

Logistics Module 1.0

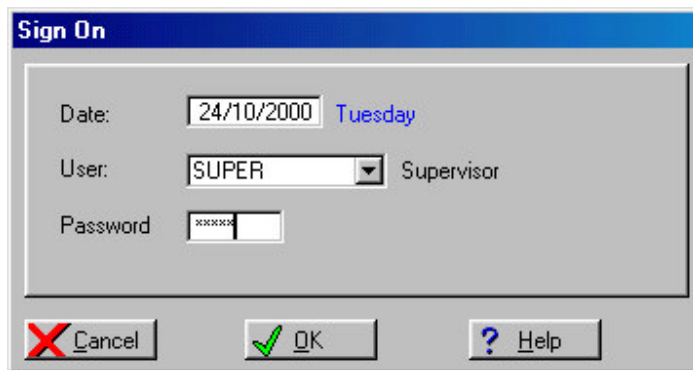
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Version 1.0

1.0 [Introduction](#)

The Logistics Module application is designed to facilitate the entry, maintenance, retrieval and archiving of key analytical data with regards to managing landed costing information in a trading environment. The core functions include processing Purchase Orders, Confirmations, Invoicing and Searching by key fields. It is designed to meet the needs of most import companies. Customers, Suppliers, Products and Purchase Orders can be imported from your Accounting Software (in this case Exchequer) by a few key strokes, thus saving valuable time. In addition it has the added capabilities of being 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.



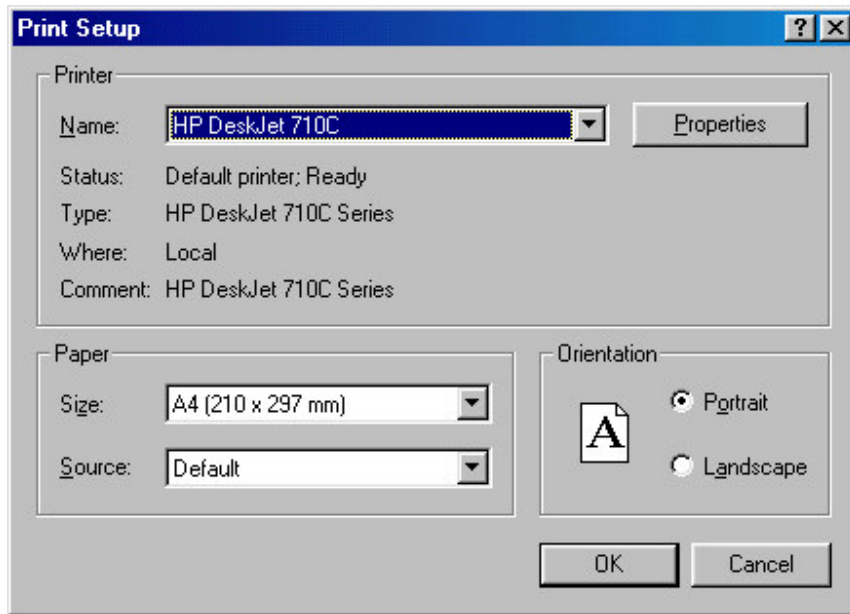
The printouts and splashscreens are licensed to UNREGISTERED until it is purchased and then customised to that particular organisation. This also applies to purchaser numbers and names. This is to ensure against piracy and customer satisfaction.

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.

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2.0 [Print Setup](#)

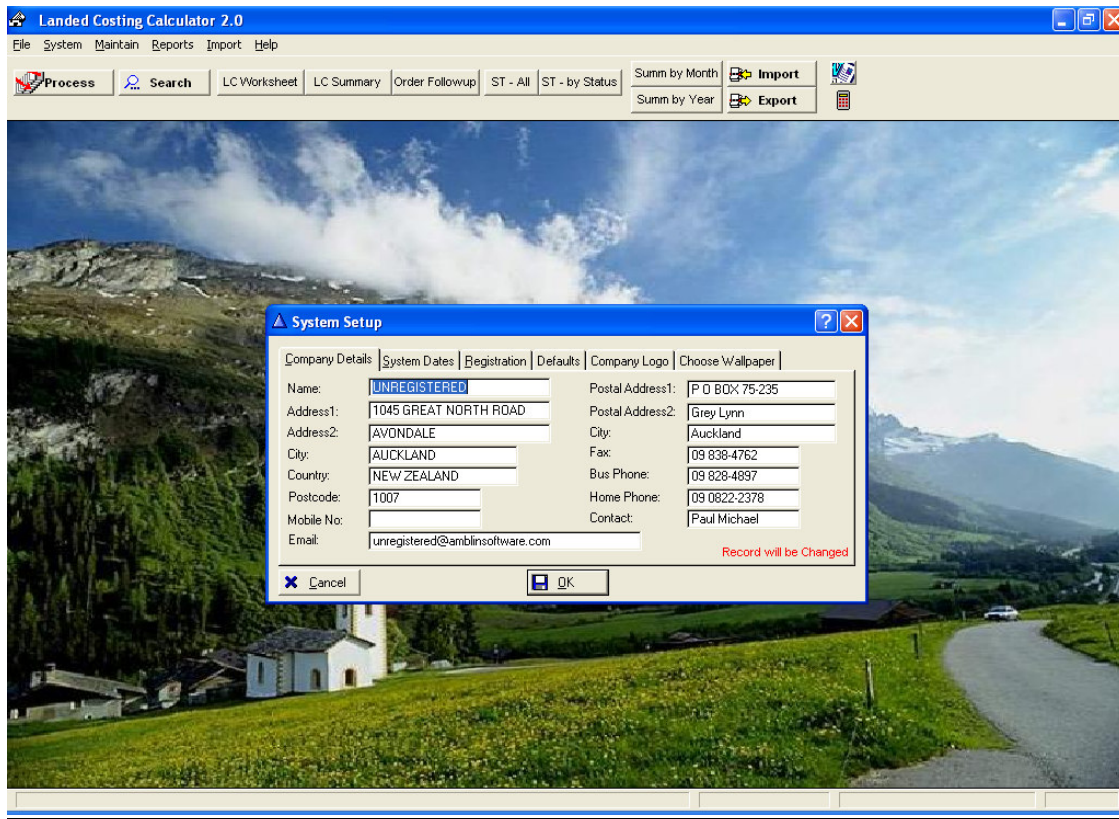


Please note that our reports are best printed on Inkjet or Laser printers and in A4 size.

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.

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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.

In the Defaults Tab you need to put the full path to the MS Word file Winword.exe
Also put in the description of the tax in your country eg, VAT or GST or TAX 12.5% etc

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

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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 number in the locator box and pressing <TAB>. 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.

Browse all Products

Code	Description
Prod Number	Prod Desc
EML-LEM-25-1916	Lemon Emulsion Progressive
EML-LEM-25-1917	Lemon Emulsion Foodstuffs 1
EML-NEU-25-550	Neutral Cloud 550
EML-ORG-25-554	Orange Emulsion 554
EML-PAS-20-740	Passion
FLV-CRB-25-515	Crab Fil
FLV-FTP-25-523	Fruits of
FLV-GNG-25-672	Ginger
FLV-LEM-25-535	Lemon
FLV-ORG-25-556	Orange
FLV-VAN-25-601	Vanilla

Product Form

Item Number: FLV-VAN-25-601 Vanilla Flavour 601

Cost Price: 40.00 Volume: 0.9833

Sell Price: 9.00 Pack: 25 Lt Pail

G.S.T Rate: 12.500 Sale Start:

Unit: CTN Sale End:

Net Weight: 1.2000 Sale Price: 0.00

Gross Weight: 1.3654 Discounted Cost: 0.00

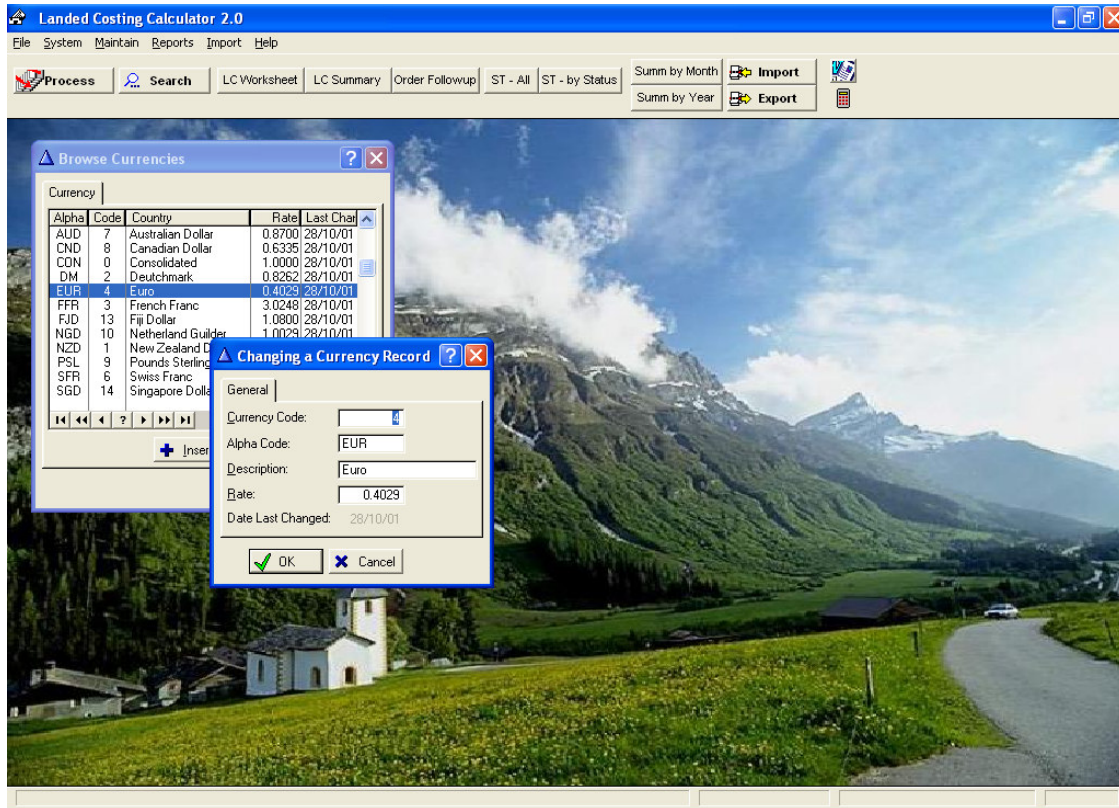
Supplier: KERR01 Category: PRD

OK Cancel Record will be Changed

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.

Note: The entire product details may be imported from Exchequer. See Appendix for File Layout Details.

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.

Note: During the importing of purchase orders from Exchequer, the rates are imported as well. See Appendix for file format layout.

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 'Landed Costing Calculator 2.0' application. The main window has a menu bar (File, System, Maintain, Reports, Import, Help) and a toolbar with buttons for Process, Search, LC Worksheet, LC Summary, Order Followup, ST - All, ST - by Status, Summ by Month, Summ by Year, Import, and Export. A 'Browse Customers' dialog is open, showing a list of customers with columns for No., Alpha, Company, Contact Name, and Address 1. The 'Update Customer Records...' dialog is also open, displaying fields for customer information:

- Cust Number:** 000195
- Company:** NZ Food Industries Ltd
- Alpha:** NZFO01
- Contact Name:** Wes Moodley
- Address:** P O Box 34-586
- City:** Warkworth
- Country:** New Zealand
- Del Address:** 45 Glengrave Crescent
- Warkworth**
- Auckland**

Additional fields in the dialog include:

- Terms:** CNF
- Post Code:** 1003
- Phone No:** 09 376 407
- Fax No:** 09 376 408
- Mobile No:** 021 637 2736
- E-Mail:** wes@nzfood.co.nz
- Credit Limit:** 23,000.00
- Credit Review Flag:** ☐
- Delivery Instructions:** Please keep temperature at below 10 degrees celsius as goods are flammable.

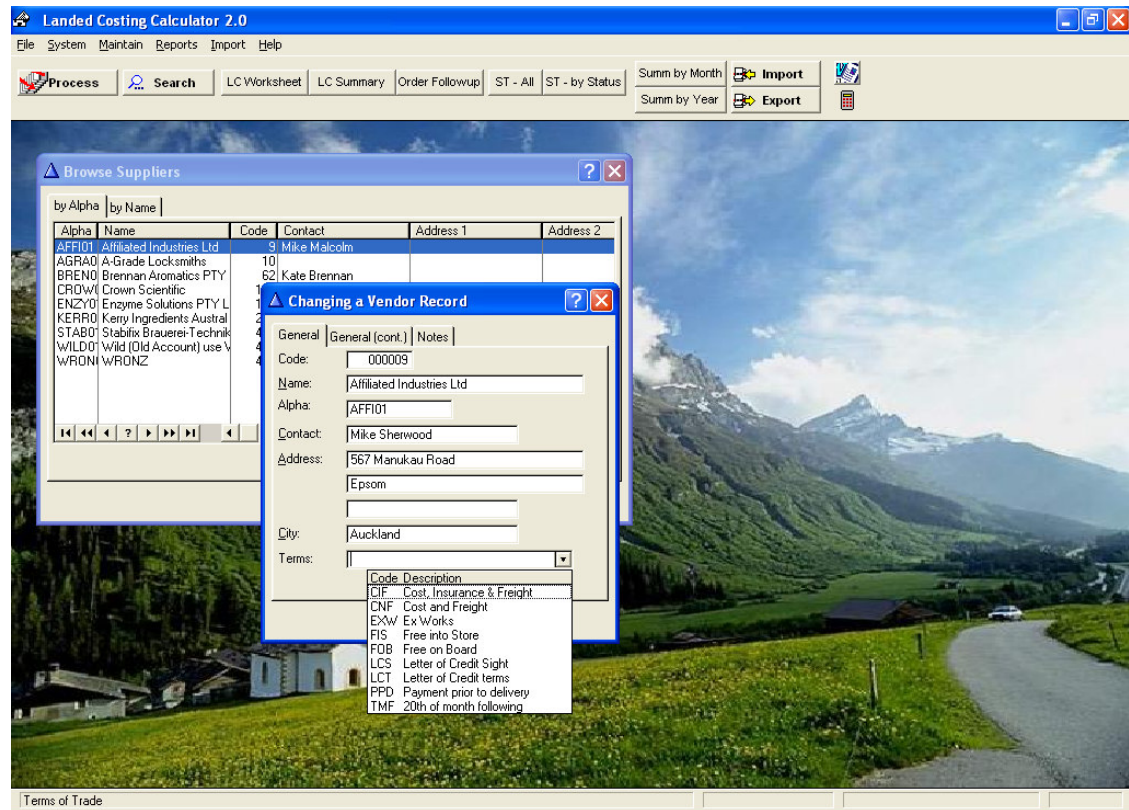
The dialog has 'OK', 'Cancel', and 'Record will be Changed' buttons. A currency code dropdown is visible at the bottom of the main window.

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?

Note: The customer file can be imported from Exchequer with minimum fields. See Appendix for file layout.

4.4 Maintain Suppliers

Supplier details are captured via this option. Suppliers 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

Note: The Supplier file can be imported from Exchequer with minimum fields. See Appendix for file layout.

5.0 Workflow – Process

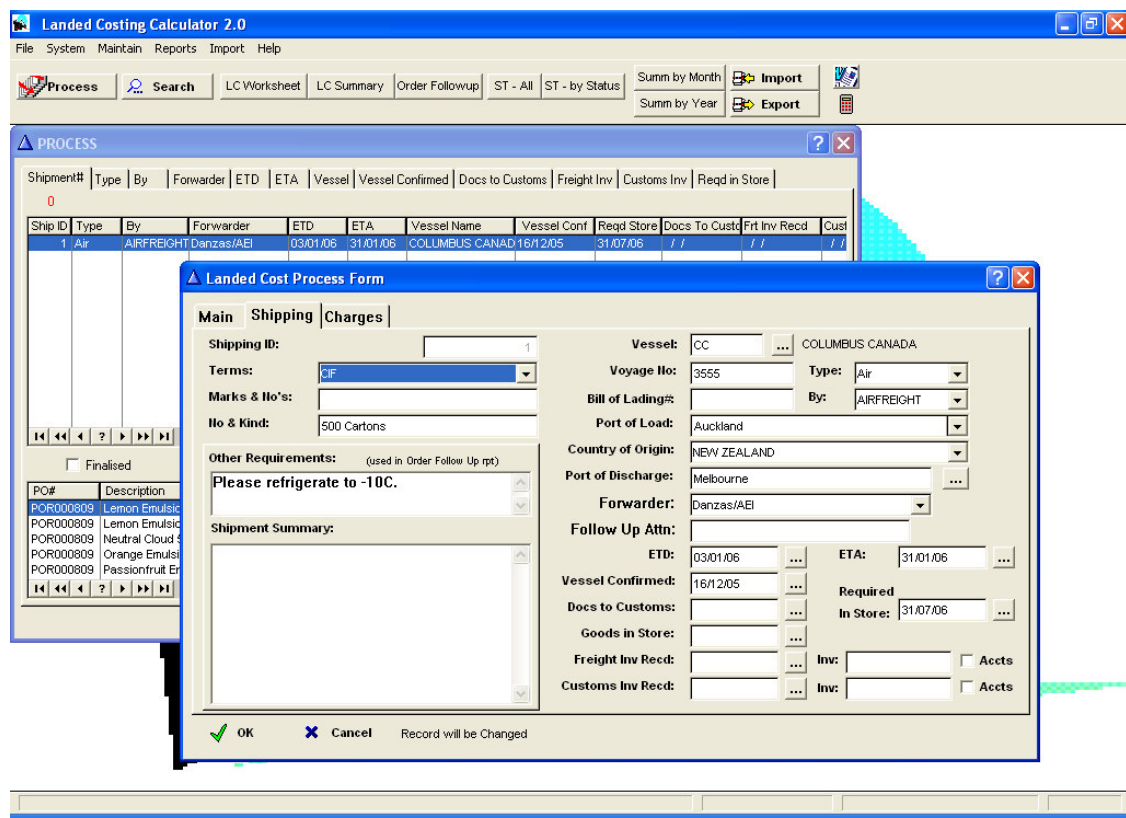
The first shipment that you enter will allow you to change the Shipment ID, thereafter all shipments will be auto numbered sequentially and you will not be allowed to change the Shipment ID. For example, the number 1 will appear if there are no shipments in the system. You can override this to say 10000. The next number will be automatically generated by the system and will be 10001. When you press the [PROCESS] button it will bring up a list of all the shipments in the system. If you know the Shipment ID then put it in the search window and press <TAB> to go directly to it. Alternatively you can



scroll down or press to go to the last record. You then double click to edit that shipment. Press the [INSERT] button to add a new shipments record or hit the <Insert> key on your keyboard. You may modify an existing shipment by pressing the [CHANGE] button or delete an order by pressing the [DELETE] key. To delete a shipment you must first delete the lines.

5.1 Shipping TAB

When entering a new shipment, this tab would be where you would be entering most of the initial data.



The screenshot displays the 'Landed Costing Calculator 2.0' application. The main window has a menu bar (File, System, Maintain, Reports, Import, Help) and a toolbar with buttons for Process, Search, LC Worksheet, LC Summary, Order Followup, ST - All, ST - by Status, Summ by Month, Import, Summ by Year, and Export. The 'PROCESS' tab is active, showing a list of shipments with columns: Shipment#, Type, By, Forwarder, ETD, ETA, Vessel, Vessel Confirmed, Docs to Customs, Freight Inv, Customs Inv, and Req'd in Store. A table below lists several shipments, including one with Shipment ID 1, Type Air, Forwarder AIRFREIGHT, ETD 03/01/06, ETA 31/01/06, Vessel COLUMBUS CANAD, and Vessel Confirmed 16/12/05. Overlaid on this is the 'Landed Cost Process Form' with tabs for Main, Shipping, and Charges. The 'Shipping' tab is selected, showing fields for Shipping ID (1), Terms (CIF), Marks & No's, No & Kind (500 Cartons), Other Requirements (Please refrigerate to -10C), Shipment Summary, Vessel (CC), Voyage No (3555), Type (Air), Bill of Lading#, By (AIRFREIGHT), Port of Load (Auckland), Country of Origin (NEW ZEALAND), Port of Discharge (Melbourne), Forwarder (Danzas/AEI), Follow Up Attn, ETD (03/01/06), ETA (31/01/06), Vessel Confirmed (16/12/05), Required In Store (31/07/06), Docs to Customs, Goods in Store, Freight Inv Recd, Customs Inv Recd, and checkboxes for Accts.

Fields on this tab are fairly self-explanatory.

5.2 [Charges Tab](#)

This form is used to enter all the charges that relate to the shipment. This may include cartage, stevedoring, wharfage, insurance etc etc.

The screenshot displays the 'Landed Costing Calculator 2.0' application. The main window has a menu bar (File, System, Maintain, Reports, Import, Help) and a toolbar with buttons for Process, Search, LC Worksheet, LC Summary, Order Followup, ST - All, ST - by Status, Summ by Month, Import, Summ by Year, and Export. Below the toolbar is a 'PROCESS' tabbed interface with sub-tabs for Shipment#, Type, By, Forwarder, ETD, ETA, Vessel, Vessel Confirmed, Docs to Customs, Freight Inv, Customs Inv, and Recd in Store. The 'Landed Cost Process Form' is open, showing a 'Main' tab with 'Shipping' and 'Charges' sub-tabs. The 'Charges' sub-tab is active, displaying fields for 'Bank Charges' (200.00) and 'Pro-Rate Type' (QTY). Below these are fields for 'Calculate Per Line' (checked), 'Weight' (0.0000), 'Qty' (0.00), and 'Value'. A table lists charges with columns for Date, Supplier, Description, and Cur. The table contains two rows: 01/04/06, Affiliated Industries Ltd, Freight, NZD and 01/04/06, Kerry Ingredients Australia P/L, Stevedoring, SGD. Below the table are buttons for Insert, Edit, Delete, and Recalculate, along with an 'ACTIVE Fillal' dropdown set to 'ACT'. A 'Finialised' checkbox is also present. A sub-form titled 'Changing a Charges Record' is open, showing a 'General' tab with fields for Charge Code (FRT), Description (Freight), Supplier Code (AFFI01), Supplier Inva (675675A), Currency Code (NZD), Currency Rate (1.0000), Foreign Value (300.00), Local Value (300.00), and Date (01/04/06). The sub-form has OK and Cancel buttons. The main form also has OK and Cancel buttons, with a status message 'Record will be Changed'.

Enter the bank charges. Usually this is a multiple of \$25 and is pro-rated across the number of purchase orders. The pro-rate type determines what method is used to calculate the uplift. The calculate per line is checked by default, but you can override that by un-checking it, in which case you need to enter the total quantity (or weight or value or volume) in the entry fields below. The difference between the two methods is that one calculates the totals on the fly and the other works on a static figure entered by you. NB: The value of the insurance multiplier is set in the System Setup. By default it is 0.0016.

The screenshot shows the 'System Setup' dialog box with the 'Defaults' tab selected. The 'Company Details' tab is also visible. The 'Defaults' tab contains fields for: Description of Tax Field (GST), Take a backup on exit (unchecked), Last Purchase Order Imported (POR000867), User Defined Header (Customs Agent), User Defined Field (Clint Eastwood), and Insurance Multiplier (0.0016). A status message 'Record will be Changed' is displayed in red. The dialog has Cancel and OK buttons.

5.3 [Main Tab](#)

This form is used to enter all the lines of the purchase order. Even though generally charges would be entered first before importing purchase orders it may be done either way as long as the recalculate button is pressed. Even if you forget to press re-calculate, the system does an automatic recalcalc when you press [OK].

Landed Costing Calculator 2.0

File System Maintain Reports Import Help

Process Search LC Worksheet LC Summary Order Followup ST - All ST - by Status Summ by Month Import Summ by Year Export

PROCESS

Shipment# 0 Type By Forwarder ETD ETA Vessel Vessel Confirmed Docs to Customs Freight Inv Customs Inv Reqd in Store

Landed Cost Process Form

Main Shipping Charges

Shipping ID: 1 ☐ All Uplift Completed

PO Date	POR#	Supplier	Product Desc	Haz	Customer	SOR#	Del to Cust	C of A Recd	Inv Recd	Customs Inv Recd
31/07/06	POR000809	KERR01	Lemon Emulsion Progres	YES	Affco Allied Product	SOR8784	31/07/06	09/08/06	17/08/06	/ /
31/07/06	POR000809	KERR01	Lemon Emulsion Foodstu		NZ Food Industries L	SOR8783	31/07/06	22/02/06	17/02/06	/ /
31/07/06	POR000809	KERR01	Neutral Cloud 550		Penford New Zealan		31/07/06	/ /	/ /	/ /
31/07/06	POR000809	KERR01	Orange Emulsion 554	YES	Miada Corporation Lt		31/07/06	15/02/06	/ /	/ /
31/07/06	POR000809	KERR01	Passionfruit Emulsion 74		Organic Fields New		31/07/06	/ /	/ /	/ /
31/07/06	POR000809	KERR01	Crab Flavour 515		Pacific Canneries	SOR32763	31/07/06	/ /	/ /	/ /
31/07/06	POR000809	KERR01	Fruit of the Forrest Flavou		Quest International N		31/07/06	/ /	/ /	/ /
31/07/06	POR000809	KERR01	Ginger Ale Dry Flavour 6		Rapaura Vintners Lt		31/07/06	/ /	/ /	/ /
31/07/06	POR000809	KERR01	Lemon Flavour 535		Sanitarium Health Fo		31/07/06	/ /	/ /	/ /
31/07/06	POR000809	KERR01	Orange Flavour 556		Tatua Co-operative O		31/07/06	/ /	/ /	/ /
31/07/06	POR000809	KERR01	Vanilla Flavour 601		Yeoman Industries L		31/07/06	/ /	/ /	/ /

PO# Description

POR000809 Lemon Emu

POR000809 Lemon Emu

POR000809 Neutral Clo

POR000809 Orange Em

POR000809 Passionfrut

\$22,469.00 1,240.00 0.0000kg 0.0000Cu Landed \$ \$29,274.42

+ Insert Edit Delete Import Order Recalculate Prod HZ \$ \$28,528.17

OK Cancel Record will be Changed

Browsing Records

The [Import Order] button brings up a list of all available purchase orders to be imported. You may choose from these. After importing the Shipment number is displayed in the browse box to let you know the status of the Order.

The [All Uplift Completed] checkbox is a shortcut to indicate that all the uplift items have been updated in Exchequer. You may tick each line individually if you wanted to using the [Change] option.

5.4 Line Confirmation Form

Accessed from the Items tab, this is where you can enter more information regarding the shipment line. Additional fields to the ones imported from Exchequer are:

Hazard Flag, Customer, SOR#, Delivery to Customer date, C of A Received date, Supplier Invoice received date and supplier invoice number. The insurance is local charges multiplied by 0.0016

You can also put a figure in either the selling price or the GP percentage and the other will be calculated for you.

The screenshot displays the 'Landed Costing Calculator 2.0' application. The main window has a menu bar (File, System, Maintain, Reports, Import, Help) and a toolbar with buttons for Process, Search, LC Worksheet, LC Summary, Order Followup, ST - All, ST - by Status, Summ by Month, Import, Summ by Year, and Export. A 'PROCESS' dialog box is open, showing a list of shipment lines. The 'Landed Cost Process Form' is also open, with tabs for Main, Shipping, and Charges. The 'Line Confirmation Form' is the active window, showing details for a shipment line with PO# POR000809 and Description Lemon Emu. The form includes fields for Product (EML-LEM-25-1916), Supplier (KERR01), Hazardous (YES), Customer (AFFC02), Del to Cust (31/07/06), PO Confirmed (07/06/06), Sup Inv Rec'd (17/08/06), PO Number (POR000809), POR Date (31/07/06), SO Number (SOR6764), C of A Rec'd (09/08/06), and Supplier Inv# (3254555). It also shows Insurance (1.46), Bank Charge (18.18), Quantity (50.00), Foreign \$ (710.00), Foreign Unit \$ (14.20), Local \$ (913.18), Charges (20.19), Landed Cost (\$953.01), Unit LC (\$19.06), Selling Price (\$27.23), and Gross Profit % (30.00%). The form has OK and Cancel buttons at the bottom.

PO#	Description
POR000809	Lemon Emu
POR000809	Lemon Emu
POR000809	Neutral Clo
POR000809	Orange Emu
POR000809	Passionfruit

PO Date	PO#
31/07/06	POR000809
31/07/06	POR000809
31/07/06	POR000809
31/07/06	POR000809
31/07/06	POR000809
31/07/06	POR000809
31/07/06	POR000809
31/07/06	POR000809
31/07/06	POR000809
31/07/06	POR000809

Product	Supplier	Hazardous	Customer	Del to Cust	PO Confirmed	Sup Inv Rec'd
EML-LEM-25-1916	KERR01	YES	AFFC02	31/07/06	07/06/06	17/08/06

PO Number	POR Date	SO Number	C of A Rec'd	Supplier Inv#
POR000809	31/07/06	SOR6764	09/08/06	3254555

Insurance	Bank Charge	Quantity	Foreign \$	Foreign Unit \$	Local \$	Charges	Landed Cost	Unit LC
1.46	18.18	50.00	710.00	14.20	913.18	20.19	\$953.01	\$19.06

Currency	Rate	Selling Price	Gross Profit %
AUD	0.7775	\$27.23	30.00%

5.5 [View Button](#)

This button is used to view key data at a glance. You may drill down if you please to the Order detail line.

5.6 [Search Button](#)

This is an extremely handy function if you wanted to search for a particular shipment in a variety of ways. The criteria for searching are by:

{ Shipment }, { Product }, { Supplier }, { POR# }, { POR#/Vendor },
{ Customer/Product/ETA }, { Vendor/Product/ETA }, { ETA/Customer/Product } and
{ Product/ETA/Customer }.

Note: To initiate a search you first need to click anywhere on the browse box itself. Then start typing the letters of the search field.

Landed Costing Calculator 2.0

File System Maintain Reports Import Help

Process Search LC Worksheet LC Summary Order Followup ST - All ST - by Status Summ by Month Summ by Year Import Export

Browse Details

Ship#	POR#	Product	Product Code	Supplier	Customer	ETA	Req In Store	C of A Rec'd	Im
1	POR000809	Lemon Emulsion Progress	EML-LEM-25-1916	KERR01	Affco Allied Product	31/01/06	/ / 09/08/06	17	
1	POR000809	Neutral Cit	EML-LEM-25-1917	KERR01	NZ Food Industries	31/01/06	/ / 22/02/06	17	
1	POR000809	Orange Cit							
1	POR000809	Passionfru							
1	POR000809	Crab Flav							
1	POR000809	Fruit of the							
1	POR000809	Ginger Ale							
1	POR000809	Lemon Fla							
1	POR000809	Orange Fl							
1	POR000809	Vanilla Fla							

☐ Finalized

Line Confirmation Form

Product: EML-LEM-25-1916 Lemon Emulsion Progressive 1916

Supplier: KERR01 Kerry Ingredients Australia P/L

Customer: AFFC02 Affco Allied Products Ltd

Del to Cust: 31/07/06

PO Confirmed: 07/06/06

Sup Inv Rec'd: 17/08/06

PO Number: POR000809

POR Date: 31/07/06

SO Number: SOR8764

C of A Rec'd: 09/08/06

Supplier Inv#: 3254555

Insurance: 1.46 **Bank Charge:** 18.18

Quantity: 50.00 **Currency:** AUD Australian D **Rate:** 0.7775

Foreign \$: 710.00 **Selling Price:** \$27.23

Foreign Unit \$: 14.20 **Gross Profit %:** 30.00%

Local \$: 913.18

Charges: 20.19 **Landed Cost:** \$953.01 **Unit LC:** \$19.06

OK Cancel ☐ Uplift Completed

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.

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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 LC Worksheet](#)

Click on the highlighted item in the browse box to invoke report.

6.2 [Print LC Summary](#)

Click on the highlighted item in the browse box to invoke report.

6.3 [Print Order Follow-Up](#)

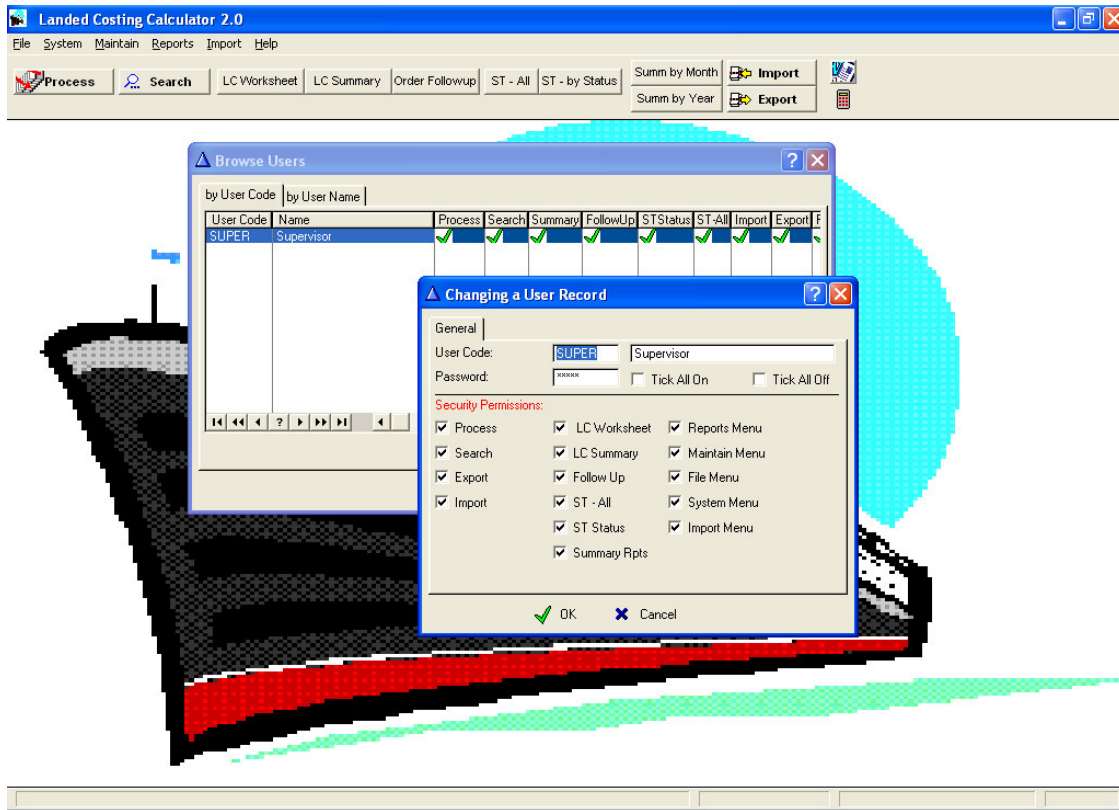
Click on the highlighted item in the browse box to invoke report.

6.4 [Print Shipment Tracking Report](#)

Fill in the criteria for report.

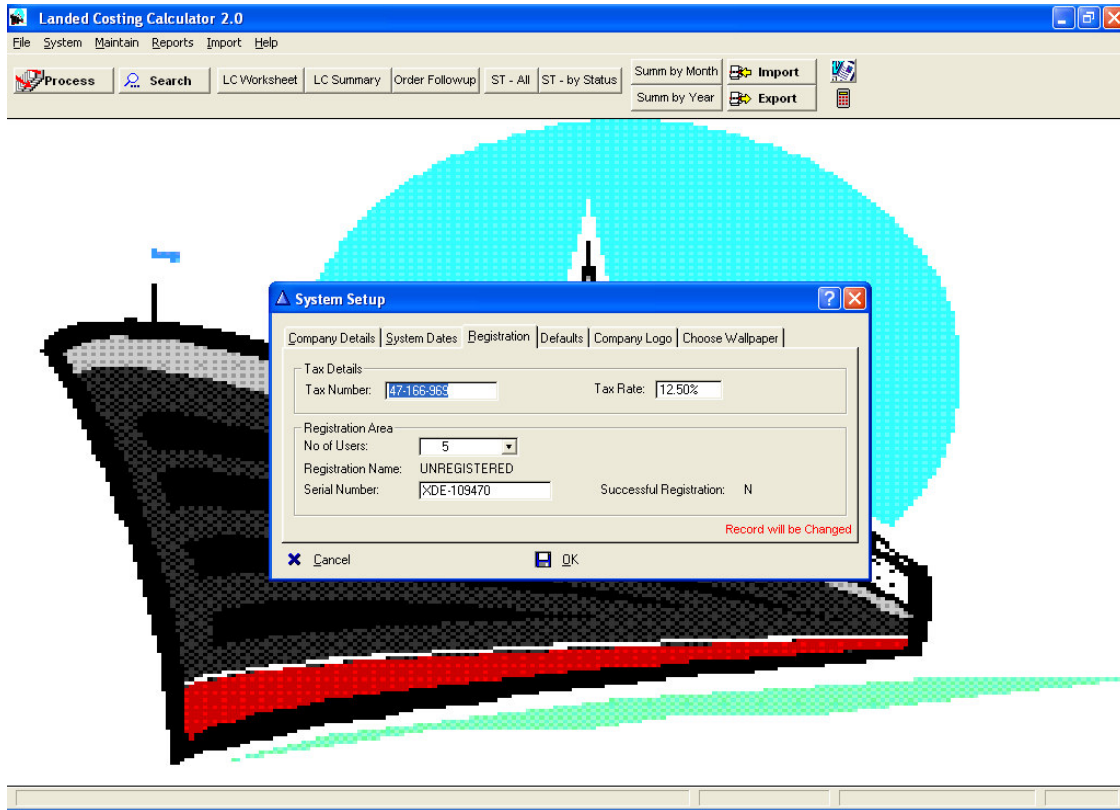
7.0 [Security](#)

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 greyed out. The number of users are limited to 10 but more user licenses may be purchased on a per seat basis.

8.0 [Registration](#)



The serial number is generated from the Registration number and can be obtained from Amblin Software once the purchase agreement is made. If the successful registration flag is set to 'N' then the number of shipments is restricted to 10.

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

9.0 [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.

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