

Processing Cuts in the Accounting

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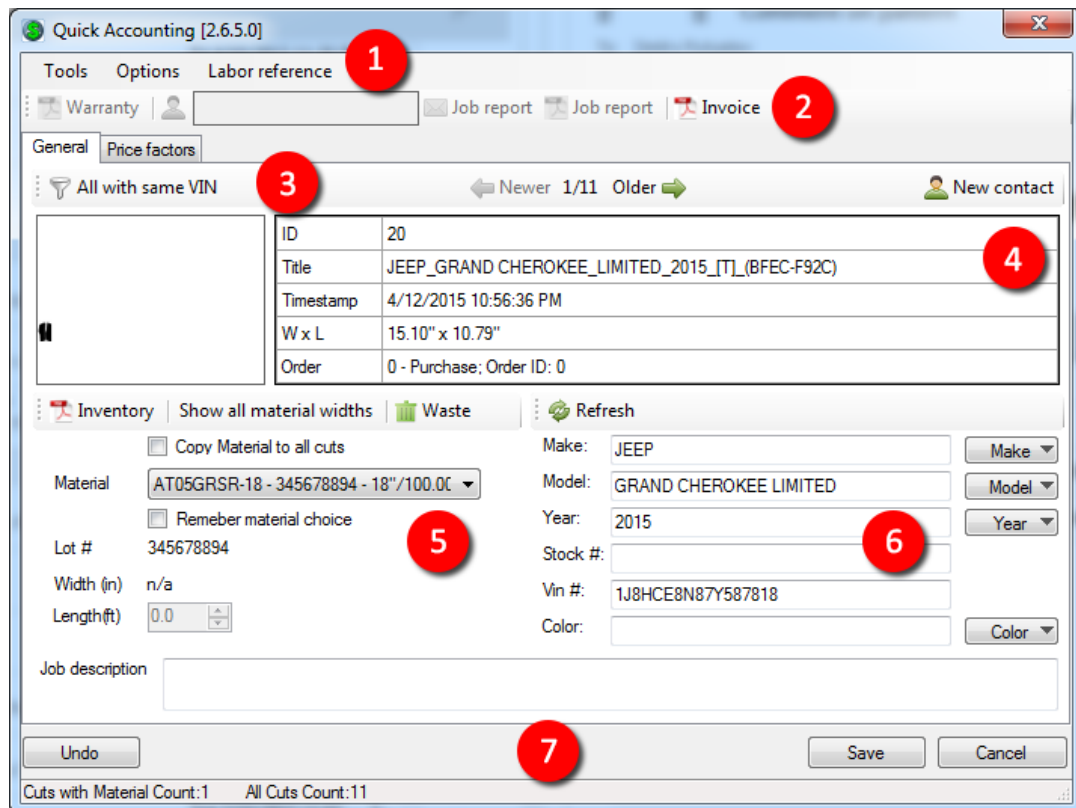


What is the Quick Accounting tool

The Quick Accounting (QA) tool is an application that allows to specify materials and labor factors for a cut immediately after it was made. The QA pop-ups right after the cut is saved to the cuts log. The QA is disabled by default.

The QA is a plug-in to the main Accounting application. Its main goal is to simplify the process of applying materials and price factors while processing cuts for a Job.

The Job - is an entity inside the Accounting system, which holds all information about a customer, cuts, materials, price factors.

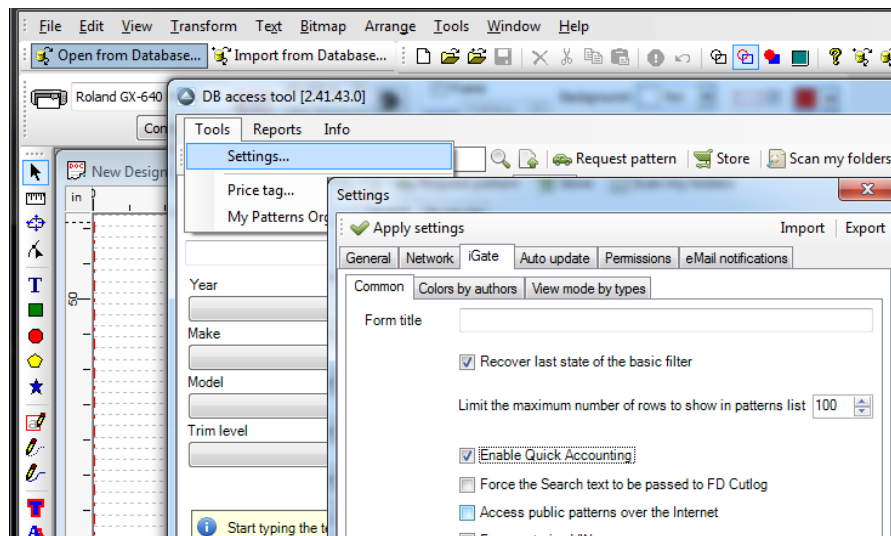


1. The Main menu
 - Tools -> Price Tag – the tool for creating price tags;
 - Options – Accounting options (read the “Setting up the Accounting” for details);
 - Labor reference – Reference list of labor items (read the “Setting up the Accounting” for details).
2. The Job Report toolbar
 - Warranty – the PDF with the Warranty text;
 - E-mail address – the e-mail address to send the Job report to (manager’s version);
 - Job report – the PDF with the Job information;
 - Invoice – the PDF with the invoice information.
3. The Cuts navigation toolbar
 - All with same VIN – filters cuts list by the VIN of the currently displayed cut;

- Newer/Older – Cuts list navigation buttons;
- New Contact - Customer’s information button (for the invoice).
- 4. The Cut details area
Shows information about current cut.
- 5. The Material control pane
Materials drop down list with the Material Inventory that is used for selecting the material for the current cut.
- 6. The Vehicle information pane
Information about the vehicle is filled in automatically.
- 7. The Job Actions menu
Undo, Save and Cancel commands for the Job.

Setting up the Quick Accounting tool

To enable the QA tool, launch the FilmDesign program, then open the DB Access Tool (“Open from Database”). In appeared window, in the main menu select “Tools” -> “Settings”, go to the “iGate” tab and check the “Enable Quick Accounting” option, then click “Apply settings”.



Setting up materials for cuts

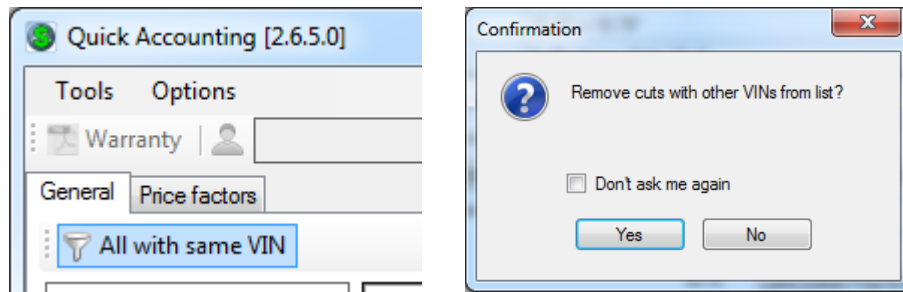
The Quick Accounting tool will pop up after each cut. It is a good practice to specify the VIN of the car when opening a cut. This will help you to organize cuts in the Quick Accounting tool by filtering cuts for the same car.

It is not necessary to specify a material for each cut; the material for the whole cuts bulk can be assigned when doing the last cut (don’t forget to click “Save” button). In this case, the QA will create one Job with all these cuts inside.

Note, that by clicking the “Save” button, the Quick Accounting tool will automatically create a Job with all cuts in the list.

You can filter cuts by VIN, if it was specified for patterns while opening them in the FilmDesign program. To do this, click the “All with same VIN” button at the top left corner of the QA tool form.

You can continue without filtering. In this case, after you assign the material for the first cut in a list, the QA will ask if you want to remove all cuts with different VINs.



When all cuts have a material assigned, you can proceed with the price factors. To do this, open the Price Factors tab and specify items.

The Price Factors tab contains the following parts:

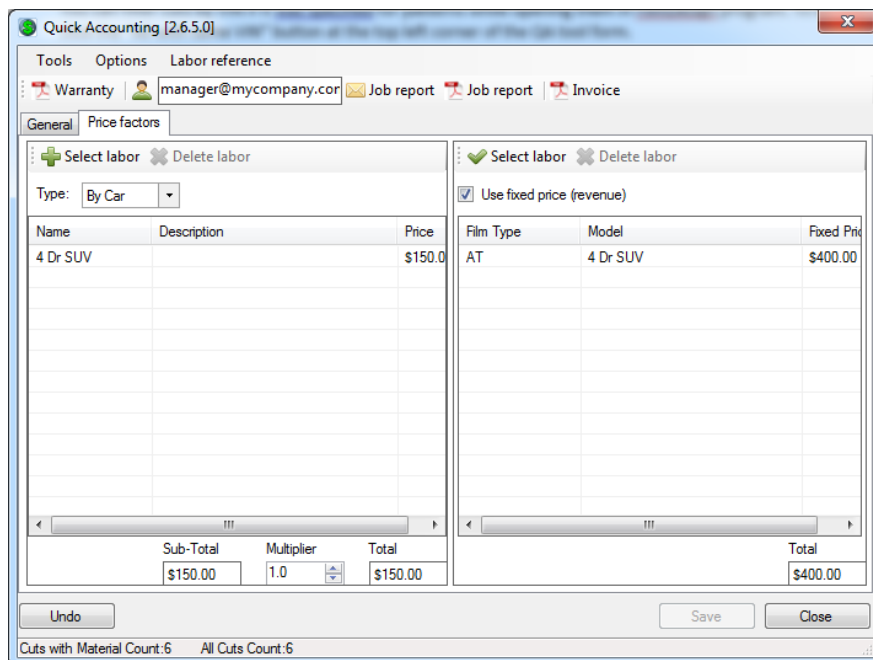
- The labor cost;
- The revenue amount.

There are two possible ways to add labor to the job:

1. By the car – the labor price is taken from the reference table by the car type;
2. By the time – the labor price is taken from the reference table by the time spent to do the car.

The revenue amount is a labor cost for a given car type and film type.

Read the “Setting up the Accounting” tutorial for information on how to change labor reference.



Once the Job is saved in the Quick Accounting tool, you can create the Job report for a manager and Invoice report for a customer. In addition, you can send the Job report to the manager's e-mail address.

If you see any errors, then you can undo all actions and return to the cuts list without applied materials and price factors. To do this, click the "Undo" button in the bottom left corner of the main Quick Accounting form. Once the QA form is closed, you will not be able to "Undo".

If you accidentally closed the QA tool and you still have to specify materials and price factors, then you can use the main Accounting application.

Working with the main Accounting application

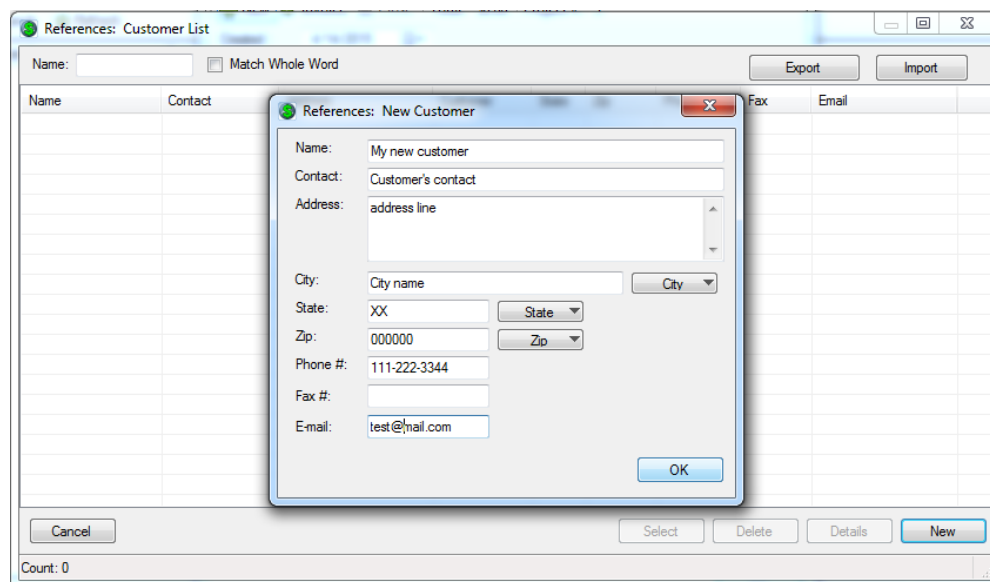
Start the Accounting by double clicking on the desktop icon. Use username -"AFF", and password - "AFF1234".

Please note, that before working with the cuts information, you need to actually perform cuts.

Before starting the cuts processing, you need to create a Job within the Project. On the main form select the "New" button. The Accounting will automatically suggest to fill in all required information.

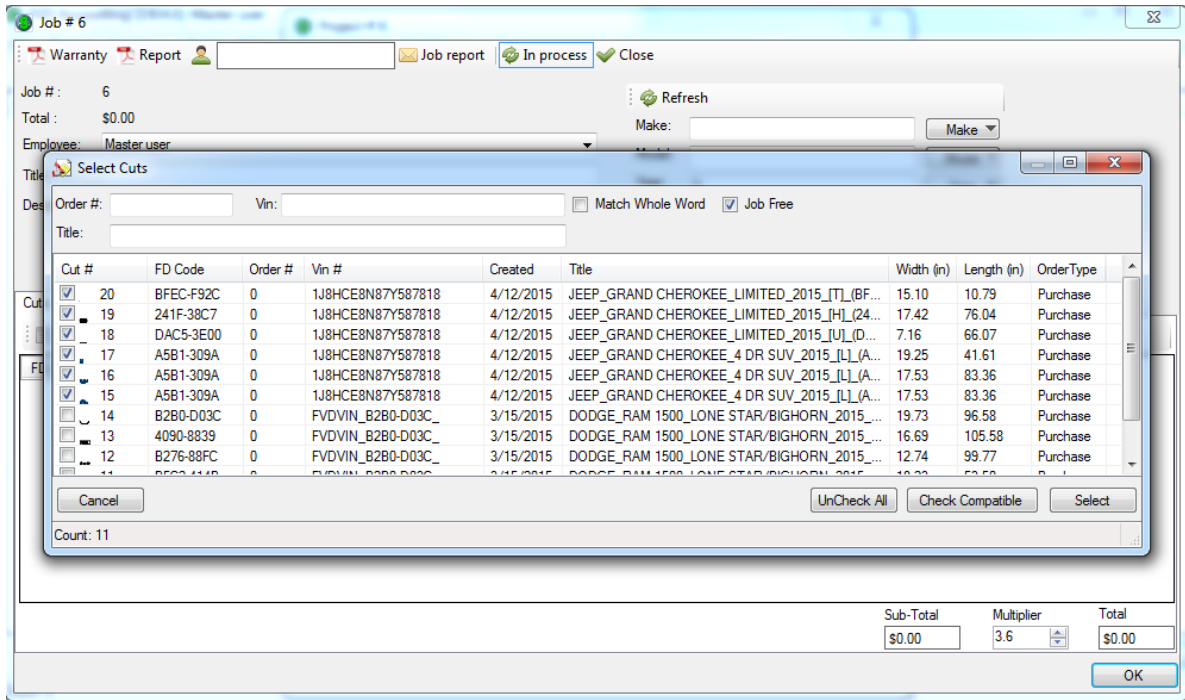
Specifying the Customer

Normally, when creating a Job, there must be a customer who will pay for it. By default, the list of your customers is empty and you need to add them. When creating a Job, the Accounting will automatically suggest to select the existing customer or creating a new one.



Selecting cuts

After customer is specified, the Accounting automatically opens the Job form and provides a list of available cuts to assign them for a Job.

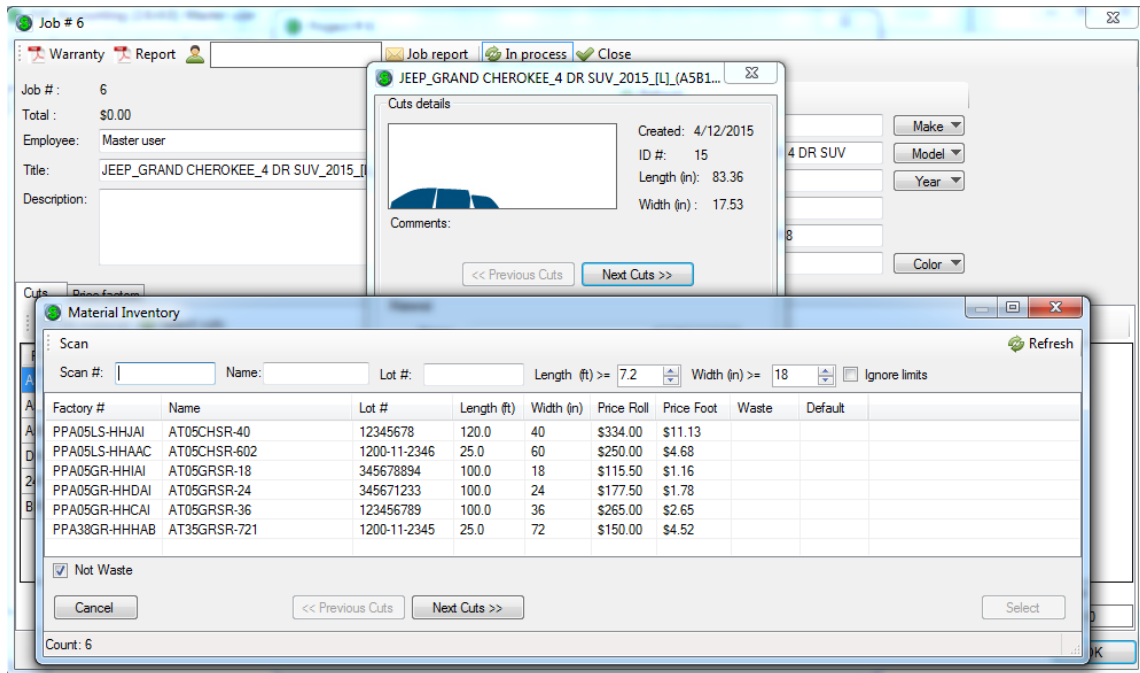


Please, click on the “Select” button, when required cuts are selected. Selected cuts will be added to the Job cuts list.

Applying materials

Once cuts are added to the Job, you need to specify materials for them. The Accounting will automatically open the materials list.

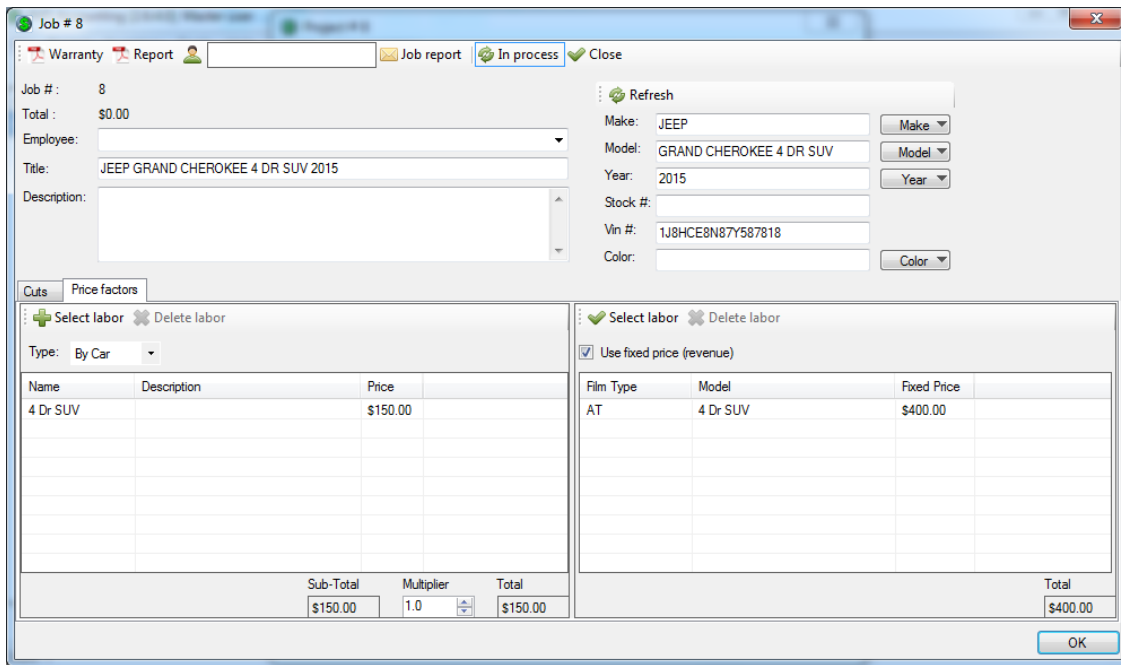
Please, select appropriate material for each cut.



Once materials are specified, you can proceed with the Job price factors.

Setting up the Job price factors

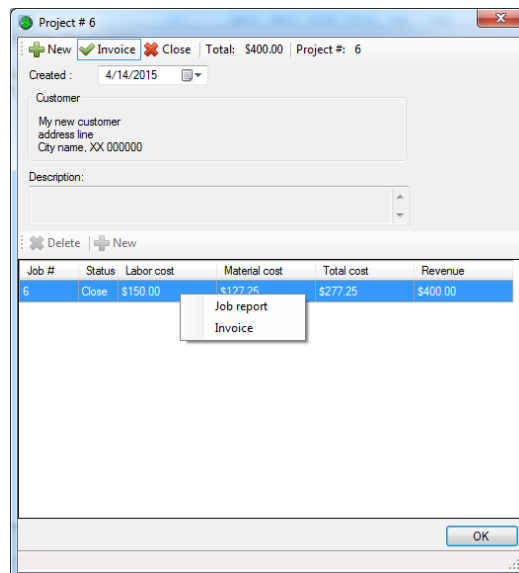
The last step is to set up the cost of labor and expected revenue. Open the Price Factors tab; specify labor (left pane) and revenue (right pane), and then close the Job with the “Close” button in the top menu.



Please, read the “Setting up the Accounting” tutorial for information on how to change the labor reference.

When you are finished with the price factors, please change the job status from “In process” to “Closed” by clicking the “Close” button.

After the Job is “Closed”, you can close the Job form and create an invoice by right clicking on the list of the Project Jobs.





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