# TRADEplus – (Profile)

The TrueBooks TRADEplus System is a multi-user application with several modules, designed to process all the activities related to any trading and service oriented company. You can set up the system to run on a single desktop pc or on a server. However, these setup instructions are going to assume that you are setting up this system for the first time on a server.

You must install the complete application on the server in its default directory. Please insert the setup CD and follow the instructions displayed on the screen to install the application.

Before we continue with the day to day transaction in the system, please familiarize yourself with the following Help Topics about the application if you are not familiar with these topics already:-

**System Setup:**

1. Setup Windows 2003 server with SQL Express 2005 database. (You can also install this on Windows XP professional OS)
2. Setup the client connections with the server.
3. Install the TrueBooks TRADEplus System application on the server in its Default location.
4. Map the application path so that the clients can access the server.
5. Configure the SQL Server DSN name as "TRADEplus" to connect the database on the server.
6. Configure the SQL Server DSN name as "TRADEplus" to connect the database on the clients.

**FEATURE OVERVEIW**

- **Inventory management integrated with financial accounting**
- **Multiple Branches or Outlets**
- **Multiple warehouse locations**
- **Multiple Currencies**
- **Multiple financial year**
- **Consignment Sales and Purchase**
- **Consignment stock tracking**
- **Employee wise sales tracking**
- **Multiple price groups that can be assigned to customers**
- **Additional Cost calculated during processing of GRN**
- **Negative stock validation while issuing stocks**
- **Point of Sale transactions updated via online batch posting**
- **Inter Branch transfer of cash and stock**
- **User definable profiles for each Item**
- **Physical stock verification process (Cycle Count)**
- **User Security based on user profiles**
- **Customizable MIS reports based on user requirement**

## Application Setup:

1. Setup the company details
2. Setup the Additional Cost
3. Setup the Outlets (if any)
4. Setup the Warehouses & Locations(if any)
5. Setup the Chart-of-Accounts
6. Setup the Customer Master
7. Assign the Customer Rates
8. Setup the Supplier Master
9. Setup the Item Profiles
10. Setup the Item Master
11. Setup Price Groups
12. Setup the Consignors
13. Setup the Vehicle Master
14. Setup the Currencies
15. Setup the Account Assigning (map the account heads)
16. Setup opening balance for Customers/Suppliers/Chart-of-accounts as of the starting period of the financial year.
17. Setup the opening stock location wise
18. Setup the employee master
19. Setup the user names and passwords
20. Learn how to take SQL backup regularly

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# Document Flow:

- CUSTOMER
  - RECEIVE CUSTOMER ENQURIY
  - SEND CUSTOMER QUOTATION
  - RECEIVE SALES ORDER (LPO)
  - PROCESS DELIVERY ORDER
  - GENERATE INVOICE
  - PROCESS SALES RETURN (IF ANY)
  - PROCESS CREDIT NOTE

- SUPPLIER
  - SEND PURCHASE ENQURIY
  - RECEIVE SUPPLIER QUOTATION
  - PROCESS LPO (PURCHASE ORDER)
  - PROCESS GRN (GOODS RECV NOTE)
  - UPDATE SUPPLIER INVOICE
  - PROCESS PURCHASE RETURN (IF ANY)
  - PROCESS DEBIT NOTE

**Company Setup**

This screen consists of five Tabs, namely Company Details, Financial Period, General, Settings and Additional Cost.

**Company Details:** You can setup the Company Name and Address in this Tab.

**Financial Year:** Here you can setup the Beginning and Ending Financial period

**General:** Here you can enable the features such as

**Outlets-** you can enable this check-box if you have outlets

**Batch Posting-**System is defined to post all transactions online. But if the check-box against this name is enabled then the system will allow you to do batch posting

**Quantity Separation-**By default the system will display only one field to enter the quantity. But if this check-box is enabled you can enter part quantity also.

**D.O.Accounts Posting**- If this check-box is enabled, the system will post entries while processing Delivery Order. (D.O.Control Account (DR) Sales Account (CR)

**Change Transaction Date**- By default the system will not allow to change the transaction date of posted transaction. If this check-box is enabled you can change the transaction date.

**Settings**-Here you can setup the starting document numbers for all transaction types. You can also setup whether you need the document number to be auto-generated by the system or to input the document number.

**Additional Cost**- The system is defined to calculate the additional cost while receiving the goods through GRN's. Here you can define the type of additional cost and the allocation method such as quantity wise, price wise or manual.

**Branch Setup**

You can set up the branches and their default Cash and Bank Accounts here.

**Chart-of-Accounts**

The chart-of-Accounts can be defined by the user and is displayed in a Tree Structure. You can define the Groups/Sub-Groups and Account Heads under these subgroups.

The Account Head consists of Account Code and Account Name. The Account Code is not mandatory, but it is advisable to define the Account Codes in a uniform standard. For example you can classify the account type as follows:-

| | |
|---|---|
| ASSETS | 1001-1999 |
| LIABILITIES | 2000-2999 |
| INCOME | 3000-3999 |
| EXPENDITURE | 4000-6999 |
| INVENTORY | 7000-7999 |
| EQUITY | 8000-8999 |
| COST OF GOODS | 9000-9999 |

**Setup Locations:**

Locations are warehouses or places where stocks are maintained. Even sales-man kits can be considered as locations. Locations always form part of Head Office. You cannot have locations under Outlets and Branches.

**Setup Outlets:**

Outlets are point of sales. You can define as many outlets you need. The main features of configuring the outlet are as follows:-

- Maintain inventory for each outlets
- Stock can be transferred between locations and outlets.
- Cash can be transferred between locations and outlets.
- Expense can be allocated to each outlet from Head office cash account.
- You can generate outlet wise inventory and financial reports such as Stock Reports, Trial Balance, P/L and Balance Sheet.
- Head Office profit percentage can be setup for each outlet, so that the system will calculate the amount based on this percentage for every outlet sale and allocate it to Head Office.
- You can assign employees to each outlet.

**Setup Customers**

You can setup Customers and assign price group and credit limit for each customer. You can also inactivate a customer so that no transactions can be done for this customer.

**Setup Suppliers**

You can setup Suppliers and credit limit for each supplier. You can also inactivate a supplier so that no transactions can be done for this supplier.

**Setup Consignors/Consignees**

The system allows you to do transactions on consignment basis. You can sell items on consignments and also receive items on consignment basis. Consignment stocks are treated separately and do not form part of the regular inventory. You can keep track of consignments stock for each consignee and consignors.

**Setup Item**

The system allows you to define items for any type of inventory. You can create up to (10) ten users defined Item Profiles for each item. You can define the following for each item:-
Item code, Item Name, Pair Item, Packing, Alternate Products, Date of creation, Minimum & Maximum ordering level and Image.

*The item code is generated based on the profiles generated in order to maintain the uniformity and reduce the spelling mistakes.*

You can also define the type of items such as Stock item, packing materials, consumables, perishable etc…

**Price Groups**

You can create as many price groups you need such as Retail, Wholesale, Special price or you can even group your customers and then create a price for this group and assign it to these customers. So that when you select these customers for invoicing, the system will calculate the price based on this assigned price group.

The system allows you create new price groups by increasing and decreasing the prices based on and existing price group. This can be calculated either as percentage or fixed amount.

**User Security:**

The system comes with user level security. Not all users will have access to all the menus and reports, unless permission is granted by the administrator. In this way each user is restricted the access to his own activities.

**System Requirements**

***Software:***
***Production Servers:***
Windows 2000 Server or Advanced Server, Windows 2003 Server Or Greater (We do not recommend that XP be used as a server)
SQL Server 2005, or SQL Server 2005 Express with the SQL Server Management Studio Express

***Client Machines:***
No special hardware requirements for the client's machine. If the system can run MS office application without problems then it should work fine with TrueBooks applications.. A Local Area Network Connection and a fast Internet Connection are recommended. Client machines will require minimum 5GB hard drive space for the application to run smoothly.

***Hardware:***
***Production Server:***
Pentium IV Systems 1ghz+ with at least 1GB Ram, 200MB for the Applications

***Disk Space (estimated):***
At least 5MB for application, 50mb for the starting database, but leave yourself room to grow depending upon your transaction volume.

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