblin Software
Serial Number: Successful Registration: N

Record will be Changed

Enter the serial number received from Amblin Software (info@amblinsoftware.com).

System Setup

Company Details | Bank Account | Registration | **Defaults** | Company Logo | Choose Wallpaper

System Date: ...

Description of Tax Field: (eg. TAX, GST, VAT etc)

Take a backup on exit

Invoke To Do List on Startup

Default Currency:

Path to MYOB:

Record will be Changed

The tax field description shown here is used in all the documents.

If “Take a backup on exit” is ticked then a backup dialog is invoked (only Win XP).

If “To Do List on Startup” is ticked then a “To Do List” dialog is invoked.

The default currency is used to populate a new order, usually the home country.

“Path to MYOB” is used to import and export to MYOB Premier. For your specific accounting package contact Amblin Software (info@amblinsoftware.com)

You may choose to print your company logo’s and also choose your own wallpaper.

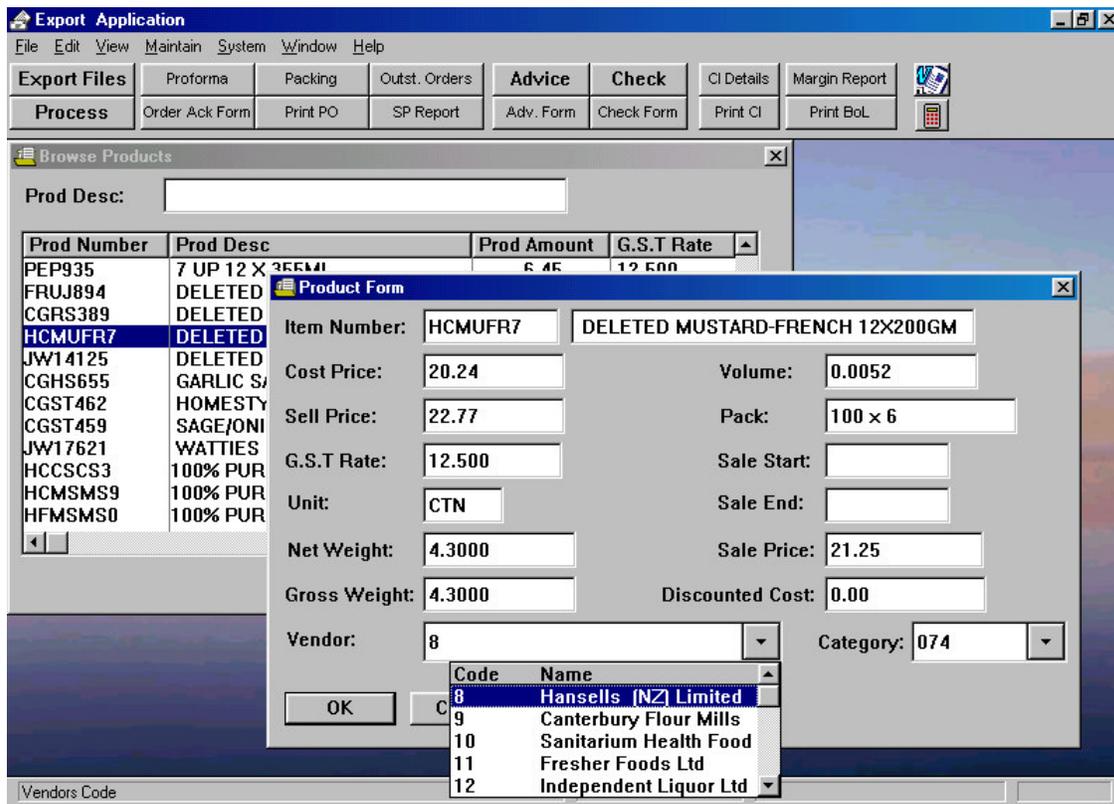
[BACK TO CONTENTS PAGE](#)

4.0 [Maintain Master Files](#)

These items are found along the toolbar under Maintain.

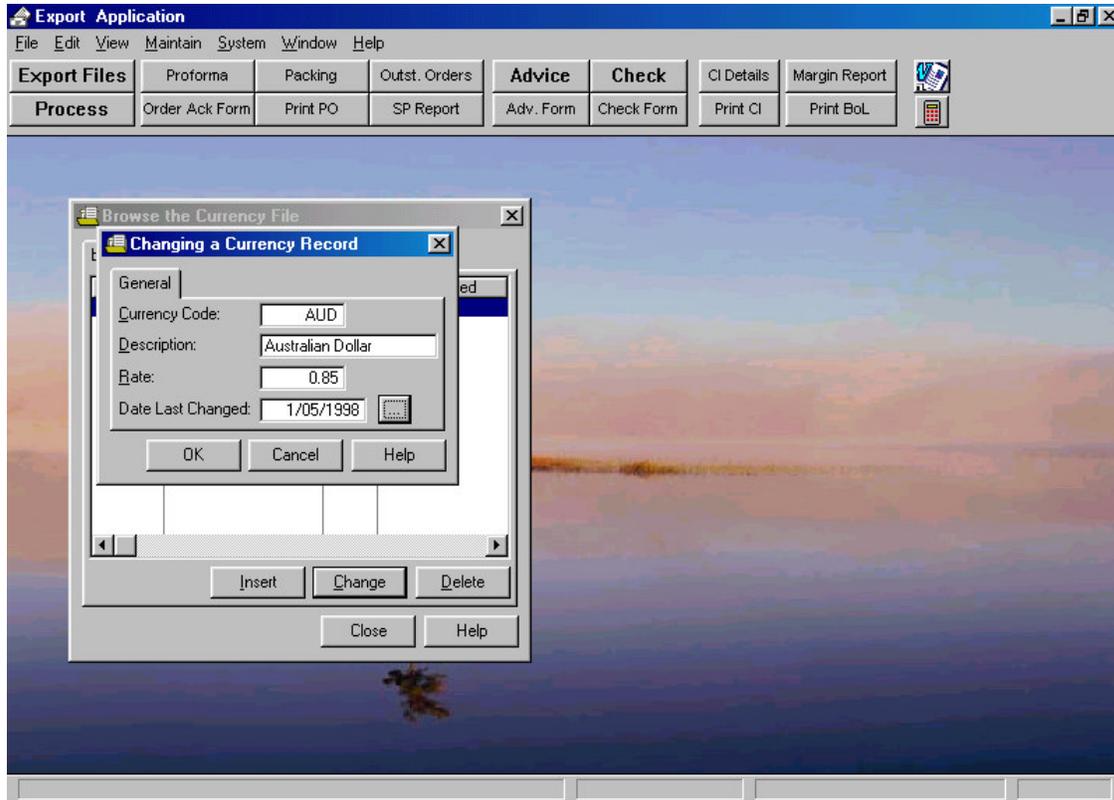
4.1 [Maintain Item by Description / Code](#)

This option allows you to enter stock item details into the system. You can find a stock item by Code or Description. You can go to the record of your choice by entering the item code or description. The incremental search will take you to the code. Keystrokes are echoed in the lower left corner. Double clicking the highlighted record takes you into the record for that item. You can add a new stock item by right clicking and choosing <Insert> or just hitting the <Insert> key on your keyboard.



The price hierarchy is such that a special price setup for a customer will override the sale price (between dates) which in turn supercedes the normal selling price. Please note that for a customer to be eligible for a sale, the sale flag must be set on the customer master. This is to allow flexibility of including or excluding customers. Also for a sale price to take effect, the sale dates must be set and special prices must not apply for that customer. The weights and cubic are important in generating statistics for consolidation lists and container capacities.

4.2 Maintain Exchange Rate



Double click on an existing area record or press <Insert> to add a new exchange code. The exchange rate is used to convert from local to foreign currency & vice versa. Please update the rates regularly.

Currency Code: Choose a code from the drop down list. (valid currencies are entered into the Maintain Currency option)

Description: Country associated with currency

Rate: This is the rate with respect to \$1 of your local currency eg, If code is 'USD' then rate would be approx. \$0.50 when compared to NZD which is my local currency.

There are two uses of currencies in the export system. One is to be used in the order / invoicing process and is usually (but not necessarily) the home currency. The foreign currency is used in the costing process to work out the landed cost of the product in the customers market. When you enter a new order and choose a customer by default the currencies are picked automatically (from the system default and customer master file) but can be changed.

4.3 [Maintain Customer File](#)

This option is used to insert/modify/delete customer files. Please note that if the customer has orders, the system will not allow you to delete the customer master whilst the orders exist. This is to maintain referential integrity and to avoid orphaned records.

The screenshot shows the 'Update Records...' dialog box within the 'Export Application' software. The dialog is titled 'Update Records...' and has a menu bar with 'File', 'Edit', 'View', 'Maintain', 'System', 'Window', and 'Help'. Below the menu bar is a toolbar with buttons for 'Export Files', 'Process', 'Proforma', 'Order Ack Form', 'Packing', 'Print PO', 'Outst. Orders', 'SP Report', 'Advice', 'Adv. Form', 'Check', 'Check Form', 'CI Details', 'Print CI', 'Margin Report', and 'Print BoL'. The main area of the dialog contains the following fields and options:

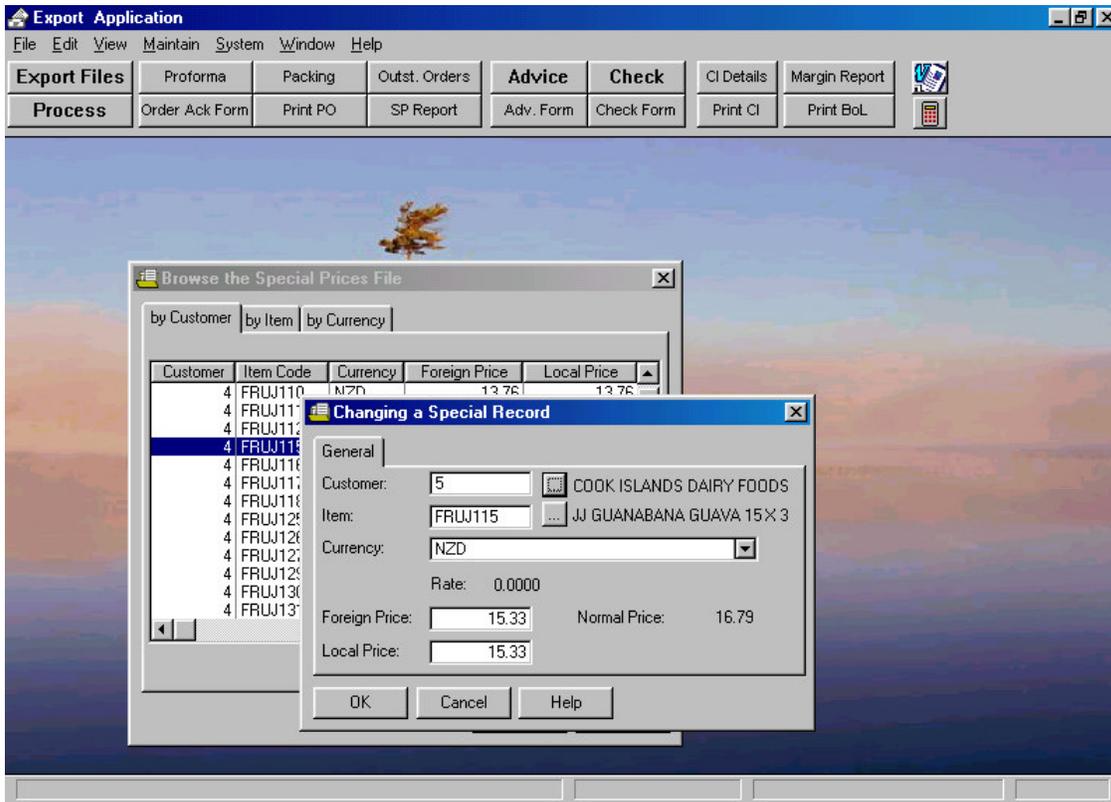
- By:** A list box with 'N' selected.
- Cust Number:** Text box containing '3'.
- Company:** Text box containing 'MEATCO LIMITED'.
- Contact Name:** Text box containing 'CAVELLE'.
- Address:** Text box containing 'P. O. BOX 378' and 'ST JOSEPH'S ROAD'.
- City:** Text box containing 'Rarotonga'.
- Country:** Text box containing 'COOK ISLANDS'.
- Del Address:** Text box containing '950 GREAT SOUTH ROAD' and 'PENROSE'.
- Terms:** Dropdown menu set to 'FOB'.
- Post Code:** Text box containing '00000'.
- Phone No:** Text box containing '682-27-652'.
- Fax No:** Text box containing '682-24-652'.
- Mobile No:** Text box.
- E-Mail:** Text box containing 'cavelle@meatco.co.ck'.
- Credit Limit:** Text box containing '0.00'.
- Currency:** Dropdown menu set to 'NZD'.
- Zero Rated
- Sale Flag
- Cost Flag
- Credit Review Flag
- Delivery Instructions:** Text area containing 'Temperature controlled distribution trucks to be used at all times.'

At the bottom of the dialog are three buttons: 'OK', 'Cancel', and 'Record will be Changed'.

- Customer Number: This is a system designated auto incrementing number.
Terms: You may add terms as required through the Maintain/Terms option
Currency: What is the currency that the order for this customer will be raised
Zero Rated: If this is ticked then there is no tax on the order
Sale Flag: Is this customer eligible for the sale price (within certain dates)?
Delivery Instructions: Is there a standing delivery instruction which applies?

4.4 [Maintain Special Prices](#)

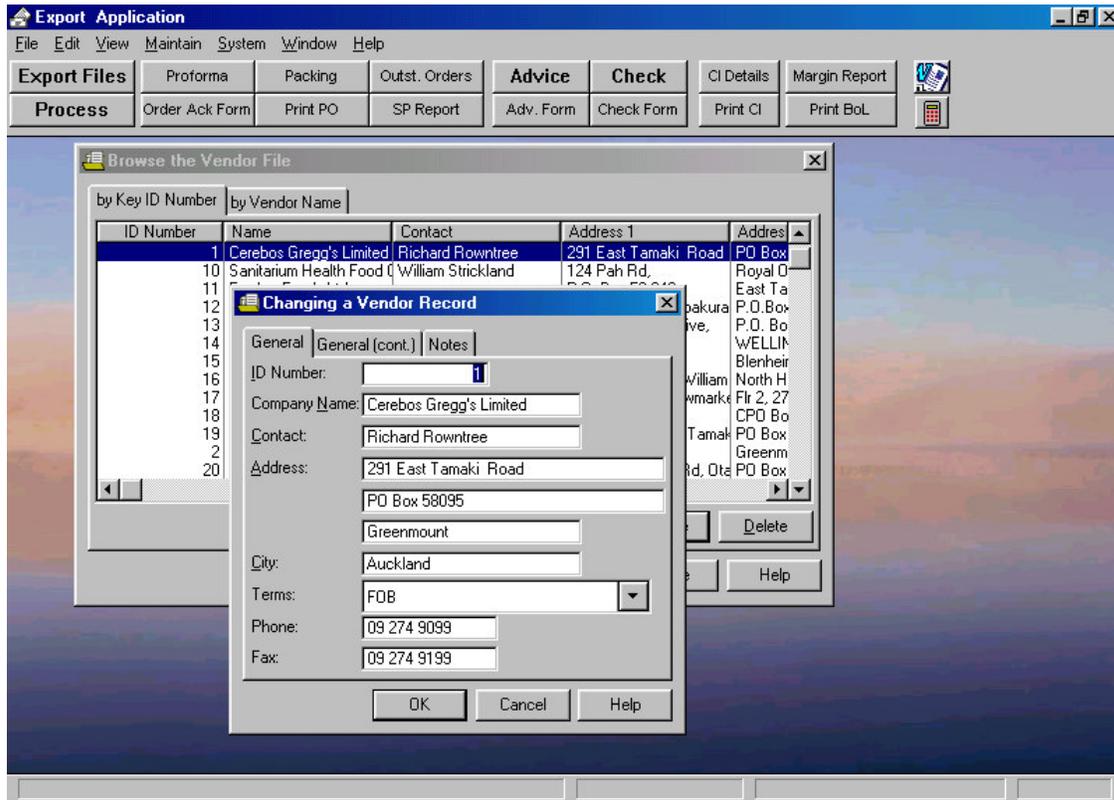
This option allows you to enter a special price for a combination of Customer and Item in either local or foreign currency.



- Customer: Enter the customer number or click on lookup button to choose
- Item: Enter the item or click on lookup button to choose
- Currency: Enter currency code or click on drop down list and choose.
- Rate: Picked automatically from exchange rate file
- Foreign Price: Enter special price in foreign currency OR
- Local Price: Enter special price in local currency (the other price will be calculated automatically)
- Normal Price: The normal selling price is shown as a comparison

4.5 [Maintain Vendors](#)

Vendor details are captured via this option. Vendors are assigned to each stock item and this is used to generate either a purchase order or a factory order. A purchase order is generated if the TYPE field is equal to 'Vendor' and a factory order is generated if the TYPE field is equal to 'Factory'.



- ID Number: Self generated unique vendor number
- Terms: Choose from drop down list your user-defined terms.
- Zero-Rated: If vendor is overseas and no tax applies
- Notes: Add notes about vendor or details not covered in standard fields

5.0 Workflow – Orders to Invoicing

The first order that you enter will allow you to change the Order Number, thereafter all orders will be auto numbered sequentially and you will not be allowed to change the order number. For example, the number 1 will appear if there are no orders in the system. You can override this to say 10000. The next number will be automatically generated by the system and will be 10001.

5.1 Process Order

The 'Process' button brings up all the orders from which you can create a new order by pressing the 'INSERT' key, modify an existing order by pressing the 'CHANGE' button or delete an order by pressing the 'DELETE' key. To delete an order you must first delete the lines. The 4 tabs Orders/ Confirmation/ Commercial Invoice / Bill of Lading follow a logical order process from left to right. When entering the order details among other things you will enter the quantity ordered ie, what the customer wants. At the Confirmation stage you will again enter a quantity received ie, this is the quantity that the supplier (or factory) can supply. At the commercial invoice stage you have to again enter a third quantity ie this is the quantity that is being loaded onto the container and supplied to the customer and will be the quantity shown on the invoice. By default the quantities will be the same as the ordered quantity but you may override it.

The screenshot displays the 'Export Application' software interface. The main window is titled 'Export Order Process Window' and contains a table of orders. A secondary window, 'Order Process Form', is open over it, showing detailed order information.

Export Order Process Window Table:

Order No	Company	Active	Amount\$	Order \$	Order Date	Dep Date	Currency
1	ATLANTIC SOURCE & CO.	ACT	365.70	1,630.70	27/02/04	28/02/04	NZD
6	FRESH AS EXPORT LTD	ACT	43.35	43.35	24/02/04	29/02/04	USD

Order Process Form Details:

- Order No: 1
- Order Date: 27/02/2004
- Customer: 4 ATLANTIC SOURCE & CO. LTD.
- Port of Load: ATLANTA
- Port of Disch: Port Vila
- Final Dest'n: Port Moresby
- EDA: 25/02/2004
- EDD: 28/02/2004
- Vessel: CC Carmen Cargo
- Voyage No: v434
- Terms: CNF
- Marks + Ho's: AT/ACME05
- Ho & Type: 20 ctns, food items
- Customer OId: CX983
- Local Currency: NZD, Rate: 1.0000
- Foreign Currency: TGN, Rate: 1.2900

Item Table:

Item	Qty Ord	Unit \$	Item Total	Description
N375	10.00	14.80	140.80	Just Juice 375 x 12
NFL50	10.00	25.80	245.10	Normal Flour 50kg
TURM	250.00	4.98	1,245.00	Turmeric Powder

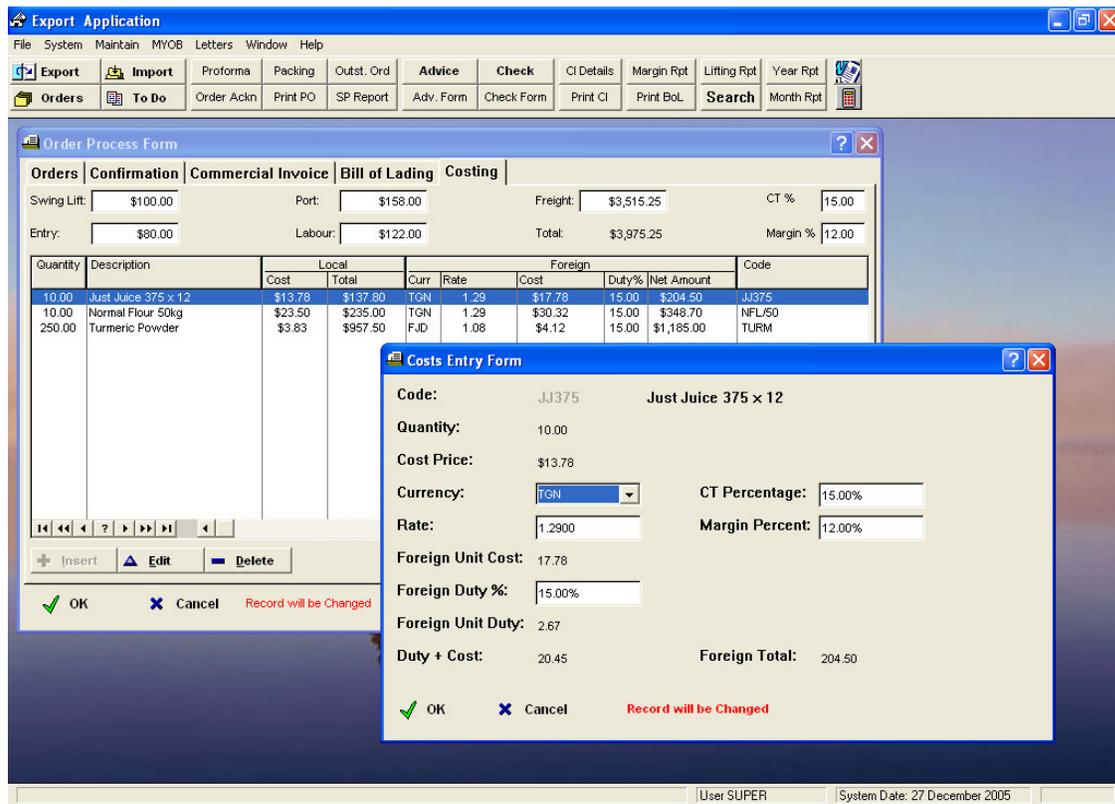
Subtotal: \$1,630.70
39.4900Cu
975.0000Kg

Buttons: + Insert, Edit, - Delete, OK, Cancel, Record will be Changed

Footer: Order Number & Invoice Number, User SUPER, System Date: 27 December 2005

Freight and Insurance amounts get added to the subtotal on the invoice. If the total quantity, cubic and gross weight is greater than the computed totals you may override the

computed totals by entering the actual amounts in the 'Bill of Lading' tab. This may occur if the weights/cubic is not recorded in the stock masterfile or you have goods in the container that are not part of this order but you still need to account for the weights/cubic/quantities.



The "Costing" <Tab> is used to calculate the landed cost of the item at the customers home country. It pro-rates the additional costs that you enter (swing lift, port charges, freight, labour etc) according to the quantities and works out the individual landed cost per item. The CT% and Margin % can be changed from the default and all lines are recalculated when you save the order. To print a costing sheet click on the print button for the highlighted order on the first screen.

Note: If you prefer to pro-rate by weight or volume, let us know at info@amblinsoftware.com

5.2 [Export Advice Form](#)

This form is used to enter further details about the order into the system. It is sent as an advice to the shipping agent as a confirmation of the details of the voyage. It is part of the Quality Assurance system.

The screenshot shows the 'Export Advice Form' window within the 'Export Application' software. The window has a menu bar (File, Edit, View, Maintain, System, Window, Help) and a toolbar with buttons for 'Export Files', 'Process', 'Advice', 'Check', 'CI Details', and 'Margin Report'. Below the toolbar is a grid of buttons for 'Proforma', 'Packing', 'Outst. Orders', 'Adv. Form', 'Check Form', 'Print CI', and 'Print BoL'. The main form area contains the following fields and controls:

- Order No:** 105
- EDA:** 29/01/1999
- Ship:** [Empty text box]
- Order Date:** 11/01/1999
- EDD:** 20/01/1999
- No of Pkgs:** Number & Type
- Customer:** 12 R & R Maki Ltd
- Special Ord:** [Empty text box]
- Port of Load:** Auckland (dropdown menu)
- Consolidation:** [Empty text box]
- Port of Disch:** Aitutaki (dropdown menu)
- Fumigation Cert:** [Empty text box]
- Freight:** [Empty dropdown menu]
- Transshipment Details:**
 - Port:** [Empty text box]
 - Vessel:** [Empty text box]
 - Voyage No:** [Empty text box]
- Advice to Shipping Agent:** PSE DELIVER TO CARGOMASTERS, 92 ASCOT RD, AIRPORT OAKS, MANGERE BY 13/1/99
- Container No:** [Empty text box]
- Authority To:** [Empty text box]

At the bottom, there are 'OK' and 'Cancel' buttons, a status indicator 'Record will be Changed', and a dropdown menu set to 'Active/Final/PROforma' with 'FIN' selected.

Enter the transshipment details if the cargo is going via another ship at an intermediate port. Also enter whether freight is PREPAID or COLLECT. Details entered here are reflected in the Advice Form Report.

Note: In cases where there is more than one transshipment, you may enter these details in the Advice to Shipping Agent

5.3 [Export Check Form](#)

This option is another important step in the overall process as it serves as a checklist to ensure that all steps and measures are taken and that all relevant information has been entered into the system. The Checklist is printed and revised if there is non-conformance at any stage. Loading of container, booking details, fumigation, letter of credit and other details are captured by this form.

The screenshot displays the 'Export Application' software window. The title bar reads 'Export Application'. The menu bar includes 'File', 'Edit', 'View', 'Maintain', 'System', 'Window', and 'Help'. Below the menu bar is a toolbar with buttons for 'Export Files', 'Process', 'Proforma', 'Packing', 'Outst. Orders', 'Advice', 'Check', 'CI Details', 'Margin Report', 'Order Ack Form', 'Print PO', 'SP Report', 'Adv. Form', 'Check Form', 'Print CI', and 'Print BoL'. The main window area is titled 'Export Advice Check List' and contains the following fields and sections:

- Order No:** 105 **on** 11/01/1999 **Production Advice Prepared On:** []
- Loading Date:** []
- Customer:** 12 R & R Maki Ltd **Confirmation Sent** **Account Up To Date**
- Pay Terms:** 30 DAYS BL DATE **Payment Rec'd:** [] **LC No:** []
- Vessel:** SEx [] **Invoice:** [] **on** []
- Destination:** COOK ISLANDS []
- Container Information:**
 - Booked With:** [] **on** []
 - Booking Ref:** [] **Number:** []
 - At Site On:** [] **Loaded On:** []
 - Fumigation Advice** **on** []
 - Documents Sent to Carting Agent On:** []
- Section 2:**
 - Wharf No:** []
 - Freight:** [] **on** []
 - Document Sent to Cust/Bank On:** [] **By:** []

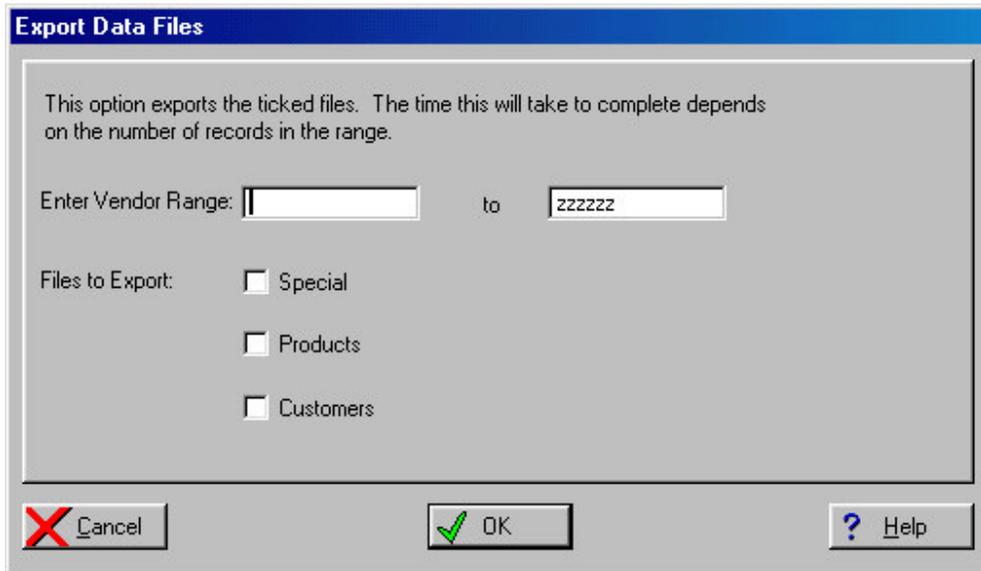
At the bottom of the form, there are buttons for 'OK', 'Cancel', and 'Record will be Changed'. To the right, there is a status indicator 'ACTive/FINal/PROforma/CAIcel' and a dropdown menu currently set to 'FIN'.

Details on this form are important in the process as non-conformance may cause problems further down the line eg, no fumigation certificate could cause the consignment to be quarantined or rejected.

5.4 [Export Files to CSV](#)

If you need to analyse your special pricing of products, you may use this option to export these files to a comma-delimited file for importing into Excel or an accounting package. Just choose your vendor range (for all vendors accept the default) and tick the boxes for the files you want to create.

Files created will have the extension .csv eg, special.csv or product.csv



Export Data Files

This option exports the ticked files. The time this will take to complete depends on the number of records in the range.

Enter Vendor Range: to

Files to Export:

- Special
- Products
- Customers

Note: If you need to import or export any files, send us a sample of the CSV file to us and we will create the custom import program for you.

[BACK TO CONTENTS PAGE](#)

6.0 [Reports](#)

There are a number of reports to display the entered data in various meaningful formats. Amblin Software can also add reports that your particular organisation requires. Most of the reports can be printed either individually, by certain criteria or all records.

6.1 [Print Customer List Report](#)

You can print all the customer details from this report.

6.2 [Print Customer Labels](#)

This option prints mailing labels for all customers. A better option would be to export all customers to a comma-delimited file (using the export files option) and use a mail merge program like Microsoft Word or a label printing program. This is because of the various custom label sizes.

6.3 [Print Item Listing](#)

This report prints out all the items in the item master file. If you have a substantial stock listing, you may prefer to print by Vendor or category (see below).

Alternatively you may export to CSV and print a custom stock report in Excel or other 3rd party product.

6.4 [Print Item Listing by Vendor](#)

Choose a vendor from the browse listing and the report will only print items linked to that vendor alone.

6.5 [Print Item Listing by Category](#)

Choose a category from the browse listing and the report will only print items linked to that category alone.

6.6 [Print Order Acknowledgement](#)

The initial order from the customer would probably come through via fax, phone or e-mail and then entered into the system via the PROCESS form. An order acknowledgement can then be printed and faxed to the customer as a confirmation of the quantities ordered.

6.7 [Print Proforma Invoice](#)

This is printed and conveyed to the customer to confirm the total cost of the order.

6.8 [Print Packing / Consolidation List](#)

This report gives all parties concerned the weights, cubic metres and quantities for the order and helps in the planning of filling the containers.

[6.9 Print Purchase / Factory Order](#)

This option prints out a Purchase Order or a Factory Order depending on what you chose for vendor type ie Vendor or Factory. Locate the Order and Vendor and then double click on any line containing that combination.

[6.10 Print Outstanding Orders Report](#)

This report prints out all the Orders that have its status as 'ACT' for active. Incidentally the other statuses are 'FIN' for finalised, usually after printing the commercial invoice; 'PRO' for proforma (or quotes); and 'CAN' for cancelled.

[6.11 Export Advice QA Report](#)

This report prints out what was entered via the Export Advice Form.

[6.12 Export Check Form Print](#)

Another report to print out QA information form the Export Check form.

[6.13 Print CI \(Commercial Invoice\) Details](#)

The Commercial invoice is printed in two stages; one is the details (or attachment form) and the other is the header or main page.

[6.14 Print Commercial Invoice](#)

Print the Commercial Invoice after all quantities, items, pricing and shipping details have been confirmed and goods have been loaded. This option prints the header or main page of the commercial invoice.

[6.15 Print Margin Report](#)

This is a very useful report as it gives the margin per line item based on the costs and selling price as entered into the Item Masterfile. Finally you are able to see the margin per order.

[6.16 Print Bill of Lading](#)

After entering Bill of Lading information in the BoL tab of the process form you may print out the details of that particular bill.

[6.17 Print Export Costing Sheet](#)

This is a printout of the details entered on the "Costing" <Tab>. It is used to calculate the landed cost of the item at the customers home country. It pro-rates the additional costs that you enter (swing lift, port charges, freight, labour etc) according to the quantities and works out the individual landed cost per item. The CT% and Margin % can be changed from the default and all lines are recalculated when you save the order. To print a costing sheet click on the print button for the highlighted order on the first screen.

Export Order Process Window

Order No:

Order No	Company	Active	Amount\$	Order \$	Order Date	Dep Date	Currency
1	ATLANTIC SOURCE &	ACT	385.70	1,630.70	27/02/04	28/02/04	NZD
6	FRESH AS EXPORT LT	ACT	43.35	43.35	24/02/04	29/02/04	USD

Insert
 Change
 Delete
 Print
 Close

Item No	Description	Qty Ord	Amount\$	Discount
J375	Just Juice 375 x 12	10.00	14.80	7.40
NFL/50	Normal Flour 50kg	10.00	25.80	12.90
TURM	Turmeric Powder	250.00	4.98	0.00

6.18 [Print Customised Letter](#)

This facility is useful for creating and printing a customized merge letter. Add the tokens to your letter, highlight customer & letter and click "Replace..." button.

Browse Customers - Selected Customer Info Used To Replace Tokens in Letters

Company	Contact Name	Address 1	Address 2	City
A-Z Stationery Supplies	Charles	5/76 Readen Road	Albany	Auckland
ACME TRADING COMPANY	ANDREW LANG	BP 64	GENDARME	PORT VILA
ATLANTIC SOURCE & CO. LTD	MR. ELVIS COSTE	G.P.O. BOX 1908		SUVA
BINOTA HOLDINGS LTD		P O BOX 3192	SHORTLAND STREET	AUCKLAND
Chelsea Mosset	Chelsea	63 Travers Drive	Taihape	
COOK ISLANDS DAIRY FOODS	CHRISTINE WILLIS	P. O. BOX 439		RAROTONGA
DHL Worldwide Express				
Footloose Dance Studio	Timothy Sutton	45 Huntly Road	Christchurch	

Tokens Available: CUS:Company, CUS:Number, CUS:Contact, CUS:Address1, CUS:Address2, CUS:City, CUS:Country, CUS:Terms
 CUS:Phone, CUS:Fax, CUS:Mobile, CUS:Email, CUS:Currency, CUS:Bank, CUS:Branch, CUS:Account

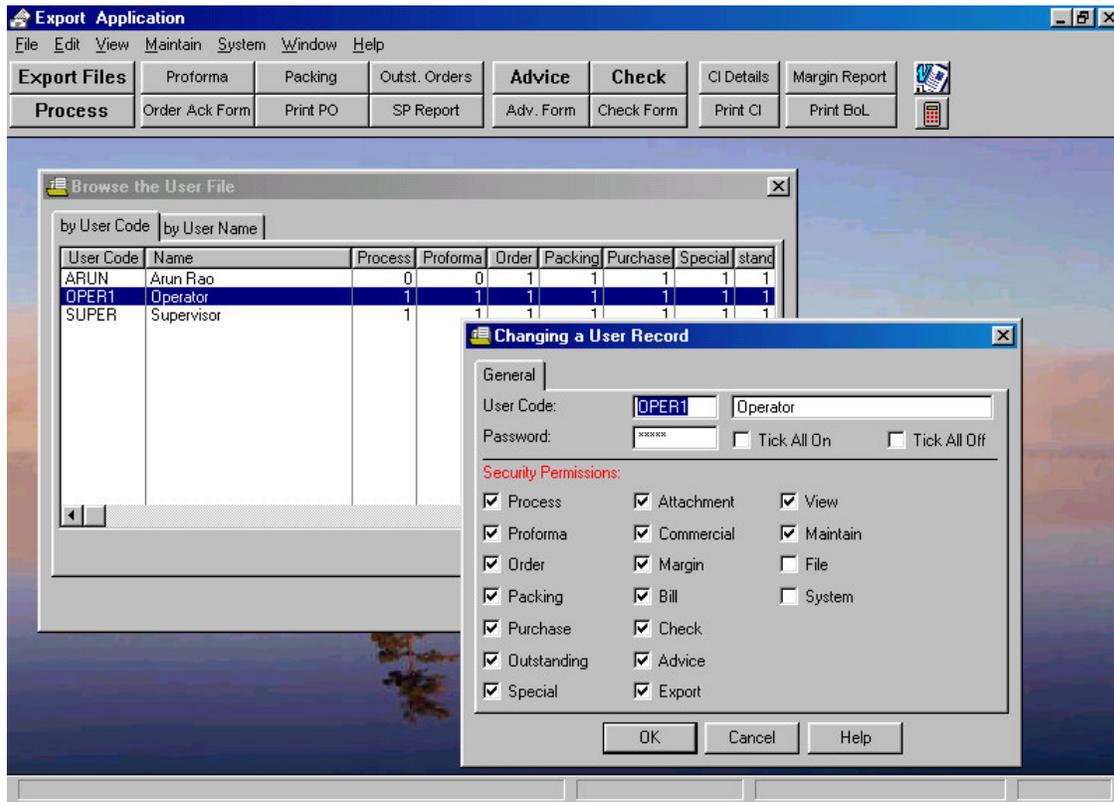
Letters | CUS:DelAddr1, CUS:DelAddr2, CUS:DelAddr3, CUS:CreditLimit

Letter Name	Preview
Invoice Example	<p>CUS:Company CUS:Address1 CUS:Address2 CUS:City, CUS:Country CUS:PostCode</p> <p>Dear CUS:Contact;</p> <p>The "tokens" that are in this document are defined by you. You can decide which data columns to make available to your users at run time and then provide a routine to perform a Replace() function to substitute a token with the contents of a data column, variable or any valid Clarion expression. This can be accomplished with a code template or by writing the source yourself.</p>
Invoice Example 2	
Invoice Example 3	

Insert
 Change
 Delete
 Replace Field Tokens (code templates), before Printing
 Print Letters
 Close

7.0 [Security](#)

System security can be set per user from the System / Maintain User Option. The initial supervisor password is 'SUPER' and this can be changed by the administrator to something else.

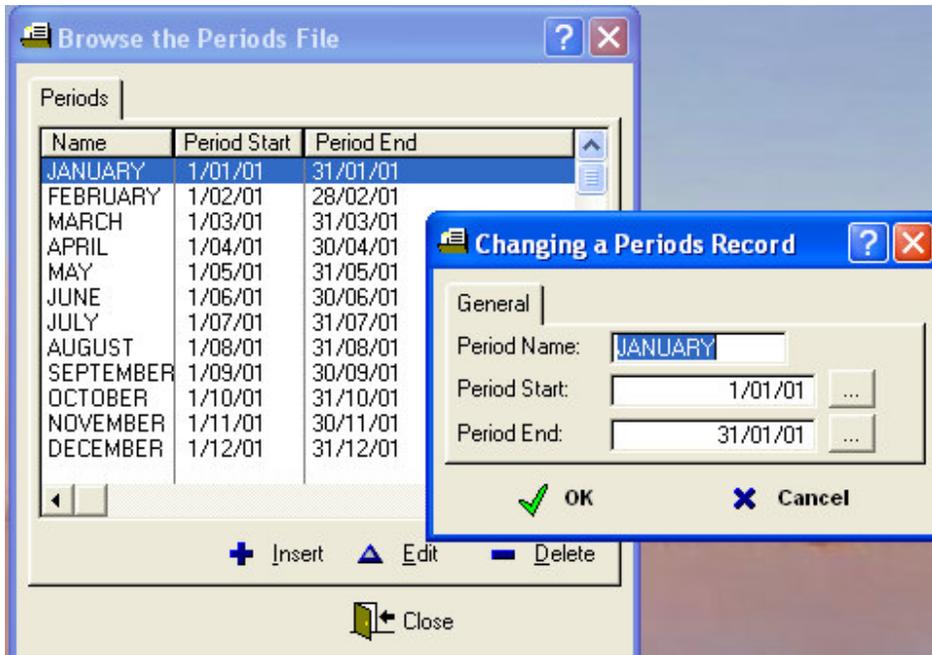


Tick all the options that the particular user can access. When that person logs on, those options not available to that user will be grayed out.

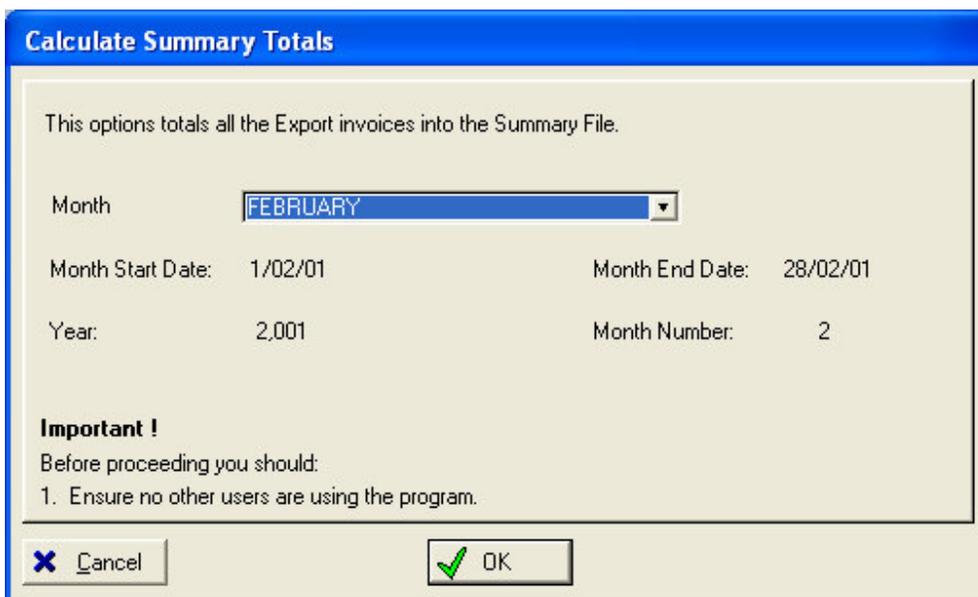
Note: All reports and worksheets can be customised by Amblin Software. In some cases we may even be able to change the way the core system works. Any questions email us on info@amblinsoftware.com

8.0 Monthly Summarize Function

This option can be run at any time for any month but is usually run at the beginning of the new month, when sales for the previous month have been closed off. The first thing to do would be to set up your periods through “System/Maintain Periods”.



Once this has been done you may run the option “System/Perform Period End” which takes all the invoiced data for the chosen month and summarizes it for reporting.

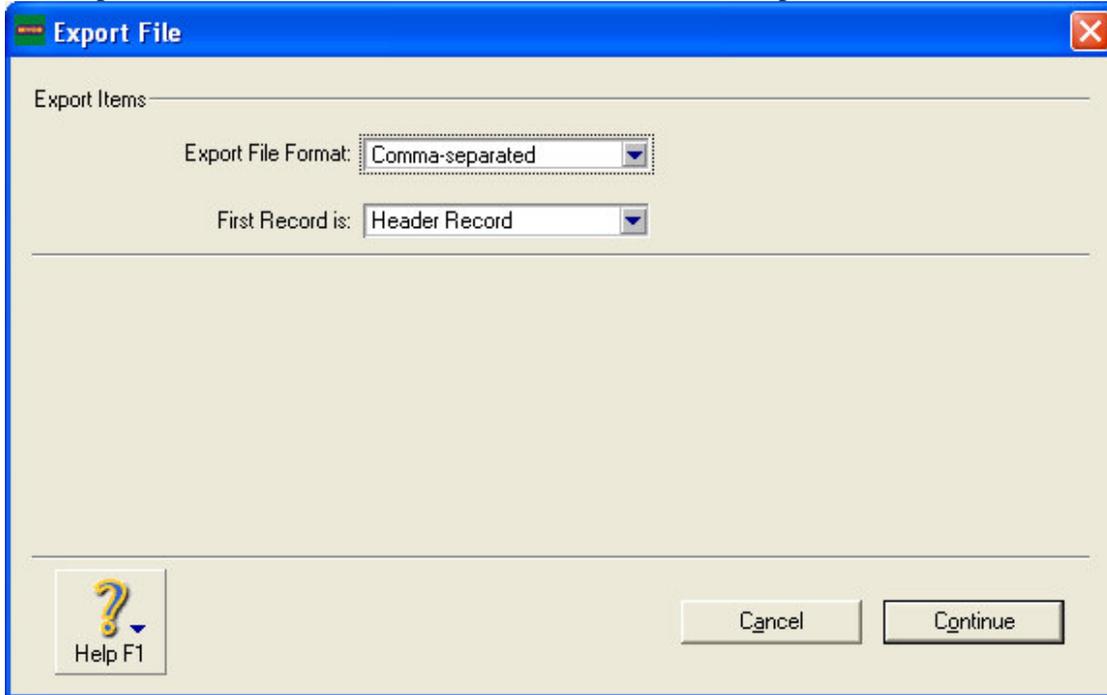


Because it clears the data and then re-creates the summaries, it can be run at any time but it is best to form a routine. The end reporting is done through the “Year Rpt” and the “Month Rpt”.

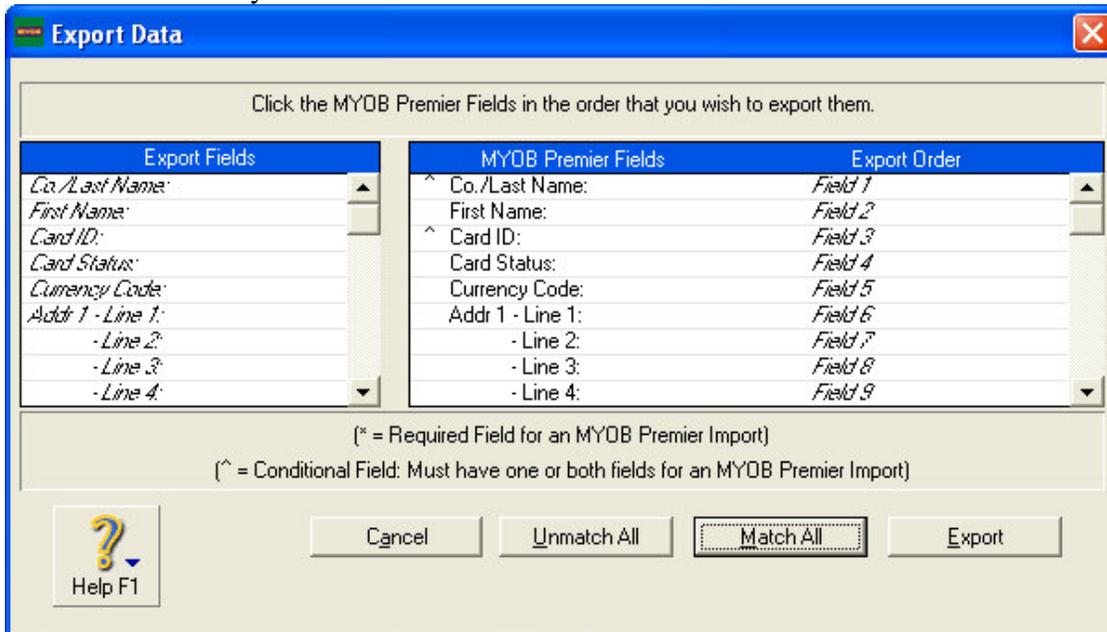
9.0 [Import and Export to MYOB \(Premier\)](#)

There are three options on importing and exporting to and from MYOB Premier. These are drop down lists from the toolbar menu under “MYOB”:

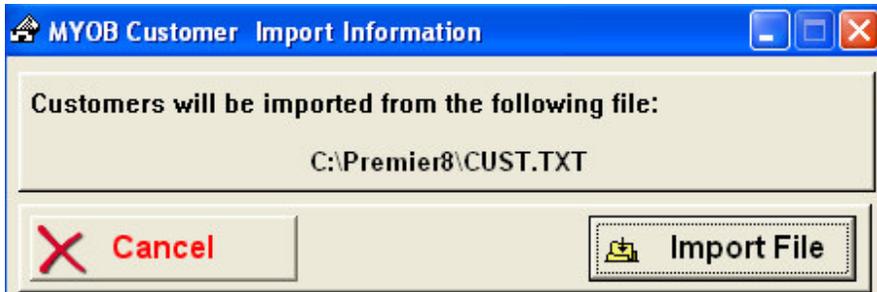
In a new setup, the first thing you would do is export customers and items out of MYOB and import it into “Export Docs 2.0”. To do this choose File/Export Data/Items or File/Export Data/Cards/Customer Cards and then choose the options below.



Choose continue and then press <Match All> and Export making sure you choose all the default options. The only complication is that the place you choose to save the file must be the same as the “Path to MYOB” as setup in your system control file. For example if it is on the network “m:\Premier8\” make sure you navigate to that drive and save it there. You will find that by default it will save to “c:\Premier8\”.

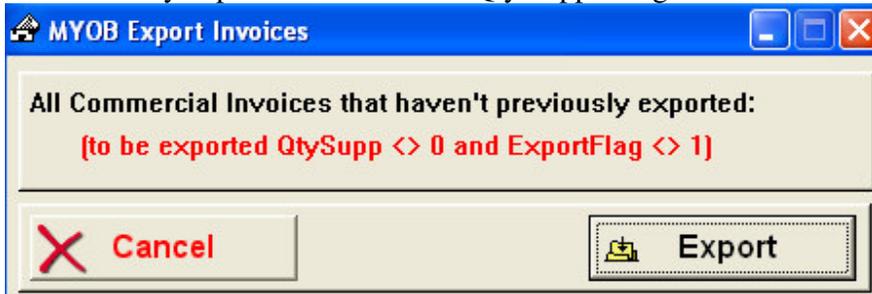


Once the files have been exported to the designated place it can now be imported into the Export System. Navigate to the MYOB toolbar, choose “Premier Series” and either “MYOB Import Stock Items” or “MYOB Import Customers”.



Note the file locations. If the code exists in the export system, it will get updated with the latest information from MYOB.

The second part involves exporting commercial invoices out of the Export System and into MYOB. This you will only do once you have reached the commercial invoice stage of processing. To check whether it has been invoiced, it firstly looks at the Invoiced Total per order, if it is 0 then it obviously hasn't reached invoice status. Next it looks at the lines and only exports lines that have Qty Supplied greater than 0.

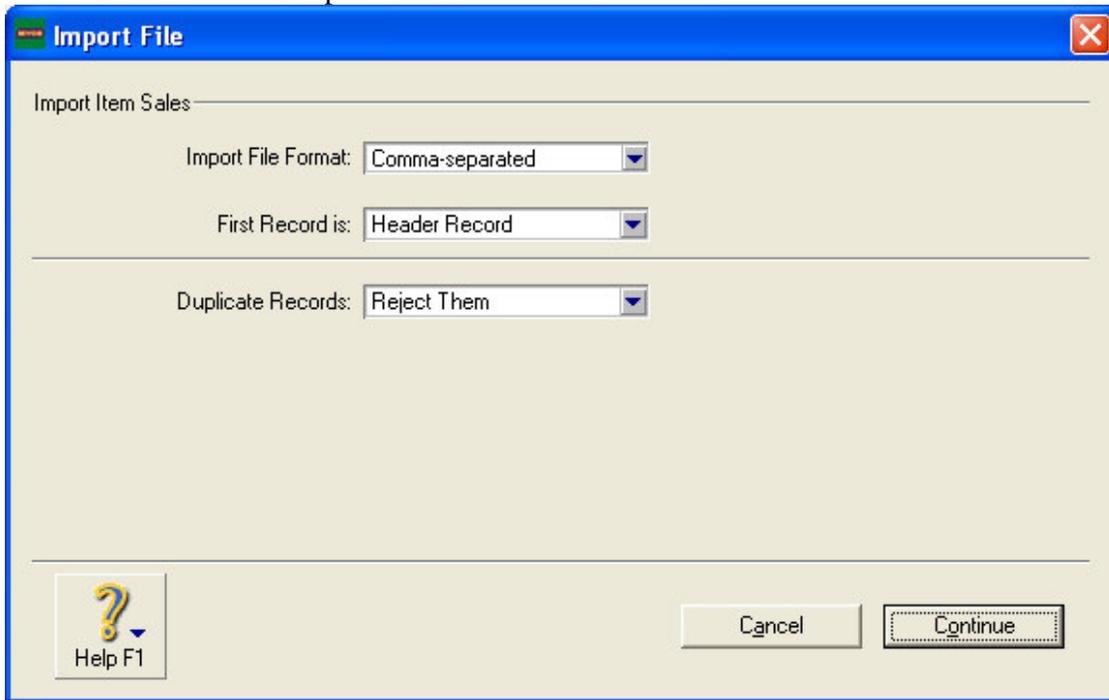


There are two other conditions that must be met before the order is exported. “Exported” and “Blocked” flags must be un-ticked. If you need to re-export manually un-tick the Exported flag.

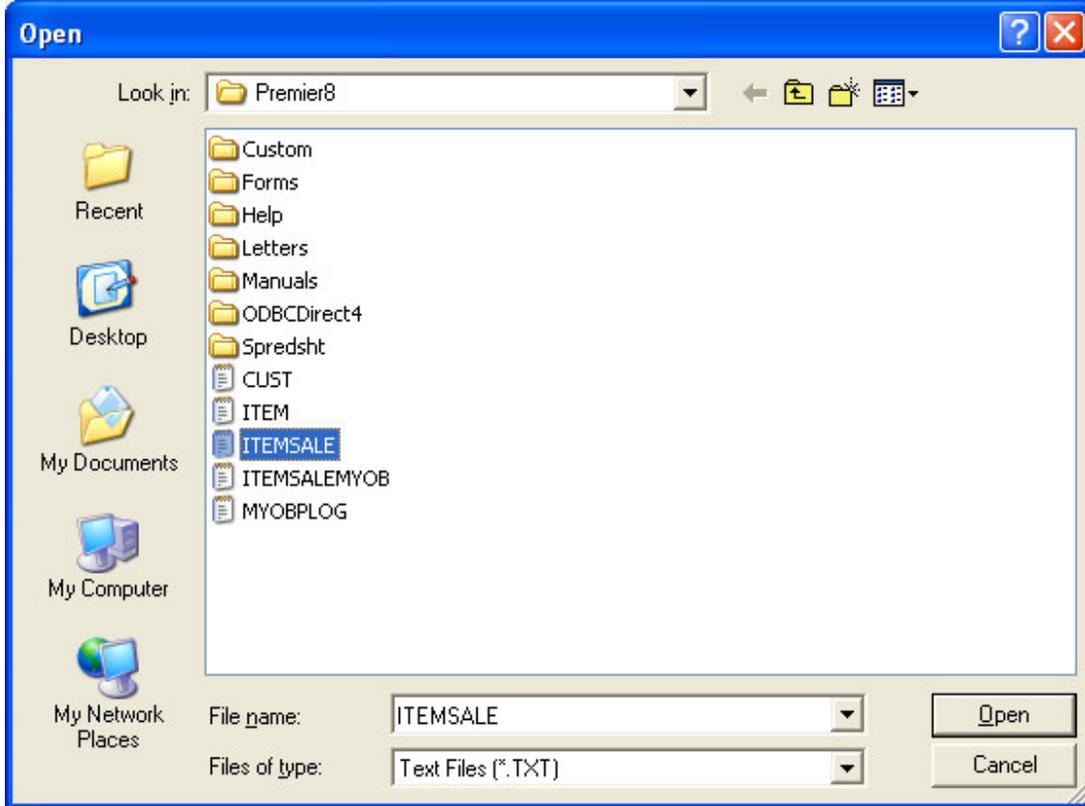


Once the export has completed, the “Exported” flag is set so that it is not exported again on the next run. The exported file will be saved in the location defined in the System Control file for the MYOB location. It is then a simple matter of importing into MYOB.

In MYOB choose File/Import Data/Sales/Item Sales



If you are re-importing an invoice it is best to delete the duplicate from the Sales Register beforehand.



By default the file is called ITEMSALE.TXT

10.0 [Technical Notes](#)

Minimum hardware requirements for the Application to run well is a Pentium 75 with 32MB RAM.

Since the application is 32-bit you need Windows 95 and above.

[BACKTO CONTENTS PAGE](#)

FOR ANY SALES OR CUSTOMISATION ENQUIRIES EMAIL US AT:

info@amblinsoftware.com