

# Setting up the Accounting

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## Launching the accounting

When running the Accounting you will have to enter the username and password. By the default, credentials are "AFF" as username and "AFF1234" as password.

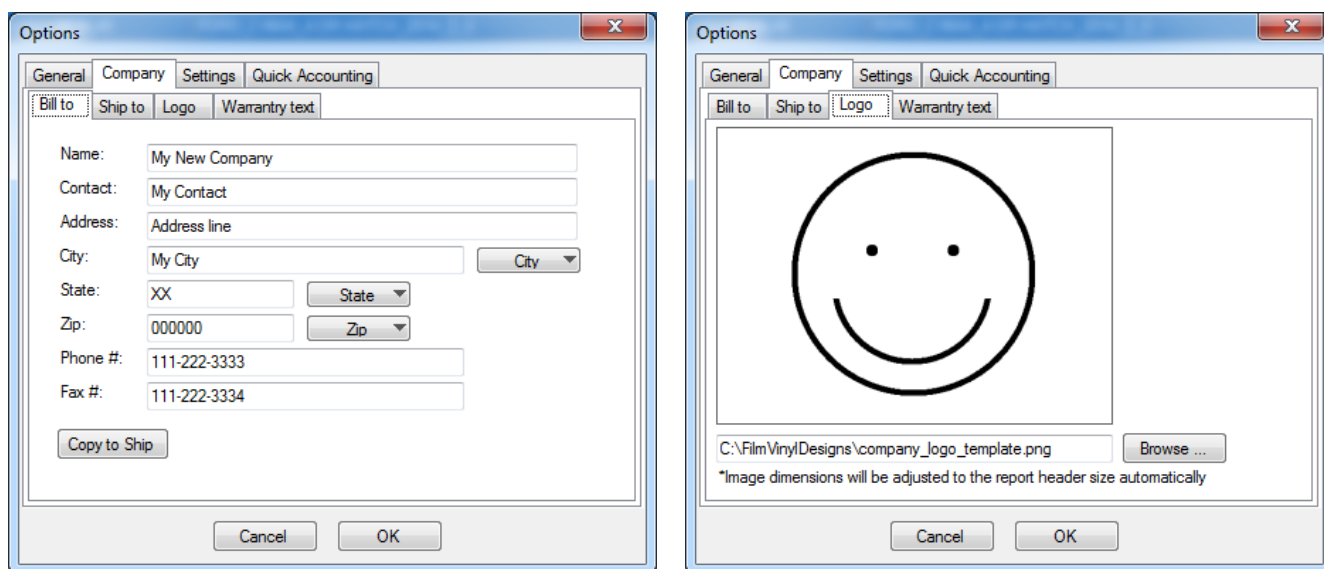
## Setting up the Company Info

The Company Info is required for reports and invoices.

Before setting up the Company Info, prepare the logo picture. Recommended dimensions are 515x395. The format of the picture can be PNG, JPG or BMP.

Launch the Accounting, on the main form menu open "Tools" -> "Options" and then go to the "Company" tab. Fill in all fields.

Proceed with the "Logo" tab; specify the picture for the logo by clicking the "Browse" button.



Save by clicking the "OK" button

## Setting up the labor factors

Labor factors list is a list of labor price items used for adding to the summarized cost of the Job. By the default the labor factors list contains predefined items that can be changed accordingly to your needs. You can also remove or add items if needed.

There are two ways to define the labor cost of the Job:

1. "By the car"
2. "By the time", that is required for making a car

Each way works separately; you cannot apply all at once.

On the main form, open the menu "Tools" -> "References" -> "Labor". The "Price" and "Hours" columns contains default values and should be adjusted accordingly to your requirements. Double click the item and specify values.

**Labor factor list**

**Labor factor details**

On the details form the Price works with "By the car type", Hours is for "By the time"

The "Fix Price" area is used for setting up the revenue amount when specifying Job price factors.

The "Film Type" allows specifying different values for different fil types and then select needed one when adding revenue amount to the Job.

## Setting up the Material Inventory

### Buying film rolls

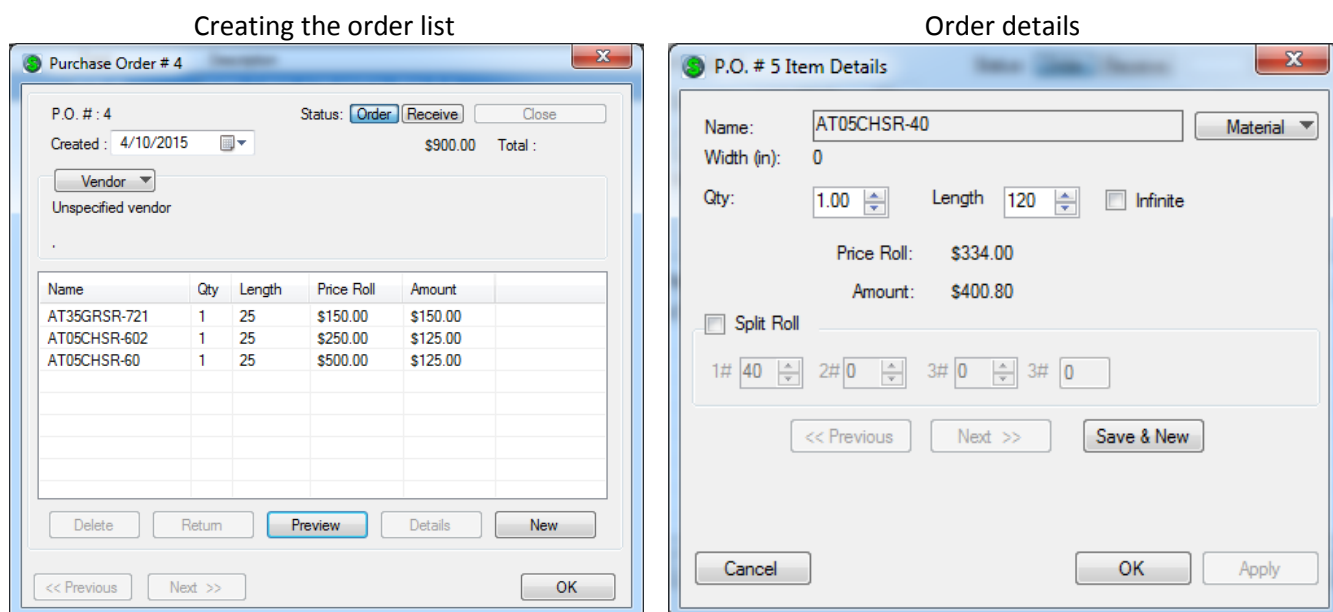
The Material Inventory is a pool of film rolls that you will use in your work. To add a film roll to the Inventory you have to buy this roll. The Accounting implies the process of purchasing that contains following steps:

1. Creating of the Purchase Order;
2. Receiving of the Order and putting the film roll into the pool.

Each step requires some information to be entered by user.

#### Step 1 – Creating the Purchase Order

On the main form, click the main menu “Inventory” -> “Purchase Order New”. On the appeared form select the Vendor, and add required items to the order list. Now, you can print the order with the “Preview” button and send to your film Vendor.



When creating the order you will have to choose the reference material and specify the quantity.

The “Infinite” flag will force system to skip the material subtraction when applying it to Job cuts. This means that this roll will never end. In some cases, this approach can be useful.

#### Step 2 – Receiving the Order

After you received the package from your Vendor, you have to put film rolls into the Material Inventory pool. To do this, in the main form menu go to “Inventory” -> “Purchase Order List”, select the order. On the appeared form click “Receive” and specify Lot numbers for each roll. Then click “Close”. Now film rolls are in the Inventory. Check them out in the Material Inventory list (main form menu “Inventory” -> “Materials”).

### Changing the Vendor

The Vendor contact information is displayed on the film Purchase Order. By the default, the Accounting provides the Unspecified Vendor. To change the Vendor go to main form menu “Tools” -> “References” -> “Vendor” and specify the Vendor you need. You can change the existing one or add new.

### Changing the Material Reference

You can reload the Material Reference with films and prices you need by changing existing items or by importing the entire list from the CSV file.

The CSV/XLSX file template:

FactoryPart	Name	Description	Length	Width	PriceRoll	PriceFoot
PFA20LS-HHEFI	AF20CHSR-20	AF 20 CH SR HPR	100	20	150	1.5
PFA20LS-HHGFI	AF20CHSR-30	AF 20 CH SR HPR	100	30	225	2.25

To get to the Material List, open the main form menu “Tools” -> “References” -> “Material”

