Pilot ERP Manual

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Pilot ERP Software

Pilot ERP is a fully integrated ERP manufacturing software system with Sales & CRM, Manufacturing, Job Costing, Inventory/Warehouse control, Purchasing, AR, AP, Accounting and more. Designed for the Small to Medium sized manufacturer or distributor, Pilot ERP provides all the functionality you would expect to find in ERP packages used by large companies at a fraction of the cost. Avoid high startup and maintenance fees associated with other ERP packages by choosing Pilot ERP!

Pilot ERP Manual

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1 Welcome to Pilot ERP

Welcome to Pilot ERP

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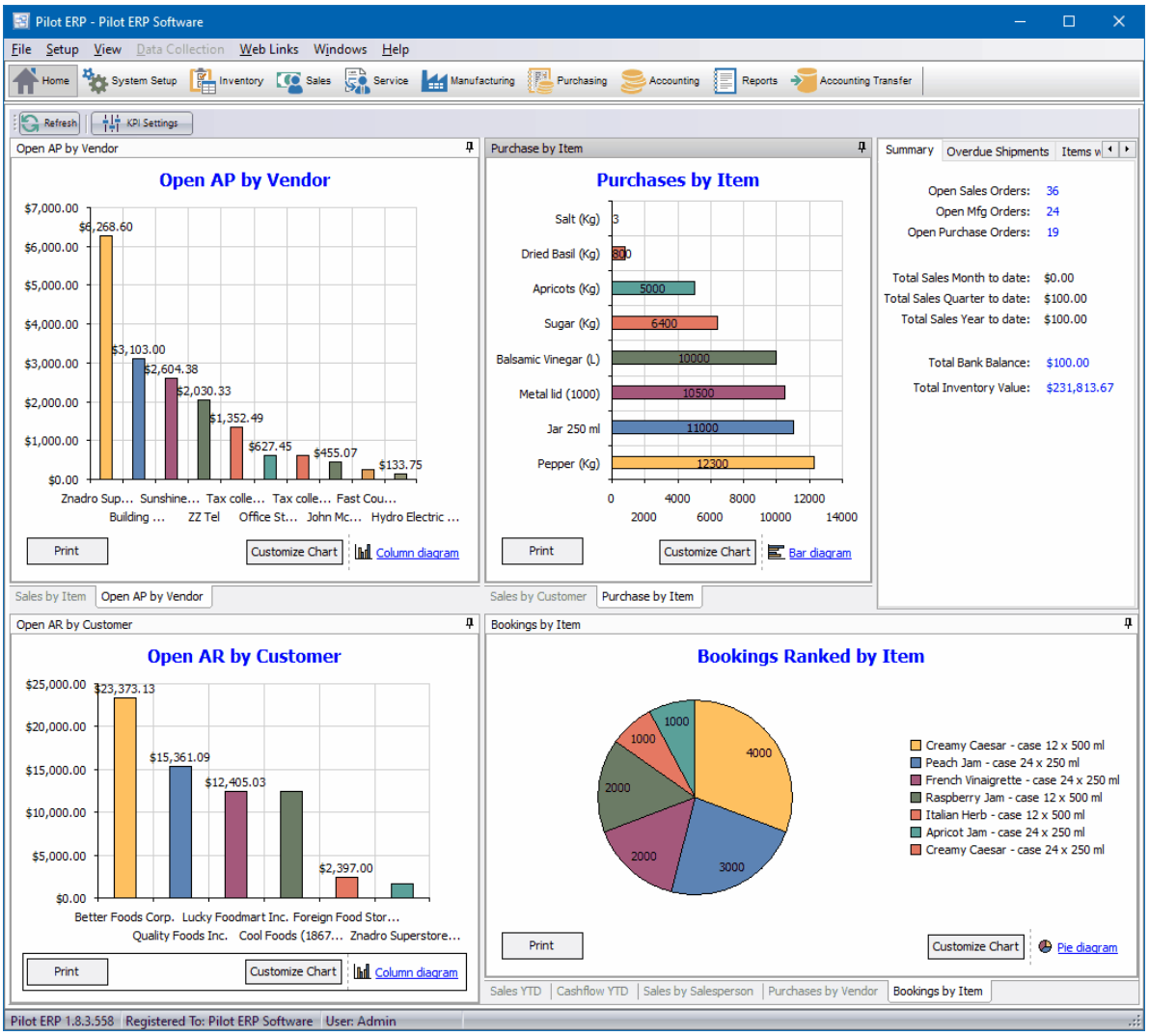
Software for Manufacturers and Distributors



Pilot ERP is a fully integrated ERP manufacturing software system with Sales & CRM, Manufacturing, Job Costing, Inventory/Warehouse control, Purchasing, AR, AP, Accounting and more.

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Pilot ERP Features

Homepage
The system homepage provides a dashboard for quick analysis of business statistics. These key performance indicators (KPI's) graphically show the status of your organization.

Data Collection
Fully integrated bar code data collection module allows you to label your inventory for stock counts, print pick tickets to record shipments and manufacturing usage. Prevent mistakes and increase productivity by automating your inventory with Pilot ERP!

Sales and CRM
The Sales module is where it all begins. Your sales reps have the ability to access real time inventory availability and determine where the order is in production. From Quoting to Order Entry, Shipping to Invoicing, Pilot ERP covers all aspects of the order cycle. Integrate directly with UPS, FedEx, DHL, and USPS shippers. Create and print labels, calculate freight and save tracking information directly back to Pilot ERP, all in one easy step.

Service
Schedule service jobs, technicians and charge parts and labor through the service module. Asset tracking and scheduled service agreements for customer jobs and internal maintenance.

Inventory and Bills of Material
The Inventory module tracks inventory stock levels and costs, allowing you to efficiently manage your finished goods, work-in-process and raw material which is crucial for your operation. Pilot ERP gives you instant access to real-time data so you can track stock levels by item, location, item class and view historical usage right on the inventory screen.

Manufacturing and Scheduling
The Manufacturing module tracks manufacturing orders, material (component items) and resource (labor and equipment) requirements, and production costs, prints bills of materials, and passes data to the inventory module.

Material Requirement Planning (MRP)
MRP helps to identify materials that need to be purchased and manufactured assemblies that need to be produced to fulfill demand.

Procurement
The Purchasing module is used for material procurement. Pilot ERP makes it easy to buy from the vendors with the best prices and maintain a history of all purchases.

Accounting
The fully integrated Accounting Module incorporates Accounts Receivable, Accounts Payable, Banking, General Ledger and Financial statements into Pilot ERP allowing you to run your business in one program.

Would you like to see how Pilot ERP will help improve your business?
Start your FREE trial now by visiting our website www.piloterp.com or calling us at 512-535-4201.

Pilot ERP Overview

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Features also include an integrated multi-currency manufacturing, distribution and accounting system: Accounts Payable, Accounts Receivable, General Ledger, Inventory, Purchase Orders, Sales Orders and Quotes, Manufacturing, and Sales Analysis.

Sales orders may be optionally entered as quotes and printed for customer approval. When approved, the status is changed to On Order. Picking slips may be printed for the shipping department. Bills of lading may be printed to go with the shipments. Multiple shipments are allowed per order.

Manufacturing orders default to the product standard component items and resources (labor and equipment), which you can then change for substitutions or running on a different machine if one is overbooked, or for manufacturing a custom product. Bills of Materials may be printed for the plant personnel showing the materials and resources to be used. Receipts default using data from the order, so only exceptions require entry, such as unplanned substitutions or differences in the quantities of materials or resources used. Production costs, variances, and WIP (Work in Process) are tracked.

Scheduling of shipments, purchasing and manufacturing is facilitated by a report showing current inventory levels, sales orders, purchase orders and manufacturing orders.

Multi-currency features facilitate purchasing and selling internationally (import and export). The default selling price is automatically converted to the customer's currency. Payables and receivables are tracked separately for each currency and the GL automatically converts revenues and expenses to domestic currency. Gain or loss due to exchange rate fluctuations is tracked.

User-defined financial statements can be created through a simple set-up process. GL account totals and inventory totals can be viewed on screen with drill-down to original source transactions.

Pilot ERP comes with sample data illustrating how the program can be used by a food manufacturing company purchasing raw and packaging materials and manufacturing food products for wholesale distribution. Pilot is also suitable for companies manufacturing other types of products.

How to Install
Getting Started
Home Page
Accounts Payable
Accounts Receivable
General Ledger
Inventory
Purchase Orders
Sales Orders
Sales Analysis
Manufacturing

Purchase Pilot ERP
Technical Support

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2 How to Install (On Premise)

How to Install

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Pilot ERP requires Windows 7, Windows 10, Server 2012, 2016, 2019 or later, a 2Ghz or better processor, and 2 GB of system memory. At least 1 GB of disk space is required for program files.

Network Installation (Peer-to-Peer & Client Server)

Overview:

1. First install the program on the Server or Central Workstation.
2. Share the Pilot ERP program folder and the C:\ProgramData\PilotERP folder.
3. From the Client(s), map a network drive to the shared Pilot ERP folder on the server/central workstation.
4. Create a shortcut to the program executable file "Pilot.exe".

Detailed Instructions:

Installing on Server or as a standalone system

1. Download the installation file. If you do not have the installation file, you can request it from support@piloterp.com

2. Run PilotERP.exe directly on the main PC or Server on which you wish the Pilot ERP files and database to reside. We strongly recommend that you do not change the default installation path for Pilot (C:\Program Files\Pilot ERP or C:\Program Files (x86)\Pilot ERP). The location of the main company database files can be created in a different directory if necessary after the installation.

3. Follow the Installation Wizard instructions. There are no configuration options necessary during the installation, so you can leave all options as default.

4. After installation, you MUST open Pilot ERP on the server to generate the sample database in the C:\ProgramData\PilotERP\Data folder.
NOTE: The default location for the Data, Custom Reports and System files is: C:\ProgramData\PilotERP\

5. After installing Pilot on the Server or Central Workstation, you will need to share the C:\Program Files (x86)\Pilot ERP and C:\ProgramData\PilotERP\ folders on the network with full rights in the share and change the windows security permissions for both directories to ensure that users have full control. After the initial installation and client setup, you can edit the permissions to read/write if necessary.

Client installation on a local Network

1. From each client PC that will have access to Pilot ERP, you will need to map a new network drive to the shared C:\Program Files (x86)\Pilot ERP folder on the server.

NOTE: DO NOT run the full installation for Pilot ERP on any client PC which will be accessing Pilot from the server. If the full version of Pilot is already installed, it will need to be uninstalled through Add/Remove Programs and the C:\Program Files (x86)\Pilot ERP and C:\ProgramData\PilotERP folders on that PC will need to be deleted. If any data needs to be saved from that client PC, make a backup

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copy of the C:\PorgamData\PilotERP folder.

2. After mapping the drive, open the Pilot ERP folder through this new drive, locate the pilot.exe application file, right click and select “Send – Shortcut to Desktop” to create the icon on the client PC desktop.

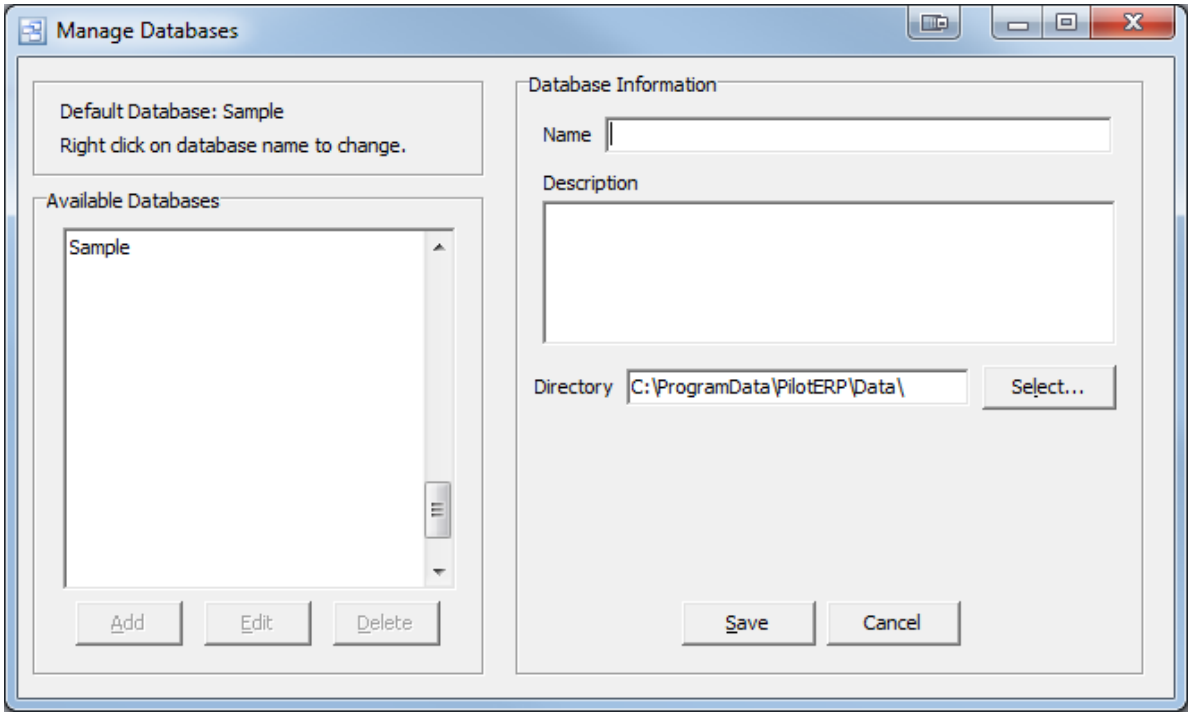
3. Open Pilot from the shortcut icon.

Communication: Pilot uses ports 12015 and 12016. These ports may need to be opened on the Server and Client PC’s in your antivirus/firewall software.

Multi-company Installation
You can set up as many companies as you wish via menu File | Companies | New Company. You can use the Select button to select an existing empty directory/folder or you can type the path of a new or existing directory/folder. If creating company databases on a network server, please see notes above.

After you have created one or more company databases, then each time you launch the program it starts in the last company worked on. You can then select a different company from the menu if desired.

To set one company as the Default login company, simply right click on the company name and select "Default".



For best performance, users of Norton Antivirus should either disable monitoring of the database folder (s) and "Priv" folder (created in the program folder for temporary database files) or disable monitoring of

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the database files (extensions .dat .idx and .blb).

Follow the steps below to configure your Norton Anti-Virus settings for use with Pilot ERP on the server and on the clients :

1. Open Norton AntiVirus.
2. In the Norton AntiVirus main Window, in the left pane, click Configure.
3. In the right pane, click File System Realtime Protection.
4. In the File Types group box click Selected extensions to instruct Norton to scan only those files that match the listed file extensions. Then click Extensions to change the default list of file extensions.
5. Remove DAT, IBX, and BLB extension types.
6. Un-check the “Network” check box at the bottom of the File System Realtime Protection screen.
7. Under the Options group box area, select "Exclude selected files and folders". Then in the subsequent dialog, select the option to "Check file for exclusion before scanning". This is known as a "prescan exclusion".
8. Click on the Extensions button. The list of excluded extensions should include DAT, IBX, and BLB.
9. Click OK to save your settings.

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3 Cloud Setup Instructions

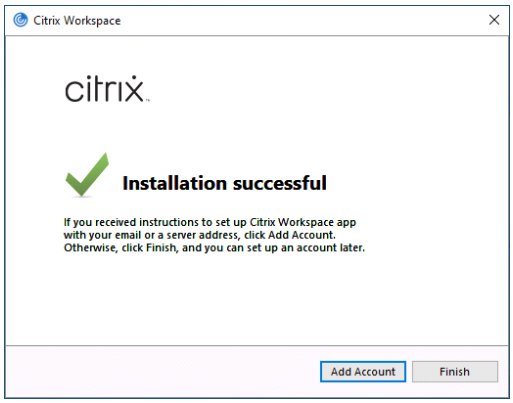
The following setup instructions apply to cloud hosted Pilot ERP on all devices.

Step 1. Download the Citrix WorkSpace App and install on device using the link below:
Download Link: Download Citrix Workspace (Windows)
Download Citrix Workpace (Mac OS)
You can also search Google on “Citrix Workspace”

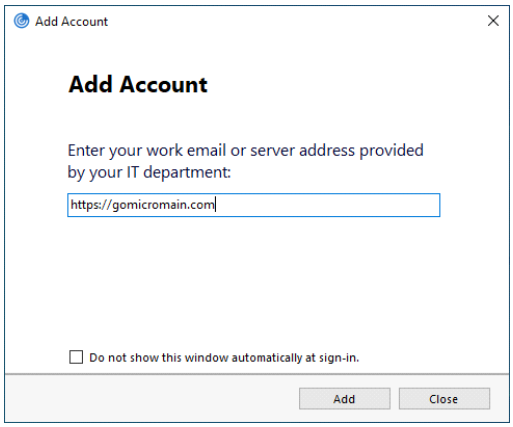
Run the installer, Click Start, accept the license agreement, click Next, Click Install.

Note: if you are prompted to restart your PC after clicking Finish, you can click NO, then go to the start menu of
your PC and click on “Citrix Workspace” in the program list to continue the setup.

Step 2: When notified that the Citrix Workspace installation was successful, click on the “Add Account” button.



Step 3: You will be prompted for the work email or server address. You will need to enter the following address into
that field: https://gomicromain.com



Step 4: Click Add

Step 5: You will be prompted to enter your username and password. Enter and click Sign In.

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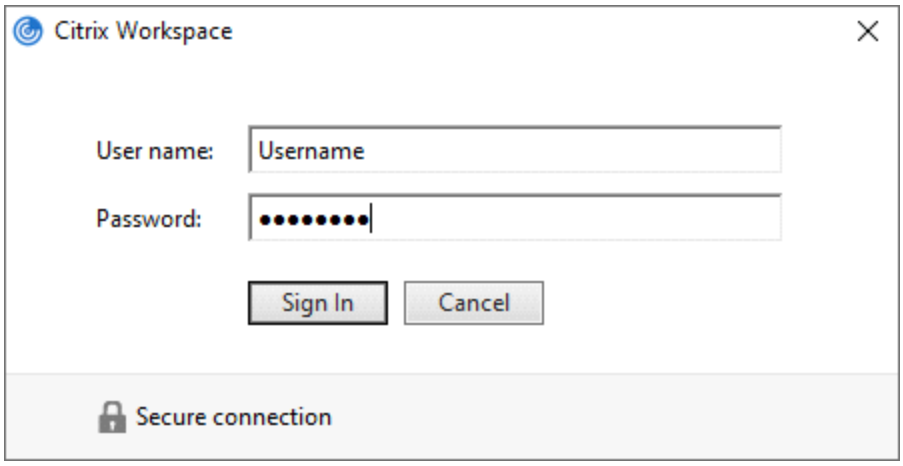
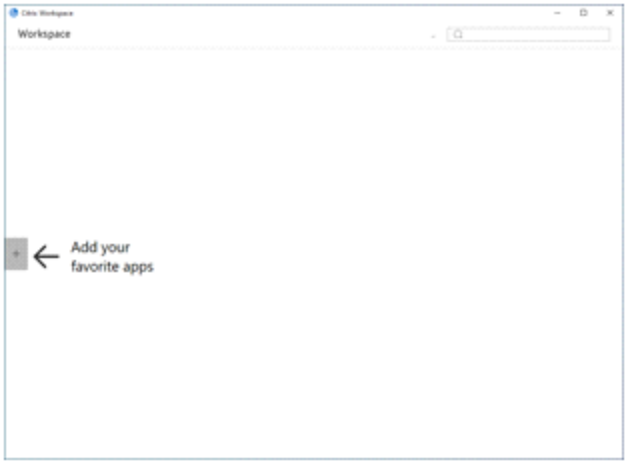
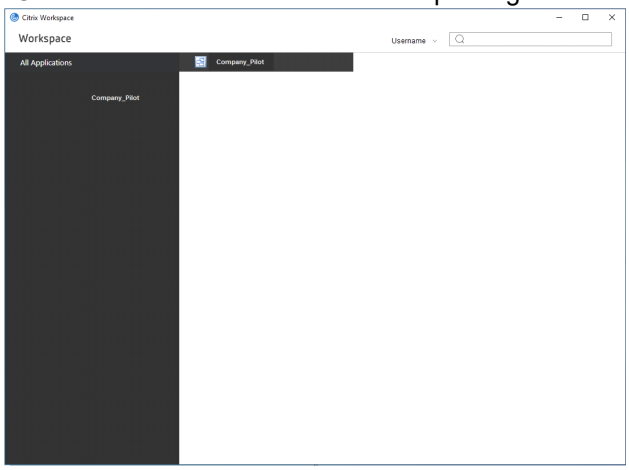


Step 6: The Citrix Workspace app will open. Click on the “Add Your Favorite apps” tab on the left.



Step 7: Click on the Pilot Icon with your company name. This will add the Pilot icon to your workspace desktop. Click on the Pilot icon on the desktop to log on to Pilot ERP.



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4 Getting Started

Getting Started

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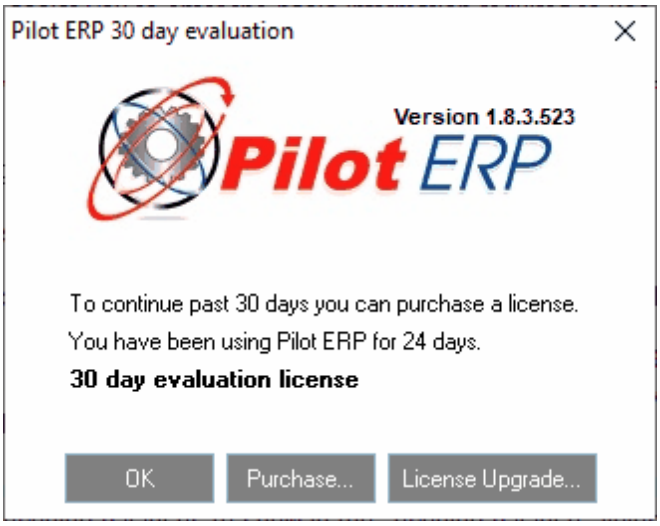
When Pilot ERP is started for the first time a welcome screen displays.



You can click OK to log into the sample company, which is a quick way to explore Pilot ERP. This screen displays every time you start Pilot ERP until you choose purchase Pilot and set up your own company. Note: You can still select the sample data company or set up more companies from menu File | Companies.

When you choose to set up your own company, a New Company Wizard will assist you to enter the basic information required to use Pilot ERP.

The wizard adds a sample chart of accounts, and sets up 1 bank, 1 currency, and 1 sales tax. You can then add, modify, or delete GL accounts to suit the needs of your company. You can also add more bank accounts, currencies and taxes.

The wizard also sets up 1 location “Our Warehouse” for the inventory. And again, you can add more, if required, when you are ready.

After setting up any additional banks, currencies, taxes, etc. your next step is to enter your vendors, customers, and items.

You are now ready to use the Home Page, Accounts Payable, Accounts Receivable, General Ledger, Inventory, Purchase Orders, Sales Orders, and Manufacturing.

You can enter any outstanding invoices for your vendors via AP Invoices, and enter any outstanding invoices for your customers via AR Invoices. Or you might find it easier to pay all your AP invoices now from your old system (whether you mail the Checks now is up to you), and use your old system to track money owed to you from customers. Then you only need to enter the total AR amount owing (by JV to Accounts Receivable Journal as per the sample data, see JV no. 1001), and the payments (by JV, see JV no. 1015 To record AR payments entered to old system).

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GL opening balances are entered by Journal Voucher. There is an example in Examples of Journal Vouchers and a more detailed, multi-currency example in the sample data. Typically this JV is entered to last period, with data from the trial balance report for last period. Alternatively if you prefer the opening balances to show in the "opening balance" fields for this year, then you would enter the JV to the last period of last year, and then run the year-end from the Your Company screen. Note: To do this you need to enter the Fiscal Year as last year on Your Company before entering any JVs.

4.1 New Company Creation

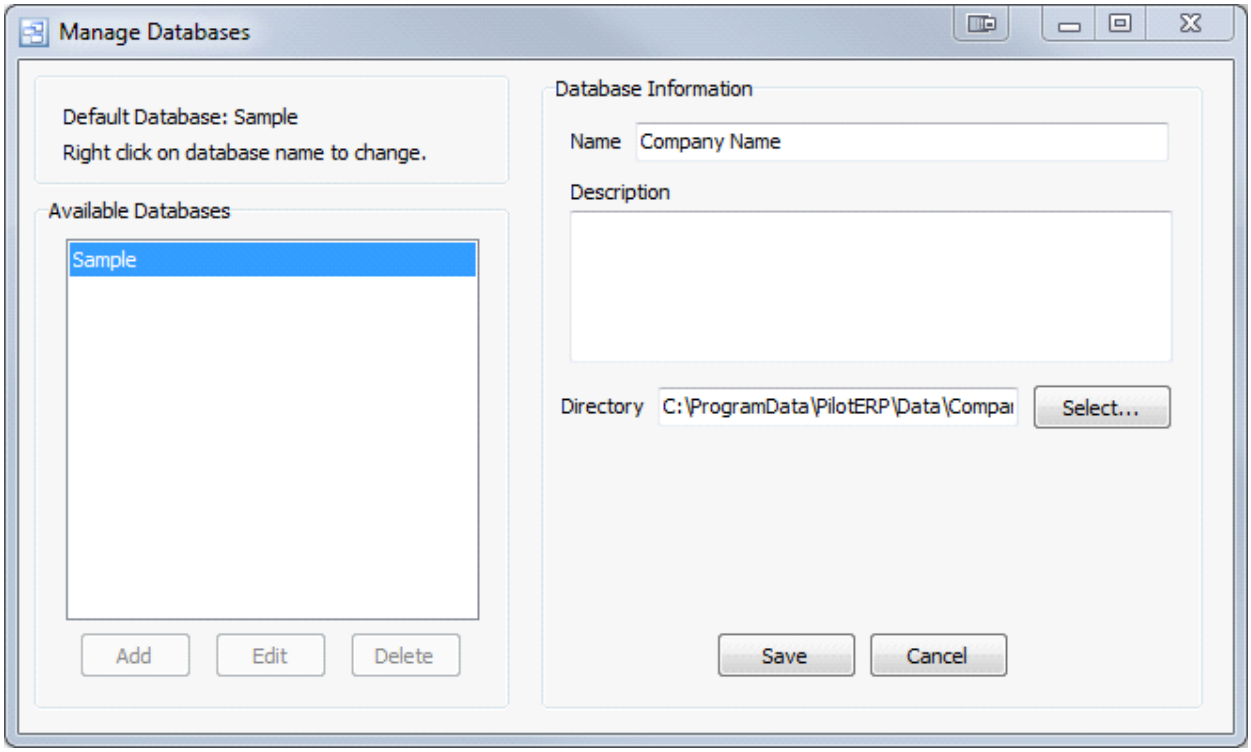
The following setup instructions apply setting up a new company database on a network. For help with installing Pilot ERP, please refer to the Pilot ERP Installation Instructions.

Your new company database can be set up from any PC and does not need to be created from the server. However, it is recommended that you set this up from the server or main PC to prevent any issues caused by security permissions in Windows.

NOTE: If you have user security enabled, your Pilot ERP user account must have full access to User Security in order to successfully create the new company and grant users access.

Step 1. Log in to Pilot ERP.

Step 2: Go to the File – Companies – New Company



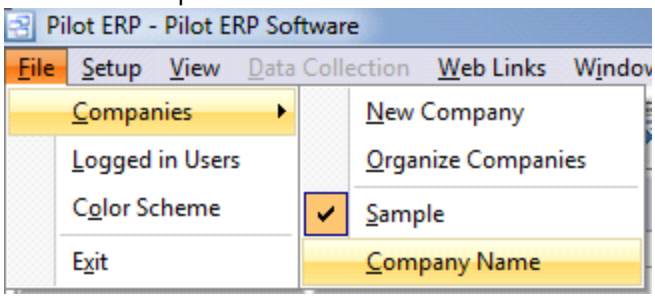
Step 3: Enter your company name into the "Name" field.
The default directory will show the location of the new company folder on your server or main PC where

Pilot is installed. This will be saved to the PilotERP folder in the ProgramData directory which is the default location for all Pilot databases and reports. It is recommended that you do NOT change this directory unless absolutely necessary. Please contact support for details if you do need to change the directory and have any questions.

Step 4: Click Save.

Step 5: After saving the new company, you will need to log into that company and complete the new company wizard.

Step 6: Go to File – Companies and select the company that you created. This will open the New Company Wizard which must be completed to open the company. This step will create the database when the wizard is completed.



Step 7: Enter the Company Name and Address, then click Next.

Step 8: Enter the Bank Name and Company Currency description.

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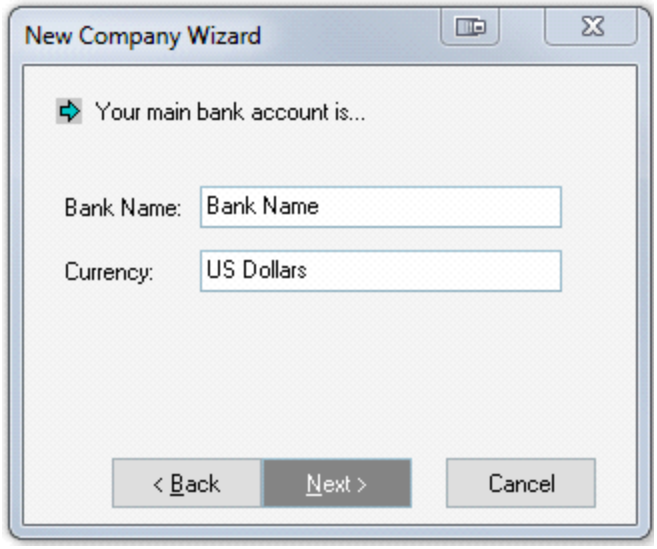

Step 9: (Optional) Enter the name of your default sales tax code and the tax % rate, then click Next. If you do not wish to enter a tax code at this point, it can be done later through the System Setup. If you choose not to enter your sales tax in this step, just leave the fields blank and click Next.

Step 10: Click Finish.

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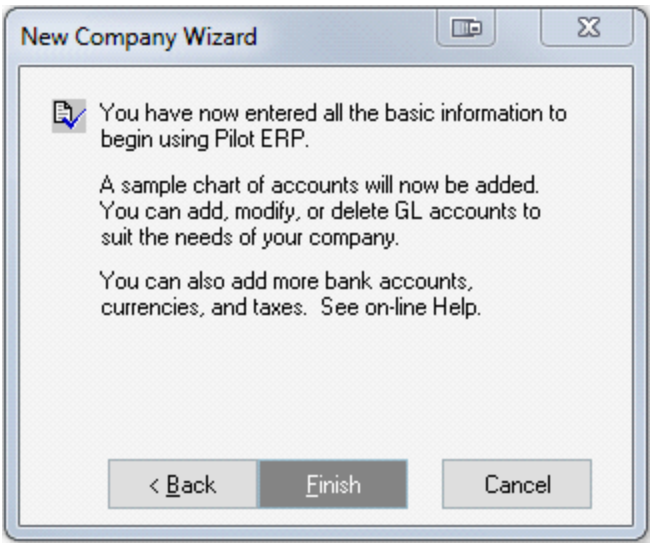
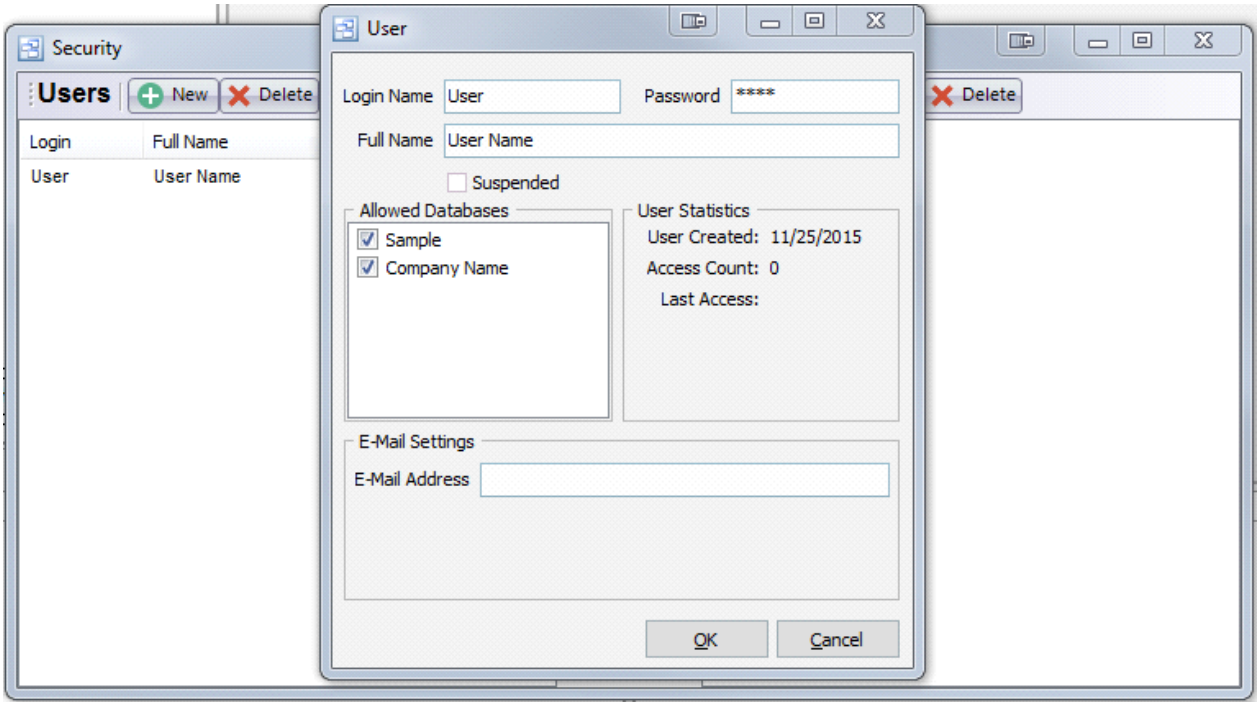


The new company will now be created and log you into Pilot. Your company is now ready to use and you can begin importing or entering data. NOTE: Only the user account with which you created the company will have access. To grant access to the new company see step 11 below.

If you have created users under the Setup – User Security menu, you will need to give the appropriate users access.

Step 11: Go to Setup – User Security. Double click on the user you want to give access and check the company name under the "Allowed Databases" window. Click OK to save. NOTE: If the user is currently logged into any company in Pilot when you grant them permission to the new company, they will need to log out and back into Pilot to access the company after you have created it.



4.2 New Company Startup

This guide will walk you through the basic company settings required when setting up a new company. Please refer to the help or user guide for details on all settings and fields in Pilot ERP.
For help with creating a new company in Pilot ERP, please see New Company Creation or the New Company - Quick Start Guide available on the support website knowledge base.

Getting Started

Your new company in Pilot ERP is configured with default settings for standard use. When you choose to set up your own company, a New Company Wizard will assist you to enter the basic information required to use Pilot ERP.

The wizard adds a sample chart of accounts, and sets up 1 bank, 1 currency, and 1 sales tax. You can then add, modify, or delete GL accounts to suit the needs of your company. You can also add more bank accounts, currencies and taxes.

The wizard also sets up 1 location “Our Warehouse” for the inventory. And again, you can add more, if required, when you are ready.
After setting up any additional banks, currencies, taxes, etc. your next step is to enter your vendors, customers, and items.

You are now ready to use the Inventory, Purchase Orders, Sales Orders, and Manufacturing, Accounts Payable, Accounts Receivable and the General Ledger.

You can enter any outstanding invoices for your vendors via AP Invoices, and enter any outstanding invoices for your customers via AR Invoices. Or you might find it easier to pay all your AP invoices now from your old system (whether you mail the Checks now is up to you), and use your old system to track money owed to you from customers. Then you only need to enter the total AR amount owing (by JV to Accounts Receivable Journal as per the sample data, see JV no. 1001), and the payments (by JV, see JV no. 1015 To record AR payments entered to old system).

GL opening balances are entered by Journal Voucher. There is an example in Examples of Journal Vouchers and a more detailed, multi-currency example in the sample data. Typically this JV is entered to last period, with data from the trial balance report for last period. Alternatively if you prefer the opening balances to show in the “opening balance” fields for this year, then you would enter the JV to the last period of last year, and then run the year-end from the Your Company - GL screen. Note: To do this you need to enter the Fiscal Year as last year on Your Company before entering any JVs.

Pilot ERP Order Flow

The chart below shows the basic order flow in Pilot ERP.

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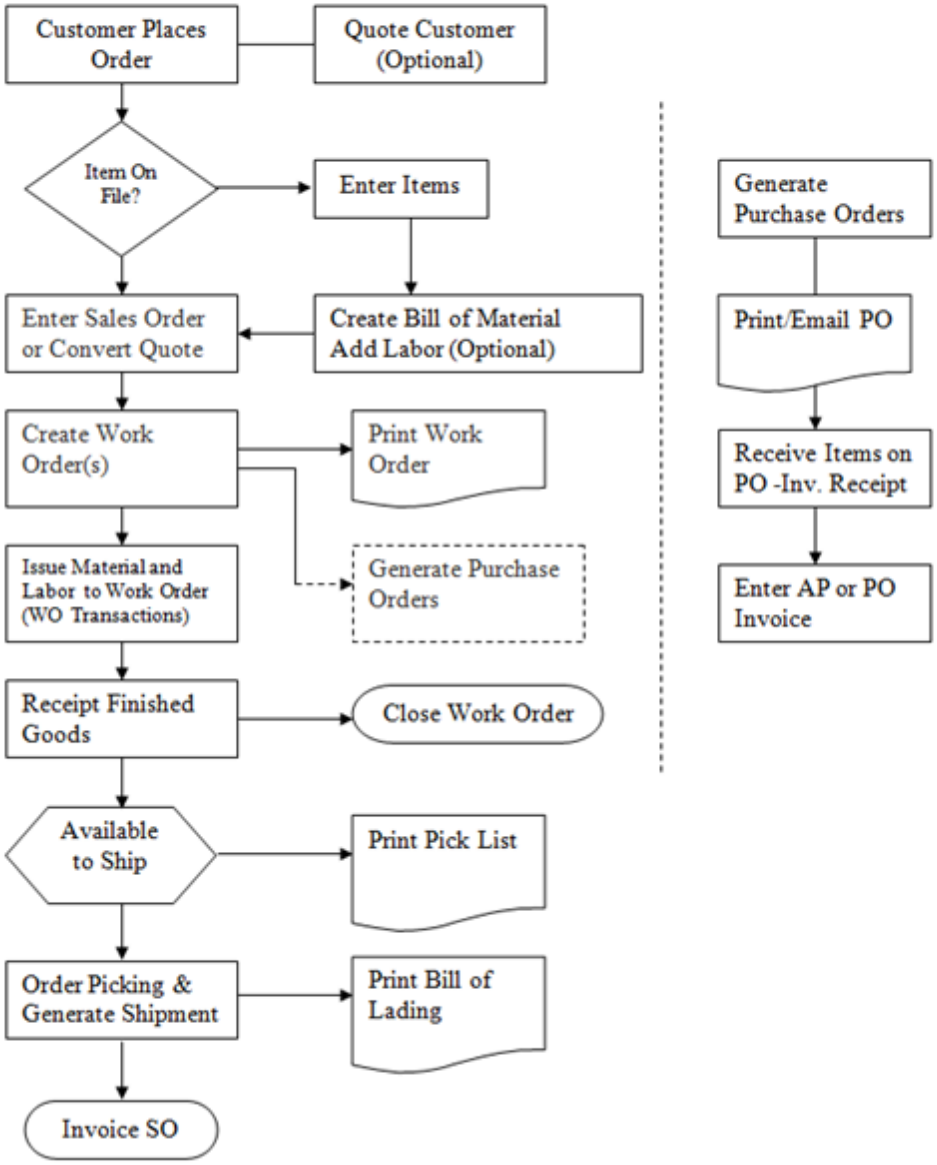
Pilot ERP Order Flow



1. Required Company Settings

When you create a new company in Pilot ERP, there are 3 required settings that will need to be created in order to begin using the system. You must enter at least 1 entry to for the setting screens below. These are located under the main System Setup.

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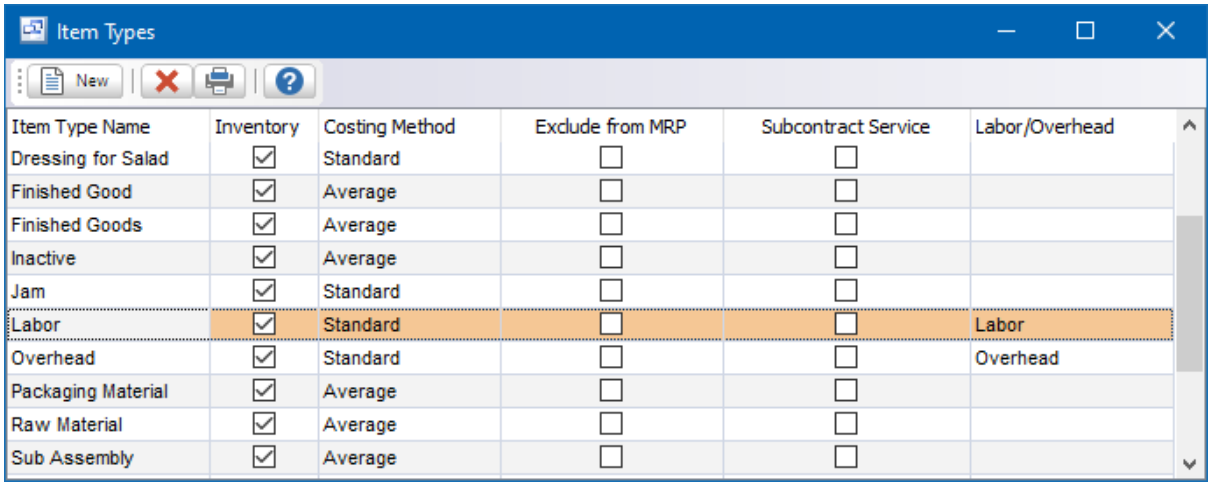
Item Types

Item Types are required for all items created in Pilot. The Item Types screen displays item types in a list.

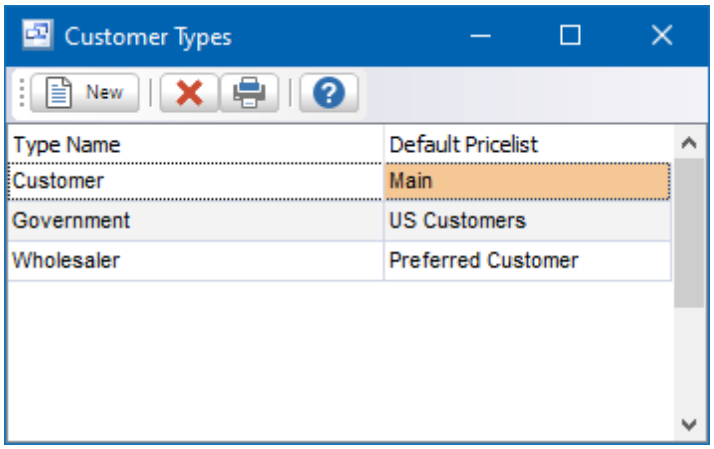


Item Types are used to group items. Example: Raw Material, Packaging Material, Widgets, Brackets, Sundry, Labor, etc. This facilitates selecting items when entering orders, etc., and printing reports sorted and/or summarized by item type. You specify on the Item Type which costing method should be used and whether items in the Item Type are inventory items.

To add a new item type: click the New button.
To edit an item type: double-click the item type. Or select the item type and press Enter.
To delete an item type: select the item type and click the Delete button.

Customer Types

All customers created in Pilot must be assigned a Customer Type. The Customer Types screen displays customer types in a list.



Customer Types are used to group customers. Example: Food Service, Government, Distributor, etc. This facilitates selecting customers when entering orders, etc., and printing sales analysis reports sorted and/or summarized by customer type.

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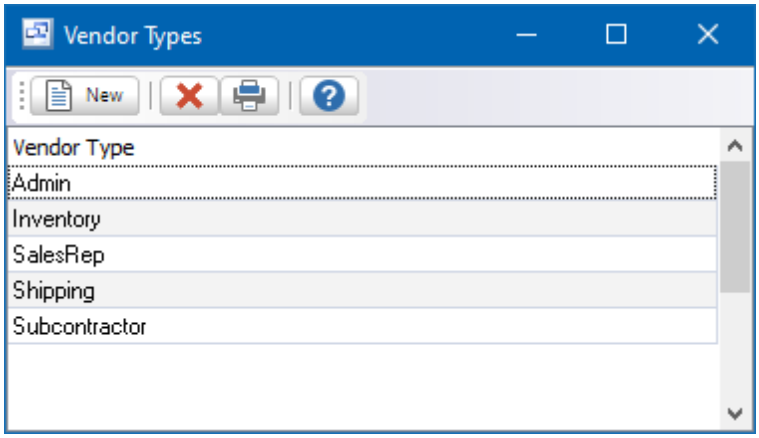
To add a new customer type: click the New button.
To edit a customer type: double-click the customer type. Or select the customer type and press Enter or click the Edit button.
To delete a customer type: select the customer type and click the Delete button.

Vendor Types

All Vendors created in Pilot ERP must be assigned a Vendor Type. The Vendor Types screen displays vendor types in a list.



Vendor Types are used to group vendors. Example: Inventory, Shipping, Admin, etc. This facilitates selecting vendors when entering invoices, etc., and printing reports sorted and/or summarized by vendor type.

To add a new vendor type: click the New button.
To edit a vendor type: double-click the vendor type. Or select the vendor type and press Enter.
To delete a vendor type: select the vendor type and click the Delete button.

2. Entering Master Records

Creating Items

Inventory 'items' (parts) represent materials or services that you manufacture, purchase and sell. Pilot ERP keeps track of the quantity on hand, value of your inventory, average cost, etc. Through inventory part items, you can keep track of how many items remain in stock after a purchase, manufacturing usage or shipment, how many items you have on order, your cost of goods sold, and the value of your inventory.

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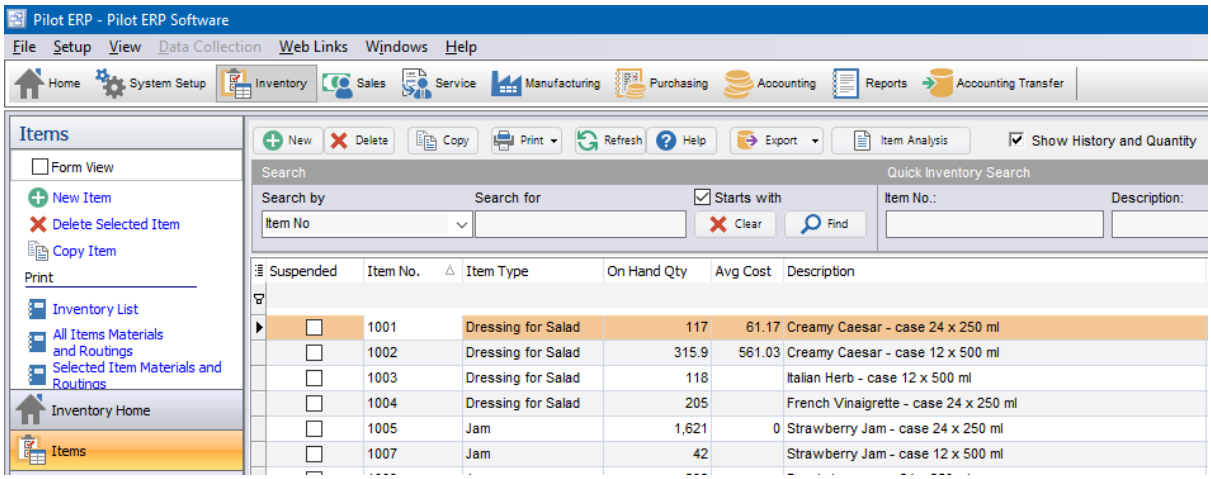

To add an item:

1. Go to the Inventory | Items screen.

2. Click "New Item" at the top left of the Item screen.

3. Pilot will automatically provide you with the next sequential Item number. This is used to identify the unique item. You can continue on or change the item number/code to suit your part number scheme. This can be a descriptive name or number.

4. Select the Item Type

5. In the Description field, enter the full description of the Item. If you do not have enough room to enter the full description of the item, you can use the Additional Info field to continue the description.

6. If known, enter the Standard Cost, Unit Weight, Qty Per Batch, Revision, applicable Tax Codes, Minimum Stock Qty, Drawing Number and Lead Time to manufacture or purchase.

7. If this item can be sold, enter the price into the Price List.

8. Click OK to save the item and go back to the Items list.

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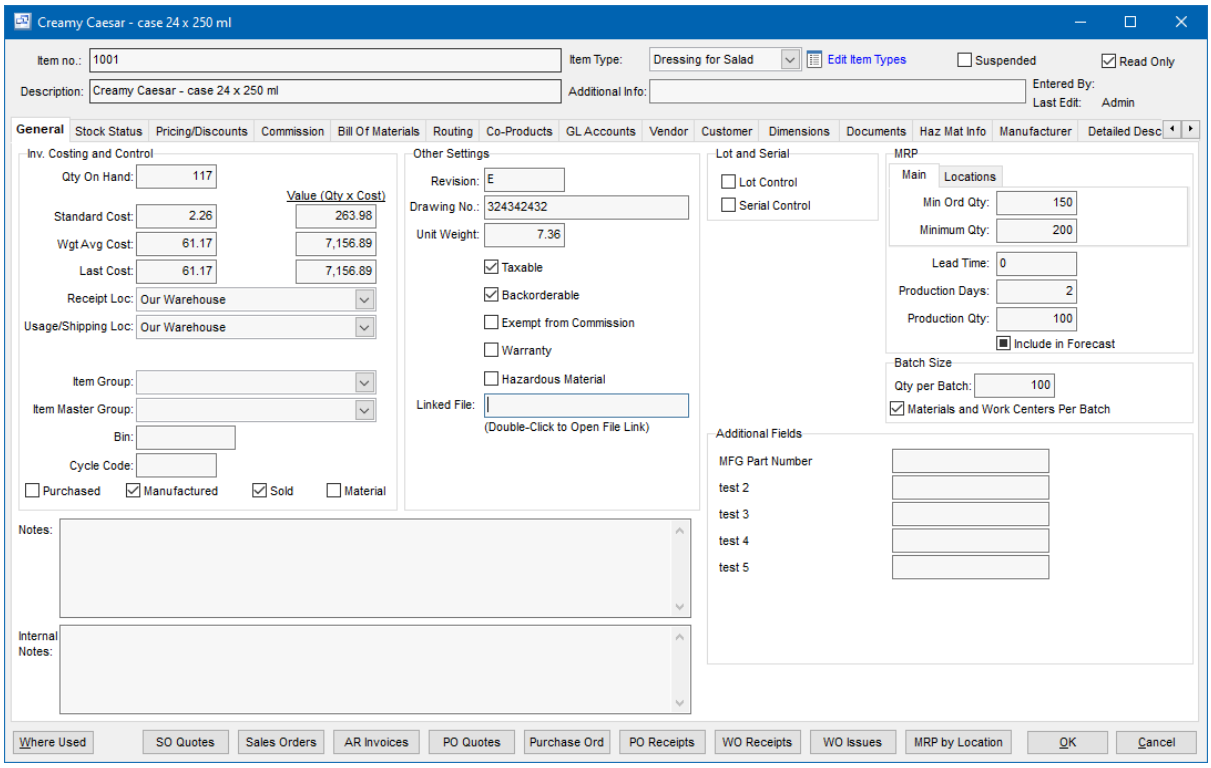

Entering Bill of Materials

Bill of Materials can be added for your Manufactured items through the Item > Bill of Materials screen

1. Click NEW

2. Select the item from the Item No. field.

3. Enter the quantity used to produce the batch or unit quantity of the manufactured item.

4. (Optional) enter the waste/scrap %. This will increase the quantity on the work order by that %.

5. (Optional) enter the Reference if needed.

If you want to copy a BOM from a different item in the system, click the "Copy from Item" button, select that other item and click "Copy" to copy the BOM from that item into the BOM screen of the item you are in.

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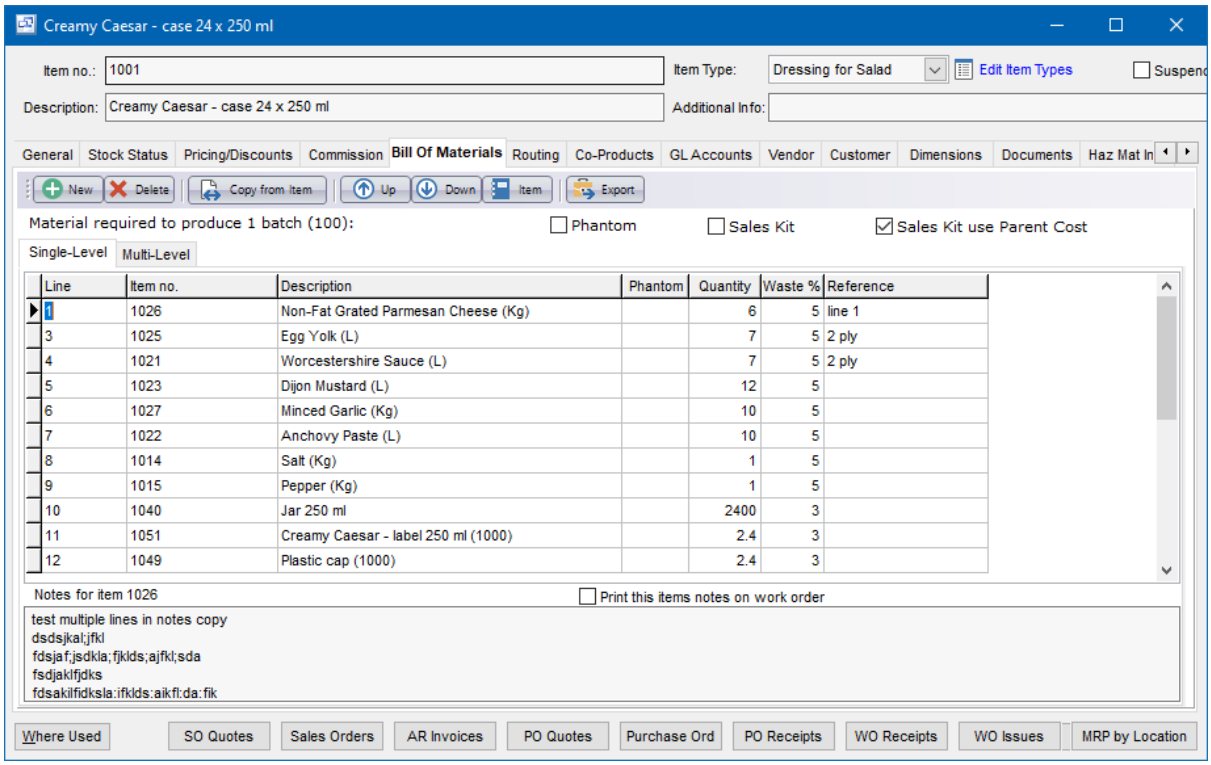

Creating Customers

A 'Customer' in Pilot ERP is anyone to which your company provides goods or services. Customers are presented in a list format under the Sales | Customers screen. The list contains the customer name and additional information about the customer and can be printed or saved to a spreadsheet.

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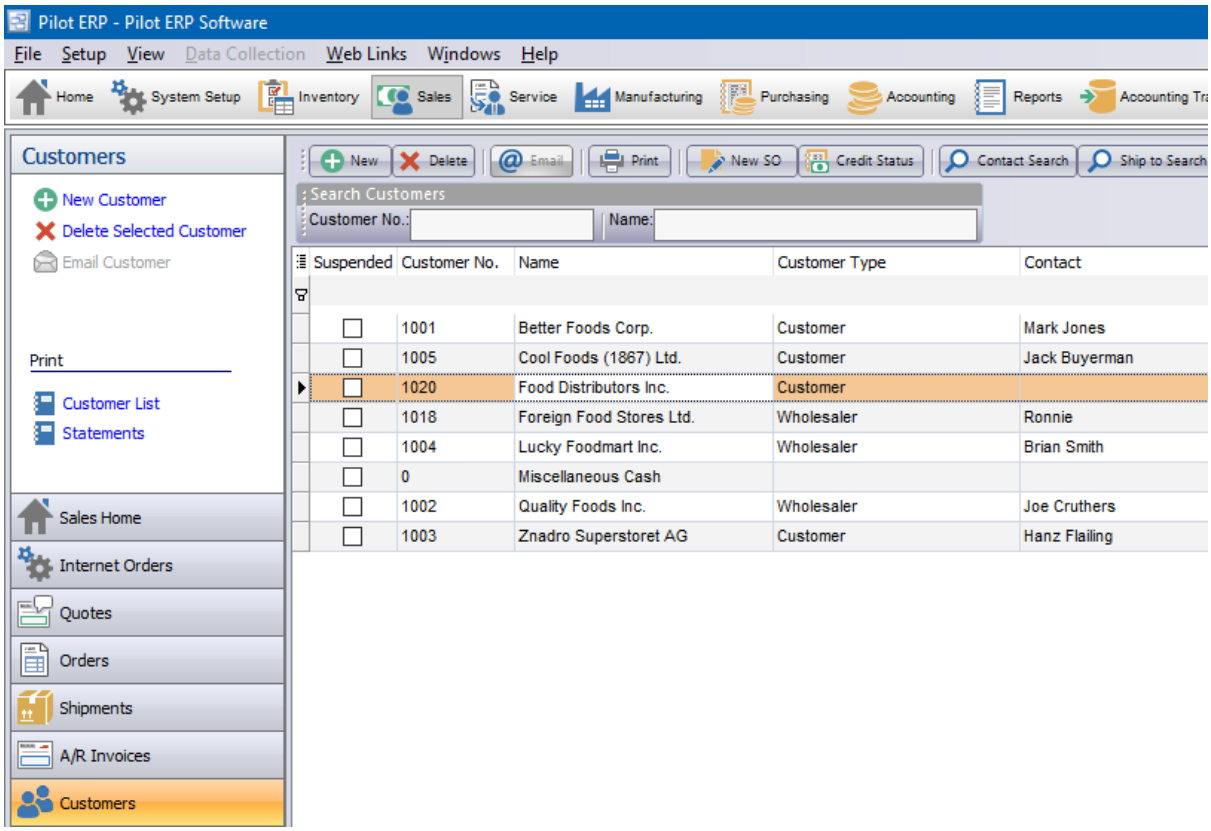

To create a new Customer:

1. Go to the Customer screen under the Sales menu.

2. Click 'New Customer' at the top left of the Customer screen.

3. Pilot will automatically provide you with the next sequential customer number. This is used to identify the unique customer. You can continue on or change the customer number/code to suit your naming method.

4. In the Name field, enter the name of the Company or individual. This name will appear on all orders, shipments, invoices and reports for that customer.

5. Complete by entering the customers main billing address and contact information. If the customer has a shipping address different from the billing address, you can enter it into the Ship To tab on the customer card.

6. Enter the Customers Tax Code(s), preferred shipment methods and payment terms on the Terms/ Sales tab.

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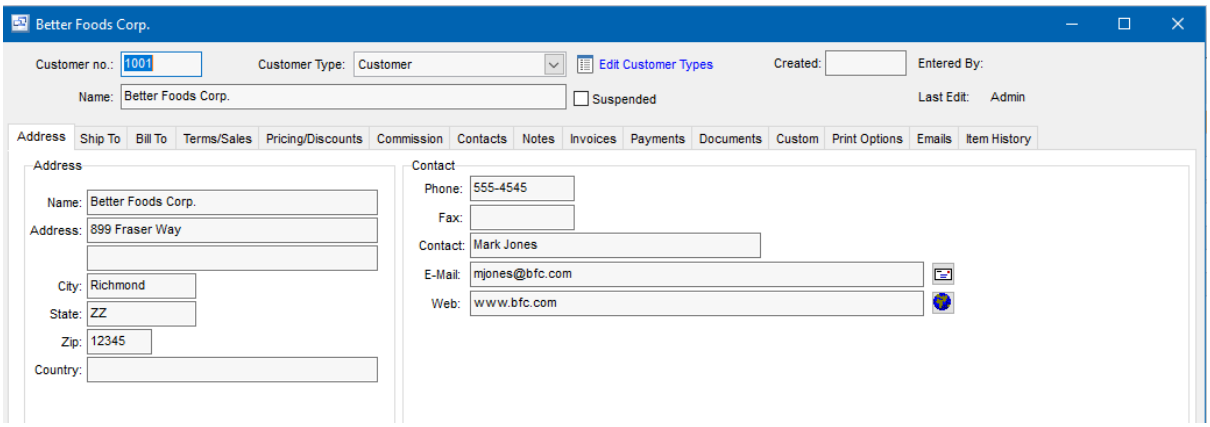
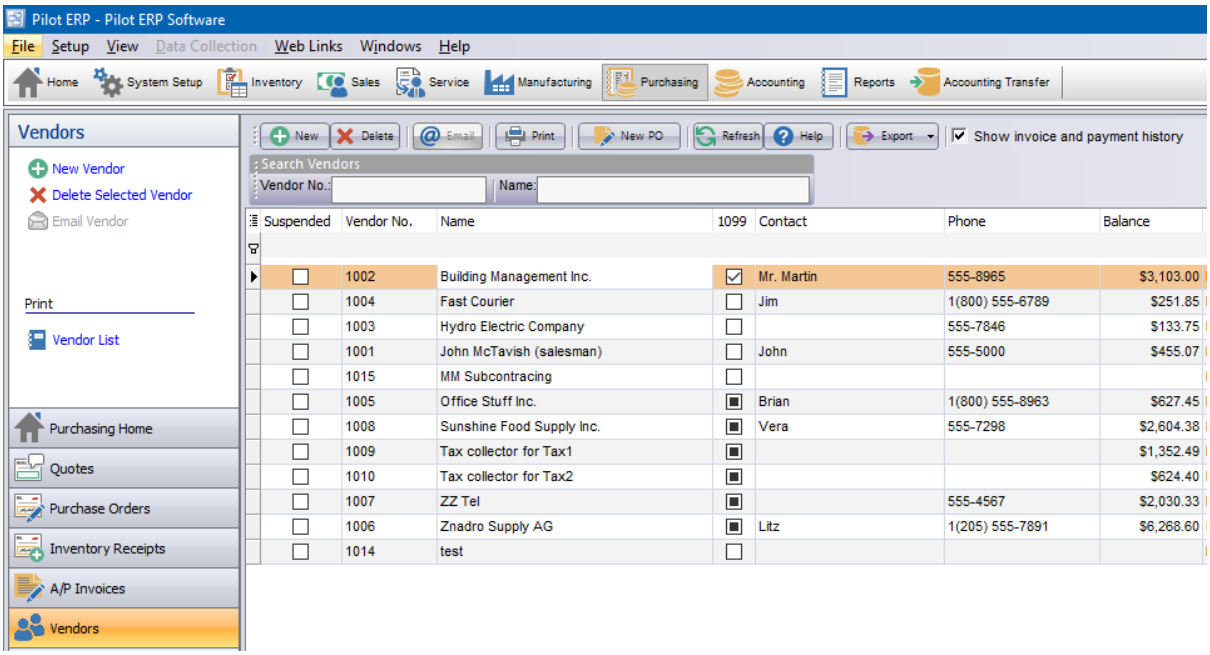


Creating Vendors

A 'Vendor' in Pilot ERP is any company or individual which provides goods or services to your company.

Vendors are presented in a list format under the Purchasing | Vendors screen. The list contains the vendor name and additional information about the vendor and can be printed or saved to a spreadsheet.



To create a new Vendor:

1. Go to the Vendor screen under the Purchasing menu.

2. Click 'New Vendor' at the top left of the Vendor screen.

3. Pilot will automatically provide you with the next sequential vendor number. This is used to identify the unique vendor. You can continue on or change the vendor number/code to suit your naming

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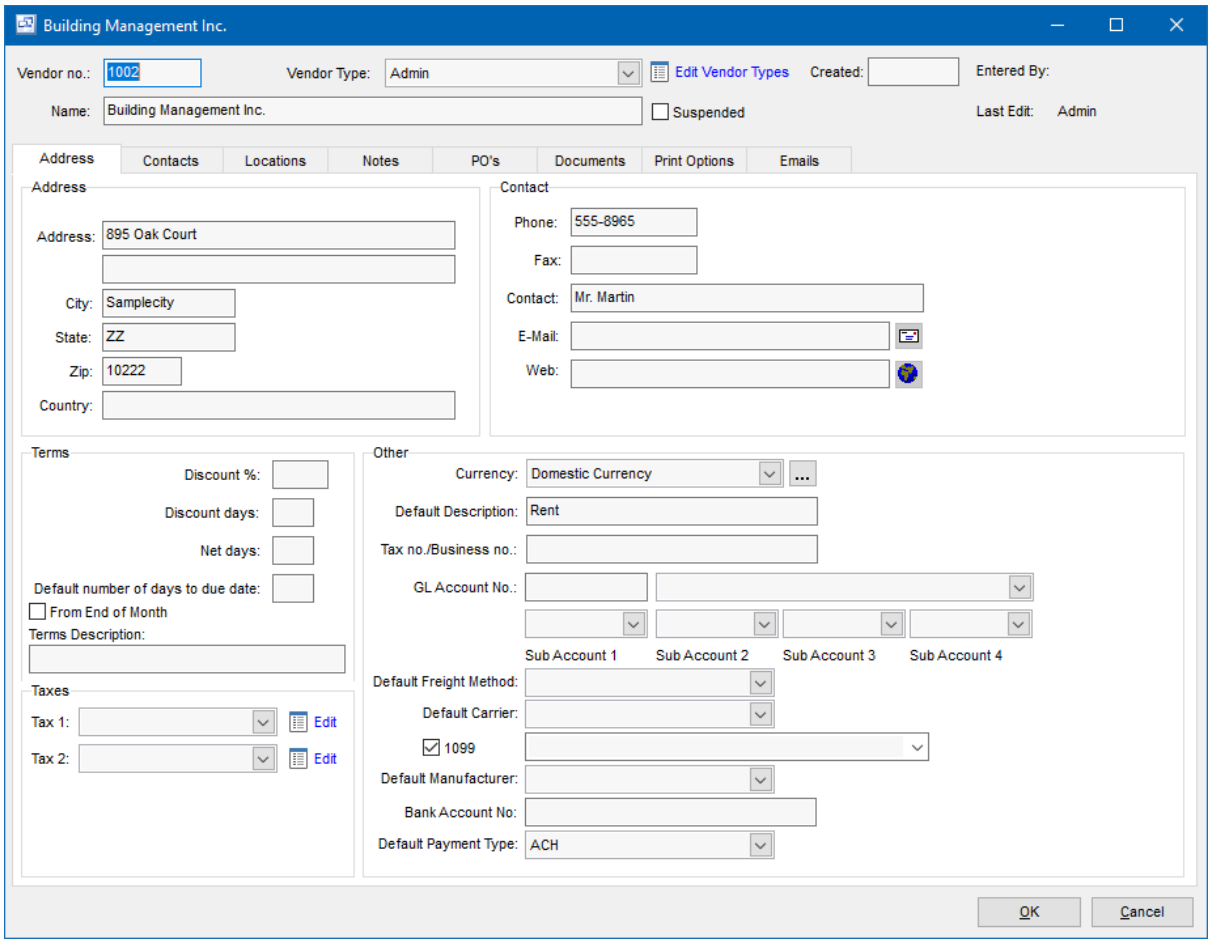
method.

4. In the Name field, enter the name of the Company or individual. This name will appear on all Purchase Orders and AP Checks and reports for that vendor.

5. Complete by entering the vendors main billing address, contact information, payment terms and preferred shipping method from vendors location.



With this starting information added, you are now ready to begin entering Sales Orders, Purchase Orders and Work Orders into Pilot ERP.

If you are moving from another software system and have your Items, Bills of Materials, Customers and Vendors available in a spreadsheet or text document, you can alternatively import that startup information using the Data Import Wizard.

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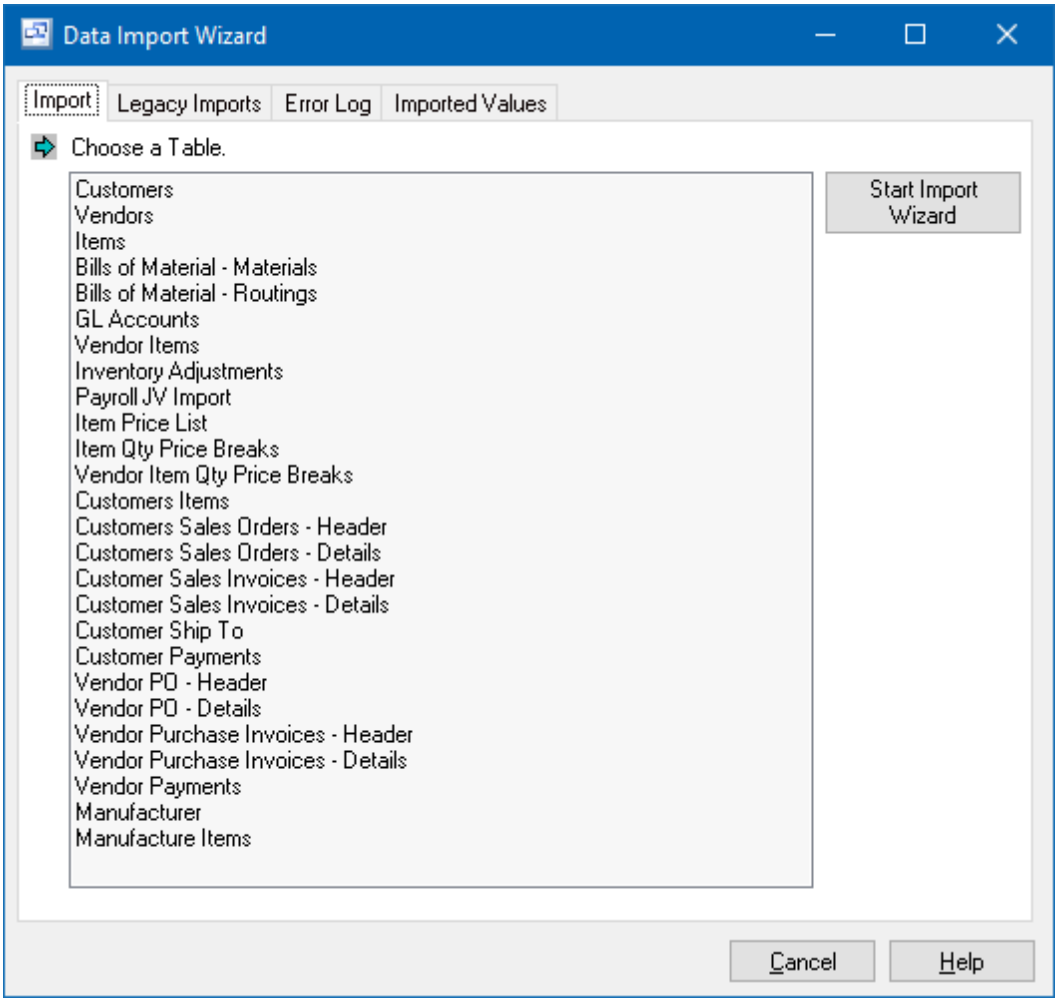
5 Data Import

Import Wizard Overview

Create Source File First

Before using the import wizard, you will need to create an export file from your other system, unless your other system is in a data format that can be directly connected without an intermediate table created. Even with your data exported into a compatible format, you may be required to edit the data into the specific fields required in Pilot ERP for import.

Opening Screen
System Setup - Import Data Wizard



On the opening screen, select the information you wish to import from the Table List, then click the "Start Import Wizard" button.

Step 1 – Select File Format

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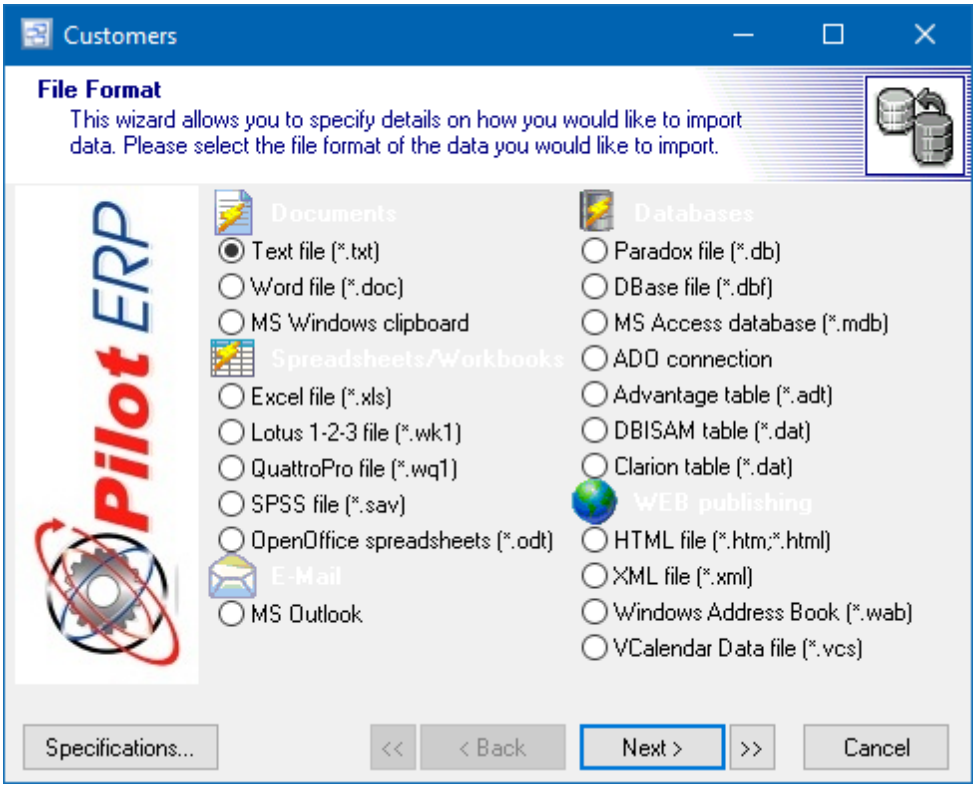

On this screen you will select the file format of the source file from which you are importing. Your choices are as follows:

- Text file (*.txt)
- Word file (*.doc)
- MS Windows Clipboard
- Excel file (*.xls)
- Lotus 1-2-3 file (*.wk1)
- QuattroPro file (*.wq1)
- SPSS file (*sav)
- OpenOffice spreadsheets (*odt)
- MS Outlook
- Paradox file (*.db)
- DBase file (*.dbf)
- MS Access database (*.mdb)
- ADO connection
- Advantage table (*adt)
- DBISAM table (*.dat)
- Clarion table (*.dat)
- HTML file (*.htm, *.html)
- XML file (*.xml)
- Windows Address Book (*.wab)
- VCalendar Data File (*.vcs)

Once your selection is made, click the Next button.

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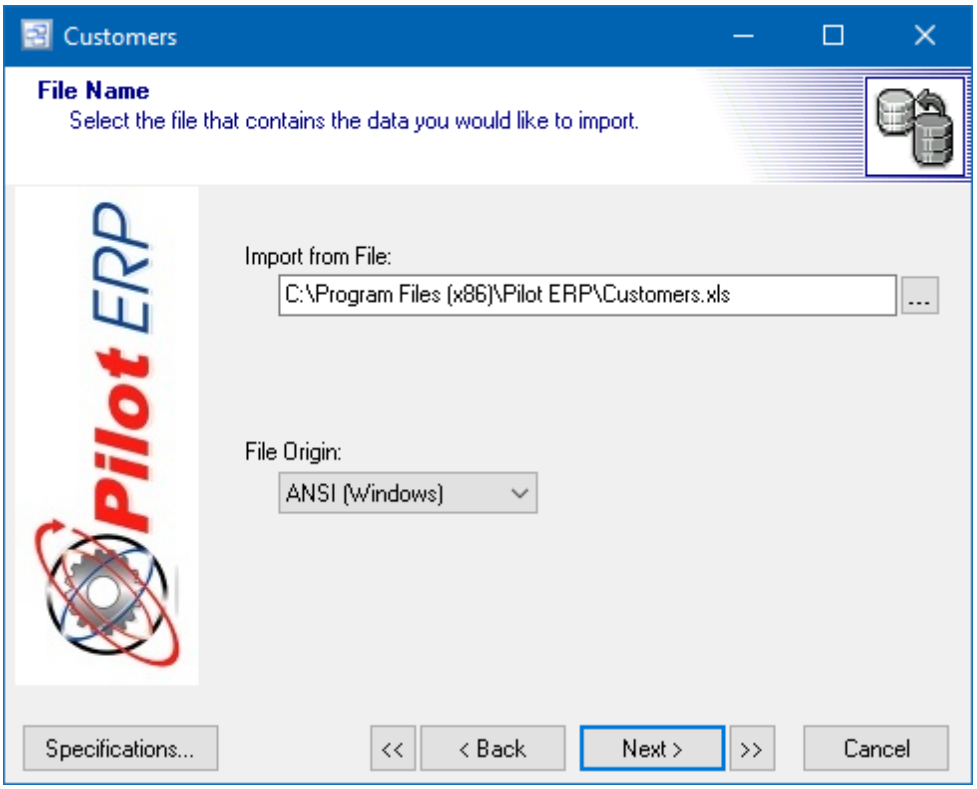
Step 2 – Enter File Source



On this screen you will use the Import from File field to enter the path to your source file. You can click the navigation button to the right of the field to navigate to and select your source file.
In the File Origin field, select whether your source file is originating from Windows or DOS.
When your entries are complete, click the Next button.
NUMERIC FIELDS: If the source file is other than Paradox or Dbase, numeric fields should contain only numbers and no spaces. If a space is encountered, the import program will ignore all data to the right of the space.
PARADOX OR DBASE FILES: If you selected Paradox or Dbase files in step 1, the program will skip step 3 and step 4 screens and will take you directly to the step 5 screen.
If You Can't Find Your File
If you cannot find your file, it may be that you selected the wrong file type in Step 1. Go back to Step 1 and make sure you have selected the correct file type.

Step 3 - Text Settings - Only for Text (*.txt) file import. If you selected another format such as .XLS, the import wizard will skip this step and go to step 4.

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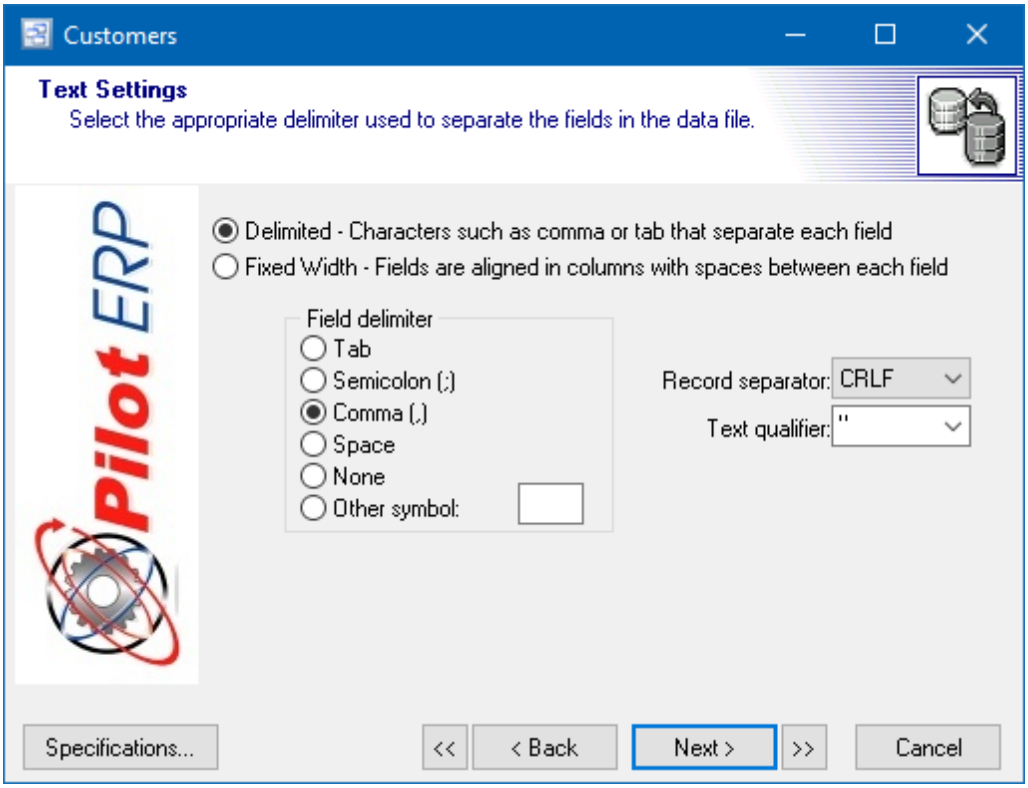

You will only need to use these settings if your source file is in text (*.txt) file format.
First, indicate whether your source file is in Delimited or Fixed Width format.
Delimited means that data fields are separated with a defined character such as a semicolon, comma, space, etc. Fixed Width means that your source file fields have fixed lengths such that each field's first character can be defined position within the record.
If you selected Delimited, choose one of the following to represent the field separator used in your source file.
Tab
Tab can be used as a separate in Word documents or when Excel spreadsheets are saved as *.txt documents.
Semicolon
Can be used as a separator in a Word document.
Comma
Many systems will produce export files in a comma-separated format. You can also use comma separators with Word documents or when Excel spreadsheets are saved as *.csv documents.
Space
You can use a space to separate words within a Word document (if each word is a separate field) or when Excel spreadsheets are saved as *.pm documents.
None
Can be used when there is only one field to import and no delimiters are required.
Other
You can use any symbol you wish to separate fields. Enter the symbol you wish to use in the field to the right of this option.

In the Record Separator field, chose one of the following to indicate what separates each record in your source file.

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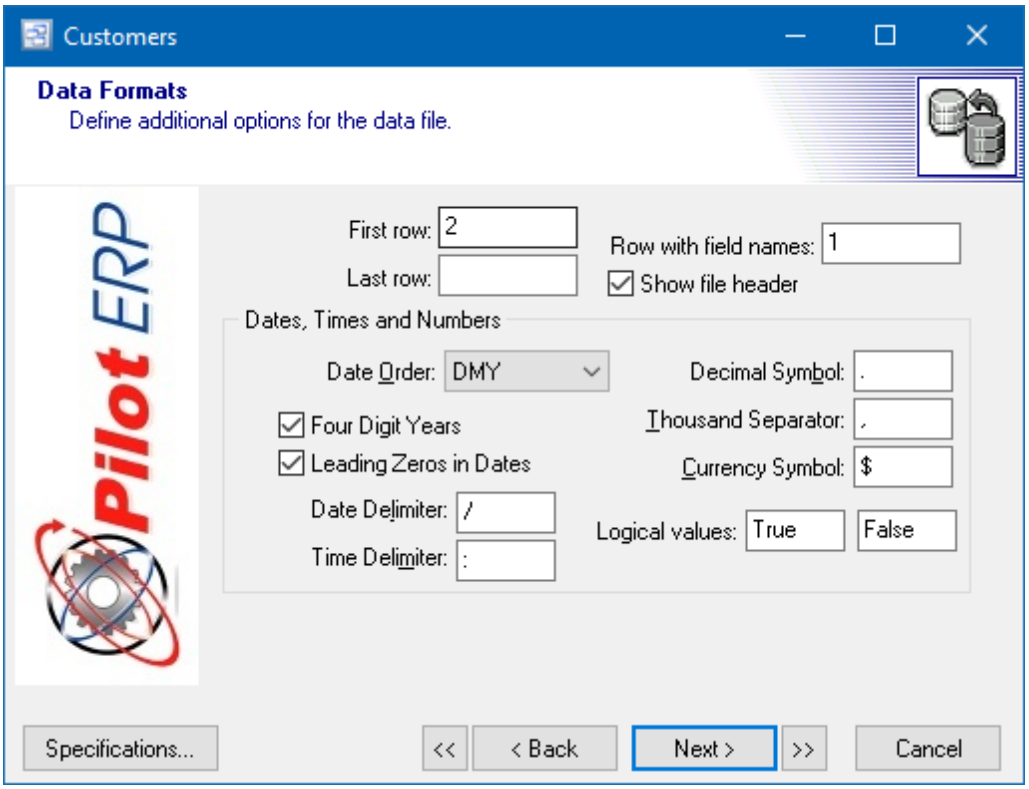
- CRLF Carriage Return / Line Feed
- CR Carriage Return only
- LF Line Feed only

Enter a symbol in the Text Qualifier field if non-numeric text fields (such as customer and supplier names) are surrounded by a symbol such as a quotation mark, which is a common format with *.txt files.

Step 4 – Data Formats



In this screen you can enter additional import parameters.

- First Row of "2."
  The First Row tells the program which record should be the first one imported. For example, in a spreadsheet the first row might be used for column headings, in which case you would specify a
- a quantity of blank lines at the end that should be excluded from the import process.
  The Last Row defines the last record to be imported. It is used if you are deliberately only importing a portion of the source file. This can be useful with spreadsheets, for example, which could contain
- in Dates checkbox.
  Select the Date Order in which dates are stored in your source file, as well as whether your dates are stored in Four Digit Years, or clear the checkbox if they are stored in 2-digit format. If your dates contain leading zeros (meaning the seventh of the month is stored as "07"), select the Leading Zeros
- common practice, so normally the Thousand Separator is left blank.
  Enter your source file's Date Delimiter (typically a "/" or a "-") and Time Delimiter (typically a ":"). Enter your source file's Decimal Symbol, which is typically a period. If your other system stores long numbers with separators, typically commas, enter a Thousand Separator. This is not a
- Enter your Currency Symbol. You can leave the Logical Values field blank because it is of no

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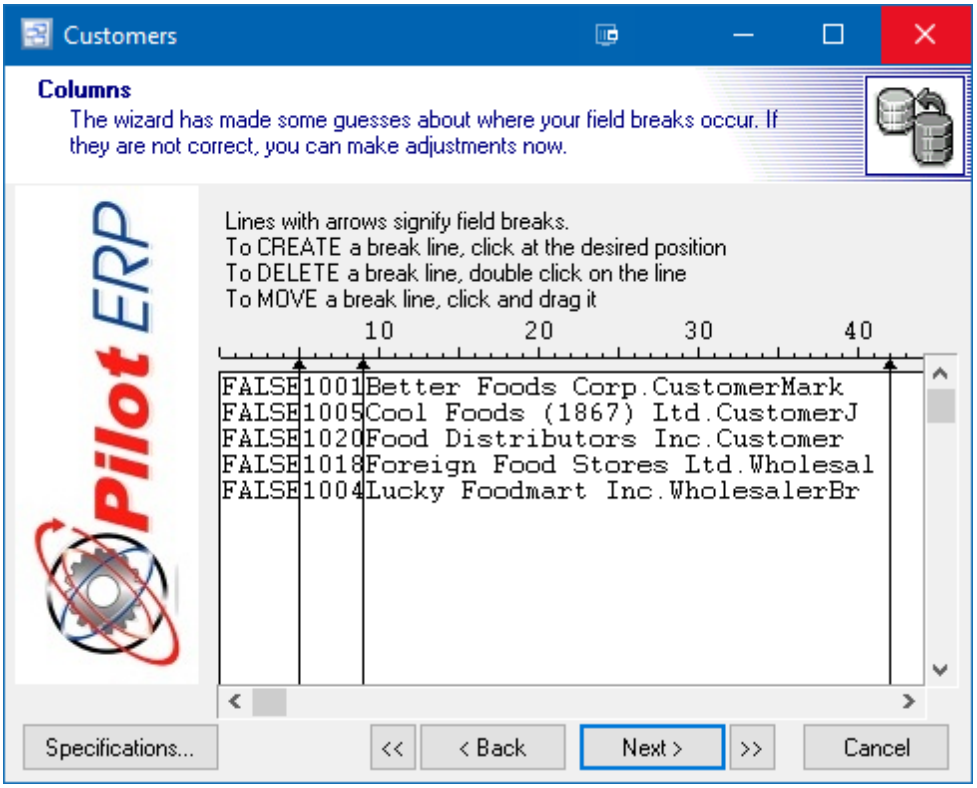
relevance to the system.

Columns – TEXT ONLY (Fixed Width Option). If you selected .XLS you will not see this option, go to step 5.



This screen only displays if you had selected Fixed Width during step 3.
The program looks at your source file and attempts to discern the fixed width position of the fields, which are marked by a vertical break line against your data. If needed, you can make adjustments to these settings as follows:

- To insert a new break line, locate your cursor at the insertion position and make one click.
- To delete a break line, double-click on it.
- To move a break line, click on it and drag it to the new position.

Step 5 – File Preview

The file preview will show you the data from your import source.
This screen is where you match up each field in the source file with its corresponding field in this system.
To do so, click on each column heading and you will be presented with a list of all the fields in the target table in this system. Select the appropriate field and its field name will be inserted into the column heading.

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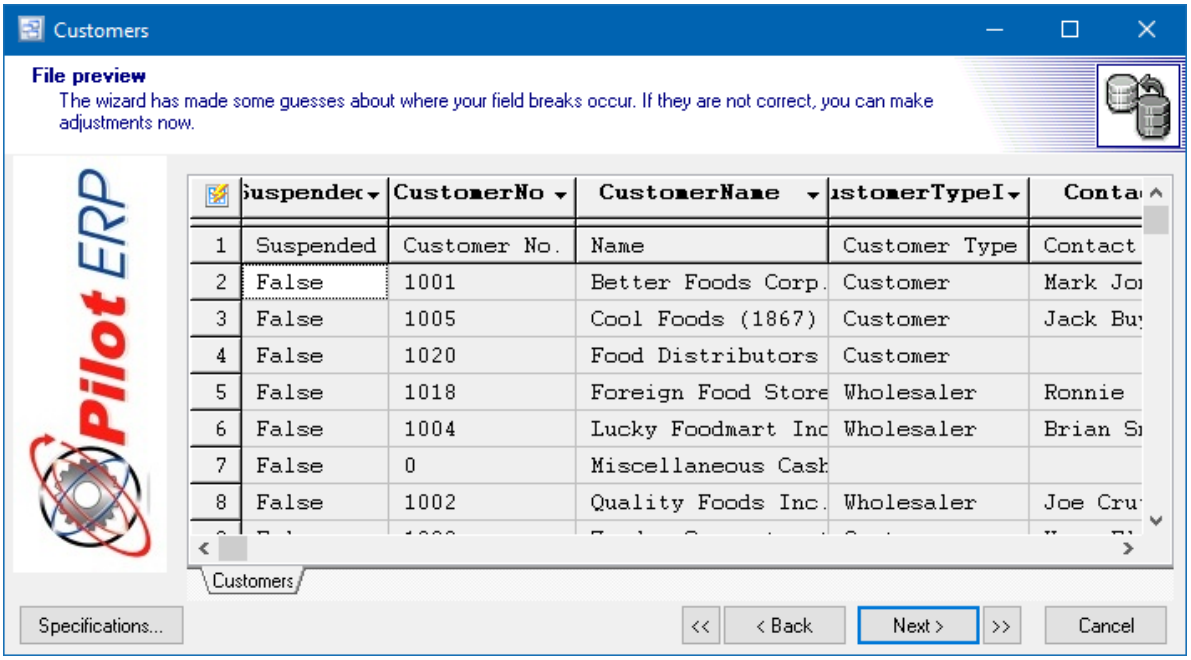
NOTE: If you click the Auto-Map button in the upper right hand corner of the preview grid, the Pilot Import Wizard will attempt to match the fields. You can modify these selections after running the auto map feature.



Step 6 – Mappings

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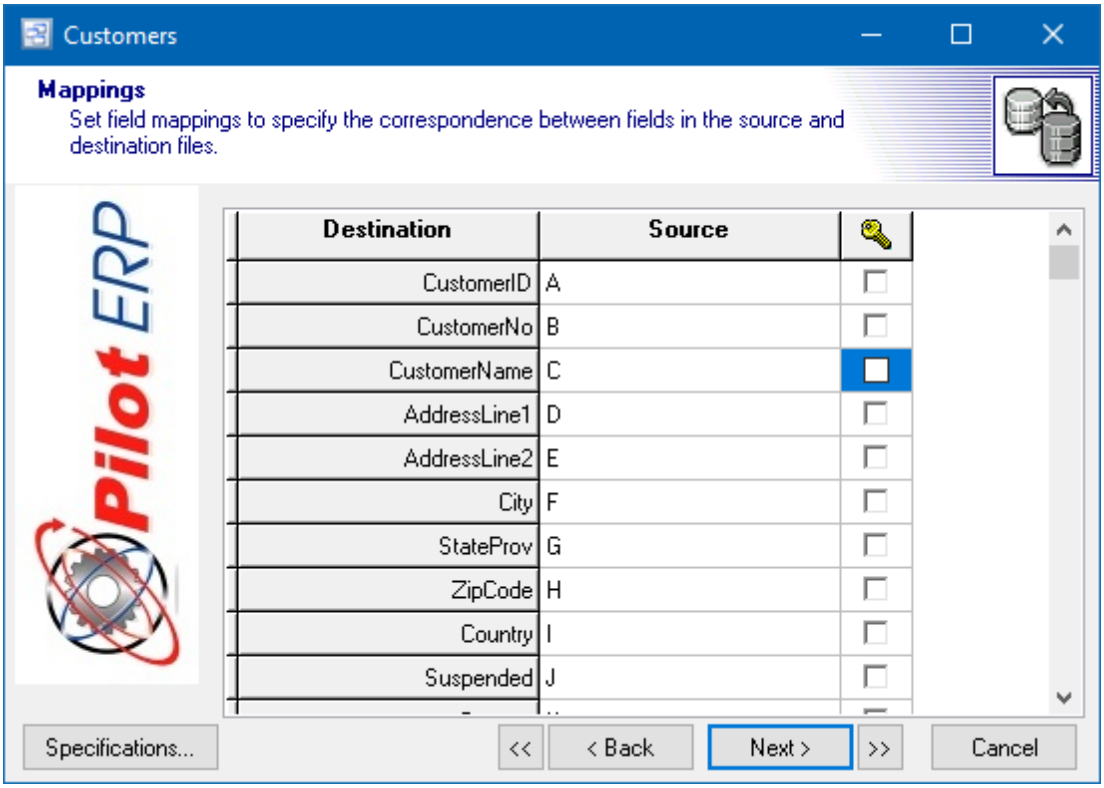

This screen presents the matched fields side-by-side in a vertical format. You can reassign fields in the Source column by clicking the down arrow and selecting another source file field, if you wish.

Updating Key Fields
Data import is not just for importing data on a one-time basis. If you want to refresh selected data fields on a regular basis from an outside source, such as a Contact Manager, you can flag the appropriate fields for updating by selecting each such field's Key checkbox on this screen.

For Example. If you wanted to update the customer addresses, you would set up a data file with Customer Name (key field) and updated address fields. In step 5 (data mapping) you would map the customer name and address fields. In step 6 of the import wizard, you would check the key check box field for the Customer Name only. The address fields would NOT get checked. The "Key" field (in this example the customer name) would be used to match against existing customer names in Pilot ERP. The Customer Name would NOT be changed in Pilot. When using the update option in the last step of the import wizard, If a customer name did not match an existing one in Pilot, it would not be used or imported. Checking any Key check box will activate additional options on the last step of the import (import mode) including the "Update" option.

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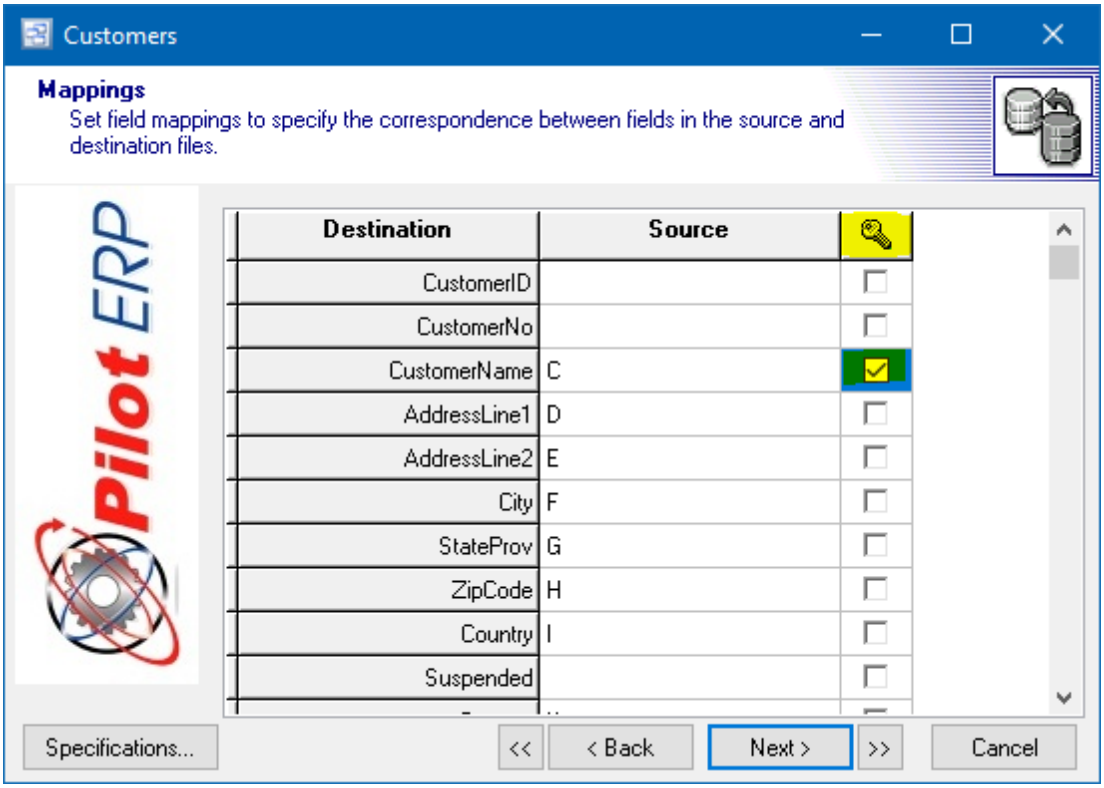

Step 7 - Data Preview

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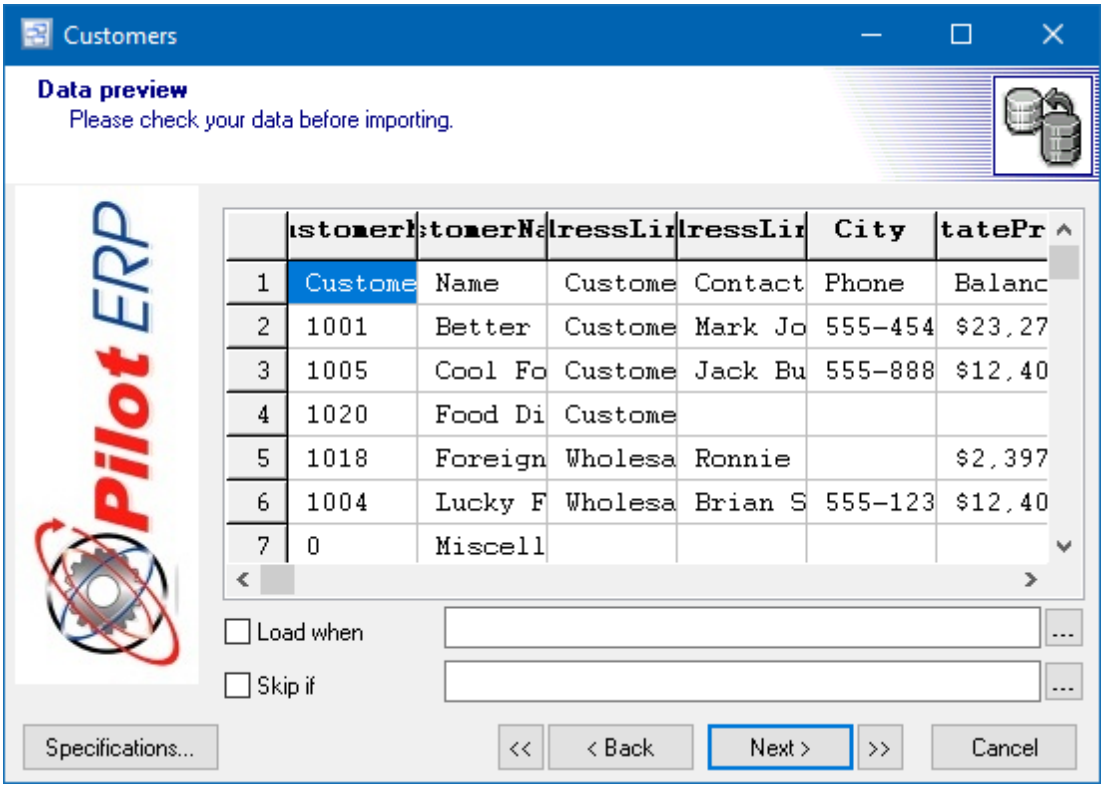

This screen displays your data under the matched column headings and gives you an opportunity for a final review before importing takes place. You can also use the options to "Load When" and "Skip If" to perform conditional import of your data.

Saving Specifications for Future Use

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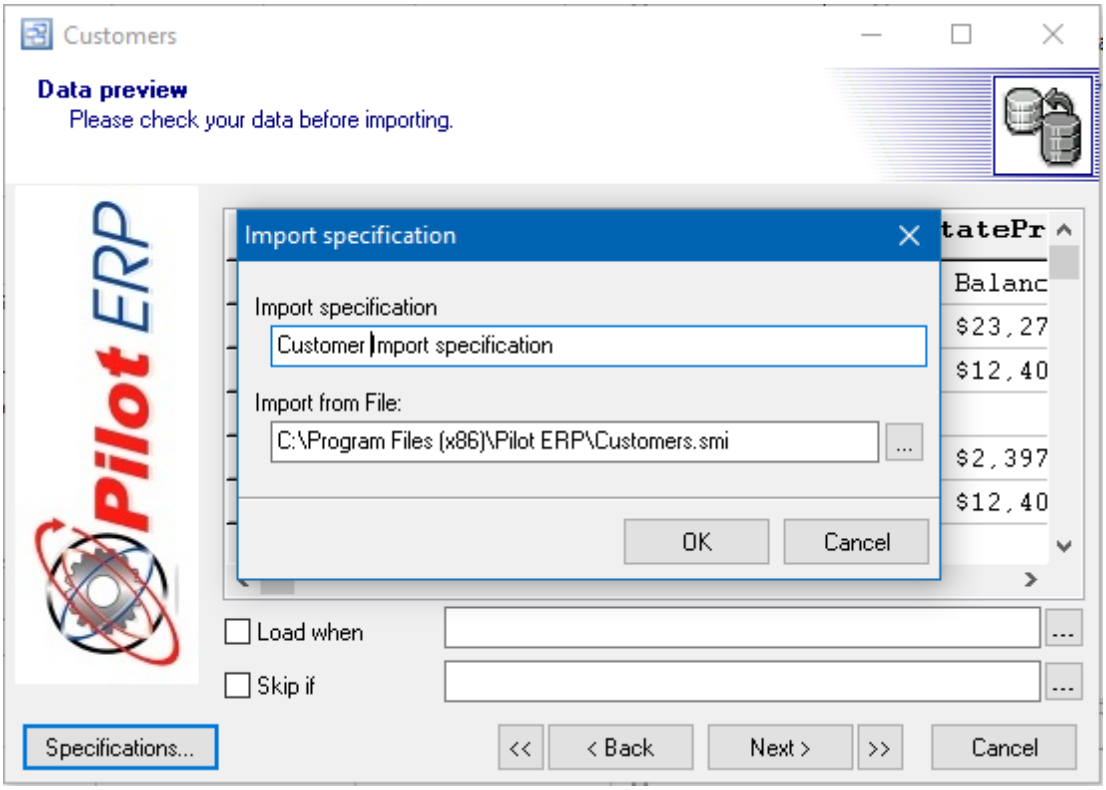

You can save your import settings so that they can be used again without having to go through all the setup steps each time. To do so, click the Specifications button at lower left. A screen will appear containing a list of all your saved import specifications. Click the Save button and you can enter a name for this set of specifications as well as a path to the source file. When done, click OK and the name will be added to the list of available specifications.

Step 8 - Data Import

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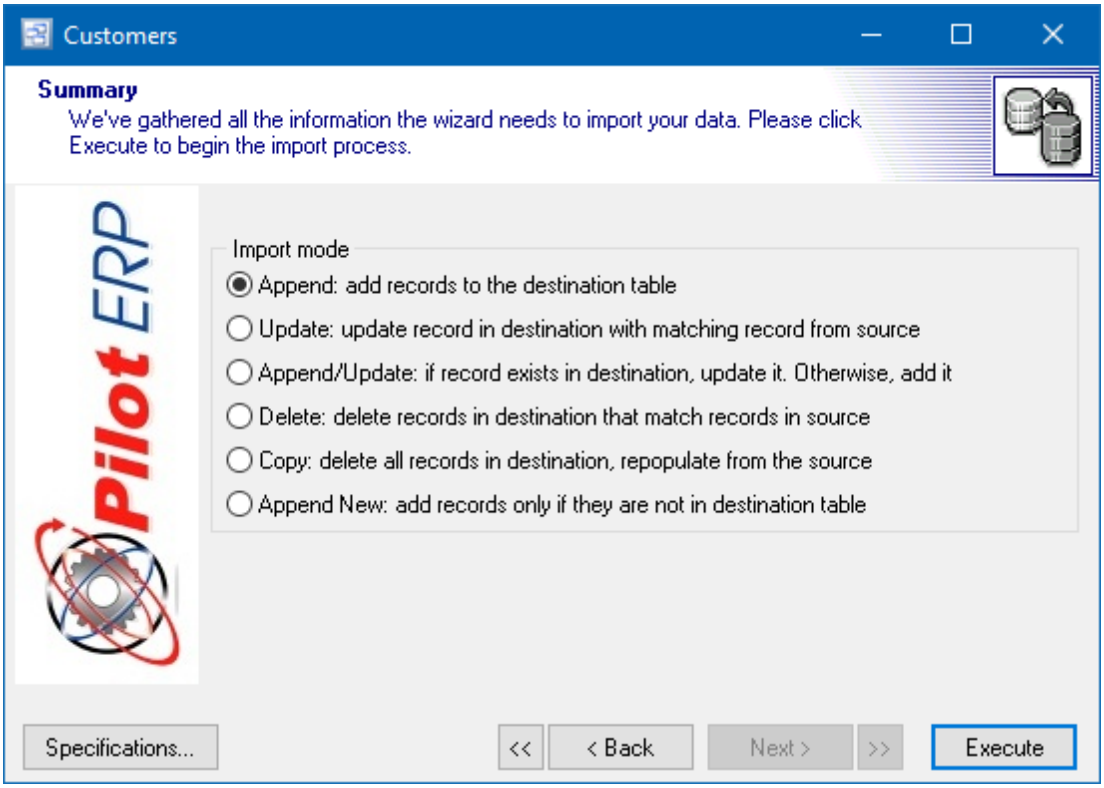

Use this screen to actually import the data. Your final step is to select an Import Mode from among the following options:

Append
This option adds records to the target table. The only time you should use this is when the target table is completely empty and you are importing for the first time.

Update
If you highlighted a “key” field in step 7, then this option is activated. The existing target table records will be updated by the import in the key field only. No new records will be added.

Append/Update
If you highlighted a “key” field in step 7, then this option is activated. The existing target table records will be updated by the import in the key field only, and if any new records exist in the source table, they will be added to the target table and will include all the fields.

Delete
If you highlighted a “key” field in step 7, then this option is activated. This will delete any record in the dataset whose key currently matches the import record’s key.
CAUTION: In general, the Delete function should only be used with supplier catalog tables in the event that catalog items become obsolete and are to be removed from the catalog. Do not use the Delete funciton with other system tables because many tables are linked with other tables, which makes deleting records dangerous if not done properly.

Copy
This option deletes all records from the target table and imports a completely fresh set of records.
Once you’ve made your selection, click the Execute button to begin the import. When completed, you

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will receive a message indicating that the operation was successful.

Re-Importing Using Saved Specs

To re-import using saved specs, select the Import option on the opening screen, highlight the table you wish to import into, then click the Import button.

On the next screen, click the Specifications button in the lower left portion of the opening screen. Highlight the item you want in the list of available specifications window, then click the Load button. This will load all your saved settings into the import wizard screens.

You can now cycle through the screens and change any settings you wish. When done, click the Execute button on the last screen to run the import routine.

Exercise Caution with Delimiters

If your source file is in a *.txt format using delimiters such as commas to separate the fields, make sure that the delimiter you are using is not used within the data itself. Otherwise the import wizard will falsely identify data as delimiters and will import data into the wrong fields.

If you are using commas (,) as separators, commas can be within a data field as long as the field is bracketed on both sides by quote marks (“…”). Most export programs will create text files in this manner for you.

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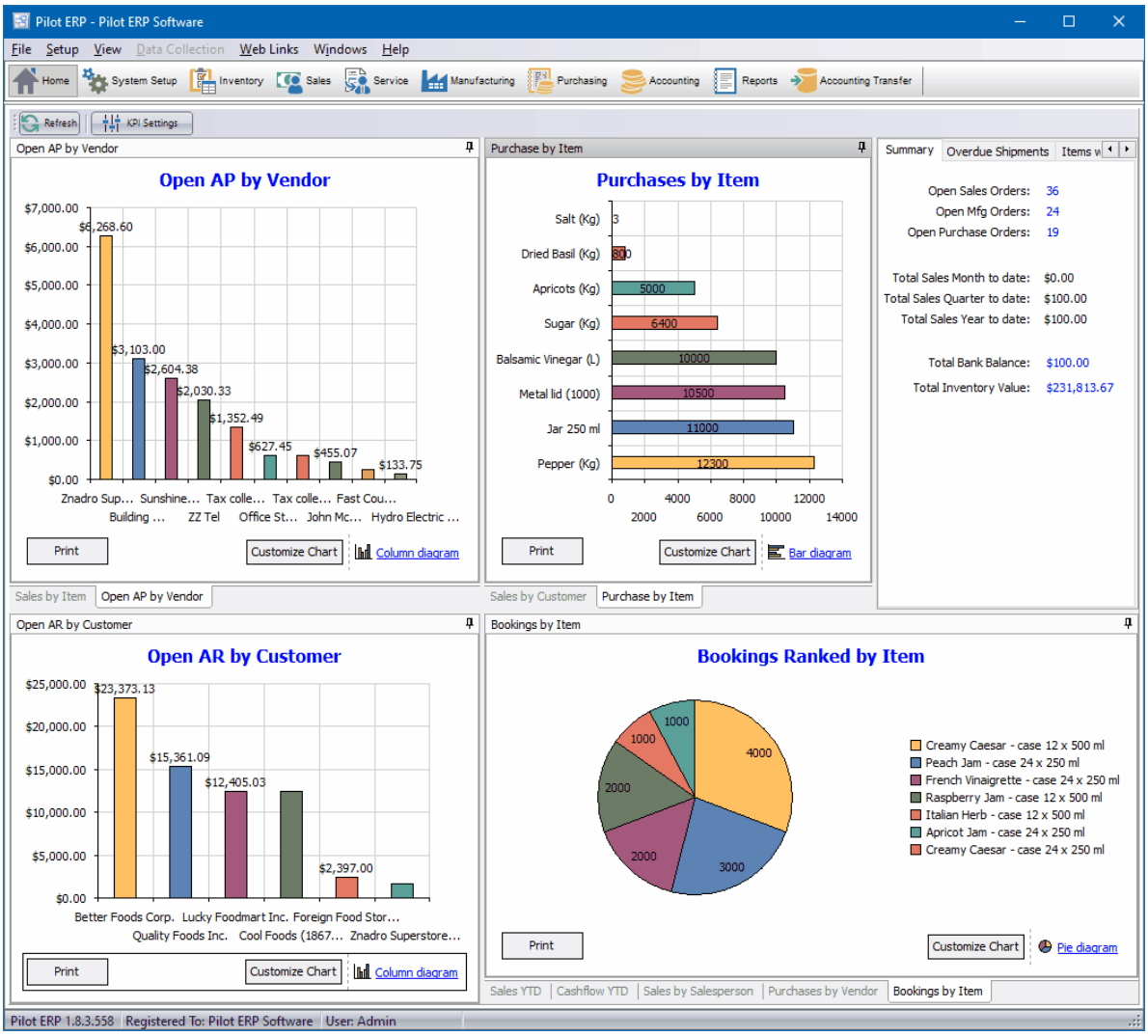
6 Home Page

Top Previous Next

Home Page



The Pilot ERP Home Page graphically displays important information about your business such as:

- Top 6 Customers by Sales (Year to Date, Quarter to Date and Month to Date)
- Top 6 Vendors by Purchases (Year to Date, Quarter to Date and Month to Date)
- Top 10 Total Sales by Product (Year to Date, Quarter to Date and Month to Date)
- Top 10 Products by Total Revenue (Year to Date, Quarter to Date and Month to Date)
- Open Receivables
- Open Payables

The Home Page also lists current Backorders and Overdue Shipments with drill down capability.

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Several Key Performance Indicators (KPI's) are also available on the Home Page with drill downs.

- Total Open Sales Order Count
- Total Open Manufacturing Orders
- Total Open Purchase Orders
- Total Sales Month to Date
- Total Sales Quarter to Date
- Total Sales Year to Date
- Total Bank Balance
- Total Inventory Value

Each KPI graph can be printed, customized and re-sized or re-arranged on the screen. These changes will only apply to the specific user account logged in when making those changes.

There is a "Refresh" button on the screen to update the KPI data for any changes since the user last logged in.

The KPI Settings button will allow you to show or hide any KPI's on the Homepage.

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7 System Setup

7.1 General

7.1.1 Your Company

Your Company

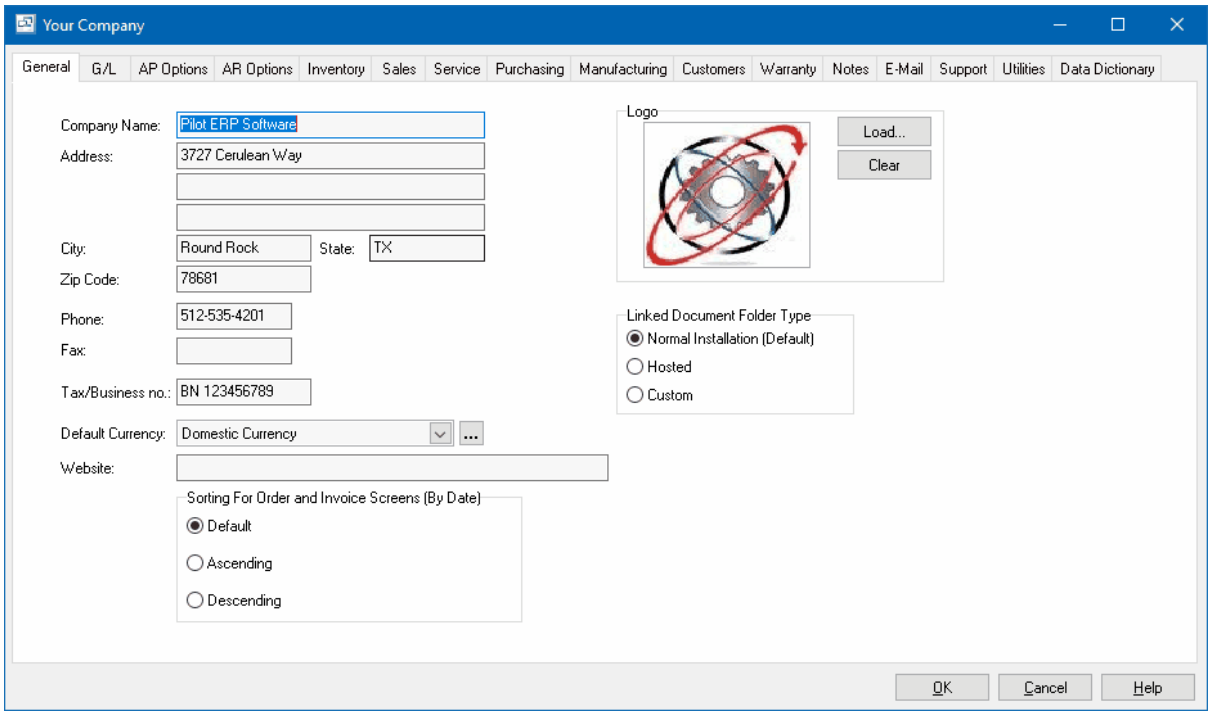
Top Previous Next

System Setup | Your Company

This screen is for entering info related to your company, such as the name of your company, current fiscal year and preferences for each module. The company settings screen should only be made available to "admin" level users. User Security groups have an option to allow access to the Your Company settings screen.

7.1.1.1 General Settings

The General Settings tab is where the company name, address, website and logo for the company can be entered.



Fields

Company Name
Your company name. This prints on AR invoices, some reports, and displays on the Pilot Launch Pad

(top left) if menu View | Company Name is selected.

Address
The address of your company. This prints on AR invoices.

Phone
The phone number of your company. This prints on AR invoices.

Tax no./Business no.
Some jurisdictions require that your tax number or business number is printed on your AR invoices, such as GST Registration no. in Canada. If so enter it here along with the title as it should appear on the invoice.
Example 1: GST Registration Number: R123456789
Example 2: BN 123456789

Default Currency
Select the currency of your main bank account. If you need to add a new currency to the drop down list, click the "3 dots" button. When setting up vendors and customers you specify the currency, thereby setting the currency for their invoices. If you specify the default currency here, this information will be entered automatically. For more info on multi-currency operation see Multi-currency Overview.

Logo
Load your logo (.bmp format) into the screen and it will automatically display on your Sales Quotes, Orders, Bill of Lading, Invoice and Purchase Order.

Linked Document Folder Type
Define which folder is used by default for linking documents in Pilot.

Normal Installation (Default): If Pilot is installed on your local PC(s) or server, you would leave this option checked as the default.
Hosted: Used if your Pilot ERP is hosted on a remote server. If hosted by Pilot ERP Software, your support representative will set up this option.
Custom: This option can be used when hosting on a remote server not provided by Pilot ERP Software.

Sorting Order for Invoice Screens (By Date)
This determines the default sort order in the Sales Quotes/Order, AR Invoice, Work Order, Purchase Order and AP Invoices screens using the date of the order or invoice. This setting applies to all users in the company.

Default: The default is for all "Order" screens to be sorted ascending by date with the earliest orders at the top of the screen. The Invoices are sorted descending with the latest invoices at the top.

Ascending: All screens will be sorted in ascending order with the earliest orders and invoices at the top of the screen.

Descending: All screens will be sorted in descending order with the most recent orders and invoices at the top of the screen.

7.1.1.2 GL Settings

(Your Company - G/L)

The G/L tab in Your Company is where you will define your fiscal year, accounting period settings, GL options and default GL accounts. This settings in this screen will apply to for all modules and

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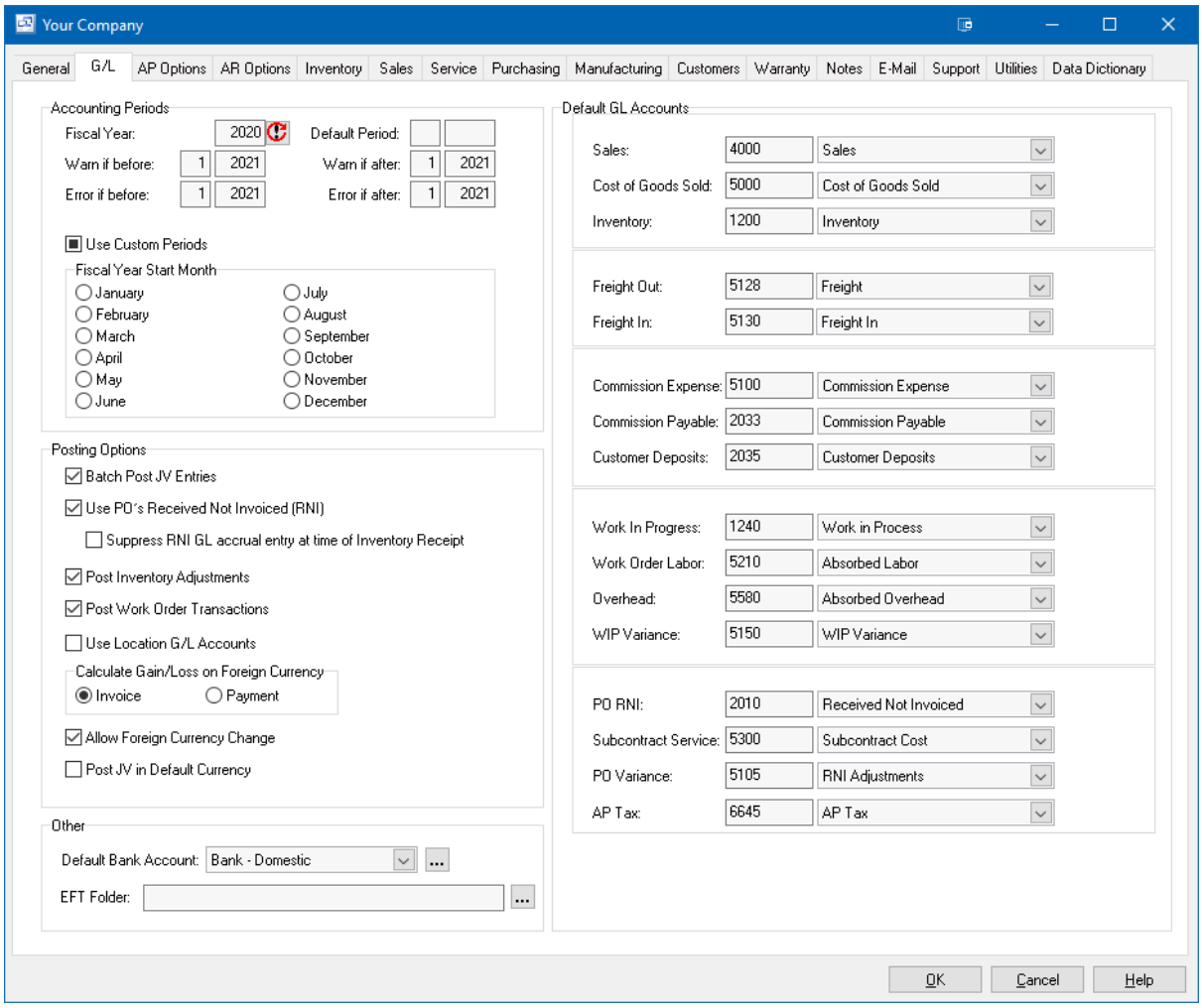
accounting options in Pilot ERP.



Fields

Fiscal Year

Your current fiscal year. This is the calendar year of your last fiscal period.
Example: If your current fiscal year ends December 2020 then your current fiscal year is 2020, and period 01 is January 2020.
Example: If your current fiscal year ends in March 2020 then your current fiscal year is 2020, and period 01 is April 2019.
After entering transactions (invoices, etc.) you can only change the fiscal year by clicking the Year-End button.

Default Period (optional)

Only use this if you want to override the period for the date selected on the transaction in Pilot. We recommend that you do NOT enter a default period except for special circumstances. If you use this optional feature the system will use this period on new invoices, PO's, payments, Journal Entries, etc. as the default regardless of the date selected.

Warn if before… or after

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Pilot ERP will allow transactions to any period in the current fiscal year or beyond. To prevent accidentally entering data to the wrong period, you can specify a range of periods so that the system can warn you if you enter a period outside this range. If you use this optional feature, you will typically change the range at the start of each period.
Example: 02 2021 03 2021 - these dates would give a warning for any transaction date before 2/2021 or after 3/2021

Error if before… or after
Pilot ERP will allow transactions to any period in the current fiscal year or beyond. To prevent accidentally entering data to the wrong period, you can restrict the range of periods allowed by the system. If you use this optional feature, you will typically change the range at the start of each period.
Example: 01 2021 03 2021 -these dates would give a an error and prevent the transaction from being saved or posted for any date before 2/2021 or after 3/2021

Use Custom Periods
If this option is selected, then the GL will use the Accounting periods under the System Setup > Accounting section to determine the correct periods. If your fiscal year is not the same as the calendar year you will need to select this option, select the month your fiscal year starts and enter your accounting periods in the setup screen under Accounting.

Posting Options

Batch Post JV Entries
If this option is selected, the system will not prompt to post the JV entries for AR Invoices, AP Invoices, Customer Payments and AP Checks in each individual module. The posting would be done through the Accounting > Journal Voucher screen.

Post PO Inventory Receipt Transactions
If this option is checked, the system will generate Journal Vouchers for Purchase Order Inventory Receipts. If the option is not checked, then no journal voucher will be created.

Post Inventory Adjustments
If this option is checked, the system will generate Journal Vouchers for Inventory Adjustments. If the option is not checked, then no journal voucher will be created.

Post Work Order Transactions
If this option is checked, the system will generate Journal Vouchers for Work Order Usage and Receipts. If the option is not checked, then no journal voucher will be created.

> **Suppress RNI GL accrual entry at time of Inventory Receipt**
> This option allows you to utilize the Received Not Invoiced feature for PO invoicing and Received Not Invoiced reporting, but does not create a JV when PO's are received or track PO Received not invoiced on the GL. If you select this option, the GL entry for Inventory will occur at the time of invoicing, not receipt, so your Inventory Value reports may not match your Inventory on the GL because of receipts that have been posted but not yet invoiced. Inventory quantities are still updated at the time of receipt.

Use Location G/L Accounts
This option activates Default GL Account selections in the Inventory Location setup screen for each location. If selected you must assign GL accounts for each location which will be used for Manufacturing and inventory adjustment transactions. The GL accounts that can be assigned to each location are: Work in Process, Work Order Labor, Work Order Overhead, WIP Variance, Inventory Adjustments.

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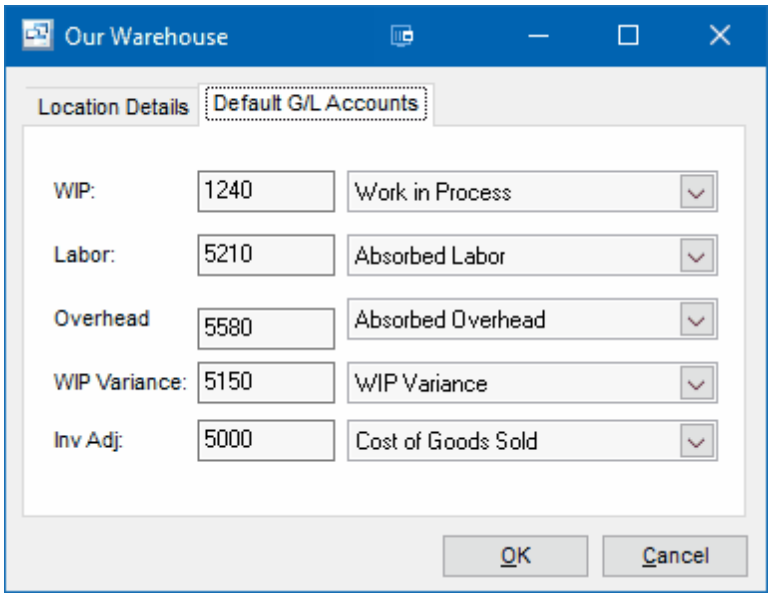

Calculate Gain/Loss on Foreign Currency
This option allows you to select whether the conversion for gain/loss on foreign currency conversion happens at the time of invoice or when the payment is entered. The default is at the time of invoice.

Allow Foreign Currency Change
If this option is checked, the foreign currency and rates display on the orders, invoices and payments screens and can be changed by the user.

Post JV in Default Currency
This option allows you to change how the Journal Entries (JV) amounts are posted for Invoices, Payments, etc. By default this option is not checked and the system will post a currency conversion either at the time of invoice or payment depending on the option selected on the "Calculate Gain/Loss on Foreign Currency" setting. If the "Post JV in Default Currency" option is checked, the JV will post in your default domestic currency value. There are rare occasions where this would be needed but most companies would NOT use this option.

Default Bank Account
Select the default bank account to be used for Customer Payments, Deposits and AP Checks.

Other

Default Bank Account
Select your default bank account for AR Payments, Deposits and AP Payments.

EFT Folder
Customizable feature for EFT banking files. This feature requires custom integration and you must contact sales@piloterp.com for integration with your bank.

Default GL Accounts

The default GL accounts assigned in this screen will be used for new inventory items, carriers, commissions and work orders.

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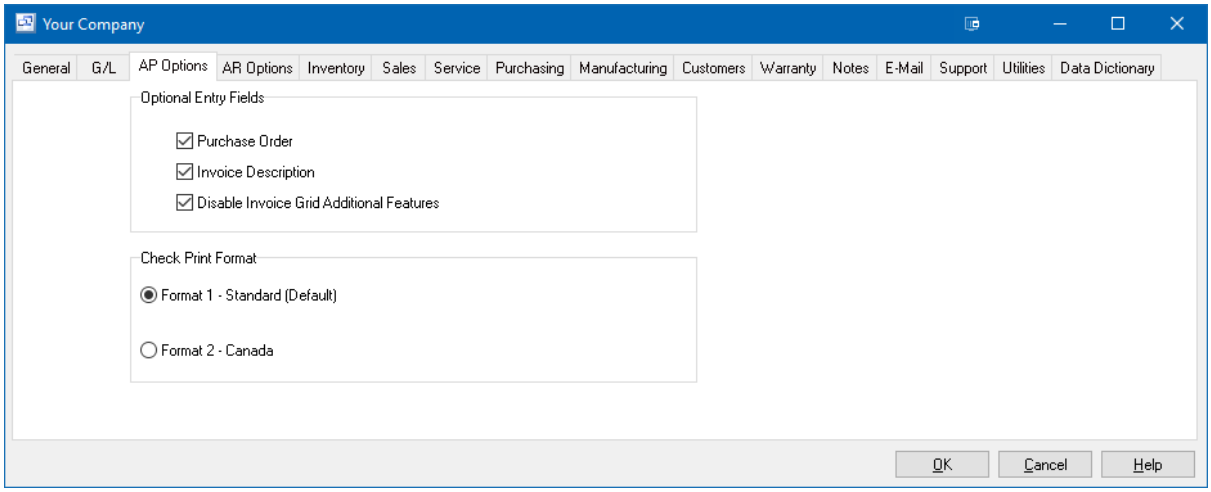
Default GL Accounts: Sales, Cost of Goods Sold, Inventory
Select the GL accounts to be used as defaults when setting up new items. If you need to add a new GL account to the drop down list, click the "3 dots" button. When setting up items (or services) for sale you specify the GL accounts to be used for each item. If you specify default accounts here, this information will be entered automatically.

The default selections include:

Sales
Cost of Goods Sold
Inventory
Freight
Commission Expense
Commission Payable
Customer Deposits
Work in Progress
Work Order Labor
Overhead
WIP Variance
PO Received Not Invoiced

7.1.1.3 AP Options

(Your Company - AP Options)



Optional Entry Fields "Purchase Order" and "Invoice Description"
Select whether these fields are to display on the AP invoice screen. If you do not want to record these fields when entering new invoices, you can uncheck them here to simplify the AP invoice screen.

Disable Invoice Grid Additional Features
If this option is checked, the filtering and sorting in the AR Invoice screen will be disabled.

Check Print Format
Select the format of the check you wish to print. Checks can be ordered on-line through our website or by searching for Quickbooks™ compatible checks with your preferred business forms provider.

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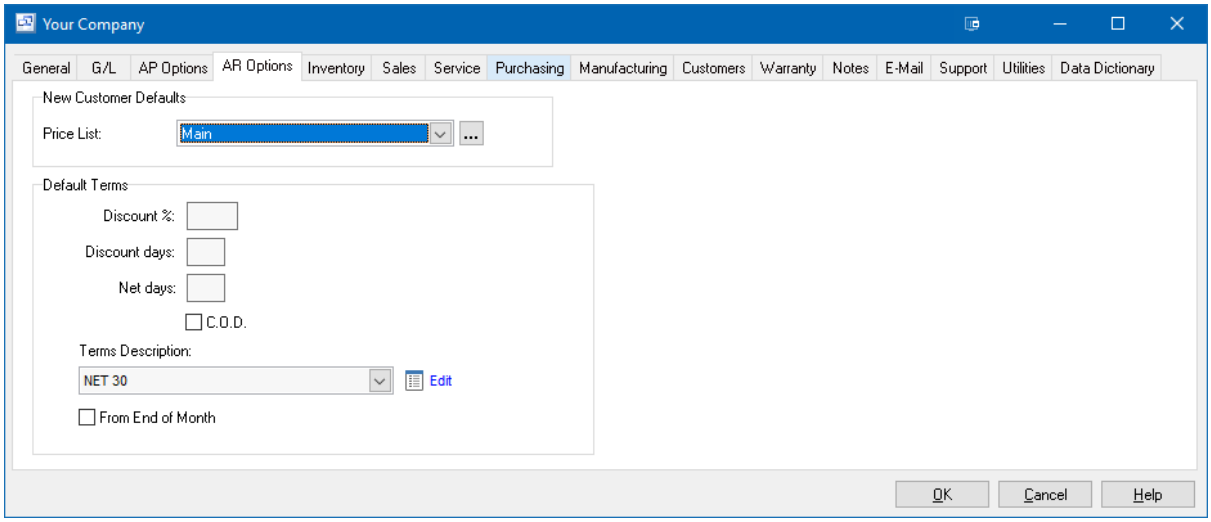
Format 1 is designed for all US and foreign companies except Canada.
Format 2 is designed specifically to accommodate the CPA standards.

7.1.1.4 AR Options

(Your Company - AR Options)



New Customer Defaults
Price List
Select the price list to be used as the default when setting up new customers. If you need to add a price list to the drop down list, click the adjacent button.

Default Terms

The default terms section allows you to specify the default terms for any new customer entered into Pilot ERP. For details on the customer terms please refer to the customer terms help.

7.1.1.5 Inventory Settings

(Your Company - Inventory)

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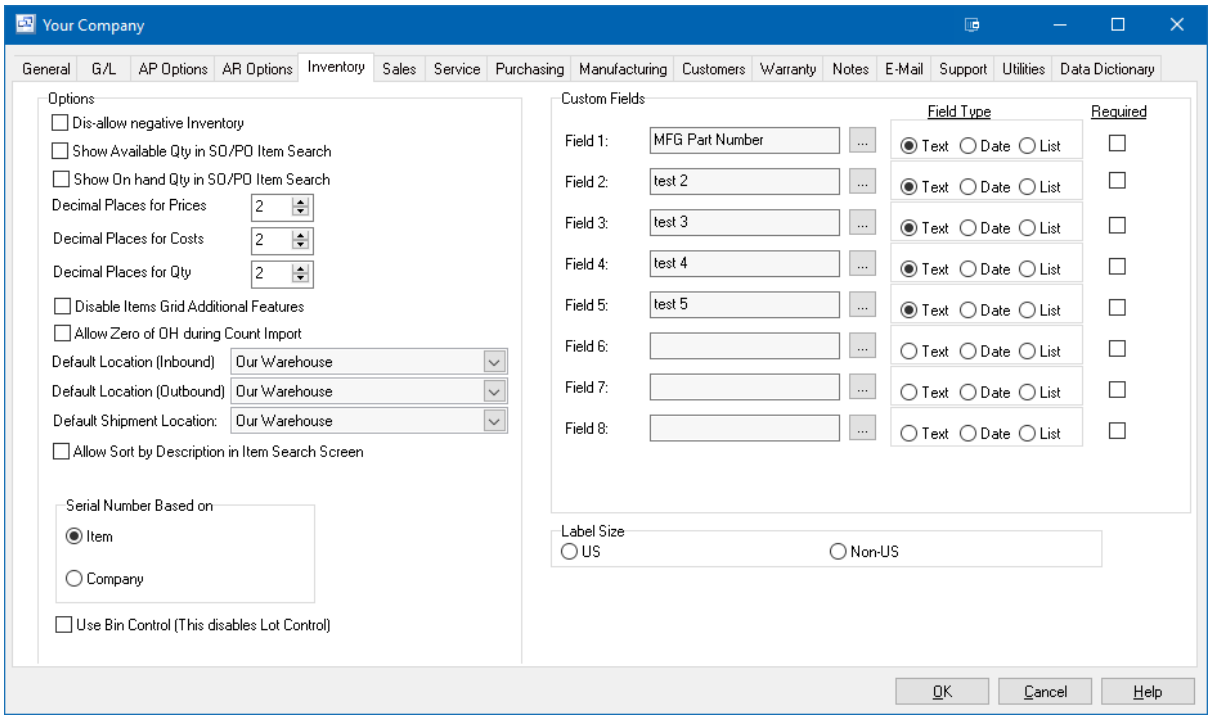

Fields

Dis-allow negative inventory
If checked, Pilot will not allow inventory on hand quantities to go negative when shipping, issuing to work orders or making inventory adjustments.

Show Available Qty in SO/PO Item Search
If checked, the MRP Available Qty will be shown in the Item entry/lookup within Sales Orders and PO's rather than the on hand qty.

Decimal Places for Prices
Defines the number of decimal places Pilot will use to display all sales prices.

Decimal Places for Cost
Defines the number of decimal places Pilot will use and display all inventory and purchase costs.

Decimal Places for Qty
Number of Decimal places Pilot will use and display for item transaction quantities.

Disable items Grid Additional Features
If checked, the filtering feature will be disabled within the main item screen grid to improve search and refresh speed.

Allow Zero of OH during Count Import
Enables an option during Inventory Count Import which will zero out all inventory not included in the import.

Default Location (Inbound)
Sets the default "Inbound" location (PO Receipts, Manufacturing Receipts) for all NEW inventory items.

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Default Location (Outbound)
Sets the default "Outbound" location (SO Shipments, Work Order Issues) for all NEW inventory items.

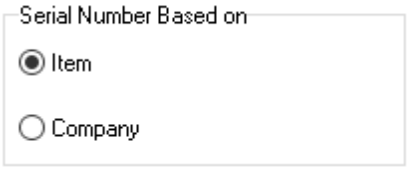
Default Shipment Location
Default shipment location for any item that does not have a default Outbound location assigned.

Allow Sort by Description in Item Search Screen
Turns on sorting in the item lookup/search screen.

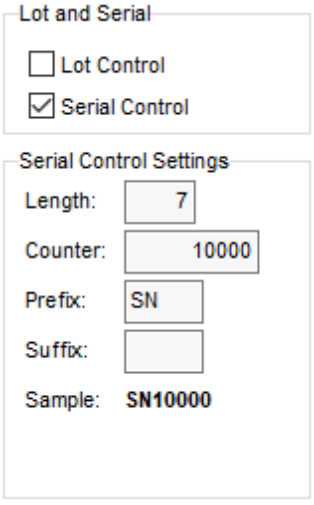
Allow Lot Transfer
Allows transfer of lots from within inventory adjustments screen.

Serial Number Based on
This option allows you to define whether the sequential serial numbers for inventory items assigned as serial controlled will use an individual counter, prefix and suffix for each item or if it will use the master "Company" serial number settings set up in the Your Company - Inventory setup screen.

Item



If the Item option is selected, the automatic serial number format will be defined for each individual item on the main Item card - General tab serial control



Company

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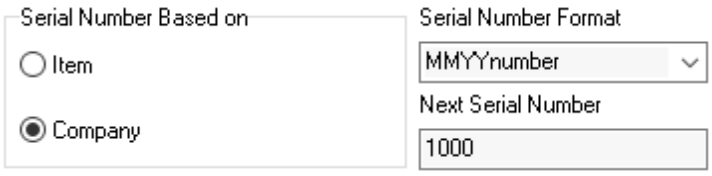


If the Company option is selected, the automatic serial number format will be defined using the following:

A text file called "system.dat" should be created in the *C:\Program files (x86)\Pilot ERP\Conf* folder. The format definition in this file can contain any of the below variables. The reserved word “number” will be replaced by the **next serial number** in the *Your Company - Inventory* setup screen.

EG:
MMYYnumber
MMYYYYnumber
MMDDYYnumber

Current Date = 03/17/2021 (MM/DD/YYYY)

Results:
0311000
0320211000
0317211000

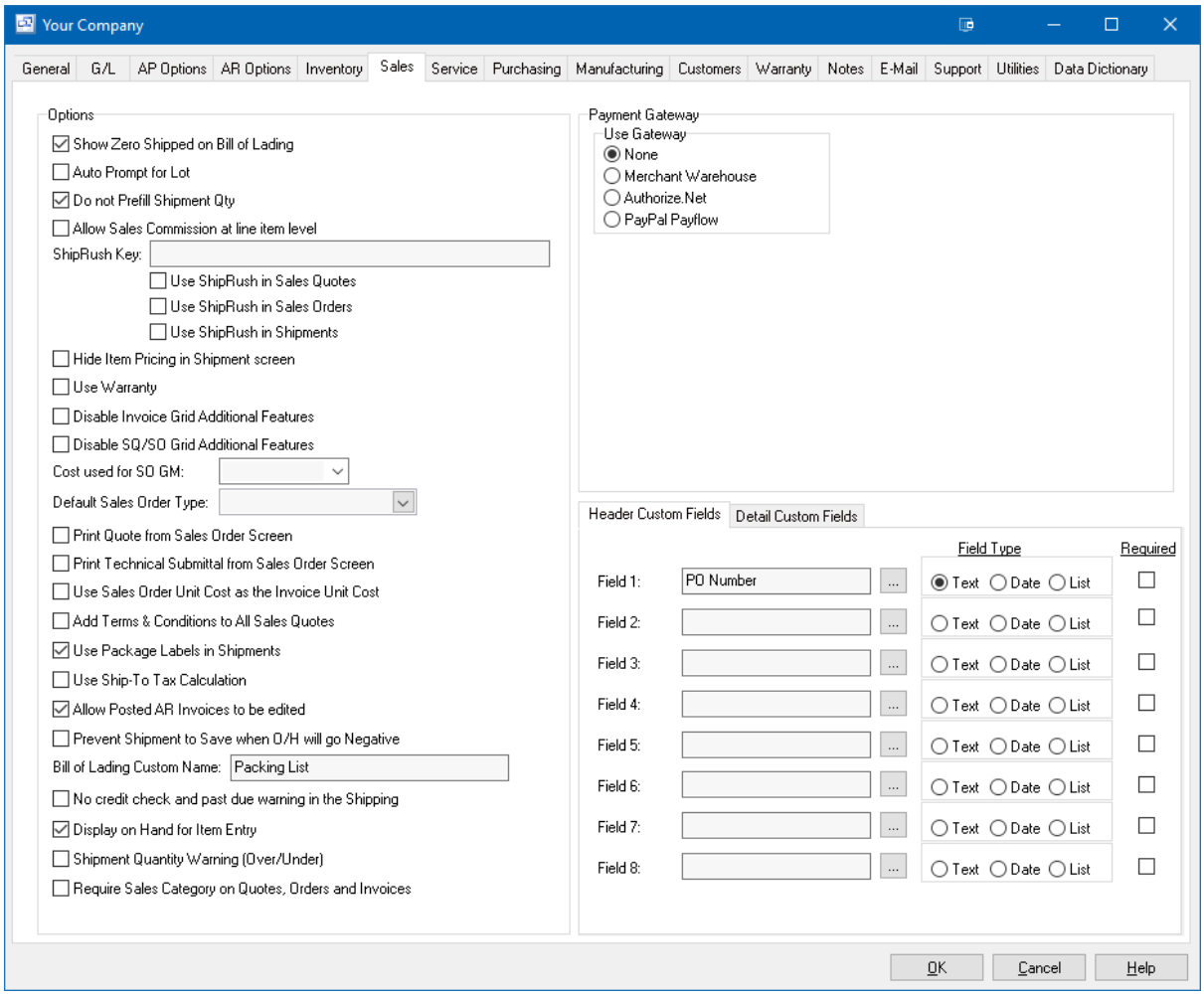
y	= Year last 1 digits
yy	= Year last 2 digits
yyyy	= Year as 4 digits
m	= Month number no-leading 0
mm	= Month number as 2 digits
mmm	= Month using ShortDayNames (Jan)
mmmm	= Month using LongDayNames (January)
d	= Day number no-leading 0
dd	= Day number as 2 digits
ddd	= Day using ShortDayNames (Sun)
dddd	= Day using LongDayNames (Sunday)
ddddd	= Day in ShortDateFormat
dddddd	= Day in LongDateFormat

Use Bin Control (This disables lot control)
If you need additional inventory location control and tracking by bin or shelf location, this option will allow you to turn the lot control feature into Bin/Location control. Tracking can be turned on at the item level so you can define which items get assigned bin control and tracking for inventory.

7.1.1.6 Sales Settings

(Your Company - Sales)

Sales



Show Zero Shipped on Bill of Lading
Check this option if you wish to show ALL items from a sales order on the Bill of Lading. This will show a 0 qty for line items that did not ship. If not checked, only the items that shipped will show on the Bill of Lading.

Auto Prompt for Lot
Upon entry of a new shipment, user will be automatically prompted for lot number on any item assigned lot control in the shipment.

Do Not Prefill Shipment Qty
If this option is checked, the "Ship Qty" for each line item will be zero by default when entering a new shipment.

Allow Sales Commission at line item level
If this option is checked, the sales commission on a sales order or invoice can be edited for each item. If this option is NOT checked, then the default on the order header will apply to each item.

ShipRush Key
If using ShipRush with Pilot, the license key will need to be entered into this field.

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Hide Item Pricing in Shipment Screen
Will remove the item Price field from the shipment screen. Shipping users will NOT be able to update the price during shipments.

Use Warranty

Disable Invoice Grid Additional Features
Turns off the Filtering capability in the AR Invoice screen to improve search and refresh speed.

"Cost Used for SO GM"
Select from Last, Average or Standard cost to be used in calculating the Margin in Sales Orders and Quotes. If no cost is selected then the system will use the costing method assigned to the item type for each item.

Default Sales Order Type
Select the default sales order type to be used for new orders (optional). Sales Order Types can be set up under the System Setup > Sales section.

Payment Gateway

None - Credit Card processing not integrated with Pilot.
Merchant Warehouse - Using Merchant Warehouse for credit card processing.
Authorize.Net - Using Authorize.Net for credit card processing. Account credentials will need to be entered for Authorize.Net integration.
PayPal Payflow - If you are using PayPal Payflow you can integrate this into the credit card payment option in Pilot.

Header Custom Fields
Up to 8 additional custom fields can be activated for sales orders and quotes "Header" section. To activate, enter the description of the field and select the field type (Text, Date or List). If users are required to enter information into the field before a sales order can be saved, click the "Required" checkbox to the right of the custom field.

Detail Custom Fields
Up to 8 additional custom fields can be activated for sales orders and quotes line item "Detail" section. To activate, enter the description of the field and select the type (Text, Date or List). If users are required to enter information into the field before a sales order item can be saved, click the "Required" checkbox to the right of the custom field.

7.1.1.7 Service Settings

(Your Company - Service)

Service

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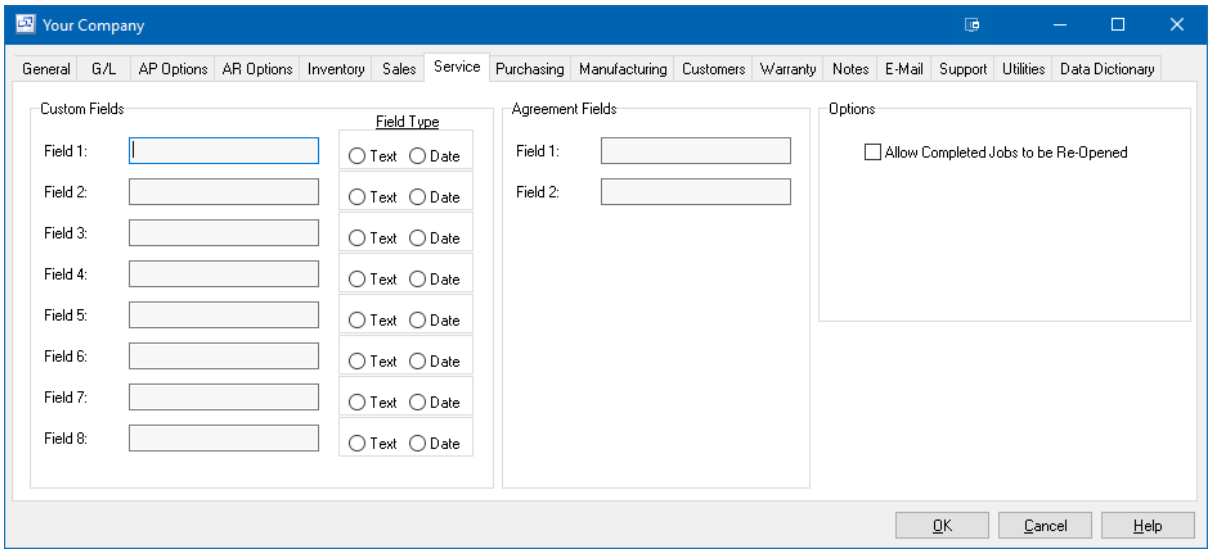


Custom Fields

8 Additional user defined fields that can be a text entry or date field.

Agreement Fields

2 Additional Agreement fields

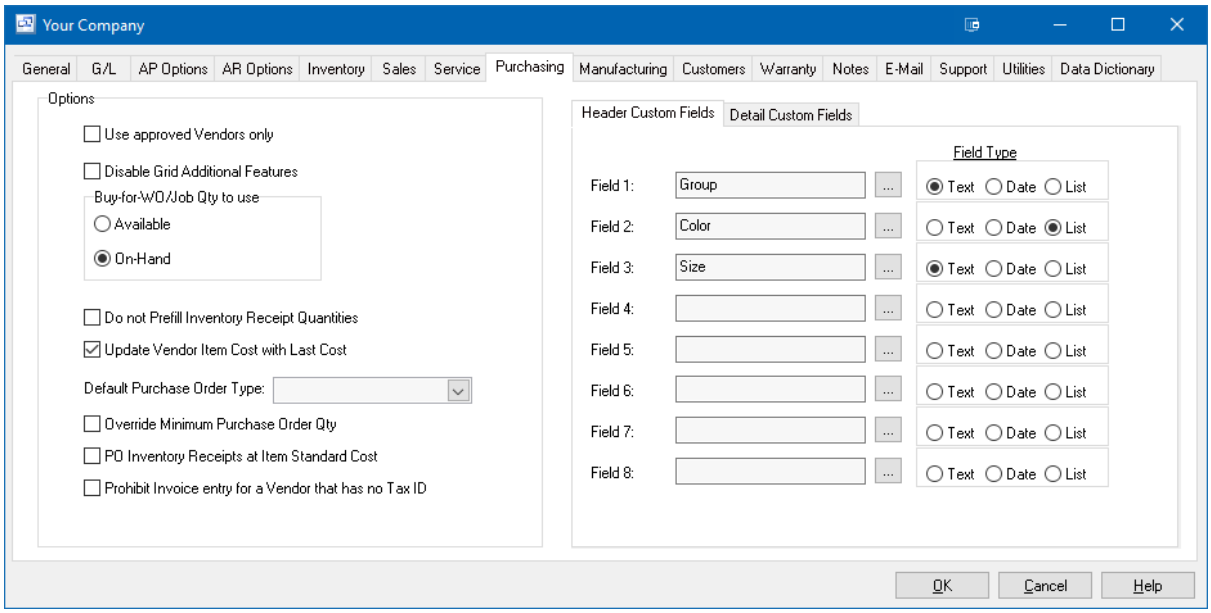
2 additional service agreement fields.

Allow Completed Jobs to be Re-Opened

If checked, the service jobs can be re-opened after they have been completed.

7.1.1.8 Purchasing Settings

(Your Company - Purchasing)



"Use approved Vendors only"
Check this option of you wish to only allow purchases from approved vendors set up through the Vendor Items. If not checked, you will be able to purchase from all inventory items. Users will still have the capability to add or edit Vendor Items.

"Disable Grid Additional Features"
Checking this option will turn off the Filtering feature within the Purchase Order screen for search and refresh speed enhancement.

"Buy-for-WO/Job Qty to use"
This option allows you to select whether to view and use On Hand Qty or MRP Available Qty in calculating re-order quantities in Buy for Job feature.

"Do Not Pre-Fill Inventory Receipt Quantities"
If this option is checked, the Receipt quantity will be zero when entering a new Purchase Inventory Receipt. If unchecked, the system will pre-fill with the remaining qty on the PO.

"Update Vendor Item Cost with Last Cost"
If checked, this option will force your Vendor Item's cost to be updated with the last receipt cost for each vendor item.

7.1.1.9 Manufacturing Settings

(Your Company - Manufacturing)

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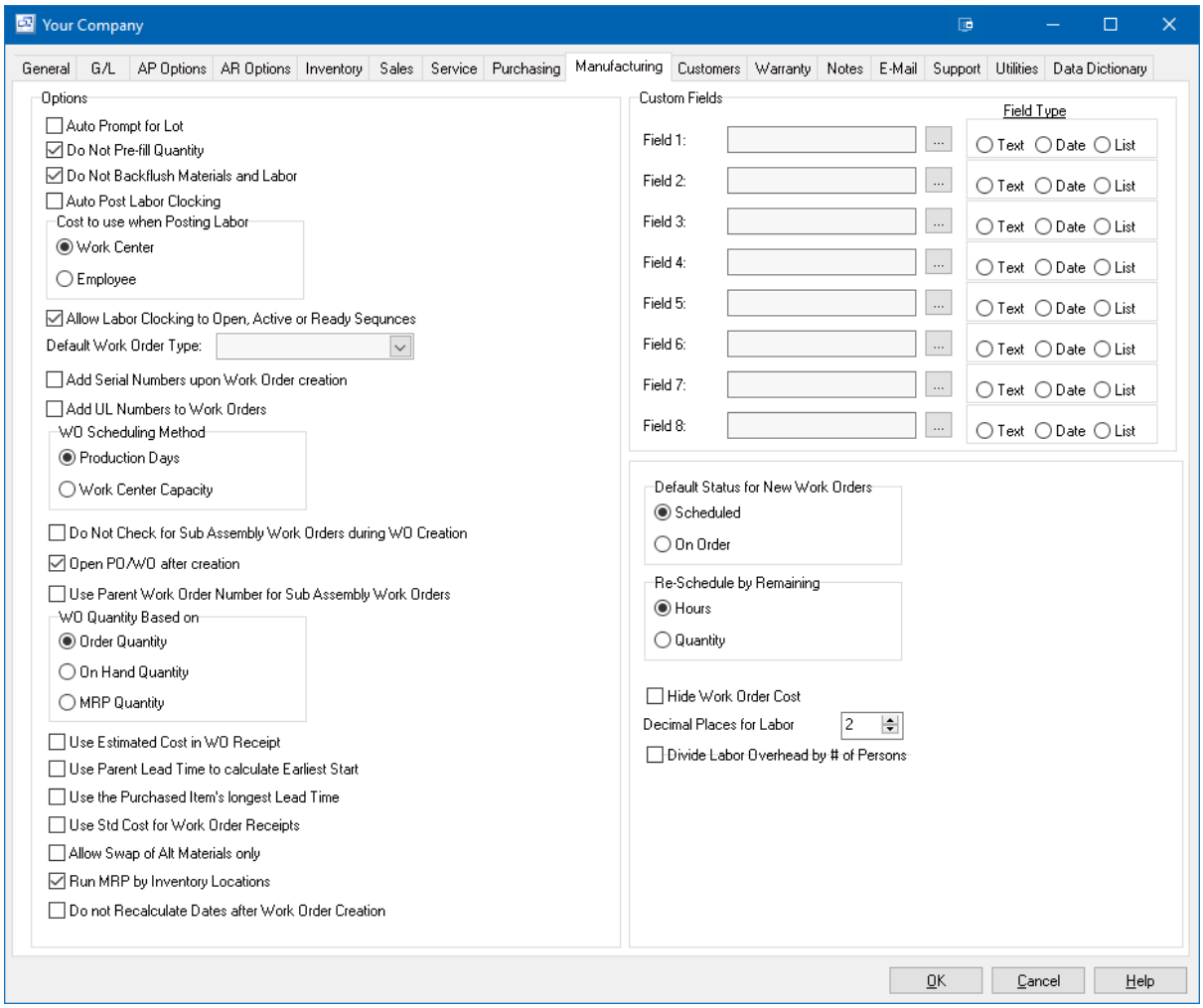

Custom Fields
8 additional custom fields can be added to the work order screen. To activate the custom fields, enter a description and select the field type.

Auto Prompt for Lot
If selected, you will be prompted for the lot number of lot controlled materials when entering a new work order receipt.

Do Not Pre-Fill Quantity
If checked, the work order receipt quantity for the manufactured item will not pre-fill with the remaining quantity.

Do Not Backflush Materials and Labor
If checked, the quantity of the materials on the work order will not pre-fill based on the quantity of the manufactured item receipt.

Auto Post Labor Clocking
If checked, any completed labor clocking will automatically post to the work order. If this option is not checked then the labor will need to be batch posted regularly.

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Cost to use when Posting Labor
Select whether to use the work center rates or employee labor rates for labor charges to the work order.

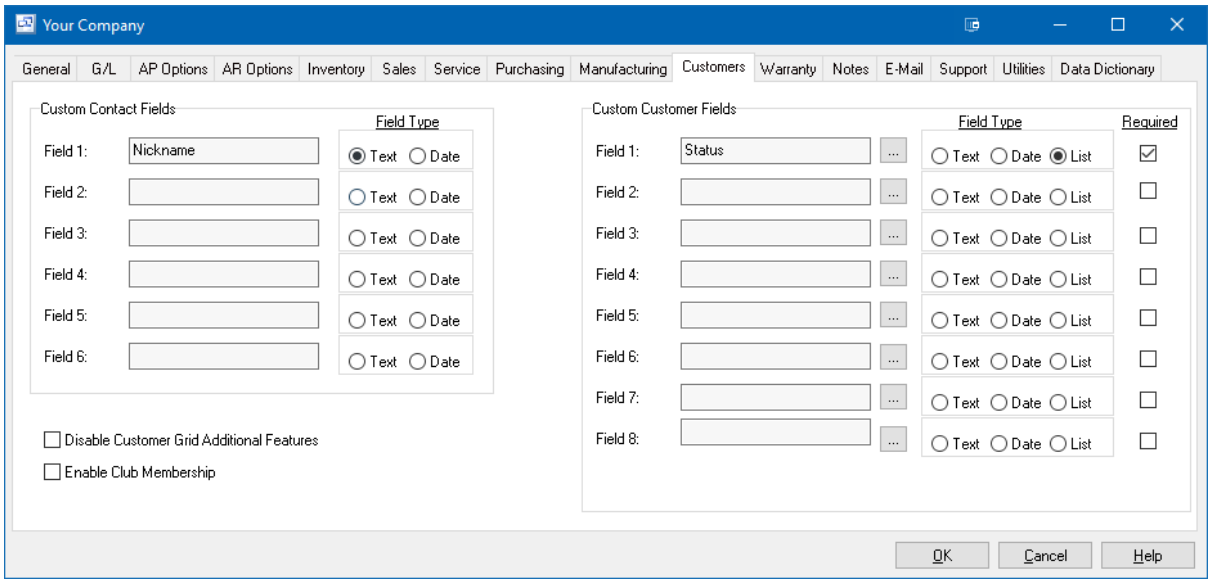
Allow Labor Clocking to Open, Active or Ready Sequences
If checked, users will be able to clock into sequences in an Open, Active or Ready status.

Default Work Order Type
Select the default type for work orders (optional). Work Order types are set up through the System Setup > Manufacturing section.

7.1.1.10 Customer Settings

(Your Company - Customers)

The Customers tab under Your Company has optional custom fields for customers and customer contacts as well as options for customer features.



Fields

Custom Contact Fields
6 Additional custom fields that can be added to contacts. To activate, enter the description of the feidl and select the field type (Text or Date).

Custom Customer Fields
Up to 8 additional custom fields can be activated for customers. To activate, enter the description of the field and select the field type (Text, Date or List). If users are required to enter information into the field before a new customer can be saved, click the "Required" checkbox to the right of the custom field.

Disable Customer Grid Additional Features
If checked, this option will disable the filtering and sorting on the main Sales - Customers grid screen. This should not be used unless you do not what users to be able to sort or filter the customers list or for increased opening speed.

Enable Club Membership

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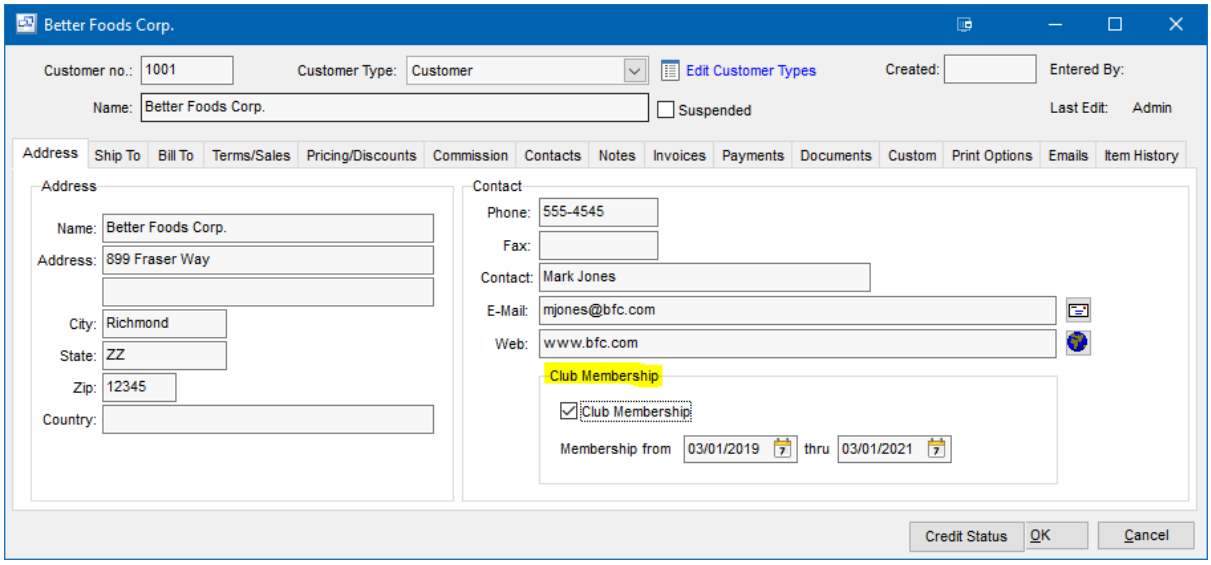
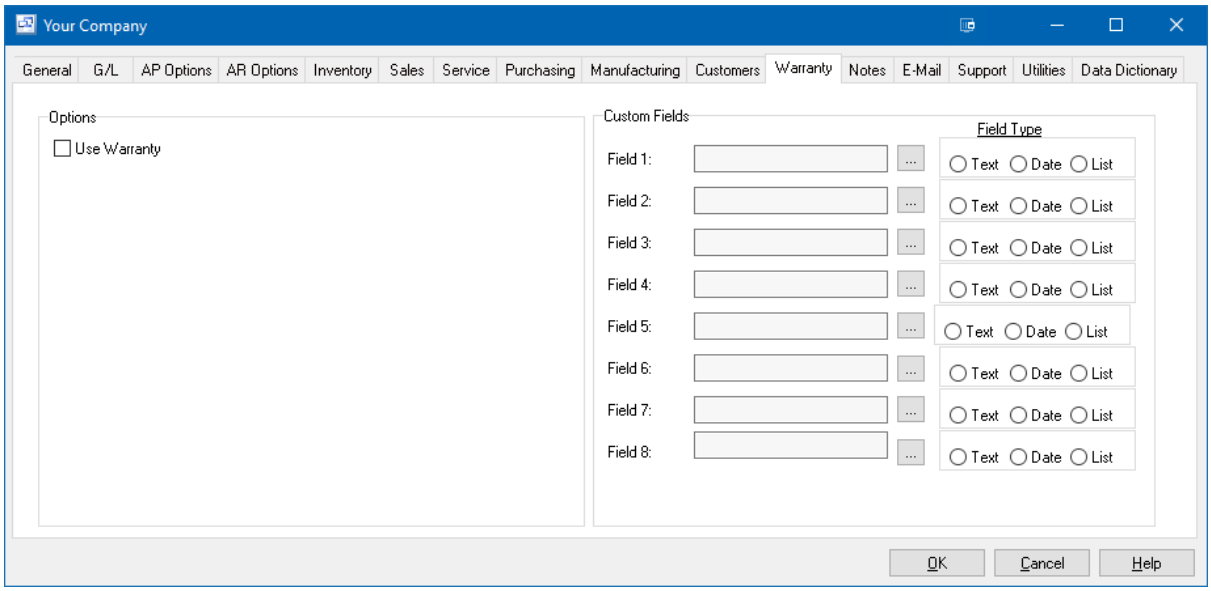
If checked, this setting enables an optional "Club Membership" section in the Customer card Address - Contact section. Customers can be checked as club members and start/end dates for their club membership can be entered. This is informational only and does not affect the customer or sales.



7.1.1.11 Warranty Settings

(Your Company - Warranty)



Fields

Use Warranty
This setting allows you to activate the Warranty feature on Sales - AR Invoices for items that have been selected to add a Warranty.

In order to use the warranty feature in AR Invoices, you must check the "Warranty" option for the item in the Item Card - General Tab - Other Settings section as highlighted below.

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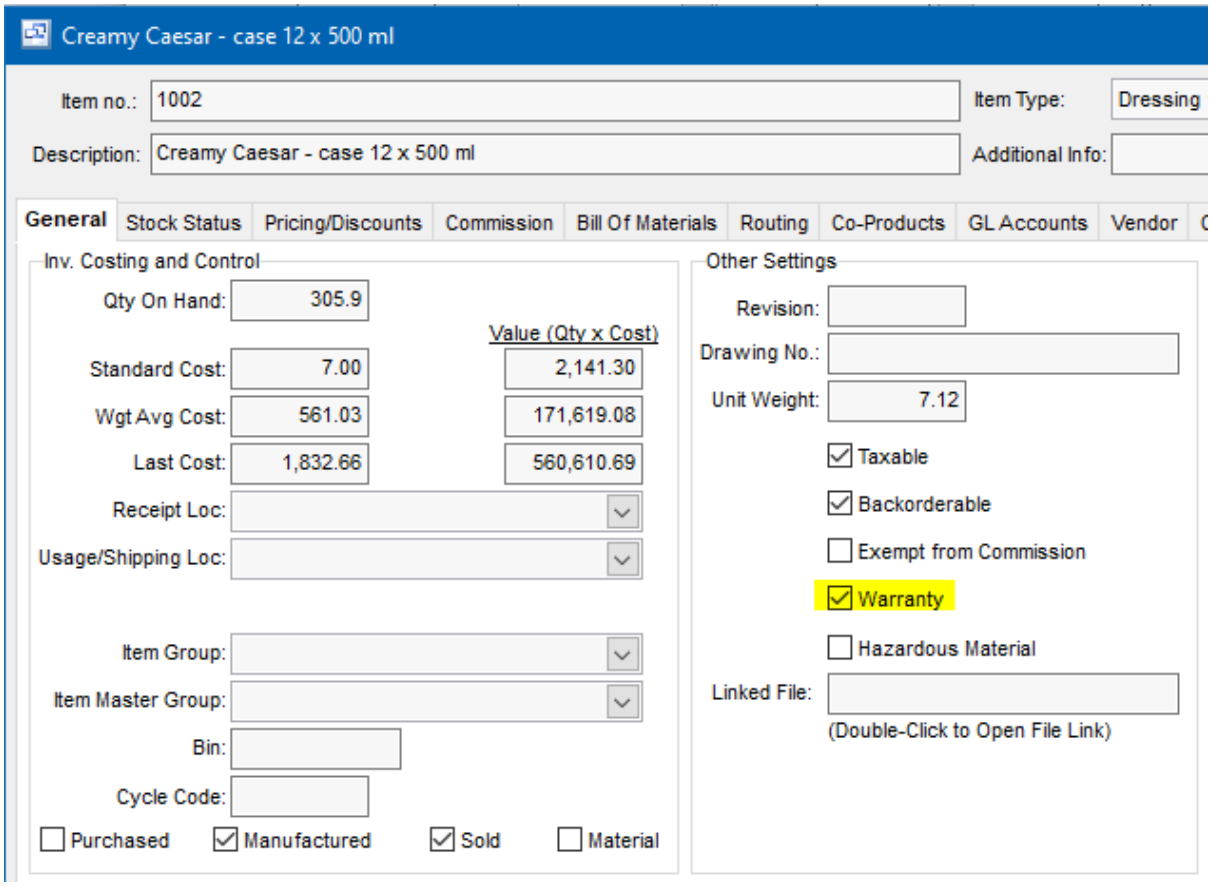
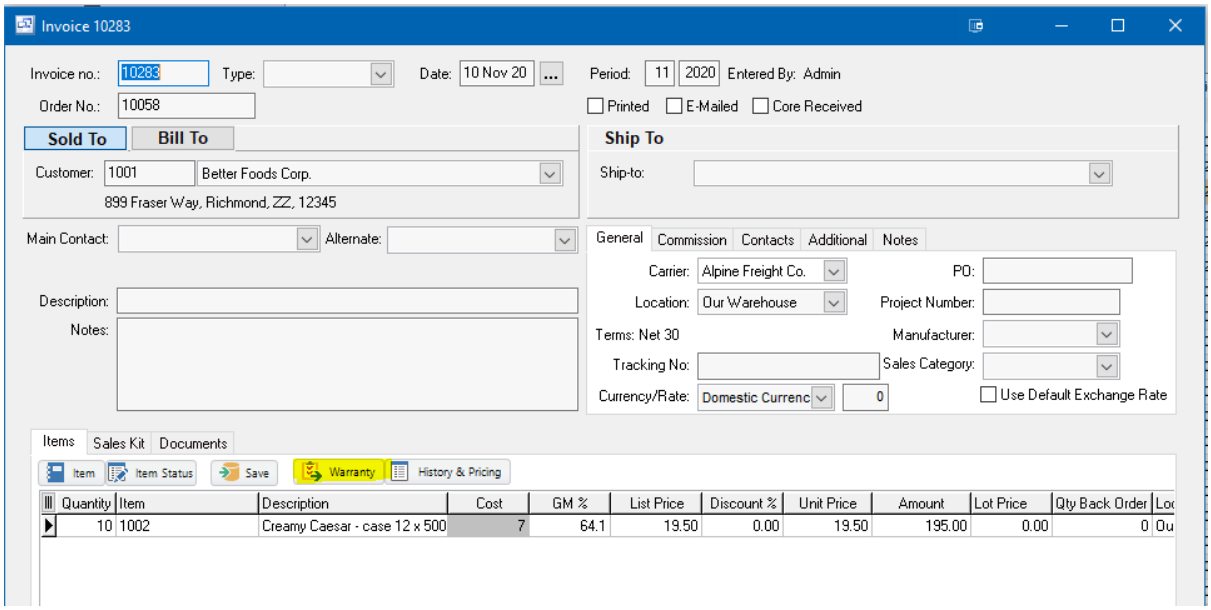


When a Warranty assigned item is invoiced, you have the option to create and assign a warranty that has been set up through the main Sales - Warranty screen.



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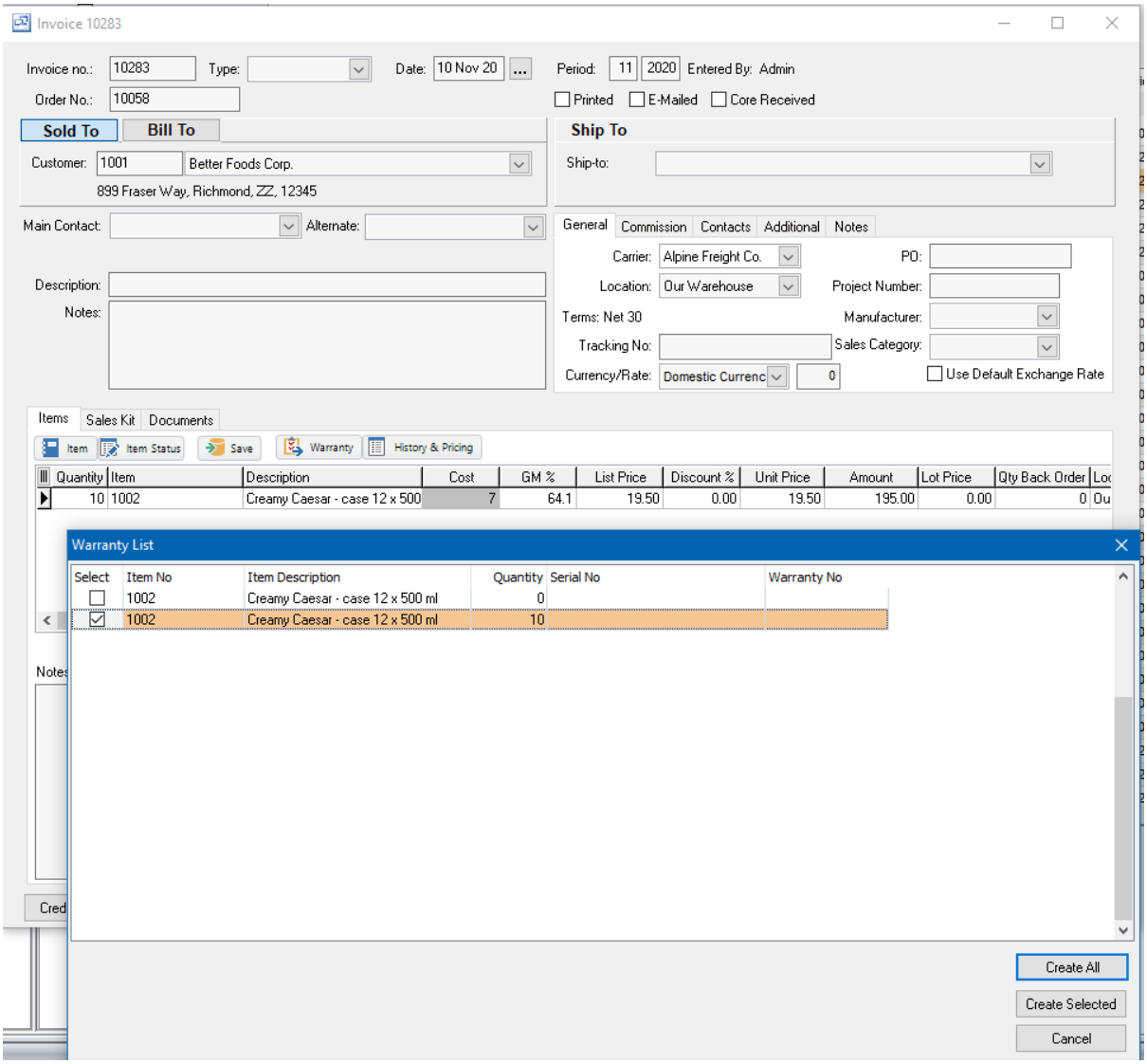
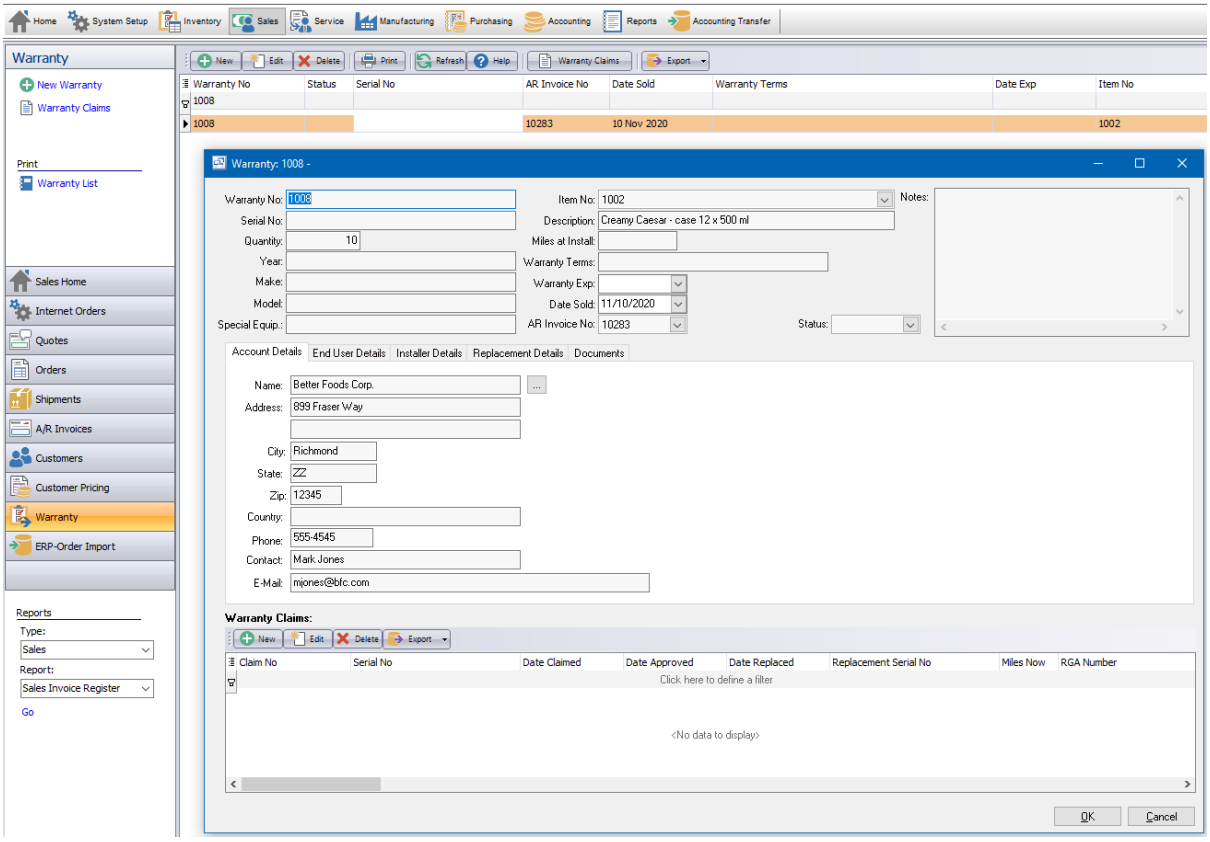

Invoice 10283
Invoice no.: 10283
Type:
Date: 10 Nov 20
Period: 11 2020
Entered By: Admin
Order No.: 10058
Printed
E-Mailed
Core Received
Sold To
Bill To
Ship To
Customer: 1001
Better Foods Corp.
899 Fraser Way, Richmond, ZZ, 12345
Ship-to:
Main Contact:
Alternate:
General
Commission
Contacts
Additional
Notes
Description:
Notes:
Carrier: Alpine Freight Co.
PO:
Location: Our Warehouse
Project Number:
Terms: Net 30
Manufacturer:
Tracking No:
Sales Category:
Currency/Rate: Domestic Currenc
0
Use Default Exchange Rate
Items
Sales Kit
Documents
Item
Item Status
Save
Warranty
History & Pricing
Quantity
Item
Description
Cost
GM %
List Price
Discount %
Unit Price
Amount
Lot Price
Qty Back Order
10
1002
Creamy Caesar - case 12 x 500
7
64.1
19.50
0.00
19.50
195.00
0.00
0
Warranty List
Select
Item No
Item Description
Quantity
Serial No
Warranty No
1002
Creamy Caesar - case 12 x 500 ml
0
1002
Creamy Caesar - case 12 x 500 ml
10
Create All
Create Selected
Cancel



7.1.1.12 Company Notes

(Your Company - Notes)

Notes
Enter any notes you wish to record here. Right-click to toggle Word Wrap.

7.1.1.13 Email Options

(Your Company - Email)

There are two main outgoing e-mail options in Pilot ERP.

MAPI - The MAPI and Extended MAPI options link to compatible versions of Microsoft Outlook with the MAPI option enabled. This will pass the email directly to outlook and open a new email message in Outlook.

SMTP - The SMTP option uses the internal SMTP email service within Pilot to relay the message through your specified email service. The SMTP servername, SMTP port, email username and password must be entered for each user with this option selected. For additional information on SMTP email setup, please see the additional help here.

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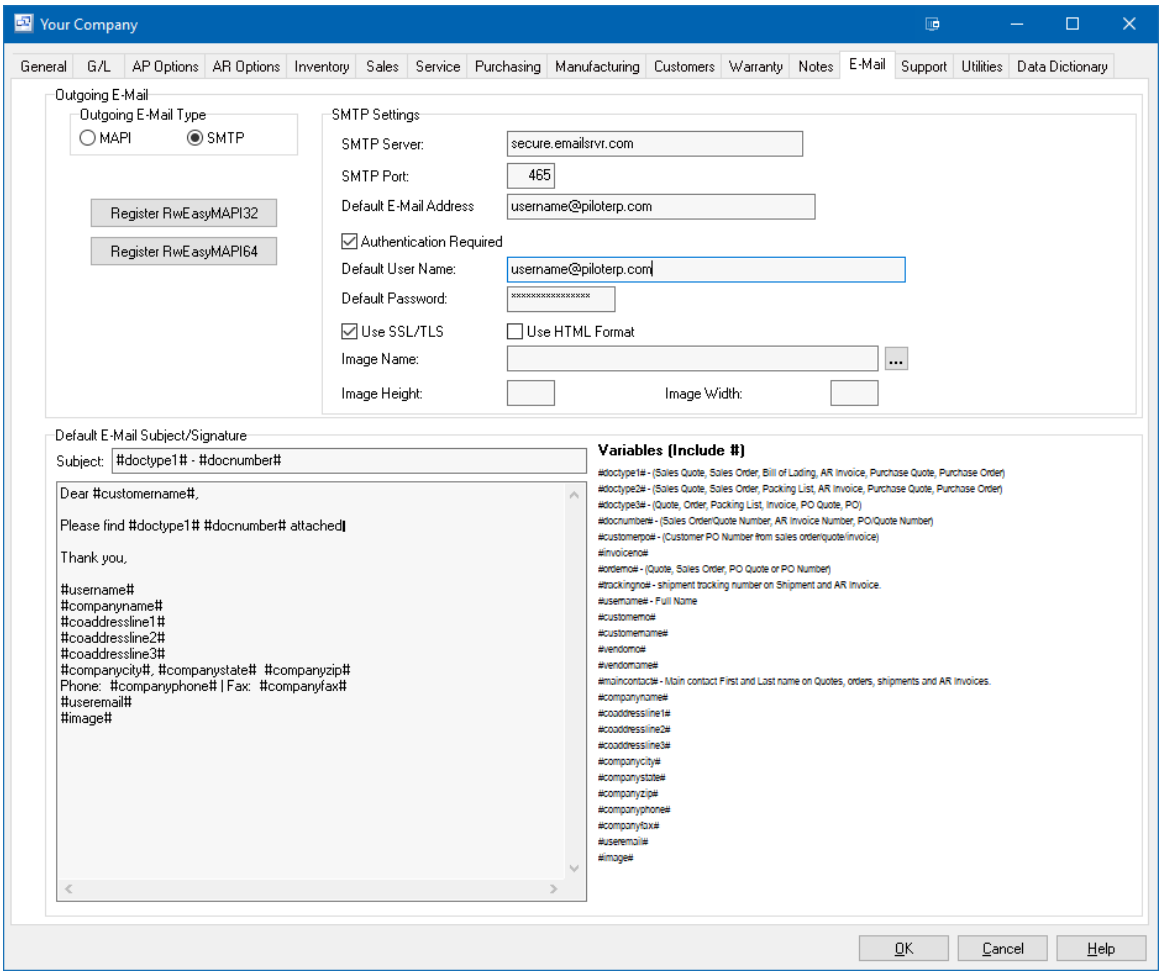

7.1.1.14 Support

(Your Company - Support)

The support tab in Your Company is a tool used by Pilot ERP support reps to run SQL queries. Do not use this unless instructed by a support rep.

7.1.1.15 Utilities

(Your Company - Utilities)

The Utilities tab in Your Company settings has tools to help address issues and update information. DO NOT USE any feature in this tab unless directed to do so by a support representative. You can cause changes to data or erasure of information in Pilot ERP that cannot be reversed.

7.1.1.16 Data Dictionary

(Your Company - Data Dictionary)

The Data Dictionary tab under Your Company can be used to generate, update and print a listing of all tables and fields in the Pilot ERP database.

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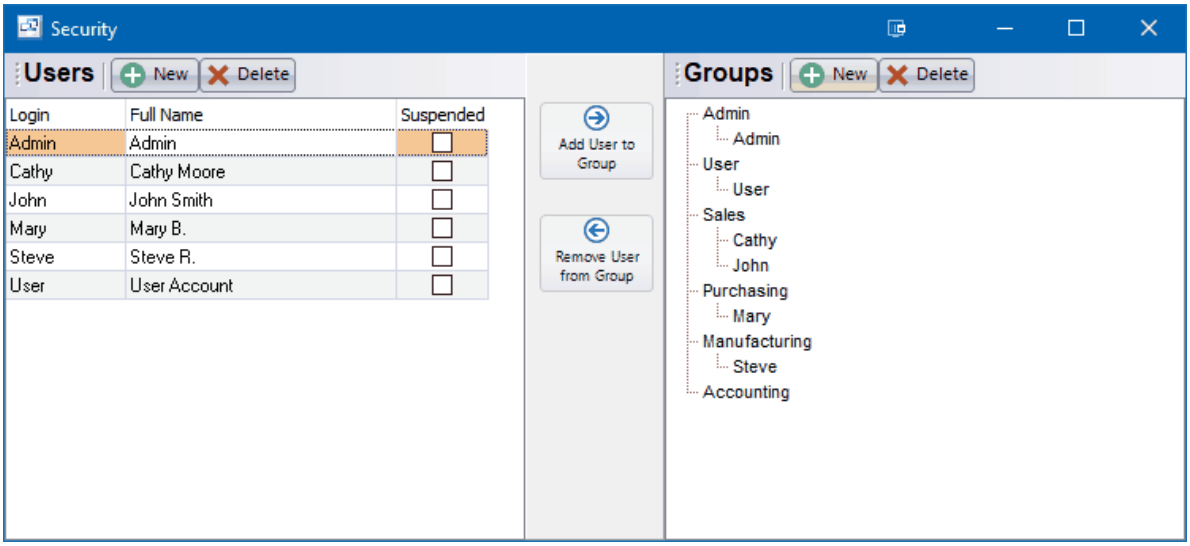
7.1.2 Security

Security

Top Previous Next

System Setup | User Security

The Security screen displays a list of users allowed access to the database and user groups, to which each user must be assigned to one group.



You can assign a unique username and password to each user

You can also create user security groups and specify which parts of the program users assigned to that group are allowed access to, such as Customers, AR Invoices, Invenetory, etc.

To activate security, add at least one user. Users will then be required to enter a valid user name and password in order to access the database. To deactivate security, delete any previously added users.

To add a new user: click the New button.
To edit a user: double-click the user. Or select the user and press Enter or click the Edit button.
To delete a user: select the user and click the Delete button.

You can select a user with the mouse or by the keyboard via the Page Up/Down and arrow keys.

User

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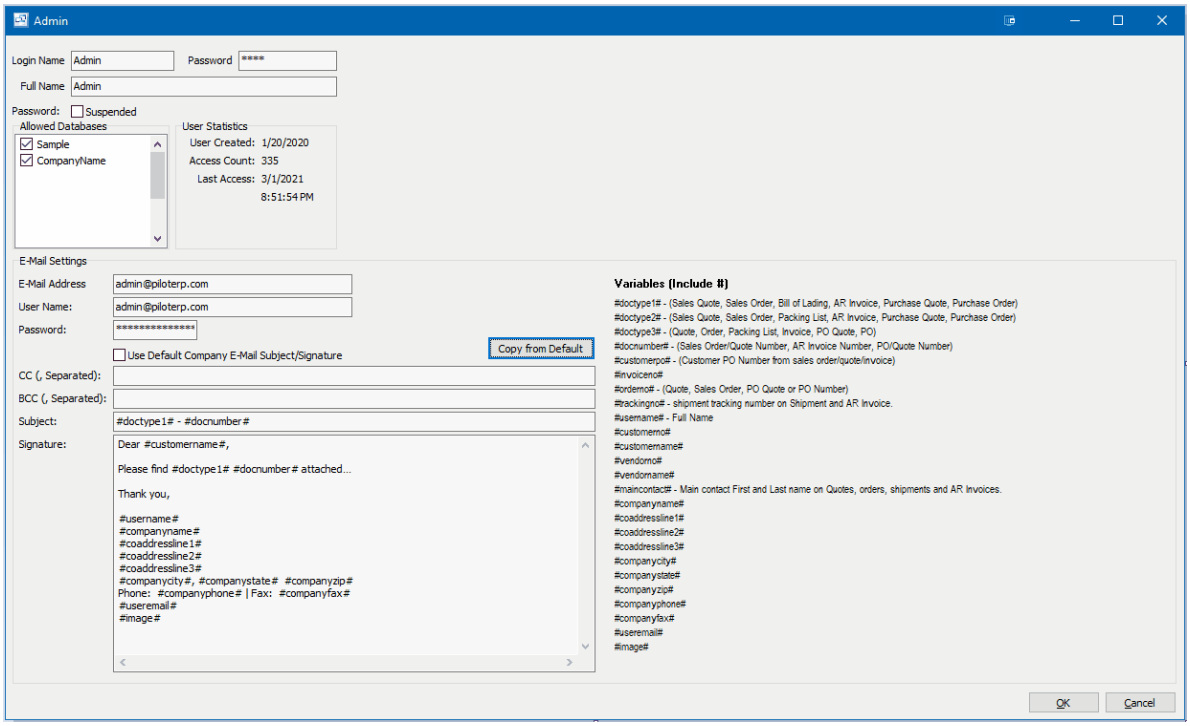

User Name
Enter the name of the user.
Example: John Doe

Suspended
If checked, the user will not be able to log on.

Password
Enter the password (optional) for this user. Each user can have a different password.
Tip: It is recommended that you change the passwords regularly.

Allow Databases
Check the company databases that this user is allowed access to.

Email Settings
If you are using the SMTP email option, you can enter the users email address, email username and password here. You can also choose to use the default company email signature set up under the Setup = Your Company - Email tab or enter the users signature.

For more details on email setup, see the following article: SMTP Email Setup

Variables
The list of available variables allows you to add information such as Sales Order Number, Invoice Number, PO Number, Customer Name, Supplier Name, etc. to the Subject or Body of the email generated through Pilot. When you open an email, Pilot will populate those variables with the appropriate linked information from the order you are attempting to email.

There is a Default template your can use in the System Setup - Your Company - Email tab for all users or as a starting point for your customized email.

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User Groups

Create user groups to designate which screens and functions users have access. Each module (i.e. Inventory, Sales, Manufacturing, etc.) is listed with a separate tab and contains all major screens within that module. You can set up as many groups as needed. Each user must be assigned to a group in order to access Pilot ERP. Examples of user Groups are:

Administrator
Management
Sales
Manufacturing
Inventory
Purchasing
Shipping
Receiving
Accounting

Users can be given access to each screen by selecting he check box next to the option in each group security tab. The "Read-only" option next to each screen option (if checked) will prevent the user from creating, deleting or editing any information on those screens. The user must still be given access to be able to open and view the screen by checking the main screen option.

General (tab)

The General tab in security groups contains the group name and description as well as access to features such as:

- ❑ Manage and Create New Companies - *The option to manage or create companies should only be given to Administrators in Pilot ERP.*
- ❑ View Home page chart and details - *If this option is unchecked, the user will not have access to any of the graphs or KPI's on the main Homepage in Pilot. Instead they will see a Pilot ERP logo.*
- ❑ Report Designer - *The Report Designer, under the setup menu allows the user to access and edit any customizable form in Pilot ERP. This should normally only be given to selected users or administrators.*
- ❑ Data Import - *The Data Import option under the setup menu allows you to import, edit or delete data in Pilot ERP. Access to this screen should be limited to administrators only.*

Set access to all items (button) - This button will select "check" all security options in all modules for the selected group.
Remove access from all items (button) - This button will de-select "un-check" all security options in all modules for the selected group.

Setup (tab)
The setup tab includes access to the system setup screens for all modules.

Inventory (tab)
The inventory tab includes options for all Inventory module screens, inventory reports and setup options. The "Read Only" option next to each main module screen controls whether the user has the ability to create, delete or edit information in the associated screen. In the screenshot below, the Read-only option is checked for both the Item BOM and Routings screens. In this example, the user would be able to access both the BOM and Routings screen because the Main option is checked but

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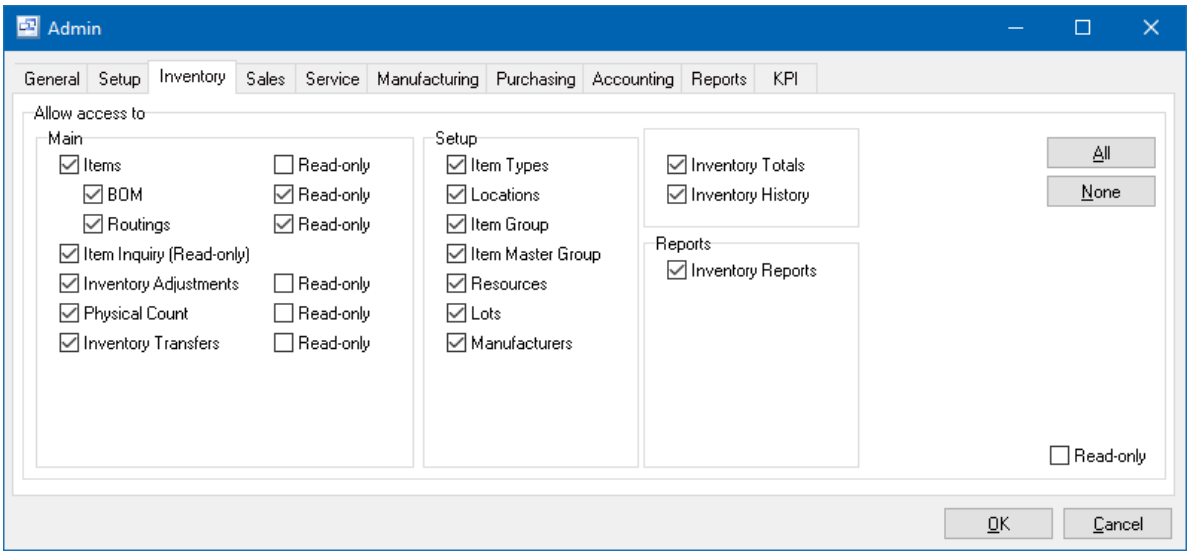
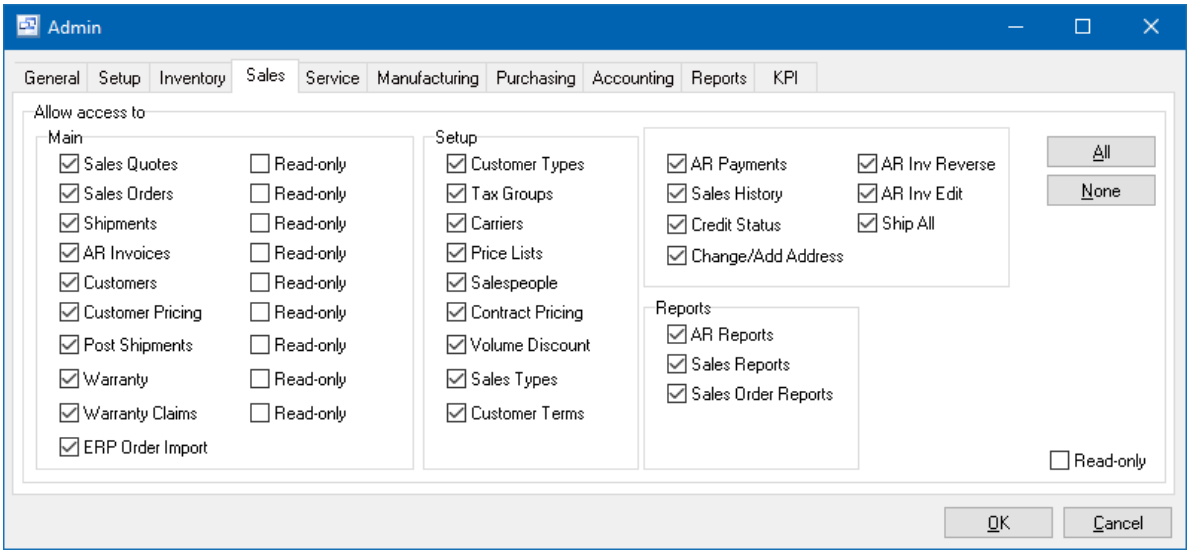
they would not be able to add, delete or edit any information in those two screens.



Sales

The Sales tab in the group security screen lists options for all main screens in the sales module along with sales setup, reports and sales options.



Sales Options:

AR Payments - The AR Payments option gives access to the "Payments" tab in the customer card screen as well as the Payment History option in the AR Invoices screen and the Payment and Invoices view in the main Customer screen.

Sales History - The Sales History option gives access to the Invoice and Payment History option in the Customer screen.

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Credit Status - The Credit status option give access to the Credit Status button in the customer card as well as in the Sales Quotes, Orders and AR Invoices.

Change/Add Address - This option gives the user access to edit the customer address form the sales order and quote entry screens.

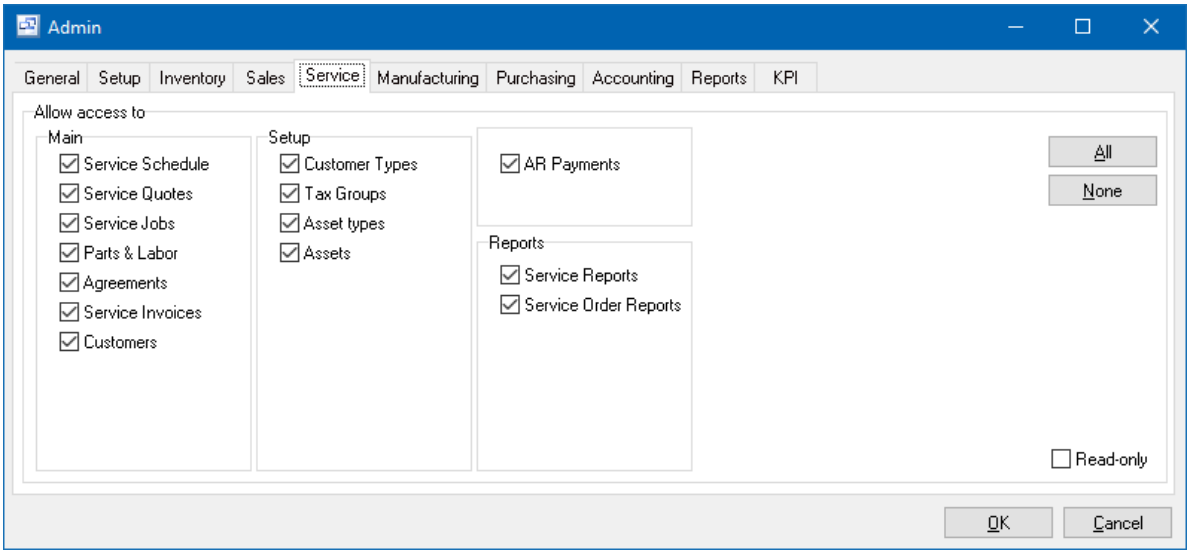
AR Inv Reverse - This option gives the user security group the ability to reverse AR Invoices to create a credit memo. Only un-paid invoices can be reversed.

AR Inv Edit - This option gives the user security group the ability to edit un-paid invoices. If an invoice has had a payment made against it, the invoice cannot be edited.

Ship All - This option gives the user security group the "Ship All" button in the sales order screen. The user can click the button to fill all remaining quantities for the order on the shipment.

Service

The Service tab in the group security screen lists options for all main screens in the service module along with service setup, reports and service options.



Service Options:

AR Payments - The AR Payments option gives access to the "Payments" tab in the customer card screen as well as the Payment History option in the AR Invoices screen and the Payment and Invoices view in the main Customer screen.

Manufacturing

The Manufacturing tab in the group security screen lists options for all main screens in the Manufacturing module along with manufacturing setup, reports and manufacturing options.

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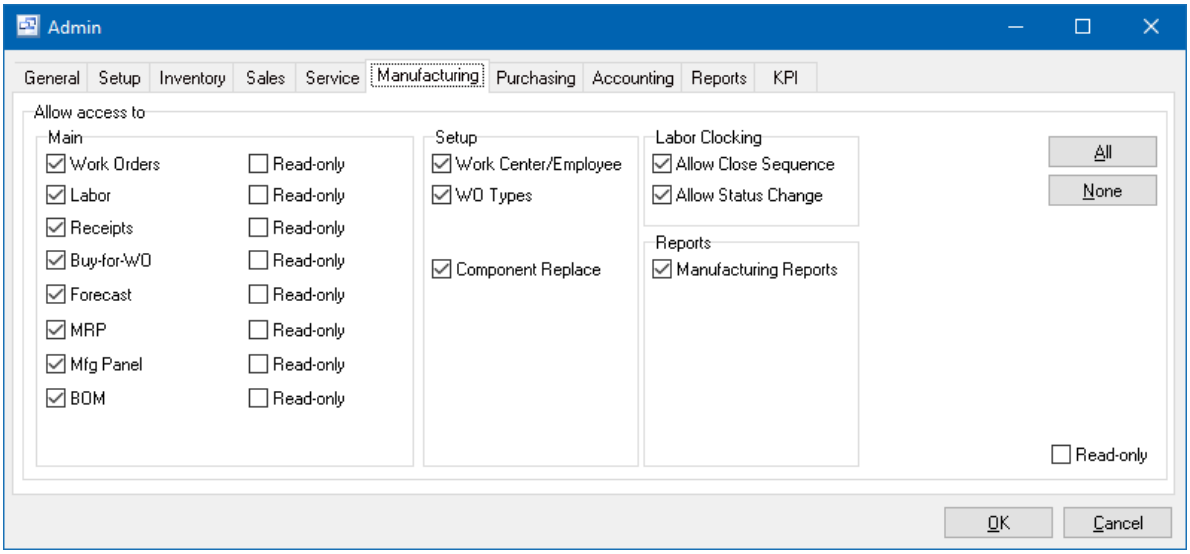

Manufacturing Options:

Component Replace - The Component Replace security option gives the user the ability to replace components on the work order materials in both the work order screen and the work order material issues screen. If this is not checked, the "Replace" button is not visible to users in this security group.

Labor Clocking - Allow Close Sequence - This security options gives users assigned to the security group the ability to close routing sequences through the Manufacturing - Labor entry screen and the Work Order Labor screen.

Labor Clocking - Allow Status Change - This security setting gives users assigned to the security group the ability to change the status of the routing sequence.

Purchasing

The Purchasing tab in the group security screen lists options for all main screens in the purchasing module along with purchasing setup, reports and purchasing options.

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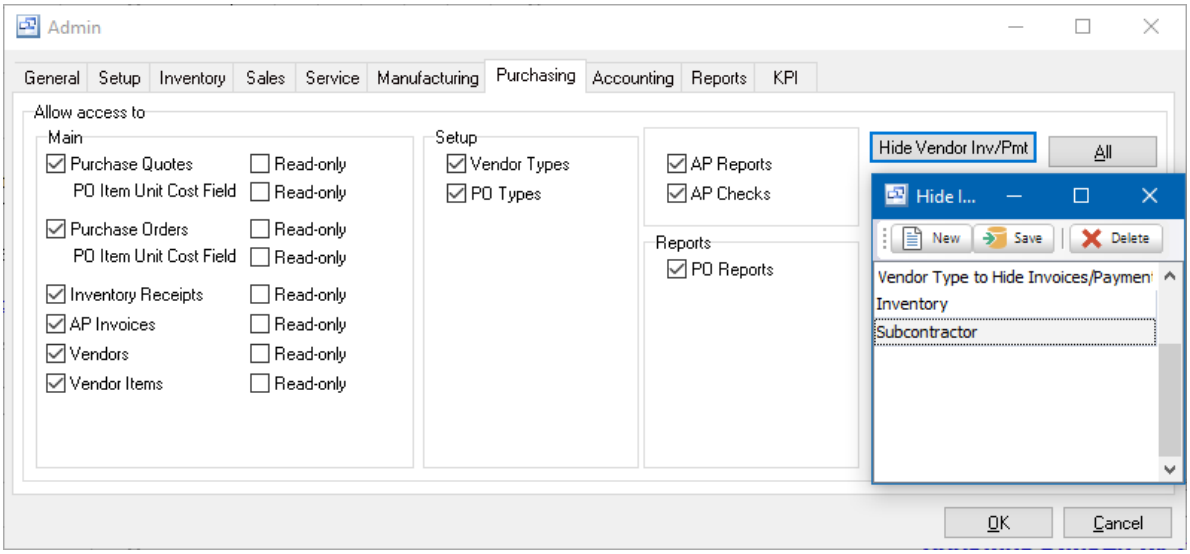
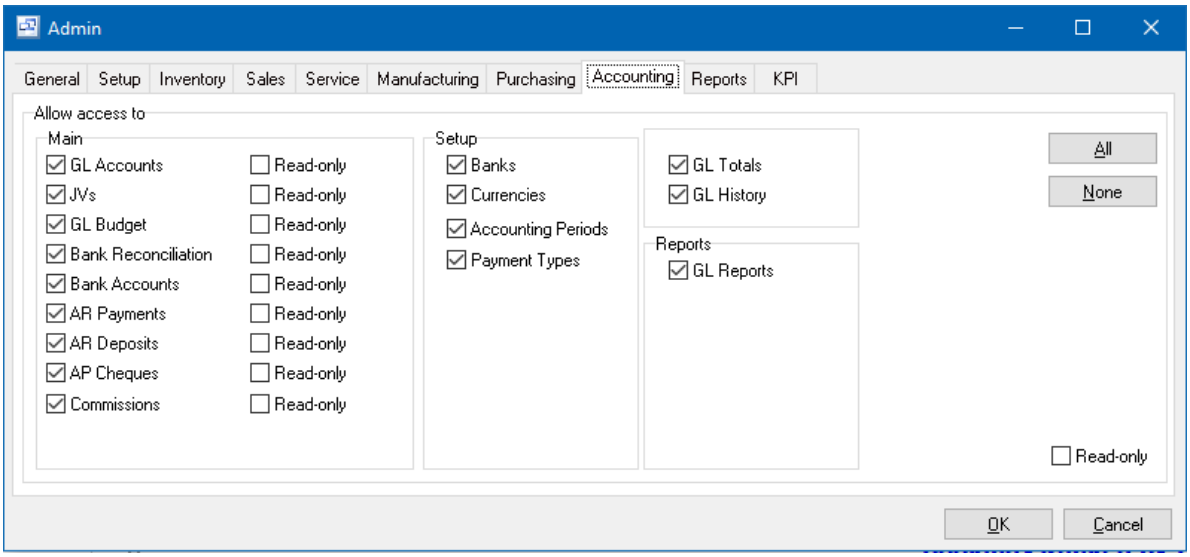


Purchasing Options:

Hide Vendor Inv/Pmt - This security option will prevent users in the security from viewing Invoices or Payments for Vendors assigned to the Vendor Types listed. To add Vendor Types, click the "Hide Vendor Inv/Pmt" button then click the New button and select a vendor type from the dropdown menu. You can add as many vendor types as needed to prevent users from viewing the invoices or payments for those vendor types.

Accounting

The Accounting tab in the group security screen lists options for all main screens in the accounting module along with accounting setup, reports and accounting options.



Accounting Options:

GL Totals - The GL Totals screen can be accessed from the Accounting - GL Accounts screen by

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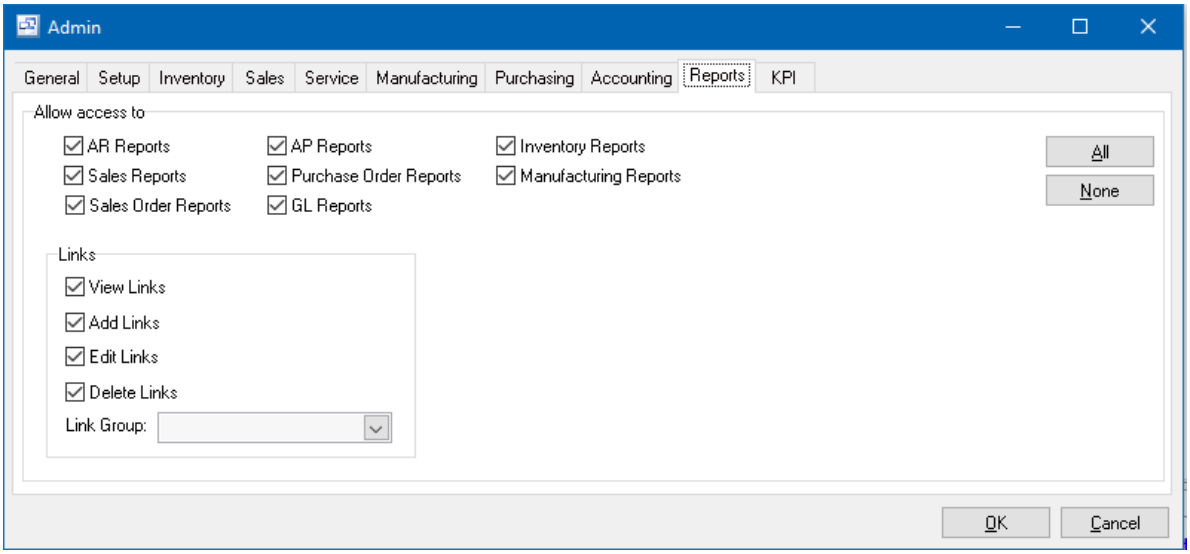
right clicking on any GL account code and selecting that option from the pop up menu. If this option is not checked in the group security accounting tab, the users assigned to this security group will not have access to that screen.

GL History - The GL History screen can be accessed from the Accounting - GL Accounts screen by right clicking on any GL account code and selecting that option from the pop up menu. If this option is not checked in the group security accounting tab, the users assigned to this security group will not have access to that screen.

Reports
The Reports tab in the group security screen lists options for all system reports as well as the custom links settings.



Link Options:

View Links - Gives the users assigned to this security group access to view custom document links.

Add Links - Gives the users assigned to this security group access to add new custom document links.

Edit Links - Gives the users assigned to this security group access to edit existing custom document links.

Delete Links - Gives the users assigned to this security group access to delete custom document links.

Link Group - User security groups can be assigned to a link group. This will give the users access to documents assigned to that link group only.

KPI
The KPI tab in the security group settings lists all KPI's on the main Pilot ERP Homepage. Users will only have access to view those KPI's that are checked in their security group.

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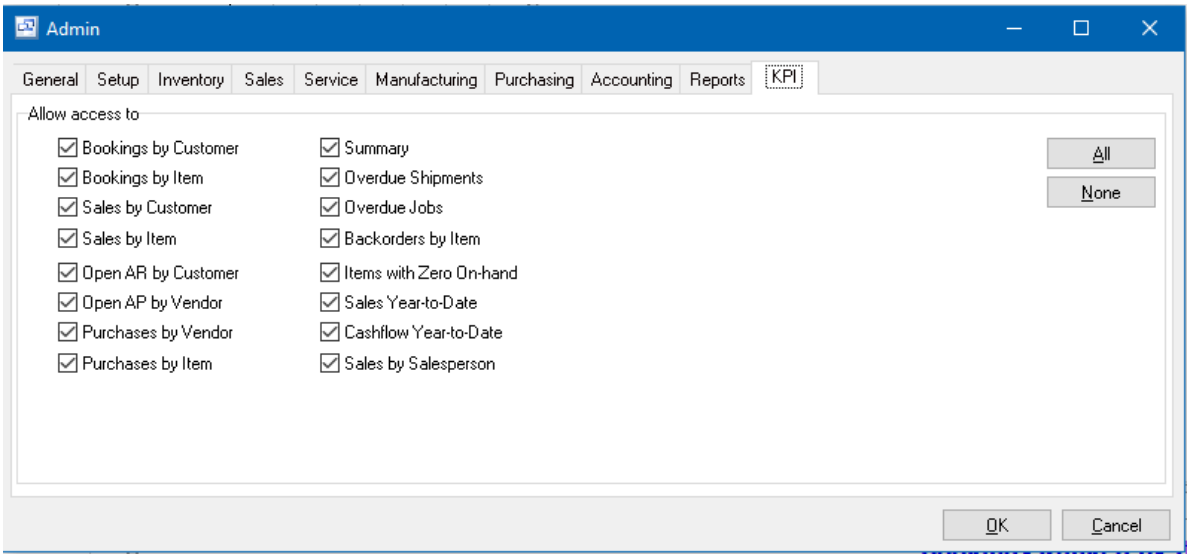

NOTE: On the main module tabs (Inventory, Sales, etc.) there is a "Read Only" option which can be used to give read only access to users. If the screen option is checked and the Read Only option is also checked, the user can open the screen and view the information but will be unable to edit, create or delete any information in that screen.

7.2 Manufacturing

7.2.1 Work Calendar

The Work Calendar is used to establish the days of the week the company is in production and which days of the year the company is not operating due to holidays. When jobs and POs are scheduled, the program skips over all non-shop defined on the calendar.

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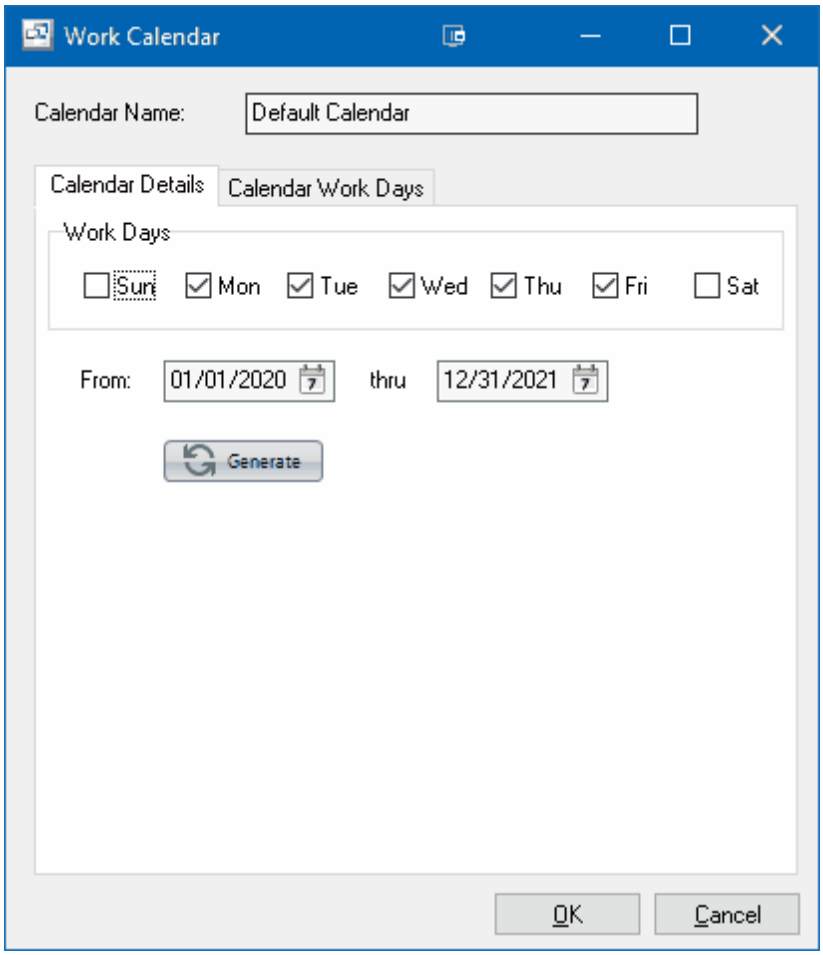

To establish or update the Calendar Work Days, select the days of the week that the company typically operates, the Date Range and click the Generate button. Typically you will want to include the current and next year at a minimum. After generating the work calendar, click on the Calendar Work Days tab to uncheck any holidays or other days when the company will not be operating.

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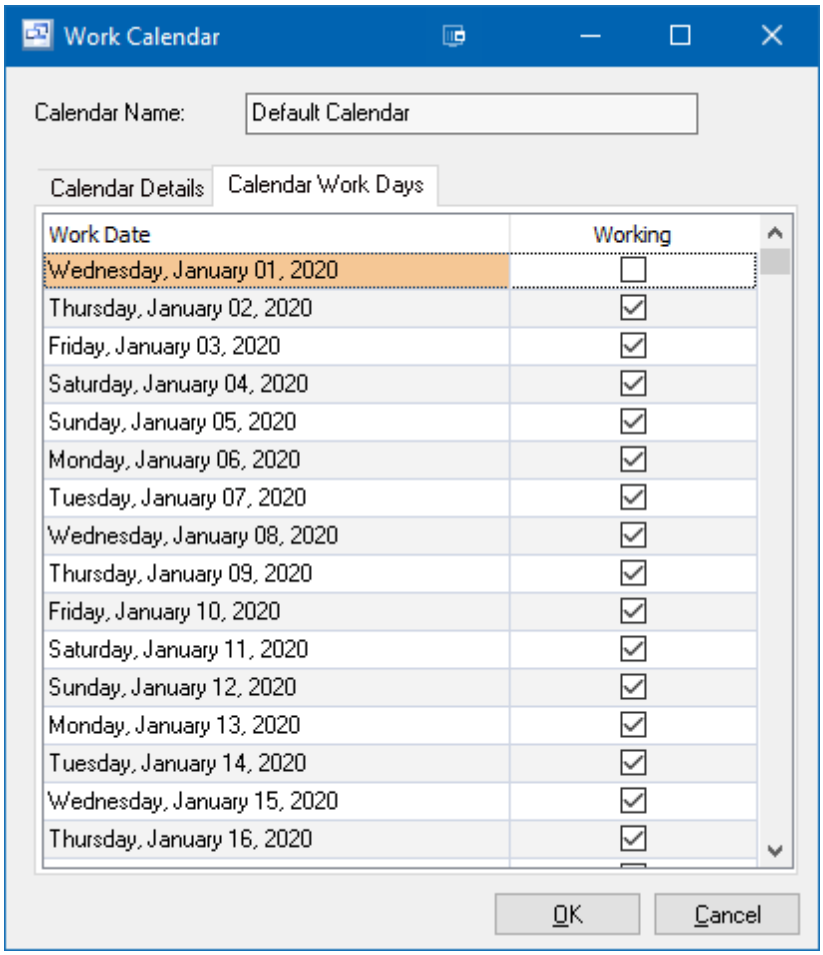

7.2.2 Shifts

System Setup - Manufacturing - Shifts

The Shift screen allows you to set up multiple shifts with start and end times along with scheduled breaks for labor entry. Each Employee can be assigned to a shift through the Employee setup screen.

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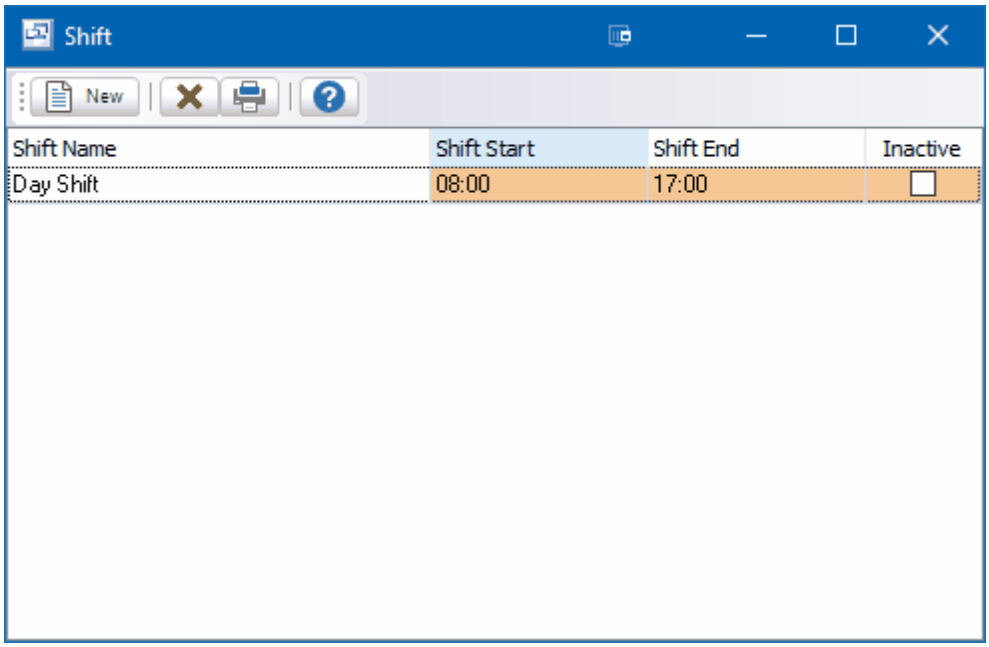
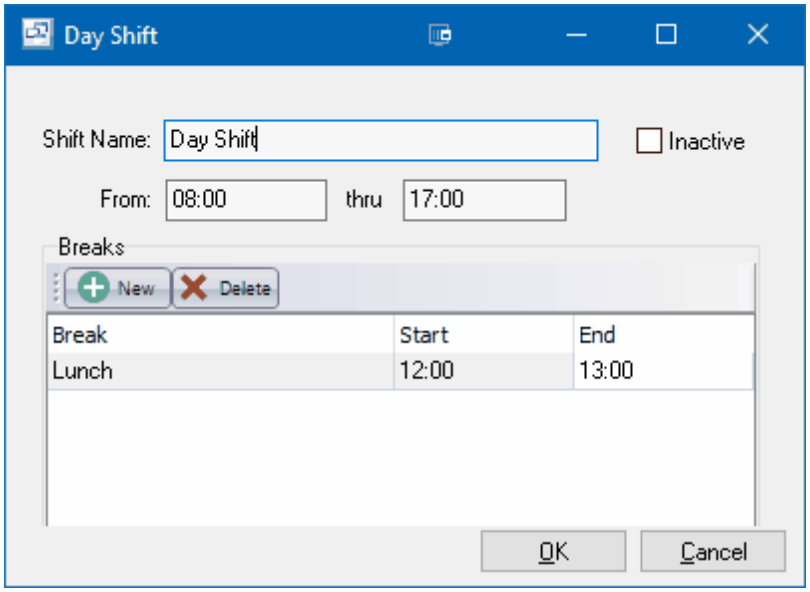


The Shift Details screen allows you to enter the Shift Name, Start and Stop times (24 hour "Military Time) and any scheduled breaks.



7.2.3 Work Order Types

Work Order Types

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Pilot allows you to specify multiple work order types. Work order types provide a method to categorize different work orders and allow you to specify separate prefixes for each type as well as assign customized Work Order Travelers and Pick Lists. A default work order type can be assigned for your company through the System Setup > Your Company > Manufacturing tab. The work order type can be selected and changed within each work order.

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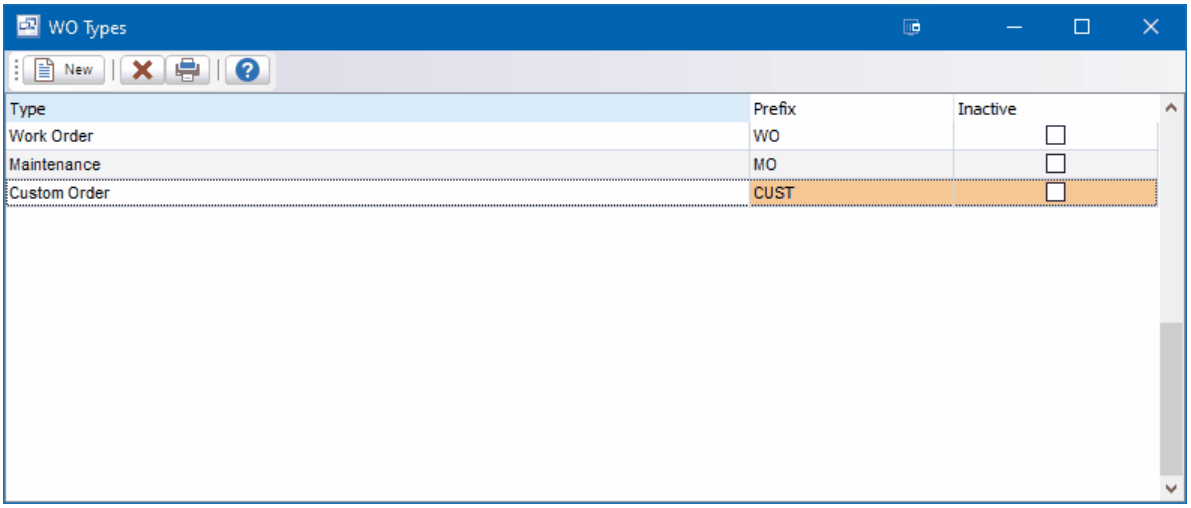
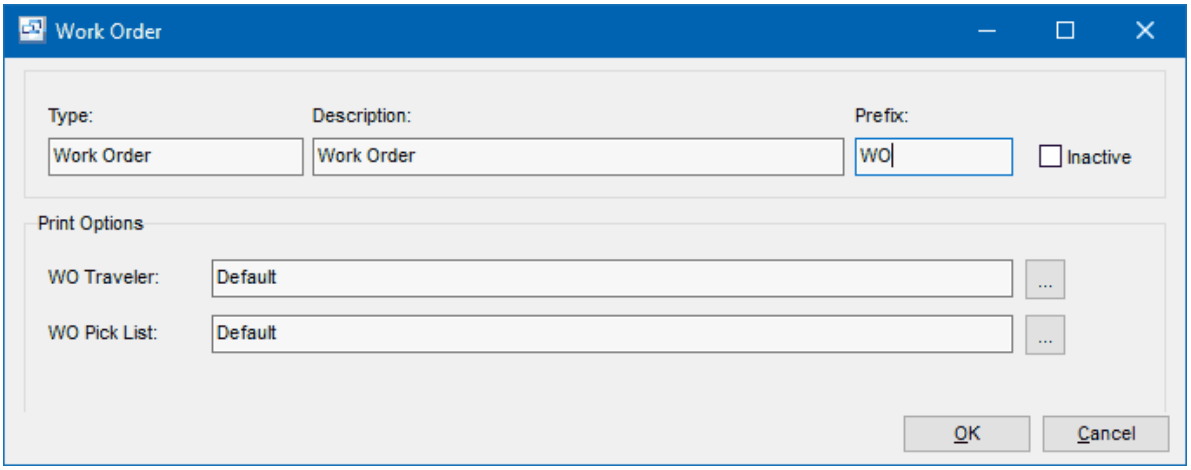


Work Order Type Detail



Type - This is the name of the work order type. This is what will appear on the work order.

Description - The description of the work order type.

Prefix - The prefix to the work order number for this type. This is an optional field and can be left blank if you do not require a prefix.

Print Options

WO Traveler - Allows you to select a customized Work Order Traveler form for the work order type. If nothing is selected, it will print the default traveler.

WO Pick List - Allows you to select a customized Work Order Pick List form for the work order type. If nothing is selected, it will print the default pick list.

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7.2.4 Work Centers

Work Centers

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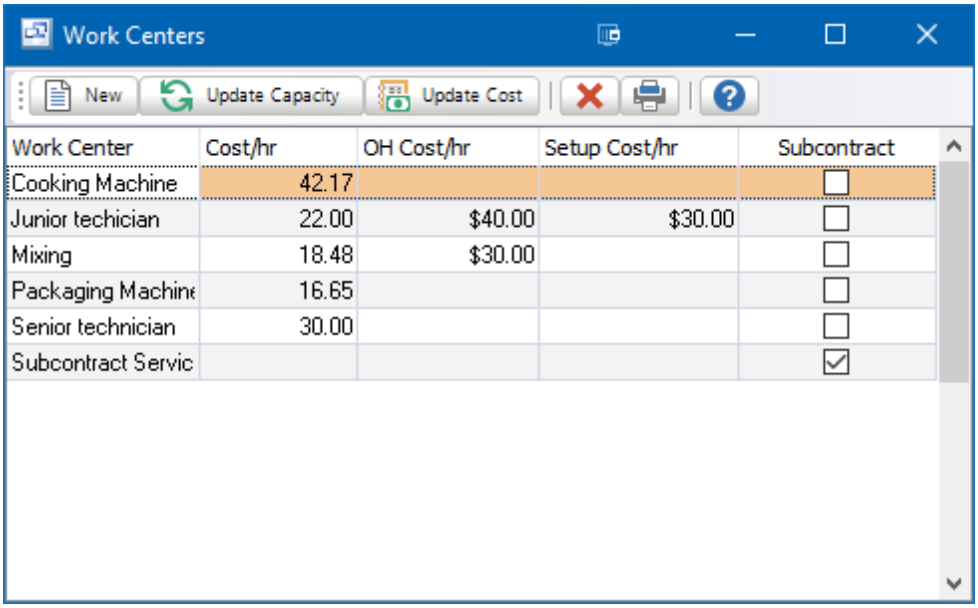
System Setup | Work Centers

The Work Center screen displays resources (labor and equipment) in a list.



To add a new Work Center: click the New button. .
To edit a Work Center: double-click the Work Center. Or select the work center and press Enter.
To delete a Work Center: select the Work Center and click the Delete button.

You can select a Work Center with the mouse or by the keyboard via the Page Up/Down and arrow keys.

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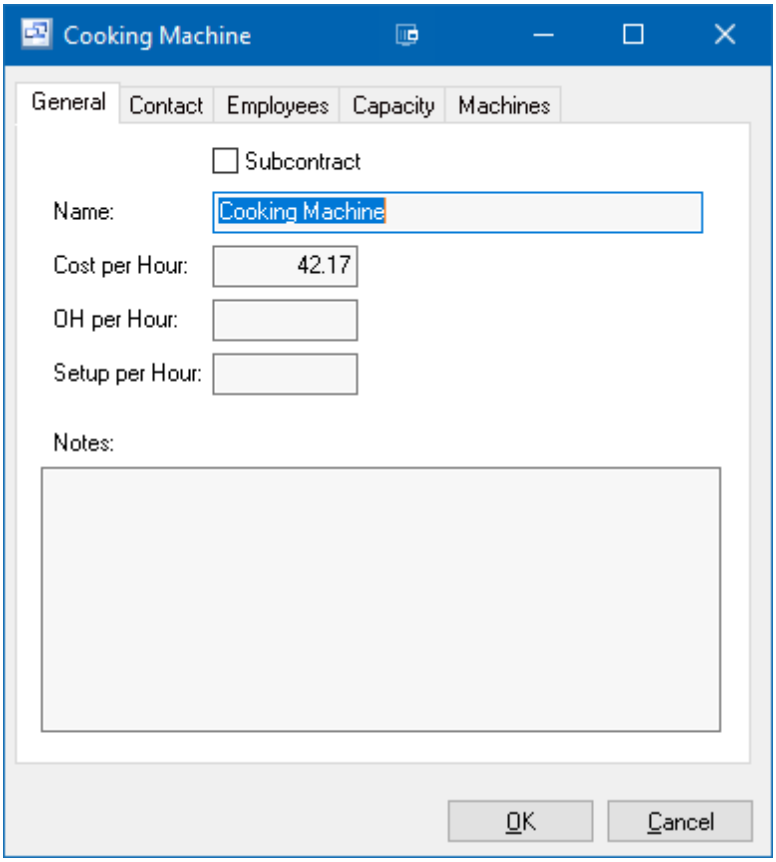

Name
Enter the name of the Work Center or Labor Unit.
Example 1: Baking
Example 2: Large mixing machine
Example 3: Mixing Room

Cost per Hour
Enter the standard labor cost per hour for the work center.

OH per Hour
Enter the Overhead cost per hour for the work center.

Setup per Hour
Enter the Setup labor cost per hour for the work center.

Tip: The Work Center Usage Summary report (Manufacturing | Reports) facilitates setting the standard cost per hour for equipment by showing the total hours used for each resource for the selected date range. If you track the costs for this period, you can then divide by the number of hours.

Employees (tab)
If you need to restrict which employees can enter labor time against a specific work center, you can add those employees in this tab for the work center.

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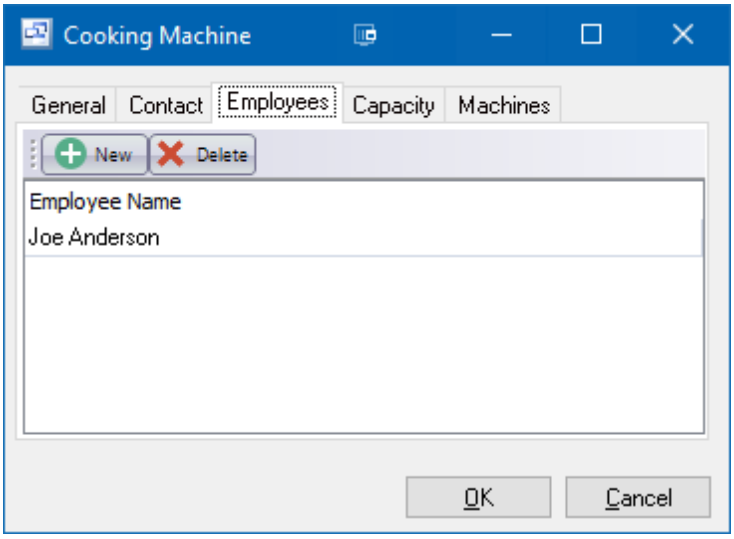
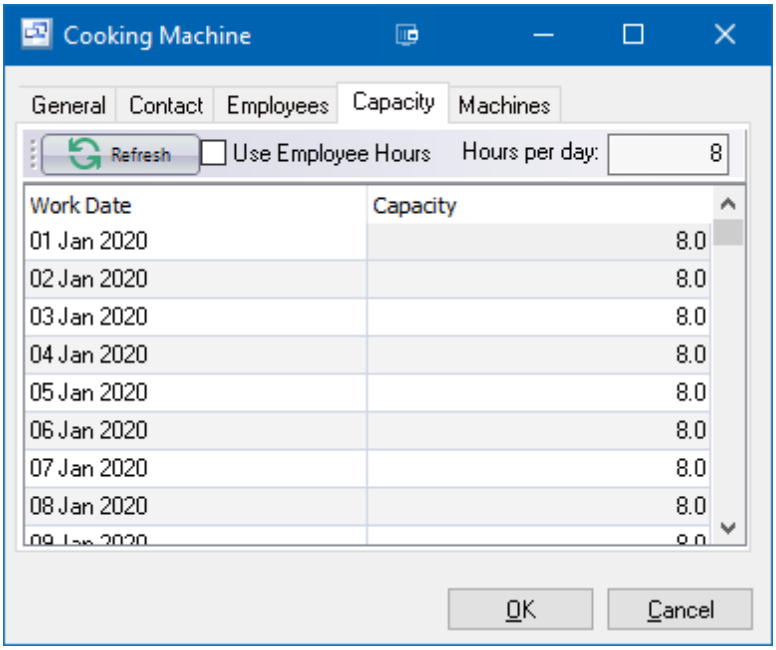


Capacity (tab)
The capacity tab in the work center displays the available work dates (from the work calendar) and the number of labor hours available (capacity) per day. You can enter an Hours per day and Refresh to update the capacity for each day or you can use the assigned Employees hours to have Pilot calculate the available hours per day based on the employee Shift.



Machines (tab)
To reference machines available in the work center, enter the name in this tab. Those machines can then be selected when entering routings with that work center in the Item Routings or Work Order Routings tab.

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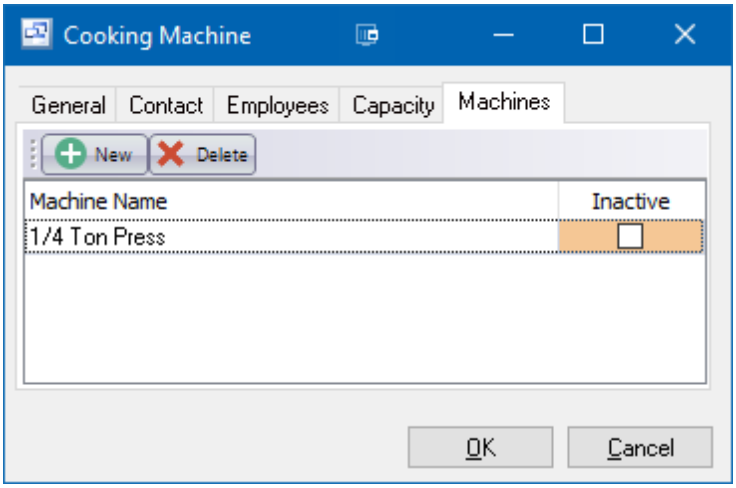
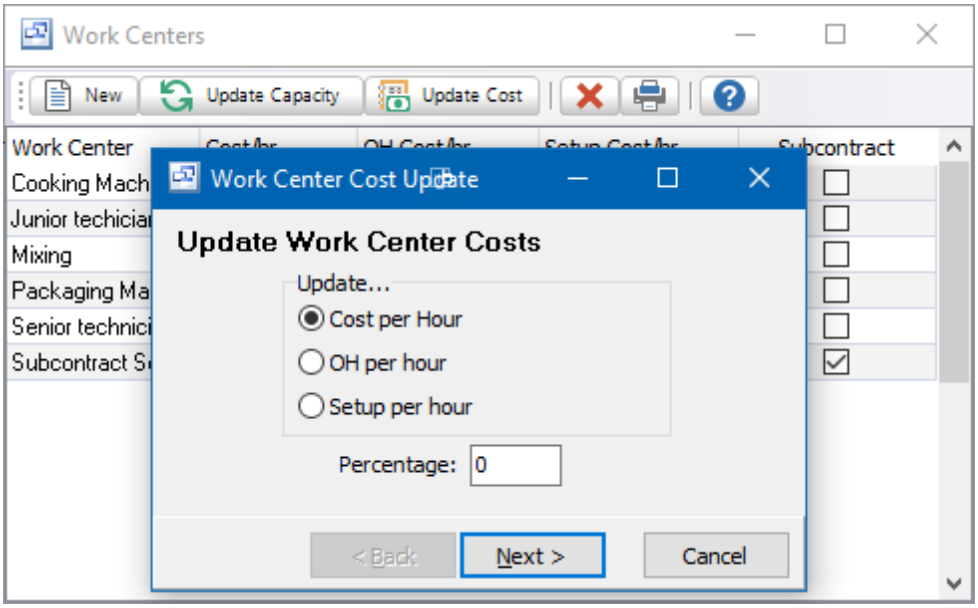


Update Cost (button)
To update the Labor, Overhead or Setup costs for ALL work centers by a percentage, you can use the "Update Cost" button. This will allow you to select which cost you want to update and enter the percentage, then click Next to apply that change.



Update Capacity (button)
If you have recently updated the work calendar or employee shift times, you can update the capacity on all work centers using this button.

7.2.5 Employees

Employees

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Employees can be entered with hourly labor costs for entry against Work Order Routings. These employees can be selected through the Manufacturing > Labor entry screen or in the Routing of the Manufacturing > Receipts screen.

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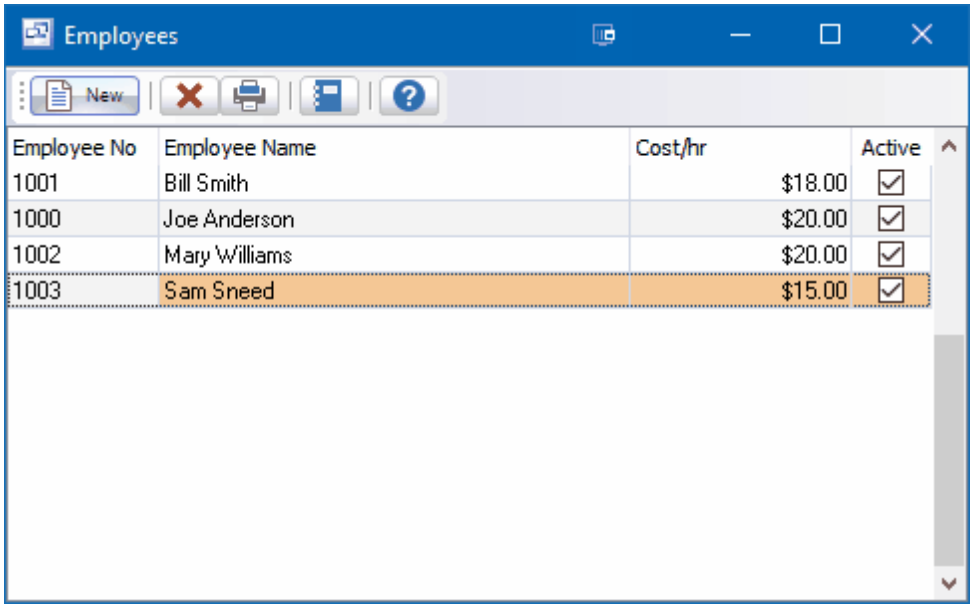
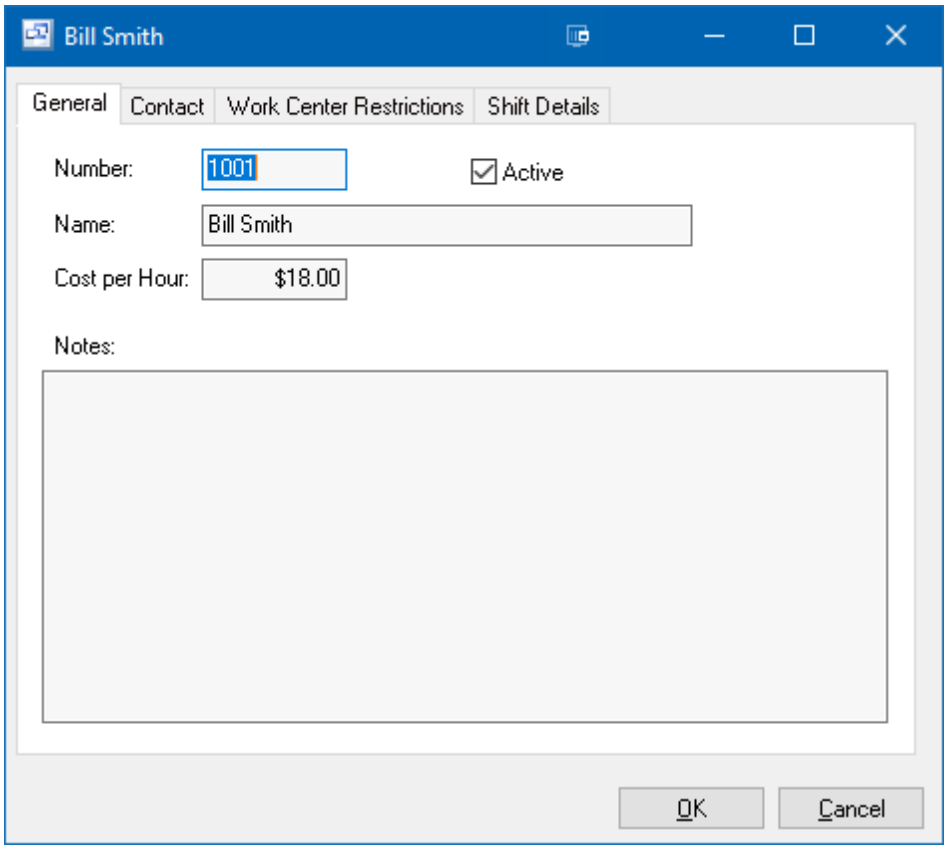


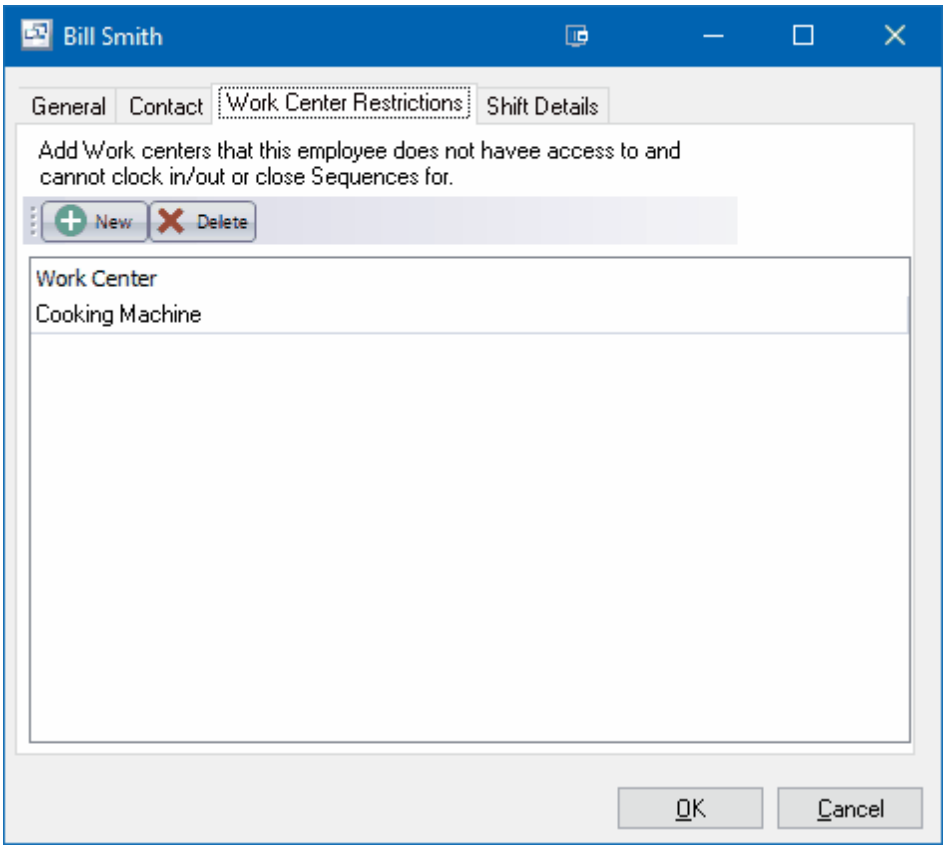
The Employee Detail screen allows you to enter the full employee name, number and hourly labor rate (optional).



Work Center Restrictions

The Employee Work Center Restrictions allow you to control which work centers each employee can

clock into through the Manufacturing > Labor entry screen. Enter work centers which the selected employee is NOT allowed to record time against in labor entry.



Shift Details

The Shift Details screen allows allows you to assign each employee a shift which includes the break times for labor entry. You can also specify the typical number of hours per day and default work center for the employee if appropriate. You can leave the work center blank if they are not assigned to a specific center.

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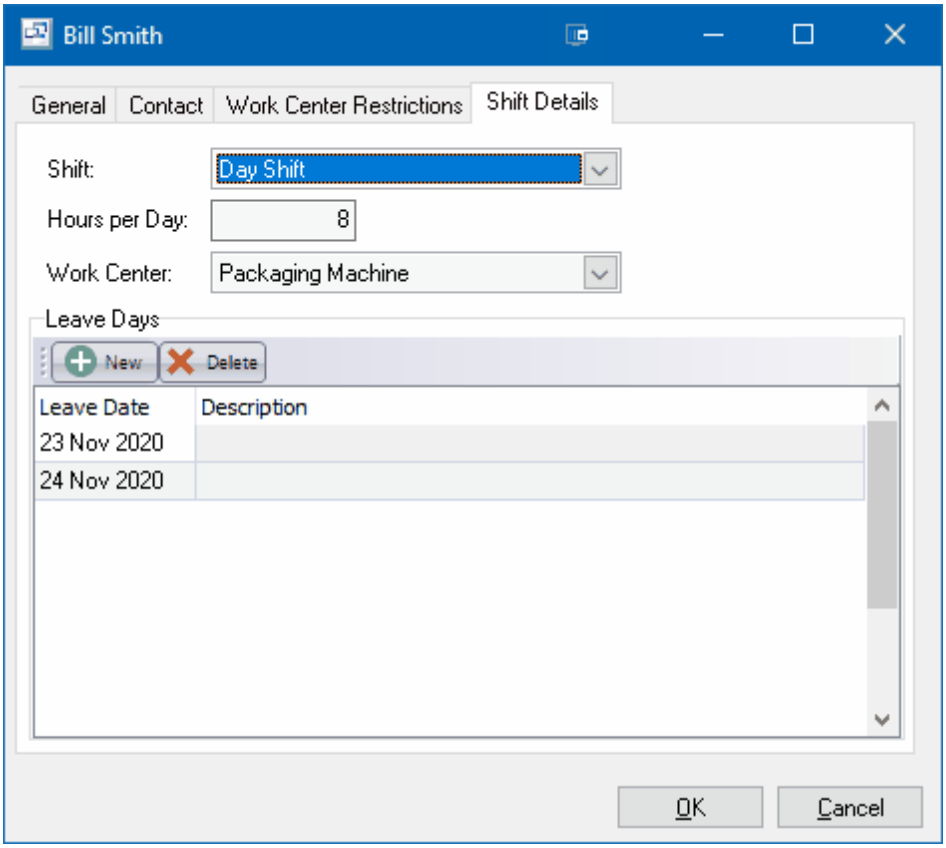

7.2.6 Priority

Priority

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The Priority screen allows you to enter custom status or priority codes to enter against work orders. These priority codes can print on the Shop Traveler and display in the main work order grid. These can be entered as numerals or text depending on how you plan to use the priority field.

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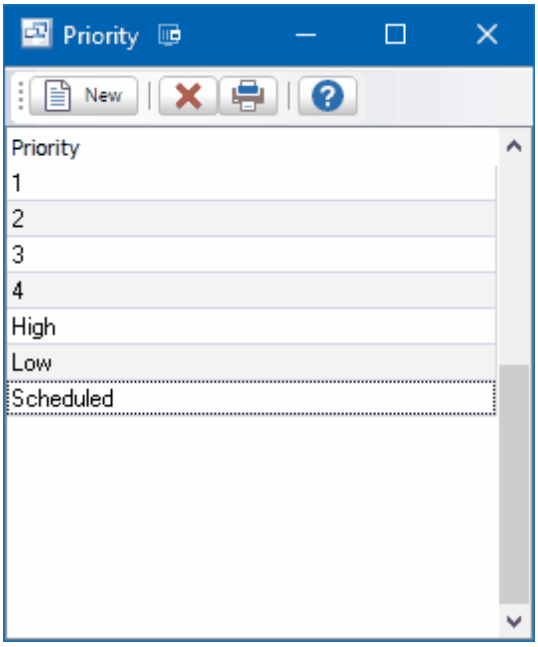
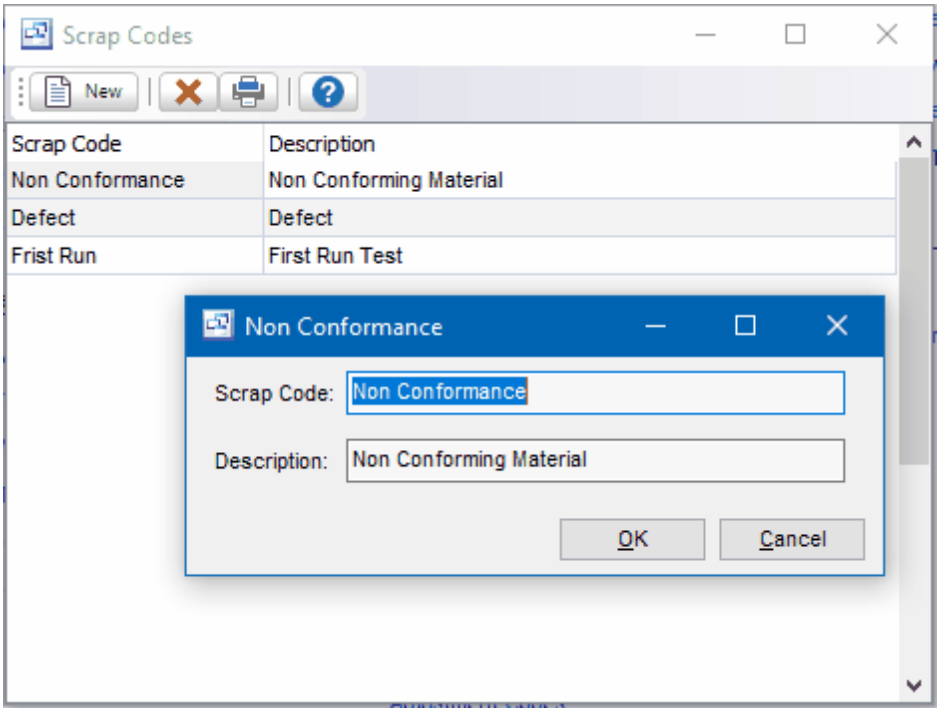


7.2.7 Scrap Codes

Scrap Codes can be created and selected in the Work Order Receipts screen to record incomplete products due to scrapped material.



In the most basic sense, scrap is the discarded material from a manufacturing job. If an automaker is manufacturing a car and has steel leftover after finishing the car, that leftover steel is considered scrap. It's excess material that's not required to manufacture the car. However, scrap can also be a complete batch of parts that needs to be recycled.

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Scrap may also consist of small and otherwise insignificant materials, assuming those materials are leftover and not needed. Metal shavings, for instance, are considered scrap. A couple metal shavings isn't going to place a financial strain on your business. Over time, though, those shavings can add up, costing your business big bucks.

A high scrap rate can negatively affect manufacturing companies in several ways. For starters, it costs money to purchase the scrap materials — money that's not recouped on the manufacturing and/or selling of the product. Furthermore, companies must spend additional time, labor and energy dealing with scrap. Whether the company plans to reuse the excess materials, sell it, recycle it, etc., all of these tasks are laborious and time-consuming.

7.3 Service

7.3.1 Asset Types

Asset Types

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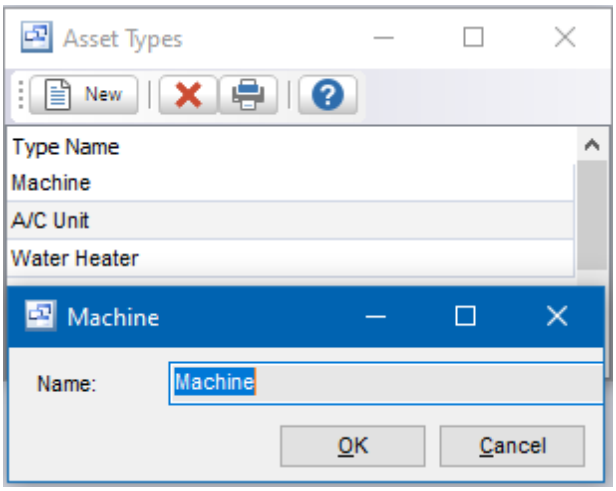
Asset Types allow you to group and categorize your service assets.



7.3.2 Technicians

Technicians

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Employees can be entered as Technicians to apply labor against service jobs.

Cost per Hour allows you to enter your labor cost for the technician.

Billing per Hour is the hourly labor charged to the customer.

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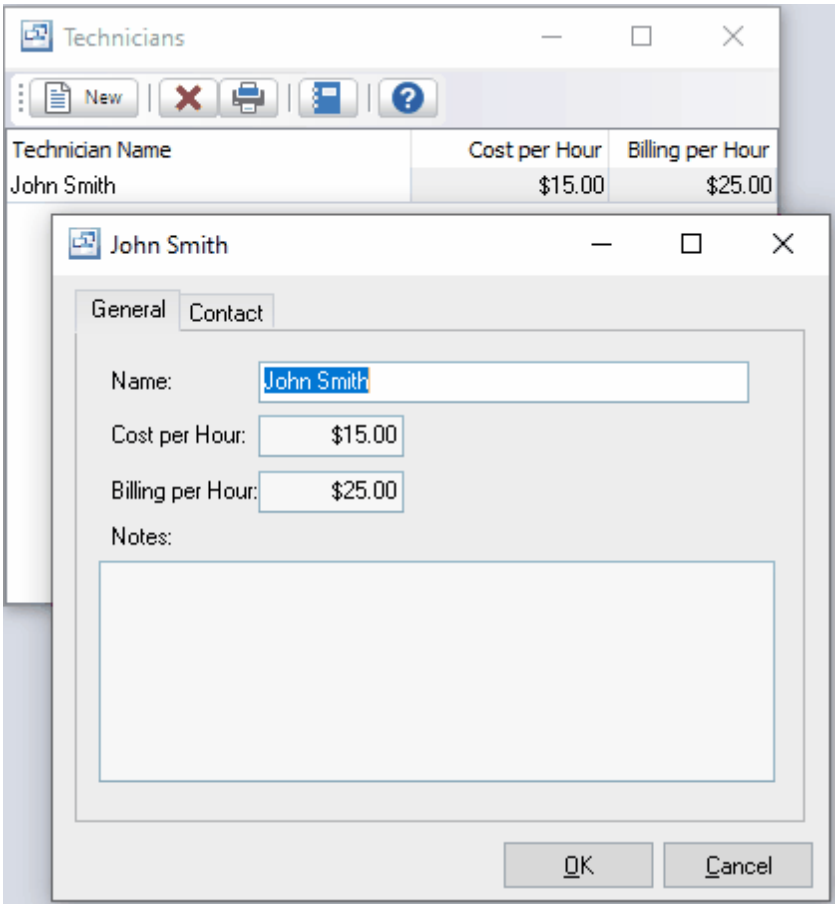

7.3.3 Makes

Makes

Top Previous Next

Enter a list of the manufacturer or trade name of a particular product to be used in the Service Asset screen.

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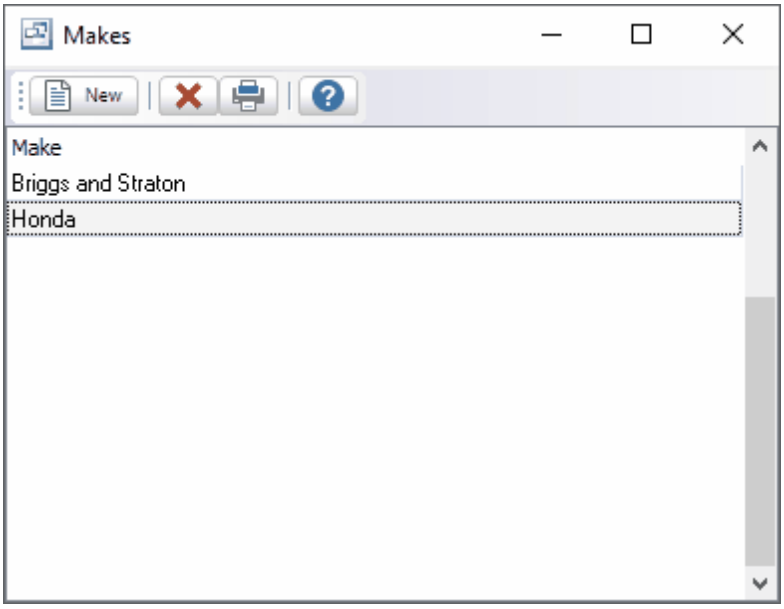

7.3.4 Models

Models

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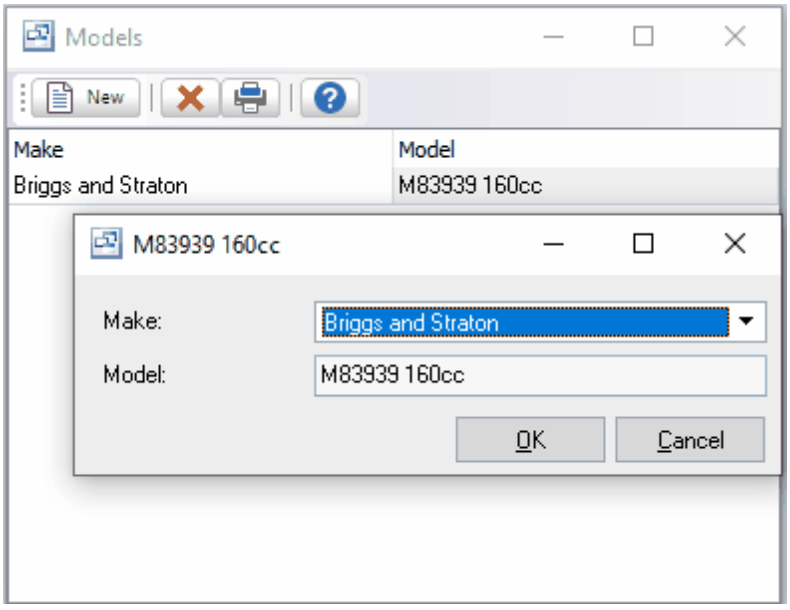
Enter models in this list setup to be assigned to your service assets. The model represents a particular design or version of a product.



7.4 Sales

7.4.1 Sales Order Types

Sales Order Types

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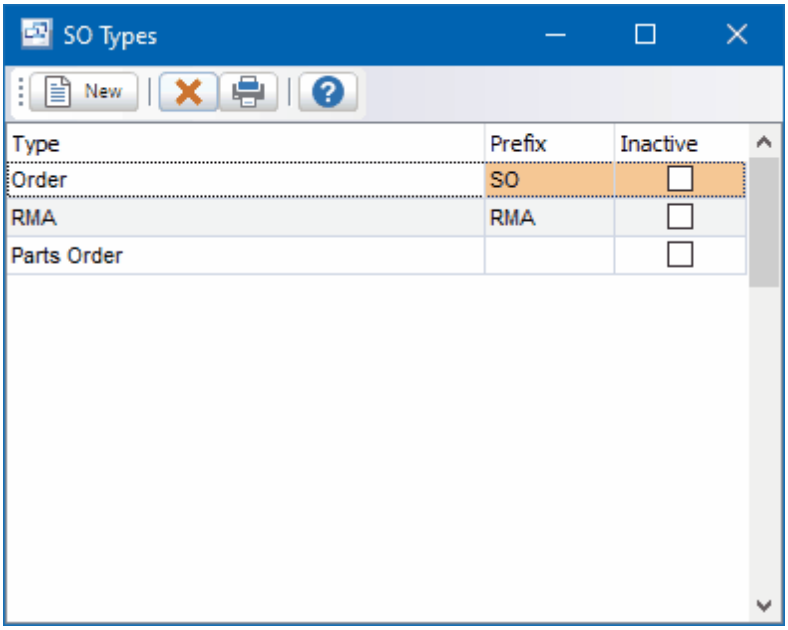
Sales Order Types allow you to classify and group sales orders as well as add a prefix to your sales order number and specify customized forms (Quote, Order, Pick List, Bill of Lading (Packing List), Invoice) for each type. A default sales order type can be specified for your company through the System Setup > Your Company > Sales tab.



To add a new sales order type: click the New button.
To edit a sales order type: double-click the sales order type. Or select the customer type and press Enter
To delete a customer type: select the customer type and click the Delete button.

The menu has options to

- print the list

Sales Order Type Detail

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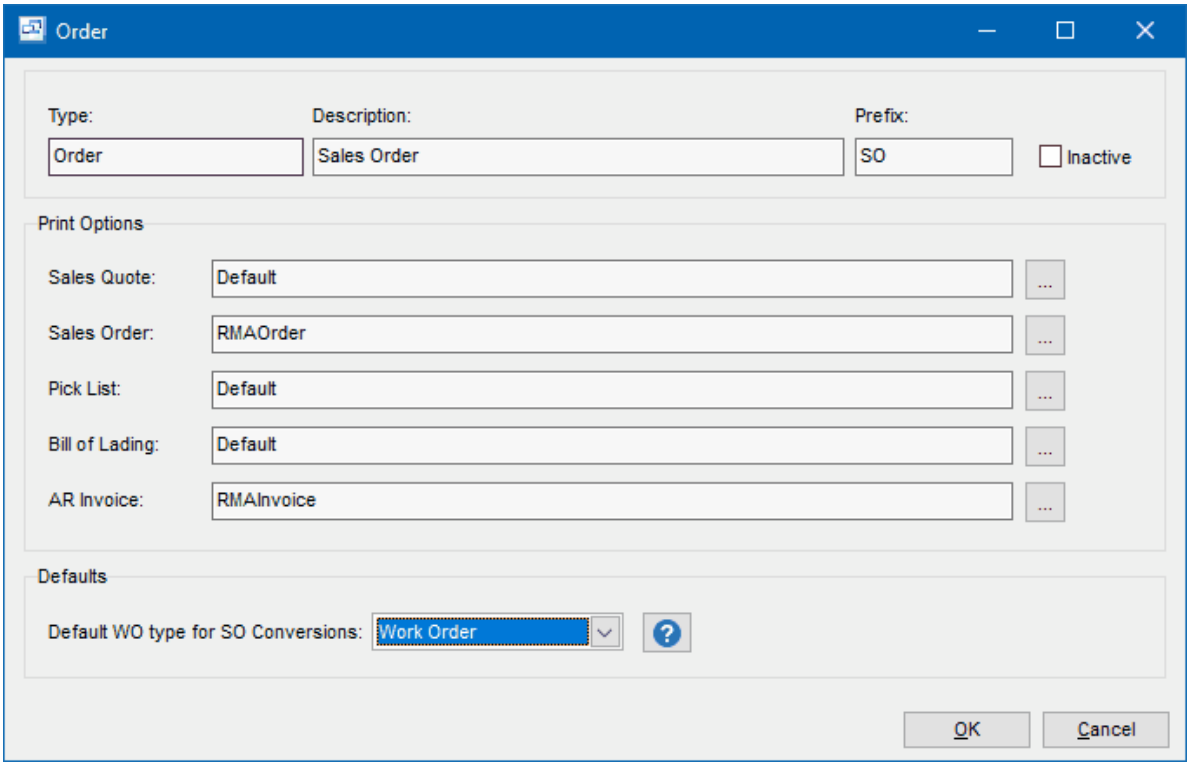

Type
This is the name of the sales order type. This will display on your sales order if selected.

Description
Enter the description of the sales order type.

Prefix
Enter the prefix for the sales order type (optional). This prefix will be added to any sales order number when the type is selected. This prefix can be left blank if you prefer not to add a prefix to your sales order number.

Inactive
Check this option if the sales order type is no longer active and should not be available for selection in the sales order module.

Print Options - Select the custom sales forms for the type. The default form will be used if a custom form is not selected.

Sales Quote
Sales Order
Pick List
Bill of Lading (Packing List)
AR Invoice

Default WO Type for SO Conversions - This setting allows you to select the type of work order assigned when work orders are created directly from a sales order of the selected type using the " Create WO" option.

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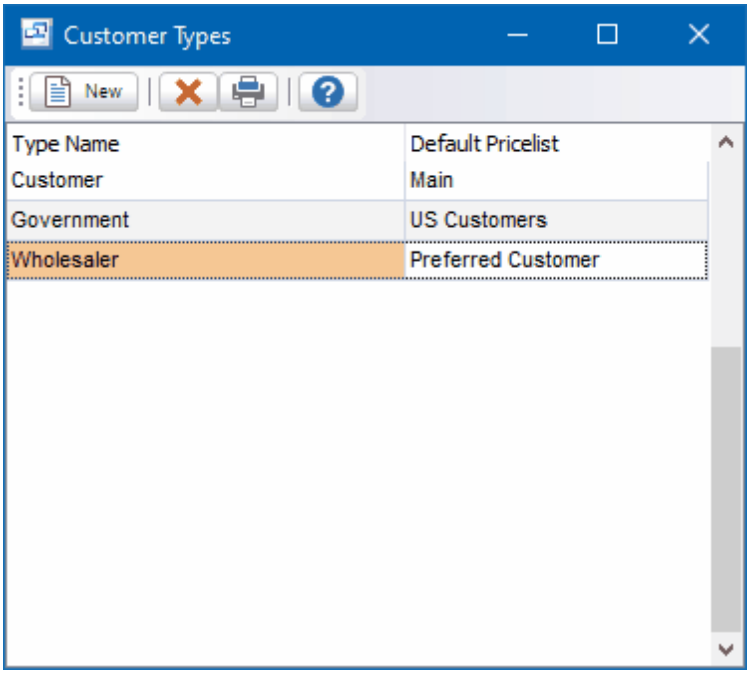
7.4.2 Customer Types

Customer Types

Top Previous Next

System Setup menu.

The Customer Types screen displays customer types in a list.



Customer Types are used to group customers. Example: Food Service, Government, Distributor, etc. This facilitates selecting customers when entering orders, etc., and printing sales analysis reports sorted and/or summarized by customer type.

To add a new customer type: click the New button.
To edit a customer type: double-click the customer type. Or select the customer type and press Enter or click the Edit button.
To delete a customer type: select the customer type and click the Delete button.

You can select a customer type with the mouse or by the keyboard via the Page Up/Down and arrow keys.

The menu has options to
- refresh the data displayed to show changes entered by other users, etc.
- print the list

Fields

Name
Enter the name of the customer type.
Example: Government

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Default Pricelist
The default customer price list for NEW customers can be assigned to the customer type.

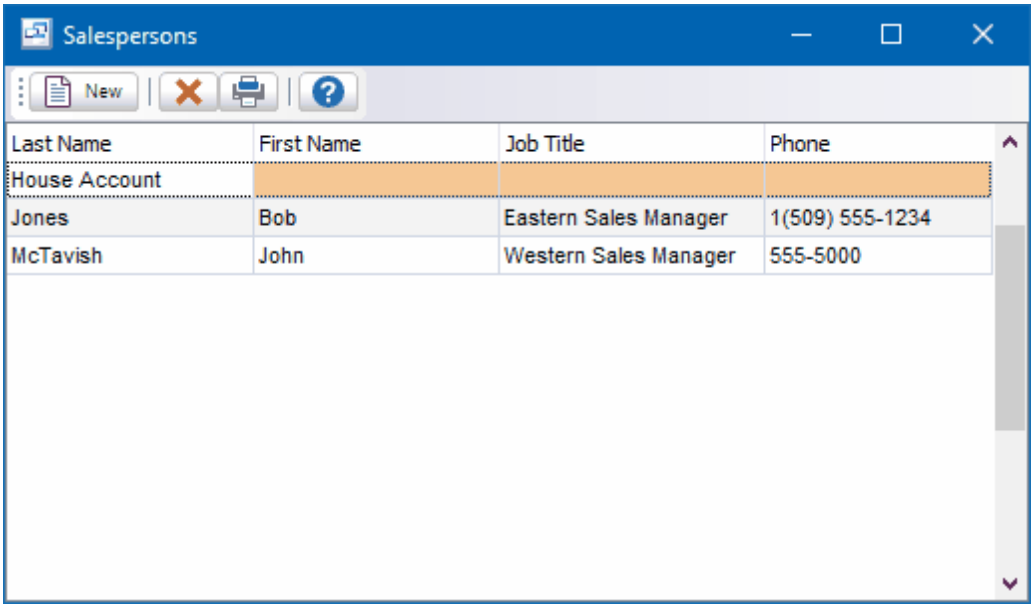
7.4.3 Salespersons

Salespersons

Top Previous Next

System Setup

The Sales Reps screen displays sales reps in a list showing basic contact info.



Sales Reps are assigned to customers to facilitate printing sales analysis reports sorted and/or summarized by sales rep such as may be used to determine sales commissions, etc.

To add a new sales rep: click the New button.
To edit a sales rep: double-click the sales rep. Or select the sales rep and press Enter or click the Edit button.
To delete a sales rep: select the sales rep and click the Delete button.

You can select a sales rep with the mouse or by the keyboard via the Page Up/Down and arrow keys.

The menu has options to
- refresh the data displayed to show changes entered by other users, etc.
- print the list

Tip: To send e-mail (via your e-mail program): select the sales rep, then right-click to display a pop-up menu.

Salesperson Detail

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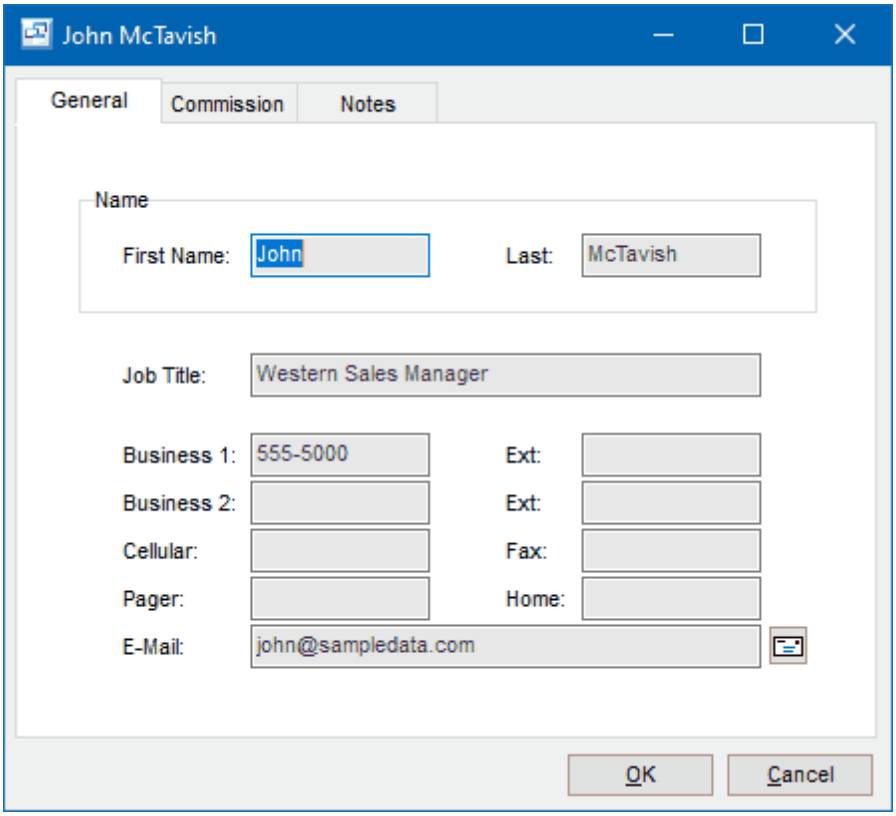

Name
Enter the sales rep's first name and/or last name.

Job Title
The sales rep's job title.

Phone numbers and extensions
You can phone the sales rep at any of the numbers listed.

E-Mail
The sales rep's e-mail address. You can send e-mail (via your e-mail program) to the sales rep by clicking the e-mail button or by right-clicking on the sales reps screen.

Notes
Enter any notes you wish to record here. Right-click to toggle Word Wrap.

Commission

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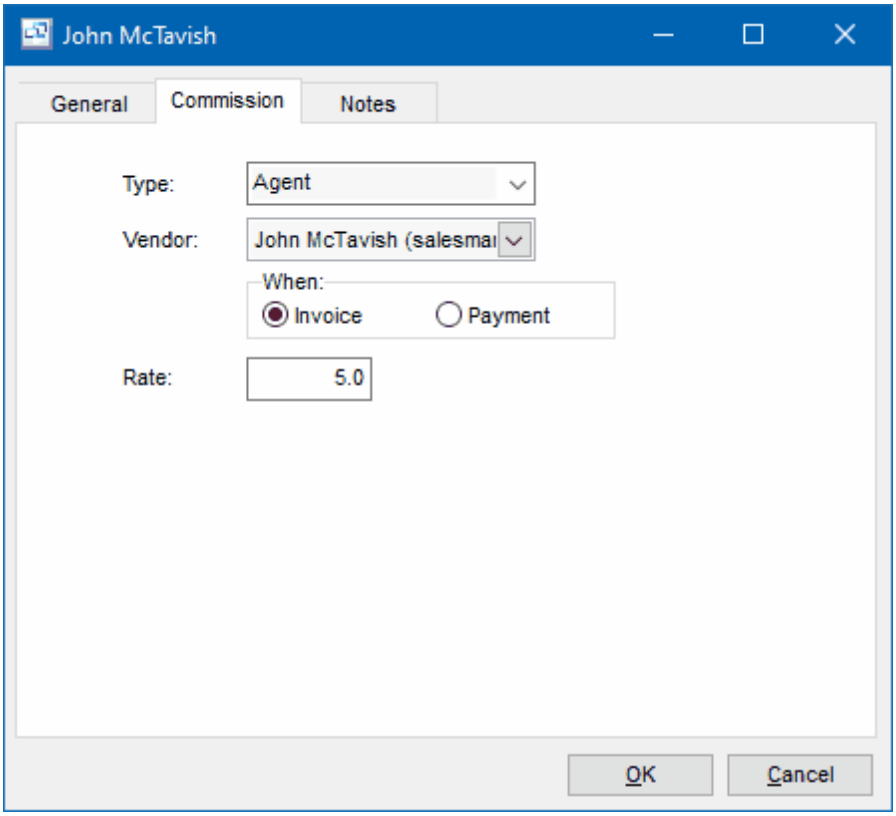

The commission tab allows you to specify the type of salesrep, associated Vendor account for AP Invoices and Payments, the time at which the rep earns the commission (Invoice or Payment) and the percentage Rate of the commission earned.

A Vendor must be selected for each salesperson. If you do not generate commissions and AP Invoices for the salesperson you can set up a general "House" vendor account to assign.

7.4.4 Tax Codes

Tax Codes

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System Setup menu.

The Taxes screen displays sales taxes in a list.

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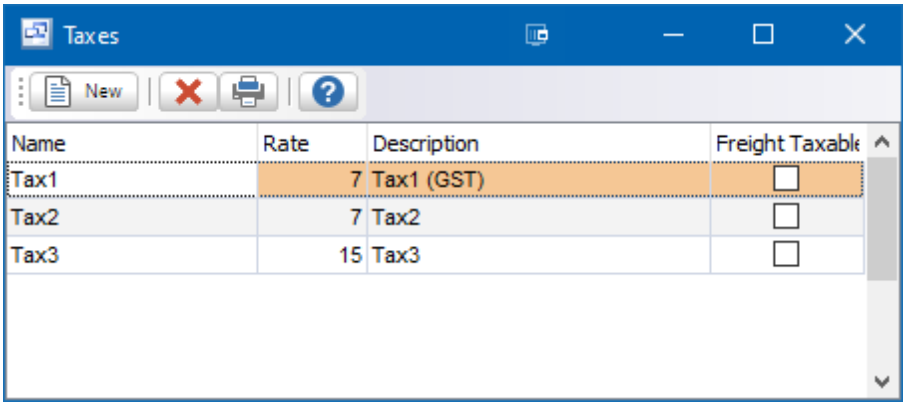
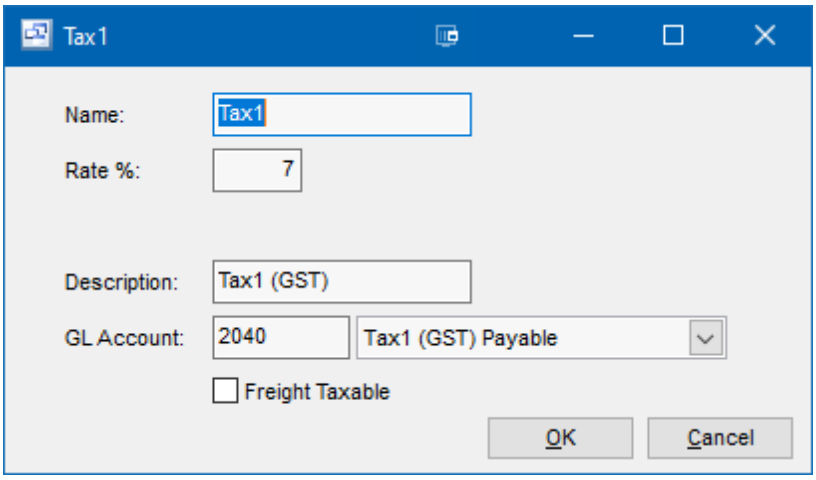


To add a new tax: click the New button.
To edit a tax: double-click the tax. Or select the tax and press Enter.
To delete a tax: select the tax and click the Delete button.

You can select a tax with the mouse or by the keyboard via the Page Up/Down and arrow keys.



Customers can have two tax totals showing on their invoice such as state and local, or federal and provincial. Each tax total corresponds to a tax code. Example: S for state tax, P for provincial tax.

Taxes are automatically added to an AR Invoice for taxable items based on the taxes defined for the customer. Tax is applied on an invoice when an item is taxable. A sales tax is calculated automatically if

- the item is taxable
- and the customer is assigned a tax code
- and the customer doesn't have an exemption number for the tax

All three of the above conditions must apply.

To determine how much sales tax you have charged your customers and must pay to the government, you can run the look up the sales tax GL accounts in the GL Trial Balance Report or the GL Totals screen (Accounting | GL Accounts | GL Totals). Also there is an Invoice Register Report, which shows taxes charged to customers, with totals. You would then create an AP invoice to pay the government and use the sales tax GL accounts, which would then clear the balance in them for the selected period. Remittance of GST or VAT will also include data from purchases entered via AP invoices.

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To see the GL detail for the sales tax accounts, you can use the GL History screen (Accounting | GL Accounts | GL History) for the selected account and period. You can print this via menu File | Print.

Name
Tax Name is used when choosing the applicable taxes for a customer.
Examples: PST - Ontario, SomeState, SomeLocality, VAT.

Tip: If the Tax Name contains the word Quebec (example: PST - Quebec), then the tax rate doesn't print on the AR invoice or quote. This is because GST is PST-taxable in Quebec and allows for the effective rate to be entered, but not printed. Example: if PST is 7.5% and GST is 7%, you can enter the PST rate as 8.025% (based on 7.5% of 100 + 7). If you want to print PST @ 7.5% you can enter that as the Tax Description.

Rate %
Tax rate percentage.
Example: 7.5

Description
Tax Description prints on the invoice footer beside the tax amount.
Examples: State Sales Tax, PST, GST, VAT, or just Tax if there is only one tax.

GL Account
Select the GL account for this tax. If you need to add a new GL account to the drop down list, click the "3 dots" button.

Freight Taxable
If freight is taxable for the selected tax code, checking this box will calculate tax on the freight amount for the order.

7.4.4.1 GST and VAT Taxes

GST and VAT Taxes

Top Previous Next

The sample data that comes with Pilot ERP illustrates how to deal with GST or VAT. There are 2 GL accounts 1195 "GST Receivable" (an asset) and 2040 "GST Payable" (a liability). You can of course use different account numbers and names for your data.

1195 "GST Receivable" is used for AP vendor (supplier) invoices and is called "receivable" since you receive a credit from the government. An AP invoice would typically have one or more expense GL accounts, and the GST or VAT entered to 1195 "GST Receivable". On AP invoices you enter the tax separately, it's not calculated automatically.

2040 "GST Payable" is used for AR customer invoices and is called "payable" since you have to pay it to the government. On AR invoices sales taxes are calculated automatically and posted to the appropriate GL accounts.

To determine how much GST or VAT you must pay to the government, you use either the GL Trial

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Balance Report, or the GL Totals screen (Accounting | GL Totals). It would be the net of the 2 above accounts. You would create an AP invoice to pay the government and use the GST/VAT GL accounts, which would then clear the balance in them for the selected period.

To see the detail for the GST/VAT accounts, you use the GL History screen (Accounting | GL History) for the selected account & period.

There is an Invoice Register Report, which shows taxes charged to customers, with totals. This is at Reports | Sales | Sales Invoice Register.

7.4.5 Carriers

Carriers

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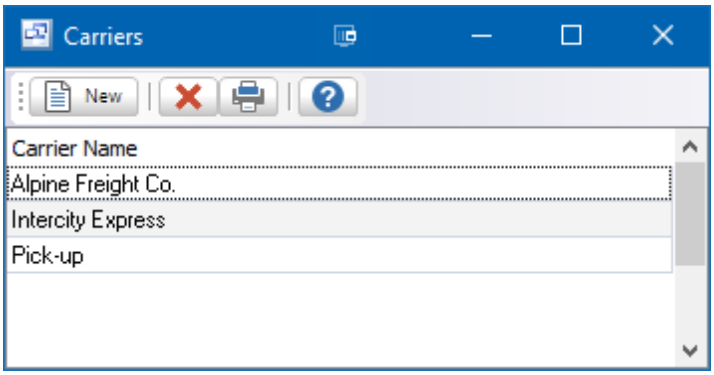
System Setup | Carriers

The Carriers screen displays carriers in a list.



Carriers are transportation companies used to deliver items to customers. Also if customers come to you to pick up their orders you should also set up a carrier for that, such as “Pick-up”.

To add a new carrier: click the New button.
To edit a carrier: double-click the carrier. Or select the carrier and press Enter.
To delete a carrier: select the carrier and click the Delete button.

You can select a carrier with the mouse or by the keyboard via the Page Up/Down and arrow keys.

The menu has options to
- refresh the data displayed to show changes entered by other users, etc.
- print the list

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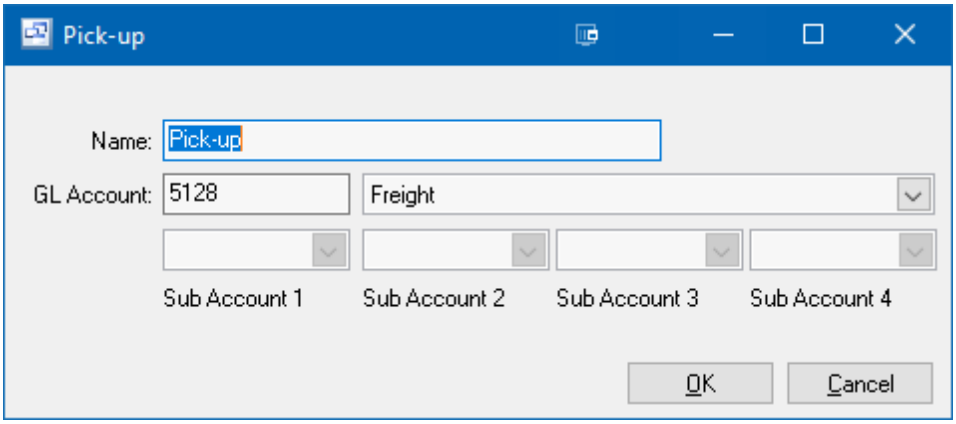

Name
Enter the name of the carrier.
Example 1: Intercity Freight Co.
Example 2: Pick-up

GL Account
Enter the GL account code associated with freight charged for this carrier.

Sub-Accounts
If you use Sub Accounts on your GL Chart of Accounts, you can select up to 4 sub accounts here.

7.4.6 Freight

Freight

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System Setup | Freight

The Freight screen displays Freight Payment Methods in a list. This feature allows you to define the method of paying for fright charges on shipments and deliveries.

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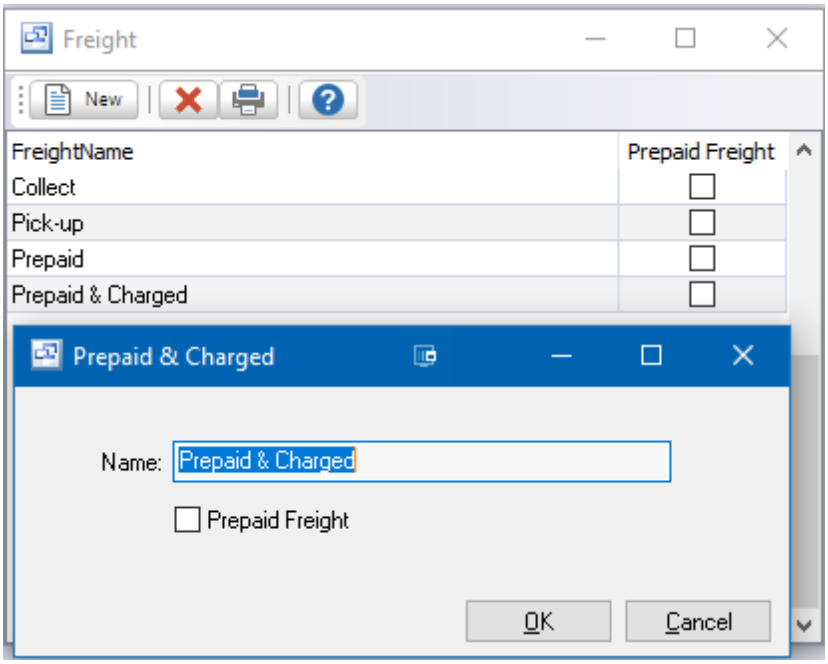

There are four default freight payment methods automatically set up in Pilot. however, you may edit or create your own freight payment methods as needed.

- Prepaid (seller pays shipping company)
- Prepaid and Charge (seller pays shipping company, and bills customer)
- Collect (customer pays shipping company)
- Pick-up (customer picks up, nobody pays)

Tip: You can enter the 1st letter or use the down or up arrow keys to select.

To add a new Freight method: click the New button.
To edit a Freight method: double-click the freight method. Or select the freight method and press Enter
To delete a Freight method: select the freight method and click the Delete button.

You can select a freight method with the mouse or by the keyboard via the Page Up/Down and arrow keys.

The menu has options to

- refresh the data displayed to show changes entered by other users, etc.
- print the list

Name
Enter the name of the freight method.
Example 1: FOB New York.
Example 2: Pick-up

Prepaid Freight
If this is a "Pre-paid" freight method you can check this box. If that freight method is selected, it will prompt the employee entering the shipment to add the freight charge.

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7.4.7 Price Lists

Price Lists

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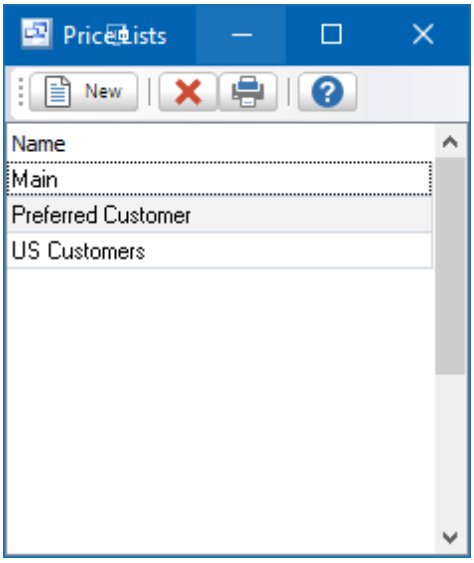
System Setup | Price Lists

The Price Lists screen displays price list names.



To add a new price list you first enter the name here and then enter item prices for this price list.

When entering a sales order or AR invoice the default price for each item depends on the price list specified for the customer. Example: Main, Preferred Customer, Government, Distributor, etc. Even a custom price list for this one customer. On new customers this defaults to the default price list on Your Company.

To add a new price list: click the New button.
To edit a price list name: double-click the price list. Or select the price list and press Enter or click the Edit button.
To delete a price list and all prices for that price list: select the price list and click the Delete button. (Only allowed if the price list isn't specified for any customers or as the company default).

You can select a price list with the mouse or by the keyboard via the Page Up/Down and arrow keys.

The menu has options to
- refresh the data displayed to show changes entered by other users, etc.
- print the list of names

Name
Enter the name of the price list.
Example 1: Main

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Example 2: Preferred Customer

7.4.8 Prices/Price Breaks

Prices/Price Breaks

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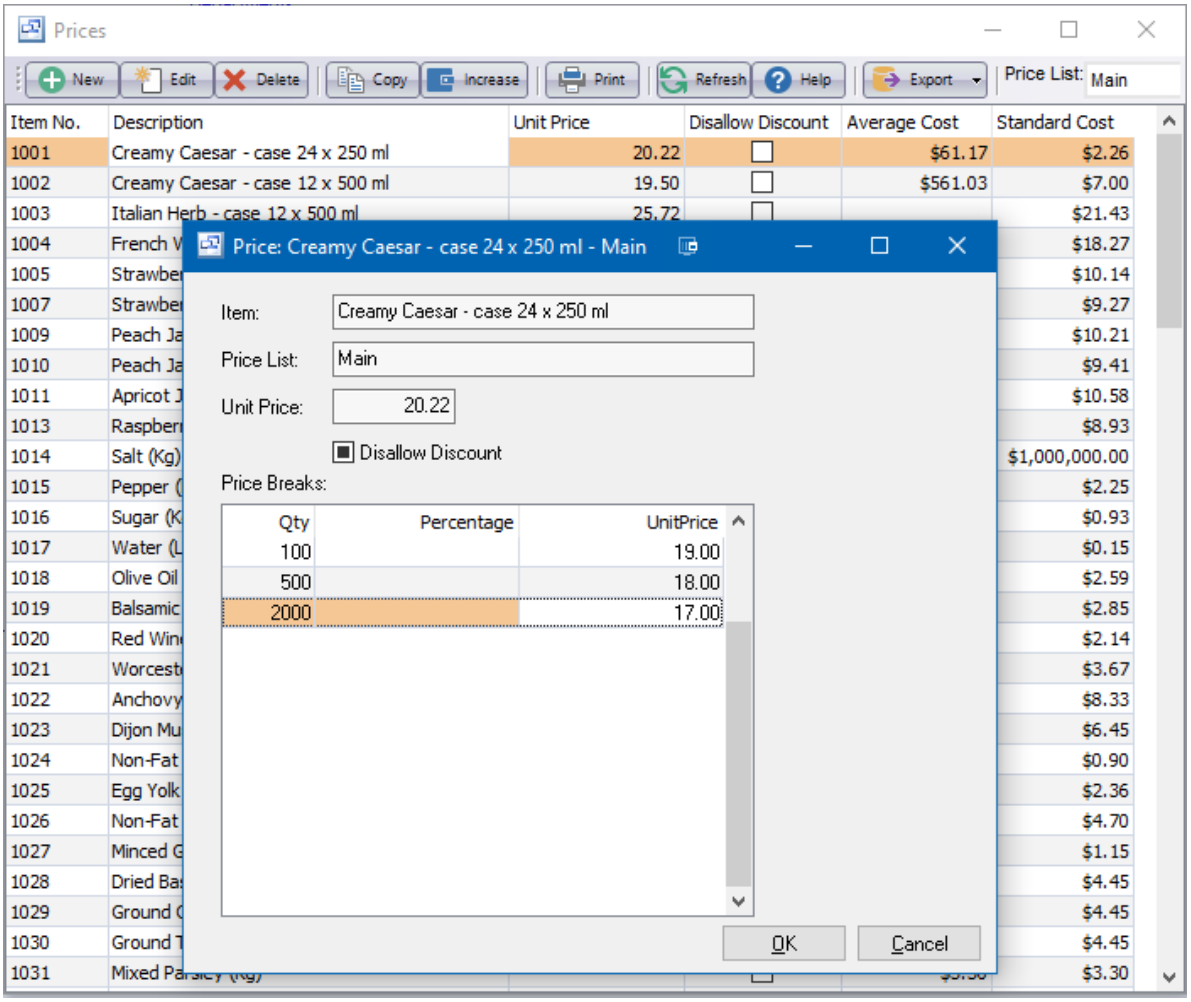
The Prices and Quantity Price Break screen allows you to enter the pricing for price lists in the system. Enter Quantity price breaks for items with volume based pricing.



7.4.9 Discount Codes

Discount Codes

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Discount Codes can be created with percentage discounts. These discounts can be assigned to customer through the Customer Pricing/Discounts screen.

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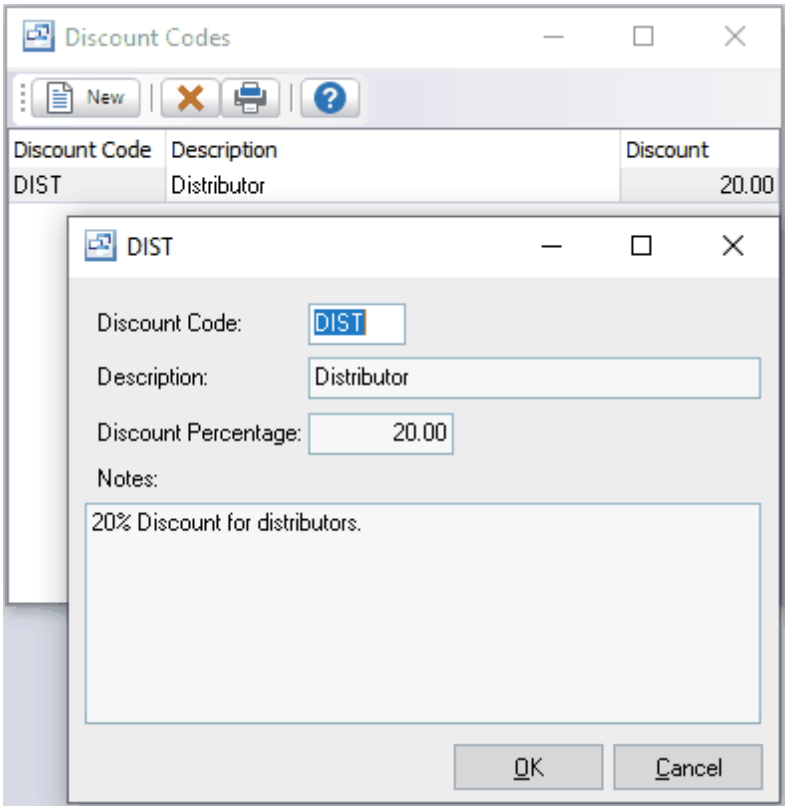

7.4.10 Contract Pricing

Contract Pricing

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Contract pricing can be entered for specific Items and Customers which overrides the Price List pricing for that item.

A standard Unit Price can be entered along with quantity price breaks. These contract prices and price breaks will override the pricing set up on the default price list for the customer on that item.

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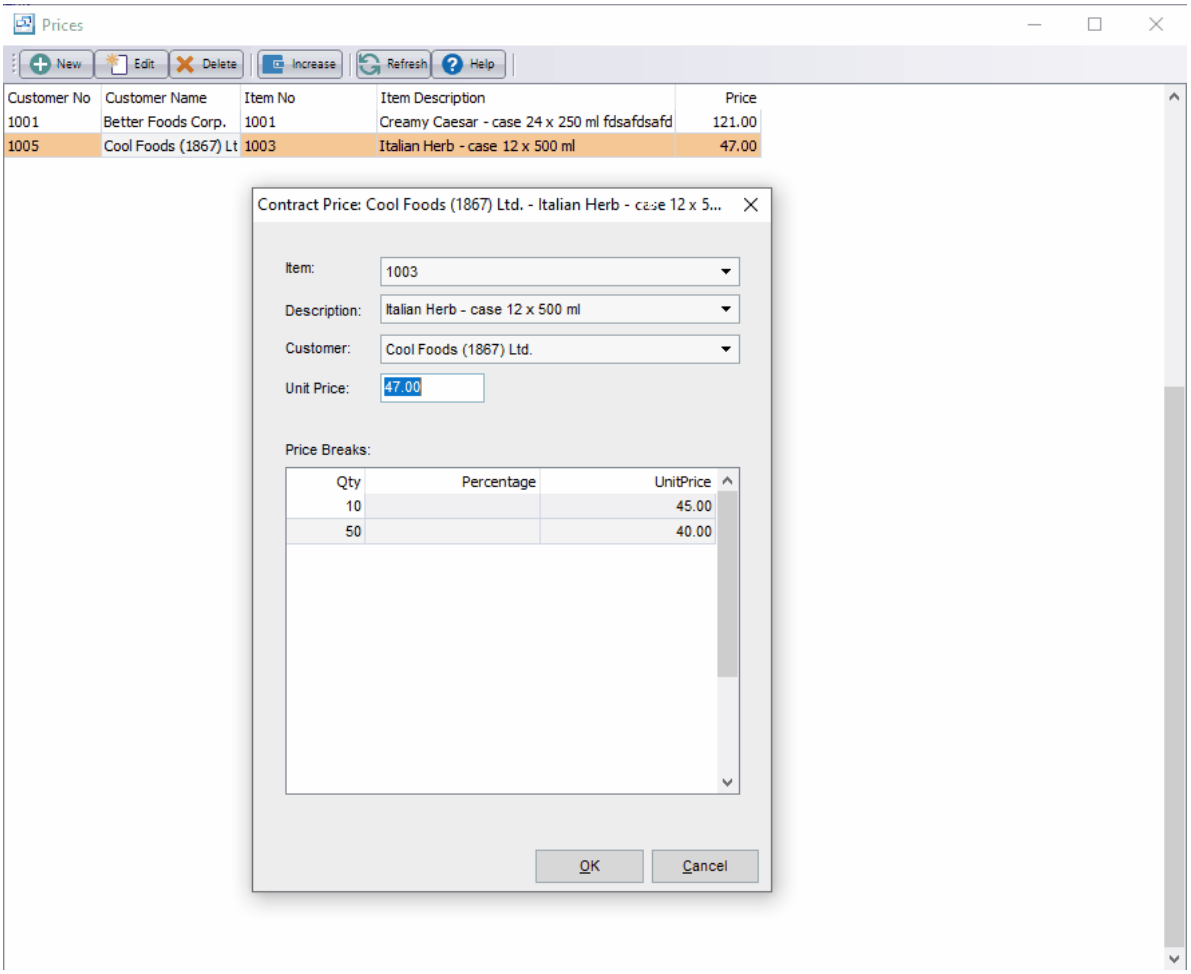

- To create a new contract price click the New button.
- To edit an existing contract price, select it in the contract pricing grid and click the Edit button.
- To delete an existing contract price, select it in the contract pricing grid and click the Delete button.

NOTE: Contract pricing for specific items can also be viewed in the Inventory - Item - Pricing/ Discounts screen. Contract pricing for specific customers can also be viewed in the Sales - Customers - Pricing/Discounts screen.

7.4.11 Volume Discount

Volume Discount

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Volume discounts can be entered for items where discounts apply based total order price rather than the quantity sold. If the discount is based on the quantity sold, you can set up quantity price breaks for the item under the price list or contract pricing. The volume discounts are assigned by customer type. The discount will only be applied to customers of the type listed in the volume discount screen.

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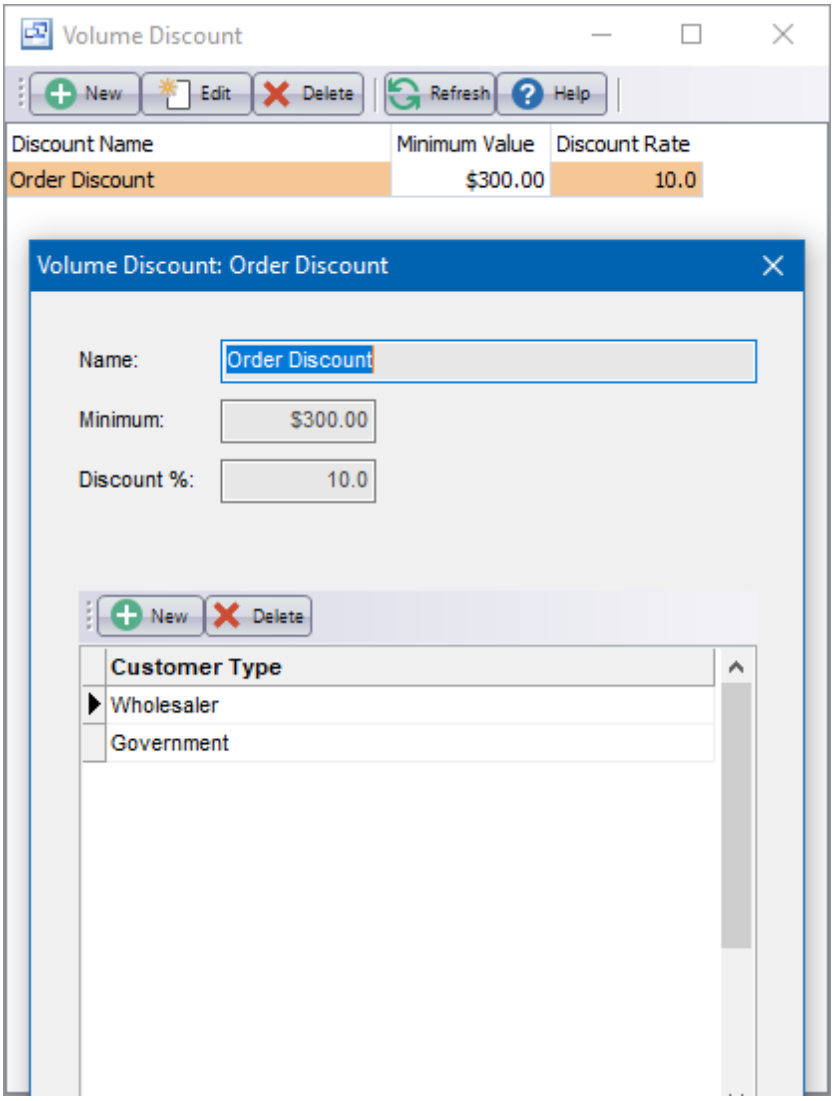

Fields

Name
Name of the volume discount rule.

Minimum
The minimum amount of the total order value for the volume discount.

Discount %
The discount percentage to be applied to the entire order if the amount is over the minimum.

Customer Type
The customer types for which the volume discount applies.

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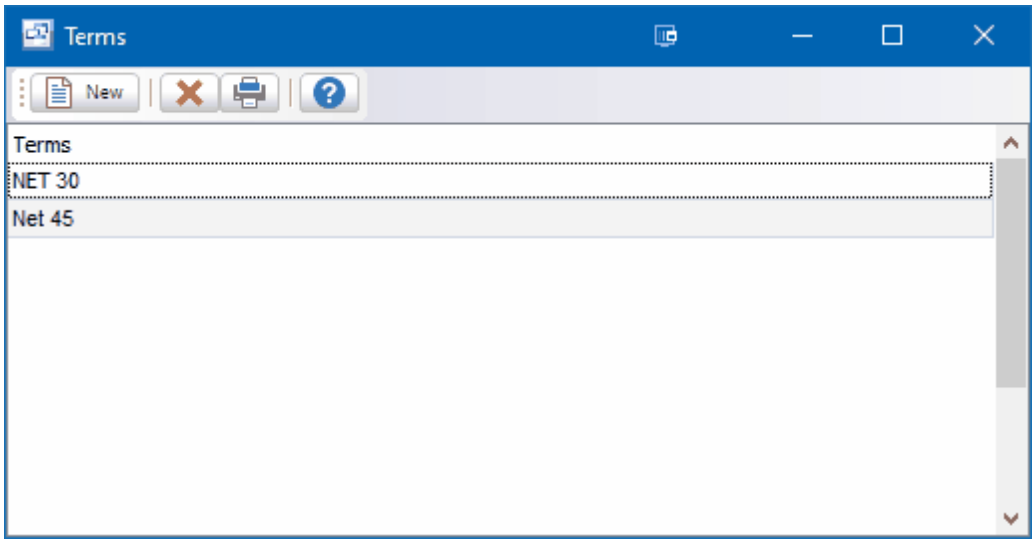
7.4.12 Customer Terms

Customer Terms allow you to set up standard company payment terms for customers. These terms can be assigned to each customer through the Customer card - Terms/Sales tab. The terms rules for Discount %, Discount Days, Net Days, etc. still need to be set up for each customer. You can set up default customer terms and terms rules for new customers under the Setup - Your Company - AR Options screen.



Sales - Customers - Terms/Sales

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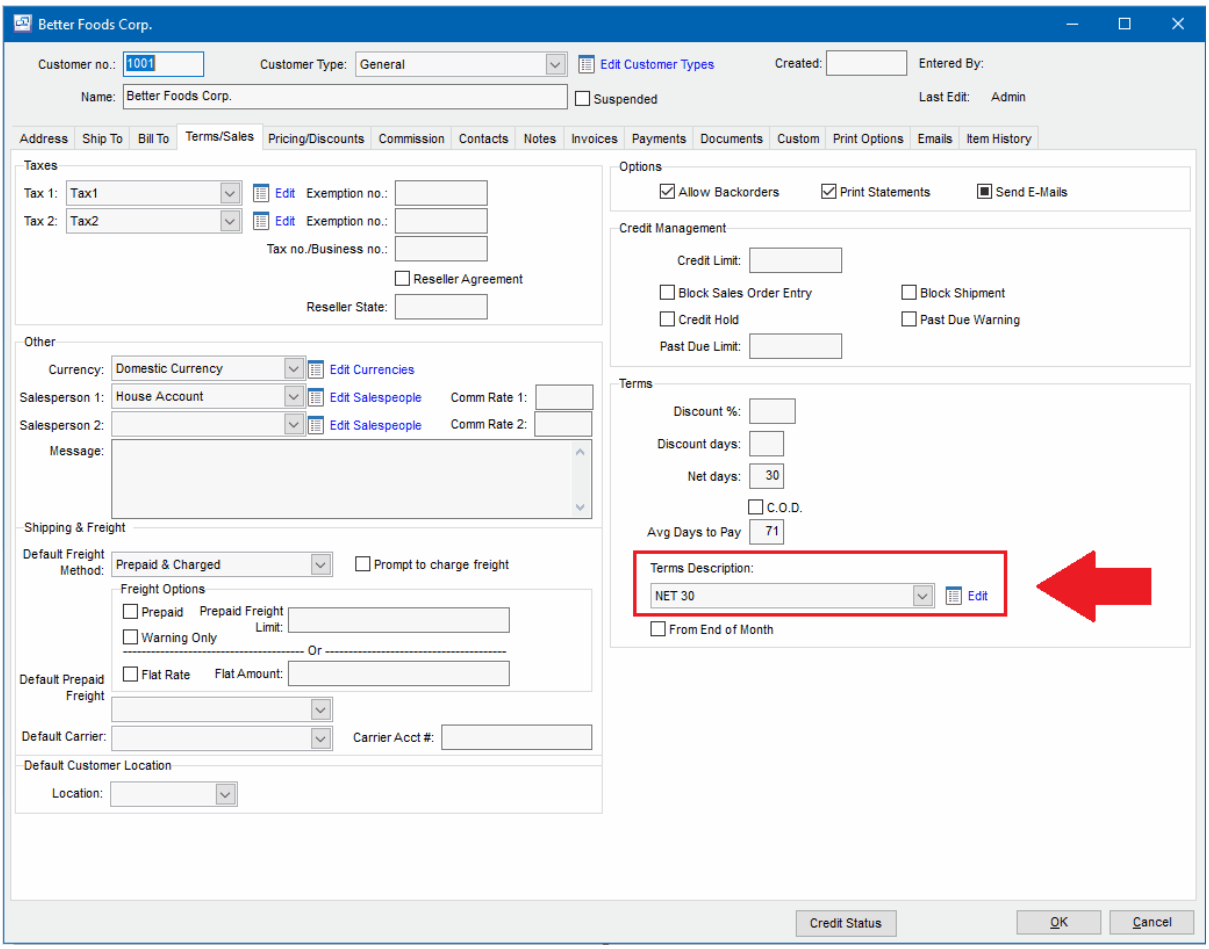

7.4.13 Sales Category

(System Setup - Sales - Sales Category)

Sales Categories can be set up to identify and categorize sales for searching and reporting. The Sales Report "Invoice Profit Analysis" data view includes the Sales Category for each sales order. The sales category is an optional field and is not required on sales orders.

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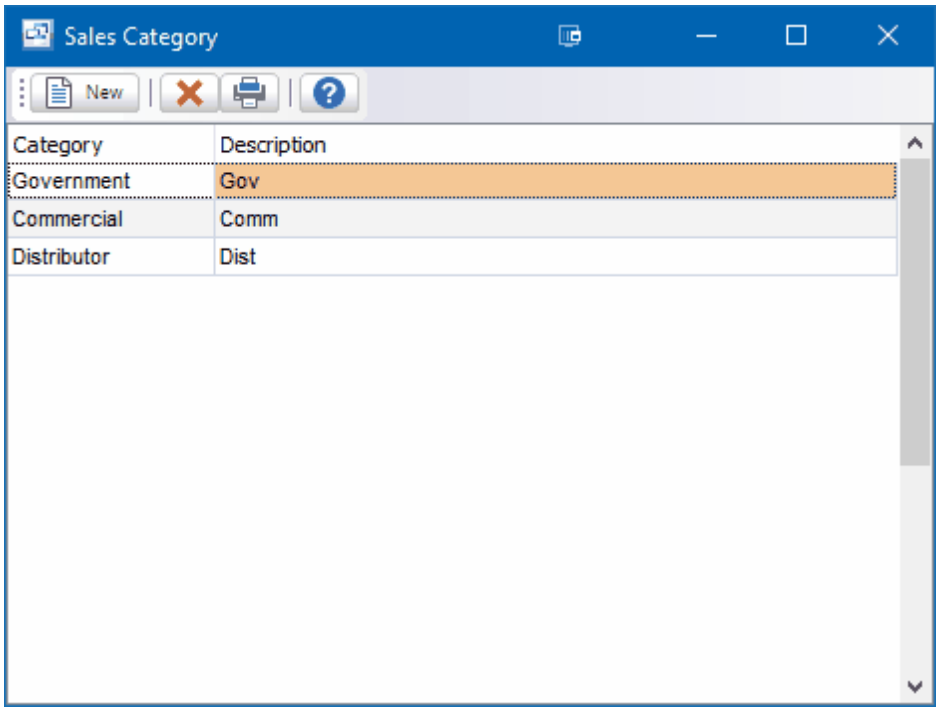

7.5 Inventory

7.5.1 Item Types

Item Types

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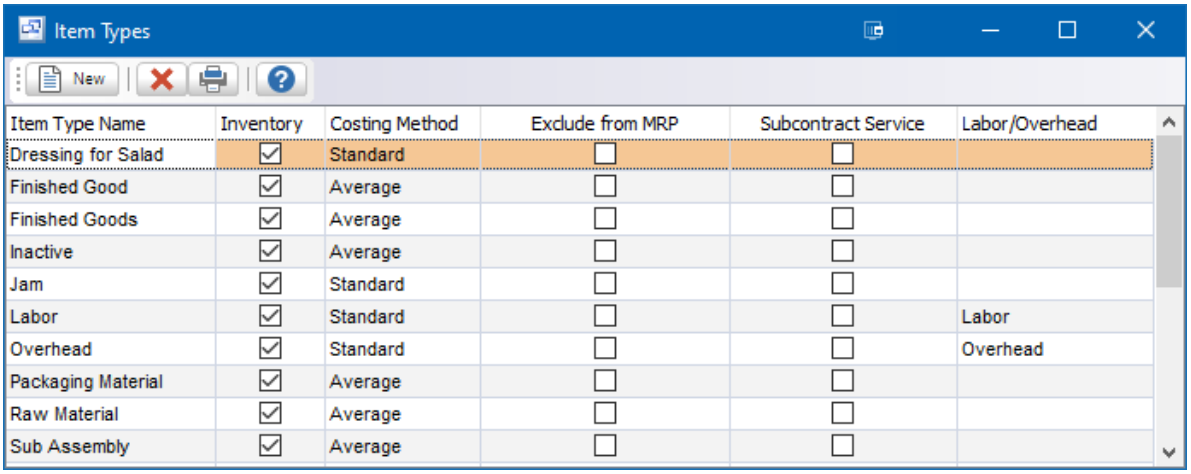
System Setup | Item Types

The Item Types screen displays item types in a list.



Item Types are used to group items. Example: Raw Material, Packaging Material, Widgets, Brackets, Sundry, Labor, etc. This facilitates selecting items when entering orders, etc., and printing reports sorted and/or summarized by item type. You specify on the Item Type which costing method should

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be used and whether items in the Item Type are inventory items.

To add a new item type: click the New button.
To edit an item type: double-click the item type. Or select the item type and press Enter.
To delete an item type: select the item type and click the Delete button.

You can select an item type with the mouse or by the keyboard via the Page Up/Down and arrow keys.

Name
Enter the name of the item type.
Example 1: Widgets
Example 2: Labor
Example 3: Miscellaneous charges (freight, etc.)

Inventory
Check here if this item type is for inventory items. Or uncheck if this item type is for labor or miscellaneous charges, which should be excluded from inventory reports and not have Cost of Goods Sold and Inventory GL entries on JVs created when posting AR invoices.

Costing Method
If this is an inventory item type, select the costing method to be used: Weighted Average Cost or Standard Cost. This is used for the Cost of Goods Sold and Inventory GL entries on JVs created when posting AR invoices. Also it is used for reports showing inventory value.
Example 1: Manufactured items = Standard Cost.
Example 2: Items purchased for resale = Weighted Average Cost.

Exclude from MRP
Check this option if you wish to exclude the item type from MRP generation.

Subcontract Service
Check this option if the item type is used for outside subcontract services. These items can entered in the Bill of Material and work order, then a purchase order can be generated through the Buy for Work Order feature. The cost of these items will be automatically issued to the work order when the PO inventory receipt is posted.

Labor/Overhead
If you are using an item in the Bill of Materials for Labor or Overhead costing rather than the labor routings, you can define the item type as Labor or Overhead here. This is for Non-Inventory item types only.

7.5.2 Location Groups

If you have multiple manufacturing and/or warehouses, Location Groups allow you to create groups of inventory locations for use in MRP.

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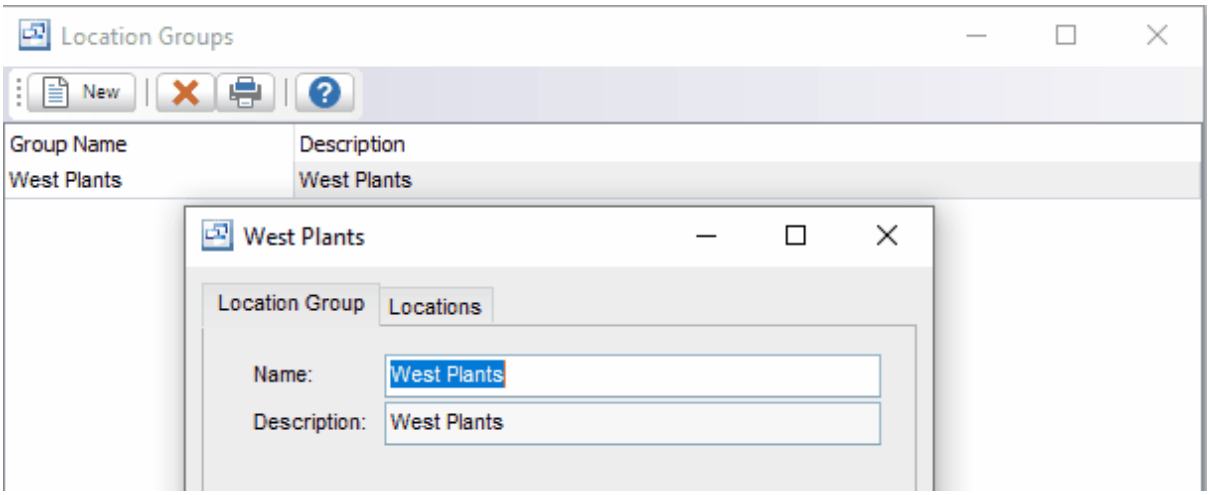
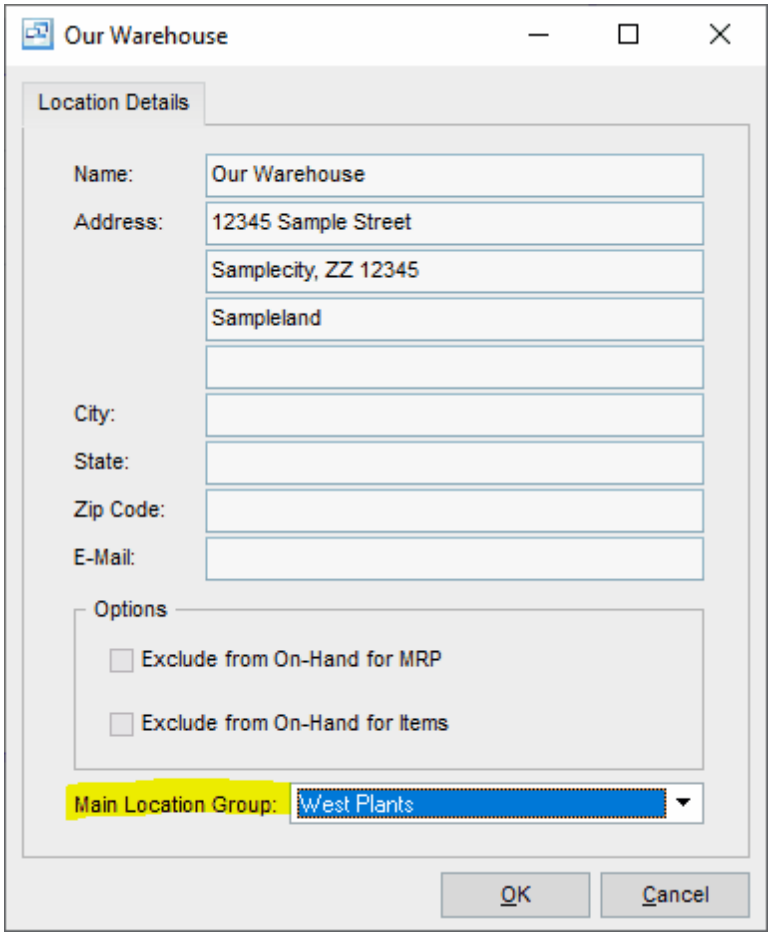


After setting up location groups, those groups can be assigned to locations through the Setup - Inventory - Locations tab.



To activate location groups in MRP, you will need to select the "Run MRP by Inventory Locations" in the the Setup - Your Company - Manufacturing tab.

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7.5.3 Locations

Locations

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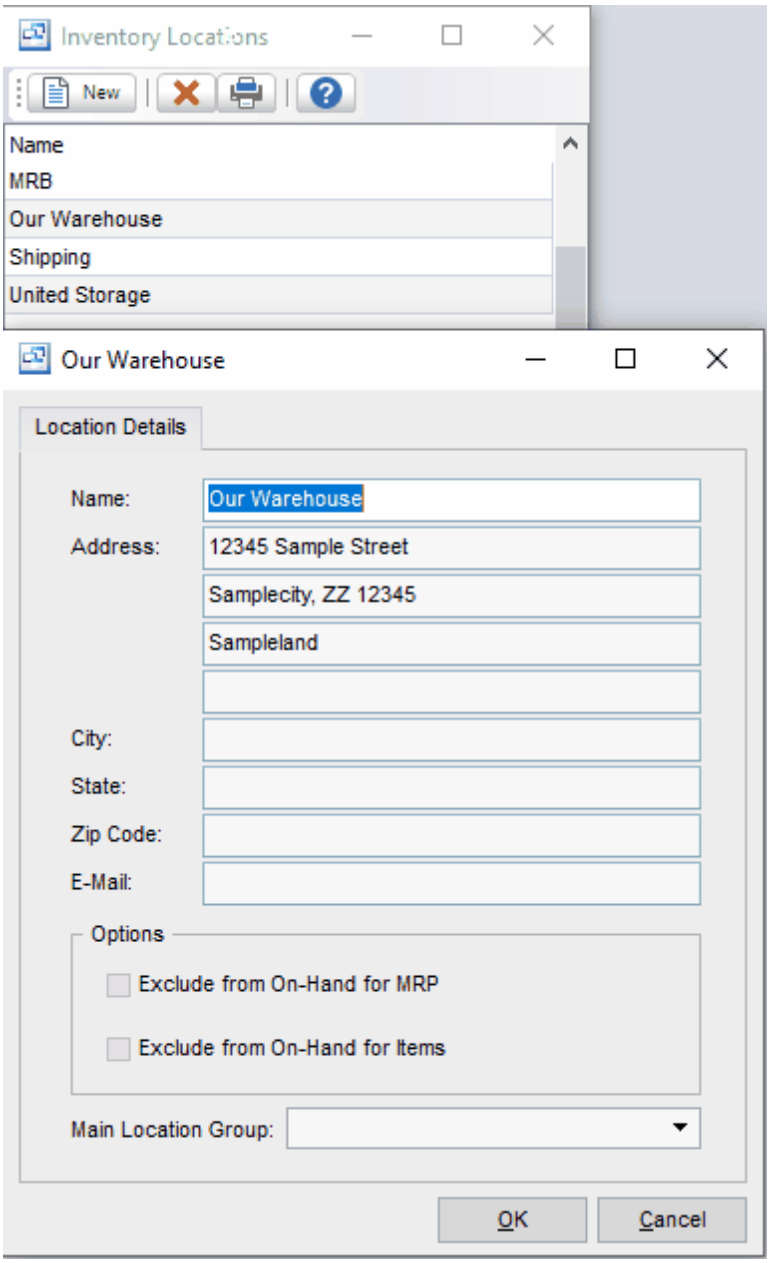
System Setup | Locations

The Inventory Locations screen displays your warehouse locations in a list.



Locations represent warehouses or bins, shelves and areas within a warehouse where inventory items are stored.

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To add a new location: click the New button.
To edit a location: double-click the location. Or select the location and press Enter.
To delete a location: select the location and click the Delete button.

Name
Enter the name of the location.
Example: Our location

Address
The location address prints on purchase orders so the vendor knows where to ship the goods.

Options:

Exclude from On-Hand for MRP - this setting will exclude any inventory quantities on hand in the location from the calculated total on hand quantity use by MRP. Examples of locations that could be excluded are (QC, MRB, Consigned Material, Scrap).

Exclude from On-Hand for Items - this setting will exclude any inventory quantities on hand in the location from the total on hand quantity for the item shown in the item screen and on reports. This can be used in addition to the Exclude form On-Hand for MRP setting or separately.

Main Location Group
If using locations in MRP, you can set up Location Groups (Setup - Inventory - Location Groups) and assign the location to a group. When running MRP, inventory quantity on hand, demand and supply can be calculated and displayed by Location Groups for each item.

7.5.4 Lots

Lots

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Lots show all Lot codes entered against any inventory item through inventory transactions.

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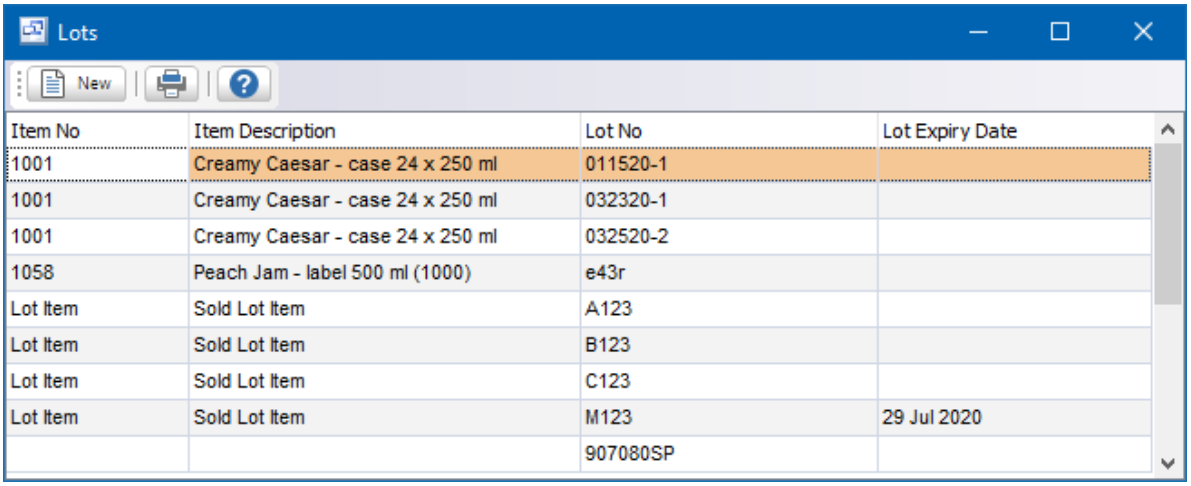

Item No	Item Description	Lot No	Lot Expiry Date
1001	Creamy Caesar - case 24 x 250 ml	011520-1	
1001	Creamy Caesar - case 24 x 250 ml	032320-1	
1001	Creamy Caesar - case 24 x 250 ml	032520-2	
1058	Peach Jam - label 500 ml (1000)	e43r	
Lot Item	Sold Lot Item	A123	
Lot Item	Sold Lot Item	B123	
Lot Item	Sold Lot Item	C123	
Lot Item	Sold Lot Item	M123	29 Jul 2020
		907080SP	

Print all lot numbers using the Printer icon.

7.5.5 Manufacturers

Manufacturers can be set up and assigned to purchased Vendor Items along with a manufacturer part number. The manufacturer and manufacturer part number can be displayed on the Purchase Order and other reports. Inventory can also be stocked by the manufacturer and displayed in inventory when issuing to work orders, shipping or on reports.

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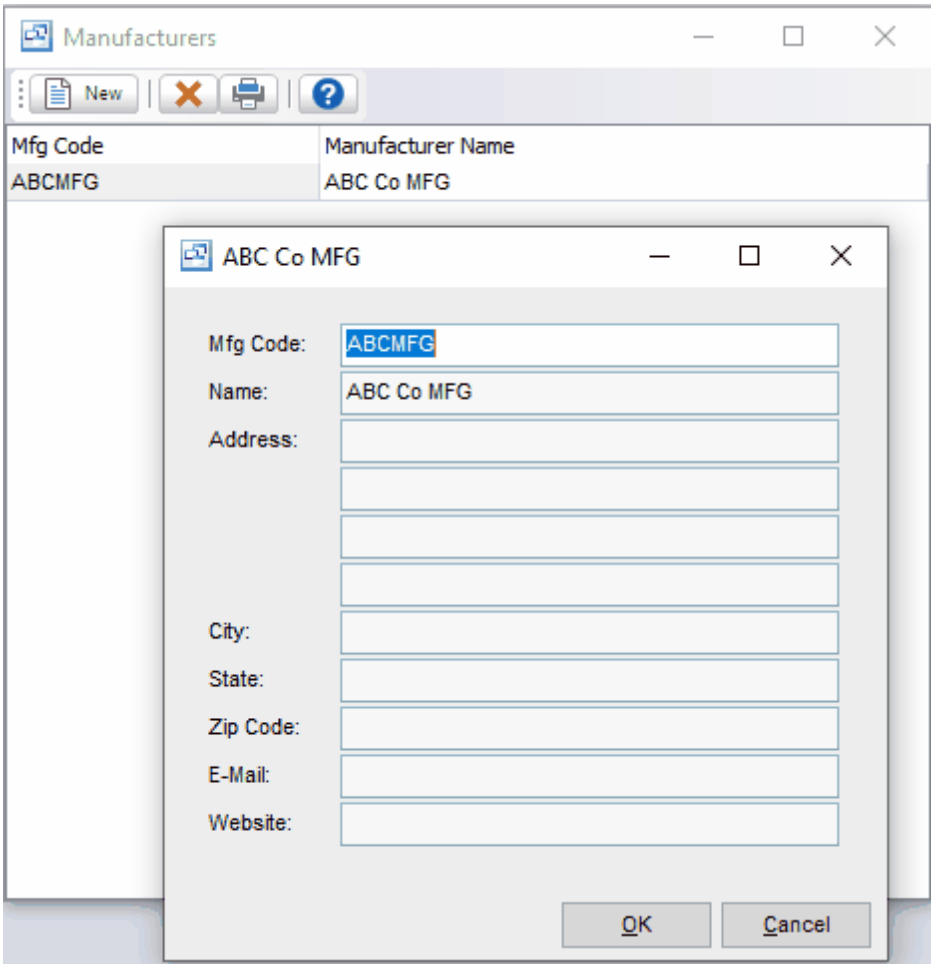
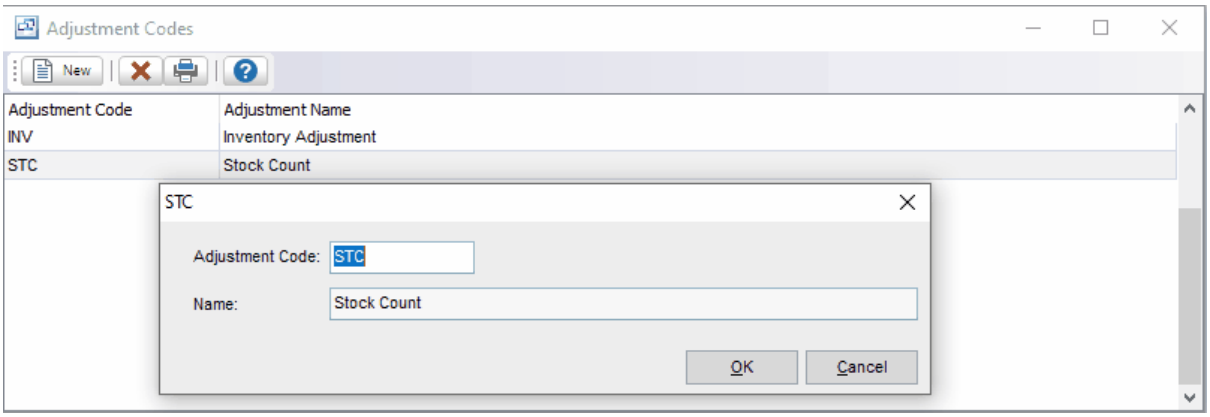


7.5.6 Adjustment Codes

Inventory Adjustment Codes can be set up and used on manual inventory adjustments to categorize each adjustment. Reporting for the inventory transactions by adjustment codes is available under the inventory reports section.



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7.6 Purchasing

7.6.1 Purchase Order Types

Purchase Order Types

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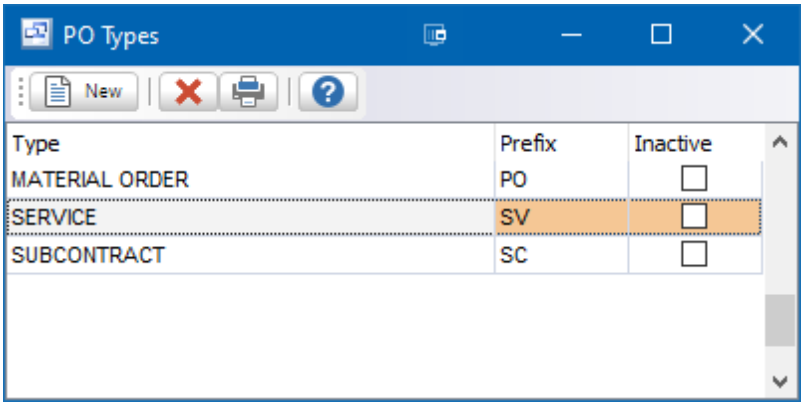
Pilot allows you to specify multiple purchase order types. Purchase Order types provide a method to categorize different PO's and allow you to specify separate prefixes for each type as well as assign a customized purchase order form. A default purchase order type can be assigned for your company through the System Setup > Your Company > Purchasing tab. The purchase order type can be selected and changed within each purchase order.



To add a new purchase order type: click the New button.
To edit a purchased order type: double-click the purchase order type. Or select the purchase order type and press Enter.
To delete a purchase order type: select the customer type and click the Delete button.

You can select a purchase order type with the mouse or by the keyboard via the Page Up/Down and arrow keys.

Purchase Order Type Detail

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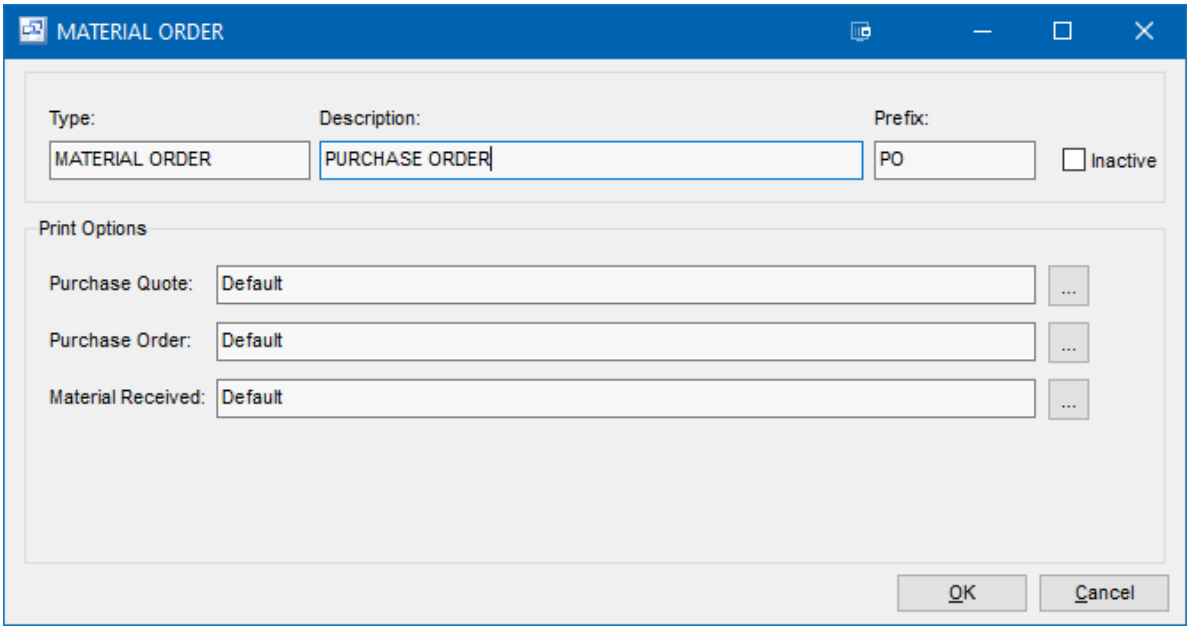

Type
This is the name of the purchases order type. This will display on your purchase order if selected.

Description
Enter the description of the sales order type.

Prefix
Enter the prefix for the sales order type (optional). This prefix will be added to any sales order number when the type is selected. This prefix can be left blank if you prefer not to add a prefix to your sales order number.

Inactive
Check this option if the PO Type is no longer active and should not be available to assign to a PO.

Print Options - Select the custom purchase order forms for the type. The default form will be used if a custom form is not selected.

Purchase Quote
Purchase Order
Material Received

7.6.2 Departments

Departments

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Departmental codes can be entered here and assigned to Purchase Orders for reporting.

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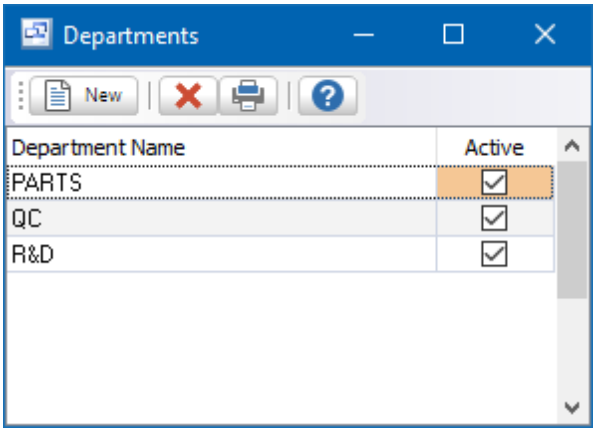

7.6.3 Vendor Types

Vendor Types

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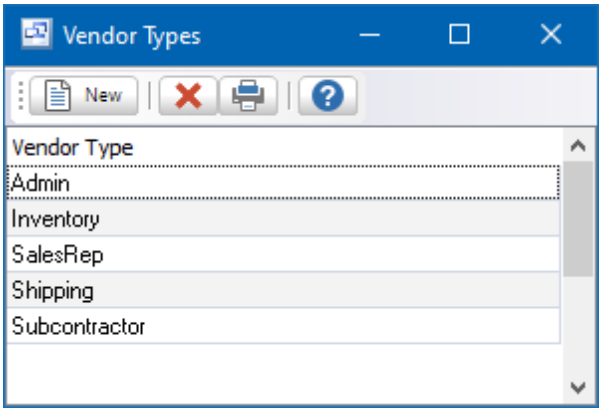
System Setup | Vendor Types

The Vendor Types screen displays vendor types in a list.

Vendor Types are used to group vendors. Example: Inventory, Shipping, Admin, etc. This facilitates selecting vendors when entering invoices, etc., and printing reports sorted and/or summarized by vendor type.



To add a new vendor type: click the New button.
To edit a vendor type: double-click the vendor type. Or select the vendor type and press Enter.
To delete a vendor type: select the vendor type and click the Delete button.

You can select a vendor type with the mouse or by the keyboard via the Page Up/Down and arrow keys.

The menu has options to
- refresh the data displayed to show changes entered by other users, etc.
- print the list

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Name
Enter the name of the vendor type.
Example: Inventory

7.6.4 Accounting Codes

Accounting Codes

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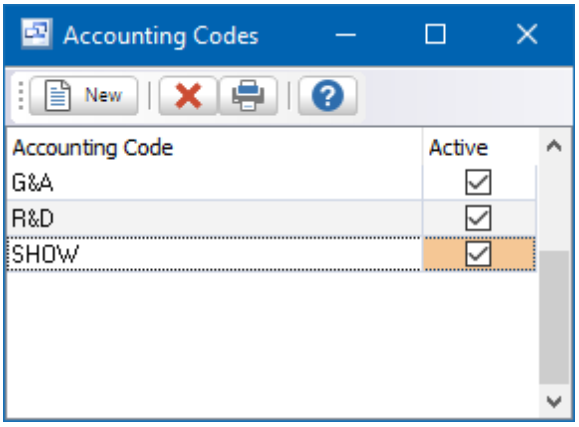
Accounting Codes can be entered here and assigned to Purchase Orders as needed for reporting. These can be used to group and classify purchase orders.



7.7 Accounting

7.7.1 Banks

Banks

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System Setup | Banks

The Banks screen displays bank accounts in a list.

A “bank” here refers to a bank, credit card, merchant account or other financial account, so if you have multiple accounts at a bank or multiple credit cards you should set up a separate bank record for each account.

A default bank account can be selected for AR and AP Payments. The default can be assigned in the System Setup > GL tab.

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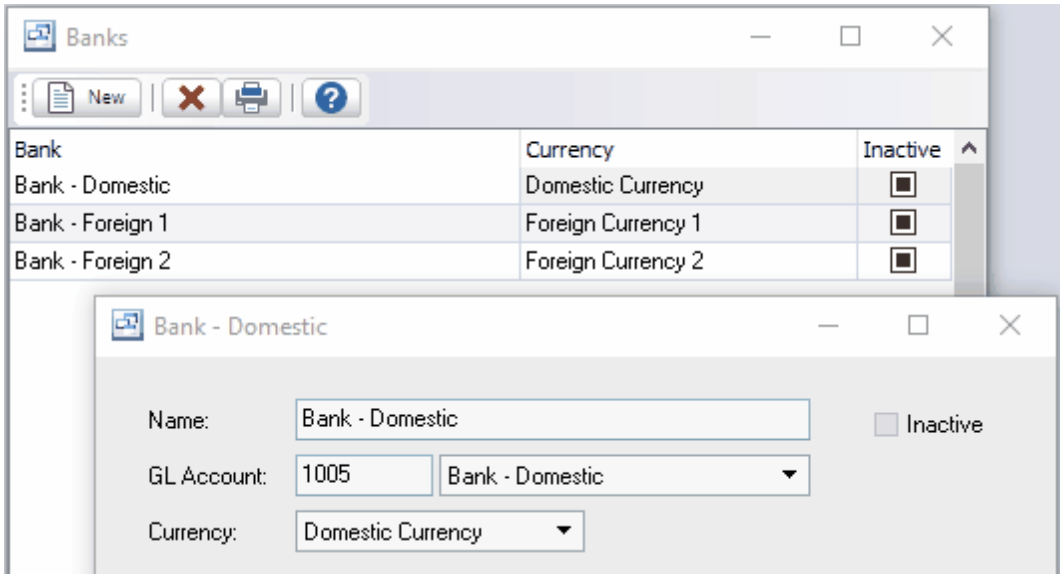

To add a new bank: click the New button.
To edit a bank: double-click the bank. Or select the bank and press Enter.
To delete a bank: select the bank and click the Delete button.

You can select a bank with the mouse or by the keyboard via the Page Up/Down and arrow keys.

The menu has options to
- refresh the data displayed to show changes entered by other users, etc.
- display the Bank Book for the selected bank account
- display the Bank Reconciliation screen for the selected bank account
- print the list

To view bank balances and transactions use the Bank Book.

Name
Enter the name of the bank account.
Example: The Royal Bank

GL Account
Select the GL account for this bank account. If you need to add a new GL account to the drop down list, click the "3 dots" button.

Currency
Select the currency of the bank account. If you need to add a new currency to the drop down list, click the "3 dots" button.

Inactive
Check this option if the bank account is no longer used. This will prevent the bank account from being used in future AR Payments or AP Checks.

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7.7.2 Currencies

Currencies

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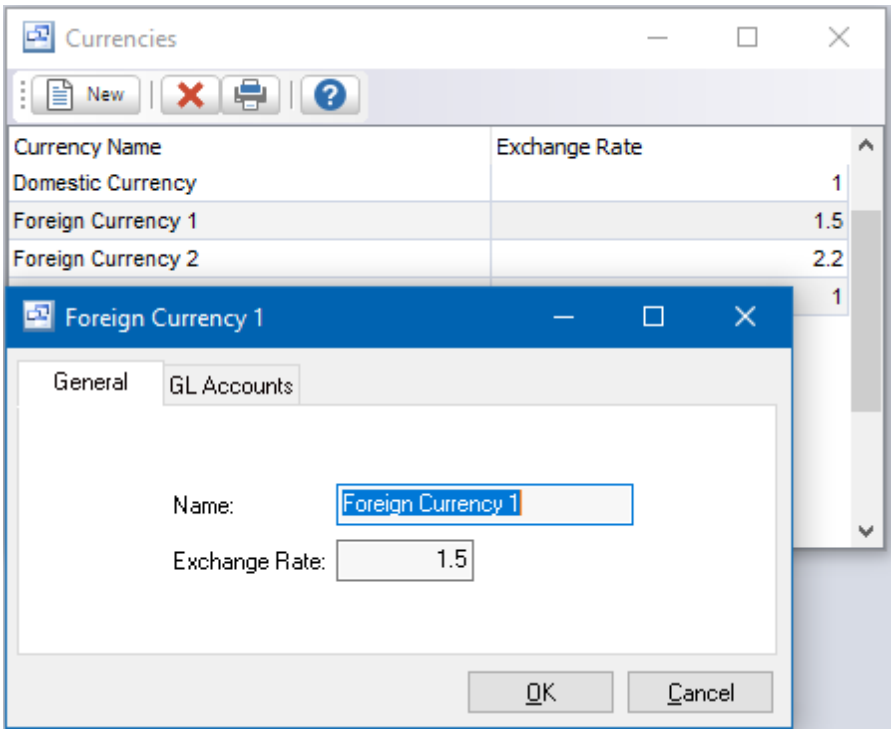
System Setup | Currencies

The Currencies screen displays currencies in a list.



To add a new currency: click the New button.
To edit a currency: double-click the currency. Or select the currency and press Enter or click the Edit button.
To delete a currency: select the currency and click the Delete button.

You can select a currency with the mouse or by the keyboard via the Page Up/Down and arrow keys.

The menu has options to
- refresh the data displayed to show changes entered by other users, etc.
- print the list

GL Accounts
Accounts Payable, AP Discounts, Accounts Receivable, AR Discounts, AR Write-offs (default), and Gain/Loss on Foreign Exchange. Select the GL accounts for this currency. If you need to add a new GL account to the drop down list, click the "3 dots" button. If this is your domestic currency, leave the

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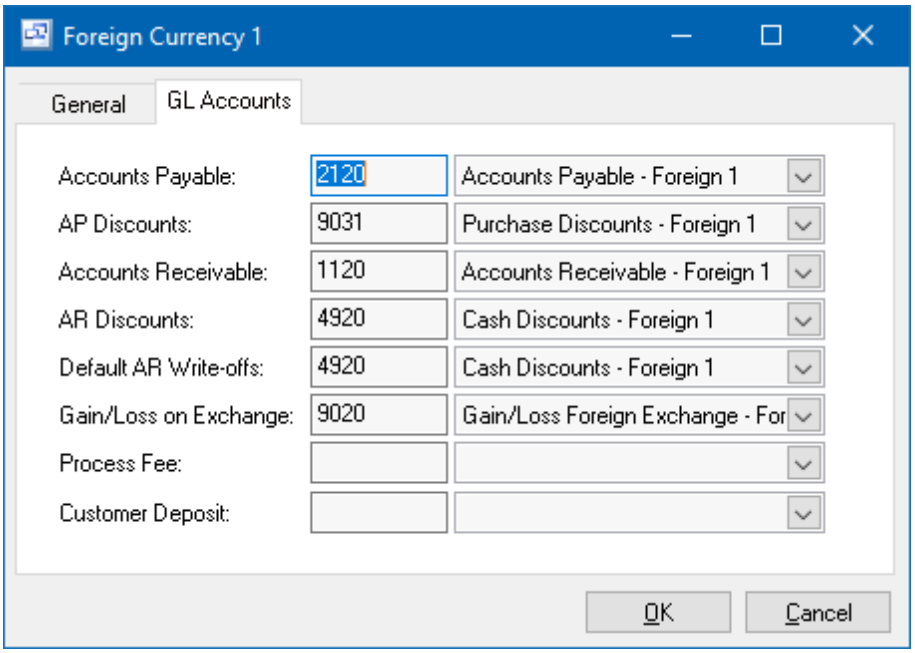
Gain/Loss on Foreign Exchange account blank.



When setting up vendors and customers you specify the currency, thereby setting the currency for their invoices. You can set up a default currency for Your Company so that this information is entered automatically.

Data from AP and AR invoices is passed to the GL system automatically with expenses and revenues converted from foreign currency to domestic currency. *"You can trade globally in multiple currencies while your books remain in domestic currency".*

For more info on multi-currency operation see Multi-currency Overview.

Name
Enter the name of the currency.
Example: Canadian

Exchange Rate
Leave exchange rate blank if this is your domestic currency.
This is the factor by which to multiply a foreign currency to convert it to your domestic currency. Revenue, expense, discounts, and write-offs are converted to domestic currency when posting to the GL. The difference goes to the gain/loss on foreign exchange GL Account. The exchange rate should be updated periodically to the current exchange rate so as to keep the conversion as accurate as possible.
Example: 1.4 Converts US dollars to Canadian (if you are a Canadian company) if US$1.00 = CDN$1.40
Example: 0.72 Converts Canadian dollars to US (if you are a US company) if CDN$1.00 = US$0.72

GL Accounts
Accounts Payable, AP Discounts, Accounts Receivable, AR Discounts, AR Write-offs (default), and

Gain/Loss on Foreign Exchange. Select the GL accounts for this currency. If you need to add a new GL account to the drop down list, click the “3 dots” button. If this is your domestic currency, leave the Gain/Loss on Foreign Exchange account blank.

7.7.2.1 Multi-currency Overview

Multi-currency Overview

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Pilot tracks AP and AR in multiple currencies, the currency of the invoices being based on the currency of the vendor or customer. When you set up a vendor or customer you specify their currency, then all invoices or payments for him/her are in that currency. The (AP) Open Payables report and (AR) Aged Trial Balance report show any foreign currency balances in the foreign currency and in domestic currency. There is an extra line printed such as "Vendor totals (domestic)" for foreign currency vendors and customers, and the report totals are in domestic currency. Also these reports allow currency selection, so you can see how much you owe or are owed in each currency.

The GL is in one currency (referred to as "domestic" currency). Data originating from the AR and AP (revenue and expense accounts) is automatically converted to domestic currency via the exchange rate on the currency table. Foreign currency balances (bank accounts, each foreign currency AP account, AR, and any loans) are stored in foreign currency, but converted to domestic currency by an auto-reversing JV at period-end prior to printing financial statements. See example. This JV uses the latest exchange rate which you would get by phoning the bank, and the foreign currency balances which you could get from the GL Trial Balance report or the GL Totals screen.

The net result is that the expense and revenue accounts are converted using a best guess (the rate for the currency when the invoice is posted), and the difference between that and the actual rate (the day the payment goes through the bank) goes to the exchange gain/loss accounts (one for each foreign currency). Any increase or decrease in the value of the foreign assets and liabilities due to exchange rate fluctuations also goes to the exchange gain/loss accounts. Note: The exchange gain/loss accounts can be categorised as "expense" or "revenue" accounts, either is suitable.

The exchange rates don't have to be updated daily, they only need to be approximately accurate, so maybe only updated monthly, because the fluctuations in exchange rates are tracked through the gain/loss accounts.

When entering AP Checks or AR payments, you specify the bank account. The currency of the bank account must match the currency of the vendor or customer.

Ideally you should have a bank account for each currency you deal in. So if a vendor bills you in xyz currency, you pay him in xyz currency from the xyz currency bank account. Alternatively, if your bank accepts foreign currency deposits to your domestic currency account, you can do this by setting up "dummy" foreign currency bank accounts and entering a JV to convert each deposit to domestic currency.
Example: Domestic currency is Canadian dollars and we want to deposit a US$100 check
Bank name: US deposits
Currency: US dollars (exchange rate: 1.3)
Bank GL account: Bank Canadian
Invoice US$100 (Revenue GL account CDN$130 CR, AR US$100 DR, gain/loss CDN$30 DR)
Payment US$100 (AR US$100 CR, Bank CDN$100 to be adjusted by JV)

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JV Description: To record exchange on US deposit
30.00 Bank Canadian
-30.00 Gain/loss foreign exchange

To record the purchase of foreign currency see example.

Foreign currency inventory purchases (inventory receipts) are converted to domestic currency when updating inventory costs.

The sales analysis reports and sales history screen show foreign currency sales converted to domestic currency using the exchange rates when the invoices were posted.

The sample data illustrates multi-currency operation. It shows a Canadian company called "Sample Data", which has Canadian and US vendors/suppliers and Canadian, US, and UK customers.

The sample data is created with recent dates: an opening balance JV to 2 months ago, a full month's data to last month including period-end JVs, and some invoices to this month. Note: For data to show on the GL reports and history, the JVs need to be posted.

The opening balance JV has the foreign currencies (bank and AR, not AP which is assumed to be paid out from the prior system) entered in the foreign currency (ie. 100 pounds or dollars = 100) and the amounts required to convert these to domestic currency entered to the exchange gain/loss accounts (debit). Then the period-end auto-reversing JV converts the foreign amounts to domestic and books the difference to exchange/gain loss (credit).

In the 1st period (opening balance transferred from previous system) the net effect is zero for exhange gain/loss and the foreign currency balances are converted to domestic currency for the financial statements.

But in the 2nd period, the income statement for last month shows there was a slight gain since the US and UK exchange rates changed from 1.47 and 2.34 to 1.5 and 2.2 (to Canadian ..the currency of the sample data). This gain being made up from all the amounts automatically logged to the gain/loss accounts from foreign AP and AR invoices, and the period-end JVs.

Note: If you run an income statement for the current period, you'll see a large amount in gain/loss since the sample data doesn't have the period-end JVs for the current period. To see proper data for foreign exchange gain/loss you need to look at the income statement for last month (or enter the JV for this period-end).

7.7.3 Accounting Periods

Accounting Periods

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Custom accounting periods can be used if your fiscal year is different from the calendar year. In order to set up your system to use the custom accounting periods you will need to select the "Custom Accounting Periods" option in the ***System Setup > Your Company > GL*** tab and define the starting month for your fiscal year.

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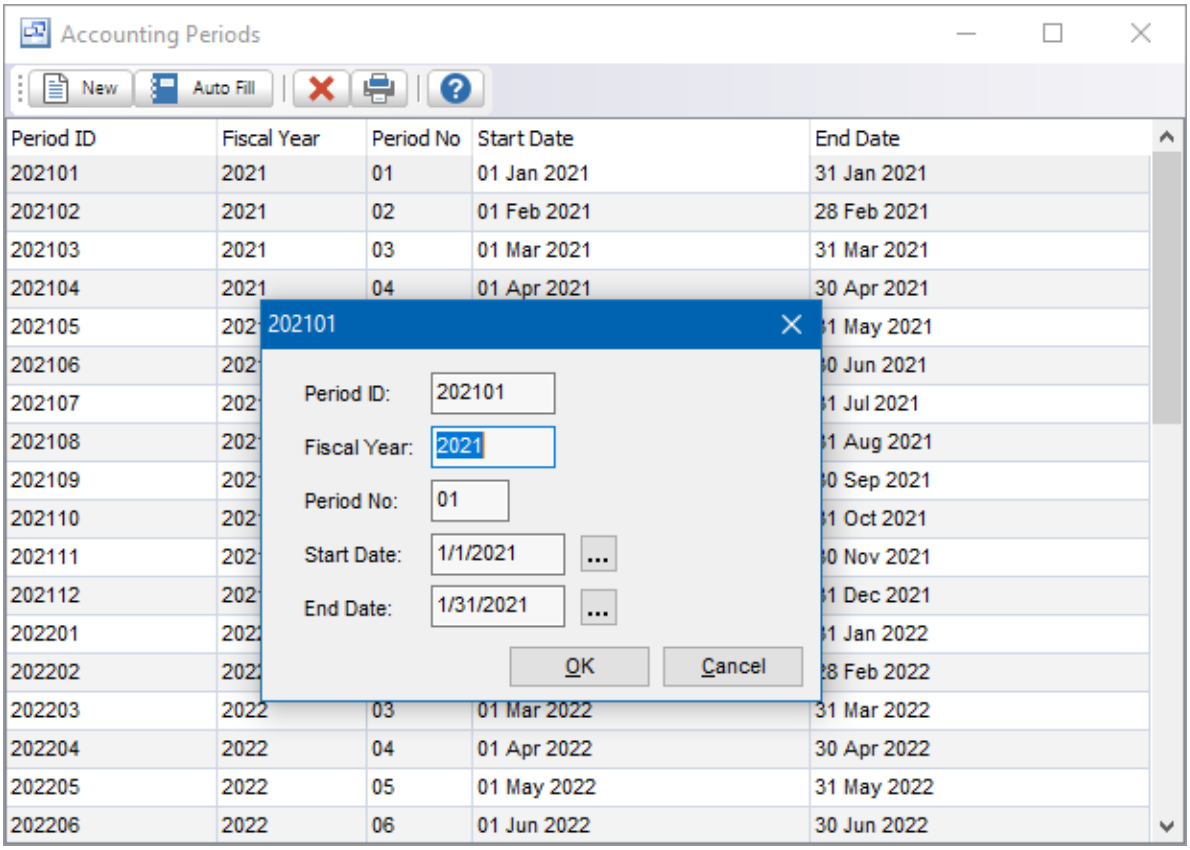

Period ID
The unique ID for the period. The standard format is YYYYMM.

Fiscal Year
Fiscal year for the date range selected.

Period No
The period number for the date range selected.

Start Date
Start Date for the Accounting period.

End Date
End Date for the Accounting period.

7.7.4 Cusotmer Payment Types

Payment Types

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(System Setup - Accounting - Customer Payment Types)

The customer payment types can be created in this setup screen and selected in the Accounting - Customer Payments screen when recording customer payments for AR Invoices. Customer Payment types are entered to record the method of payment. There is also an option to use a payment gateway

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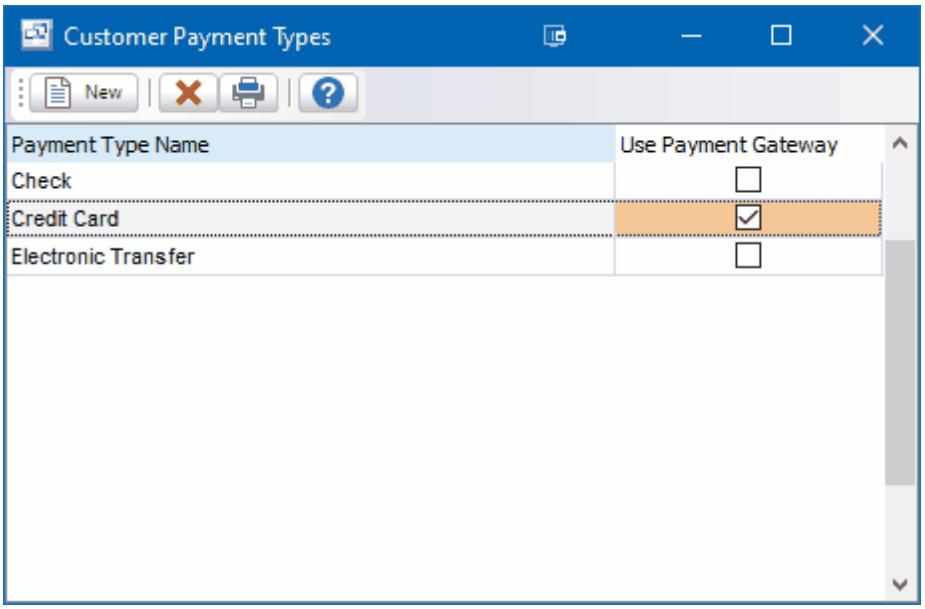
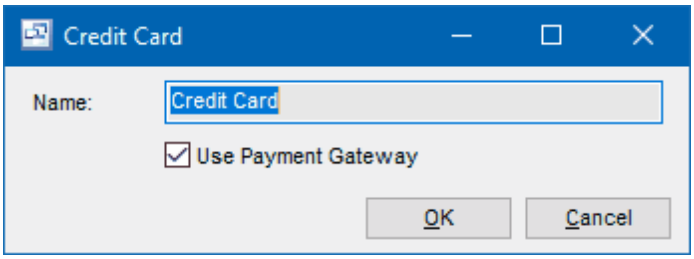
for charging customer credit cards during customer payment or deposit.



Customer Payment Type detail.
The "Use Payment Gateway" checkbox indicates whether you use this payment type for integrated credit card processing payment gateways available on the System Setup - Your Company - Sales screen.



7.7.5 Vendor Payment Type

(System Setup - Accounting - Vendor Payment Types)

Vendor Payment Types can be set up to classify the processing of AP Payments (Checks).

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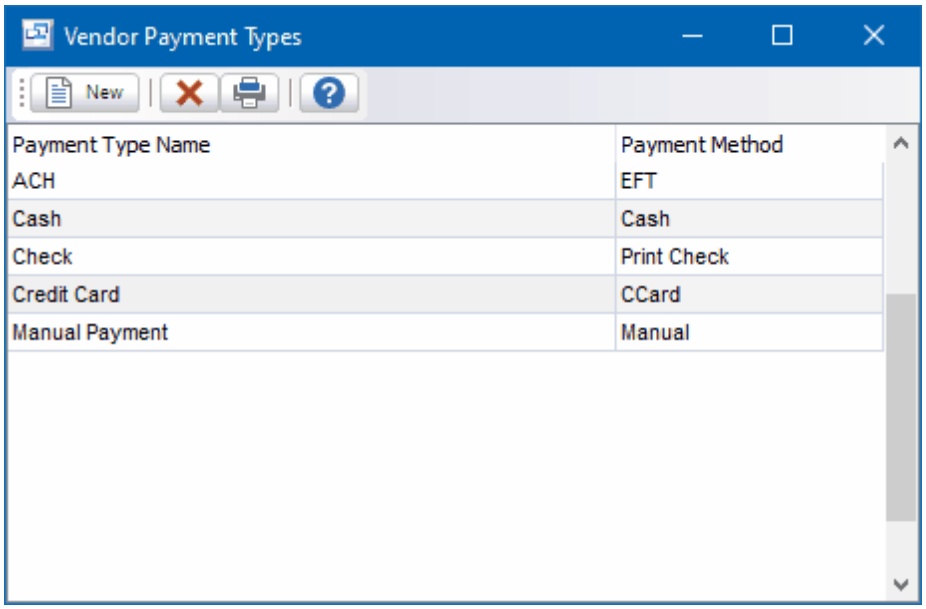

Field Explanations

Payment Type Name
Enter an up to 10-character code to identify the payment type on lookups and screens.

Payment Method - Four options are available:

Print Check
Select this option if this payment type's transactions are to be paid by printed check.

Manual
Select this option if this payment type's transactions are to be paid by manual check, payment to match/clear invoice and credit or any other payment done other than a company check, cash, credit card or EFT.

EFT
Select this option if this payment type's transactions are to be paid by electronic file transfer.

CCard
Select this option if this payment type's transactions are to be paid by credit card.

7.7.6 Sub Account Type

Sub Account Types can be set up and maintained through this setup screen. Sub Account types can be assigned to your General Ledger Account codes through the Accounting - GL Accounts screen. The GL Sub Account types can be used to categorize and group GL account codes for reporting.

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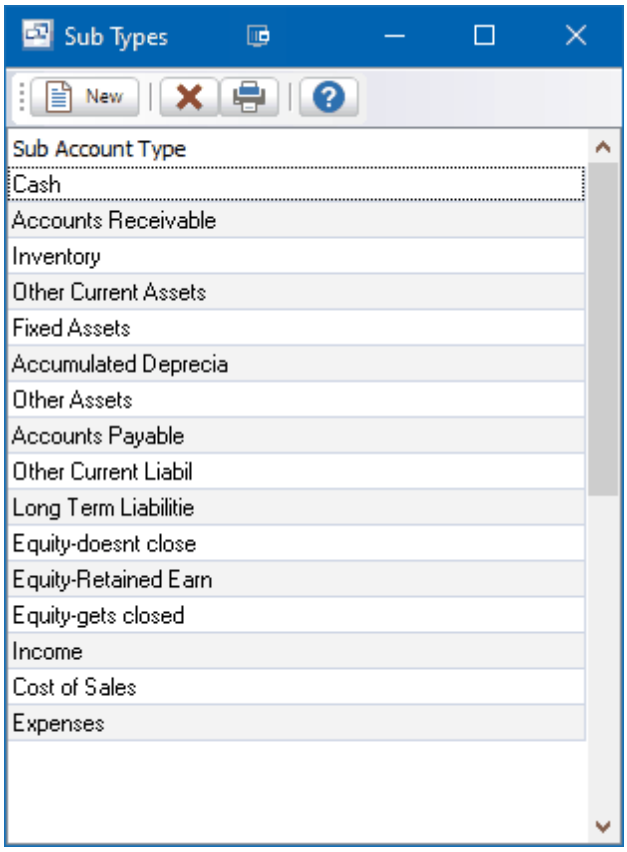
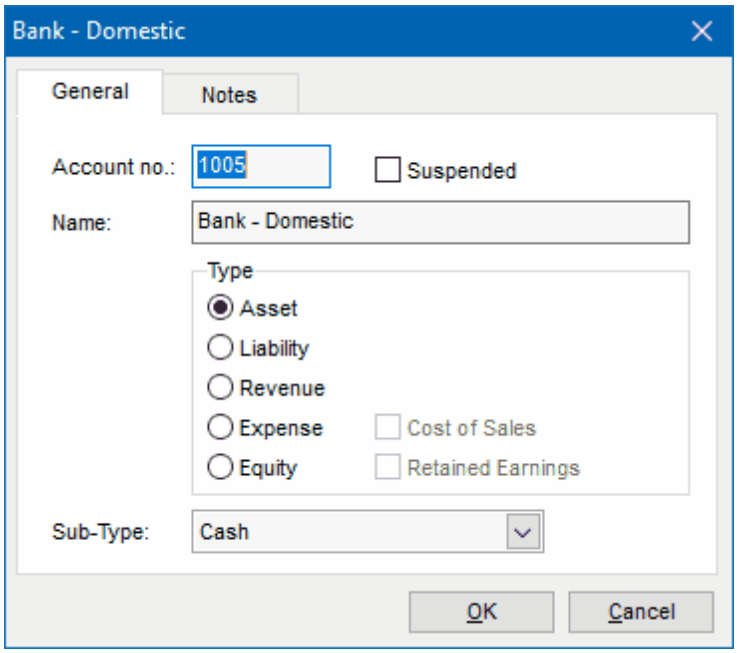


The GL Account Codes "Sub Type" field in the account detail screen. This is an optional field and does not need to be entered if you do not plan on running reports by a sub account.



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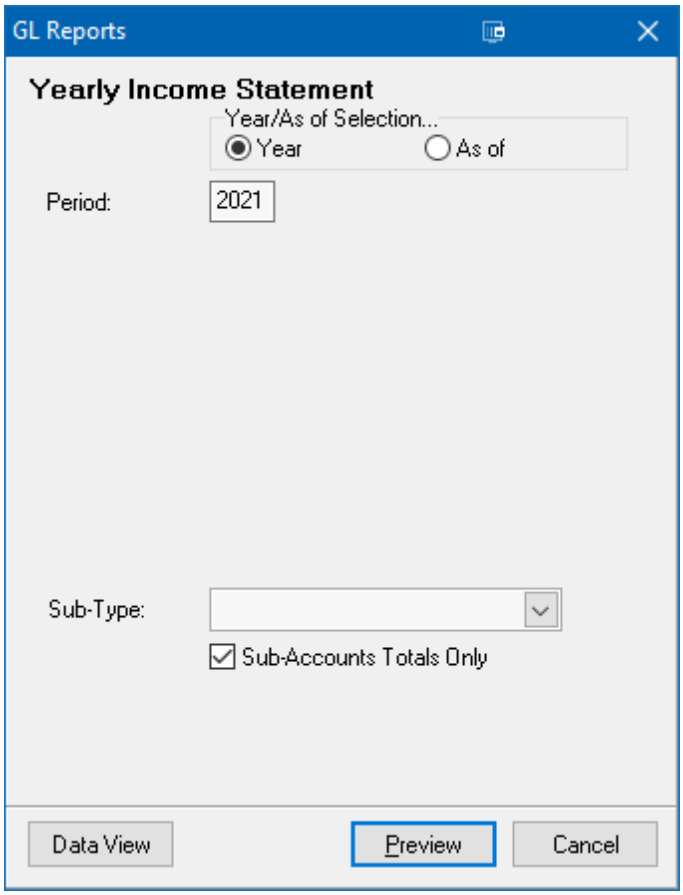
The GL Reports Yearly Income Statement and Yearly Balance Sheet include an option to run the report by Sub Account Type. This would exclude any GL accounts that are not assigned that sub account type

These reports also have the option show Sub-Account type Total Only which would group and total by the sub account on the report. If this option is selected, the report would not show individual GL account codes, only the Sub Account Types. NOTE: If this option is used, all GL account codes should be assigned a a Sub Account type.



7.8 Warranty

7.8.1 Credit Types

Credit Types

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Credit Types can be entered here for entry into the Warranties.

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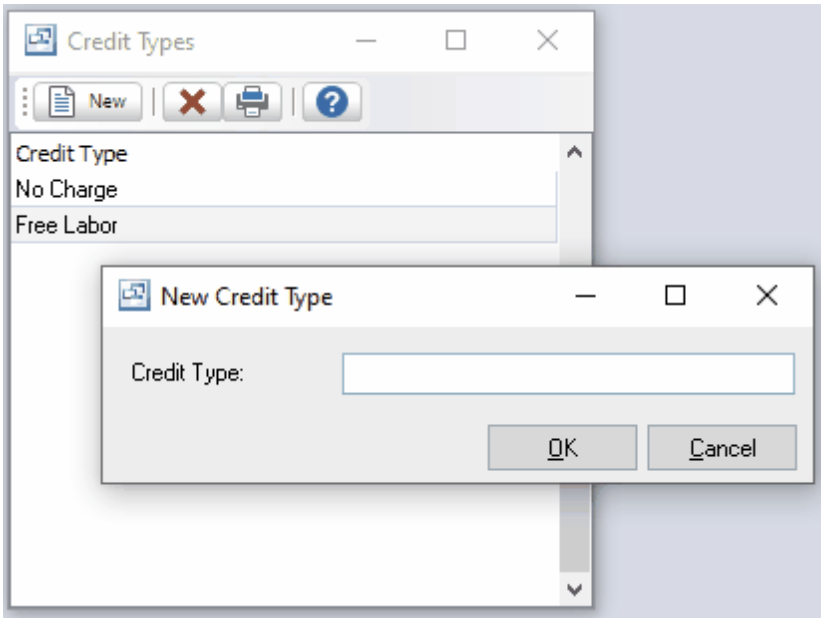

7.8.2 Warranty Claim Status

Warranty Claim Status

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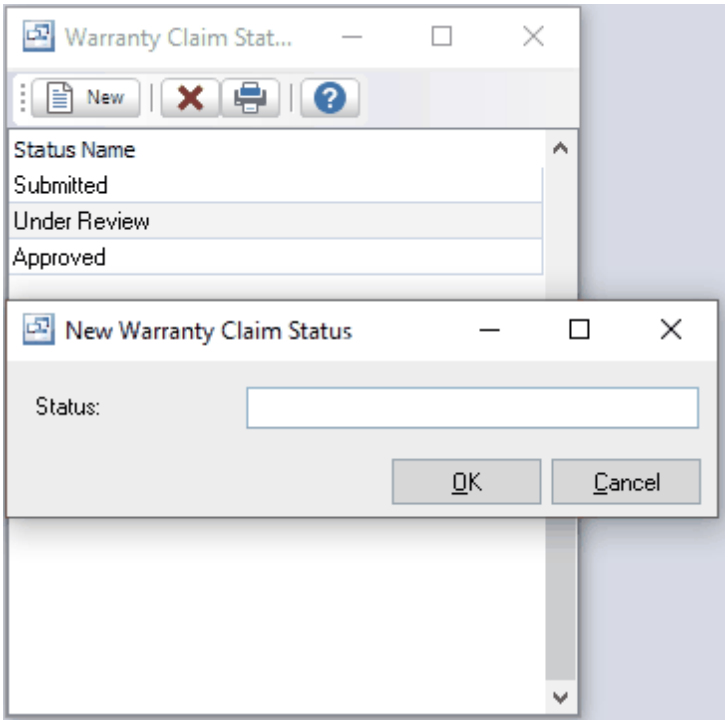
Custom Warranty Claim Status can be created here for entry into Sales Warranties.



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7.9 Report Designer

7.9.1 Report Designer Overview

Report Designer Overview

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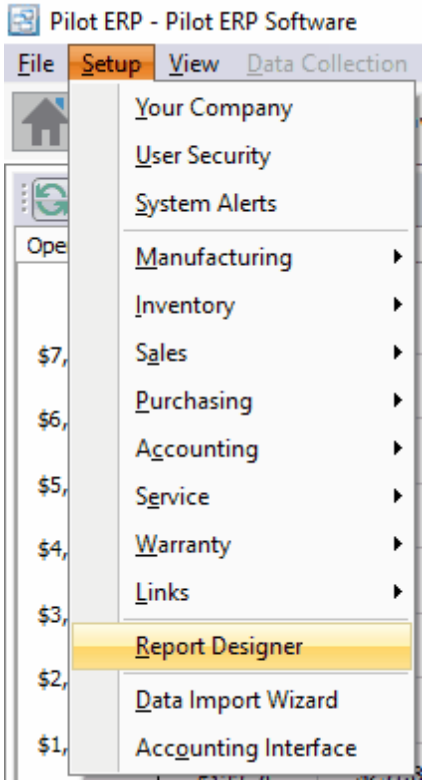
Report Designer

- The Report Designer allows you to edit your Sales Orders, Pick List, Bills of Lading, Invoice, Purchase Order and Shop Traveler to almost any format you need.

  This Report Designer is accessed through the Setup – Report Designer menu.



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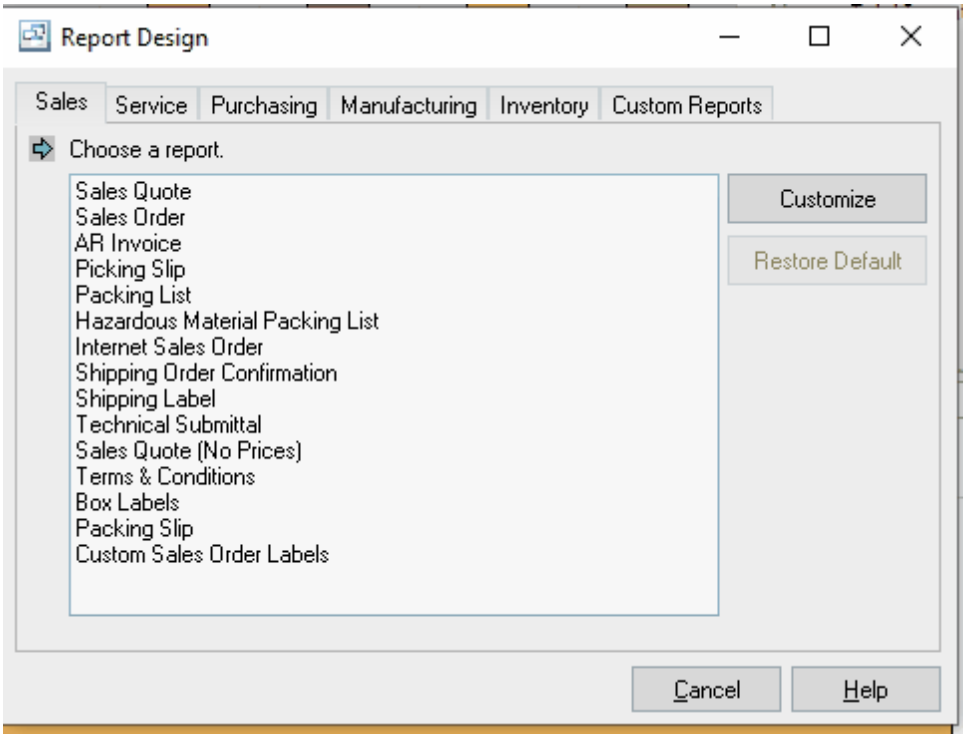

- Select the form you wish to edit and click on the Customize button. This will open the report editor window where you may edit existing text labels, add your own text, images or database fields.

- Make changes to the form by simply dragging the fields to where you want them to print or add fields with the easy to use toolbar.

- Save your customizations and they will print for every user.

- You also have the ability to revert to the default form if you decide you want to abandon any changes you have made.

Report Designer Preview

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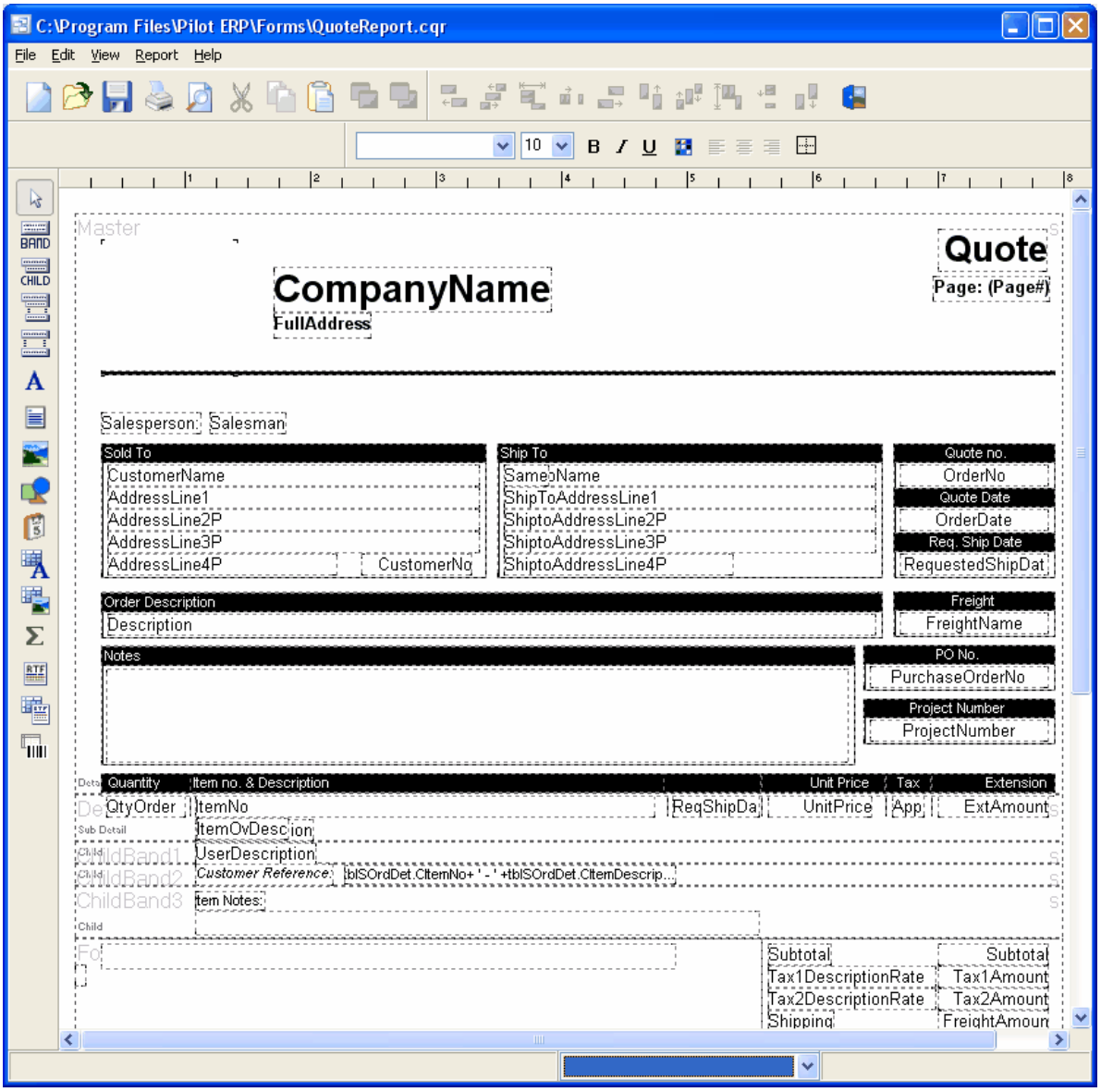

7.10 Import Wizard

7.10.1 Import Wizard Overview

Import Wizard Overview

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Create Source File First

Before using the import wizard, you will have created an export file from your other system, unless your other system is in a data format that can be directly connected without an intermediate table created.

Opening Screen

System Setup - Import Data Wizard

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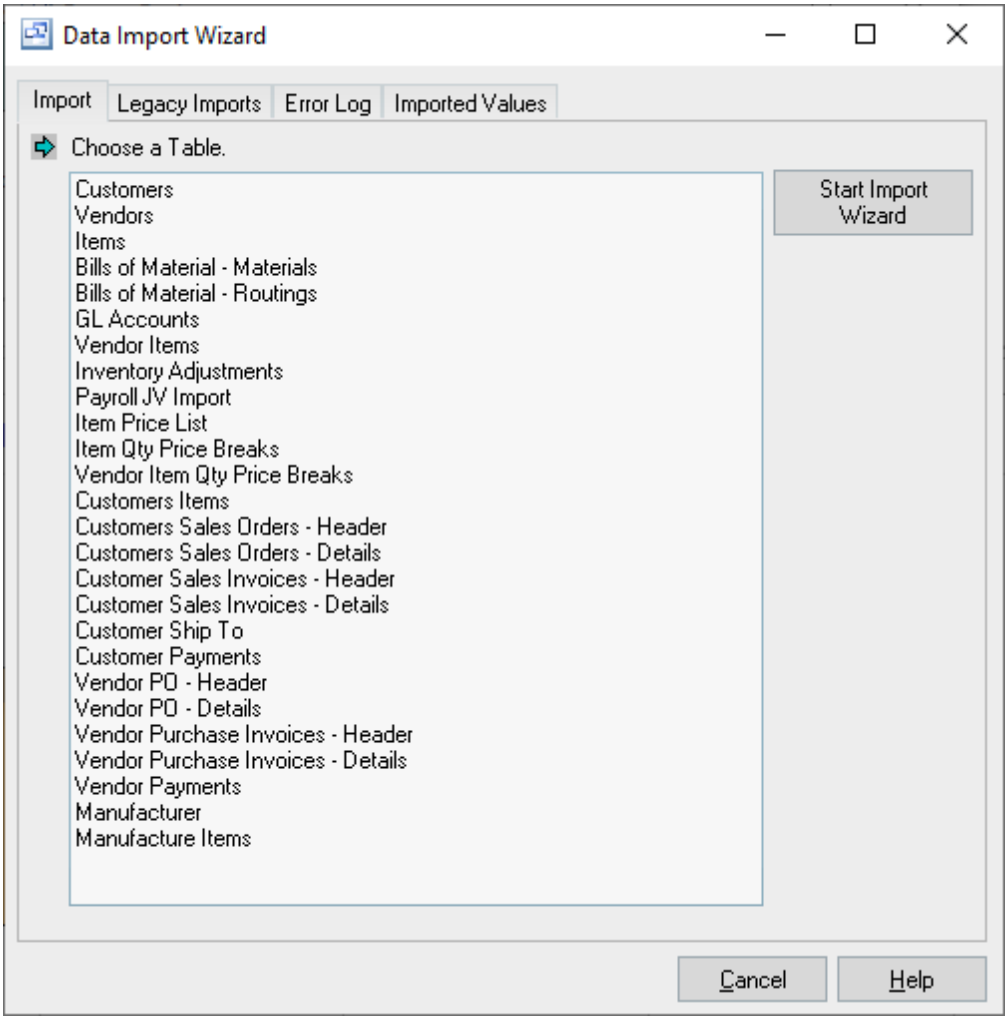

On the opening screen, select the information you wish to import from the Table List, then click the "Start Import Wizard" button.

Step 1 – Select File Format

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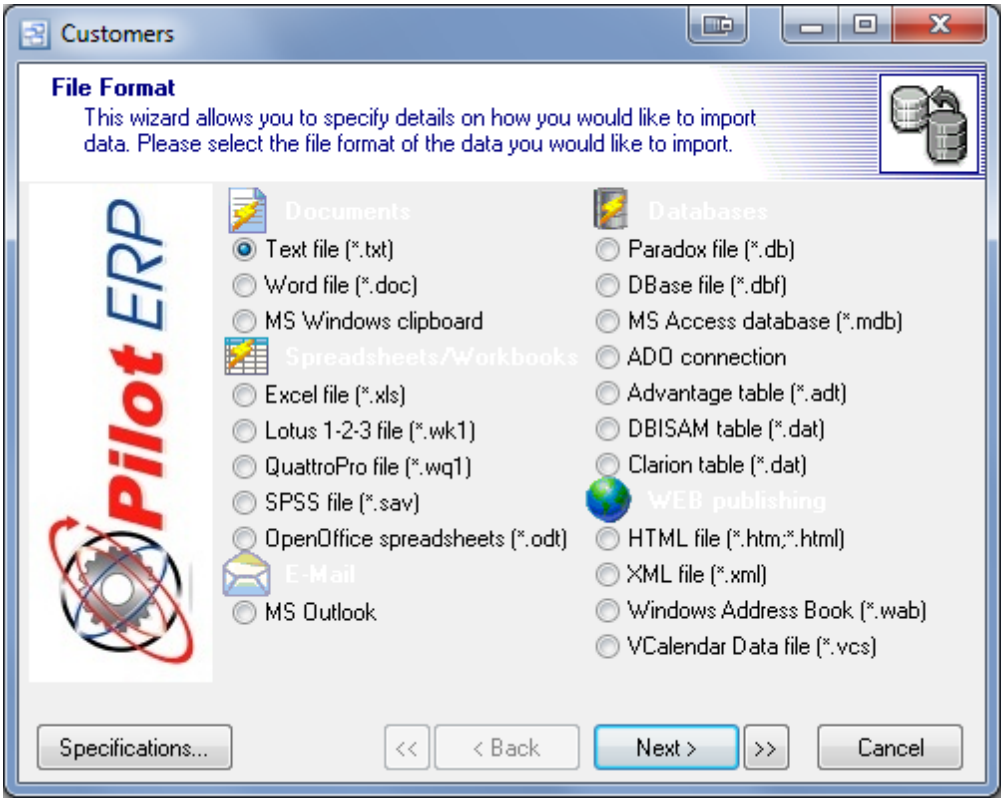

On this screen you will select the file format of the source file from which you are importing. Your choices are as follows:

- Text file (*.txt)
- Word file (*.doc)
- MS Windows Clipboard
- Excel file (*.xls)
- Lotus 1-2-3 file (*.wk1)
- QuattroPro file (*.wq1)
- SPSS file (*sav)
- OpenOffice spreadsheets (*odt)
- MS Outlook
- Paradox file (*.db)
- DBase file (*.dbf)
- MS Access database (*.mdb)
- ADO connection
- Advantage table (*adt)
- DBISAM table (*.dat)
- Clarion table (*.dat)
- HTML file (*.htm, *.html)
- XML file (*.xml)
- Windows Address Book (*.wab)
- VCalendar Data File (*.vcs)

Once your selection is made, click the Next button.

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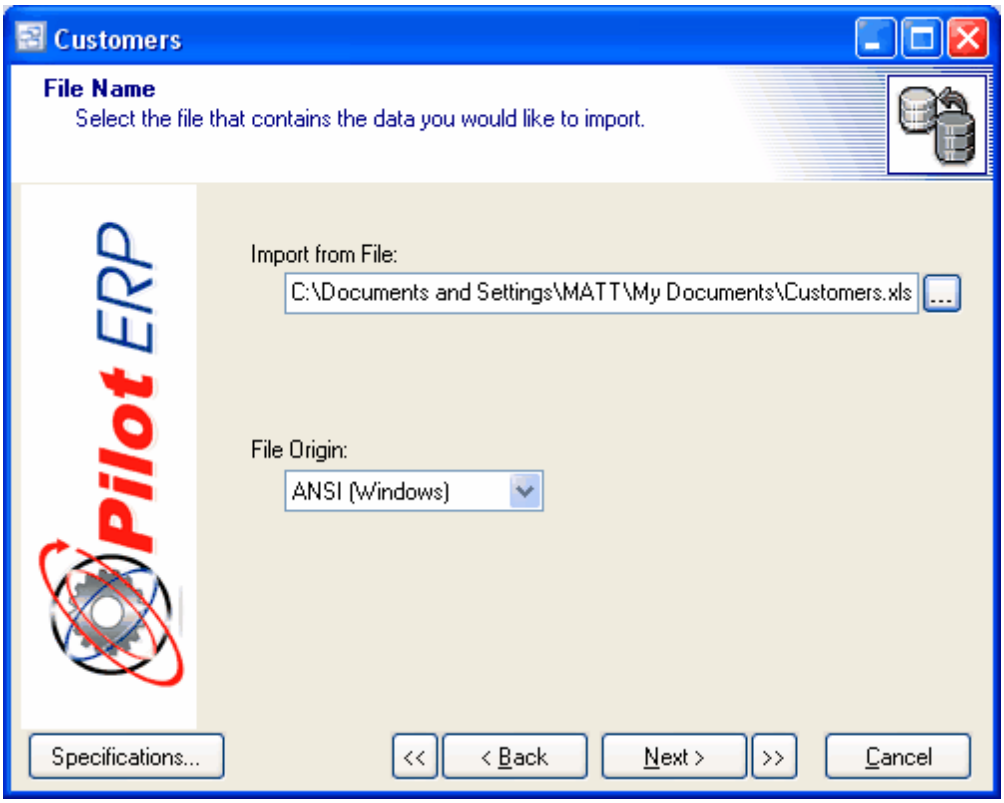
Step 2 – Enter File Source



On this screen you will use the Import from File field to enter the path to your source file. You can click the navigation button to the right of the field to navigate to and select your source file.
In the File Origin field, select whether your source file is originating from Windows or DOS.
When your entries are complete, click the Next button.
NUMERIC FIELDS: If the source file is other than Paradox or Dbase, numeric fields should contain only numbers and no spaces. If a space is encountered, the import program will ignore all data to the right of the space.
PARADOX OR DBASE FILES: If you selected Paradox or Dbase files in step 1, the program will skip step 3 and step 4 screens and will take you directly to the step 5 screen.
If You Can't Find Your File
If you cannot find your file, it may be that you selected the wrong file type in Step 1. Go back to Step 1 and make sure you have selected the correct file type.

Step 3 - Text Settings - **Only for Text (*.txt) file import. If you selected another format, the import wizard will skip this step and go to step 4.**

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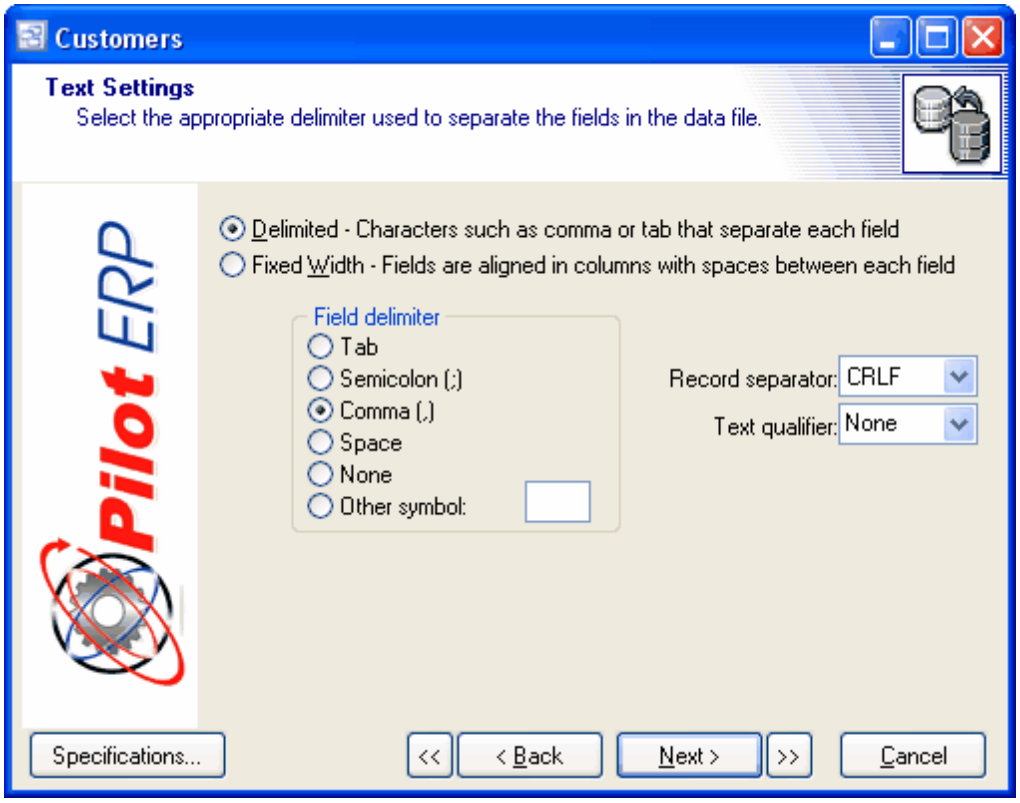

You will only need to use these settings if your source file is in **text (*.txt)** file format.
First, indicate whether your source file is in Delimited or Fixed Width format.
Delimited means that data fields are separated with a defined character such as a semicolon, comma, space, etc. Fixed Width means that your source file fields have fixed lengths such that each field's first character can be defined position within the record.
If you selected Delimited, choose one of the following to represent the field separator used in your source file.

Tab
Tab can be used as a separate in Word documents or when Excel spreadsheets are saved as *.txt documents.

Semicolon
Can be used as a separator in a Word document.

Comma
Many systems will produce export files in a comma-separated format. You can also use comma separators with Word documents or when Excel spreadsheets are saved as *.csv documents.

Space
You can use a space to separate words within a Word document (if each word is a separate field) or when Excel spreadsheets are saved as *.pm documents.

None
Can be used when there is only one field to import and no delimiters are required.

Other
You can use any symbol you wish to separate fields. Enter the symbol you wish to use in the field to the right of this option.

In the Record Separator field, chose one of the following to indicate what separates each record in your source file.

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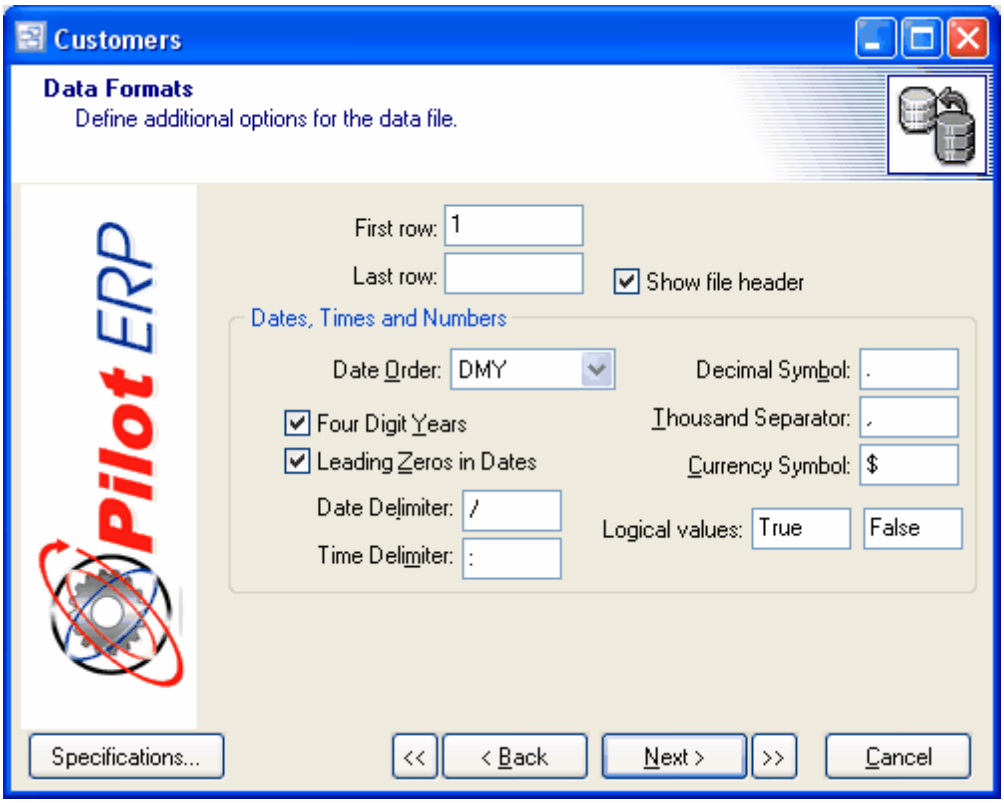
- CRLF Carriage Return / Line Feed
- CR Carriage Return only
- LF Line Feed only

Enter a symbol in the Text Qualifier field if non-numeric text fields (such as customer and supplier names) are surrounded by a symbol such as a quotation mark, which is a common format with *.txt files.

Step 4 – Data Formats



In this screen you can enter additional import parameters.

- The First Row tells the program which record should be the first one imported. For example, in a spreadsheet the first row might be used for column headings, in which case you would specify a First Row of "2."
- The Last Row defines the last record to be imported. It is used if you are deliberately only importing a portion of the source file. This can be useful with spreadsheets, for example, which could contain a quantity of blank lines at the end that should be excluded from the import process.
- Select the Date Order in which dates are stored in your source file, as well as whether your dates are stored in Four Digit Years, or clear the checkbox if they are stored in 2-digit format. If your dates contain leading zeros (meaning the seventh of the month is stored as "07"), select the Leading Zeros in Dates checkbox.
- Enter your source file's Date Delimiter (typically a "/" or a "-") and Time Delimiter (typically a ":").
- Enter your source file's Decimal Symbol, which is typically a period. If your other system stores long numbers with separators, typically commas, enter a Thousand Separator. This is not a common practice, so normally the Thousand Separator is left blank.

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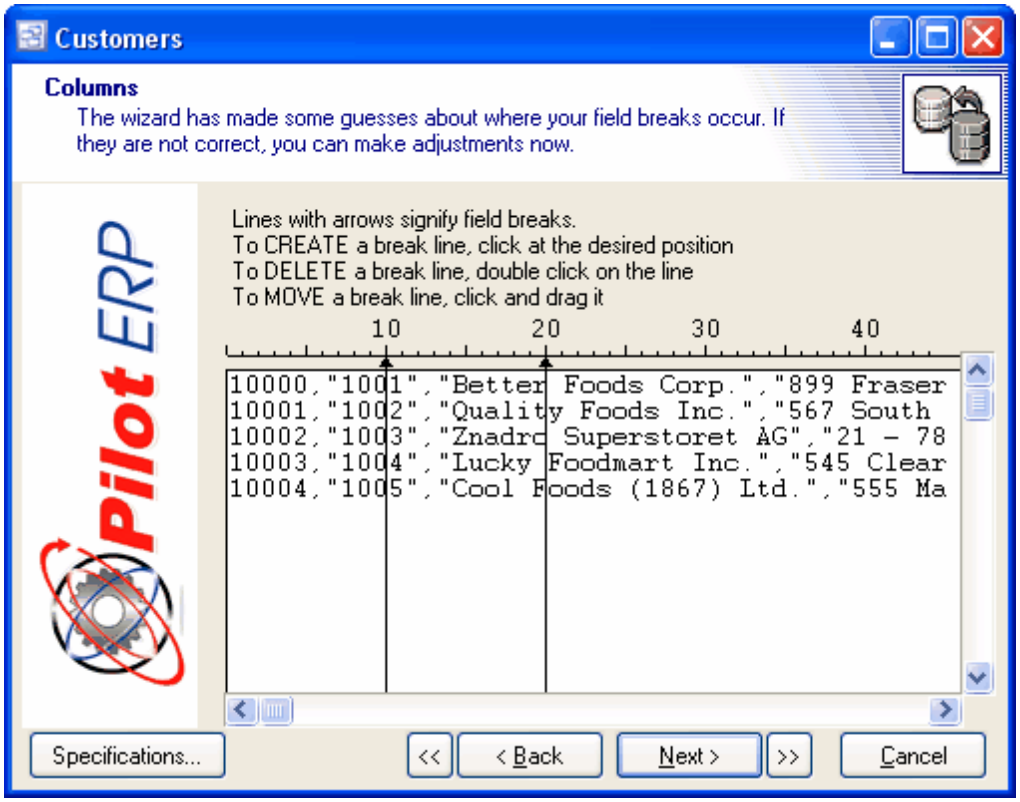
- Enter your Currency Symbol. You can leave the Logical Values field blank because it is of no relevance to the system.

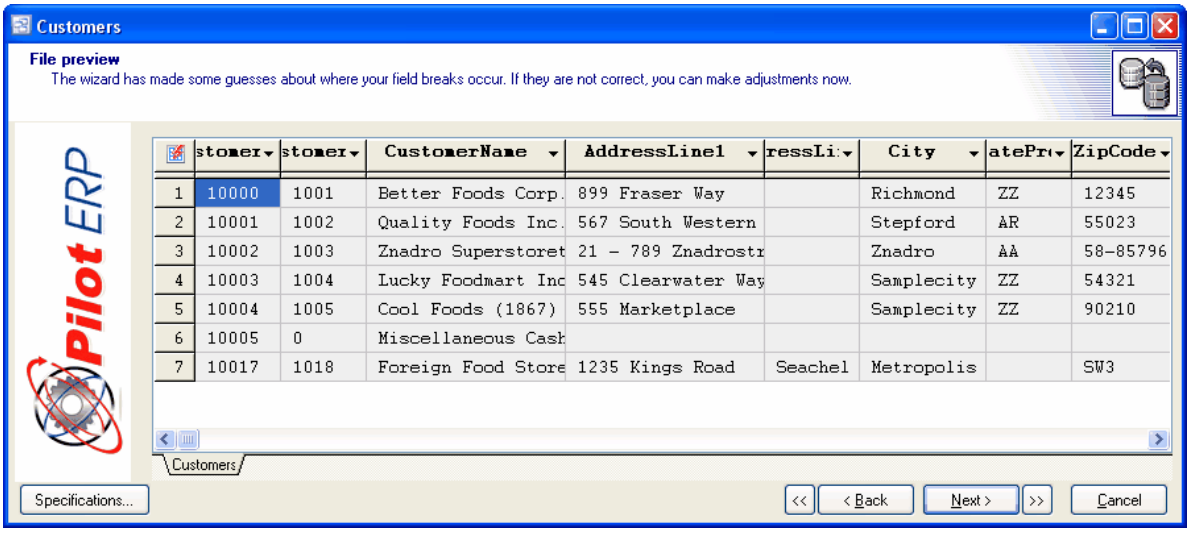
Columns



This screen only displays if you had selected Fixed Width during step 3.
The program looks at your source file and attempts to discern the fixed width position of the fields, which are marked by a vertical break line against your data. If needed, you can make adjustments to these settings as follows:

- To insert a new break line, locate your cursor at the insertion position and make one click.
- To delete a break line, double-click on it.
- To move a break line, click on it and drag it to the new position.

Step 5 – File Preview



The file preview will show you the data from your import source.
This screen is where you match up each field in the source file with its corresponding field in this system.
To do so, click on each column heading and you will be presented with a list of all the fields in the target table in this system. Select the appropriate field and its field name will be inserted into the column heading.

NOTE: If you click the Auto-Map button in the upper right hand corner of the preview grid, the Pilot Import Wizard will attempt to match the fields. You can modify these selections after running the auto map feature.

Step 6 – Mappings

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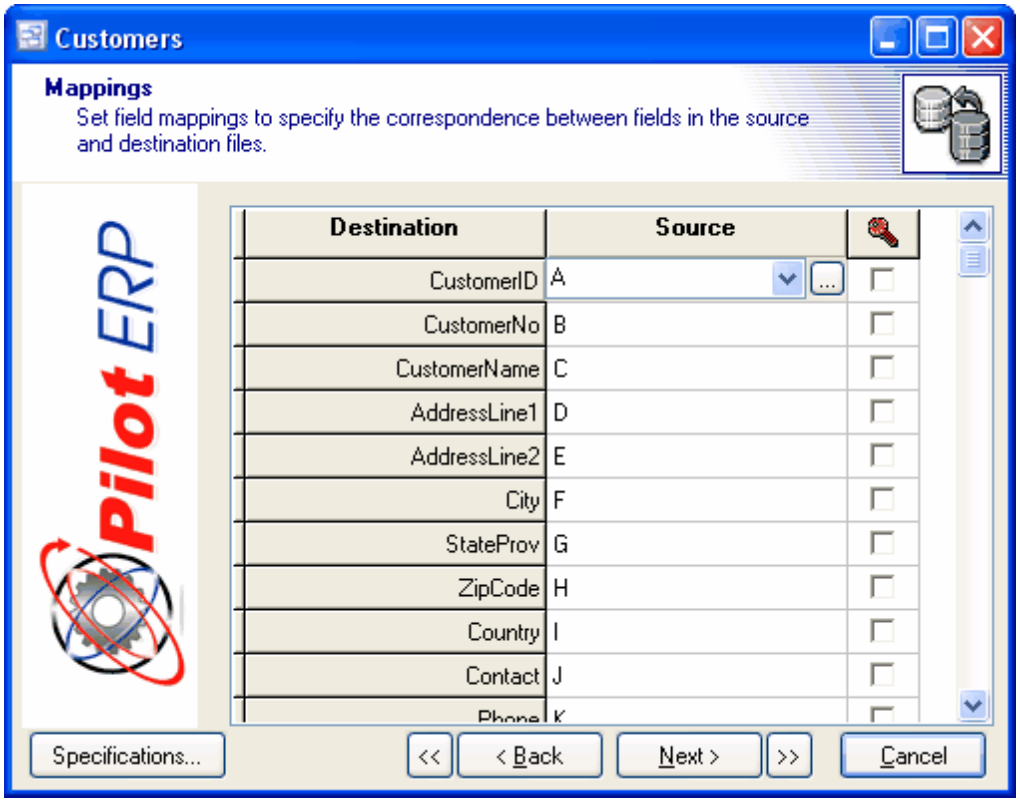

This screen presents the matched fields side-by-side in a vertical format. You can reassign fields in the Source column by clicking the down arrow and selecting another source file field, if you wish.

Updating Key Fields
Data import is not just for importing data on a one-time basis. If you want to refresh selected data fields on a regular basis from an outside source, such as a Contact Manager, you can flag the appropriate fields for updating by selecting each such field's Key checkbox on this screen.

Step 7 - Data Preview

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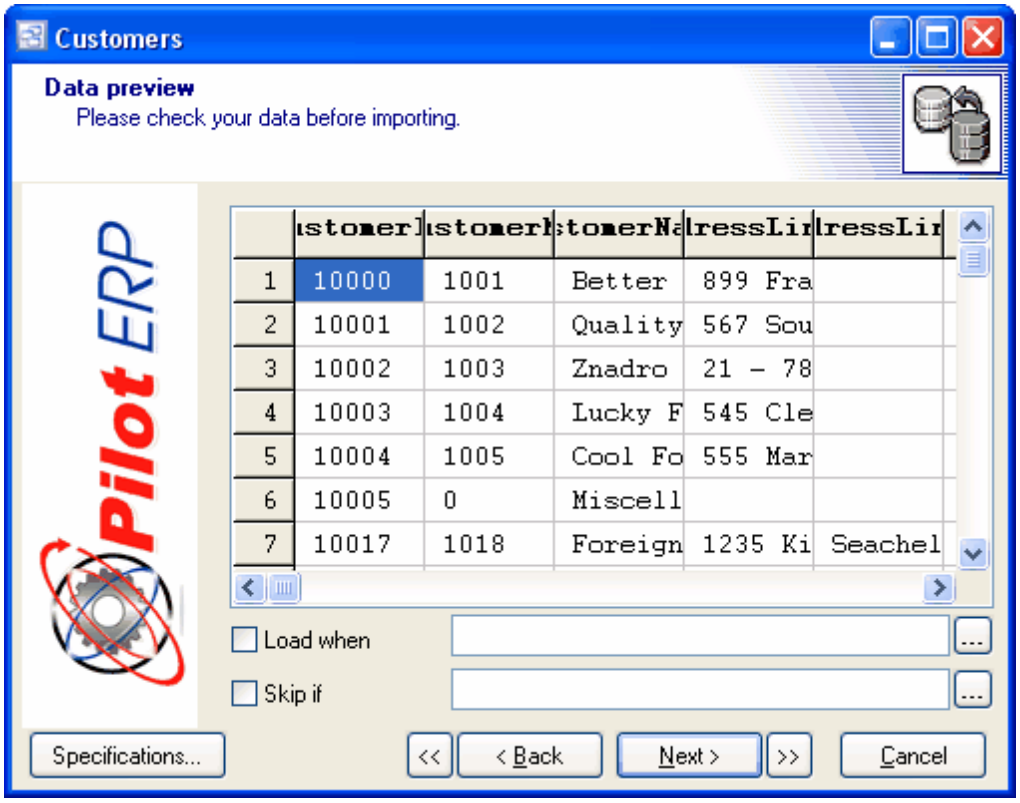
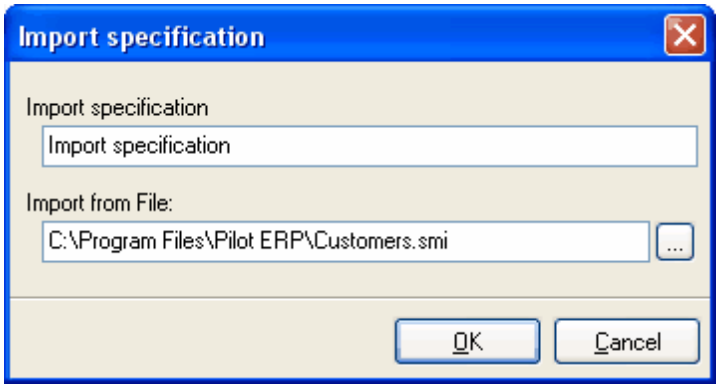


This screen displays your data under the matched column headings and gives you an opportunity for a final review before importing takes place. You can also use the options to "Load When" and "Skip If" to perform conditional import of your data.

Saving Specifications for Future Use



You can save your import settings so that they can be used again without having to go through all the setup steps each time. To do so, click the Specifications button at lower left. A screen will appear containing a list of all your saved import specifications. Click the Save button and you can enter a name for this set of specifications as well as a path to the source file. When done, click OK and the name will be added to the list of available specifications.

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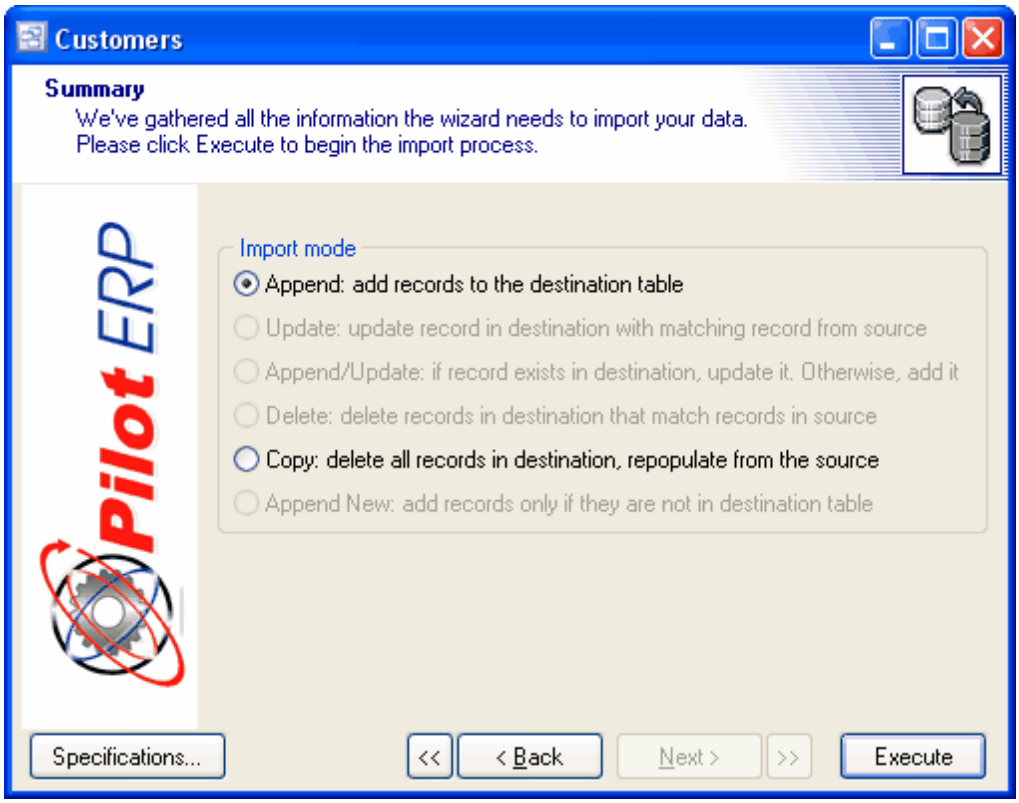
Step 8 - Data Import



Use this screen to actually import the data. Your final step is to select an Import Mode from among the following options:

Append
This option adds records to the target table. The only time you should use this is when the target table is completely empty and you are importing for the first time.

Update
If you highlighted a "key" field in step 7, then this option is activated. The existing target table records will be updated by the import in the key field only. No new records will be added.

Append/Update
If you highlighted a "key" field in step 7, then this option is activated. The existing target table records will be updated by the import in the key field only, and if any new records exist in the source table, they will be added to the target table and will include all the fields.

Delete
If you highlighted a "key" field in step 7, then this option is activated. This will delete any record in the dataset whose key currently matches the import record's key.
CAUTION: In general, the Delete function should only be used with supplier catalog tables in the event that catalog items become obsolete and are to be removed from the catalog. Do not use the Delete funciton with other system tables because many tables are linked with other tables, which makes deleting records dangerous if not done properly.

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Copy
This option deletes all records from the target table and imports a completely fresh set of records.
Once you've made your selection, click the Execute button to begin the import. When completed, you will receive a message indicating that the operation was successful.

Re-Importing Using Saved Specs

To re-import using saved specs, select the Import option on the opening screen, highlight the table you wish to import into, then click the Import button.
On the next screen, click the Specifications button in the lower left portion of the opening screen.
Highlight the item you want in the list of available specifications window, then click the Load button.
This will load all your saved settings into the import wizard screens.
You can now cycle through the screens and change any settings you wish. When done, click the Execute button on the last screen to run the import routine.

Exercise Caution with Delimiters
If your source file is in a *.txt format using delimiters such as commas to separate the fields, make sure that the delimiter you are using is not used within the data itself. Otherwise the import wizard will falsely identify data as delimiters and will import data into the wrong fields.
If you are using commas (,) as separators, commas can be within a data field as long as the field is bracketed on both sides by quote marks ("…"). Most export programs will create text files in this manner for you.

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8 Inventory

8.1 Inventory Overview

Inventory Overview

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The Inventory system tracks inventory stock levels and costing.

Inventory is received via Purchase Order Receipts and Manufacturing Receipts.

Inventory used in manufacturing is entered via Manufacturing Receipts either when entering the manufactured item receipt quantity or separately when the materials to be used are removed from storage. If you don't want the plant personnel to have to record quantities used, you can let the usage default to the quantities specified on the Manufacturing Order (which default based on the quantities specified on the Item) prorated by the quantity produced. Or you can enter the quantities used and track variances via the Material and Resource Usage Reports.

Sales may be entered as as Sales Orders and Shipments, which then create AR Invoices, or directly as AR Invoices. Inventory Quantity On Hand as shown on the inventory value reports and perpetual inventory reports is depleted when the AR Invoices are posted (so as to keep the inventory value in synch with the accounts receivable). Whereas Quantity Available as shown on the Inventory Totals screen and Quantity Available report (Purchase Orders Reports, Sales Orders Reports, Manufacturing Reports) is depleted for shipments that haven't yet been invoiced. Quantity Available is always the current quantity in the warehouse.

Warehouse transfers, and reduction of inventory due to spoilage/breakage, theft and samples, etc. are entered via adjustments.

Physical count corrections may be entered directly as adjustments or the physical count may be entered via the Physical Count feature. This prints count sheets, allows entry of the physical count, prints variance reports, and generates adjustment transactions.

The GL inventory account(s) are updated by Journal Vouchers created automatically from AR invoices and AP Invoices, and Journal Vouchers entered directly to the GL. There are separate options in the System Setup > Your Company > GL tab to activate GL transactions (Journal Vouchers) for Inventory Adjustments and Cost Changes, Work Orders and Purchase Order Inventory Receipts. If these options are not selected, then the GL will not be updated by purchase orders receipts, manufacturing receipts or usage, adjustments, by changing a cost manually, or by changing the item to a different item type that uses a different costing method or is non-inventory.

NOTE:
If the GL Transactions for PO Inventory Receipts option above is not selected, then at period-end you should enter an accrual (reversing JV) for any inventory that has been received but you haven't yet received an AP invoice. (Debit Inventory and credit AP journal). To facilitate the accrual and to ensure that you don't get billed twice, etc. by the vendor:

- When the goods arrive the receiving document is matched to a copy of the PO and sent to the AP clerk.

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- The AP clerk maintains a file of outstanding (unbilled) receipts (PO and receiving document). When the AP invoice is received it is matched to the PO and receipt, which are filed with the AP invoice. At period-end any outstanding (unbilled) receipts are totalled and used for the accrual.

If Manufacturing Work Orders do not create a JV Entry, at period-end you should enter a reversing JV to record any WIP (manufacturing work in process) which you get from the Material and Resource Usage by Order Report.(Debit WIP and credit Manufacturing Gain/Loss).

For manufacturing receipts and usage you should enter JVs to record
- finished goods produced. (Debit Inventory and credit Manufacturing Gain/Loss).
- materials used. (Credit Inventory and debit Manufacturing Gain/Loss).
- resources used from Resource Usage Summary Report. (Credit Resource Expense and debit Manufacturing Gain/Loss). AP and payroll resource expenses will debit the expense account.

Then you should print a Value by GL Account /Item report and enter a JV to synchronize the GL inventory account(s) to the inventory report (typically one entry to Inventory and the opposite entry to Cost Of Goods Sold) to account for any adjustments or manual cost changes, etc. or weighted average cost discrepancies caused by selling negative inventory (for example if the receipt wasn't entered yet) where the sale would update the GL using the old cost.

Items
Physical Count
Inventory Adjustments
Item Types
Warehouses
Inventory Totals
Inventory History
Inventory Reports

8.2 Inventory Setup

8.2.1 Item Types

Item Types

Top Previous Next

System Setup | Item Types

The Item Types screen displays item types in a list.

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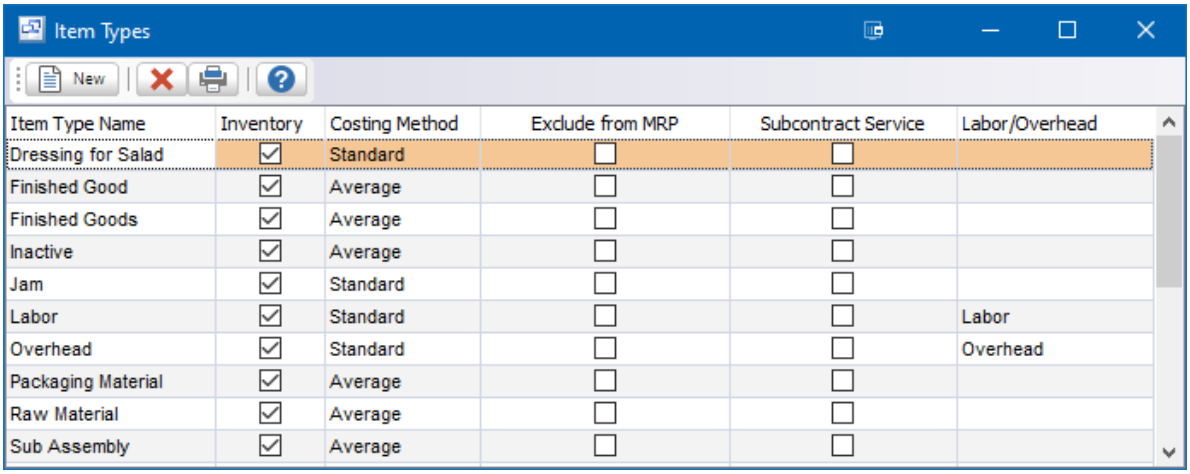

Item Type Name	Inventory	Costing Method	Exclude from MRP	Subcontract Service	Labor/Overhead
Dressing for Salad	☑	Standard	☐	☐	
Finished Good	☑	Average	☐	☐	
Finished Goods	☑	Average	☐	☐	
Inactive	☑	Average	☐	☐	
Jam	☑	Standard	☐	☐	
Labor	☑	Standard	☐	☐	Labor
Overhead	☑	Standard	☐	☐	Overhead
Packaging Material	☑	Average	☐	☐	
Raw Material	☑	Average	☐	☐	
Sub Assembly	☑	Average	☐	☐	

Item Types are used to group items. Example: Raw Material, Packaging Material, Widgets, Brackets, Sundry, Labor, etc. This facilitates selecting items when entering orders, etc., and printing reports sorted and/or summarized by item type. You specify on the Item Type which costing method should be used and whether items in the Item Type are inventory items.

To add a new item type: click the New button.
To edit an item type: double-click the item type. Or select the item type and press Enter or click the Edit button.
To delete an item type: select the item type and click the Delete button.

You can select an item type with the mouse or by the keyboard via the Page Up/Down and arrow keys.

Name
Enter the name of the item type.
Example 1: Widgets
Example 2: Labor
Example 3: Miscellaneous charges (freight, etc.)

Inventory
Check here if this item type is for inventory items. Or uncheck if this item type is for labor or miscellaneous charges, which should be excluded from inventory reports and not have Cost of Goods Sold and Inventory GL entries on JVs created when posting AR invoices.

Costing Method
If this is an inventory item type, select the costing method to be used: Weighted Average Cost or Standard Cost. This is used for the Cost of Goods Sold and Inventory GL entries on JVs created when posting AR invoices. Also it is used for reports showing inventory value.
Example 1: Manufactured items = Standard Cost.
Example 2: Items purchased for resale = Weighted Average Cost.

Exclude from MRP
Check this option if you wish to exclude the item type from MRP generation.

Subcontract Service
Check this option if the item type is used for outside subcontract services. These items can entered in the Bill of Material and work order, then a purchase order can be generated through the Buy for Work

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Order feature. The cost of these items will be automatically issued to the work order when the PO inventory receipt is posted.

Labor/Overhead
If you are using an item in the Bill of Materials for Labor or Overhead costing rather than the labor routings, you can define the item type as Labor or Overhead here. This is for Non-Inventory item types only.

8.2.2 Inventory Locations

Inventory Locations

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System Setup | Locations

The Inventory Locations screen displays your warehouse locations in a list.

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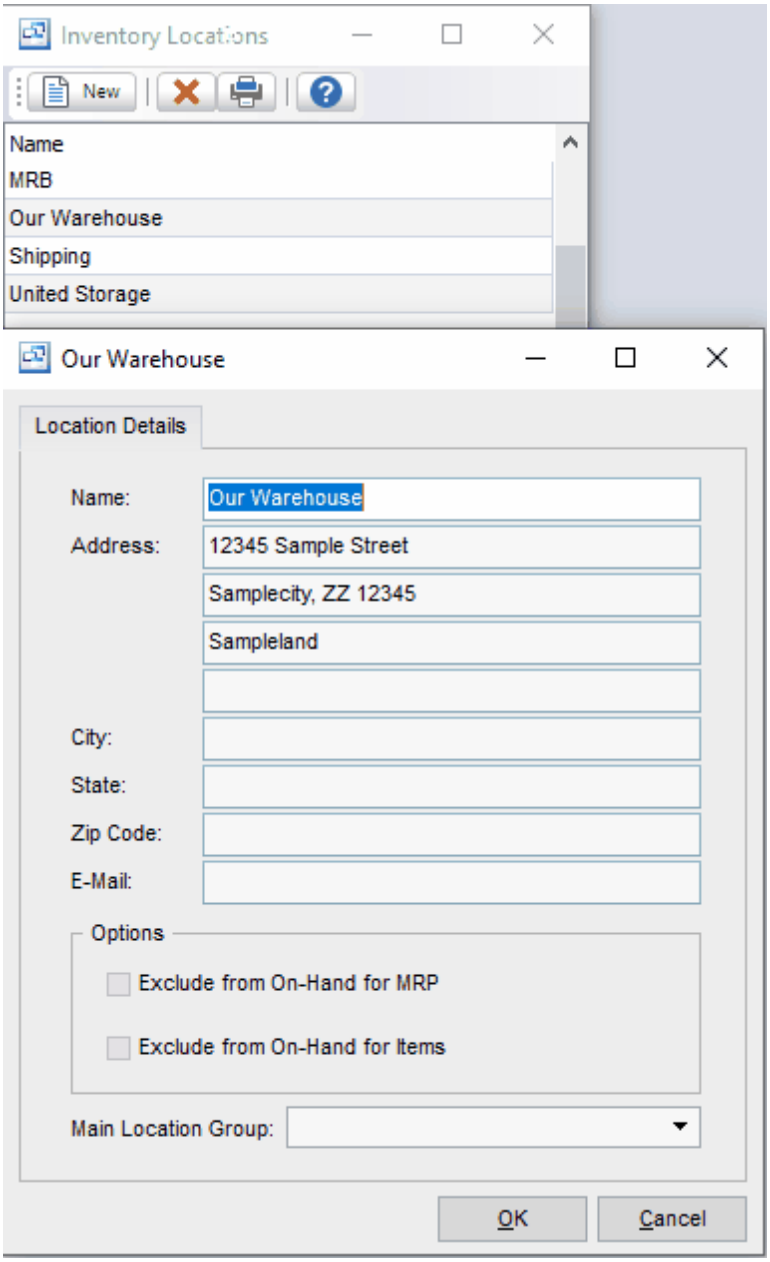

Warehouses are locations where inventory items are stored.

To add a new location: click the New button.
To edit a location: double-click the location. Or select the location and press Enter or click the Edit button.
To delete a location: select the location and click the Delete button.

You can select a location with the mouse or by the keyboard via the Page Up/Down and arrow keys.

Name
Enter the name of the location.
Example: Our location

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Address
The location address prints on purchase orders so the vendor knows where to ship the goods.

Options:

Exclude from On-Hand for MRP - this setting will exclude any inventory quantities on hand in the location from the calculated total on hand quantity use by MRP. Examples of locations that could be excluded are (QC, MRB, Consigned Material, Scrap).

Exclude from On-Hand for Items - this setting will exclude any inventory quantities on hand in the location from the total on hand quantity for the item shown in the item screen and on reports. This can be used in addition to the Exclude form On-Hand for MRP setting or separately.

Main Location Group
If using locations in MRP, you can set up Location Groups (Setup - Inventory - Location Groups) and assign the location to a group. When running MRP, inventory quantity on hand, demand and supply can be calculated and displayed by Location Groups for each item.

8.3 Inventory Menu

8.3.1 Items

Items

Top Previous Next

Inventory - Items

The Items screen displays items in a list showing all inventory information including item no., description, and costs. (Default selling prices are on the Prices screen). It is possible to customize the inventory item screen for each user to display only the fields needed. To edit the inventory items screen, click on the customize button in the upper left hand corner of the grid.

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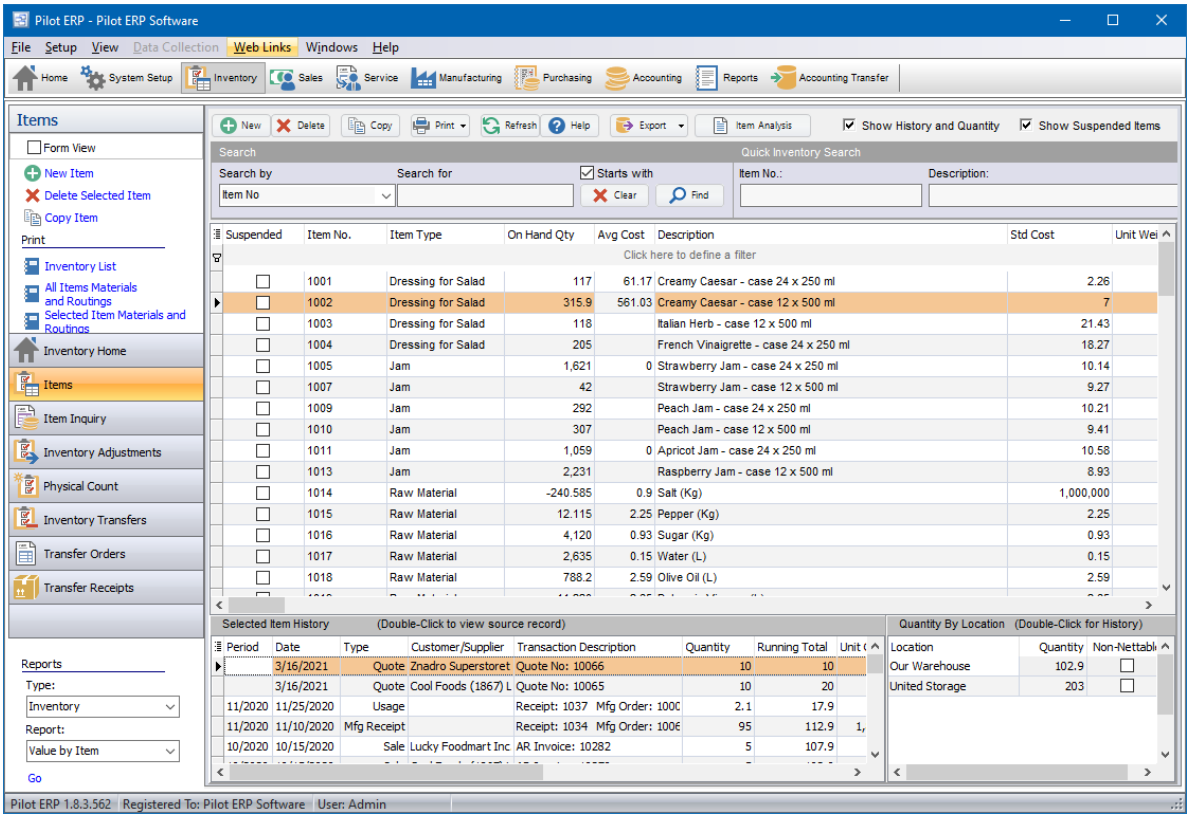

Items can be finished goods, raw materials, packaging materials, intermediate items, or services for sale, or sundry items such as freight, duty, deposit.

On manufactured items, you specify the standard materials (and any intermediate items: a material can be a manufactured item) and resources (labor and equipment) to be used. Manufacturing orders will show these as defaults, which you can then change for substitutions or for manufacturing a custom product. The Items menu has options to print the materials and resources for each manufactured item, showing component costs and item totals.

To add a new item: click the New button.
To edit an item: double-click the item. Or select the item and press Enter.
To delete an item: select the item and click the Delete button.

Item Search: You can select an item with the mouse or by the keyboard via the Page Up/Down and arrow keys. Or type the Item No., Description or Additional Description of the item you are searching into the search boxes at the top of the item screen. You can also search by Customer Part Number and Description. Tip: Select a column in the Items grid and begin typing. The incremental search will start to drill down based on the information you enter. You can enter the 1st letters of the item description then press the down arrow.

The menu has options to

- sort the list by item no., description or any other field in the grid.
- customize the grid.
- copy an item (all data except item no.)
- display inventory totals by location for a selected item

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- display inventory history (transactions) for a selected item
- refresh the data displayed to show changes entered by other users, etc.
- print the list: summary or materials and routings with costs for manufactured items
- print the materials and routings with costs for a selected item

Inventory Transaction History and Totals

To display inventory totals, history, or materials and resources for an item, check the Show History and Quantity check box. Then select the item, and the history and quantity by location will display at the bottom of the item grid screen. You can also double click on any history transaction to open the original record. Double click on the Location to display the transaction history for that Item.

Inventory Overview
Accounts Receivable Overview
Sales Orders Overview
Manufacturing Overview

8.3.1.1 Item Details

(Inventory - Items - General)

General Tab

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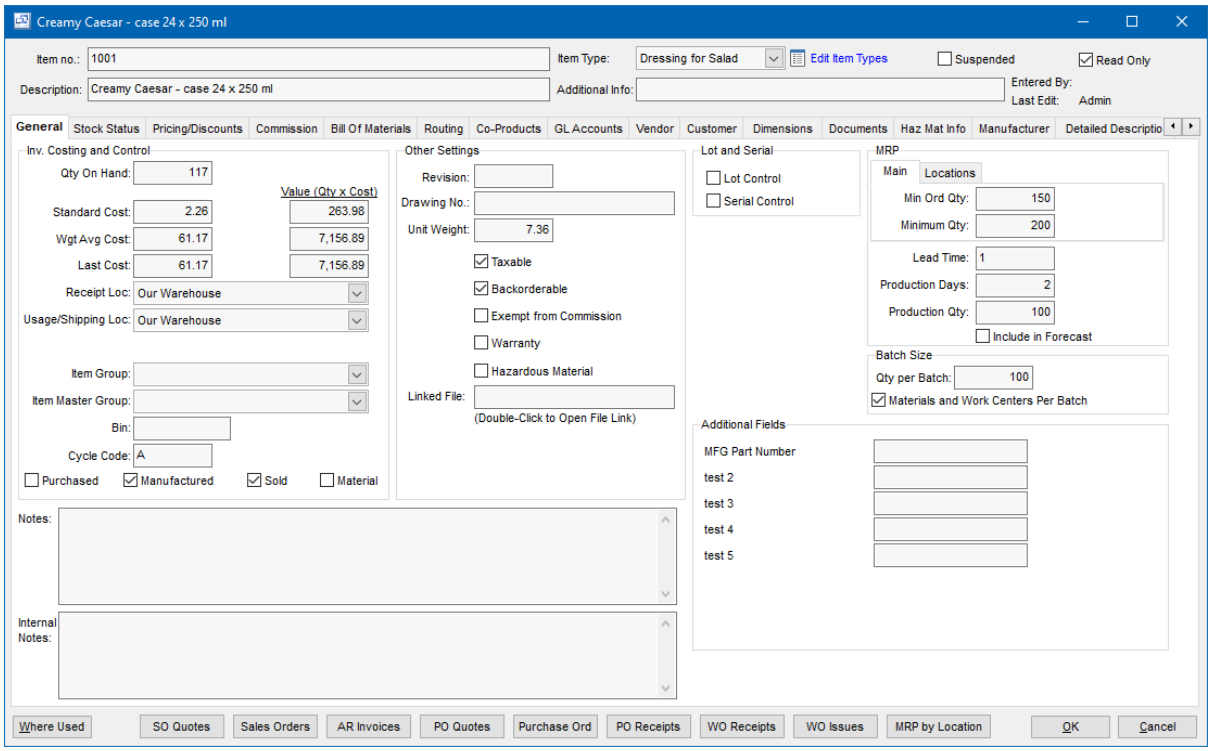

Item no.
Items can be accessed by number or name. Item no. is useful if your customers order by item number or you have a large number of items. When setting up a new item, the program assigns a default item number which you can then change if desired. At any time you can change the item number and any history will automatically still be linked to the item.

Description
The default description for this item. You can override this when entering invoices.
Tip: Unit of Measure can be included in the description. Example: Apricot Jam - case 12 x 500 ml

Item Type
Select the Item Type for this item. If you need to add a new type to the drop down list, click the adjacent button. You specify on the Item Type which costing method should be used and whether items in the Item Type are inventory items. Item Types may be used to group items for sales analysis. Example: Widgets, Brackets, Sundry, Labor, etc. This facilitates printing sales analysis reports sorted and/or summarized by item type. Item Types are also used to facilitate selecting items when entering AR Invoices.

Additional Info
This is a second description field which can be used for searching. It can optionally be displayed on all documents or used internally.

Suspended
Check here to prevent further invoices from being entered for this item.

Read Only
Uncheck this option to manually change the Weighted Average Cost. The cost is automatically calculated within Pilot and should not be manually changed unless the cost is not correct because of a transaction with the wrong cost.

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Qty On Hand
Current quantity on hand for the item.

Weighted Average Cost
The weighted average cost is updated automatically based on the value of items received and inventory on hand. If this needs to be adjusted manually, you can uncheck the “read-only” checkbox. You specify on the Item Type which costing method (weighted average or standard) should be used for JVs created automatically, and used as the costing method on inventory reports.

Standard Cost
The standard cost is not updated automatically*, so whatever is entered here remains constant until changed by the user.

The "***Standard Cost Update***" feature under the Manufacturing | Bills of Material screen will allow you to update the Standard Cost of purchased materials using the current Weighted Average Cost.

The "***Cost Rollup***" feature under the Manufacturing | Bills of Material screen allows you to update the Standard Cost of Manufactured items based on the materials and labor specified for the item.

Standard cost would typically be used for manufactured items and reset periodically to compare against actual manufacturing costs.

For non-manufactured items, this field could be used for budget or replacement cost to facilitate an inventory value report at such.

You specify on the Item Type which costing method (weighted average or standard) should be used for JVs created automatically, and used as the costing method on inventory reports.

Last Cost
The last "Receipt" transaction cost for the item. This could be from PO Receipts, Work Order Receipts or positive inventory adjustments.

Value (Qty x Cost)
The current value of the on hand inventory for the item using the Standard, Wgt. Avg. and Last cost.

Receipt Location
Select the default inbound location for Purchase Order and Manufacturing Receipts.

Usage/Shipping Location
Select the default location of the item for Manufacturing Usage and Sales Shipments.

Item Group
If you have multiple warehouse, shop or plant locations and are using the "Run MRP by Inventory Locations" in the Your Company - Manufacturing setup screen, you can set up and assign location groups to summarize transactions by group in MRP.

Bin
Bin Location of the item.

Cycle Code
Enter a Cycle Code for use during Inventory Physical Count

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Purchased (checkbox)
Check this option if the item is purchased.

Manufactured (checkbox)
Check this option if the item is made by your company, has a bill of materials and manufactured on a work order in Pilot.

Sold (checkbox)
Check this option if the item can be sold on a sales order in Pilot.

Material (checkbox)
Check this option if the item is considered a material component on a bill of materials for another item. This can be a purchased item or subassembly made on a work order.

Revision
Enter the current engineering revision of the item. If this is a manufactured item, the revision will copy to the work order for this item.

Drawing No. (optional)
Enter the Drawing Number associated with this item. If this is a manufactured item, the drawing number will copy to the work orders for the item.

Unit Weight
This prints on the picking slips and bills of lading.cx

Taxable
If the item is taxable, check this option. The tax codes are assigned to the customer and calculated on order/invoice entry.

Backorderable
Check here if the item can be backordered on sales orders (to customers). This means that if a customer orders 10 of an item and you can only ship 8, you could ship the remaining 2 on a later shipment. Stock items are generally backorderable, whereas custom manufactured items might not be. Sales orders that are not fully shipped are kept open as backorders if the customer allows backorders and the items are backorderable. Otherwise when the shipment is posted, the order status is changed from “On Order” to “Completed”.

Exempt from Commission
If the item is exempt from sales commissions, check this option. Eamples would be service charges, fees and other miscellaneous charges for which a sales rep would not receive commissions.

Warranty
If this is a Warranty item, you can check this option to allow a warranty to be assigned in the AR Invoice.

Hazardous Material
Check the Hazardous Material check box if this is a hazardous item.

Linked File
You can link a document, spreadsheet, drawing, etc. to the item for quick reference when in the item screen.

Lot Control

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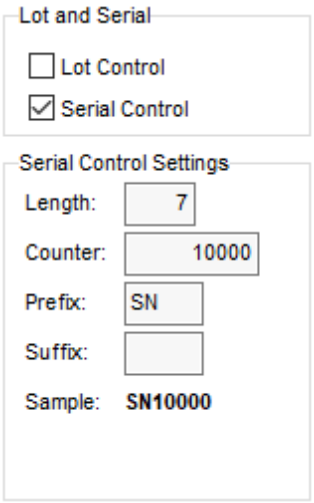
Check this option if the item should be designated for lot control. Turning this option on for an item will require that all inventory transactions have a lot number. On hand inventory will be displayed by lot number.

Serial Control
If the item should be serialized for tracking, check this option. Every inventory transaction will require a serial number for the unique item and on hand inventory will be displayed by serial number.



Serial Control Settings

Length
Enter the length of the serial number for the item.

Prefix
Prefix for the serial number (optional)

Counter
Serial number counter. Pilot will increment this number by 1 with each receipt.

Suffix
Suffix for the serial number (optional).

Min Order Qty
Minimum Order quantity for the item on Purchase Orders or Work Orders created through MRP. If no minimum quantity is entered, any quantity can be ordered with no minimum. When entering a PO Pilot will not allow you to order less than the minimum quantity for the item unless you have the "Overrid Minimum Purchase Order Qty" checked in the System Setup - Your Company - Purchasing tab.

Minimum Quantity
The minimum inventory level or re-order point. The Quantity Available report highlights items that are below minimum or will fall below minimum based on scheduled sales order shipments, manufacturing production and usage, and expected purchase order receipts.

Lead Time (optional)
Enter the Lead Time needed to manufacture or purchase the item.

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Production Days
This is the average number of days production to manufacture the item based on the standard production quantity. This is used along with the production quantity and work order quantity to calculate the finish date on the work order. The calculation is: *Production Days * (Work Order Qty / Production Qty)*

Production Qty
Enter the standard production run quantity for the item. This is used along with the Production days and work order quantity to calculate the start or finish date on the work order. The calculation is: *Production Days * (Work Order Qty / Production Qty)*

Quantity per Batch
If you manufacture this item in batches, you can enter the quantity produced per batch. You can then specify the materials and resources required per batch rather than per unit.

Additional Fields
Up to 8 additional custom fields can be set up for each item. The custom fields can be either a date, text or drop down list. These additional fields are activated and set up through the ***System Setup > Your Company > Inventory*** tab.

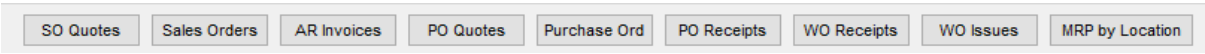
Materials and Resources per Batch
If you manufacture this item in batches, check here if you prefer to specify the materials and resources required per batch rather than per unit.

Notes
Enter any notes you wish to record here.

Internal Notes
This notes field can be used internally and does not copy to sales orders, PO's or work orders and by default does not print on forms. The field can be added to forms used "internally" such as Work Order Travelers, Pick Lists, etc. through the Report Designer.

Where Used
The Where Used Lookup screen will display the current Bill of Materials where the selected item is listed as a material component.

Order Lookup Screens
At the bottom of the item card there are options to view existing and past Sales Quotes, Sales Orders, Invoices, Purchase Quotes and Purchase Orders for the selected Item.



8.3.1.2 Stock Status

(Inventory - Items - General)

The Stock Status screen displays all current open sales orders, purchase orders, work orders and service jobs open for the selected item. The Summary section of the stock status screen displays the total quantities on hand and on open orders by type and calculates the quantity available based on those quantities.

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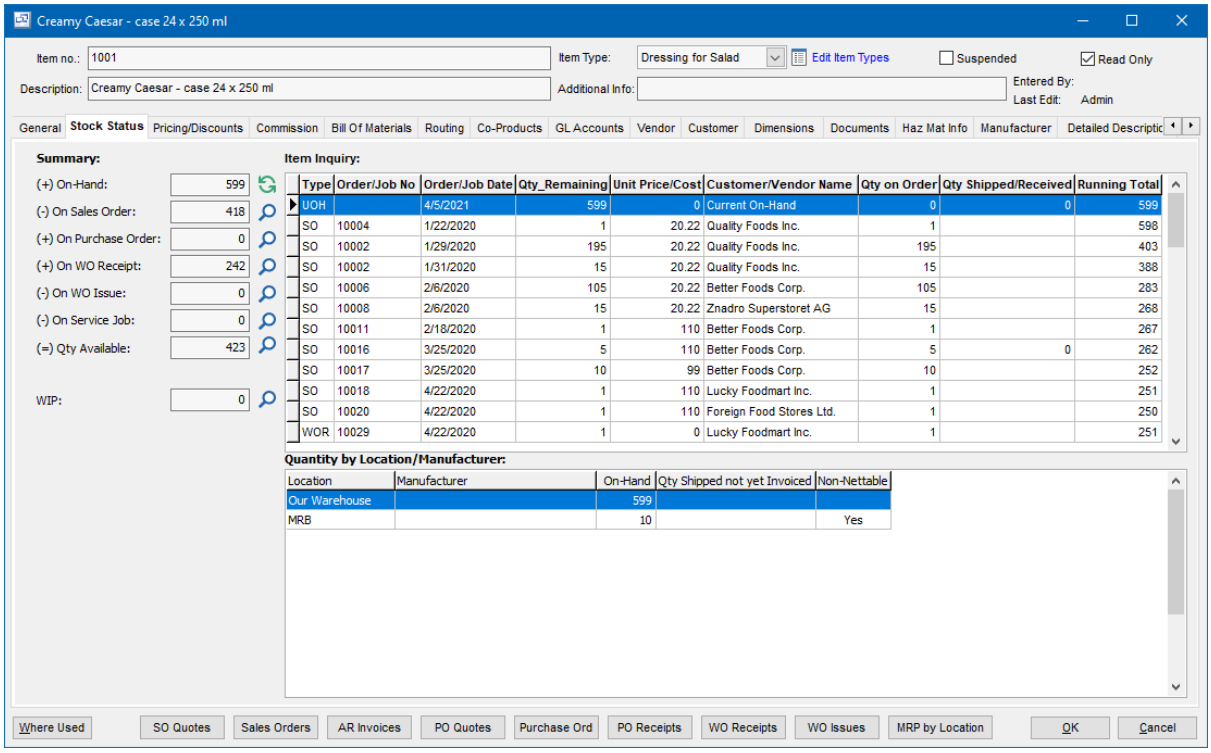
The item inquiry section shows the details of all open orders and remaining quantities sorted by date. It also shows a running total of calculated available stock quantity for the item.



8.3.1.3 Pricing-Discounts

(Inventory - Items - Pricing/Discounts)

The Pricing/Discounts screen displays all price lists along with the current unit price for the item on each. This screen also shows the contract pricing for the item with customer and customer price for the item. If a contract price is entered for an item, that price will be used instead of the price list if the item is entered into a sales order, quote or invoice for that customer.

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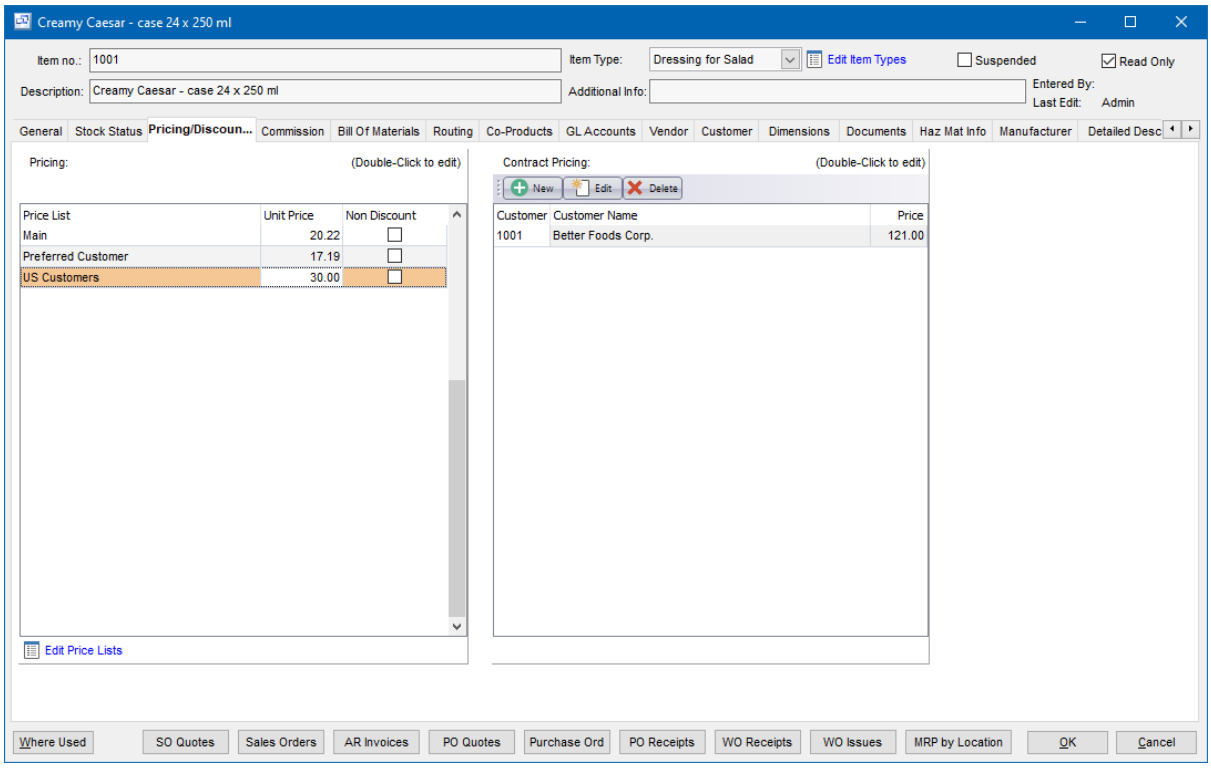

8.3.1.4 Commission

(Inventory - Items - Commission)

The Commissions tab allows you to set up contract commissions for sales reps assigned to individual items for all or specific customers. You can set the commission % rate for the contract commission. The contract commissions will replace any salespersons assigned to the customer on the Pricing/ Discounts tab.

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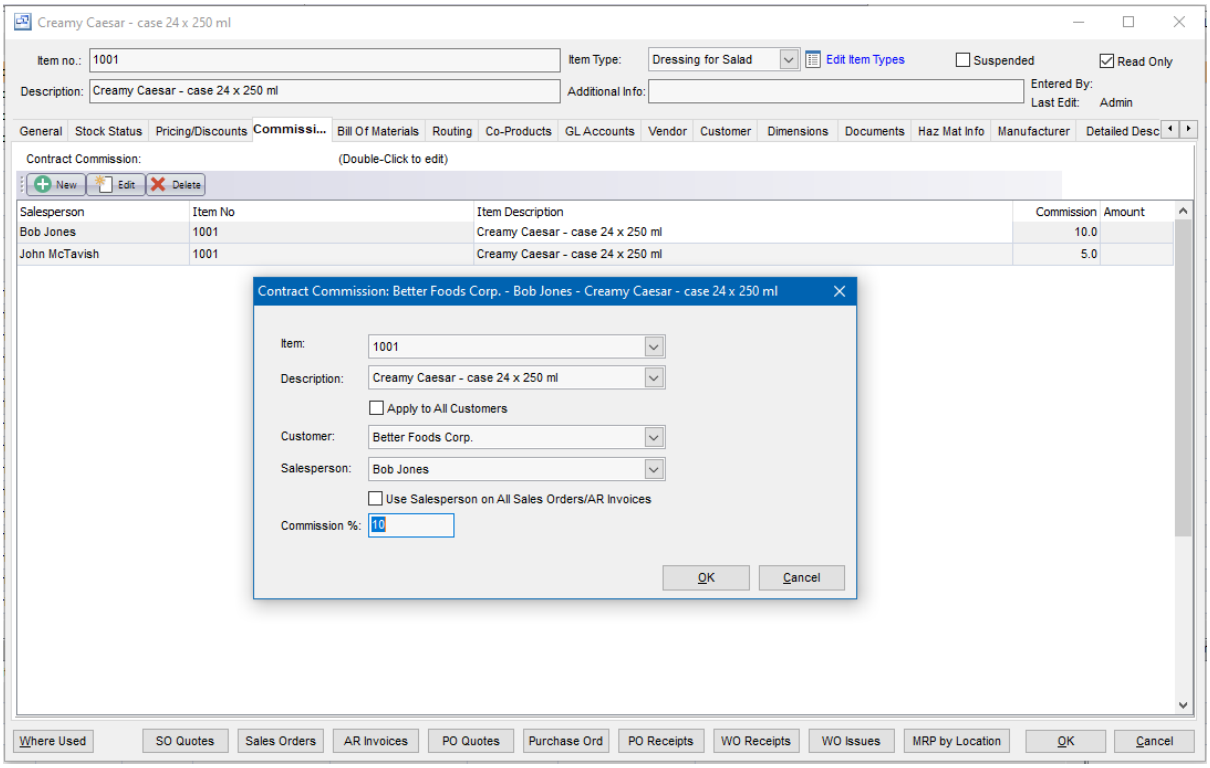

- To create and enter a new commission, click the New button.
- To edit an existing contract commission, select it in the commissions grid and click Edit.
- To delete an existing contract commission, select it in the commissions grid and click Delete.

Item and Description
The Item Number and Description of the item for the contract commission.

Apply to All Customers
If this option is checked, then the commission rule will apply to all customers for that selected item.

Customer
The customer selected for the contract commission on the item. If the Apply to all customers option is checked, the commission will be applied to all customers and the customer field becomes inactive.

Salesperson
The Salesperson for the contract commission rule.

Use Salesperson on All Sales Orders/AR Invoices
This setting adds the salesperson to all sales orders/ar invoices for that customer and item in the contract commission.

Commission %
The commission percentage for the contract commission rule.

8.3.1.5 Bill of Materials

(Inventory - Items - Bill of Materials)

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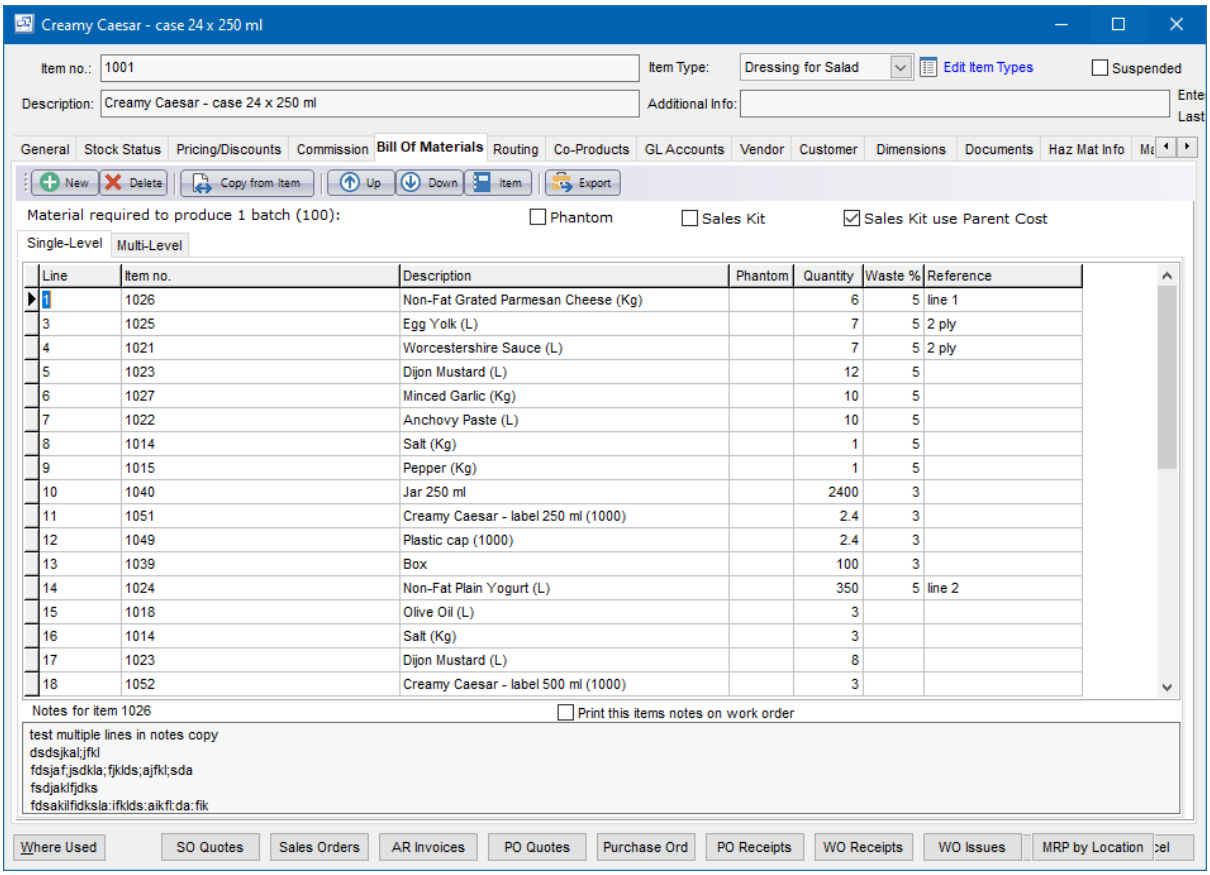
Items, Quantities, and Waste Percentages

If you manufacture this item, you can specify the standard materials (and/or intermediate items: a material can be a manufactured item) to be used (items, quantities, and waste percentages). Manufacturing orders will default to this when the finished goods item and quantity ordered are entered or changed. You can then make changes for substitutions or for manufacturing a custom product. The items and quantities (not waste percentage) print on the bill of materials for the plant personnel.



ItemNo.

You can enter the actual materials used later when entering the receipt(s) if the plant personnel record this data, or alternatively you can let this data default to what is on the order.

Quantity

Material quantities are "utopian" (what they would be if there was no waste).

Waste %

Waste is expressed as a percentage of what doesn't make it into the final product compared to what is taken from inventory.

The material quantity represents the net quantity required to make the BOM parent. However, some components require additional material that gets wasted (scrapped) during the process. The scrap quantity may vary with each work order. Use this Waste % field to specify a percentage amount over and above the net material quantity to account for anticipated waste/scrap. When a work order gets created, the total usage quantity allocated for this material item is increased by this percentage. The cost associated with the overage percentage is also incorporated in the BOM cost rollup. The total

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quantity for the material item is calculated using the following formula:

(Quantity) + (Quantity x (Waste % / 100)) = Material Total Quantity

If the quantity is 10 and the waste % is 20: 10 + (10 x (20/100)) = 12 Total Quantity

Reference
An optional reference field can be used as a designator or for additional information.

Line Notes
Each line item has a unique notes field which will display on the work order and the traveler/picklist.

Tip: You can display a pop-up menu with options for New (line), Delete (line), Move Up, and Move Down by right-clicking on the grid.

Material item numbers or descriptions are not entered directly here, but instead selected on a pop-up screen which displays if you type into the item number or description column, or by clicking on the "3 dots" button in the column, double-clicking in the column, or by the keyboard shortcut Ctrl+Enter.

On the Item pop-up screen: you can select the item by typing the item number in the 1st entry box or by typing the description in the 2nd box, or by selecting the item with the mouse or up/down arrow keys. Click on the selected item or press Enter when the selected item is highlighted. Or Esc to leave a previously entered item unchanged.

Typing the item number in the 1st entry box sorts the list by number and selects the first item number matching the characters entered.

Typing the item description in the 2nd entry box sorts the list by description and selects the first item description matching the characters entered.

On the Item pop-up screen you can select Item Type via the combobox at the right, so that only items of the selected type show. To deselect an item type and show all types, press Delete.

Copy from Item (button)
The copy from Item button allows you to copy a bill of materials from another item set up in Pilot to the item you have selected. This will add all components from the copied item along with quantities, references and notes. It will NOT delete any existing components on the item you have selected.

Up (button)
The Up button allows you to move the selected component 1 level up in the line sequence.

Down (button)
The Down button allows you to move the selected component 1 level down in the line sequence.

Item (button)
The Item button allows you to open the item card for the component selected in the BOM.

Export (button)
The Export button allows you to export the selected BOM to a spreadsheet.

Phantom (checkbox)
A “phantom” BOM can be thought of as a made to order subassembly. A phantom is a set of components that is always assembled within a work order for a higher level BOM. A phantom is not

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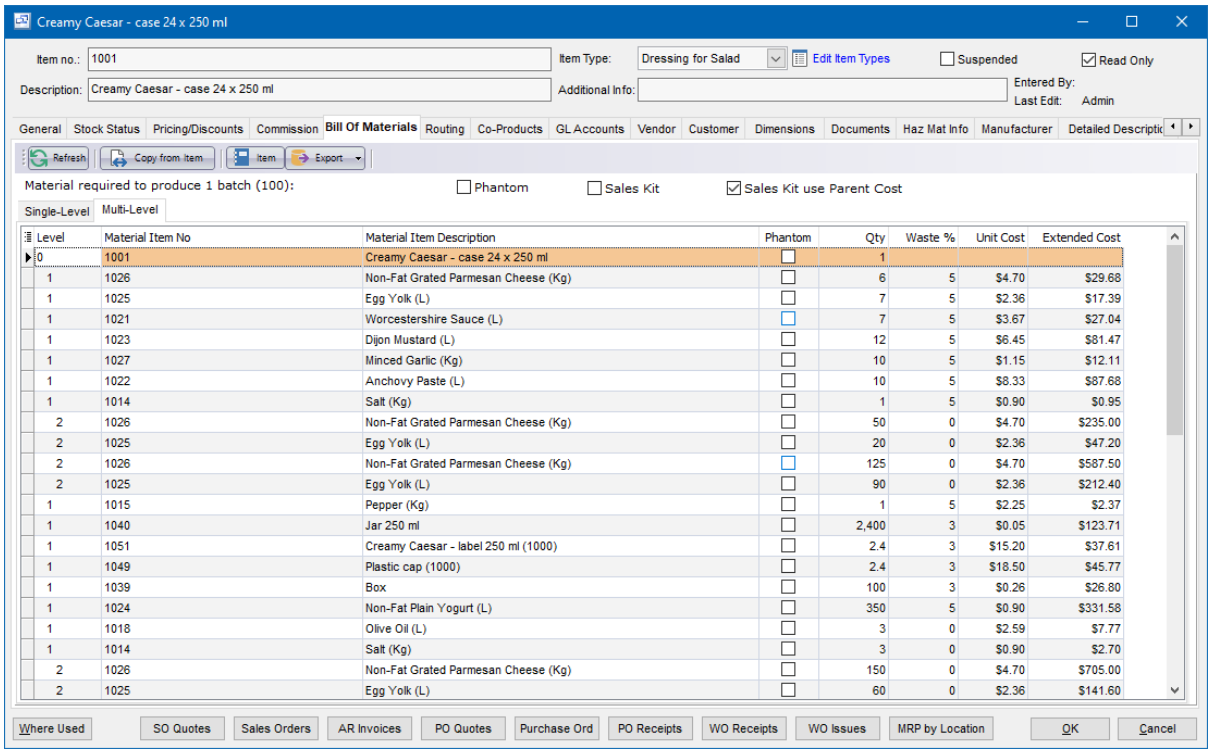
usually stocked or made separate on it's own work order. Phantom assemblies can be used to specify sets of components using a single parent component. Phantom assembly components are ideal for product options and are used to represent sets of associated components.

Sales Kit (checkbox)
Sales Kits are used to copy groups of components into a Sales Order when the parent item is added. If a Bill of Materials for an item is defined as a "Sales Kit" those components will automatically be added to the "Sales Kit" tab in the sales order details screen. Sales Kit items are not manufactured on Work Orders, but are packaged or assembled as part of the shipping process on the sales order. When the main item is shipped, Pilot will remove the components from stock when the invoice is posted.

Sales Kit use Parent Cost (checkbox)
If you want the parent items cost to be used for the Cost of Goods on the sales order invoice for this item rather than the components costs, check this setting. It's not typical to use the parent item cost as the components cost is usually the most accurate, so if you are unsure which you should use, leave this option un-checked.

Multi Level BOM View

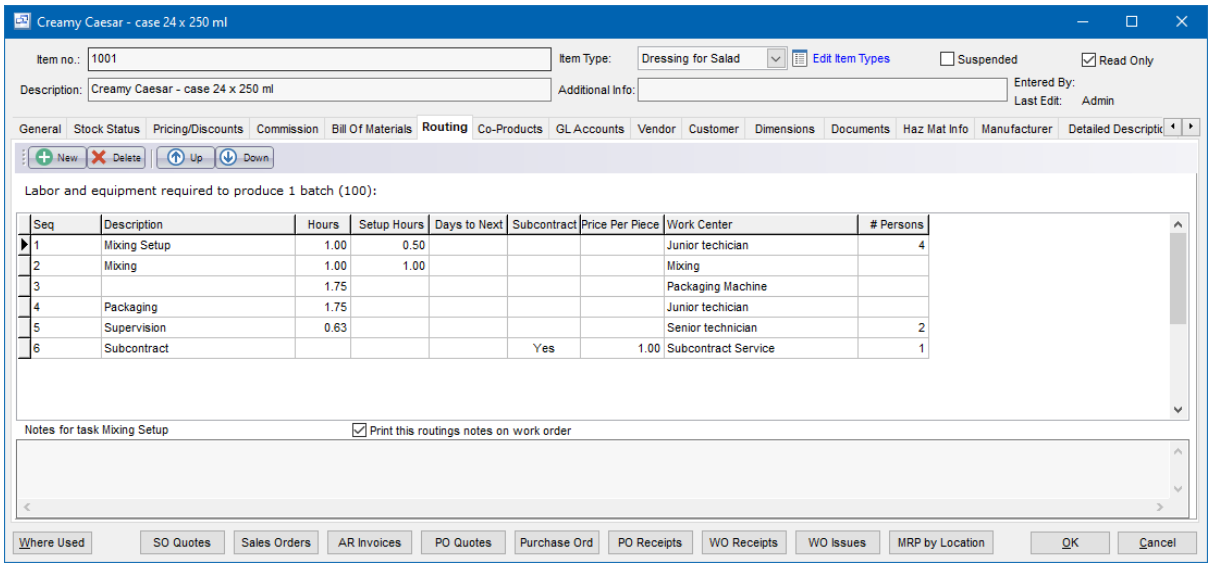
The multi-level BOM view will allow you to view the multi-level BOM and export to .csv spreadsheet.



8.3.1.6 Routing

(Inventory - Items - Routing)

Routings (labor and equipment): Description, Hours, and Work Center



If you manufacture this item, you can specify the standard labor routings to be used (task description, hours, work center). Manufacturing orders will default to this when the finished goods item and quantity ordered are entered or changed. You can then make changes such as to use a different machine if one is overbooked, etc. or for manufacturing a custom product. This data prints on the bill of materials for the plant personnel.

You can enter the actual labor and machine time used later when entering the receipt(s) if the plant personnel record this data, or alternatively you can let this data default to what is on the order.

Tip: You can display a pop-up menu by right-clicking on the grid.

Seq
The order sequence in which the labor routing processes are performed and sorted on the work order. The sequence can be changed using the Up/Down buttons in the top toolbar of the routings tab.

Description
The description of the routing or task being performed.

Hours
The number of labor hours for the routing process.

Setup Hours
The amount of setup time in decimal hours for the routing process.

Days to Next
For Subcontract routing processes, you can define how many days it takes to complete the subcontracting and for the next routing process to begin. This could include sending parts to the subcontractor and the delivery time required to return the modified parts.

Subcontract
Defines whether the routing process is for subcontracting or not. This is determined by the Work Center for the routing.

Price per Piece

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Subcontract PO price per unit.

Work Center
Work Center for the routing. The work center defines whether the routing is a subcontract process or internal and also includes the hourly labor, setup and overhead costing.

 # Persons
Number of people (actual or average) required on the routing process. If you have a machine or task that takes more than 1 person, enter the actual number of people for the task.

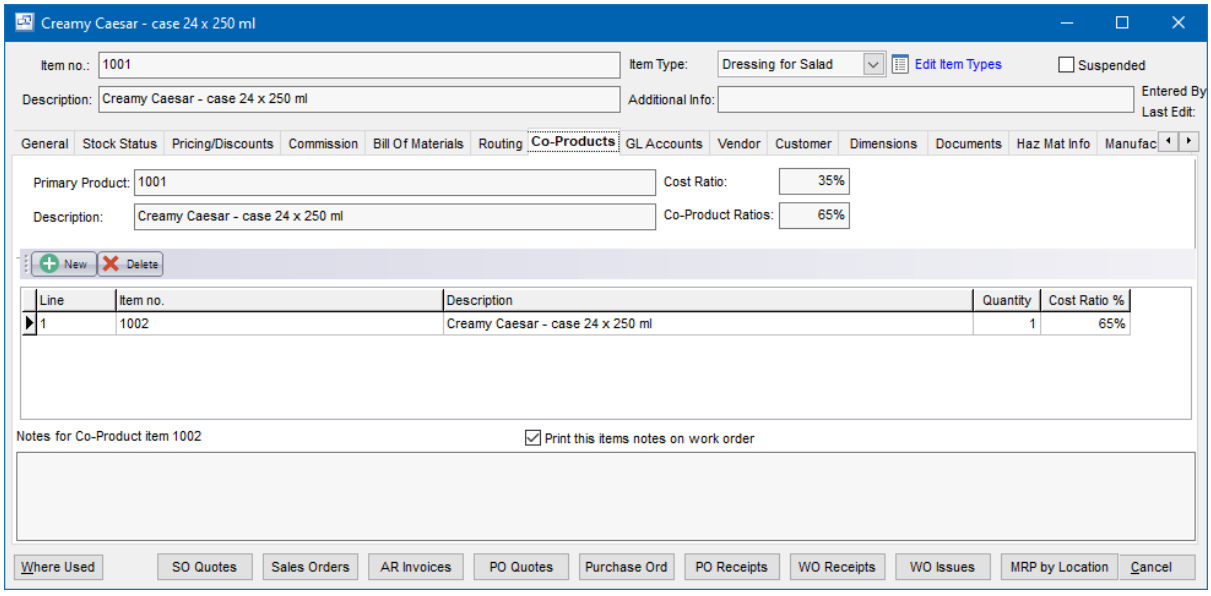
Routing Notes
Each Routing can have unlimited notes to include work instructions, tasks and details about the routing sequence. These notes will copy to the work order routings tab.

Print this Routings Notes on work order
This option controls whether the routing notes for the sequence will print on the work order traveler. This copies to the work order when it is created but the notes and this option can also be changed on the the work order before printing.

8.3.1.7 Co-Products

(Inventory - Items - Co-Products)

The Co-Products tab allows you to enter Co-Products, by-products, disassembly components or usable scrap resulting from the manufacturing of the "Parent" item on the Work Order BOM. Any item entered into the Co-Products tab can be received back to stock with a cost through the Work Order receipts screen in addition to the main manufactured parent item.



Primary Product
The primary manufactured item on the BOM used when creating the work order.

Description
The description of the primary item on the BOM.

Cost Ratio
This is the primary parent items percentage share of the BOM's estimated cost as well as its percentage share of estimated and actual work order cost originated from this BOM. The program calculates this value using this formula:

100 - Co-Product Ratios = Cost Ratio

Co-Product Ratio
This is the sum of the Cost Ratio values in the Co-Product "Cost Ration %" grid.

Co Products detail grid

Line
The line number of the co-product for sorting.

Item No.
The Item number of the co-product.

Description
The description of the co-product.

Quantity
The Quantity produced or remaining for receipt to stock for each 1 or Batch of the manufactured primary item on the BOM. This will be multiplied by the quantity of primary parent item on the work order.

Cost Ratio %
This is the Co-products estimated relative share of overall cost. It may not be possible to calculate the exact cost ratio and in those cases you will need to estimate the closest or average share of the cost. The cost ratio is used by the Cost Rollup and Work Order Receipts screens to allocate total cost to each receipt item.

NOTE: When you enter a cost ratio, the primary parent Items cost ratio is adjusted so that the sum of all cost ratios equals '100'. The sum of all Co-Products cost ratios cannot exceed 100%.

8.3.1.8 GL Accounts

(Inventory - Items - GL Accounts)

GL Accounts: Sales, Cost of Goods Sold, Inventory

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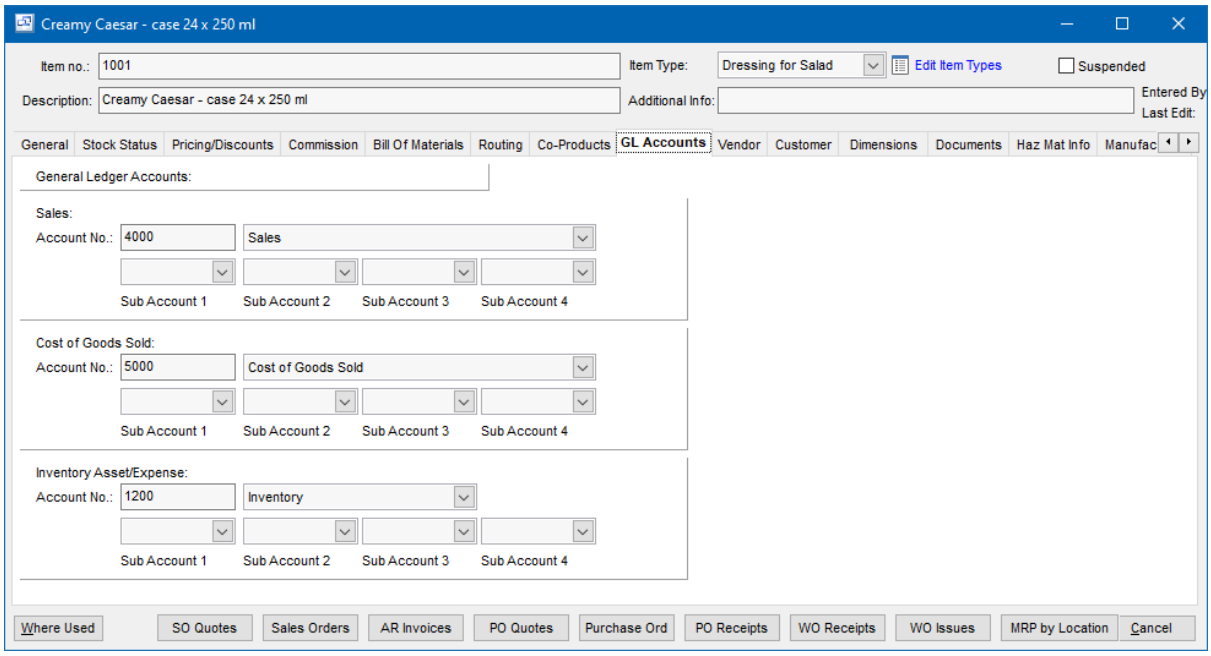

Select the GL accounts (main account and optional subaccounts) for this item, to be used on the JVs created when posting AR invoices, Manufacturing Receipts and PO Receipts. These default to the GL Accounts specified on Your Company > GL or the Item Type. The optional subaccounts allow you to segregate revenue and expenses, for example, by product group, so that you could track profitability by running financial statements for selected product groups. If you need to add a new GL account or subaccount to the drop down list, click the field or dropdown button.

Sales: The Sales GL account number will be Credited when the item is invoiced. The "Sales" account is typically an income account type but can be assigned to any GL account if they item is not a standard product sale.

Cost of Goods Sold (COGS): The COGS account number will be Debited when the item is invoiced. The COGS account can be changed as needed for the item.

Inventory Asset/Expense: When the item is invoiced, this account will be Credited. If the item is purchased and received to inventory, this account will be Debited. When the item is issued to a work order, it will be Credited. If the item is manufactured and received to inventory through a work order receipt it will be Debited. An inventory adjustment will Debit or Credit this account depending on the cost change to inventory. If an item is assigned to an Item Type that is NOT inventory, then there is no entry to this account when the item is sold and invoiced.

8.3.1.9 Vendor

(Inventory - Items - Vendor)

The Vendor tab displays vendor items in a list for the item showing vendor, vendor's item no., description, preference, cost in vendor's currency, cost date, quantity of our item per vendor's item, our item number and description, and cost converted to domestic currency and our unit of measure. For more details see Vendor Items.

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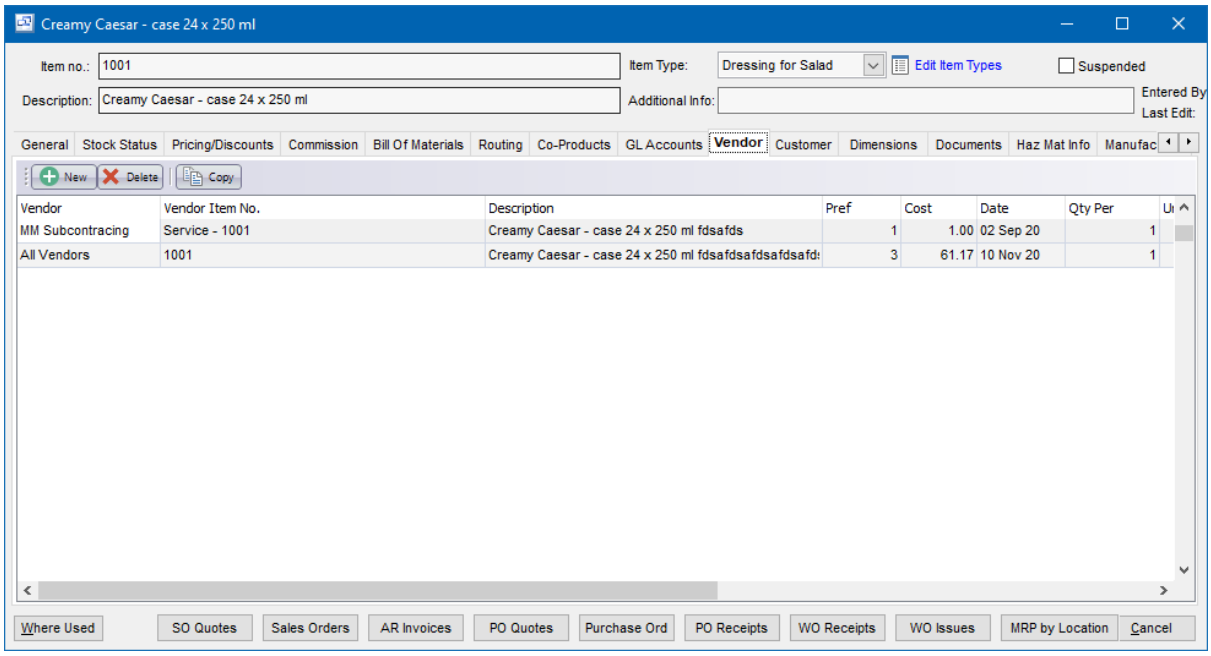
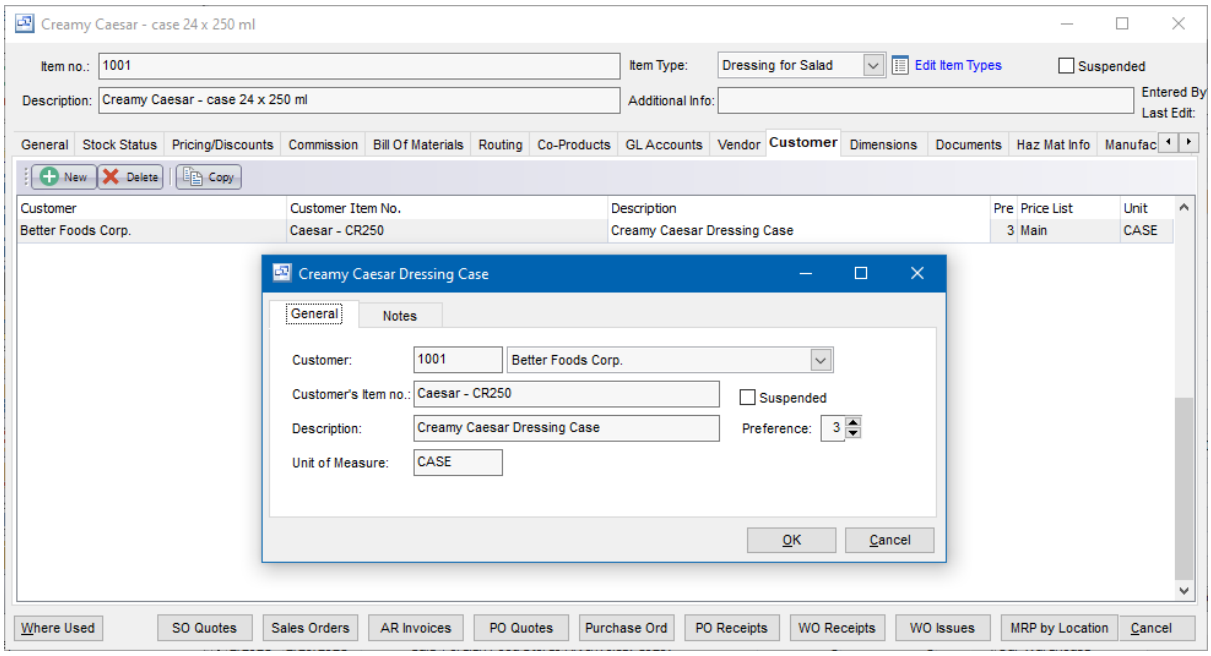


8.3.1.10 Customer

(Inventory - Items - Customer)

If your customer orders items by a manufacturing part number or their own part number, you can enter the customer and their associated number here. Enter as many customers as needed and the part numbers can optionally display on the Sales Quote, Order, Bill of Lading and Invoice.



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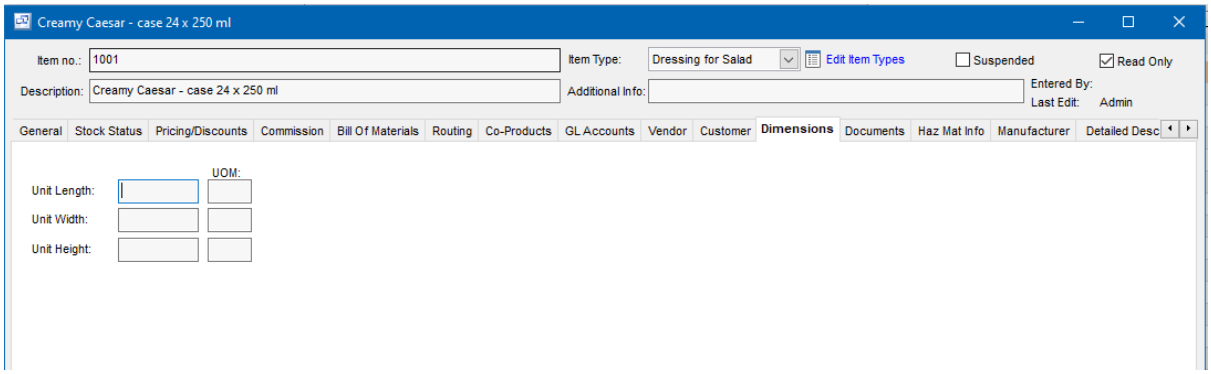
8.3.1.11 Dimensions

(Inventory - Items - Dimensions)

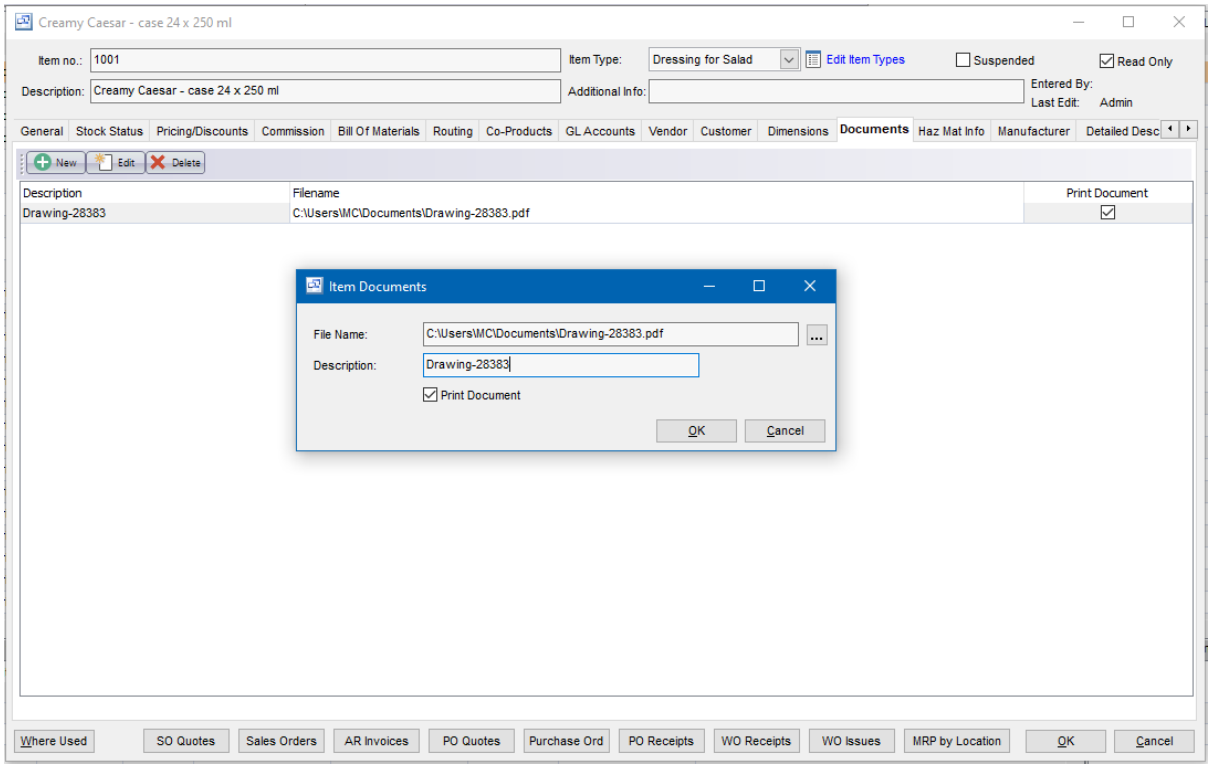
The Dimensions tab allows you to enter units of measure and dimensions of the item or packages for shipping purposes.



8.3.1.12 Documents

(Inventory - Items - Documents)

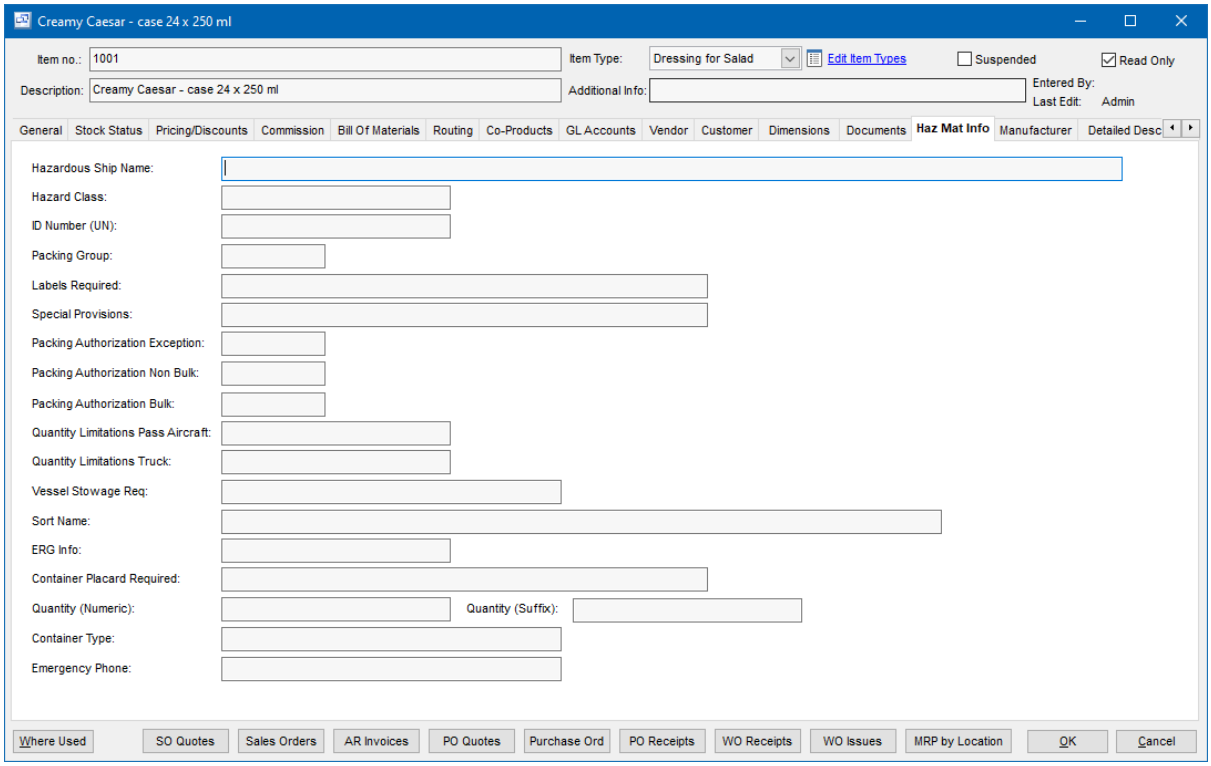
Attach documents, images and any other file that pertains to the inventory item. There is a "Print Document" option available if you want the document or image to automatically print with an associated Sales Order, Purchase Order or Shop Traveler.



8.3.1.13 Haz Mat Info

(Inventory - Items - Haz Mat Info)

For Hazardous Materials, enter the Haz Mat info into this tab. These fields are available on all editable forms such as the Sales Quote, Order, Bill of Lading, Invoice and Work Orders. This information will also print by default on the Hazardous Material Bill of Lading/Packing List.



8.3.1.14 Manufacturer

(Inventory - Items - Manufacturer)

Manufacturer
Manufacturer items can be entered against the item in this tab. These manufacturer items can then be assigned to the vendor items through the Vendor tab. The manufacturer and manufacturer item code will copy to any PO or Sales Order as needed.

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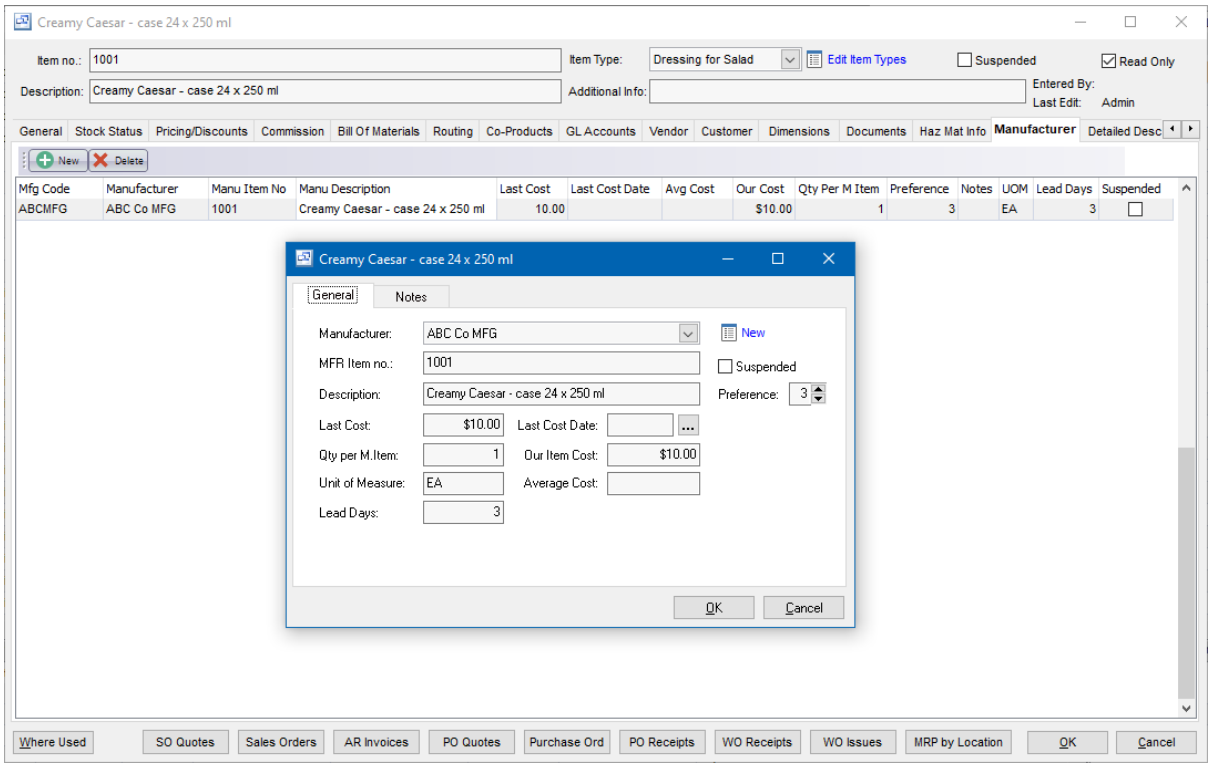

8.3.1.15 Detailed Description

(Inventory - Items - Detailed Description)

The detailed description on the item can be used to list additional information about the item for use internally, on product labels or on forms such as the Quote, Sales Order, Invoice, Work Order Traveler or purchase order where needed. This is an unlimited notes field and you can copy/paste information into the field.

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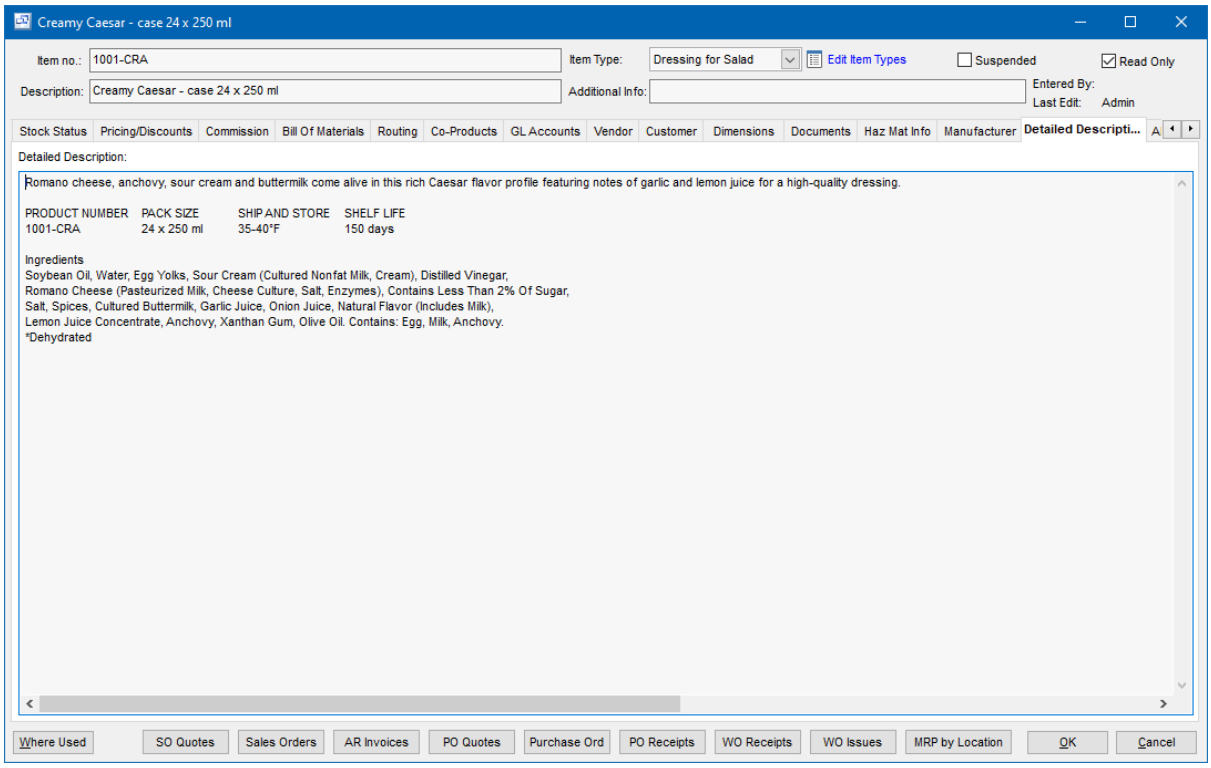
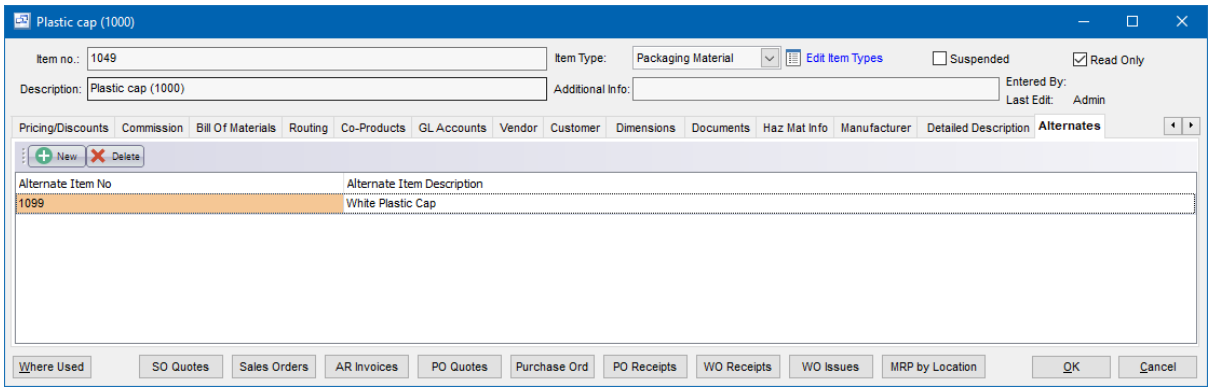


8.3.1.16 Alternates

(Inventory - Items - Alternates)

Alternate items which can be substituted in the manufacturing or packaging processes for the item listed in the Bill of Materials can be listed here. These can be used as a reference on the work order or pick list. You can also limit the users ability to "Swap" items on work orders to only the Alternate items with the "Allows Swap of Alt Materials only" option in the Setup - Your Company - Manufacturing settings screen.



- To add a new alternate item, click the New button.
- to delete an existing alternate item, click the Delete button.

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8.3.1.17 Inventory History

Inventory History

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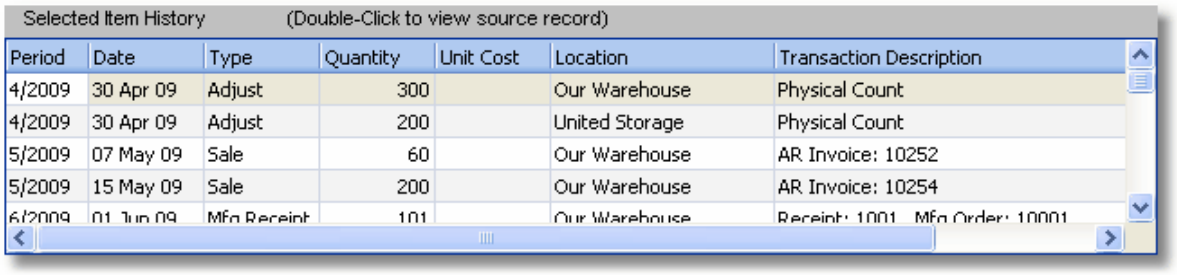
Inventory | History

The Inventory History screen displays transactions posted to the Inventory in a list showing period, date, item, transaction type (PO receipt, Mfg receipt, adjustment, sale, or usage), quantity, unit cost (if PO receipt) in domestic currency, warehouse, and transaction description (order and receipt no. if receipt, adjustment description if adjustment, or invoice no. if sale).


Selected Item History (Double-Click to view source record)

Period	Date	Type	Quantity	Unit Cost	Location	Transaction Description
4/2009	30 Apr 09	Adjust	300		Our Warehouse	Physical Count
4/2009	30 Apr 09	Adjust	200		United Storage	Physical Count
5/2009	07 May 09	Sale	60		Our Warehouse	AR Invoice: 10252
5/2009	15 May 09	Sale	200		Our Warehouse	AR Invoice: 10254
6/2009	01 Jun 09	Mfg Receipt	101		Our Warehouse	Receipt: 1001 Mfg Order: 10001

This data is also printed on the perpetual inventory reports.

You can select a record with the mouse or by the keyboard via the Page Up/Down and arrow keys.

The menu has options to
- display the source transaction (PO receipt, Mfg receipt, adjustment, or invoice) for a selected history record
- refresh the data displayed to show changes entered by other users, etc.

Tip: To display the source transaction for a history record: select the record, then right-click to display a pop-up menu, or double-click on it, or press Enter.

8.3.1.18 Inventory Location History

Inventory Location History

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Inventory | Location History

The Inventory Totals screen displays the quantity available for each item in each warehouse.

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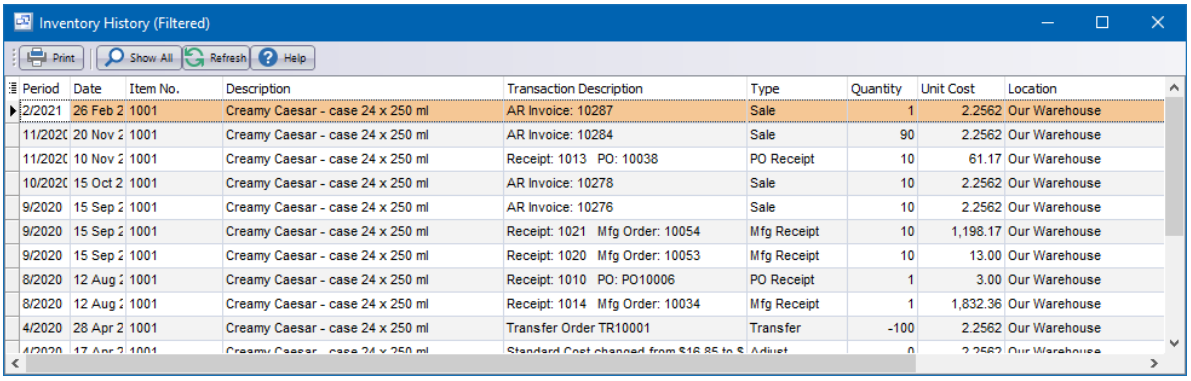

Period	Date	Item No.	Description	Transaction Description	Type	Quantity	Unit Cost	Location
2/2021	26 Feb 2	1001	Creamy Caesar - case 24 x 250 ml	AR Invoice: 10287	Sale	1	2.2562	Our Warehouse
11/2020	20 Nov 2	1001	Creamy Caesar - case 24 x 250 ml	AR Invoice: 10284	Sale	90	2.2562	Our Warehouse
11/2020	10 Nov 2	1001	Creamy Caesar - case 24 x 250 ml	Receipt: 1013 PO: 10038	PO Receipt	10	61.17	Our Warehouse
10/2020	15 Oct 2	1001	Creamy Caesar - case 24 x 250 ml	AR Invoice: 10278	Sale	10	2.2562	Our Warehouse
9/2020	15 Sep 2	1001	Creamy Caesar - case 24 x 250 ml	AR Invoice: 10276	Sale	10	2.2562	Our Warehouse
9/2020	15 Sep 2	1001	Creamy Caesar - case 24 x 250 ml	Receipt: 1021 Mfg Order: 10054	Mfg Receipt	10	1,198.17	Our Warehouse
9/2020	15 Sep 2	1001	Creamy Caesar - case 24 x 250 ml	Receipt: 1020 Mfg Order: 10053	Mfg Receipt	10	13.00	Our Warehouse
8/2020	12 Aug 2	1001	Creamy Caesar - case 24 x 250 ml	Receipt: 1010 PO: PO10006	PO Receipt	1	3.00	Our Warehouse
8/2020	12 Aug 2	1001	Creamy Caesar - case 24 x 250 ml	Receipt: 1014 Mfg Order: 10034	Mfg Receipt	1	1,832.36	Our Warehouse
4/2020	28 Apr 2	1001	Creamy Caesar - case 24 x 250 ml	Transfer Order TR10001	Transfer	-100	2.2562	Our Warehouse
4/2020	17 Apr 2	1001	Creamy Caesar - case 24 x 250 ml	Standard Cost changed from $16.85 to $	Adjust	0	2.2562	Our Warehouse

Note: Quantity Available is not the same as Quantity On Hand as shown on the inventory value reports and perpetual inventory reports. Sales Orders shipments do not deplete Quantity On Hand until the AR invoice is posted (so as to keep the inventory value in synch with the accounts receivable). Whereas Quantity Available is depleted for shipments that haven't yet been invoiced. Quantity Available is the current quantity in the warehouse.

You can select a record with the mouse or by the keyboard via the Page Up/Down and arrow keys. Or click the Find button, then enter the item no. or select the item description from the drop down list. Tip: You can enter the 1st letters of the item description then press the down arrow. This selects the 1st record for that item, so if there is more than one you will also need to use the mouse or arrow keys.

The menu has options to

- display history (transactions) for a selected item and warehouse
- refresh the data displayed to show changes entered by other users, etc.
- print the list

Tip: To display the history for an item/warehouse: select a record, then right-click to display a pop-up menu, or double-click on it, or press Enter.

8.3.2 Inventory Adjustments

Adjustments

Top Previous Next

Inventory | Adjustments

The inventory adjustments screen displays adjustments in a list showing summary info including period, adjustment date, description, and warehouse.

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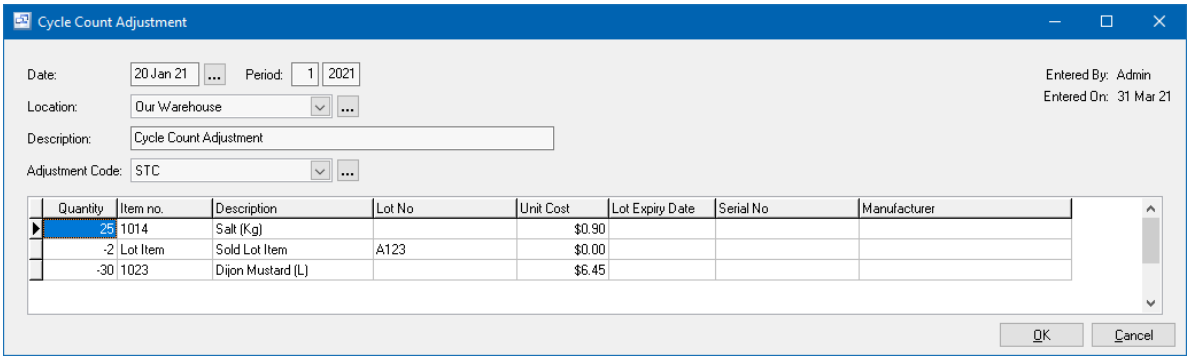

Adjustments are entered to record warehouse transfers, and reduction of inventory due to spoilage/ breakage, theft and samples, etc. Also physical count corrections may be entered directly as adjustments or the physical count may be entered via the Physical Count feature, which prints count sheets, allows entry of the physical count, prints variance reports, and generates adjustment transactions.

To add a new adjustment: click the New button.
To edit an adjustment: double-click the adjustment. Or select the adjustment and press Enter.
To delete an adjustment: select the adjustment and click the Delete button.

You can select an adjustment with the mouse or by the keyboard via the Page Up/Down and arrow keys.

The menu has options to

- refresh the data displayed to show changes entered by other users, etc.
- print the list
- post adjustments (see notes following)

Inventory adjustments are entered, then posted. Prior to posting, they may be edited or deleted. To undo an adjustment after posting, you must "reverse" it (enter it again with the opposite amount). Posting updates inventory totals and history. **To post adjustments** use the Post button or choose the Post option when closing the adjustments screen.

Adjustment Date
The adjustment date defaults to today's date.
Tip: You can use the + or - keys to increase or decrease the date, or click the 3-dots button to select the date from a calendar.

Period
This is the fiscal period and year of the adjustment. This defaults to the current calendar month, or the default period on Your Company if specified there. If your fiscal year doesn't end in December or your fiscal periods are not calendar months, you should set the default period regularly to help prevent data entry errors. Note: The year is entered as 2 digits and displayed as 4.
Example: 11 2001 entered as 11 01

Warehouse
Select the warehouse where the item quantities are to be adjusted. If you need to add a new warehouse to the drop down list, click the "3 dots" button.

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Tip: You can enter a few characters of the warehouse name, then use the down or up arrow keys if required.

Description
Enter a description for the adjustment. This will show on the inventory history and the Perpetual Inventory reports.
Example: Samples

Items and Quantities
Enter the adjustment quantity for each item. A positive quantity will increase the item quantity on hand, and a negative quantity will decrease it.

Tip: You can display a pop-up menu with options for New (line) and Delete (line) by right-clicking on the grid.

Item numbers or descriptions are not entered directly on the adjustment screen, but instead selected on a pop-up screen which displays if you type into the item number or description column, or by clicking on the "3 dots" button in the column, double-clicking in the column, or by the keyboard shortcut Ctrl+Enter.

On the Item pop-up screen: you can select the item by typing the item number in the 1st entry box or by typing the description in the 2nd box, or by selecting the item with the mouse or up/down arrow keys. Click on the selected item or press Enter when the selected item is highlighted. Or Esc to leave a previously entered item unchanged.

Typing the item number in the 1st entry box sorts the list by number and selects the first item number matching the characters entered.

Typing the item description in the 2nd entry box sorts the list by description and selects the first item description matching the characters entered.

On the Item pop-up screen you can select Item Type via the combobox at the right, so that only items of the selected type show. To deselect an item type and show all types, press Delete.

Lot No
If the item is assigned Lot Control, the inventory adjustment will require you select from existing lots if you are reducing inventory or enter a lot if you are increasing inventory for the item.

Expiration Date
Enter the expiration date for the item or select from existing on hand inventory with expiration date.

Serial Number
If the item is assigned Serial Control, the inventory adjustment will require you select from existing serial numbers on hand if you are reducing inventory or enter a serial number if you are increasing inventory for the item. The maximum quantity to increase or reduce inventory is 1 for each line.

Manufacturer
If you track the inventory item by manufacturer, enter the manufacturer name or select from existing inventory on hand.

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Keyboard and mouse shortcuts

8.3.3 Physical Count

Physical Count

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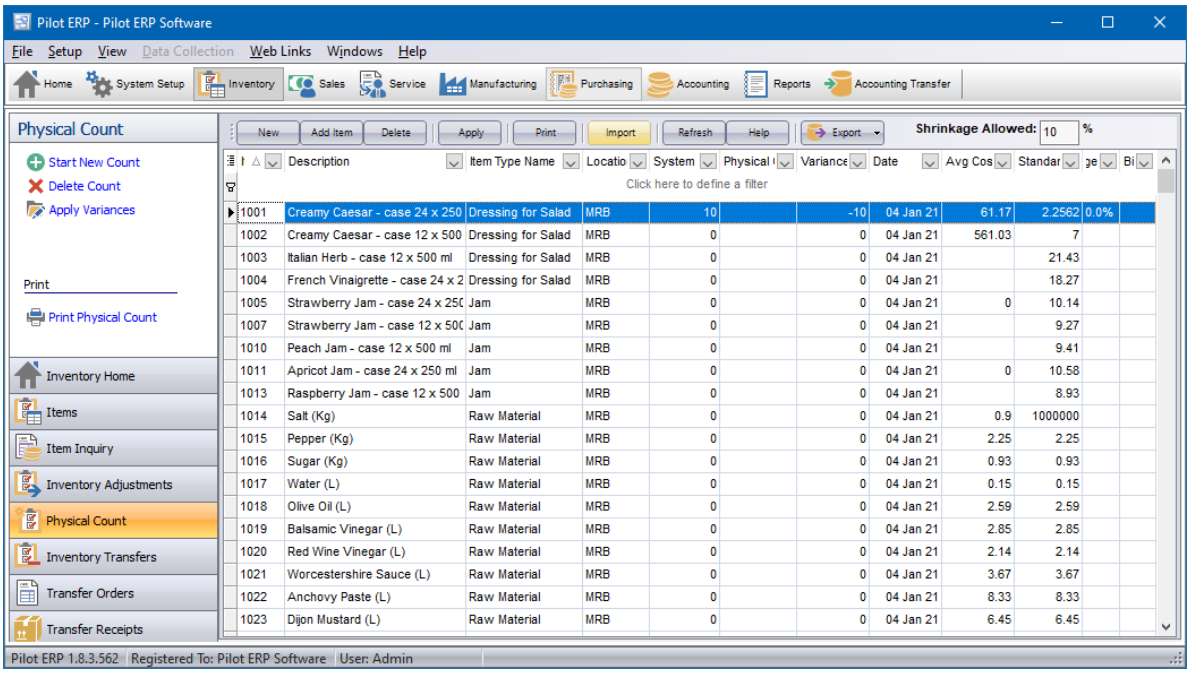
Inventory | Physical Count

The Physical Count feature prints count sheets, allows entry of the physical count, prints variance reports, and generates adjustment transactions.



This can be used to enter the opening inventory balances when setting up your company. Also it can be used for periodic counting of the inventory to verify the item quantities on hand, and correct any that are wrong. This could happen if the wrong item number was entered on a sales order or other transaction that affects inventory, or if quantities were miskeyed, or if inventory was stolen from the warehouse, etc.

1. **Start count**. The program creates count records and stores the "system" quantity on hand for each item. ie. The quantity on hand as stored in the system (computer).
2. **Print count sheets**. Menu File | Print. Count each item on the list and write down the count.
3. **Enter the physical count.** ie. What you physically counted.
4. **Print variance reports.** Menu File | Print. You can filter the list to show only items with variances if you prefer. Verify the count was entered correctly and double-check any variances.
5. **Apply variances**. This creates adjustment transactions for the differences, and deletes the count records.

Because the variance is used to update the system quantity on hand, rather than resetting the system

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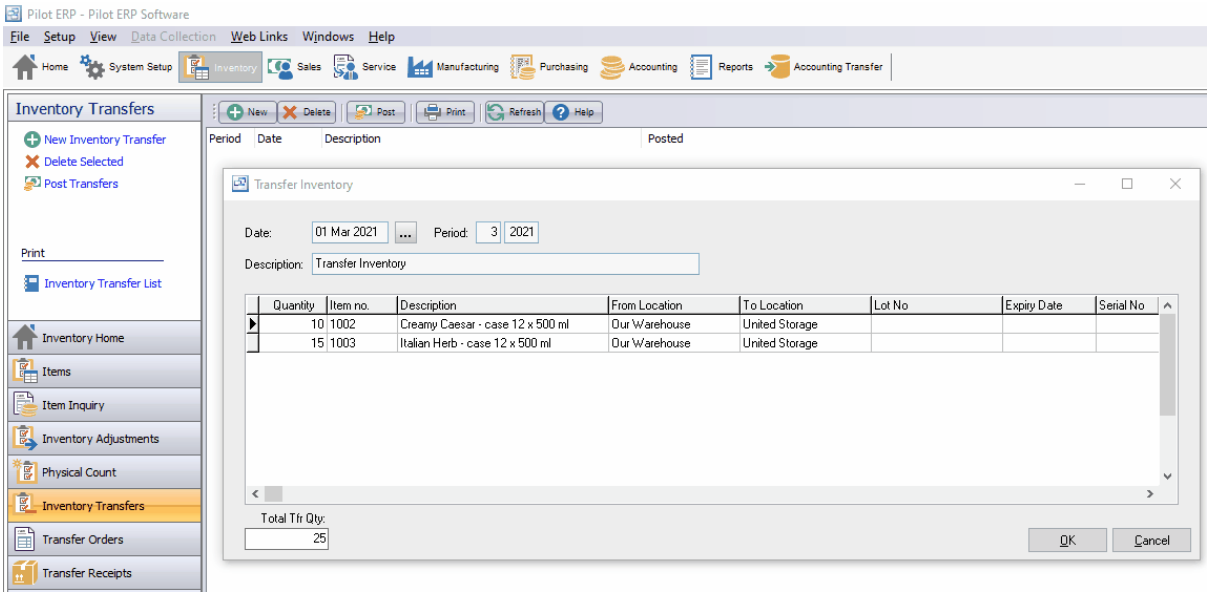
quantity on hand to the physical quantity on hand, you do not have to stop entering sales and receipts, etc. pending entry of the physical count.

Tip: You can choose to count only selected warehouses and/or item types. You can do this by selecting the warehouse and/or item type when you start the count, and then repeating this for any other warehouses and/or item types to be counted. Or you can select all warehouses and/or item types, then delete (menu Records | Delete Count) any that you don't want to count.

8.3.4 Inventory Transfers

(Inventory - Inventory Transfer)

The Inventory Transfer screen allows you to transfer inventory between locations set up in Pilot.



To start a new inventory transfer click the "New" button or "New Inventory Transfer" link. This will open the Transfer Inventory screen where you can enter the Transfer Date, Description and items you want to transfer from one location to another.

Once you have entered the transfer information including the Quantities, Items, From Location and To Location, click OK to save. To complete the transfer you must Post it using the "Post" button at the top of the inventory transfers screen. This will create an inventory adjustment to move the inventory from the location selected to the new location.

8.3.5 Transfer Orders

(Inventory - Transfer Orders)

The Transfer Order screen provides a formal method to ship inventory between company warehouses or plants. When a transfer order is entered and posted, the inventory will be moved from the selected Location to the Transit Location. When it's received at the other warehouse or plant, employees can receive that inventory to their location (the Ship To location on the order) through the Transfer Receipts

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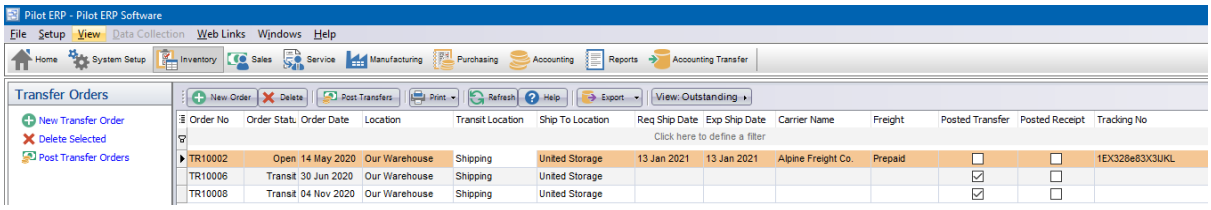
screen.

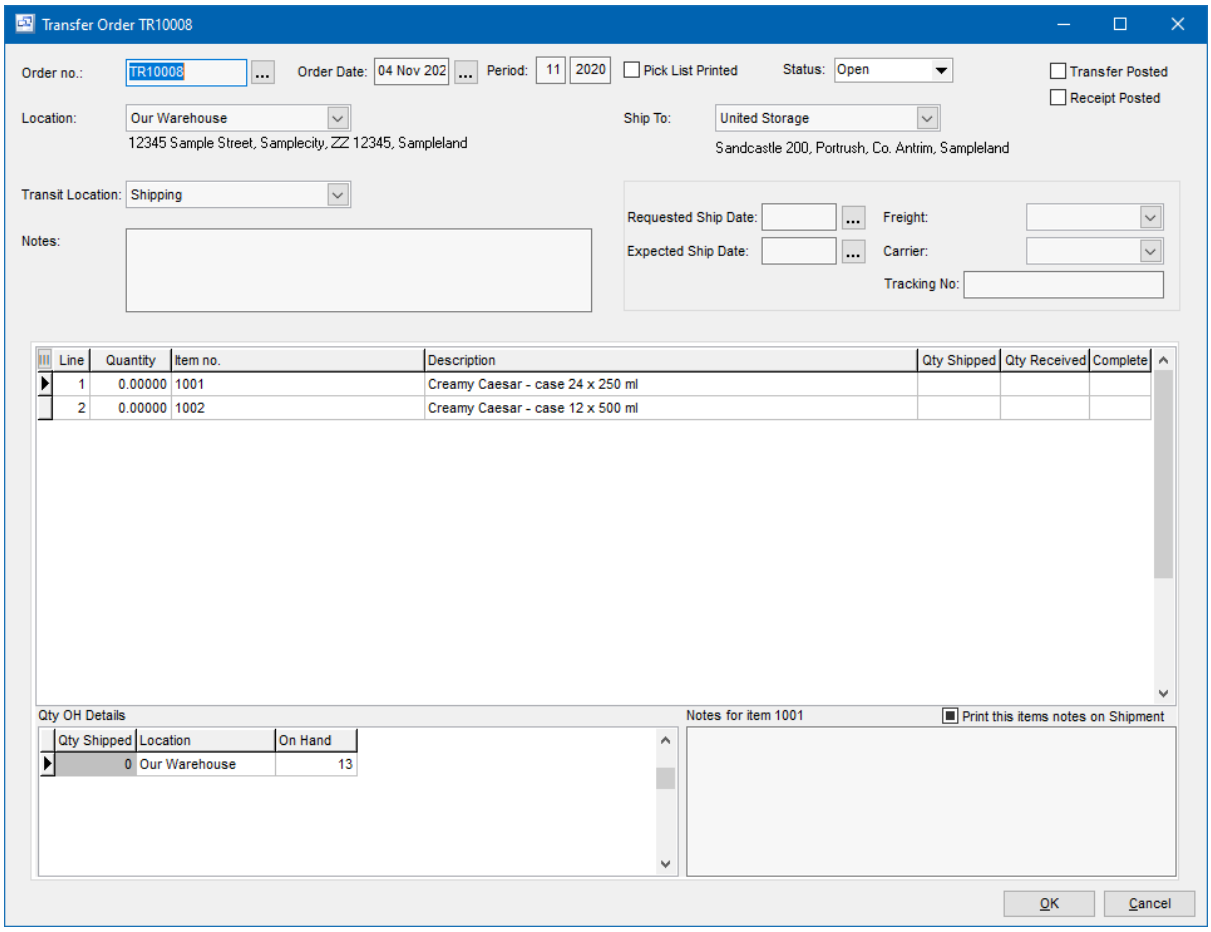
The Transfer Order screen also provides options to print a pick list to pull the inventory and a Packing List/Bill Of Lading for the shipping document.

The main grid screen in the transfer orders displays the current Outstanding (Open on in Transit status) transfer orders. To open an existing transfer order, select it in the grid and double click. To print, select the transfer order in the grid and right click for options or click the Print button in the top toolbar. Transfer Orders that are in an Open status can be changed or deleted. Transfer orders that are in a Transit status cannot be changed or deleted.

To create a new transfer order, click the "New Order " button in the top toolbar of the transfer orders screen.



Transfer Order



Fields

Order No
The Transfer Order number used to identify, print and receive the transfer.

Order Date
The date of the inventory transfer. This will be used for the inventory transaction to move the inventory from the selected Location to the Transit Location.

Period
GL Period for the inventory transfer transaction.

Pick List Printed
Indicates whether the pick list has been printed or not.

Status
This indicates the current status of the transfer order.

Open - Transit Orders in an Open status have not been posted and the inventory has not been moved from the selected location to the transit location. Open transfer orders can be edited or deleted.

Transit - The "Transit" status means that the transfer order has been posted and the inventory has been moved from the selected location to the transit location but has not yet been received by the Ship To location.

Completed - When a transit order is fully received at the Ship To location it will automatically be marked "Completed" on the status and be removed from the outstanding transfer orders. If a transfer order is only partially received it will remain in the Transit status. If the transfer order is only partially shipped and received it can be completed by changing the status in the transfer order screen to Completed.

Transfer Posted (checkbox)
If the transfer order has been posted, the "Transfer Posted" field will be automatically checked.

Receipt Posted (checkbox)
If a transfer receipt for the order has been posted, the "Receipt Posted" field will be automatically checked.

Location
This is the location from which the inventory will be picked and shipped. When the transfer order is shipped, it will create an inventory transaction to reduce the inventory on hand form this location and move it to the "Transit" location.

Ship To
This is the location that will be receiving the shipment of inventory in the transfer order.

Transit Location
This is a location used to indicate that the inventory is currently in transit to the Ship To location. If you do not need to hold the inventory in a "Transit" location, you can also assign it to the same location in the Location or Ship To fields. When the Transfer Order is posted, it will still create the inventory transaction but will either keep it in the current location or move it to the ship to location before it's actually received through the Transfer Receipts screen.

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Notes
Optional Notes field for the transfer order and shipment.

Requested Ship Date
This is the scheduled ship date for the transfer order.

Expected Ship Date
This is an optional ship date field which can be used to indicate a difference between the original requested ship date and the new expected ship date.

Freight
The freight method for the shipment on the transfer order.

Carrier
The freight carrier used for the shipment.

Tracking No
The tracking number for the shipment.

Detail Feilds

Line
The line number used for sorting on the transfer order.

Quantity
The Quantity that will be shipped on the transfer order.

Item No and Description
The item number and description of the item being shipped.

Qty Shipped
When the Transfer Order is posted, the quantity shipped will display in this field.

Qty Received
When a transfer order is received through the Transfer Receipts screen it will automatically update the quantity received for each item in the transfer order screen.

Complete
If the line item has been fully received at the Ship To location or if the item was partially received and no additional inventory is in transit it can be marked complete in this field. This will prevent future receipts against the line. If inventory was misplaced or damaged in transit and will not be received to the Ship To location, it will need to be removed from the transit location inventory through an inventory adjustment.

Posting

When the inventory has been pulled from stock, the Packing List/Bill of Lading printed and shipment sent, the transfer order should be reviewed and posted using the "Post" button in the top toolbar to move the inventory from the Location to the Transit location. The "Quantity" entered for each item will be transferred at the time of the posting on the "Order Date" entered in the transfer order. Once a transfer order has been posted, it cannot be changed.

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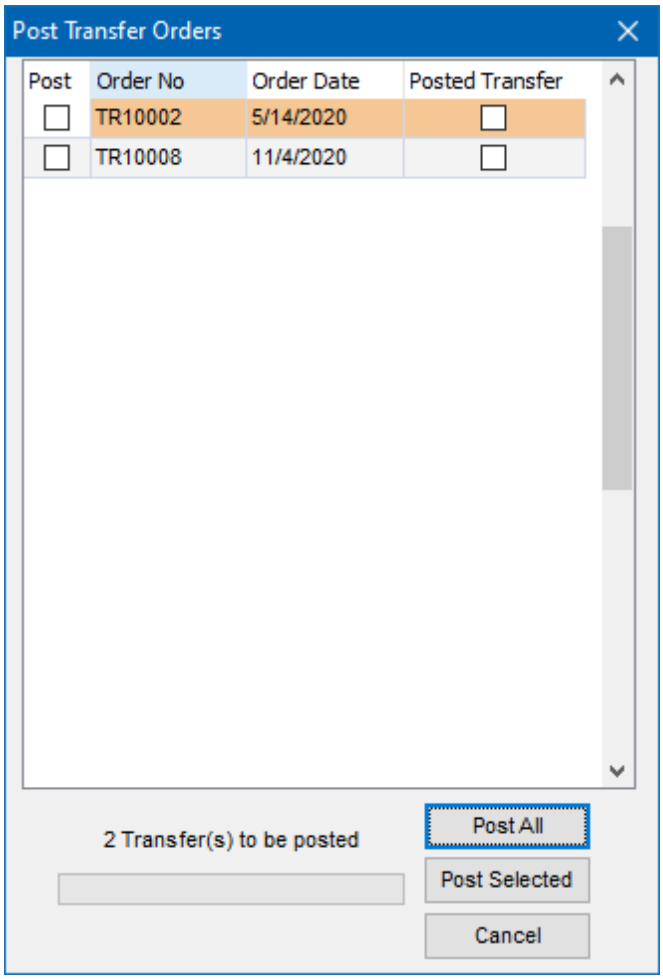
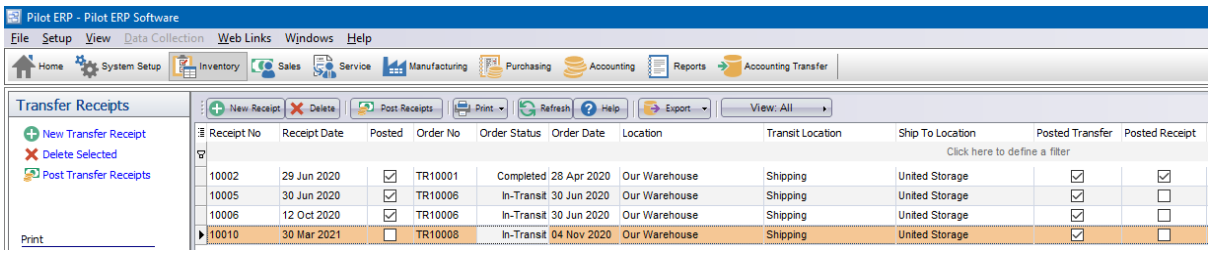


8.3.6 Transfer Receipts

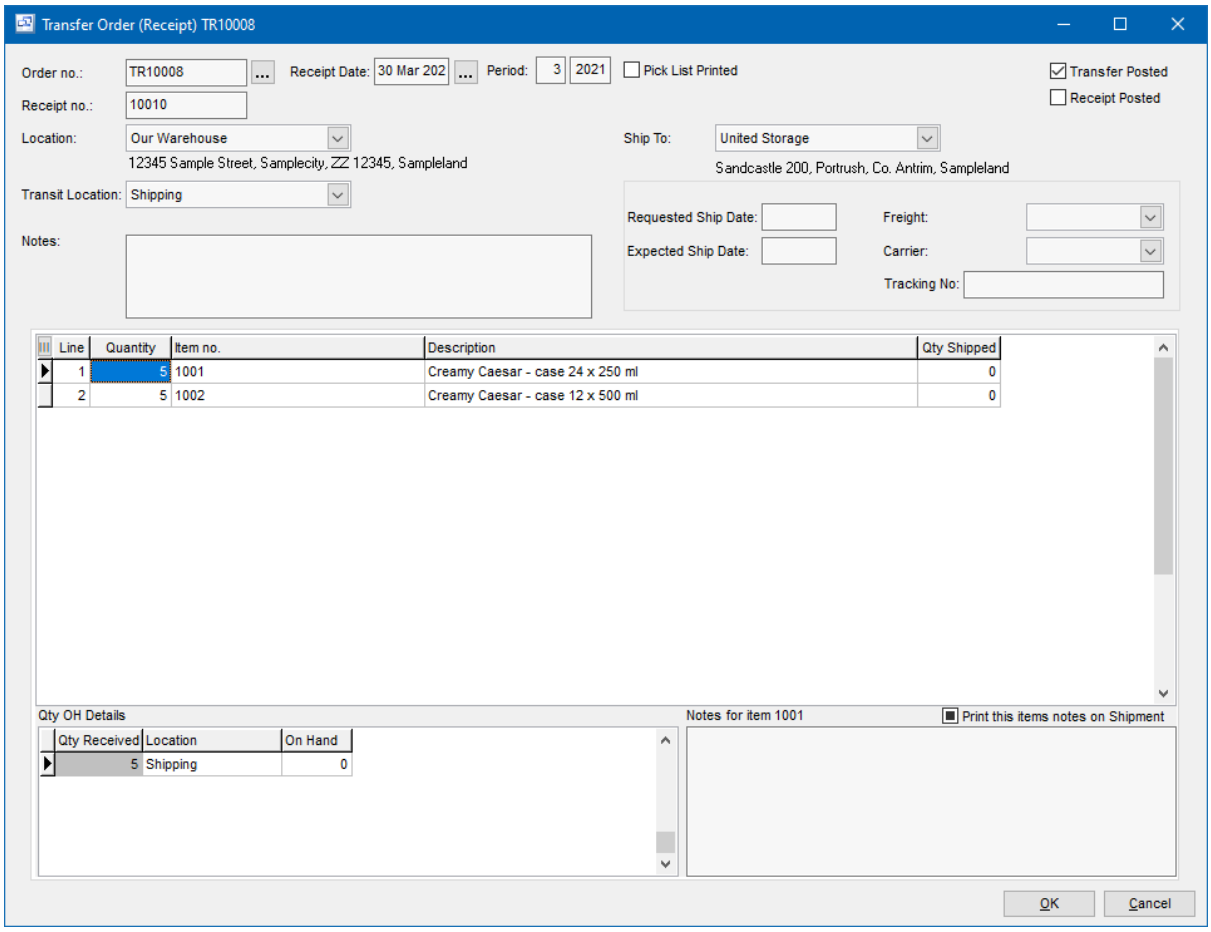
(Inventory - Transfer Receipts)

The Transfer Receipts screen allows the shipped items from the Transfer Order to be received at the Ship To receiving location. The transfer order also has the options to print a pick list or packing list which can be used as a receiving document or to view information about the receipt and confirm quantities received. Transfer receipts that have been posted cannot be edited or deleted.d

To start a new transfer receipt, click the "New" button in the top toolbar.



Transfer Receipt



Fields

Order No
The Transfer Order number used to identify, print and receive the transfer.

Receipt No.
This is the unique number for the receipt automatically generated when a new receipt is entered.

Receipt Date
The date of the inventory receipt. This will be used for the inventory transaction to move the inventory from the selected Transit location to the Ship To Location.

Period
GL Period for the inventory receipt transaction.

Pick List Printed
Indicates whether the pick list has been printed or not.

Transfer Posted (checkbox)
If the transfer order has been posted, the "Transfer Posted" field will be automatically checked.

Receipt Posted (checkbox)
If a transfer receipt for the order has been posted, the "Receipt Posted" field will be automatically

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checked.

Location
This is the location from which the inventory will be picked and shipped. When the transfer order is shipped, it will create an inventory transaction to reduce the inventory on hand form this location and move it to the "Transit" location.

Ship To
This is the location that will be receiving the shipment of inventory in the transfer order.

Transit Location
This is a location used to indicate that the inventory is currently in transit to the Ship To location. If you do not need to hold the inventory in a "Transit" location, you can also assign it to the same location in the Location or Ship To fields. When the Transfer Order is posted, it will still create the inventory transaction but will either keep it in the current location or move it to the ship to location before it's actually received through the Transfer Receipts screen.

Notes
Optional Notes field for the transfer order and shipment.

Requested Ship Date
This is the scheduled ship date for the transfer order.

Expected Ship Date
This is an optional ship date field which can be used to indicate a difference between the original requested ship date and the new expected ship date.

Freight
The freight method for the shipment on the transfer order.

Carrier
The freight carrier used for the shipment.

Tracking No
The tracking number for the shipment.

Detail Fields

Line
The line number used for sorting on the transfer order.

Quantity
The total quantity being received for the item on this receipt.

Item No and Description
The item number and description of the item being received.

Qty Shipped
This displays the quantity shipped on the transfer order.

Complete
If the receipt of the line is completed, you can manually mark it complete. This will be done

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automatically if the full quantity shipped is received.

Qty OH Details Fields

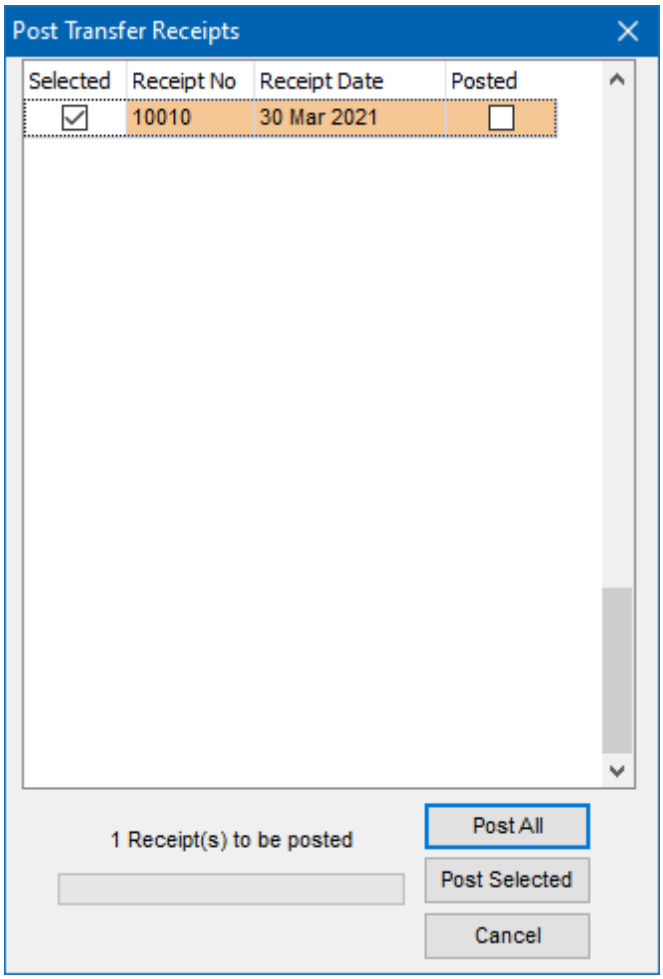
Qty Received
The quantity received for the location selected.

Location
The location for the quantity received.

On Hand
The current on hand quantity for the item.

Transfer Receipt Posting screen

When the transfer receipt has been created, inventory quantities entered and reviewed, the transfer order should be posted using the "Post" button in the top toolbar to move the inventory from the Transit location to the selected location in the Qty OH Details (this will default to the "Ship To" location on the transfer order but can be changed. The "Quantity" entered for each item will be transferred at the time of the posting on the "Recedipt" entered in the transfer receipt. Once a transfer receipt has been posted, it cannot be changed.



8.4 Inventory Reports

Inventory Reports

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Inventory | Reports

Most reports can be filtered by specifying selection criteria such as warehouse and item type, to provide additional levels of reporting.

Value by Item
This report shows inventory quantity on hand, unit cost, and value summarized by item.

Value by Item /Warehouse
This report shows inventory quantity on hand, unit cost, and value for each item in each warehouse.

Value by Type
This report shows inventory value summarized by item type.

Value by Type /Item
This report shows inventory quantity on hand, unit cost, and value grouped by item type then summarized by item.

Value by Type /Item /Warehouse
This report shows inventory quantity on hand, unit cost, and value grouped by item type, for each item in each warehouse.

Value by GL Account /Item
This report shows inventory quantity on hand, unit cost, and value grouped by Inventory GL Account then summarized by item.

Perpetual by Item
This report shows opening balance (quantity on hand), transactions and resulting balance for each item for the selected period.

Perpetual by Item /Warehouse
This report shows opening balance (quantity on hand), transactions and resulting balance for each item in each warehouse for the selected period.

Perpetual by Type /Item
This report shows opening balance (quantity on hand), transactions and resulting balance for each item, grouped by item type, for the selected period.

Perpetual by Type /Item /Warehouse
This report shows opening balance (quantity on hand), transactions and resulting balance for each item in each warehouse, grouped by item type, for the selected period.

Perpetual Summary by Item
This report shows opening balance (quantity on hand), transaction type totals (receipts, adjustments, sales, usage), and closing balance for each item for the selected period.

Perpetual Summary by Type /Item

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This report shows opening balance (quantity on hand), transaction type totals (receipts, adjustments, sales, usage), and closing balance for each item, grouped by item type, for the selected period.

Bill of Material (Multi-Level)
Shows full multi-level bill of material with costs.

Bill fo Material (Summary)
Summarizes the multi-level bill of material by item number with total quantity required for each component.

Where Used
Select a material or sub-assembly to show which manufactured items BOM it is required.

Quantity by Lot Number
Shows inventory quantity on hand by Lot Number.

Lot Number History
Shows the inventory transactions for lot controlled items (displays Lot Number).

Inventory History
Displays inventory transactions by date range.

Quantity by Serial Number
Shows inventory quantity on hand by item and serial number.

Serial Number History
Shows the inventory transactions for serialized items by serial and transaction date (displays serial number).

Inventory Information
Shows inventory information

Summarized BOM Availability
Shows Summarized BOM Availability for all components on the multi-level BOM.

Inactive Inventory Report
Shows Items with no activity based on selected criteria

Inventory Adjustments Report
Shows Inventory Adjustments by Adjustment Code

Bill of Material (Cost)
Summarizes the bill of material Cost by item number.

Lists
These list screens have a print option, and can be filtered and sorted in different sequences.
Items has options to print the materials and resources with costs for a selected item or all manufactured items.
Physical Count
Adjustments

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Item Types
Warehouses
Inventory Totals
Inventory History

Other
An ODBC driver is available (free upon request for end-user versions of Pilot) for creation of custom reports via MS Access or Crystal Reports, mail merge with MS Word, and to import Pilot data to MS Excel, etc.

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9 Sales

9.1 Overview

Overview

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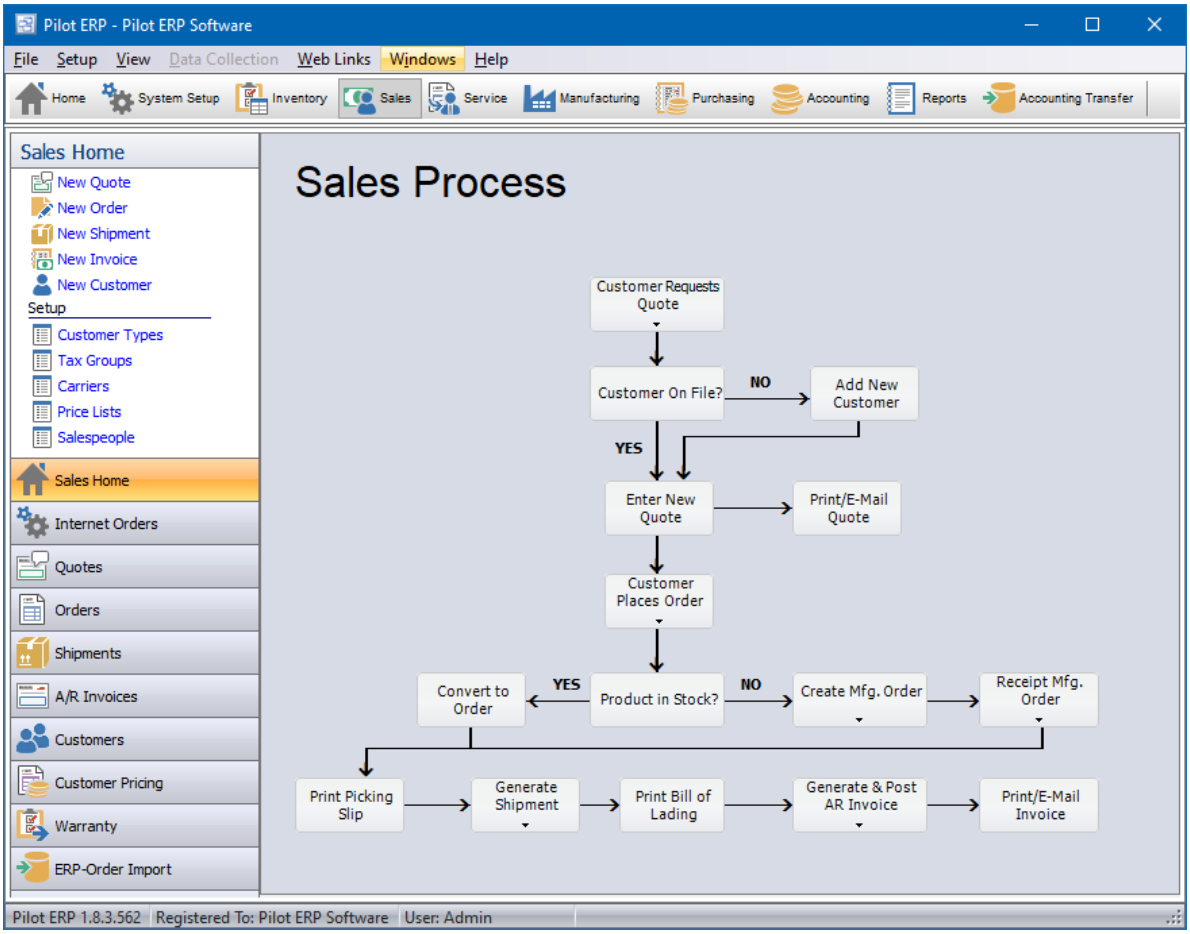
The Sales system tracks customer quotes, orders and shipments, and creates Accounts Receivable invoices.



When setting up customers you specify the currency, thereby setting the currency for their orders and invoices. For more info on multi-currency operation see Multi-currency Overview.

Sales orders may be entered as "quotes" and printed for customer approval. When approved, the order status is changed to "On Order". Or the orders may be entered directly as "On Order" if no quote is required.

Picking slips may then be printed and sent to the shipping department. Either the shipper enters details of the shipments to the computer, or writes on a copy of the picking slip for subsequent entry by a data entry clerk. Bills of lading may be printed to go with the goods. AR invoices are

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automatically created from the shipment data. AR invoices can also be entered manually without the need to enter an order and shipment, which is the method for entering credit notes and returns.

Multiple shipments are allowed for each order. If an order has been partially shipped and some items are on backorder, you can reprint the picking slip and it will show the backorder quantities on order.

When an order has been fully shipped (or partially shipped and the customer doesn't allow backorders or the items aren't backorderable), the order status is automatically changed to "completed". You can also change the status yourself if there are to be no more shipments. Also you can mark specific items on the order as completed if no more is to be shipped.

The Backorders by Item Report facilitates fulfilment of previously short-shipped orders.

The Quantity Available Report facilitates scheduling of shipments, purchasing and manufacturing by showing current inventory levels, sales orders, purchase orders and manufacturing orders.

Customers
Sales Orders
Shipments
Items
Price Lists
Prices
Carriers
Sales Orders Reports

9.2 Sales Menu

9.2.1 Internet Orders

The Internet Orders screen allows you to import orders from your online store using an file. The template for the import file can be downloaded from the support website

Once the internet orders have been imported, you can review each order, make changes if necessary and convert the orders to a Sales Order. Use the Import button to start the import and select the import file. After selecting the import file, click the Open button which will start the import. Once the import is complete, your orders will display in the main grid screen. Click the "Convert All" to convert those imported orders to Sales Orders. You can click the "Convert Selected" button to convert a single internet order to a sales order.

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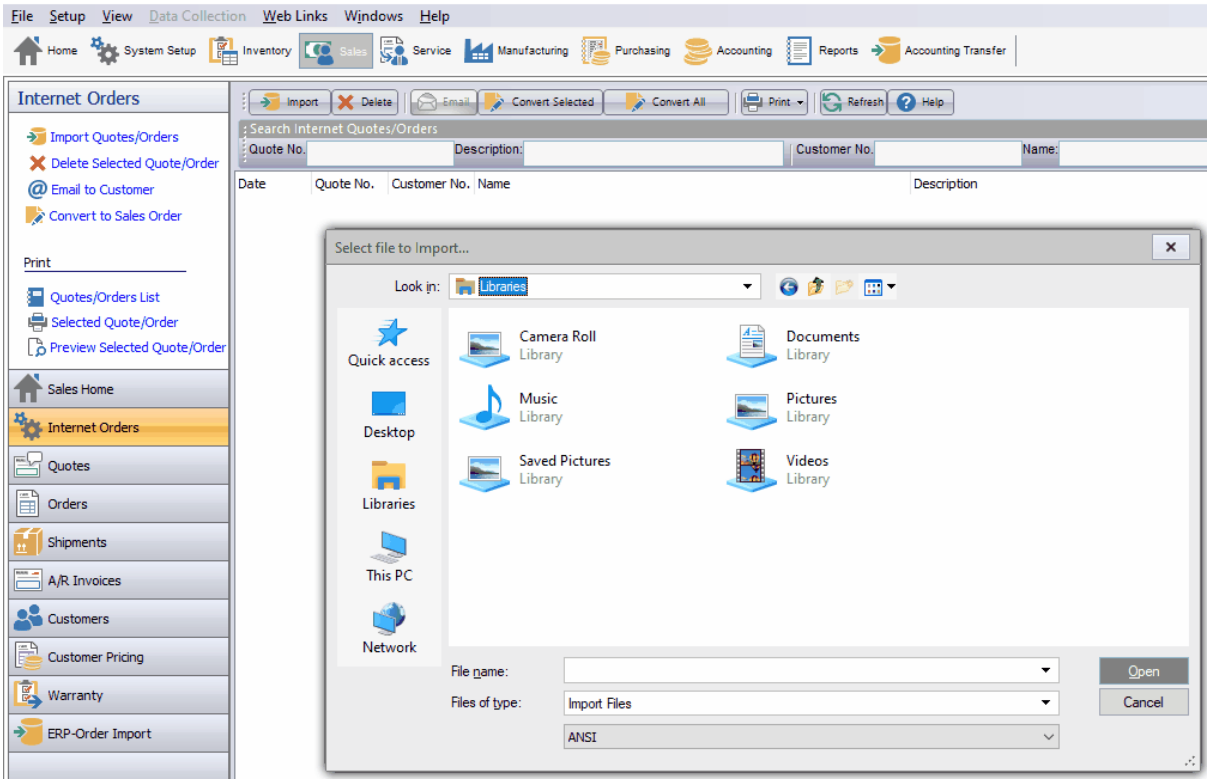

9.2.2 Sales Quotes

Sales Quotes

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Sales | Quotes

The Sales Quotes screen displays quotes in a list showing summary info including quote date, requested ship date, customer, quote number, amount, and quote status (quote, on quote, completed, or canceled).

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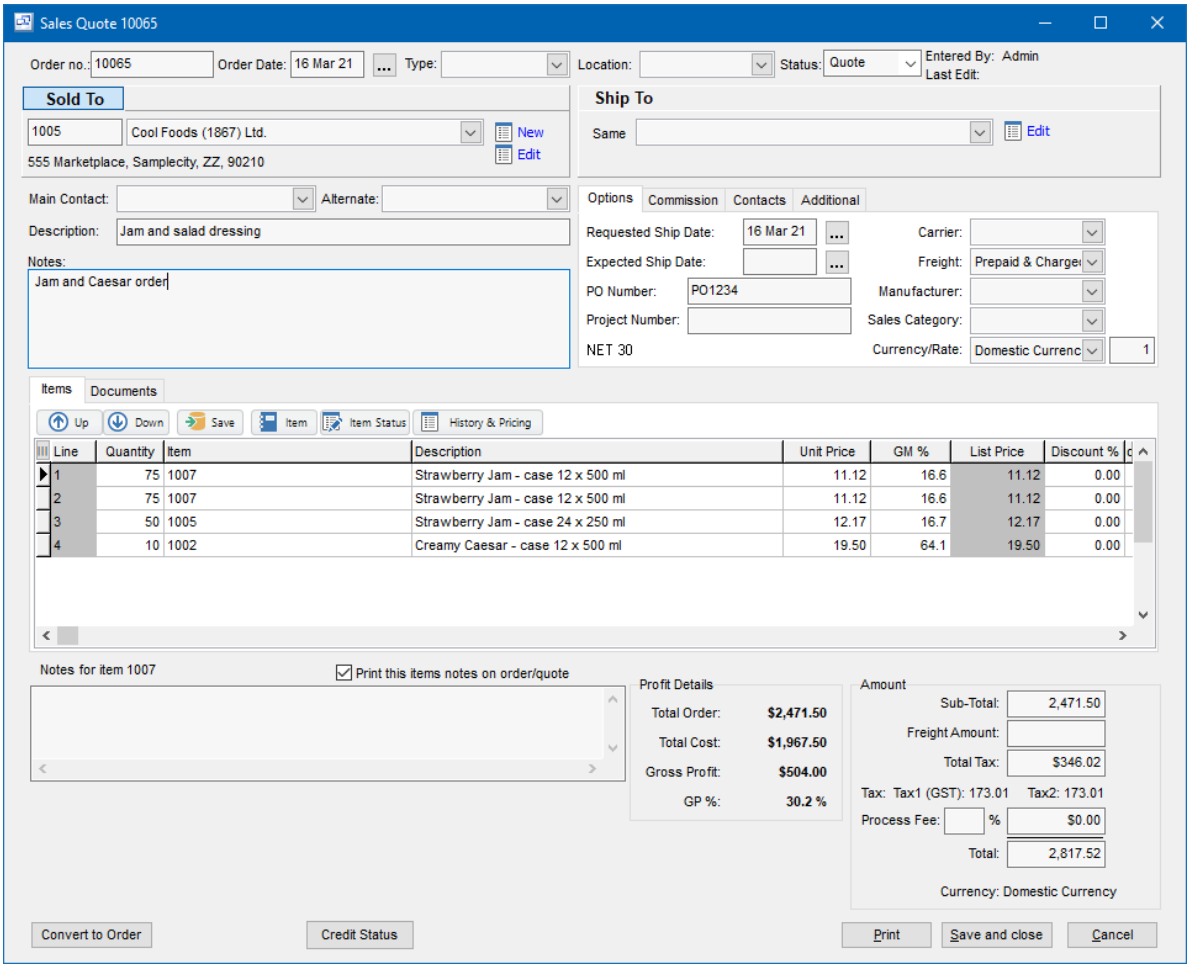

Sales orders may be entered here as "quotes" and printed for customer approval. When approved, you can click the Convert button and the quote status is changed to "On Order" and it will now display in the Sales Order screen.

To add a new quote or quote: click the New button.
To edit an quote or quote: double-click the quote. Or select the quote and press Enter or click the Edit button.
To delete an quote or quote: select the quote and click the Delete button.

You can select a quote with the mouse or by the keyboard via the Page Up/Down and arrow keys.

The menu has options to

- sort the list by quote date (descending), requested ship date, or quote no.
- copy an quote (all data except quote no.and date, which default as per a new quote)
- display the customer for a selected quote
- display shipments for a selected quote
- refresh the data displayed to show changes entered by other users, etc.
- print the list
- print a quote for a selected quote

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Tip: To send e-mail (via your e-mail program), or display the customer: select the quote, then right-click to display a pop-up menu. You can also print or reprint a quote from the pop-up menu or from the main menu, but to print all unprinted picking slips in one step you must use the main menu.

To print quotes use menu Print Selected Quote. Or right-click on an quote and choose Print Quote from the pop-up menu.

To view only "outstanding" (on quote) quotes, toggle the outstanding option on the View menu or use the shortcut Ctrl+O. Similarly to view only quotes, toggle the quotes option on the View menu or use the shortcut Ctrl+Q.

Quote no.
When entering a new quote, the program assigns a default quote number which you can then change if desired.

Picking Slip Printed
If the quote has already been shipped, or for some other reason you don't want a picking slip to print, then check this checkbox to tell the program that a picking slip has already been printed for this quote. Otherwise leave it unchecked and the program will check it automatically after printing the picking slip.

Customer
A pop-up screen displays if you type into the customer number, click, or by the keyboard shortcut Ctrl+Enter. On the Customer pop-up screen: you can select the customer by typing the customer number in the 1st entry box or by typing the name in the 2nd box, or by selecting the customer with the mouse or up/down arrow keys. Click on the selected customer or press Enter when the selected customer is highlighted. Or Esc to leave a previously entered customer unchanged.

Typing the customer number in the 1st entry box sorts the list by number and selects the first customer number matching the characters entered. Typing the customer name in the 2nd entry box sorts the list by name and selects the first customer name matching the characters entered.

On the Customer pop-up screen you can select Customer Type via the combobox at the right, so that only customers of the selected type show. To deselect a customer type and show all types, press Delete.

If this is a new customer, click the new option to display the customers screen, so the customer can be added.

Purchase Order no.
Enter the customer's purchase order number (if desired).

Amount
The quote amount is calculated by the program (rather than keyed) based on the item totals and any taxes.

Quote Date
The quote date defaults to today's date.
Tip: You can use the + or - keys to increase or decrease the date, or click the 3-dots button to select the date from a calendar.

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Requested Ship Date
The customer's requested ship date defaults to today's date.
Tip: You can use the + or - keys to increase or decrease the date, or click the 3-dots button to select the date from a calendar.

Description
Enter a description for this quote (if desired). This prints on the invoice and on the AR statements. You can override the description later when entering the shipment(s).

Carrier
This is the transportation company who will deliver the goods. If you know who the carrier will be, you can enter it here, or you can enter it (or change it) later when entering the shipment(s). If customers come to you to pick up their quotes you should set up a carrier for that, such as "Pick-up"
Tip: You can enter a few characters of the carrier name, then use the down or up arrow keys if required.

Freight Payment Method
Select the method for paying the freight charges. You can override this later when entering the shipment(s).
- Prepaid (seller pays shipping company)
- Prepaid and Charge (seller pays shipping company, and bills customer)
- Collect (customer pays shipping company)
- Pick-up (customer picks up, nobody pays)

Tip: You can enter the 1st letter or use the down or up arrow keys to select.

Items, Quantity Ordered, and Prices
Enter the quantity ordered and unit price (in the customer's currency) for each item. Items can be inventory items, services, or miscellaneous charges such as freight. The price defaults to the price on the prices table (converted to the customer's currency if foreign) for this item, using the price list specified for the customer. You can type over this if desired. Also you can override the item description to be printed on the invoice (tab, press Enter, or scroll to go this field or maximize the quote window). This allows you to have a generic description on the items table and enter a more specific description on the quote and invoice. This is particularly suitable for labor. You can override the prices and item descriptions later when entering the shipment(s).

Taxes are calculated automatically.

Tip: You can display a pop-up menu with options for New (line) and Delete (line) by right-clicking on the grid.

Item numbers or descriptions are not entered directly on the quote screen, but instead selected on a pop-up screen which displays if you type into the item number or description column, or by clicking on the "3 dots" button in the column, double-clicking in the column, or by the keyboard shortcut Ctrl+Enter.

On the Item pop-up screen: you can select the item by typing the item number in the 1st entry box or by typing the description in the 2nd box, or by selecting the item with the mouse or up/down arrow keys. Click on the selected item or press Enter when the selected item is highlighted. Or Esc to leave a previously entered item unchanged.

Typing the item number in the 1st entry box sorts the list by number and selects the first item number matching the characters entered.

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Typing the item description in the 2nd entry box sorts the list by description and selects the first item description matching the characters entered.

On the Item pop-up screen you can select Item Type via the combobox at the right, so that only items of the selected type show. To deselect an item type and show all types, press Delete.

Keyboard and mouse shortcuts

9.2.3 Sales Orders

Sales Orders

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(Sales - Sales Orders)

The Sales Orders screen displays orders in a list showing summary info including order date, requested ship date, customer, order number, amount, and order status (on order, completed, or canceled).

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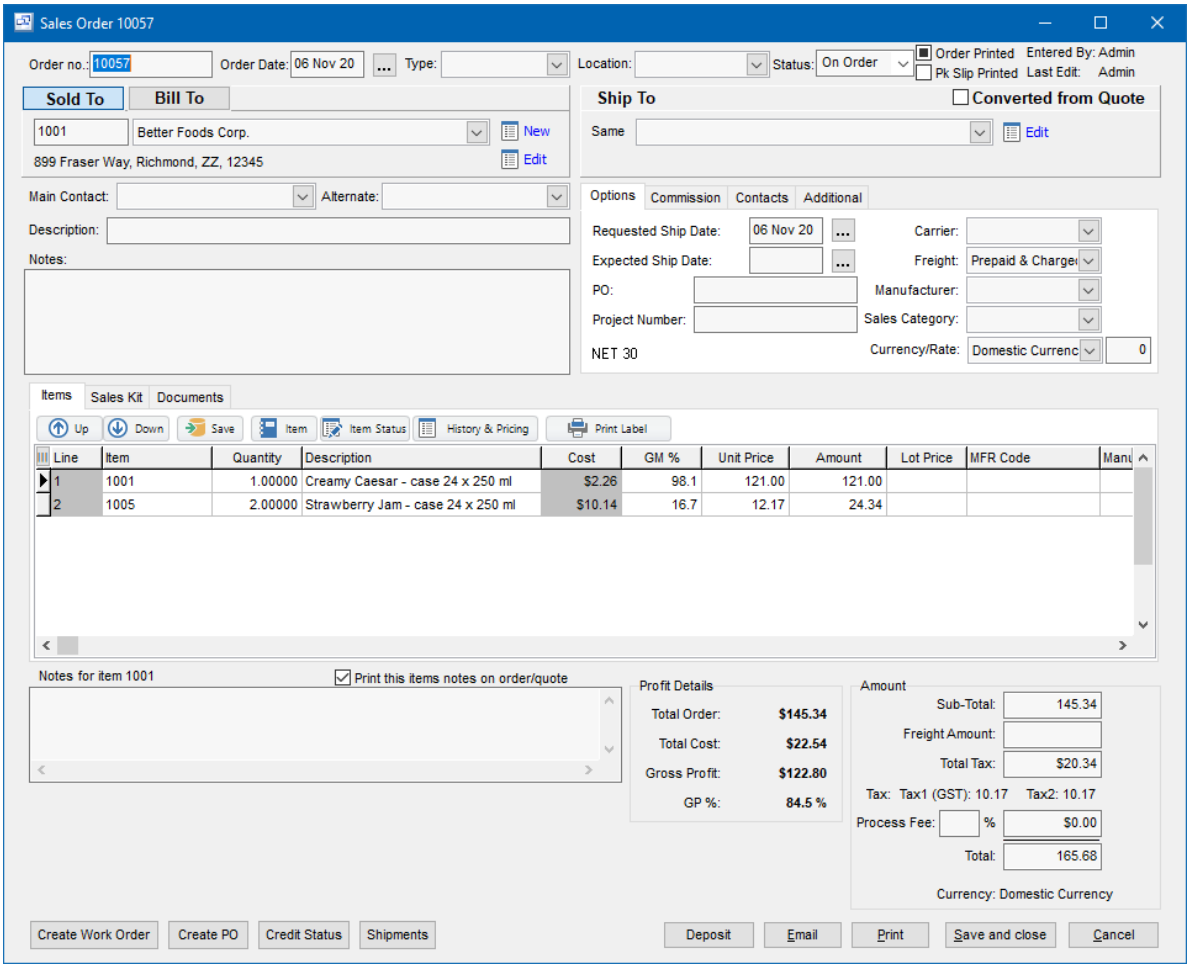

Sales orders may be entered as "quotes" and printed for customer approval. When approved, the order status is changed to "On Order". Or the orders may be entered directly as "On Order" if no quote is required.

Picking slips may then be printed and sent to the shipping department. Either the shipper enters details of the shipments to the computer, or writes on a copy of the picking slip for subsequent entry by a data entry clerk. Bills of lading may be printed to go with the goods. AR invoices are automatically created from the shipment data. AR invoices can also be entered manually without the need to enter an order and shipment, which is the method for entering credit notes and returns.

Multiple shipments are allowed for each order. If an order has been partially shipped and some items are on backorder, you can reprint the picking slip and it will show the backorder quantities on order.

When an order has been fully shipped (or partially shipped and the customer doesn't allow backorders or the items aren't backorderable), the order status is automatically changed to "completed". You can also change the status yourself if there are to be no more shipments. Also you can mark specific items on the order as completed if no more is to be shipped.

To add a new order or quote: click the New button.
To edit an order or quote: double-click the order. Or select the order and press Enter or click the Edit button.

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To delete an order or quote: select the order and click the Delete button.

You can select an order with the mouse or by the keyboard via the Page Up/Down and arrow keys. Or click the Find button, then enter the customer no. or select the customer name from the drop down list, and/or enter the order no. Selecting the customer only will find the 1st order for that customer. Selecting the order only will find the 1st order with that order number. Selecting customer and order no. will search on both.

The menu has options to
- display outstanding (on order) orders only
- display quotes only
- filter the list by specifying selection criteria such as customer and carrier
- sort the list by order date (descending), requested ship date, or order no.
- copy an order (all data except order no.and date, which default as per a new order)
- display the customer for a selected order
- display shipments for a selected order
- refresh the data displayed to show changes entered by other users, etc.
- print the list
- print a quote for a selected order
- print a picking slip for a selected order
- print all unprinted picking slips

Tip: To phone the customer, or send e-mail (via your e-mail program), or display shipments for an order, or display the customer: select the order, then right-click to display a pop-up menu. You can also print or reprint a quote or picking slip (for a selected order) from the pop-up menu or from the main menu, but to print all unprinted picking slips in one step you must use the main menu.

To print quotes use menu File | Print Selected Quote. Or right-click on an order and choose Print Quote from the pop-up menu.

To print picking slips use menu File | Print Selected Picking Slip or menu File | Print All Unprinted Picking Slips. Or right-click on an order and choose Print Picking Slip from the pop-up menu.

To view only "outstanding" (on order) orders, toggle the outstanding option on the View menu or use the shortcut Ctrl+O. Similarly to view only quotes, toggle the quotes option on the View menu or use the shortcut Ctrl+Q.

Order no.
When entering a new order, the program assigns a default order number which you can then change if desired.

Order Date
The order date defaults to today's date.
Tip: You can use the + or - keys to increase or decrease the date, or click the 3-dots button to select the date from a calendar.

Type
Order types can be created and entered in the System Setup - Sales - Item Types screen. The item type is not required but can be used as a reference to define the type of order, grouping in the sales order screen, reporting and customized print forms by type.

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Location
If you have multiple warehouses, shops or plants, you can assign a location to the sales order to identify which location it was sold or from where it will be shipped.

Status
The order status field indicates the current state of the sales order. The order status defaults to On Order when a sales order is created or converted from a quote. When an order has been fully shipped (or partially shipped and the customer doesn't allow backorders or the items aren't backorderable), the order status is automatically changed to "completed". The main sales order screen displays the open "On Order" status sales orders but you can view Completed, Canceled or ALL sales orders by using the View option at the top of the screen. Sales order can be manually completed by changing the order status to "completed" or re-opened by changing the status back to "On Order".

Order Printed
This checkbox can be used to indicate whether the sales order summary has been printed or not. After printing the sales order you will be asked if the sales order printed correctly. If "yes" is clicked, the order printed field will be automatically checked.

Picking Slip Printed
If the order has already been shipped, or for some other reason you don't want a picking slip to print, then check this checkbox to tell the program that a picking slip has already been printed for this order. Otherwise leave it unchecked and the program will check it automatically after printing the picking slip.

Entered by
Displays the username of the employee that originally created the order.

Last Edit
Displays the username of the employee that last edited the sales order.

Converted from Quote
Indicates whether the sales order was converted from a quote.

Sold To Customer
A pop-up screen displays if you type into the customer number, click, or by the keyboard shortcut Ctrl+Enter. On the Customer pop-up screen: you can select the customer by typing the customer number in the 1st entry box or by typing the name in the 2nd box, or by selecting the customer with the mouse or up/down arrow keys. Click on the selected customer or press Enter when the selected customer is highlighted. Or Esc to leave a previously entered customer unchanged.

Typing the customer number in the 1st entry box sorts the list by number and selects the first customer number matching the characters entered. Typing the customer name in the 2nd entry box sorts the list by name and selects the first customer name matching the characters entered.

On the Customer pop-up screen you can select Customer Type via the combobox at the right, so that only customers of the selected type show. To deselect a customer type and show all types, press Delete.

If this is a new customer, click the 3-dots button to display the customers screen, so the customer can be added.

Ship To Address
The Ship To address field displays all of the addresses entered in the Ship to tab of the customer

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selected on the order. If there is a default ship to address on the customer, that address will automatically display in this field when a customer is selected in the "Sold To" tab of the sales order. If there is no default shipping address entered on the customer, the field will remain blank and the word "Same" will show on the order.

The ship to address can be changed using the drop down menu or a new address can be added using the "Edit" link to the right of that field. This will open the Ship To tab of the customer on the order where the addresses can be edited or new ones entered.

Main Contact
The main customer contact for the sales order.

Alternate
The alternate customer contact for the sales order.

Description
Enter a description for this order (if desired). This prints on the invoice and on the AR statements. You can override the description later when entering the shipment(s).

Notes
The notes for the entire sales order. These notes print on the sales order summary, bill of lading and invoice.

Options

Requested Ship Date
The customer's requested ship date defaults to today's date.
Tip: You can use the + or - keys to increase or decrease the date, or click the 3-dots button to select the date from a calendar.

Expected Ship Date

PO (Purchase Order no.)
If the customer has sent a purchase order, the PO number can be entered in this field.

Project Number
If this sales order is part of a larger project, the project reference number can be entered in this field. There is a project report to show all orders related to a project number.

Terms
The customer terms will display in the terms field.

Carrier
This is the shipping company who will deliver the goods. (i.e. UPS, FEDEX, etc.). If most orders for the customer are shipped by a particular carrier, you can assign a default carrier to the customer through the Terms/Sales tab. A carrier is required on the order to process shipments and invoices.

The carrier can also be changed or entered later when entering the shipment(s). If customers come to you to pick up their orders you should set up a carrier for that, such as "Pick-up"

Tip: You can enter a few characters of the carrier name, then use the down or up arrow keys if required.

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Freight
The freight payment method can be selected in this field. The freight methods can be setup in the Setup - Freight table. This field can be used to define Free on Board (FOB). If the customer has a default freight method, it can be assigned in the customer Terms/Sales tab.

Examples:
- Prepaid (seller pays shipping company)
- Prepaid and Charge (seller pays shipping company, and bills customer)
- Collect (customer pays shipping company)
- Pick-up (customer picks up, nobody pays)

- FOB Origin (buyer takes owership as soon as goods are shipped)
- FOB Destination (seller retains ownership and risk until goods are delivered to buyer)
- FOB Dest., prepaid (seller reatins ownership until delivery, seller is responsible for freight charges)
- FOB Dest., collect (seller reatains ownership until delivery, buyer is responsible for freight charges)
- FOB Shipping Point (buyer takes ownership when shipped)

Manufacturer

Currency/Rate (only displayed if you are using multi-currency and have the "Allow Foreign Currency Change" option checked in Your Company - G/L)
The Foreign Currency and Rate will display if you are using multi-currency and allow it to be changed on the order.

Amount

Sub-total
The total of the line items on the sales order before freight, taxes and processing fee.

Freight Amount
Shipping charges on the order billed to the customer.

Total Tax
Total tax amount for the sales order.

Process Fee (% and amount)
If you charge a credit card processing fee, you can enter the %charge here and it will automatically calculate the amount and add it to the order total.

Amount
The order amount is calculated by the program (rather than keyed) based on the item totals and any taxes.

Currency
The currency for the customer and order. This is only used if you have set up and use foreign currencies.

Profit Details

Total Order
This is the total order value (subtotal) of the line items on the sales order excluding freight, tax and

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fees.

Total Cost
This is the total estimated cost of the items on the order using the "Cost" field in the items section.

Gross Profit
This is the total profit (Total Order - Total Cost) on the order.

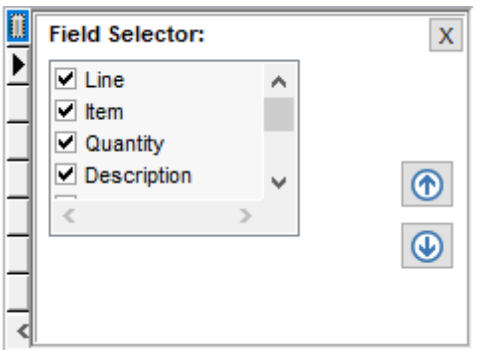
GP%
The Gross Profit percent calculated by dividing the Gross Profit by the Total Order value.

Items

Items, Quantity Ordered, and Prices
Enter the quantity ordered and unit price (in the customer's currency) for each item. Items can be inventory items, services, or miscellaneous charges such as freight. The price defaults to the price on the prices table (converted to the customer's currency if foreign) for this item, using the price list specified for the customer. You can type over this if desired. Also you can override the item description to be printed on the invoice (tab, press Enter, or scroll to go this field or maximize the order window). This allows you to have a generic description on the items table and enter a more specific description on the order and invoice. This is particularly suitable for labor. You can override the prices and item descriptions later when entering the shipment(s). If you charge taxes and the items are taxable, the sales tax will be automatically calculated from the sales tax codes assigned to the customer.

Tip: You can display a pop-up menu with options for New (line) and Delete (line) by right-clicking on the grid.

The order of the fields in this grid and the order in which they display can be changed by each user by clicking on the selection button in the upper right hand corner of the items section. Uncheck the fields that you do not wish to display or check the field to add it. To change the display order in the grid, select the field then click the up or down arrow in the field selector window to move it in the sequence.



Item numbers or descriptions are not entered directly on the order screen, but instead selected on a pop-up screen which displays if you type into the item number or description column, or by clicking on the "3 dots" button in the column, double-clicking in the column, or by the keyboard shortcut Ctrl+Enter.

On the Item pop-up screen: you can select the item by typing the item number in the 1st entry box or

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by typing the description in the 2nd box, or by selecting the item with the mouse or up/down arrow keys. Click on the selected item or press Enter when the selected item is highlighted. Or Esc to leave a previously entered item unchanged.

Typing the item number in the 1st entry box sorts the list by number and selects the first item number matching the characters entered.

Typing the item description in the 2nd entry box sorts the list by description and selects the first item description matching the characters entered.

On the Item pop-up screen you can select Item Type via the combobox at the right, so that only items of the selected type show. To deselect an item type and show all types, press Delete.

Quantity Shipped and Quantity on BackOrder
Any quantity already shipped (from posted shipments) and resulting quantity on backorder, if any, are displayed. (Tab, press Enter, or scroll to see these fields or maximize the order window or change the display order of the fields).

Cost
This is the estimated cost of the item when it is entered on the order. This can be manually changed if needed.

GM%
Gross Margin % calculated by taking the (Price - Cost)/Price.

Unit Price
The unit price of the item sold.

Amount
The total amount for the line item (unit price x quantity).

Lot Price
The Lot Price can be used to override the Unit Price and Amount field for the line. If a value is entered into the Lot Price field, it will be used as the total amount of the line for the order instead of the unit price x quantity.

MFR Code
The manufacturer code linked to the item. This is an optional field and only used if you are not the manufacturer of the item and need to track and reference the manufacturer. The manufacturers for purchased items can be entered in the item - manufacturer tab.

Manufacturer
The manufacturer name linked to the MFR Code (above).

MFR Item No
The manufacturers item number or UPC if it was purchased from another manufacturer.

Haz Mat
This field can be used to define whether an item is defined as a hazardous material or not. This field is used for reference and can be indicated on the Hazardous Material Bill of Lading.

Req Ship Date

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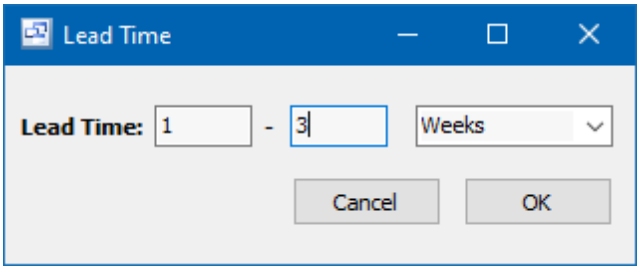
This is the required ship date for the line item. This can be different for each line item on the sales order if this is a blanket order or there will be multiple shipment (releases) scheduled on the order. This is also the date used for each line item in the stock status screen for the item and MRP module.

Exp Ship Date
The expected ship date for the line item used for reference on the order.

Lead Time
The expected lead time of the item on the order. This can be entered with a numeric range and selection of Days, Weeks, Months or Years.



Qty Shipped
This field displays the total quantity shipped to date for the line. This cannot be manually changed and only updates from shipments posted for the order.

Qty on B/O
This is the quantity remaining to be shipped on the line after a partial shipment has been entered. If the line has not yet been shipped or the line is marked "Completed" the field will not display a quantity.

WO Number
If a work order was created for the line item using the "Create Work Order" button in the sales order screen, the work order number will display in this field.

PO Number
If a purchase order was created for the line item using the "Create PO" button in the sales order screen, the purchase order number will display in this field.

Customer Item
If the customer has their own item/part number and description that you want to use, you can enter that into the Item - Customer tab. You can then select that customer part number in the sales order for display on the sales order, shipment and invoice. You can also use the customer item field during sales order entry to select the items rather than using your own internal item number if needed.

Customer Description
The customer item description linked to the customer item (above).

Override Description
If you need to change the item description displayed on the sales order, you can enter an Override Description in this field which will be printed instead of the item description in the system.

Completed (override)
To prevent further shipments of an order item, you can mark it as completed by entering y, spacebar, or double-click. To reset to “not completed” enter n, spacebar, or double-click.

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Qty Remaining
This is the quantity remaining to be shipped on the order. This quantity field is different from the Qty on B/O field in that it shows the quantity regardless of whether any quantities have been shipped for the item or not.

Item Notes
The notes field under the item grid will display the individual item notes. The item notes will automatically copy from the item when entered but can be changed in this screen.

Print this items notes on order/quote
If you want the item notes to print on the sales order, quote, bill of lading and invoice, check this field.

Buttons

Create Work Order
This option can be used to quickly create work orders for manufactured items on the sales order. The sales order number, customer and sales line will automatically be linked and referenced in the work order when created from this screen. To create a work order from this screen, check the "Create WO" field next to the line number for each item needed and click the "OK" button to create work orders for each of those items. It will create a separate work order for each line using the quantity on the sales order for each item. If the quantity needs to be changed, you can do that in the work order after it has been created.

Fields

Create WO
Use this field to select which line items to convert to a work order.

Line No.
Line number of the item on the sales order.

Item No. and Description
Number and description of the item on the sales order.

Qty Ordered
Quantity of the item ordered on the sales order.

Qty Shipped
Qty Shipped to date for the line item on the sales order.

On-Hand
Current On-Hand quantity for the item.

Available (click for details)
Current available quantity for the item. This is calculated by taking the current on hand quantity minus total scheduled demand plus total scheduled supply for the item. Demand is typically from open sales orders. Supply is typically from existing work orders to manufacture the product or open purchase orders if the item is purchased. You can click on the Available field to open the "Stock Status" screen for the item.

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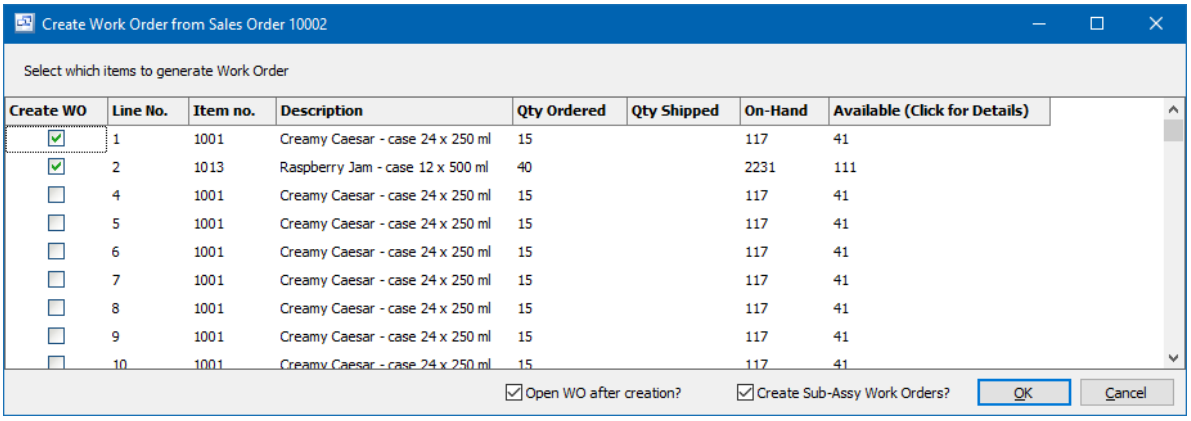

Keyboard and mouse shortcuts

9.2.4 Shipments

Shipments

Top Previous Next

(Sales - Shipments)

The Shipments screen displays order shipments in a list showing summary info including shipment date, order number, invoice number, customer, and warehouse.

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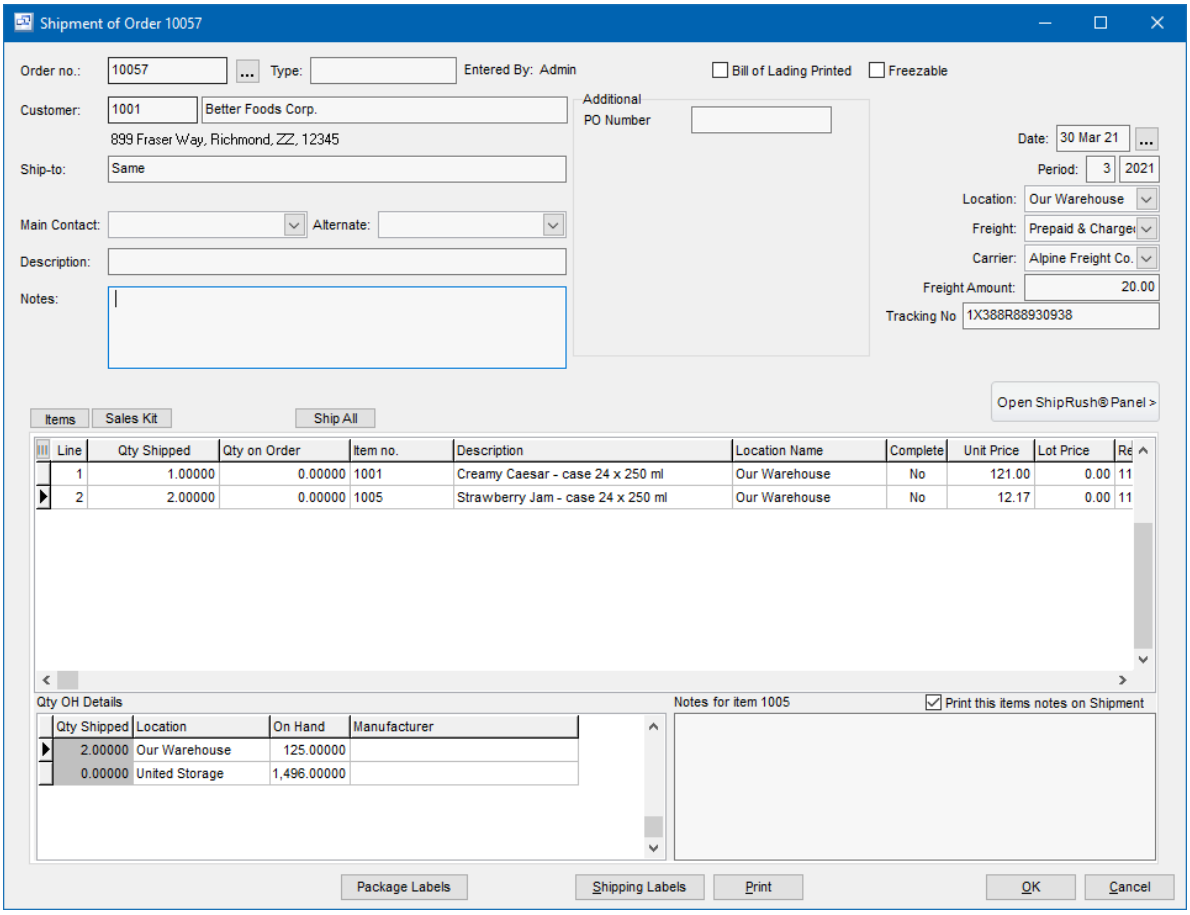

The source document for entry of shipment data is typically the picking slip. Picking slips are printed for sales orders and sent to the shipping department. Either the shipper enters details of the shipments to the computer, or writes on a copy of the picking slip for subsequent entry by a data entry clerk. Bills of lading may be printed to go with the goods. AR invoices are automatically created from the shipment data. AR invoices can also be entered manually without the need to enter an order and shipment, which is the method for entering credit notes and returns.

Multiple shipments are allowed for each order. If an order has been partially shipped and some items are on backorder, you can reprint the picking slip and it will show the backorder quantities on order.

To add a new shipment: click the New button.
To edit a shipment: double-click the shipment. Or select the shipment and press Enter or click the Edit button.
To delete a shipment: select the shipment and click the Delete button.

You can select a shipment with the mouse or by the keyboard via the Page Up/Down and arrow keys. To view only shipments for a selected customer, carrier, warehouse, or order, use the filter option.

The menu has options to

- display outstanding (not invoiced) shipments only
- filter the list by specifying selection criteria such as customer, warehouse, and order no.
- sort the list by shipment date (descending), order no., or invoice no.
- display the customer for a selected shipment

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- refresh the data displayed to show changes entered by other users, etc.
- print the list
- print a bill of lading for a selected shipment
- print all unprinted bills of lading
- post shipments (see notes following)

Tip: To phone the customer, or send e-mail (via your e-mail program), or display the customer: select the shipment, then right-click to display a pop-up menu. You can also print or reprint a bill of lading (for a selected shipment) from the pop-up menu or from the main menu, but to print all unprinted bills of lading in one step you must use the main menu.

To print bills of lading use the Print menu button Print Selected Bill of Lading or print menu button Print All Unprinted Bills of Lading. Or right-click on an order and choose Print Bill of Lading from the pop-up menu.

Shipments are entered, then posted. Prior to posting, they may be edited or deleted. To undo a shipment after posting, you must "reverse" it (enter it again with the opposite amount). Posting updates the quantity shipped on the order detail lines, and changes the order status to "completed" if the order was fully shipped or the customer doesn't allow backorders or the items weren't backorderable. You can also change the status yourself if there are to be no more shipments, or you can mark specific items on the order as completed if no more is to be shipped. Posting shipments also updates inventory quantity available as shown on the Quantity Available report and Inventory Totals screen (inventory quantity on hand as shown on the inventory value reports and perpetual inventory reports isn't updated until the invoices are posted, so as to keep the inventory value in synch with the accounts receivable), and creates AR invoices, which you then print and post to update customer and inventory balances and create general ledger journal vouchers to update the GL account totals and GL history. **To post shipments** use menu Records | Post or choose the Post option when closing the shipments screen.

To view only "outstanding" (not invoiced) invoices, toggle the outstanding option on the View menu or use the shortcut Ctrl+O.

Order no.
Enter the order number from the picking slip or click the 3 dots button to display a pop-up screen showing all the outstanding (on order) orders. You can select a customer so that only orders for that customer will show. To deselect the customer press the delete key. To choose an order from the list, click on it or select it and press Enter.

When you enter the order number, data from the order will display, such as customer name and address. Some order data will be used as defaults for the shipment, such as order description, quantities shipped and unit prices.

Bill of Lading Printed
If the order has already been shipped, or for some other reason you don't want a bill of lading to print, then check this checkbox to tell the program that a bill of lading has already been printed for this shipment. Otherwise leave it unchecked and the program will check it automatically after printing the bill of lading.

Customer
The customer bill-to and ship-to info for the selected order is displayed. Verify that this matches the data on the picking slip, to help verify that the correct order no. was entered.

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Location
This is the warehouse where the goods were shipped from. The warehouse defaults to the 1st warehouse on file. Select the warehouse from the list if it should be changed. Note: Even if this invoice is for services only, the warehouse must be specified.
Tip: You can enter a few characters of the warehouse name, then use the down or up arrow keys if required.

Shipment Date
The shipment date defaults to today's date. This will be used for the invoice date when the AR invoice is created.
Tip: You can use the + or - keys to increase or decrease the date, or click the 3-dots button to select the date from a calendar.

Period
This is the fiscal period and year for the AR invoice, the period to which the revenue should be applied. This defaults to the current calendar month, or the default period on Your Company if specified there. If your fiscal year doesn't end in December or your fiscal periods are not calendar months, you should set the default period regularly to help prevent data entry errors. Note: The year is entered as 2 digits and displayed as 4.
Example: 11 2001 entered as 11 01

Description
Enter a description for this shipment (if desired). This prints on the invoice and on the AR statements. This defaults to what was entered on the order.

Carrier
This is the transportation company who will deliver the goods. This defaults to what was entered on the order. If customers come to you to pick up their orders you should set up a carrier for that, such as " Pick-up"
Tip: You can enter a few characters of the carrier name, then use the down or up arrow keys if required.

Freight Payment Method
Select the method for paying the freight charges. This defaults to what was entered on the order.
- Prepaid (seller pays shipping company)
- Prepaid and Charge (seller pays shipping company, and bills customer)
- Collect (customer pays shipping company)
- Pick-up (customer picks up, nobody pays)

Tip: You can enter the 1st letter or use the down or up arrow keys to select.

Items, Quantities, Lot Numbers, and Prices
The quantity shipped defaults to the quantity on order for each item. Make changes if required. The resulting quantity on order after this shipment is displayed in the "Qty on Order" column. The unit prices (in the customer's currency) and item override descriptions also default to what was entered on the order, and you can override these here too.

Lot number is optional. This prints on the bill of lading. Enter lot number if you want to track which customer received which lot.

Taxes are calculated automatically.

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Tip: You can display a pop-up menu by right-clicking on the grid.

Keyboard and mouse shortcuts

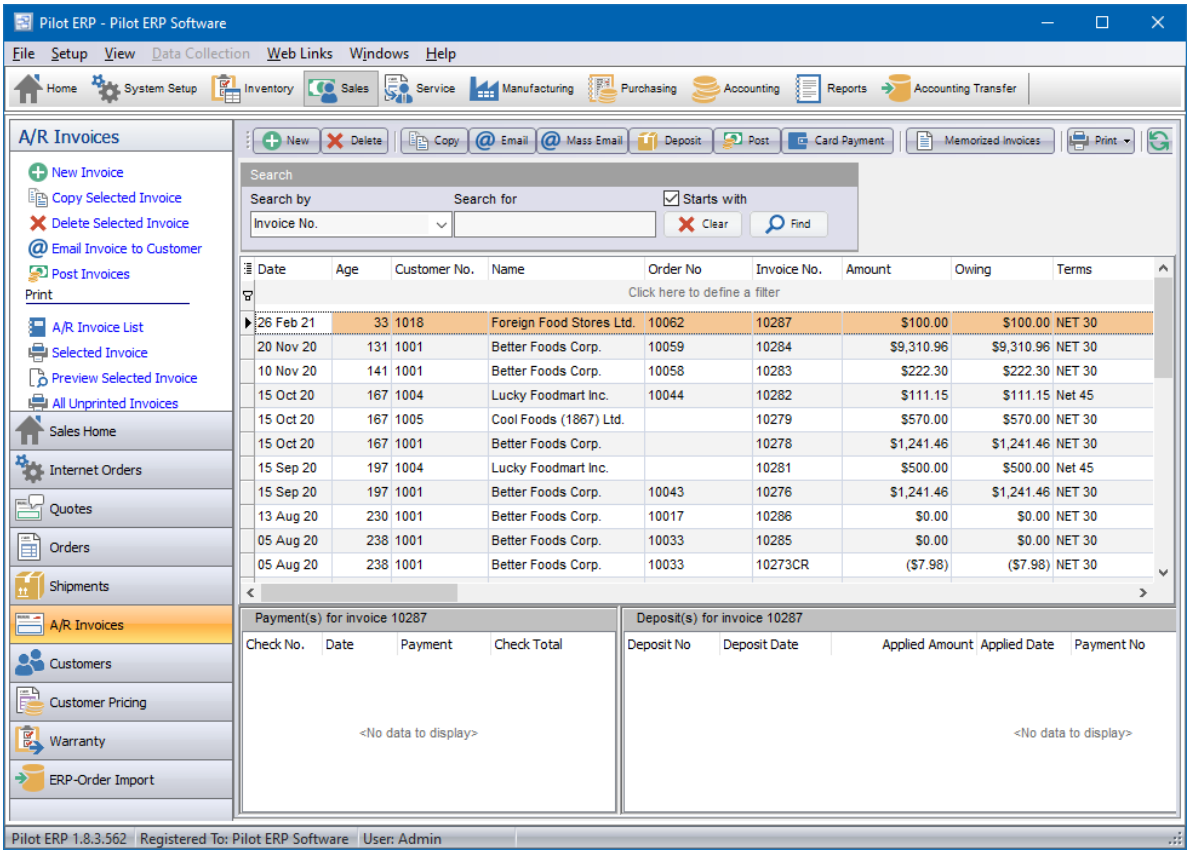
9.2.5 AR Invoices

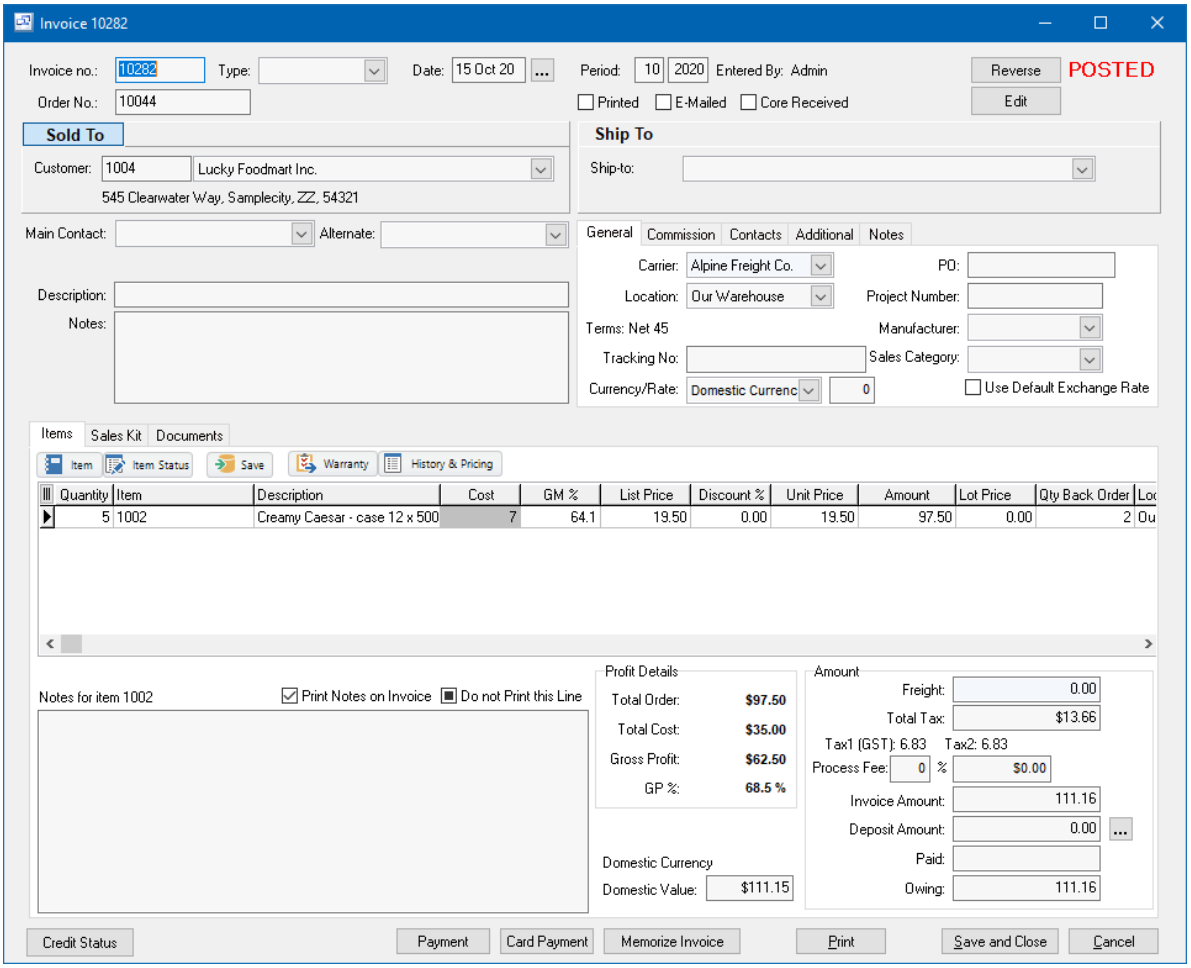
AR Invoices

Top Previous Next

(Sales - AR Invoices)

The AR Invoices screen displays invoices in a list showing summary info including invoice date, age (in days), customer, invoice number, amount, and balance owing.





AR invoices are created automatically from posted sales order shipments, but can also be entered directly such as for credit notes or other times when a sales order, picking slip, shipment confirmation, and bill of lading are not required.

To add a new invoice: Either enter an order, ship and post the shipment or click the New button in the AR Invoice screen if you do not need to ship.
To edit an invoice: double-click the invoice. Or select the invoice and press Enter or click the Edit button.
To delete an invoice: select the invoice and click the Delete button.

You can select an invoice with the mouse or by the keyboard via the Page Up/Down and arrow keys.

The menu has options to

- display outstanding (unpaid) invoices only
- filter the list by specifying selection criteria such as customer and currency
- sort the list by invoice date (descending) or invoice no.
- copy an invoice (all data except invoice no., date and period, which default as per a new invoice)
- display the customer for a selected invoice
- display payments for a selected invoice
- refresh the data displayed to show changes entered by other users, etc.
- print the list

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- print a selected invoice
- print all unprinted invoices
- export to Excel or comma delimited text
- post printed invoices (see notes following)
- reverse posted invoices

Tip: To send e-mail (via your e-mail program), or display payments for an invoice, or display the customer: select the invoice, then right-click to display a pop-up menu. You can also print or reprint a selected invoice from the pop-up menu or from the main menu, but to print all unprinted invoices in one step you must use the main menu.

AR invoices are entered, printed, then posted. Prior to posting, they may be edited or deleted (unless created automatically from sales order shipments). To undo an invoice after posting, you must “reverse ” it by clicking on the Reverse button or right clicking on the invoice and selecting "Reverse". You can then remove the invoice and credit if desired by entering a “dummy” AR payment for zero amount. Posting updates customer and inventory balances and creates general ledger journal vouchers to update the GL account totals and GL history.

To post invoices use menu Records | Post or choose the Post option when closing the invoices screen. Posting the JVs is a separate job because in a multi-user environment it is possible for this to conflict with other GL jobs such as printing financial statements. This minimizes the chance of the AR posting job being unavailable. JVs created by the AR system cannot be modified or deleted even prior to posting in the GL.

Note: Invoices must be printed prior to posting or have the “printed” checkbox manually checked (such as for hand-written invoices).

To print invoices use menu Print Selected Invoice or menu Print All Unprinted Invoices. Or right-click on an invoice and choose Print from the pop-up menu. To add a logo (for invoices, POs, quotes, etc.), default number of copies, and enter a company message to print on the invoices, use menu Print | Invoice Print Setup. The invoice prints your company name, address, phone number, and tax number (if desired) as specified on Your Company. You can add additional customer-specific text to be printed on the invoice by entering it on the customer screen, terms tab, in the “message”.

To view only “outstanding” (unpaid) invoices, toggle the outstanding option on the View menu.

Invoice no.
When entering a new invoice, the program assigns a default invoice number which you can then change if desired.

Printed
If this was a hand-written invoice, or you don’t want to print it for some reason, then check this checkbox to tell the program that this invoice has already been printed. Otherwise leave it unchecked and the program will check it automatically after printing the invoice.

Customer
A pop-up screen displays if you type into the customer number, click, or by the keyboard shortcut Ctrl+Enter. On the Customer pop-up screen: you can select the customer by typing the customer number in the 1st entry box or by typing the name in the 2nd box, or by selecting the customer with the mouse or up/down arrow keys. Click on the selected customer or press Enter when the selected customer is highlighted. Or Esc to leave a previously entered customer unchanged.

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Typing the customer number in the 1st entry box sorts the list by number and selects the first customer number matching the characters entered. Typing the customer name in the 2nd entry box sorts the list by name and selects the first customer name matching the characters entered.

On the Customer pop-up screen you can select Customer Type via the combobox at the right, so that only customers of the selected type show. To deselect a customer type and show all types, press Delete.

If this is a new customer, click the 3-dots button to display the customers screen, so the customer can be added.

Invoice Date
The invoice date defaults to today's date.
Tip: You can use the + or - keys to increase or decrease the date, or click the 3-dots button to select the date from a calendar.

Period
This is the fiscal period and year of the invoice, the period to which the revenue should be applied. This defaults to the current calendar month, or the default period on Your Company if specified there. If your fiscal year doesn't end in December or your fiscal periods are not calendar months, you should set the default period regularly to help prevent data entry errors. Note: The year is entered as 2 digits and displayed as 4.
Example: 11 2001 entered as 11 01

Purchase Order no.
Enter the customer's purchase order number (if desired).

Description
Enter a description for this invoice (if desired). This prints on the invoice and on the AR statements.

Warehouse
This is the warehouse where the goods will be shipped from. The warehouse defaults to the 1st warehouse on file. Select the warehouse from the list if it should be changed. Note: Even if this invoice is for services only, the warehouse must be specified.
Tip: You can enter a few characters of the warehouse name, then use the down or up arrow keys if required.

Amount
The invoice amount is calculated by the program (rather than keyed) based on the item totals and any taxes.

Paid
This is the amount paid so far and is read-only. Payment info is entered via the AR Payments screen.

Owing
This is the amount owing and is read-only. It is the original invoice amount minus any payments and discount taken.

Items, Quantities, and Prices
Enter the quantity and unit price (in the customer's currency) for each item. Items can be inventory items, services, or miscellaneous charges such as freight. The price defaults to the price on the prices

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table (converted to the customer's currency if foreign) for this item, using the price list specified for the customer. You can type over this if desired. Also you can override the item description to be printed on the invoice (tab to the last field or maximize the invoice window). This allows you to have a generic description on the items table and enter a more specific description on the invoice. This is particularly suitable for labor.

Taxes are calculated automatically.

Tip: You can display a pop-up menu with options for New (line) and Delete (line) by right-clicking on the grid.

Item numbers or descriptions are not entered directly on the invoice screen, but instead selected on a pop-up screen which displays if you type into the item number or description column, or by clicking on the "3 dots" button in the column, double-clicking in the column, or by the keyboard shortcut Ctrl+Enter.

On the Item pop-up screen: you can select the item by typing the item number in the 1st entry box or by typing the description in the 2nd box, or by selecting the item with the mouse or up/down arrow keys. Click on the selected item or press Enter when the selected item is highlighted. Or Esc to leave a previously entered item unchanged.

Typing the item number in the 1st entry box sorts the list by number and selects the first item number matching the characters entered.

Typing the item description in the 2nd entry box sorts the list by description and selects the first item description matching the characters entered.

On the Item pop-up screen you can select Item Type via the combobox at the right, so that only items of the selected type show. To deselect an item type and show all types, press Delete.

Keyboard and mouse shortcuts

9.2.6 Customers

Customers

Top Previous Next

Sales | Customers

The Customers screen displays customers in a list showing basic contact info and amount owed.

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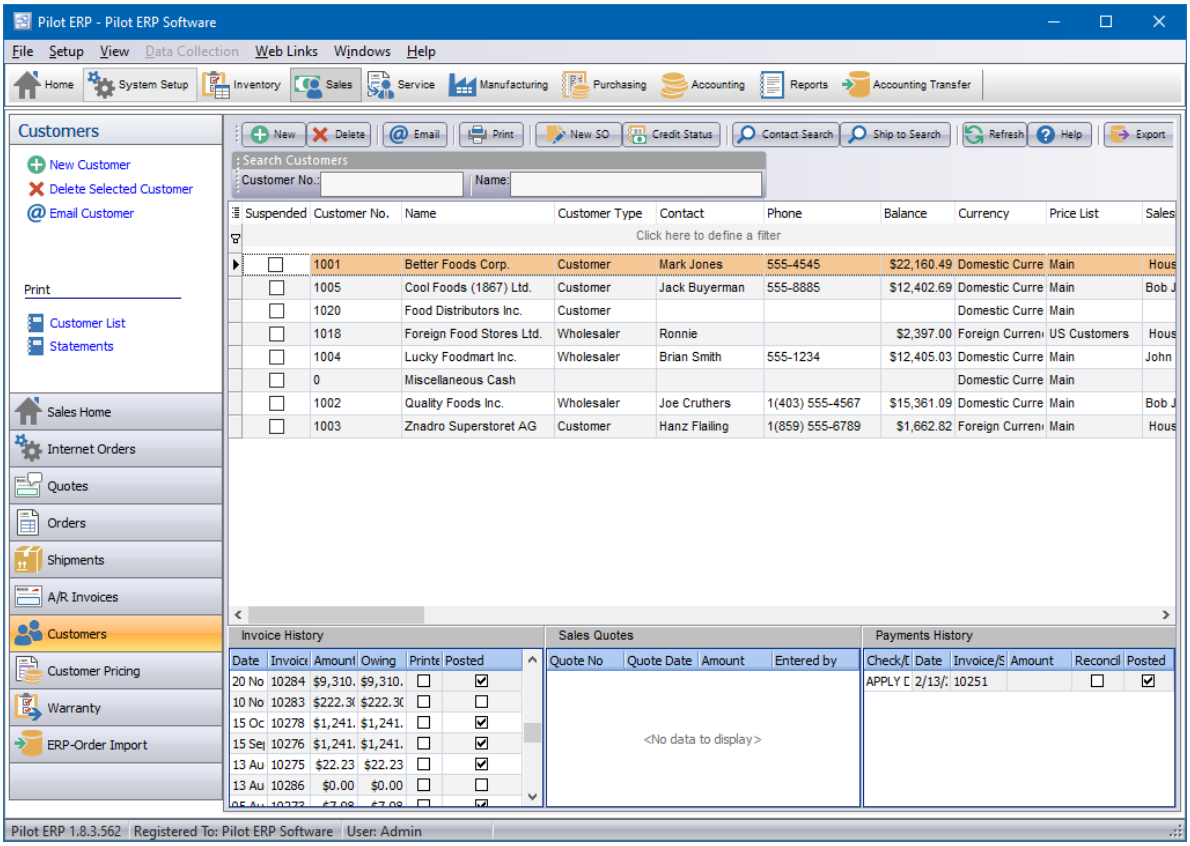

To add a new customer: click the New button. Or Right click and select New.
To edit a customer: double-click the customer. Or select the customer and press Enter.
To delete a customer: select the customer and click the Delete button. Or Right click and select Delete.

You can select a customer with the mouse or by the keyboard via the Page Up/Down and arrow keys. Or click the Find button (or begin typing the customer name). On the Find Customer pop-up screen: you can select the customer by typing the customer number in the 1st entry box or by typing the name in the 2nd box, or by selecting the customer with the mouse or up/down arrow keys. You can filter the list to show only customers of a selected customer type (press Delete to reset). Click on the selected customer or press Enter when the selected customer is highlighted. Or Esc to exit.

The screen has options to

- sort the list by customer no., name or any other field on the grid
- display orders for a selected customer
- display shipments for a selected customer
- display invoices for a selected customer
- display payments for a selected customer
- refresh the data displayed to show changes entered by other users, etc.
- print the list

Tip: To display invoices or payments for a customer, phone, or send e-mail (via your e-mail program): select the customer, then right-click to display a pop-up menu.

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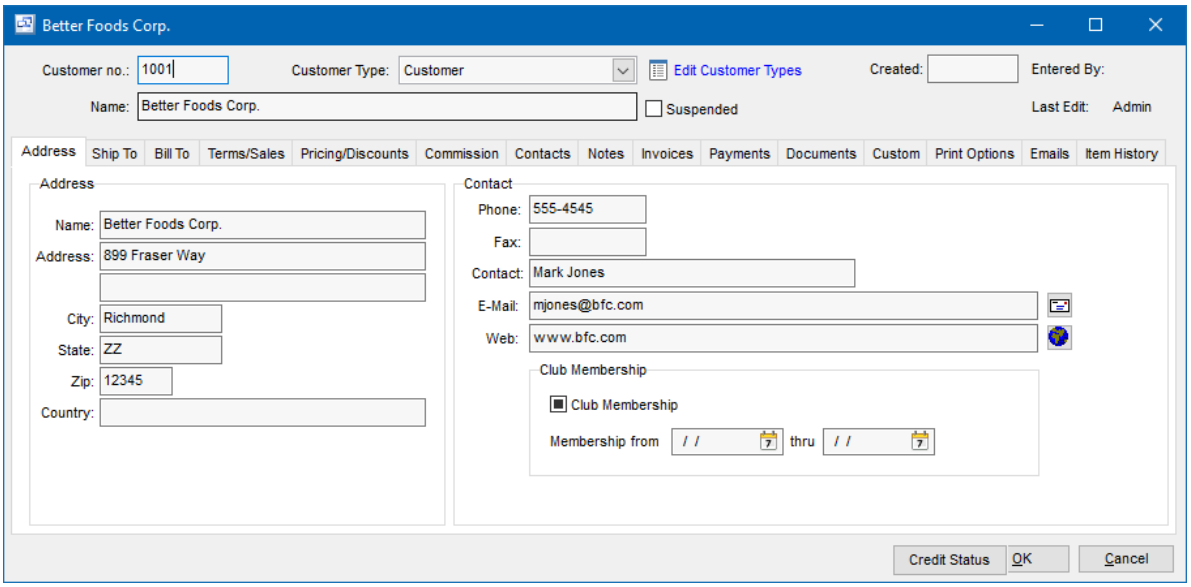
Customer Entry



Tabs

Contacts

Terms/Sales

Contacts

Invoices

Payments

Documents

Custom

Fields

Customer no.
Customers can be accessed by number or name. Customer no. is useful if you have multiple customers with the same name, such as branches of the same company, or a large number of customers. When setting up a new customer, the program assigns a default customer number which you can then change if desired. At any time you can change the customer number and any history (invoices, payments, etc.) will automatically still be linked to the customer.

Suspended
Check here to prevent further invoices from being entered for this customer.

Name
Customer's name.

Address
Customer's billing address.

Phone
Main phone number. Additional phone numbers can be specified on the Contacts tab. You can phone the customer by clicking the phone button or by right-clicking on the customers, invoices, or payments

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screens.

Fax
Main fax number. Additional fax numbers can be specified on the Contacts tab.

Contact
Main contact's name. Additional info and contacts can be specified on the Contacts tab.

E-Mail
Main e-mail address. E-mail addresses for other contacts can be specified on the Contacts tab. You can send e-mail (via your e-mail program) to the customer by clicking the e-mail button or by right-clicking on the customers, invoices, or payments screens.

Web Page
URL of customer's web page. You can connect to this page (via your web browser) by clicking the adjacent browser button.

Customer Type
Select the Customer Type for this customer, if desired, or press Delete to remove a previous selection. If you need to add a new type to the drop down list, click the adjacent button. Customer Types may be used to group customers for sales analysis. Example: Food Service, Government, Distributor, etc. This facilitates printing sales analysis reports sorted and/or summarized by customer type.

Club Membership
This section is only visible if the "Enable Club Membership" option is checked in the Setup - Your Company - Customer settings screen is checked. Customers can be checked as club members and start/end dates for their club membership can be entered. This is informational only and does not affect the customer or sales.

9.2.6.1 Ship To

Ship To

Back to Customers

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The Ship To screen allows you to set up multiple shipment addresses against a customer and select a default shipping address.

Carrier Account numbers can also be entered against each shipping address. The default shipping address will automatically be selected when entering a new sales order or quote for the customer.

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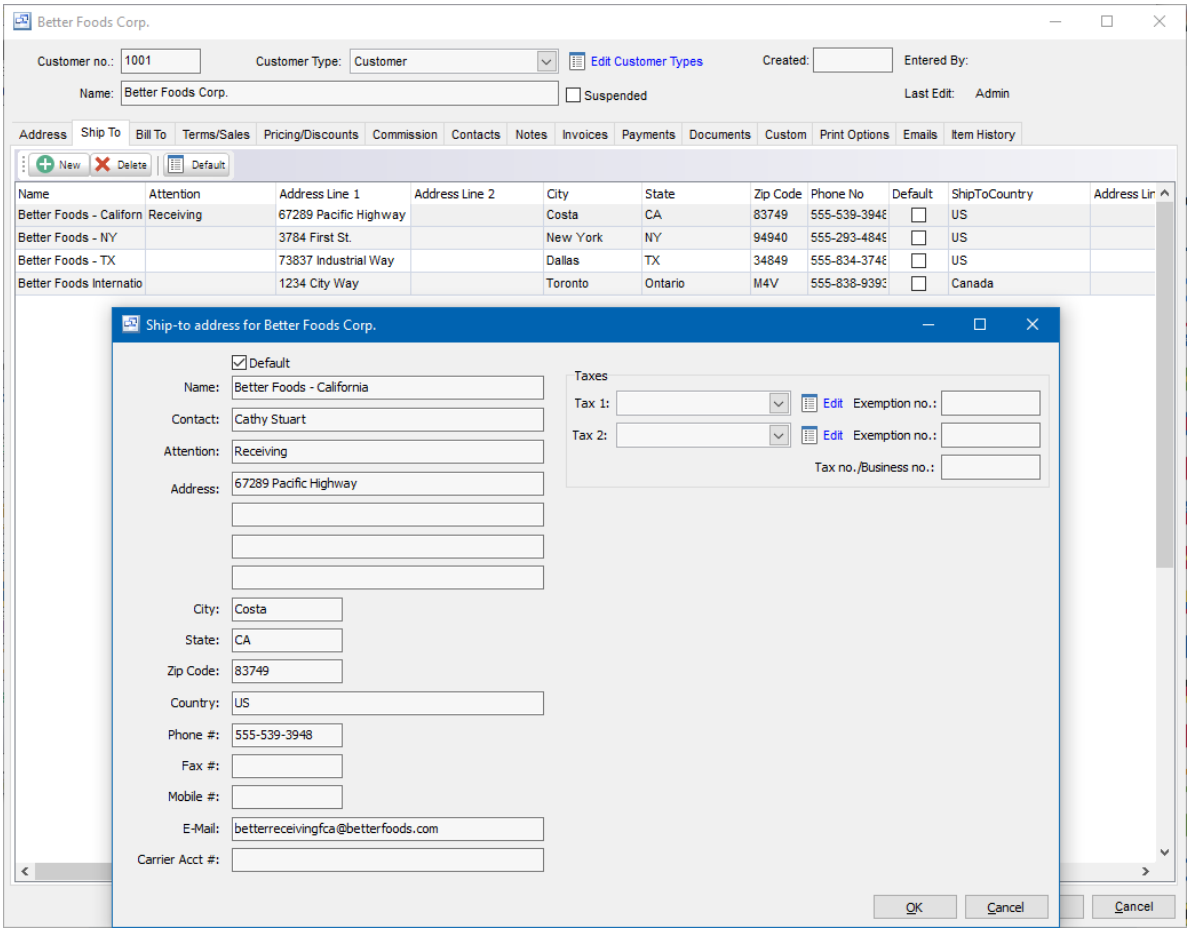

Fields

Default (checkbox)
Select this option if the shipping address is the default shipping address for the customer.

Name
The customer delivery address name. This can be the same or different from the customer name.

Contact
The Contact name for the shipping address.

Attention
Attention line for the shipping address.

Address, City, State, Zip Code, Country
Enter the full address for the shipping address.

Phone #, Fax #, Mobile #
The phone/fax numbers for the shipping address location.

E-Mail

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The contact email address for the shipping address.

Carrier Acct #
The customers account number with the default freight carrier for the shipping address.

Taxes
Tax codes can be entered for each customer shipping address. If taxes are determined by the shipment address, you must select the "Use Ship To Tax Calculation" in the Setup - Your Company - Sales settings screen. If that option is not checked in the settings, the tax codes on the main customer Terms/Sales tab will be used for all orders regardless of whether a tax code is entered on the Ship To address or not.

Tax 1 and Exemption No.
The tax code for the shipping address. If you tax by the shipment address, enter the tax code here. If the customer is tax exempt, you can enter the exemption number and Pilot will not charge taxes for that shipment address tax.

Tax 2 and Exemption No.
The 2nd tax code for the shipping address. If you tax by the shipment address, enter the 2nd tax code here if needed. If the customer is tax exempt, you can enter the exemption number and Pilot will not charge taxes for that shipment address tax.

Tax No./Business No.
The company tax ID or business number.

9.2.6.2 Terms/Sales

Terms/Sales

Back to Customers

Top Previous Next

Here you can enter and edit the customers:
- Tax codes and exemption number (if the customer is exempt from the tax)
- Currency
- Salesrep assigned to the customer
- Price List
- Customer Message to display on Sales Quote/Order, Bill of Lading and Invoice
- Default Freight Method
- Default Carrier
- Payment Terms

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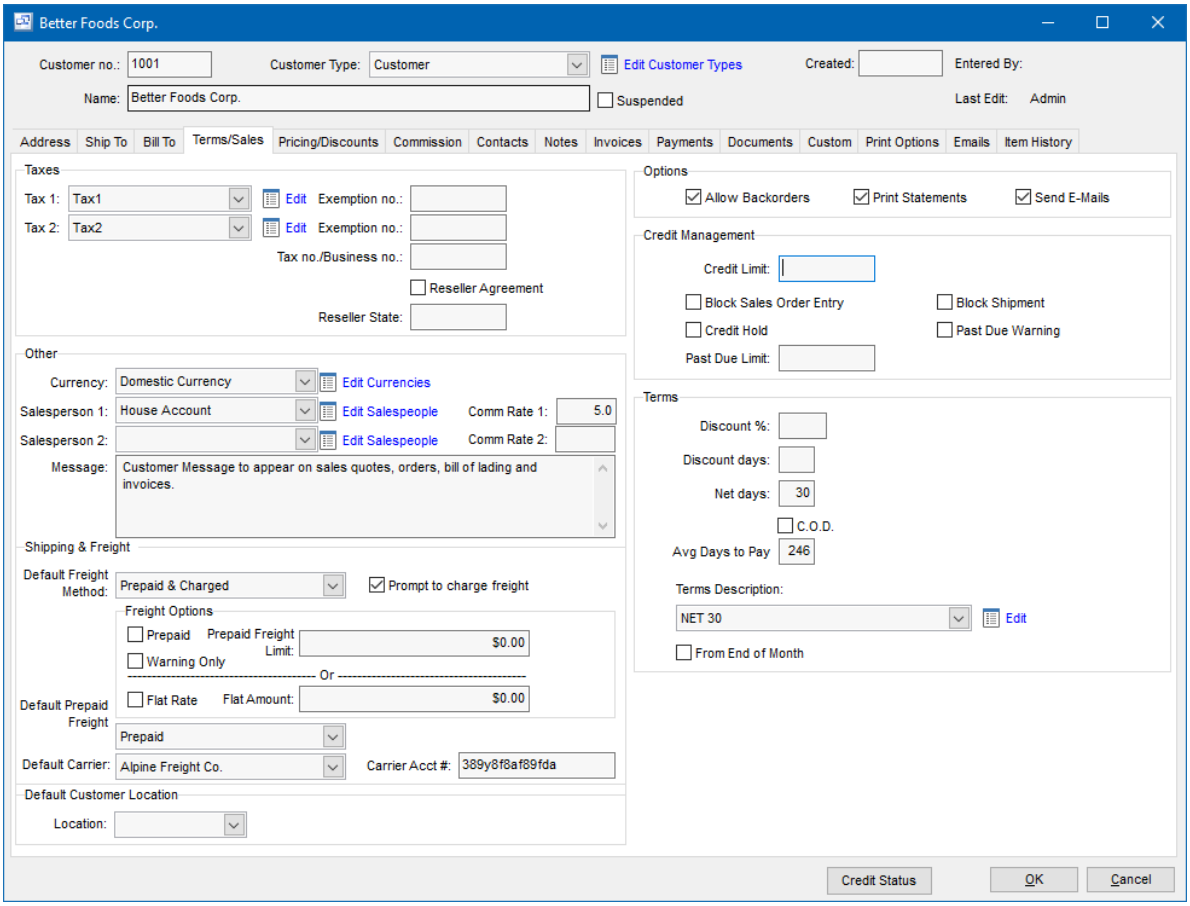

Fields

Taxes

Select the sales taxes applicable for this customer. If you need to add a new tax to the drop down list, click the adjacent button.

Customers can have two tax totals showing on their invoice such as state and local, or federal and provincial. Each tax total corresponds to a tax code. Example: S for state tax, P for provincial tax. Tax is automatically applied on an invoice when an item tax code matches a tax code for a tax defined for the customer. The tax codes print on invoice detail lines to show which taxes were applied.

Each tax has a matching exemption number, presence of which means the tax is not applicable. This feature is optional and merely provides a way to store tax exemption numbers.

Tax no./Business no.

Some jurisdictions require that you store the customer's tax number or business number, such as Australian Business Number (ABN).

Reseller Agreement

If this customer is a re-seller, you can check this to indicate that they are a re-seller with an agreement.

Reseller State

Enter the state the re-seller is located in or the state in which they sell.

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Currency
Select the currency of invoices billed to this customer. If you need to add a new currency to the drop down list, click the adjacent button. On new customers this defaults to the default currency on Your Company.

Salesperson 1 & 2, Comm Rate 1 & 2
Select the Salespersons responsible for this customer, if applicable, or press Delete to remove a previous selection. If you need to add a new salesperson to the drop down list, click the adjacent "Edit" button. Salespersons are assigned to customers to facilitate printing sales analysis reports sorted and/or summarized by salesman such as may be used to determine sales commissions. Commissions can be automatically calculated and charged at time of invoice or payment and transferred to AP for payment. The default commission rates can be entered in the Comm Rate fields but can also be changed on the sales orders or invoices.

Message
Message to print on invoices and statements. You can also use this if you need to print more information about your company on the invoice, such as more contact info.

Shipping and Freight

Default Freight Method
Select the default Freight method for the customer here. This default method will copy to all new sales orders, quotes and invoices for this customer.

Prompt to Charge Freight
If the customer gets charged for freight/shipping fees, check this option to prompt the shipping person to enter the freight amount.

Freight Options
The freight options allows you to either set a freight method to be used if the total sales order amount is above the "Prepaid Freight Limit" or set a flat rate shipping amount for the customer. When creating the shipment, it will auto fill the freight or prompt the shipping employee to change it.

Prepaid
If the customer's sales order freight method is pre-paid when a sales order amount is over a set amount (prepaid freight limit) below, select this option to have Pilot automatically select the "Default Prepaid Freight" method.

Prepaid Freight Limit
When a total sales order amount is above this pre-paid freight limit, Pilot will automatically change the freight method to the Default prepaid freight selected below. This is typically used when a customer receives free or "Prepaid" shipping when an over is over a certain amount but it can be used for any reason to change the freight method.

Warning Only (checkbox)
If this is checked, Pilot will give a warning message when the prepaid option is selected but will not force the order or shipment to use the default prepaid freight method.

---------- OR ----------

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Flat Rate
If the customer is charged a flat rate for shipping, select this option

Flat Amount
Enter the flat shipping amount for the customers shipments. This can be changed in the order or the shipment.

Default Prepaid Freight
This field allows you to select the default prepaid freight method used with the prepaid freight option above.

Default Carrier
Select the default Carriers for this customer. This default carrier will copy to all new sales orders, quotes and invoices for this customer. You will be able change the carrier in the order.

Default Customer Location
If your company has multiple warehouses, shops or offices and you sell or ship from more than 1 location you can define a default order location for the customer. When an order is entered for the customer, this default location will be selected automatically on the order. This can be used as a reference or for reporting and is also used in location specific MRP generation.

Options

Allow Backorders
Check here if this customer accepts backorders. This means that if he orders 10 of an item and you can only ship 8, he will accept the remaining 2 on a later shipment. Sales orders that are not fully shipped are kept open as backorders if the customer allows backorders and the items are backorderable. Otherwise when the shipment is posted, the order status is changed from "On Order" to "Completed"., etc.

Print Statements
Check this option if the customer receives customer statements. When printing statements (AR Reports), unless the specific customer is selected, only customers with "Print Stmt" checked are included.

Send E-Mails
If the customer can be emailed quotes, orders, invoices, etc. check this option to enable email when using the "Mass Email" option. If this is not checked, you can still email the customer but they will not be included in the Mass Email option.

Credit Management

Credit Limit
The optional credit limit for the customer can be entered here. The open credit for the customer is calculated by adding the total value of unpaid invoices, un-posted invoices, remaining value of open sales orders and then subtracting the open unapplied deposit amounts. If the credit limit field is left blank, then there is no credit limit for the customer.

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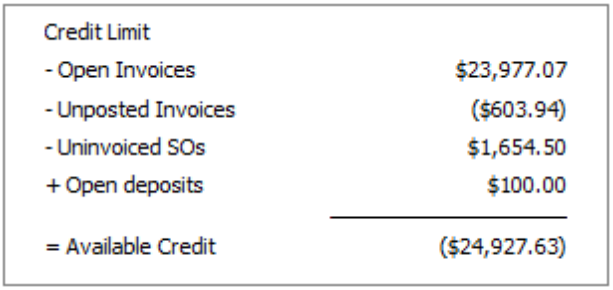

Credit Limit	
- Open Invoices	$23,977.07
- Unposted Invoices	($603.94)
- Uninvoiced SOs	$1,654.50
+ Open deposits	$100.00
= Available Credit	($24,927.63)

Block Sales Order Entry
This option (if checked) prevents the entry of new sales orders when the customer is over their credit limit.

Block Shipment
This option (if checked) prevents the entry of new shipments when the customer is over their credit limit.

Credit Hold
A customer can be placed on credit hold which prevents new orders, shipments and invoices from being entered regardless of their available credit.

Past Due Warning
The past due warning will look unpaid invoices past the Due Date and if the total amount of past due invoices is more than the past due limit it will give a warning and list those past due invoices when entering new quotes, orders, shipments or invoices.

Past Due Limit
Used for the Past Due Warning, this is the total amount on past due invoices that will trigger the past due warning when entering quotes, orders, shipments and invoices.

Terms

Discount %
Discount % offered for prompt payment. This prints on the invoices as part of the terms and is used to calculate the discount amount offered. This is used when entering payments, where a pop-up menu has various options to automatically enter the payment and discount info. Alternatively you can key the actual discount taken if different.
Example: 2 2% 10 Net 30

Discount days
Number of days from invoice date during which time discount is allowed. This prints on the invoices as part of the terms. This is used when entering payments, where a pop-up menu has various options to automatically enter the payment and discount info.
Example: 10 2% 10 Net 30 If invoice date is 5th May, then discount is allowed until 15th May.

Net days
This prints on the invoices as part of the terms. If no discount, net, or C.O.D. info is entered, the terms shows as "Payable on receipt".
Example: 30 Net 30 days or 2% 10 Net 30

C.O.D.

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Cash on Delivery. If checked, this prints on the invoices as the terms.

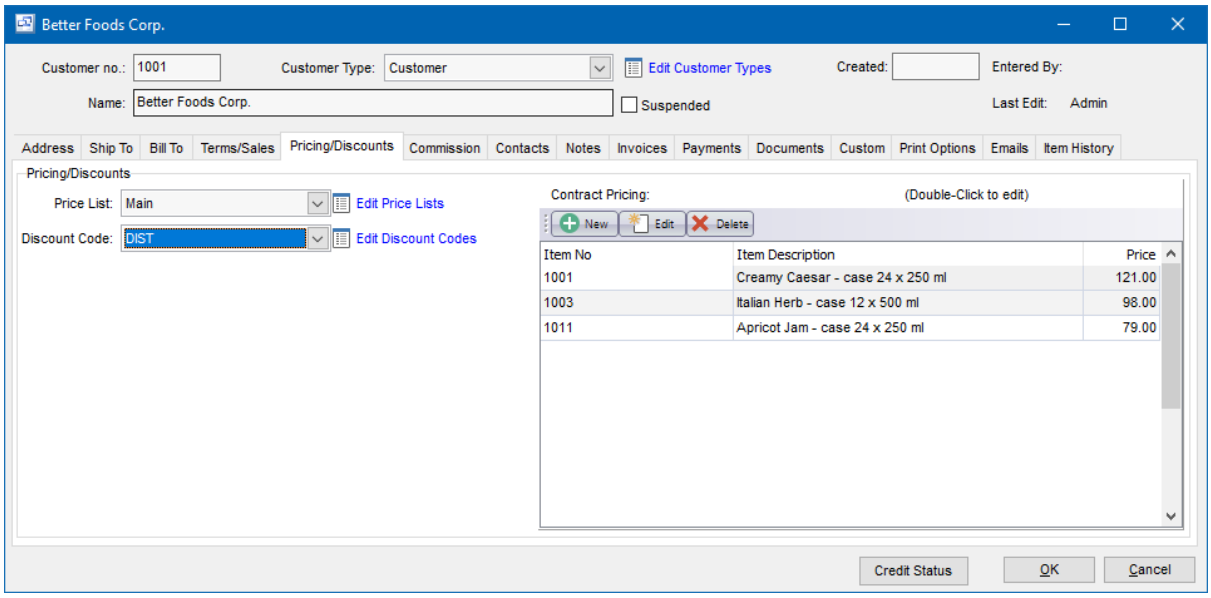
Terms Description
If a description is entered, this prints on the orders and invoices as the terms. If nothing is entered into the description, the system generated terms display based on the terms settings.

Price List
Select the price list to be used for default prices for this customer, if desired, or press Delete to remove a previous selection. If you need to add a price list to the drop down list, click the adjacent button. Example: Main, Preferred Customer, Government, Distributor, etc. Even a custom price list for this one customer. On new customers this defaults to the default price list on Your Company.

9.2.6.3 Pricing/Discounts

(Sales - Customers - Pricing/Discounts)

The Customer - Pricing/Discounts screen lists the customers default price list and discount code along with contract pricing rules. Each customer must be assigned a default price list for base pricing on products.



Price List
This is a required field for each customer. The default price list will be used on all orders for the customer before any discounts or contract pricing rules are applied.

Discount Code
The optional discount code allows you to apply a discount to the prices in the customers price list. Any

contract pricing rules would be used instead of the prices on the price list or discount code.

Contract Pricing
Pricing for specific items unique to the customer can be set up under the Contract Pricing section. Contract Prices are exceptions to Price List prices and Discounts. These are special prices given to specific customers for an item. Contract pricing also includes the option to enter quantity based price breaks.

Sales Order Pricing Hierarchy

During sales order line item entry, pricing is determined by the following hierarchy:

1. First, the program looks for a Contract Price. If one is found, it will be used. A Discount will not be applied.
2. If a Contract Price is not found, the program then looks for a Price List price. If one is found, the Price List rule is applied to establish a List Price.
3. Finally a discount is applied to the Price List price if a Discount Code is assigned to the customer and the item can be discounted. Each Price List does have the option to "Disallow Discounts" for an item which will prevent the customer discount from being applied to that item on the price list.

- Click New to add a new contract pricing rule.
- Double click the line or select a line and click Edit to change an existing contract price.
- Select a line and click Delete to delete an existing contract price. Deleting a contract price will NOT change pricing on any existing sales orders or quotes.

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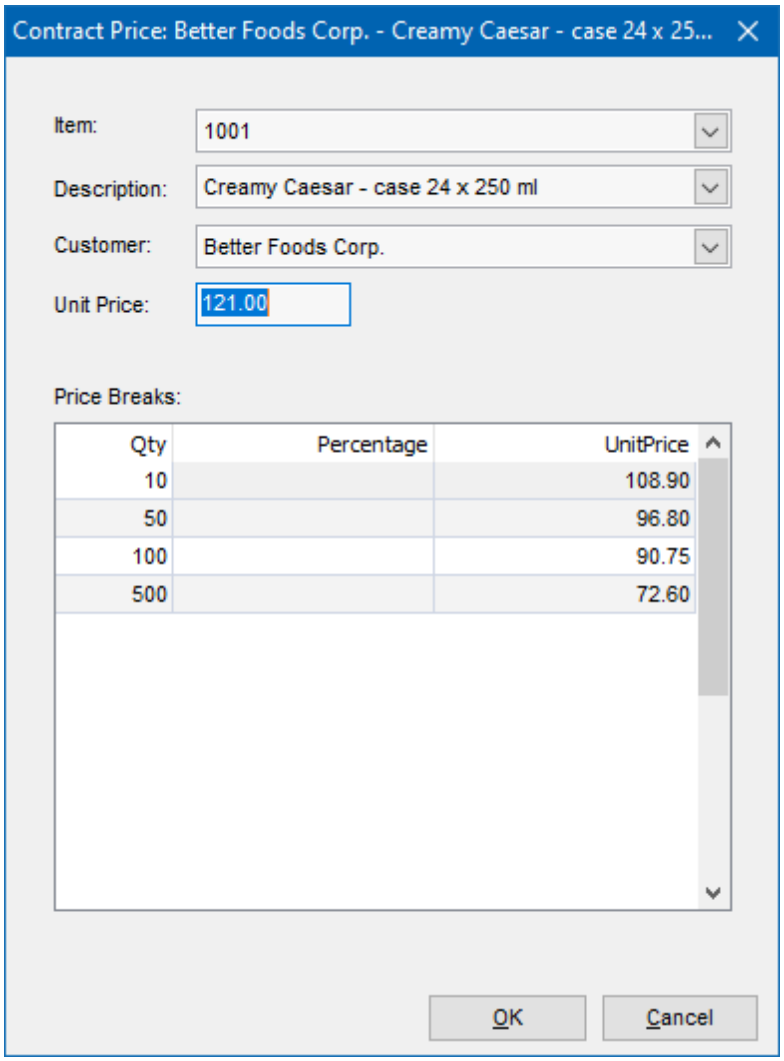

9.2.6.4 Commission

(Sales - Customers - Commission)

The Customer Commissions screen allows you to view, set up and maintain contract commissions on specific items for the customer.

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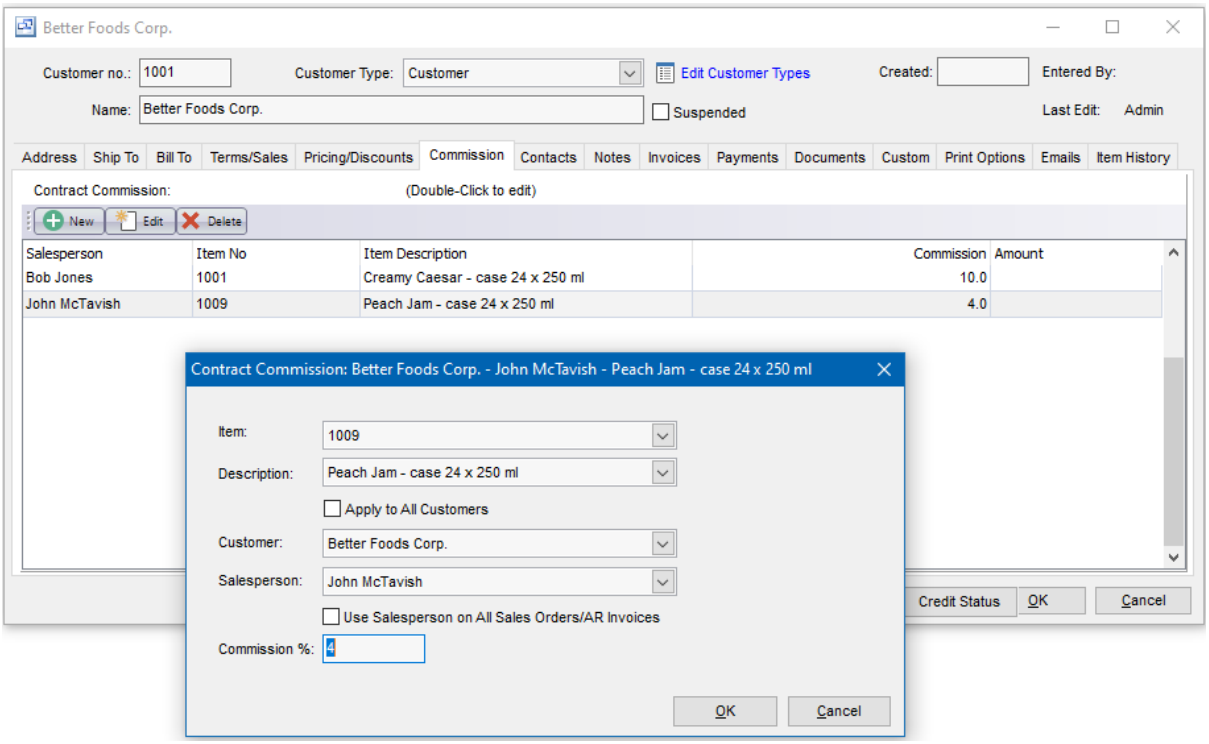

- To create and enter a new commission, click the New button.
- To edit an existing contract commission, select it in the commissions grid and click Edit.
- To delete an existing contract commission, select it in the commissions grid and click Delete.

Item and Description
The Item Number and Description of the item for the contract commission.

Apply to All Customers
If this option is checked, then the commission rule will apply to all customers for that selected item.

Customer
The customer selected for the contract commission on the item. If the Apply to all customers option is checked, the commission will be applied to all customers and the customer field becomes inactive.

Salesperson
The Salesperson for the contract commission rule.

Use Salesperson on All Sales Orders/AR Invoices
This setting adds the salesperson to all sales orders/ar invoices for that customer and item in the contract commission.

Commission %
The commission percentage for the contract commission rule.

9.2.6.5 Contacts

Contacts
Customers

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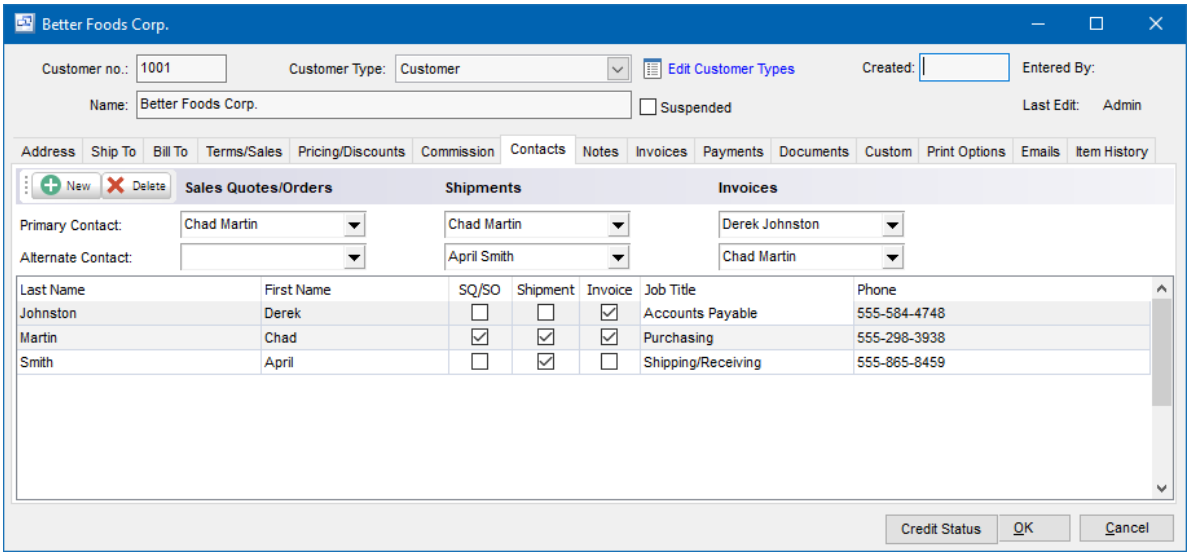
Enter the Customers contacts here. You may enter as many contacts for each customer as necessary and assign the default contact for the customer through the main Address tab.



Contacts

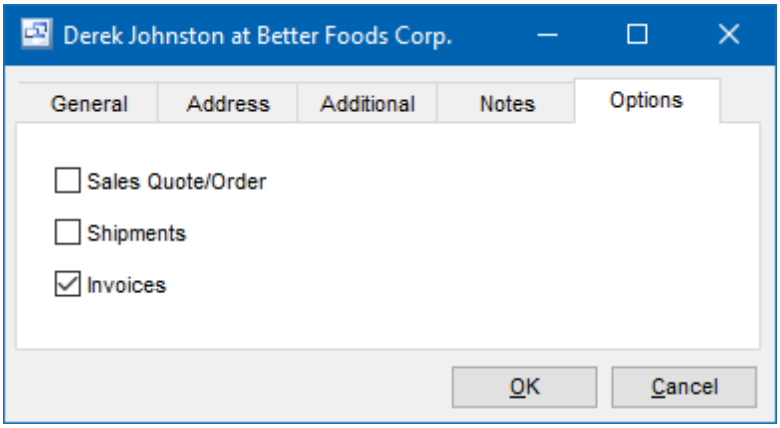
Use the New, Edit, and Delete buttons to add, modify, and delete contacts for this customer. Right-click on a contact to make a phone call or send e-mail.

Primary and Alternate Contacts

You can define primary and alternate contacts for Sales Quotes and Orders, Shipments and AR Invoices. The contacts assigned as the Primary or Alternate will copy to the Quote/Order, Shipment or Invoice as the Primary/Alternate when they are created.

Contact Options

You can define additional contacts for Sales Quotes and Orders, Shipments and Invoices within the contact detail "Options" tab as shown below.



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When these options are checked, the contact will be included as a contact in the associated document type for the customer. If this option is checked for a contact it would copy the contact to the Contacts tab on the Quote/Order, Shipment or Invoice and these contacts would be included in the email of the document.

The Contacts detail screen also has the optional fields for Address, Nickname and an unlimited Notes field for additional information and contact history.

9.2.6.6 Notes

Notes

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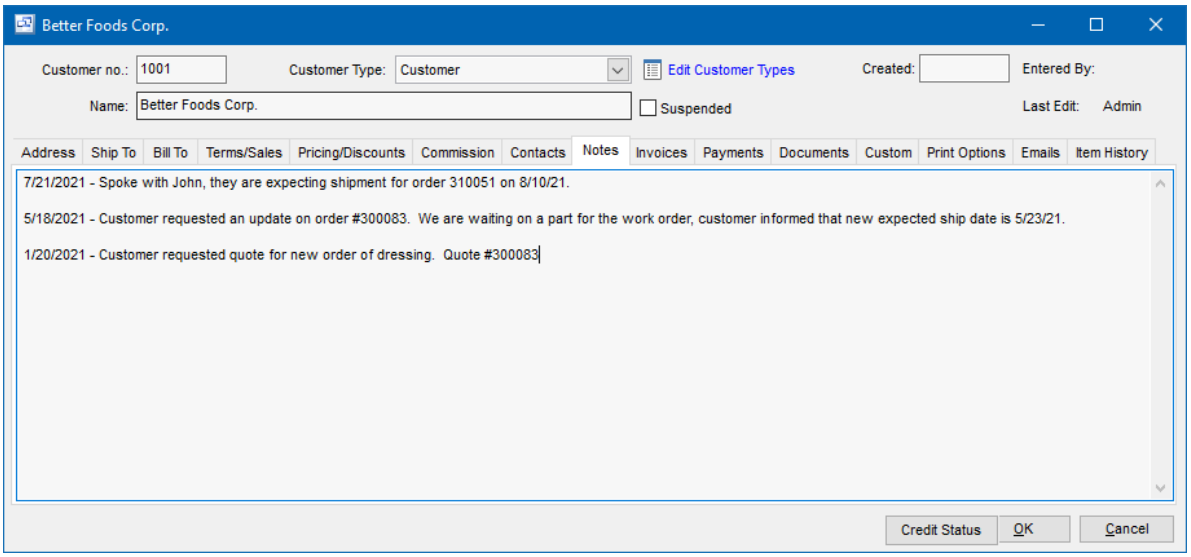
Enter any notes you wish to record for the customer here. The notes field is for internal reference only. These can be used for customer contact notes, internal notes about orders or any other customer information. Right-click to toggle Word Wrap.



9.2.6.7 Invoices

Invoices

Back to Customers

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The Invoices tab displays ALL invoices generated for the selected customer, the original amount and the amount remaining to be paid by the customer. The screen also displays the sales order, customer PO Number, invoice date and description of the invoice. This allows sales representatives to easily look up invoices while speaking with a customer and be able to drill down to discuss details of a particular order. Double click on the invoice to open and review each invoice.

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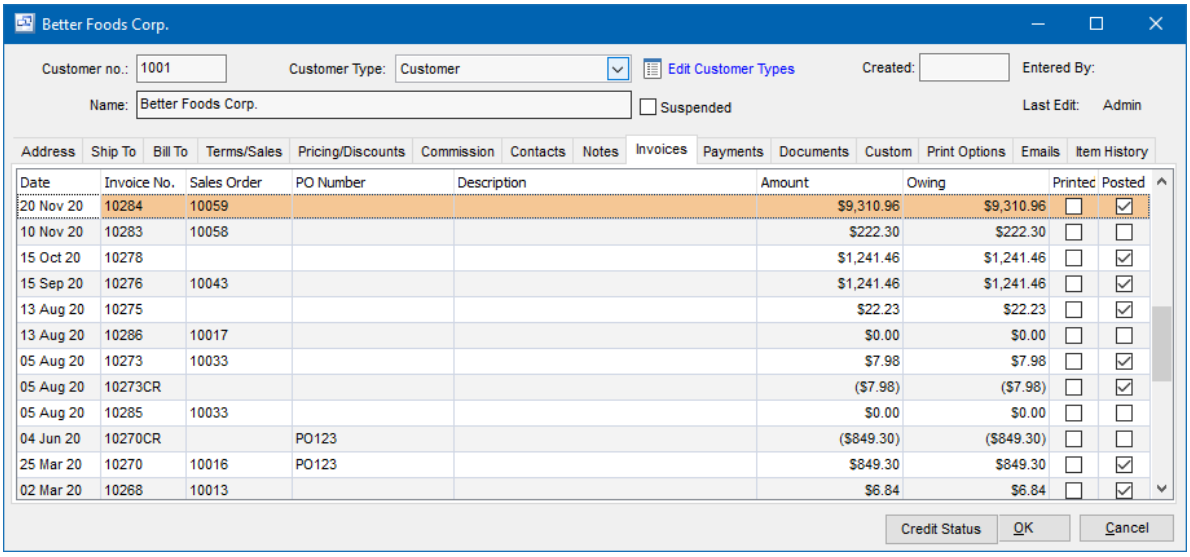

9.2.6.8 Payments

Payments

Customers

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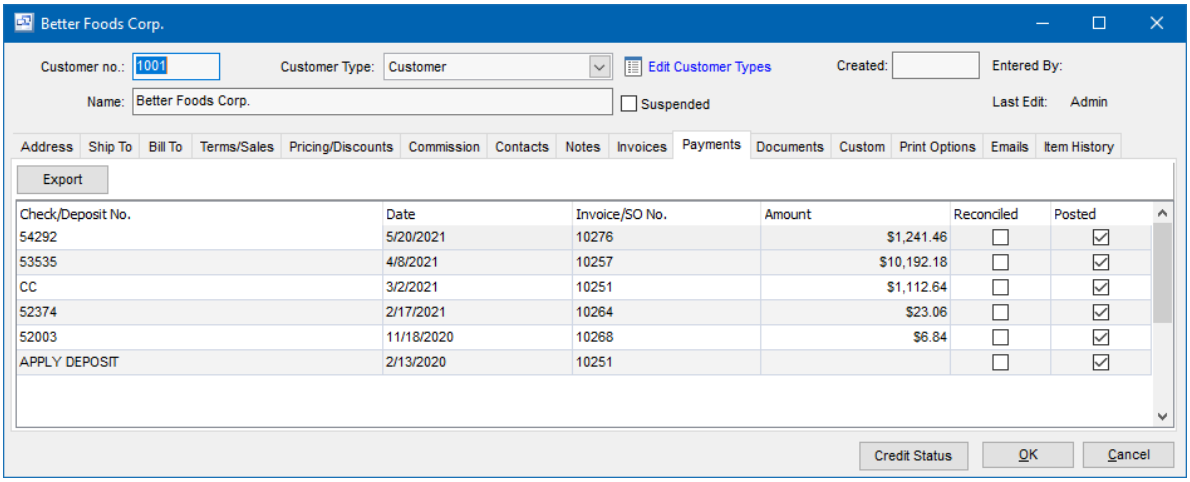
The customer Payments tab will display each check or payment received from the customer, the date of the payment, the invoice number and amount. You can also drill down to the details of the payment by double clicking.

There is also an option to export the customers payments to an Excel spreadsheet through this screen.



9.2.6.9 Documents

Documents

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Attach documents, images and any other file that pertains to the Customer. There is a "Print

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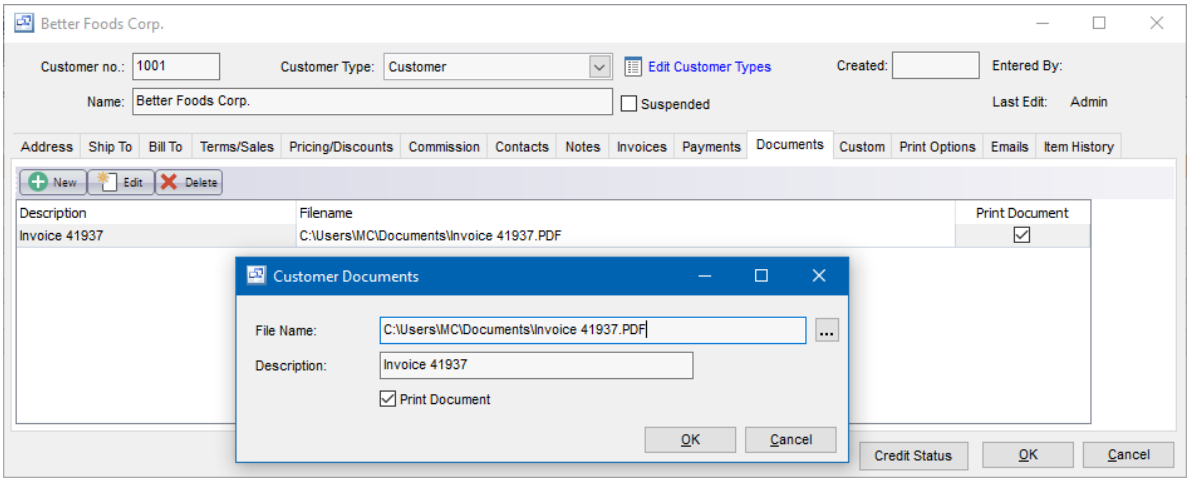
Document" option available if you want the document or image to automatically print with an associated Sales Order.

This also allows your customer service reps to organize documents related to customers directly through pilot and allow them to quickly find and view this information.



9.2.6.10 Custom

Custom

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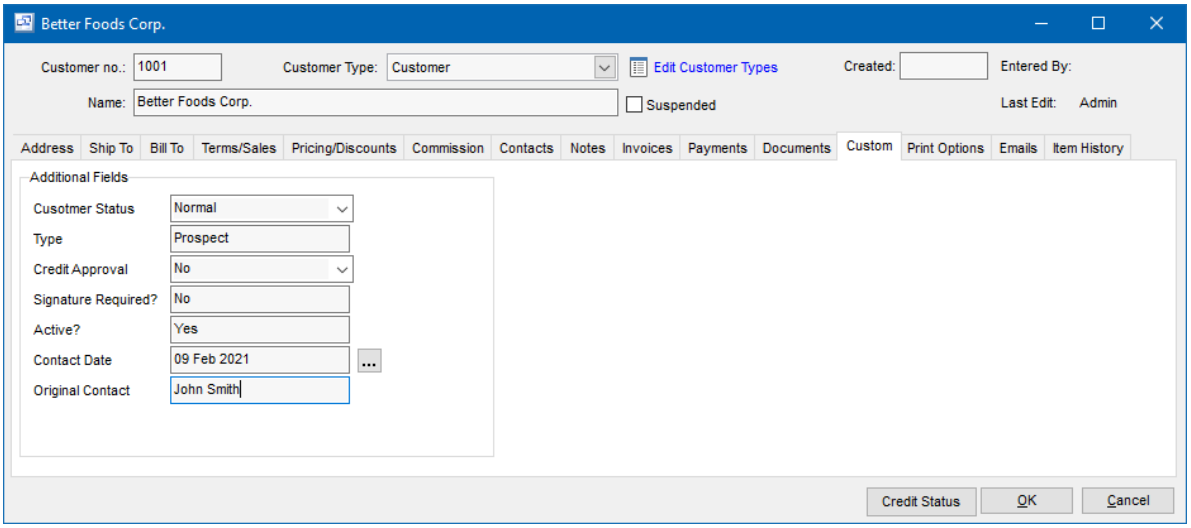
Up to 8 custom fields can be added to each customer. The label for each of these fields can be modified and each field can be either a date, text or dropdown list. These fields can be activated and configured in the System Setup > Your Company > Customers tab.



9.2.6.11 Print Options

Print Options

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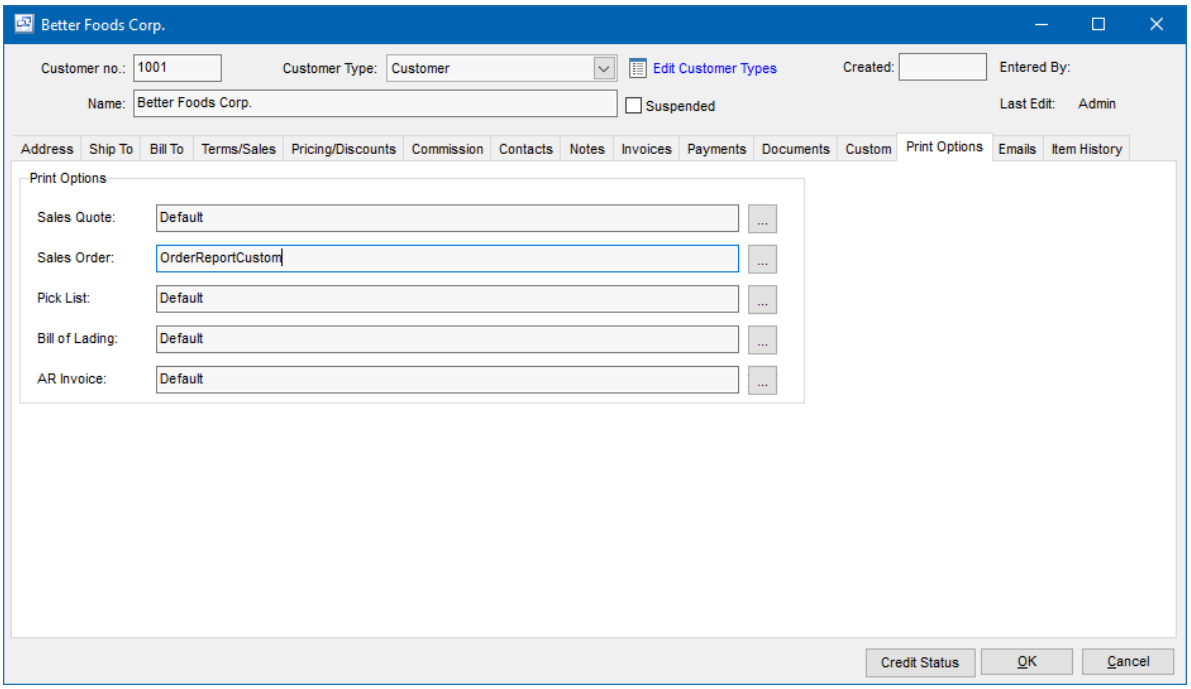
The Print Options screen allows you to assign custom forms to be printed for the selected customer. If the print option shows "Default" then it uses the default print form for that document.



9.2.6.12 Emails

Emails

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Any email sent to the customer from Pilot will be recorded in this screen.

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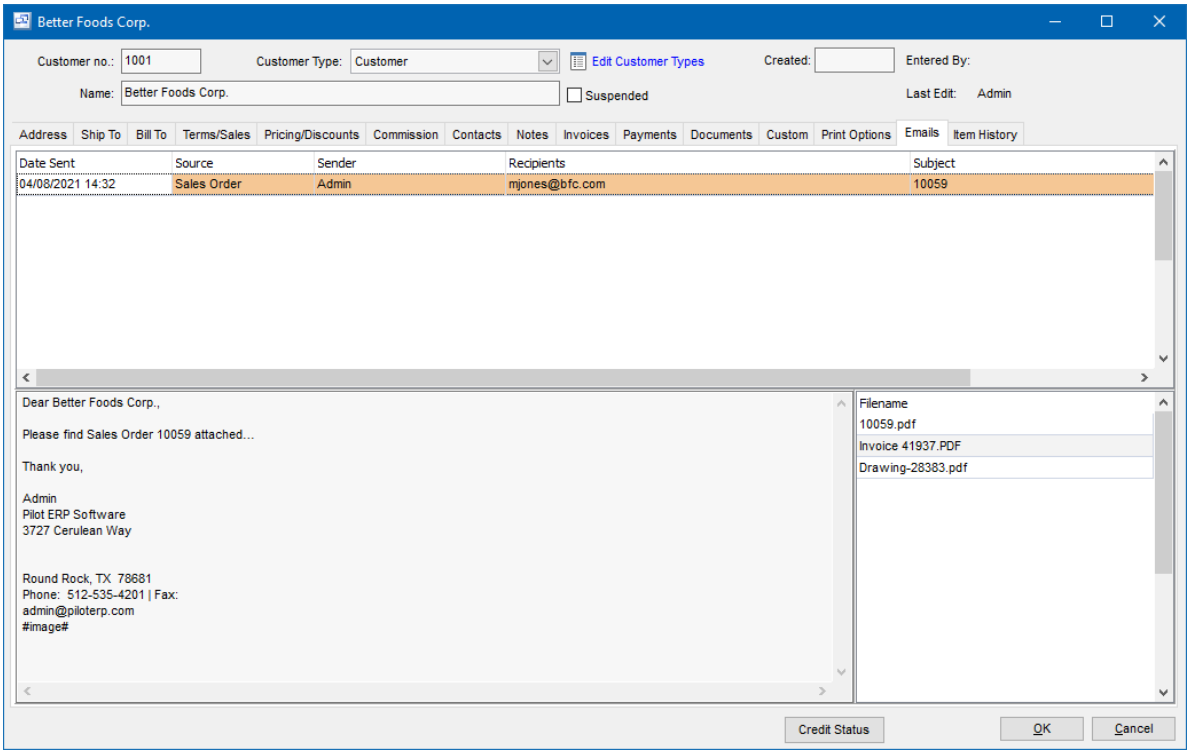
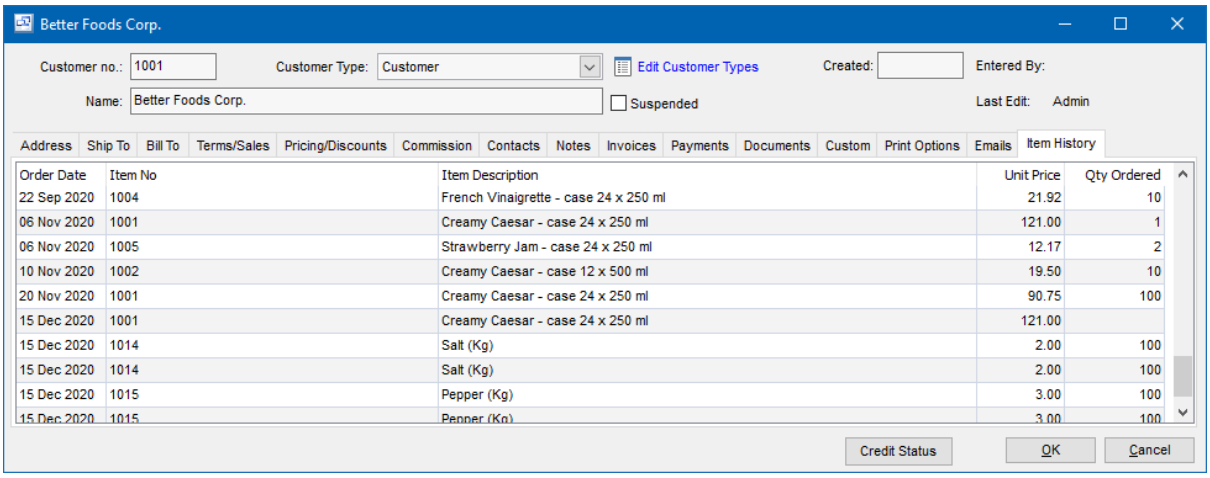


9.2.6.13 Item History

The Customer Item History screen shows all items purchased by customers on Sales Orders.



9.2.7 Customer Pricing

Customer Pricing

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Sales | Customer Pricing

The Prices screen displays items with prices for the selected price list. (To add a new price list click

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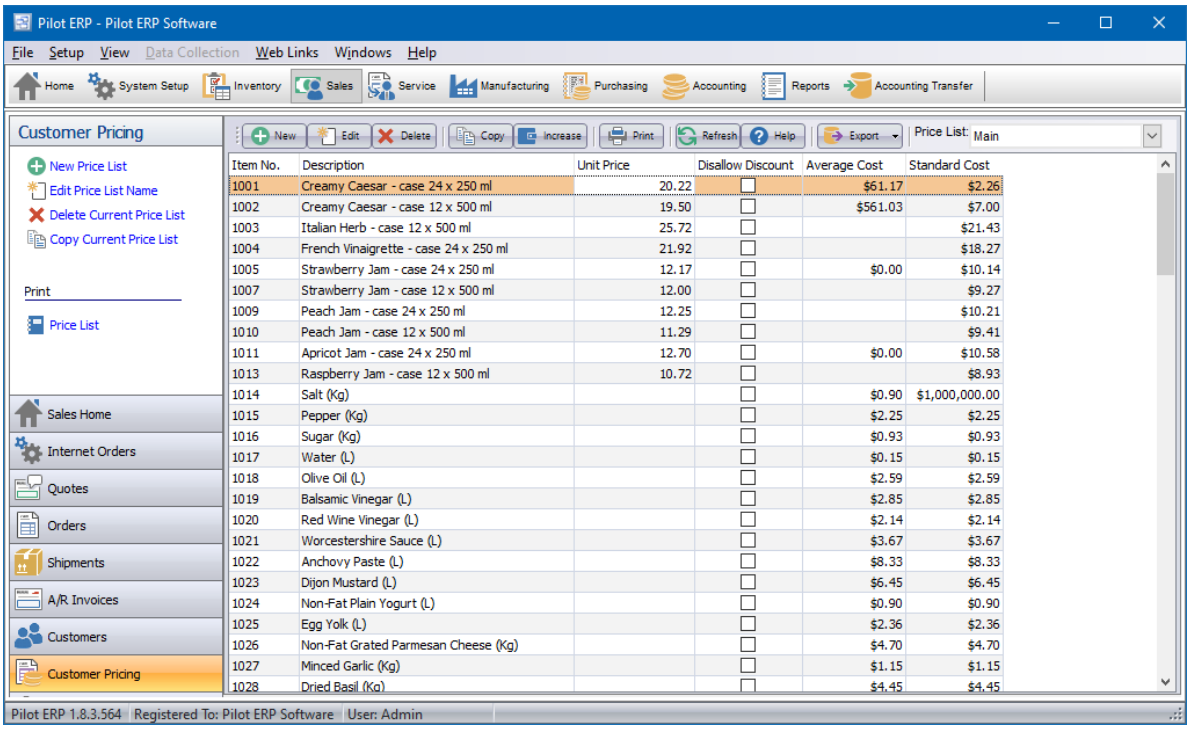
the 3-dots button).



When entering a sales order or AR invoice the default price for each item depends on the price list specified for the customer. Example: Main, Preferred Customer, Government, Distributor, etc. Even a custom price list for this one customer. On new customers this defaults to the default price list on Your Company.

You can enter quantity price breaks for each item in the customer pricing detail screen. This allows you to enter multiple quantity's and prices for each quantity. If the customer orders over that quantity of the item on a sales order or invoice, it will use the associated pricing.

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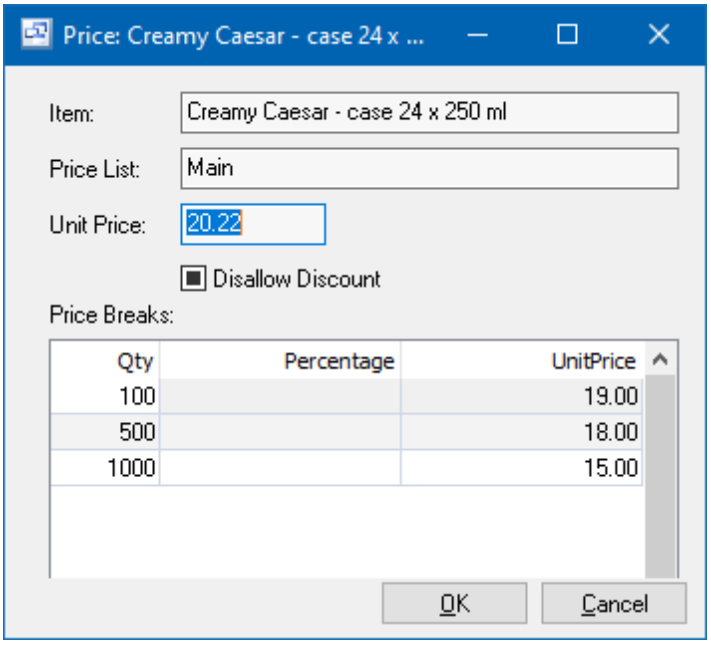

To add, edit, or delete a price: double-click the item. Or select the item and press Enter.
To delete a price list and all prices for that price list: click the 3-dots button beside the price list selection combobox to display the price lists screen.

You can select an item with the mouse or by the keyboard via the Page Up/Down and arrow keys. Or click the Find button, then enter the item no. or select the item description from the drop down list. Tip: You can enter the 1st letters of the item description then press the down arrow.

The menu has options to

- copy all or selected prices from one price list to another and/or apply an increase/decrease percentage
- sort the list by item no. or description
- display the item
- refresh the data displayed to show changes entered by other users, etc.
- print the list

Unit Price
The default selling price for this item or labor rate if the item is a service. You can override this when entering sales orders or invoices.
Note: If selling to a foreign customer in a different currency, the default price is automatically converted to the customer's currency.

Disallow Discount
This option will prevent the customer discount % from calculating in the quote, order or invoice for the item/price list.

Price Breaks
The price breaks section allows you to enter multiple quantity price breaks along with the unit price for each quantity tier.

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Qty
The quantity for the price break. When a quantity is ordered equal to or greater than this quantity up to the next highest break Qty, this quantity break price overrides the item's Base Price.

Percentage (future feature)
If you always want the quantity break price to be a fixed multiplier of the base Unit Price, enter the percentage in this field. For example, if you want the quantity break price to be 10% lower than Base Price, enter '90.00'. The advantage to this method is that whenever you change the Base Price, the quantity break prices automatically change as well.

Price
The unit price to use for that quantity price break.

9.2.8 Warranty

(Sales - Warranty)

The Warranty screen enables you to set up and assign a warranty to a specific item sold to a customer. You can link this warranty to the customer and the AR Invoice and set the warranty start and end dates.

The warranty claims allow you to create claims, track returns and replacements as well as generate service jobs for repairs.

Any item what will be assigned a warranty must have the "Warranty" option checked on the General tab of the item card.

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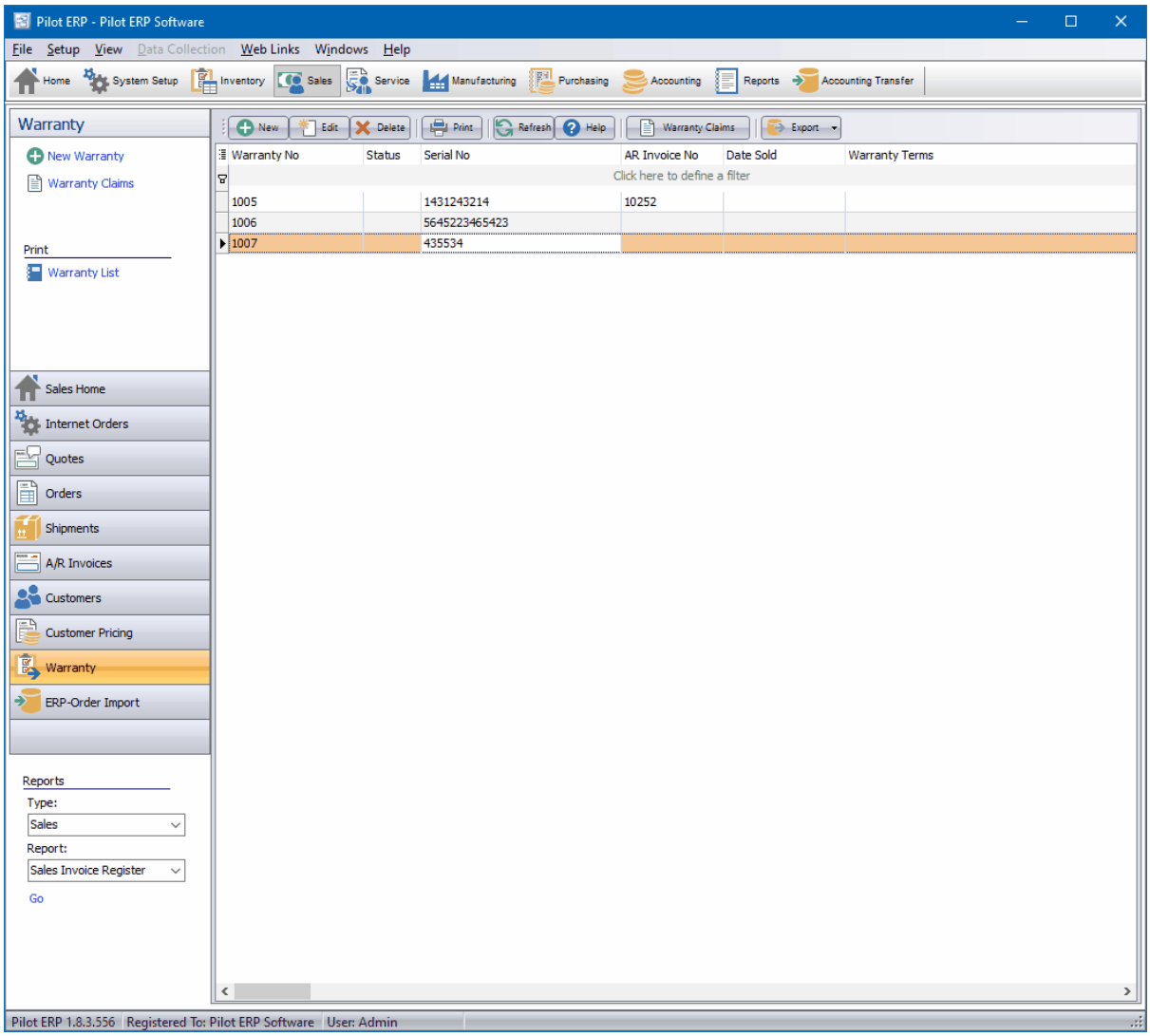
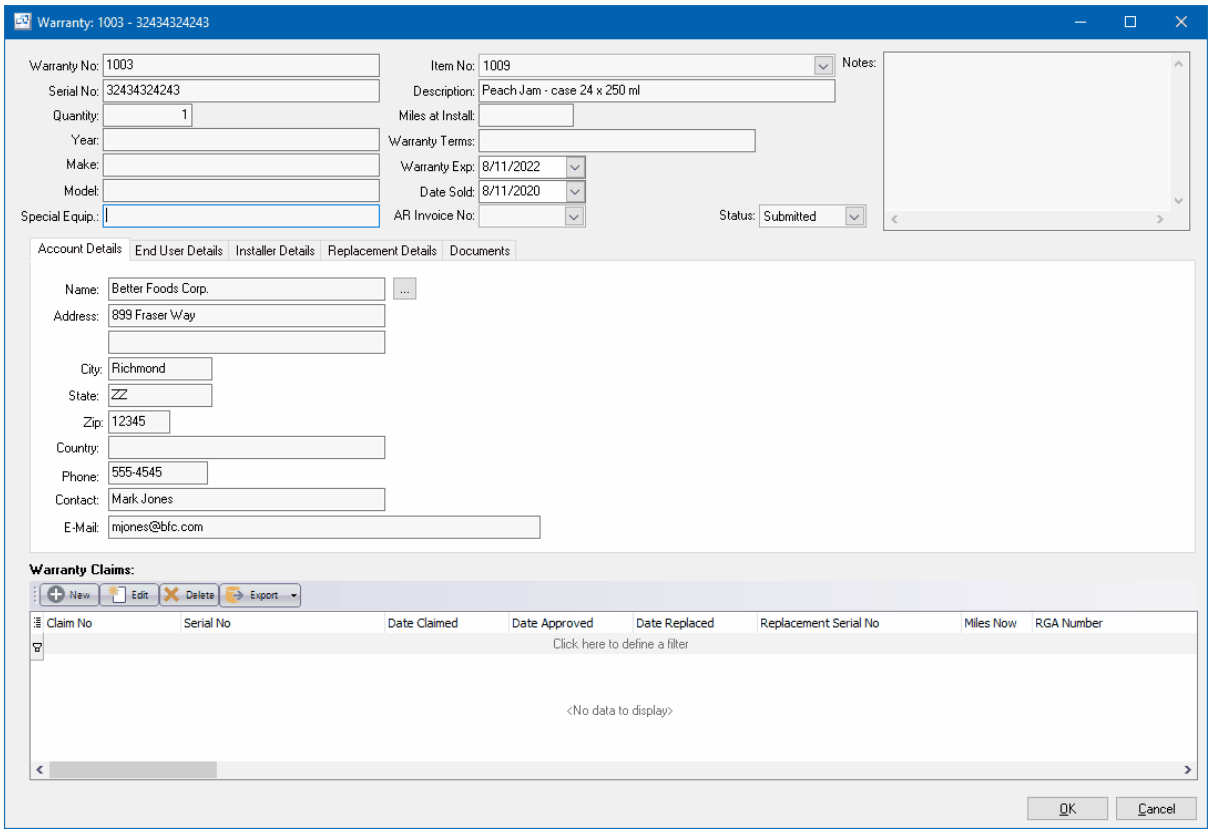
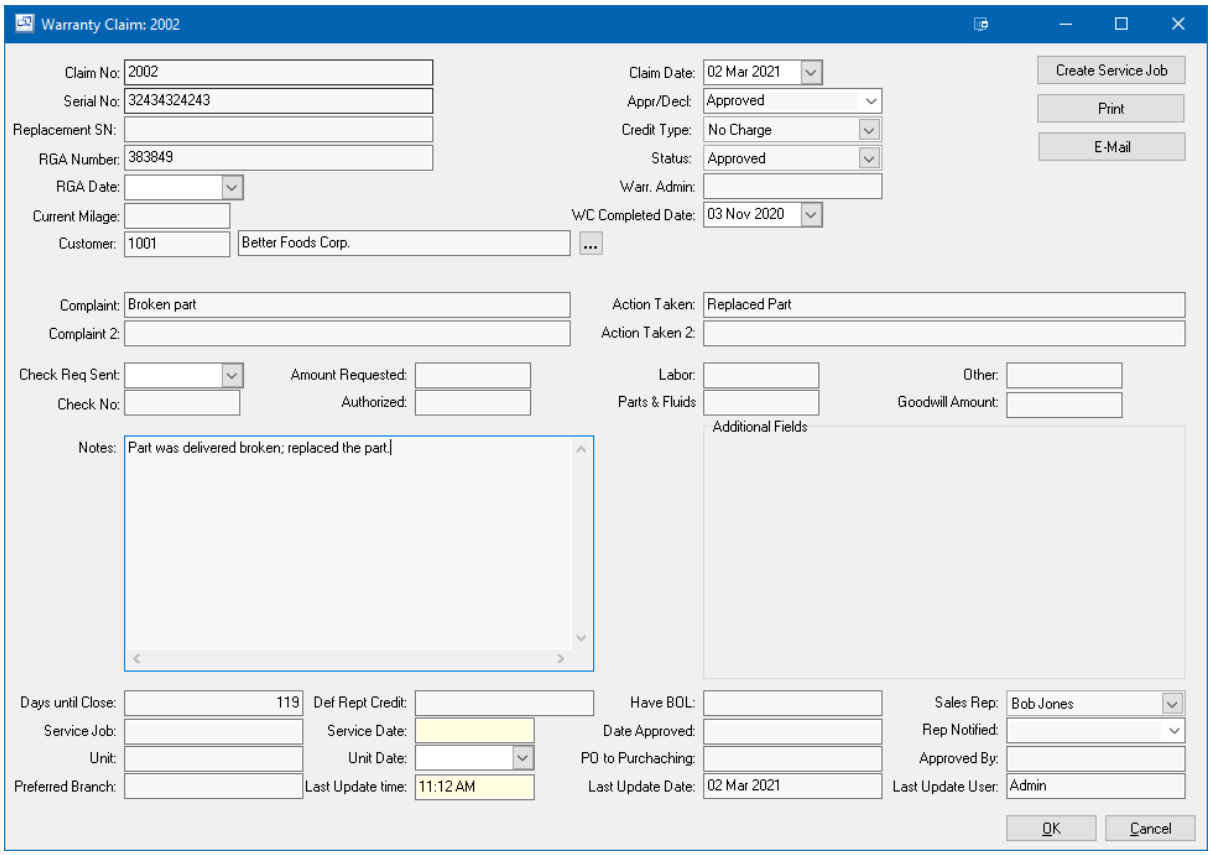


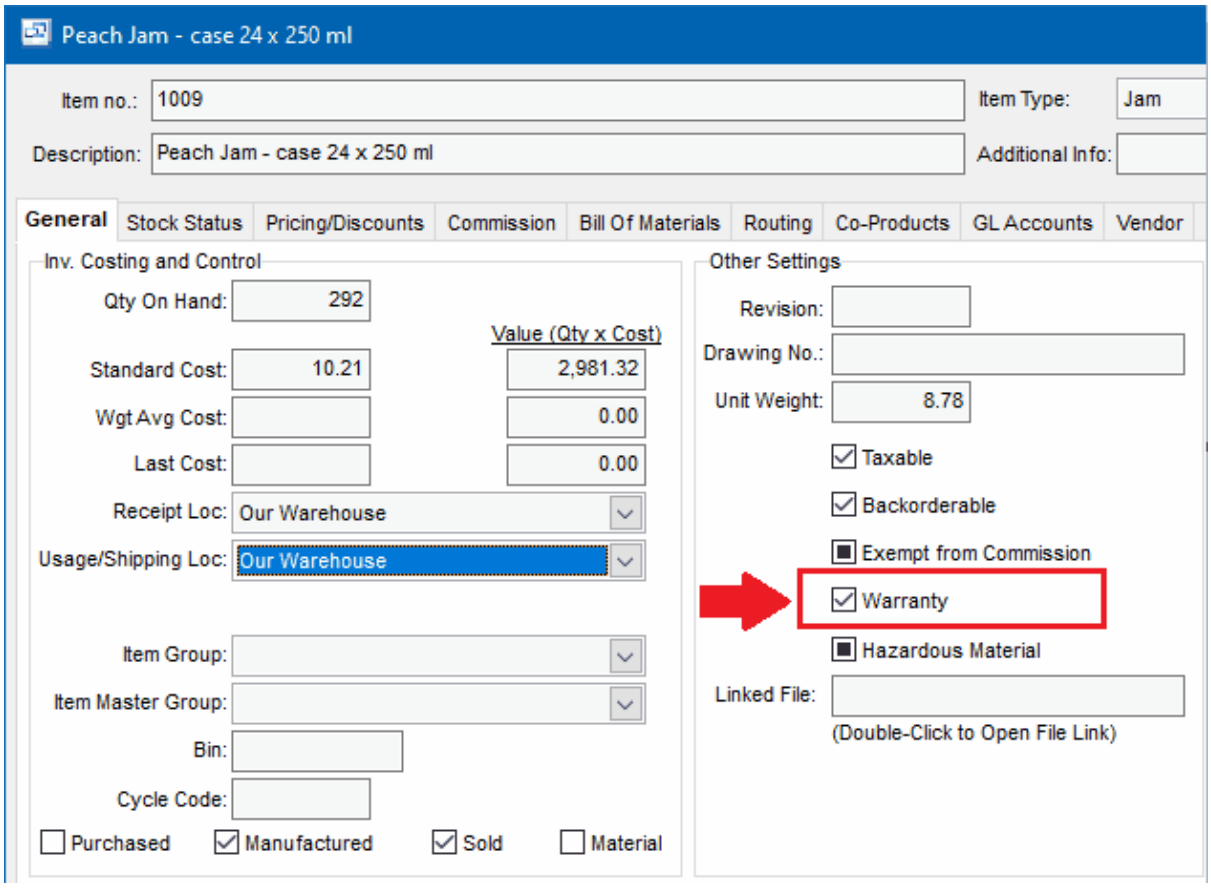
Warranty Screen



Warranty Claim



Warranty option on Items



9.3 Sales Reports

9.3.1 Sales Orders Reports

Sales Orders Reports

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Reports

Order Status
This report shows the status of sales orders, date ordered, requested ship date, whether shipped yet, and invoice number(s). The shipped date, warehouse, and invoice number print for each shipment. The report may be filtered to show only orders for a selected status (quote, on order, completed, cancelled), customer or item.

Order Detail
This report shows sales orders with items, quantity ordered, received, and quantity on back-order. The report may be filtered to show only orders for a selected status (quote, on order, completed, cancelled), customer or item.

Backorders by Item
This report shows customer back-orders sorted by item. These are orders that were short-shipped (on posted shipments), the customer allows backorders ("Allow Backorders" checked on the customer Sales tab), and the items are backorderable.

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For each item, the report shows the current quantity on hand and all the outstanding backorders: quantity on backorder, order no., customer, and requested ship date, sorted by requested ship date. Total quantity on backorder is printed if there are multiple backorders.

This report facilitates the shipping of newly arrived stock to customer backorders, which should probably be treated as a higher priority than other orders. The report may be filtered to show only backorders for a selected customer, item type, or item. Tip: You can reprint a picking slip and it will show the backorder quantities on order.

Quantity Available (MRP)
This report shows current inventory levels and extrapolates into the future as the inventory is depleted by sales orders, increased by purchase orders, manufactured goods increased by manufacturing orders, and materials (raw materials, packaging materials, and intermediate items) depleted by usage for manufacturing orders. The report highlights if the current inventory level or future inventory level will fall below the Minimum Quantity specified for each item.

It is used for MRP (Material Requirement Planning) for materials required for production, for scheduling manufacturing (together with the resource scheduling reports), shipping of sales orders, and purchasing. The report may be filtered to show only data for a selected item type or item, or only items below minimum.

Backorder Summary
This report shows the backorders grouped by customer and summarized by item.

Shipping Performance by Order Date
Shows historical shipping performance by customer and item for a selected date range.

Shipping Performance by Shipment Date
Shows historical shipping performance by customer and item for a selected date range.

Shipping Schedule
Shows the scheduled shipment from open sales order by Customer and Item with scheduled shipment date

Shipments by Customer/Item
Shipments grouped by customer then summarized by item for the selected period.

Shipping Backlog Report
Show overdue and upcoming Shipment details by Required Date

Completed Order Analysis
Shows Completed Order Analysis by Date Range

Quote to Order Conversion
Shows Quotes converted to Orders

Open Quotes
Shows Open Quote Details

Order Details by Customer/SO
This report shows sales orders with items, quantity ordered, received, SHipped, and quantity on back-

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order by Customer/SO.

Lists
These list screens have a print option, and can be filtered and sorted in different sequences.
Sales Orders
Shipments
Carriers

Other
An ODBC driver is available (free upon request for end-user versions of Pilot) for creation of custom reports via MS Access or Crystal Reports, mail merge with MS Word, and to import Pilot data to MS Excel, etc. There is also a free utility for importing and exporting data.

9.3.2 Sales Analysis Reports

Sales Analysis Reports

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Reports

The sales reports show data from AR Invoices sorted, filtered, grouped, and summarized in various ways.

Foreign currency amounts are converted to domestic currency based on the exchange rate when the invoice was posted. This is the same rate used when invoice data is posted to the GL revenue account (s). Revenue/expense associated with fluctuations in exchange rates is tracked separately in the GL foreign exchange gain/loss accounts.

Most reports can be filtered by specifying selection criteria such as sales rep, customer, item type, and item, to provide additional levels of reporting.

Sales Invoice Register
This report shows AR invoices for the selected period, sorted by invoice number. The report prints one line per invoice showing invoice number, date, customer, subtotal (total before taxes), subtotal converted to domestic currency, taxes, and invoice total amount. The report prints totals for the period for subtotal (in domestic currency) and for each tax.

Sales by Type
This report shows sales summarized by item type for the selected period.

Sales by Type /Item
This report shows sales grouped by item type then summarized by item for the selected period.

Sales by Type /Item /Customer
This report shows sales grouped by item type then item then summarized by customer for the selected period.

Sales by Customer
This report shows sales summarized by customer for the selected period.

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Sales by Customer /Type /Item
This report shows sales grouped by customer then item type then summarized by item for the selected period.

Sales by sales rep
This report shows sales summarized by sales rep for the selected period.

Sales by Customer Type
This report shows sales summarized by customer type for the selected period.

Sales by Customer Type /Customer
This report shows sales grouped by customer type then summarized by customer for the selected period.

Sales by Sales Order Type
Sales summarized by sales order type for the selected period.

Profit by Invoice
Profit by Invoice for the selected period. Detailed by Item Number or Summarized by Invoice.

Customers by Sales Representative
Listing of Customers grouped by Sales Representative 1 and Rep. 2.

Representative Assigned Customers
Listing of Representative Assigned Customers showing Rep. 1.

Sales by Representative
Sales Invoices by Sales Representative for selected date range or period.

Invoice Profit Analysis
Invoice Profit Analysis showing sales amount, cost and profit margin.

Customer Profitability
Shows Customer Profitability by Item Number comparing Standard and Actual costs.

Sales by State Using Ship To Address
Shows sales invoice amounts grouped by Ship to State.

Monthly Sales Analysis
Monthly item sales analysis by quantity and amount of sale.

Daily Sales Report
Compares total daily sales amount and monthly sales amount.

Lists
The Sales History list screen has an option to print (with totals), and can be filtered by customer, item type, item, fiscal year, period, and invoice no.

Other
An ODBC driver is available for creation of custom reports via MS Access or Crystal Reports, mail merge with MS Word, and to import Pilot data to MS Excel, etc.

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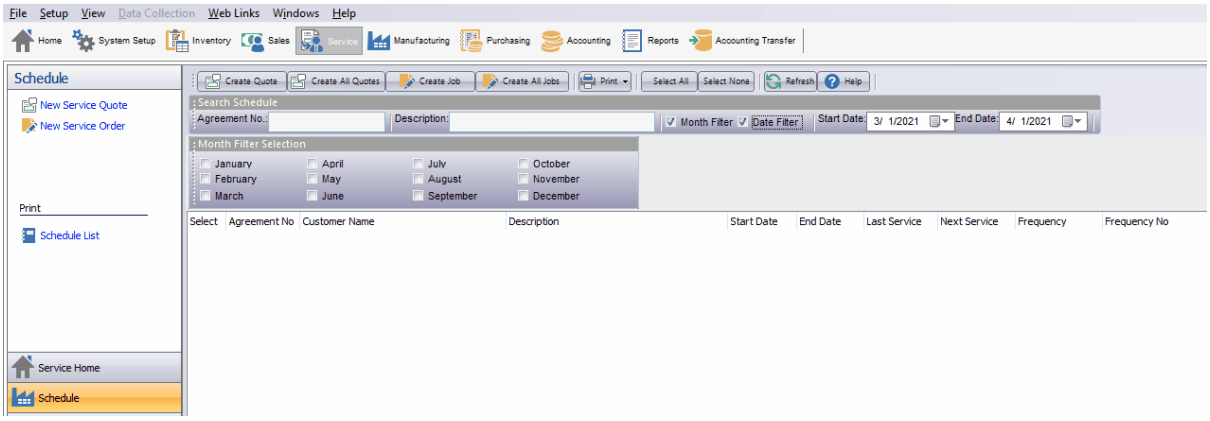
10 Service

10.1 Schedule

The service schedule screen shows the scheduled service jobs generated from the set service schedule in the assets. Assets can be assigned a scheduled service date by frequency of Days, Months or Years along with scheduled service months where the service is always scheduled in a specific month.

User the Month or Date filter in the Service Schedule screen to select the service dates, then user the Refresh button to display the required service jobs based on the asset service schedule.



Asset Service Schedule

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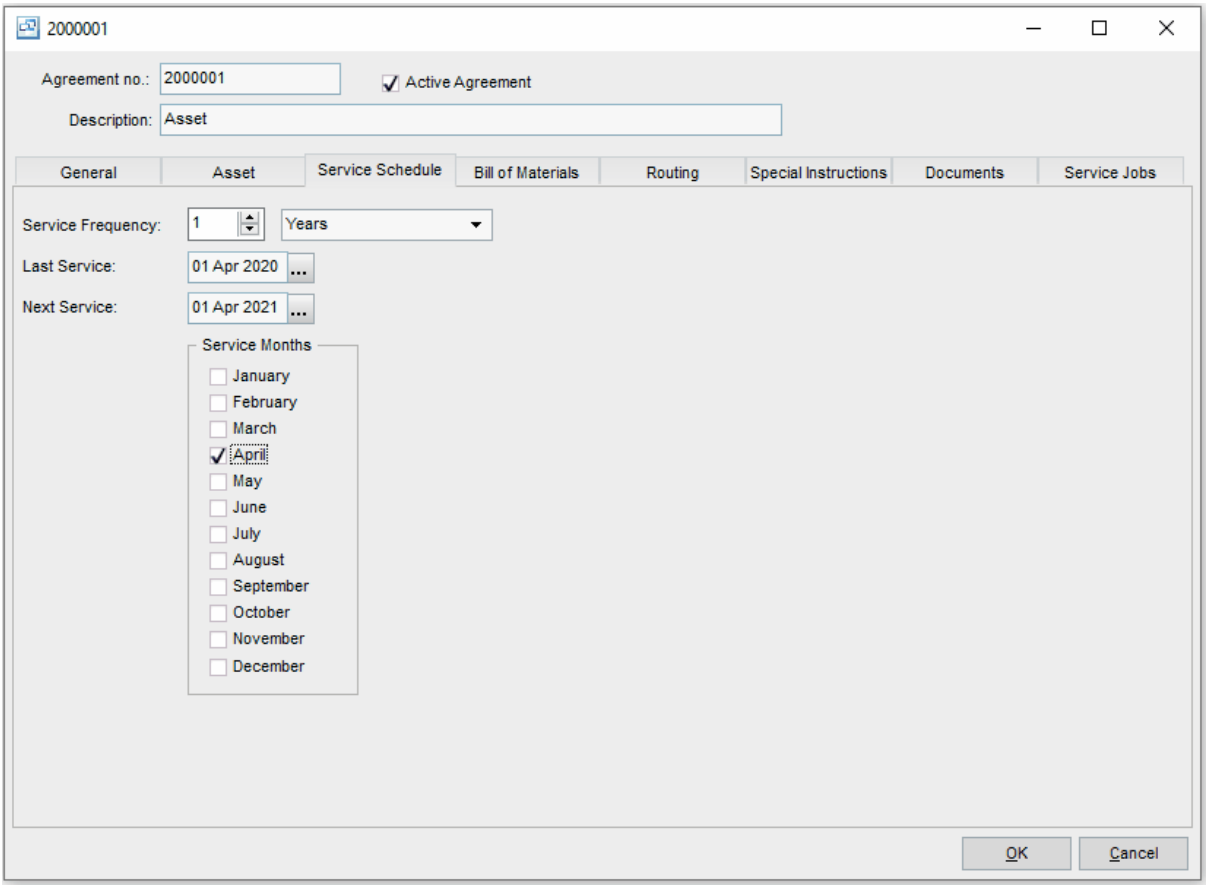

10.2 Service Quotes

Service Quotations can be entered and printed or emailed to customers through the Service Quote screen. These service quotes are not scheduled as jobs and can be modified, saved or deleted without affecting material availability or scheduled labor. If a service quote is approved it can be converted to a service job with the "Convert to Job" button.

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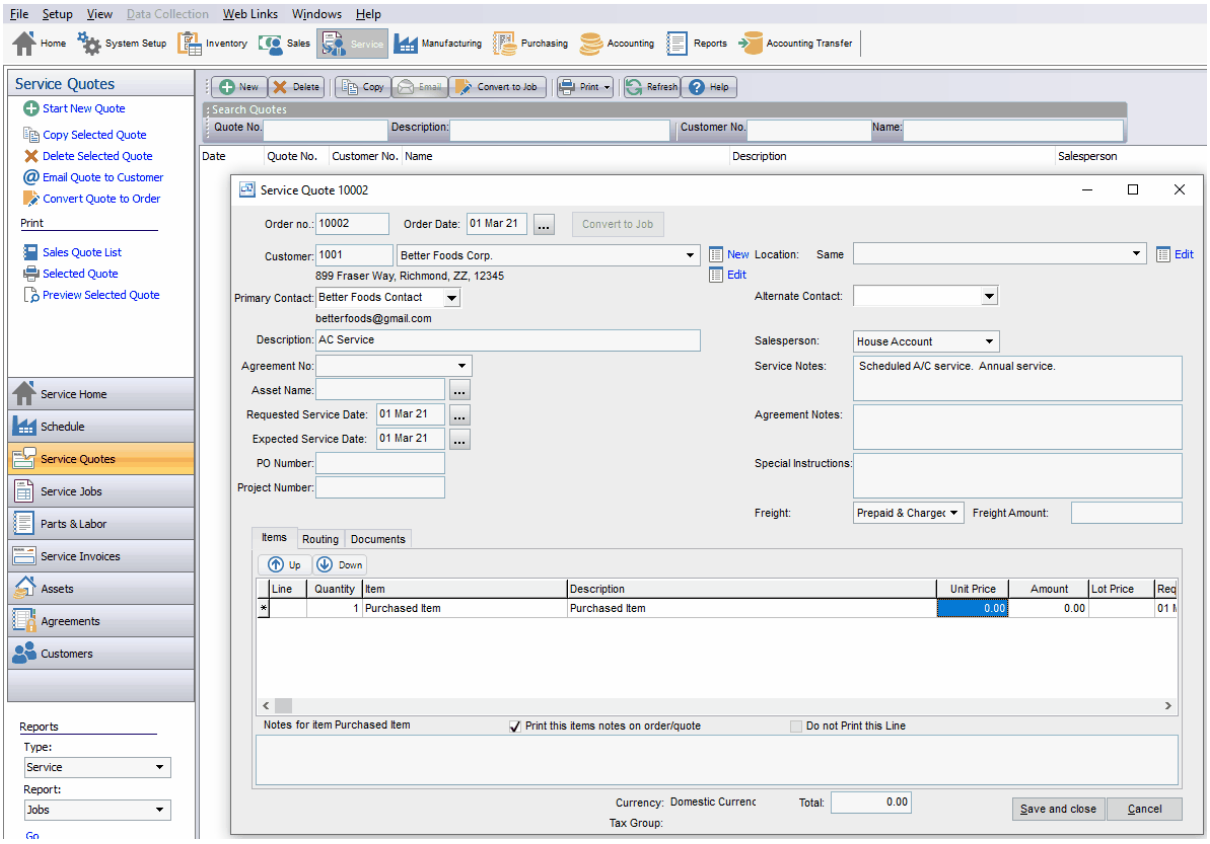

10.3 Service Jobs

Service Jobs are scheduled customer jobs or maintenance. Jobs do affect material availability and are scheduled on labor reports. Each service job can have materials and labor entered before being issued through the parts and labor screen. Service invoices can be created directly from the service job screen if needed.

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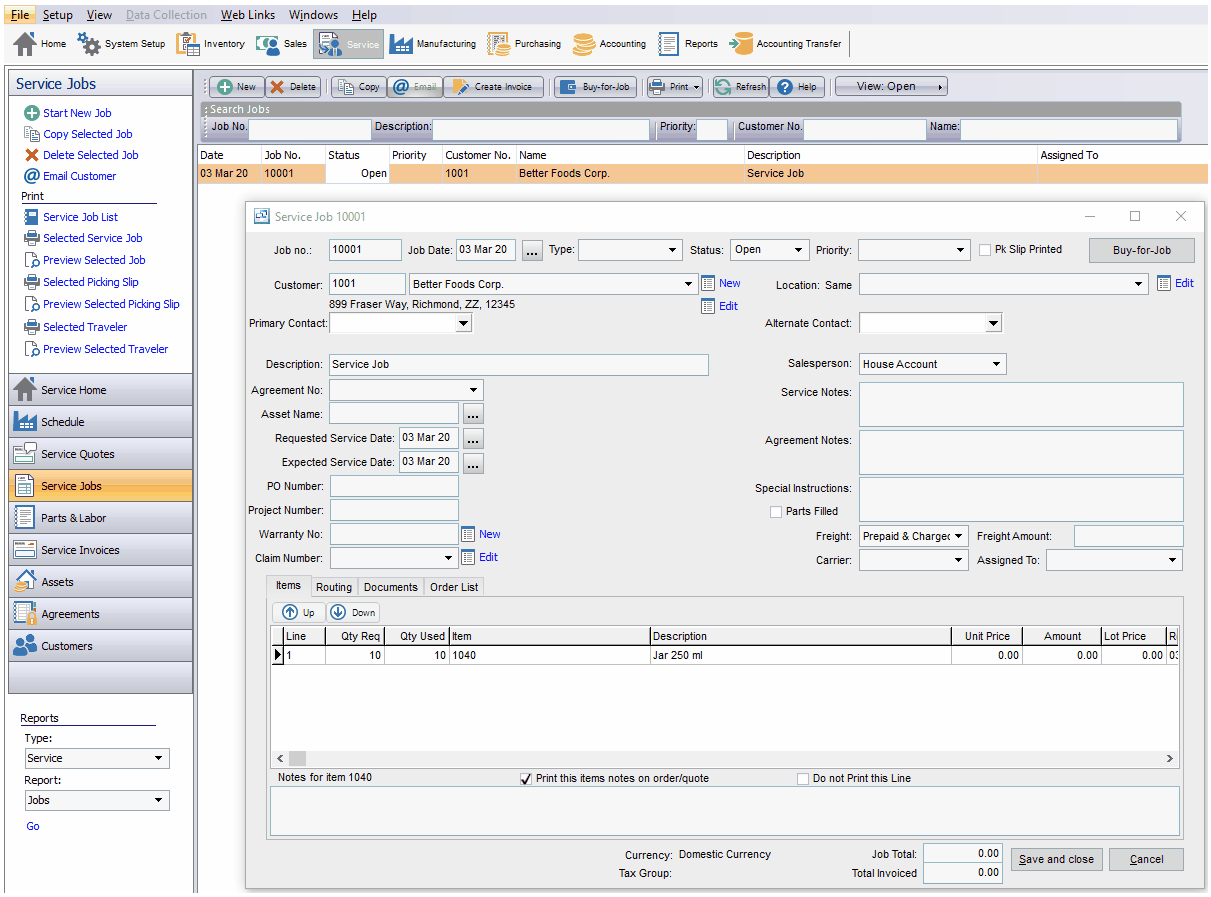

10.4 Parts and Labor

The parts and labor screen provides a way for service technicians to issue the materials used and charge their time to a service job. This updates the original service job material quantity used and labor values. When a service invoice is created for a service job it will include all parts and labor issued to that service job that has not yet been invoiced.

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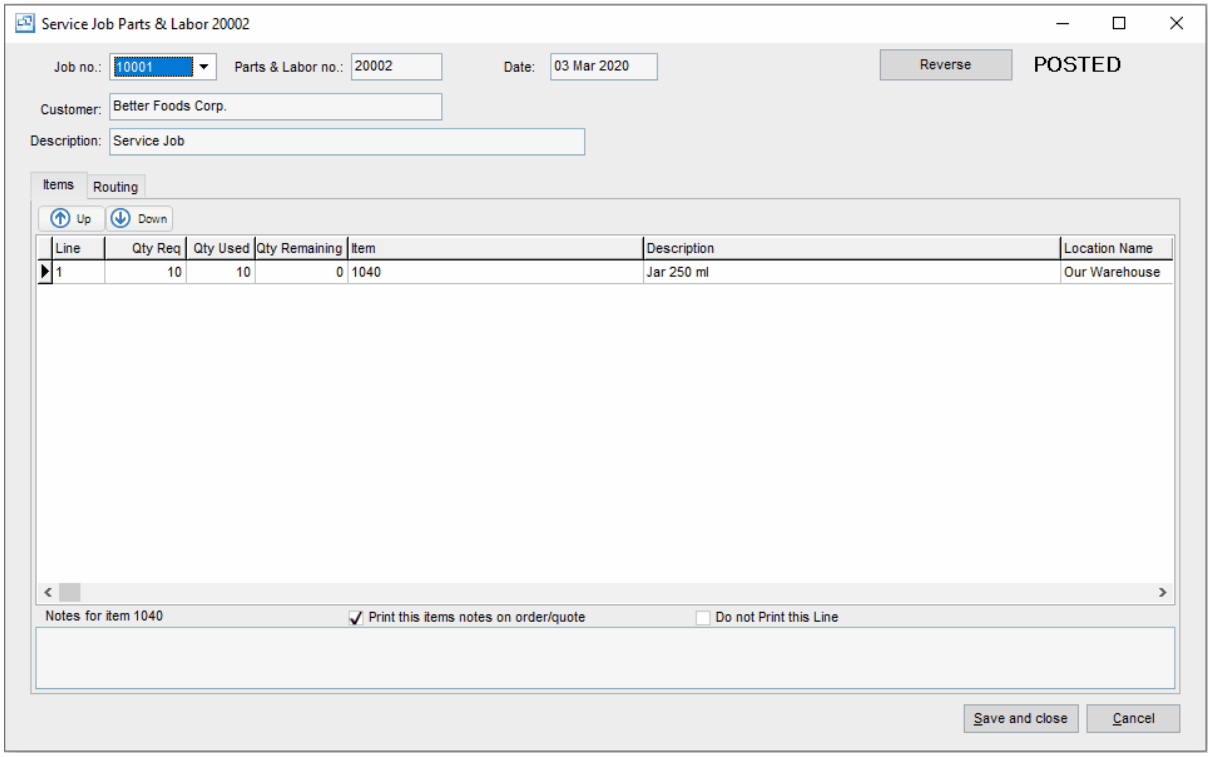

10.5 Service Invoices

Service Invoices can be created from the service job screen or directly in the service invoice screen if there is no related job. The service invoice functions the same as the Sales Order Invoice and allows you to generate an invoice to your customer for both materials and labor.

If an invoice is generated from a service invoice you will have the option to automatically charge out all materials (parts) and labor on the service job.

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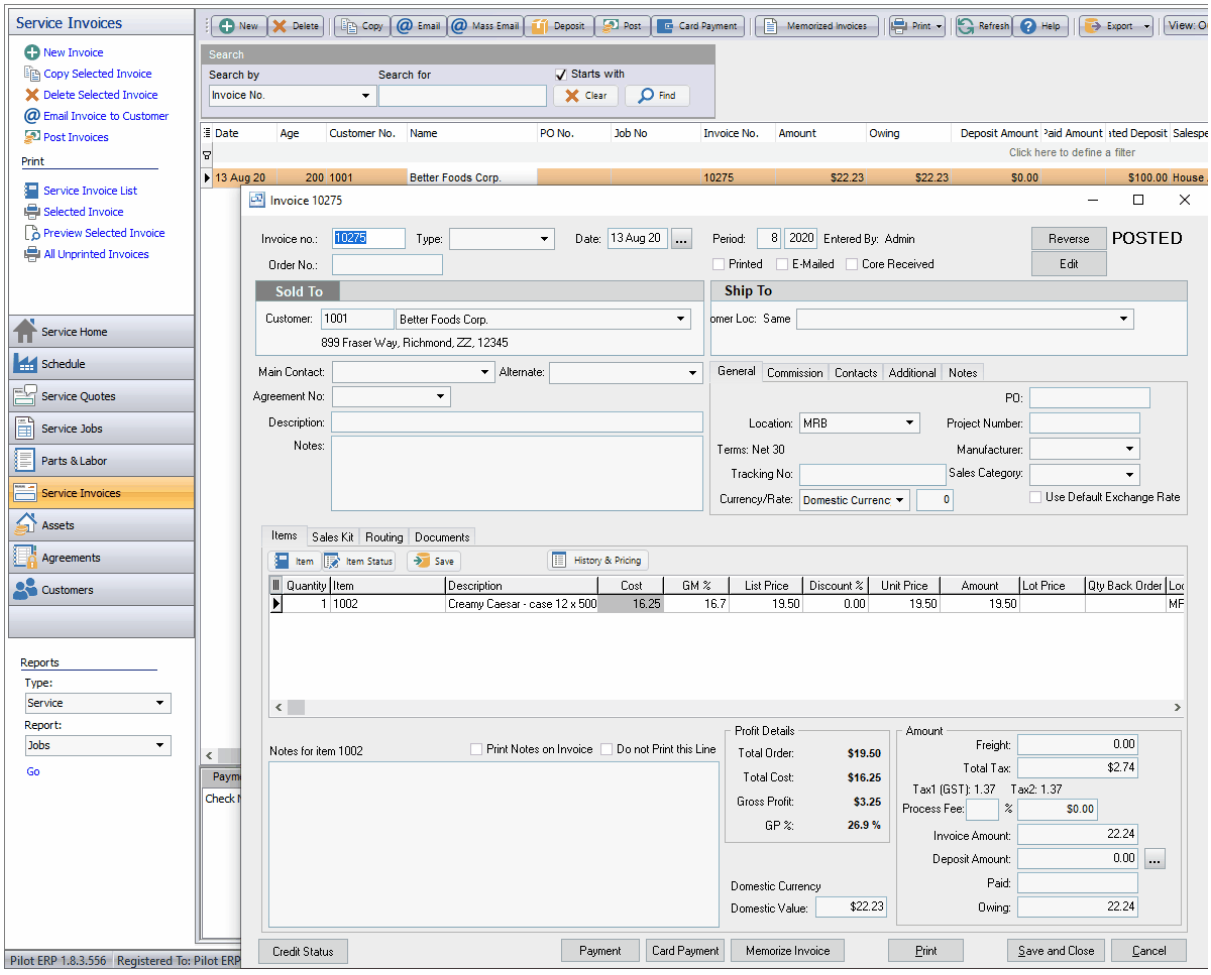

10.6 Assets

Service Assets can be set up through the Service - Assets screen. Assets can represent machines, tools, customer equipment or any asset that has value or needs to be tracked or maintained. Assets can be internal and owned by your company or owned by a customer.

The asset can be assigned a number, type, serial number and additional information listed below.

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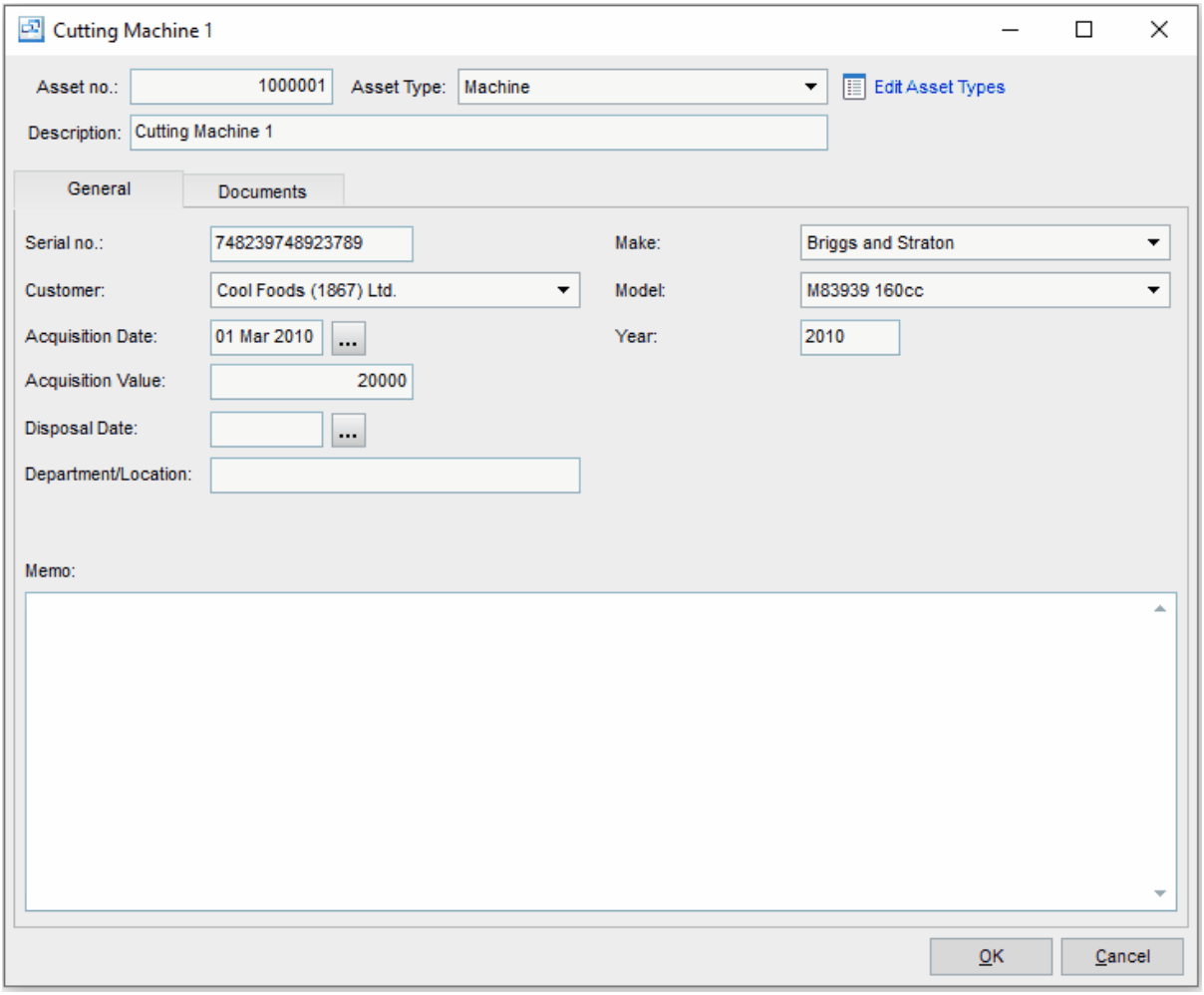

Fields:

Asset No.: The Asset number is a unique number that identifies the specific asset. You can enter your own number or use the system generated number.

Asseet Type: The Asset Types are required and can be created and maintained by your company, The type allows you to categorize your assets.

Description: The description field allows you to enter a detailed description for the asset.

Serial Number: If the asset has a unique serial number, it can be entered here.

Customer: If the asset is at a customers site or owned by another company, you can set up the company as a customer and select from this drop down list.

Acquisition Date: If the asset is owned by your company, you can enter the date of purchase.

Acquisition Value: If the asset is owned by your company, you can enter the value of the purchase in this field.

Disposal Date: If the asset has a set or scheduled disposal date, enter it here.

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Department/Locaiton: If the asset is owned by a specific department or located in a separate area or location you can enter that information in this field.

Make: Make or Manufacturer of the asset.

Model: Model number of the asset.

Year: Year of manufacture for the asset.

Memo: Any additional information or notes about the asset can be entered in the Memo field.

Documents: The Documents tab allows you to link documents like drawings, certifications, inspection sheets, maintenance notes, etc. related to the asset. These documents can be linked to the service jobs for those assets.

10.7 Agreements

Service Agreements can be set up for regularly occurring maintenance and service on your company or customer assets. The service agreement allows you to link a customer, start and end dates of the service as well as establish a regularly scheduled service.

You can also specify the materials needed for the service and labor required for the service job created for the agreement.

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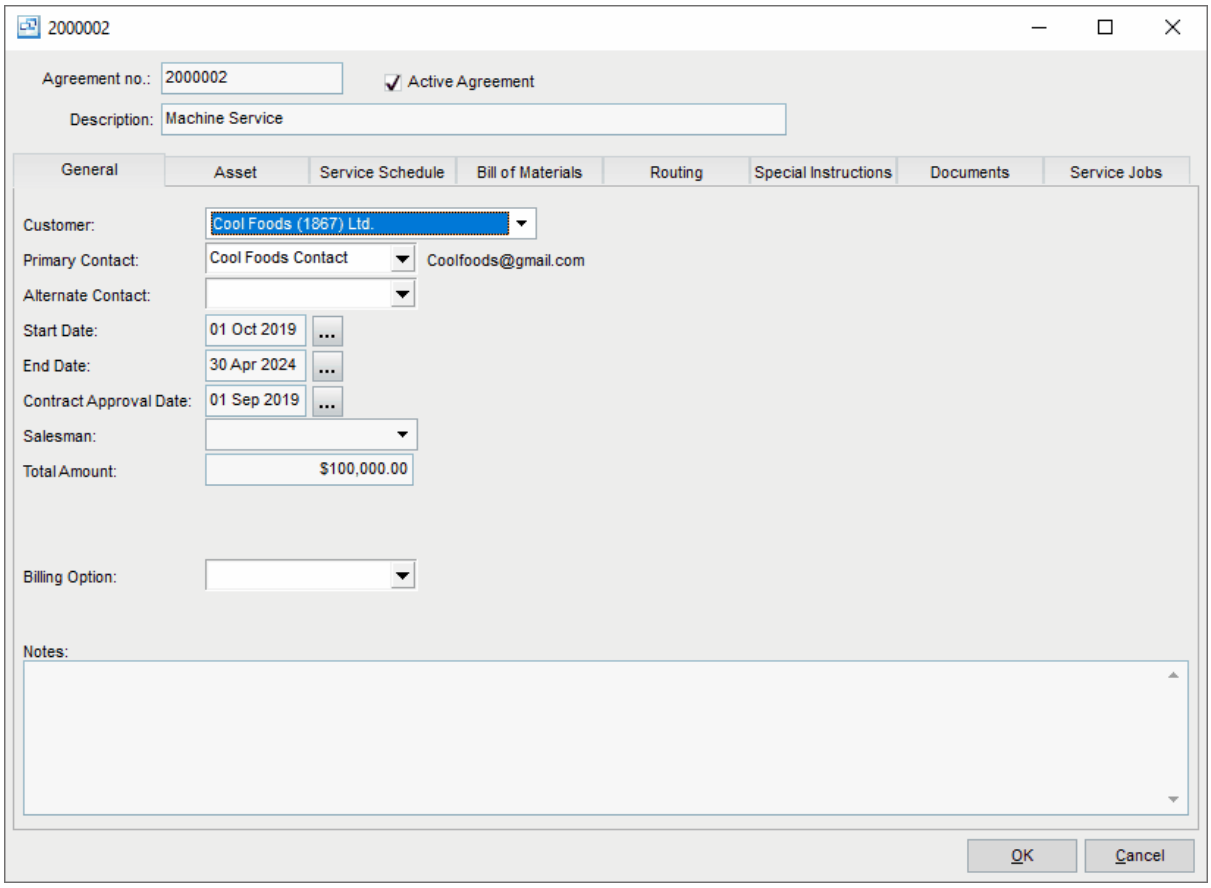

10.8 Customers

The Service Customers screen shows all customers whether created under the Sales module or the Service module.

For details on the customers screen, see the Customer help.

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11 Manufacturing

11.1 Manufacturing Overview

Manufacturing Overview

Top Previous Next

The Manufacturing system tracks manufacturing orders, material (component items) and resource (labor and equipment) requirements, and production costs, prints bills of materials, and passes data to the inventory system.

Manufacturing orders are entered for finished goods (and intermediate items) to be manufactured. The materials (component items) and resources (labor and equipment) to be used default to the "product standard" as defined on the finished goods item. You can then make changes for substitutions or running on a different machine if one is overbooked, etc. or for manufacturing a custom product.

Bills of Materials may be printed for the plant personnel showing the materials and resources to be used.

Receipts are entered against the previously entered manufacturing orders. You can enter the actual materials and resources used if the plant personnel record this data, or alternatively you can let this data default using data from the order with material and resource usage prorated based on the quantity produced.

The Quantity Available (MRP) report facilitates scheduling of shipments, purchasing and manufacturing by showing current inventory levels, sales orders, purchase orders and manufacturing orders.

The Work Center Scheduling report facilitates scheduling labor and equipment by showing the total hours required for each resource per day based on the outstanding manufacturing orders.

The Material and Resource Usage reports show standard and actual usage and variances for materials and resources, by order or summarized by item. These facilitate the monitoring of production costs, tracking quantity variances and substitutions, and setting of accurate product standards.

The Work Center Usage Summary report facilitates setting the standard cost per hour for equipment by showing the total hours used for each resource for the selected time period.

Items
Manufacturing Orders
Manufacturing Receipts
Work Centers (labor and equipment)
Manufacturing Reports

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11.2 Manufacturing Menu

11.2.1 Work Orders

Work Orders

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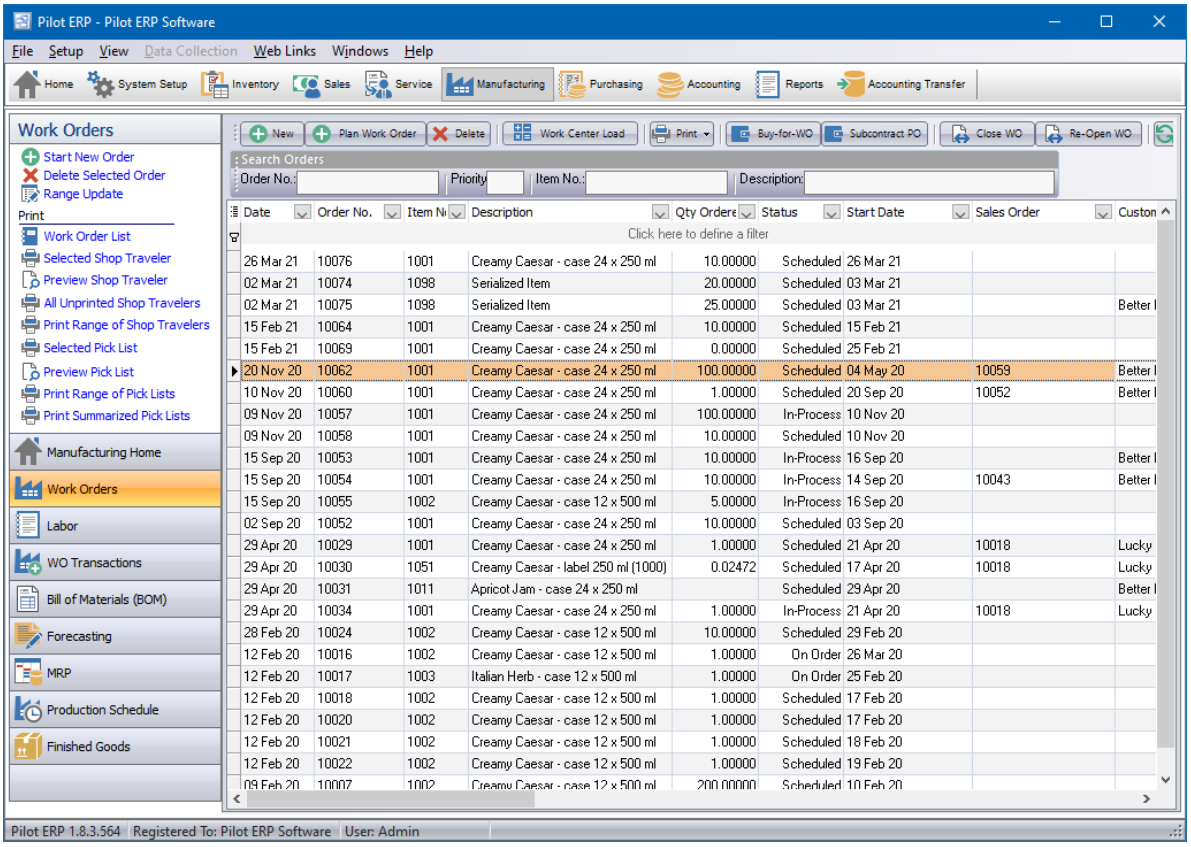
Manufacturing | Work Orders

The Work Orders screen displays manufacturing (production) orders in a list showing summary info including order date, requested receipt date, item, quantity ordered, manufacturing order number, and order status (Work Sheet, On Hold, Scheduled, On Order, In Process, Completed, Closed or Cancelled) as well as other information.



Work Order

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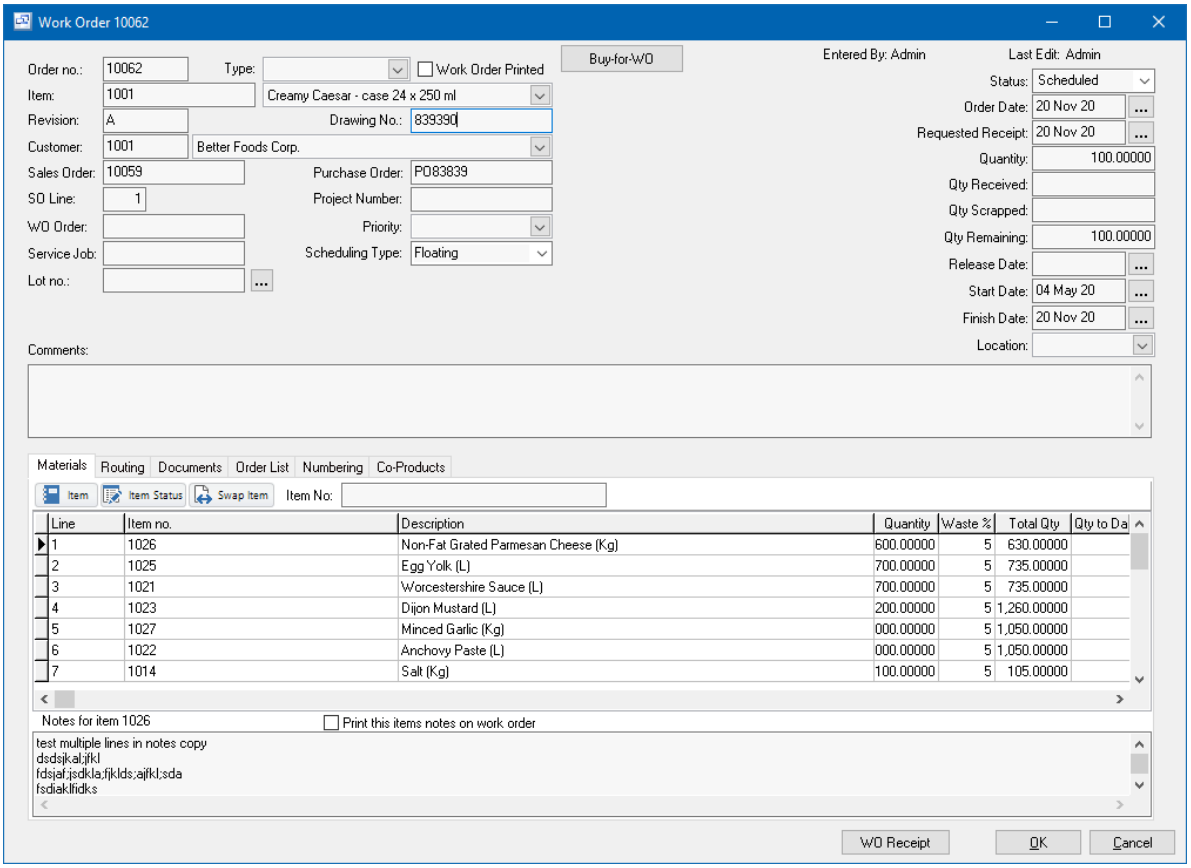

Work orders are entered for finished products and any intermediate items. The MRP screen can be used to schedule production of intermediate (or sub assembly) items (showing scheduled usage and production) and finished products.

Manufacturing orders may be entered as "Work Sheets" if you are not yet ready to create an actual order, so you can check for available materials and resources first, or confirm a quote/sales order. Then when ready to order, you can change the order status to "On Order". Or manufacturing orders may be entered directly as "On Order".

Bills of materials may then be printed for the plant personnel.

Receipts are entered against the previously entered manufacturing orders.

When a work order order has been fully received, the order status is automatically changed to " completed". You can also change the status yourself if there are to be no more receipts.

To add a new order or work sheet: click the New button. Or Start New Order on the left toolbar.
To edit an order or work sheet: double-click the order. Or select the order and press Enter or click the Edit button.
To delete an order or work sheet: select the order and click the Delete button.

You can select an order with the mouse or by the keyboard via the Page Up/Down and arrow keys. Or click the Find button, then enter the item no. or select the item description from the drop down list, and/or enter the order no. Selecting the item only will find the 1st order for that item. Selecting the

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order only will find the 1st order with that order number. Selecting item and order no. will search on both.

The menu has options to
- display outstanding (on order) orders only
- display work sheets only
- sort the list by order date (descending), requested receipt date, or order no.
- display the item for a selected order
- display receipts for a selected order
- refresh the data displayed to show changes entered by other users, etc.
- print the list
- print a bill of materials or work sheet for a selected order
- print all unprinted bills of materials

Tip: To display receipts for an order, or display the item: select the order, then right-click to display a pop-up menu. You can also print or reprint a bill of materials or work sheet (for a selected order) from the pop-up menu or from the main menu, but to print all unprinted bills of materials in one step you must use the main menu.

To print bills of materials or work sheets use menu Print Selected Bill of Materials or menu Print All Unprinted Bills of Materials (excludes work sheets). Or right-click on an order and choose Print Bill of Materials from the pop-up menu.

To view only "outstanding" (on order) orders, toggle the outstanding option on the View menu. Similarly to view only work sheets, toggle the work sheets option on the View menu or use the shortcut Ctrl+W.

Order no.
When entering a new manufacturing order, the program assigns a default order number which you can then change if desired.

Type
The work order type can be selected. This field can be used for categorizing work orders and reporting.

Work Order Printed
If the order has already been received or for some other reason you don't want a bill of materials to print, then check this checkbox to tell the program that a bill of materials has already been printed for this order. Otherwise leave it unchecked and the program will check it automatically after printing the bill of materials.

Item
A pop-up screen displays if you type into the item number, click, or by the keyboard shortcut Ctrl+Enter. On the Item pop-up screen: you can select the item by typing the item number in the 1st entry box or by typing the description in the 2nd box, or by selecting the item with the mouse or up/ down arrow keys. Click on the selected item or press Enter when the selected item is highlighted. Or Esc to leave a previously entered item unchanged.

Typing the item number in the 1st entry box sorts the list by number and selects the first item number matching the characters entered. Typing the item description in the 2nd entry box sorts the list by description and selects the first item description matching the characters entered.

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On the Item pop-up screen you can select Item Type via the combobox at the right, so that only items of the selected type show. To deselect an item type and show all types, press Delete.

If this is a new item or any details need to be modified, click the 3-dots button to display the items screen, so the new data can be entered.

The standard materials and labor routings to be used as defined in the Bill of Materials and Routing tab on the item are automatically copied to the work order when the item and quantity ordered are entered or changed. You can then make changes for material substitutions or running on a different machine if one is overbooked, etc. or for manufacturing a custom product.

Revision
The revision of the manufactured item when the work order was created. The revision number is entered on the item card of the manufactured item but can be updated in the work order if changes to the BOM are made after it's created.

Drawing No.
The drawing number for the revision of the manufactured item.

Customer
If the work order is created for a specific customer or linked to a sales order, the customer can be selected. If the work order is created by converting from a sales order, the customer on the sales order will automatically be displayed.

Sales Order
The sales order linked to the work order. If the work order was created by converting from a sales order, that order number will automatically display.

SO Line
If the work order was created by converting from a sales order, the linked sales order line number will display in this field.

Purchase Order
The customer purchase order number for the work order. If the work order is for a specific customer and sales order, the customer PO Number can be entered here. If the work order was created by converting from a sales order and the PO Number was on the sales order, it will automatically be displayed on the work order in this field.

Project Number
The internal project number for the work order. If the work order is part of a larger project you can enter a project number to tie it to other work orders, sales orders or purchase orders for reporting.

WO Order
If the work order was created because of demand from another work order and is considered a "Sub-Assembly" for another work order, the linked upper level work order will be displayed in this screen.

Priority
The Priority number for the work order. This can be used as a reference or in reporting.

Service Job
If the work order was created for a service job, that linked service job number will display in this field.

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Scheduling Type
The scheduling method for the work order. If the type is floating then the work order dates can be updated and changed when re-scheduling. If the scheduling type is fixed, then the dates cannot be changed.

Lot No
Pre-defined lot number(s) for manufactured item on the work order. The item must be assigned "Lot Control" in order to pre-define the lot number.

Entered by
The user that originally created the work order.

Last Edit
The last user to edit the work order.

Order Status
Select the appropriate order status from the list: Work Sheet, On Hold, Scheduled, On Order, In-Process, Completed, Closed or Cancelled. The order status defaults to On Order. When an order has been fully received, the order status is automatically changed to "Completed". You can also change the status yourself if there are to be no more receipts.

Status Details:

Work Sheet - The work order is still being entered and modified. Any work order in a "Work Sheet" status will not be included in scheduling reports and cannot have inventory or labor transactions posted against it. Any materials on the work order will not be included in the calculation for available quantity or MRP.

On Hold - A work order that has been scheduled or already started can be placed "On Hold". When the work order status is set to On Hold, the manufactured item and remaining material quantities do not show in the calculation for available quantity or MRP. Labor routings will also not display on scheduling reports. No transactions can be posted against the work order.

Scheduled - A work order that has been created but not yet started is defaulted to a scheduled status.

On Order - When a work order that is ready to be started and have documents printed, you can change the status to "On Order" to indicate that it is ready to start.

In- Process - When a work order has been started and at least 1 transaction (Material, Labor or Receipt) has been posted, the work order status will automatically change to "In-Process".

Completed - When a work order has been completed and no more transactions will be entered against it, the status can be changed to "Completed". If the full quantity of the manufactured item has been received, the status will automatically be changed to "Completed" when the last receipt is posted. In the work order receipt screen, there is an option to mark the work order as completed when the receipt is posted.

Closed - After a completed order has been reviewed, it can be Closed through the Open/Close WO button in the main work order screen. Only orders currently in a Completed status can be closed. When a work order is closed, any remaining Work in Process (WIP) on the work order caused by a cost variance (difference between total issue costs from labor and materials

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compared to the total receipt cost) is calculated and removed from WIP and charged to your WIP Variance. The Cost Variance is shown in the screen when closing the work orders.

Cancelled - If a work order will not be completed because a customer has canceled their order or for any other reason, the work order can be canceled by changing the status.

Order Date
The order date defaults to today's date.
Tip: You can use the + or - keys to increase or decrease the date, or click the 3-dots button to select the date from a calendar.

Requested Receipt Date
The requested receipt date defaults to the current date if the work order is manually created or the requested date on the sales order line item if it was created by converting from a sales order. If the work order was created through MRP or scheduling, it will default to the demand requirement date.
Tip: You can use the + or - keys to increase or decrease the date, or click the 3-dots button to select the date from a calendar.

Quantity (Ordered)
Enter the quantity ordered (quantity to be manufactured).
The materials and labor routings to be used default to the "product standard" as defined on the finished goods item when the item and quantity ordered are entered or changed. You can then make changes for substitutions or running on a different machine if one is overbooked, etc. or for manufacturing a custom product.

Qty Received
The total quantity of the manufactured item received on the work order to date.

Qty Scrapped
The total quantity of the manufactured item scrapped on the work order to date.

Qty Remaining
The total quantity of the manufactured item remaining to be completed and received to inventory on the work order to date. The Qty Remaining is calculated by the following formula: Quantity - Qty Received - Qty Scrapped = Qty Remaining

Release Date
The date the work order was released to production or started. This field is optional and can be manually set.

Start Date
The scheduled start date on the work order. This date is calculated and set when the work order is created, but can be changed.

Finish Date
The scheduled finish date on the work order. This date is defaulted to the scheduled requested receipt date but can be changed.

Location
If your company has multiple shops or manufacturing locations, the location where the work order is being processed can be selected.

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Materials: Items, Quantities, and Waste Percentages
The materials to be used (items, quantities, and waste percentages) default to the "product standard" as defined on the finished goods item when the finished goods item and quantity ordered are entered or changed. You can then make changes for substitutions or for manufacturing a custom product. The items and quantities (not waste percentage) print on the bill of materials for the plant personnel.

You can enter the actual materials used later when entering the receipt(s) if the plant personnel record this data, or alternatively you can let this data default using data from the order prorated by quantity produced.

Material quantities are "utopian" (what they would be if there was no waste).

Waste is expressed as a percentage of what doesn't make it into the final product compared to what is taken from inventory.

Tip: You can display a pop-up menu with options for New (line) and Delete (line) by right-clicking on the grid.

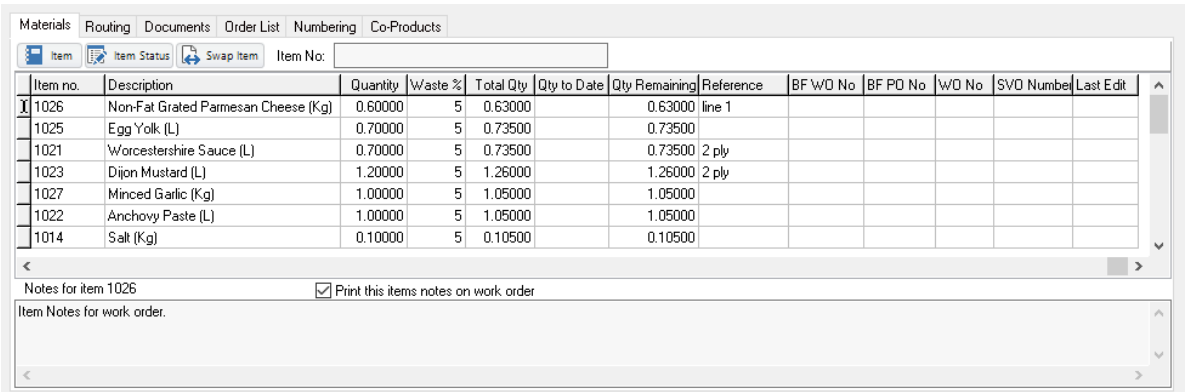
Material item numbers or descriptions are not entered directly within the work order screen, but instead selected on a pop-up screen which displays if you type into the item number or description column, or by clicking on the "3 dots" button in the column, double-clicking in the column, or by the keyboard shortcut Ctrl+Enter.

On the Item pop-up screen: you can select the item by typing the item number in the 1st entry box or by typing the description in the 2nd box, or by selecting the item with the mouse or up/down arrow keys. Click on the selected item or press Enter when the selected item is highlighted. Or Esc to leave a previously entered item unchanged.

Typing the item number in the "Item" entry box sorts the list by number and selects the first item number matching the characters entered.

Typing the item description in the "Description" entry box sorts the list by description and selects the first item description matching the characters entered.

On the Item pop-up screen you can select Item Type via the combo box at the right, so that only items of the selected type show. To deselect an item type and show all types, press Delete.



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Materials tab Fields

Line
Line number for material item on work order. Used for sorting on the screen, work order traveler and pick list as well as work order receipt and issue screens.

Item No. and Description
Item Number and Description for material item.

Quantity
Quantity needed for material item before any waste (scrap factor).

Waste%
% Waste for material item. Waste is expressed as a percentage of what doesn't make it into the final product compared to what is taken from inventory. (20% would be entered into the Waste % field as '20')

The material quantity represents the net quantity required to make the BOM parent. However, some components require additional material that gets wasted (scrapped) during the process. The scrap quantity may vary with each work order. Use this Waste % field to specify a percentage amount over and above the net material quantity to account for anticipated waste/scrap. When a work order gets created, the total usage quantity allocated for this material item is increased by this percentage. The cost associated with the overage percentage is also incorporated in the BOM cost rollup.

Total Quantity
The total quantity of the material item that will be issued from inventory for the work order including waste/scrap.

In the work order, the Waste percentage is applied to the usage quantity using this formula:
(Manufactured Item Qty / Batch Size * Usage Qty) / (1 – (Waste % / 100)) = Material Total Quantity

Qty to Date
The total quantity of the item issued from inventory on the work order to date.

Qty Remaining
The total quantity of the item remaining to be issued to the work order. This is calculated using the following formula: Total Quantity - Qty to Date = Qty Remaining

Reference
The reference for the work order BOM material line item. The reference can be entered on the Item - Bill of Materials screen and will be copied to the work order when created. It can also be manually edited or changed in the work order materials section.

BF WO No
If a work order has been created using the Buy for WO feature, the linked work order number will be listed in this field.

BF PO No
If a purchase order has been created using the Buy for WO or the Subcontract PO feature, the linked purchase order number will be displayed in this field.

WO No

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The work order number linked to the line if it's a sub assembly and a work order was created through the Plan WO feature.

SVO Number
The Service Job Order number linked to the line item.

Last Edit
The last user to edit the line item.

Item (button)
The Item button will open the main item card for the item you have selected in the work order materials grid. This shortcut is available to view or update information about the item.

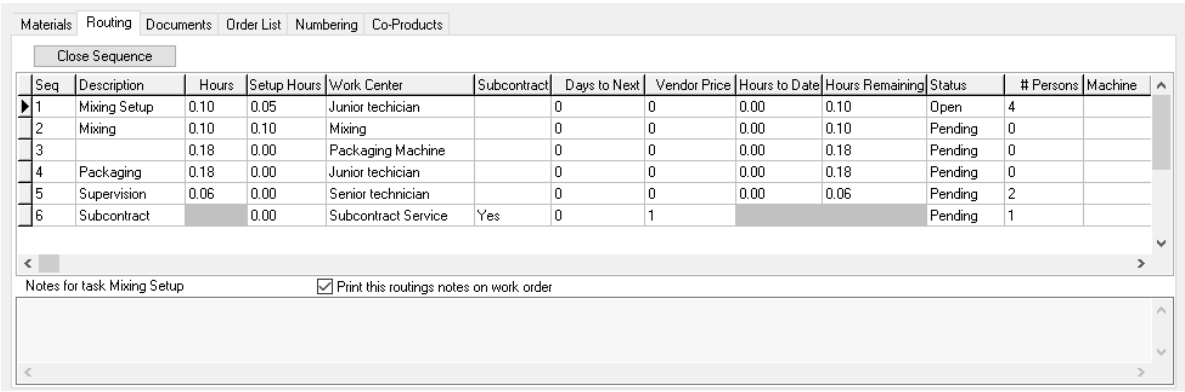
Item Status (button)
The Item Status button will open the stock status screen for the selected item in the work order materials grid.

Swap Item (button)
The Swap Item button allows you to replace an existing item in the work order materials screen with a different item from inventory. This feature is controlled by user security and you do have the option of limiting the swap inventory feature to approved alternate items only using the setting in Your Company - Manufacturing.

Routing (labor and equipment): Tasks, Hours, and Work Centers
The labor to be used (tasks, hours, work centers) default to the "product standard" as defined on the finished goods item when the finished goods item and quantity ordered are entered or changed. You can then make changes such as to use a different machine if one is overbooked, etc. or for manufacturing a custom product. This data prints on the bill of materials for the plant personnel.

You can enter the actual resources used later when entering the receipt(s) if the plant personnel record this data, or alternatively you can let this data default using data from the order prorated by the quantity produced.

Tip: You can display a pop-up menu by right-clicking on the grid.



Seq	Description	Hours	Setup Hours	Work Center	Subcontract	Days to Next	Vendor Price	Hours to Date	Hours Remaining	Status	# Persons	Machine
1	Mixing Setup	0.10	0.05	Junior techician		0	0	0.00	0.10	Open	4	
2	Mixing	0.10	0.10	Mixing		0	0	0.00	0.10	Pending	0	
3		0.18	0.00	Packaging Machine		0	0	0.00	0.18	Pending	0	
4	Packaging	0.18	0.00	Junior techician		0	0	0.00	0.18	Pending	0	
5	Supervision	0.06	0.00	Senior technician		0	0	0.00	0.06	Pending	2	
6	Subcontract		0.00	Subcontract Service	Yes	0	1			Pending	1	

Routing Fields

Seq
The order sequence in which the labor routing processes are performed and sorted on the work order.

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The sequence can be changed using the Up/Down buttons in the top toolbar of the routings tab.

Description
The description of the routing or task being performed.

Hours
The number of labor hours for the routing process.

Setup Hours
The amount of setup time in decimal hours for the routing process.

Days to Next
For Subcontract routing processes, you can define how many days it takes to complete the subcontracting and for the next routing process to begin. This could include sending parts to the subcontractor and the delivery time required to return the modified parts.

Subcontract
Defines whether the routing process is for subcontracting or not. This is determined by the Work Center for the routing.

Price per Piece
Subcontract PO price per unit.

Work Center
Work Center for the routing. The work center defines whether the routing is a subcontract process or internal and also includes the hourly labor, setup and overhead costing.

 # Persons
Number of people (actual or average) required on the routing process. If you have a machine or task that takes more than 1 person, enter the actual number of people for the task.

Machine

Start Date

Finish Date

Start Qty

Completed

Scrapped

Non-completion

PO Number

Status Notes

Qty On PO

Last Edit

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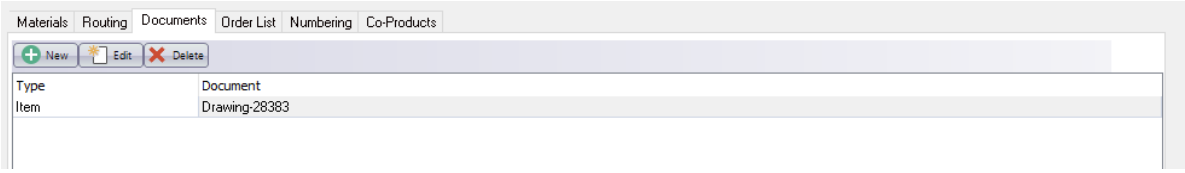
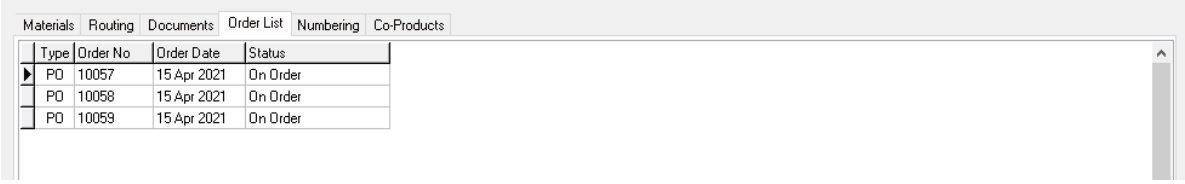
Routing Notes
Each Routing can have unlimited notes to include work instructions, tasks and details about the routing sequence. These notes will copy to the work order routings tab.

Print this Routings Notes on work order
This option controls whether the routing notes for the sequence will print on the work order traveler. This copies to the work order when it is created but the notes and this option can also be changed on the the work order before printing.

Documents
Any linked documents (drawings, pictures, docs, etc) for the manufactured item or materials will automatically be copied to the work order. Also, new documents can be linked to the work order. You can open the linked document by double clicking on it. If the Print Document option is selected, it will automatically prompt you to print the linked document when the Traveler is printed.



Order List
Any orders created through the buy for WO screen will be listed and linked in this screen with the Type, Order Number, Order Date and Status of the linked order.



Numbering
If the item is serialized in Pilot and assigned serial control, you can pre-assign the serial numbers through this screen. The screen also has the option to enter UL Numbers for each serial number.

The Auto Fill Serial Numbers button allows you to automatically populate each serial number field with the next serial number for the item.

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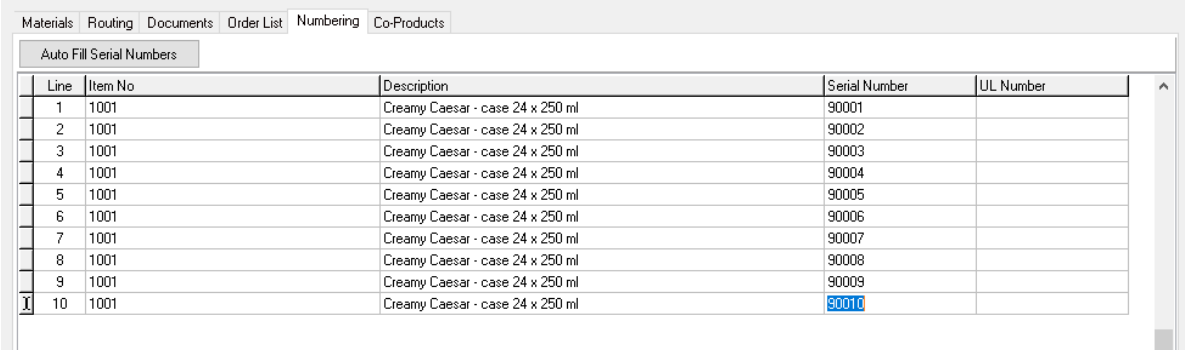
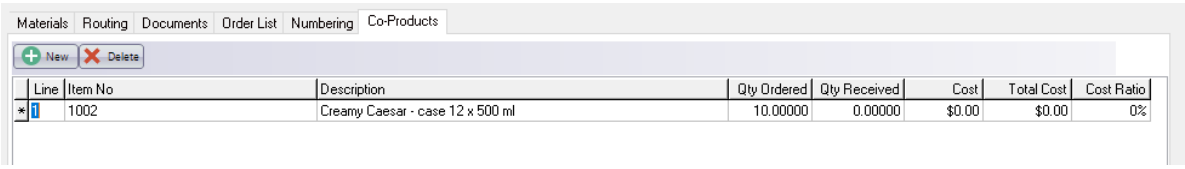


Co-Products

Any Co-Products for the manufacturing of the main item on the work order will be automatically copied to the work order and listed here when it is created. The Co-Products tab allows you to enter Co-Products, by-products, disassembly components or usable scrap resulting from the manufacturing of the "Parent" item on the Work Order BOM. Any item entered into the Co-Products tab can be received back to stock with a cost through the Work Order receipts screen in addition to the main manufactured parent item.



Keyboard and mouse shortcuts

11.2.1.1 Subcontract PO

Subcontract services such as painting, plating, and heat-treating are performed on work orders devoted solely to performing an outside service or during the course of multi-sequence work orders. POs for subcontract services are generated as needed through the Work Order - Subcontracting screen.

There are two methods for setting up subcontract services:
Let’s say you fabricate a part that needs to be sent out for painting. There are two basic methods you can use for setting up the subcontract service.

Subcontract Item/BOM
The most flexible method is to set up the subcontract service with its own Item and BOM/Routing. The Item will consist of one routing sequence for the subcontract service and one component on the BOM for the unpainted part that gets sent to the subcontractor. The Subcontract Item is added to all higher-level BOMs that use the painted part as a component. The unpainted part can be a manufactured item with its own BOM or it can be a purchased item. With this method subcontract service work orders are purely for subcontracting with no mixing of in house and outside processes. The painted part and unpainted part can also be given their own MRP settings for maximum planning flexibility.

Subcontract Sequence

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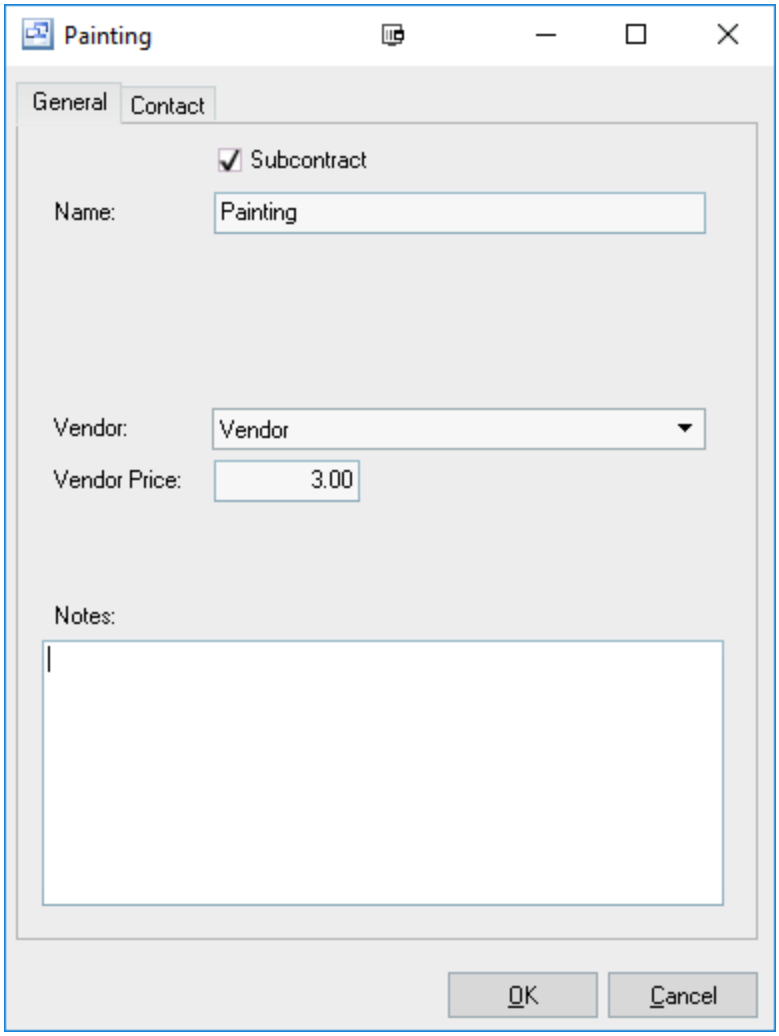
With this method you add the subcontract service routing as a routing sequence within each BOM that requires the painted part. In this case, the routing will mix in-house processes with the outside process.

If you do not want a separate work order for the subcontract process, then use this method by adding the subcontract routing to the upper level manufactured item along with the in-house processes.

Process
In both methods described above, you will be creating a subcontract work center and adding that to a routing on an item.

Setup

Subcontracting Work Center
To create the subcontract work center you will need to go into the Setup – Manufacturing – Work Centers screen and create a work center. Check the "Subcontract" option, then enter the name of the subcontracting process (Painting, Plating, Heat Treat, etc), the default Vendor associated with the service and an estimated price per unit/process.



If you do not have a standard price for the process you can leave the price zero in the subcontract work center. It's recommended that when you add the subcontract work center to the routing of an item, you

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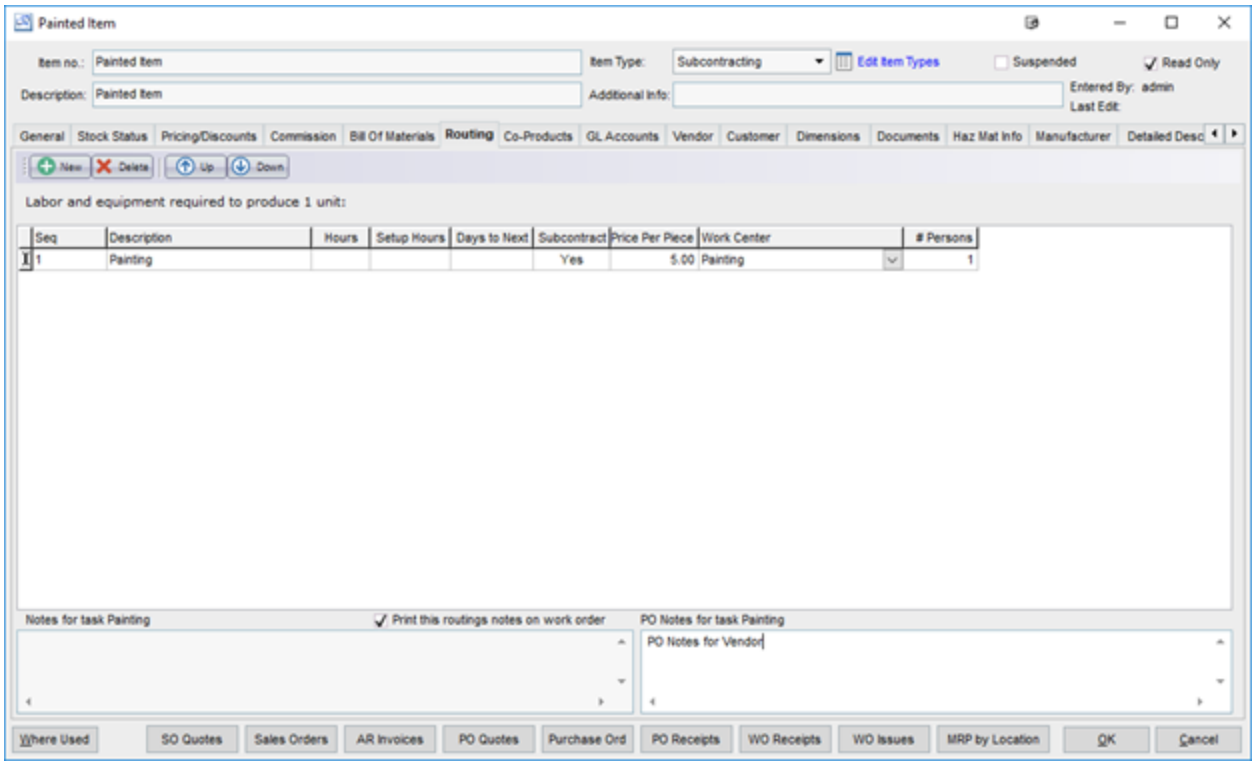
enter the vendor price for costing purposes. Also, when the PO is created, make sure that the PO has a reasonable vendor price because it is used as the unit cost that will be applied to the job. The vendor price is maintained in the BOM routing sequence and flows through to the job routing sequence.

NOTE: Be aware that the price on the vendor invoice, which can arrive well after the PO is received, does not flow back to the job. Instead, the PO price is used for job costing and therefore must be given a realistic value.

Routing
The subcontract work center will need to be added to a routing on the subcontract item/BOM or upper level manufactured item.

Creating the subcontract routing on the item:

1. Open the item and go to the Routing tab.
2. Add a new routing to the grid (right click and select New or use the down arrow on your keyboard).
3. Type in a description of the routing.
4. Select the Subcontract Work Center
5. Enter the price per piece for the subcontract process.



If this is a subcontract item/BOM the material(s) sent to the vendor for the subcontracting process will need to be added as components through the Bill of Materials tab on the item.
Subcontract PO Creation (from Work Orders).

A work order is created for the subcontract item or upper level manufactured item that contains the subcontract routing. This work order will consist of at least the component(s) that are being sent to the subcontractor and the subcontracting routing.
After the work order is created, click on the “Subcontract PO” button in the main work order screen.

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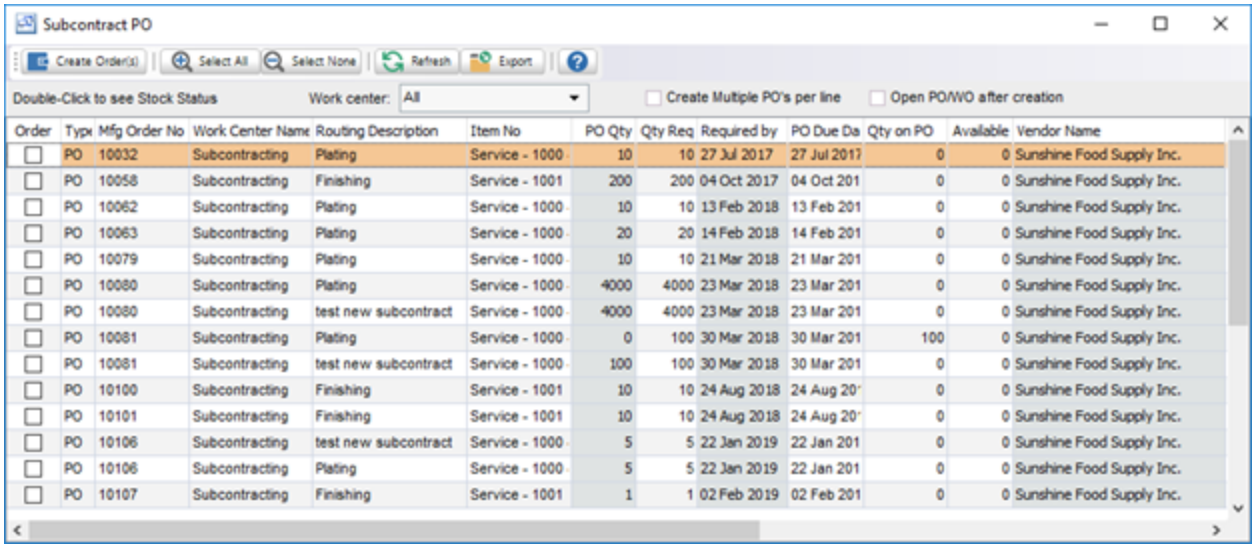
This will open a new window showing all subcontract routings on open work orders that have not yet had a PO created.



Order	Type	Mfg Order No	Work Center Name	Routing Description	Item No	PO Qty	Qty Req	Required by	PO Due Da	Qty on PO	Available	Vendor Name
☐	PO	10032	Subcontracting	Plating	Service - 1000	10	10	27 Jul 2017	27 Jul 2017	0	0	Sunshine Food Supply Inc.
☐	PO	10058	Subcontracting	Finishing	Service - 1001	200	200	04 Oct 2017	04 Oct 201	0	0	Sunshine Food Supply Inc.
☐	PO	10062	Subcontracting	Plating	Service - 1000	10	10	13 Feb 2018	13 Feb 201	0	0	Sunshine Food Supply Inc.
☐	PO	10063	Subcontracting	Plating	Service - 1000	20	20	14 Feb 2018	14 Feb 201	0	0	Sunshine Food Supply Inc.
☐	PO	10079	Subcontracting	Plating	Service - 1000	10	10	21 Mar 2018	21 Mar 201	0	0	Sunshine Food Supply Inc.
☐	PO	10080	Subcontracting	Plating	Service - 1000	4000	4000	23 Mar 2018	23 Mar 201	0	0	Sunshine Food Supply Inc.
☐	PO	10080	Subcontracting	test new subcontract	Service - 1000	4000	4000	23 Mar 2018	23 Mar 201	0	0	Sunshine Food Supply Inc.
☐	PO	10081	Subcontracting	Plating	Service - 1000	0	100	30 Mar 2018	30 Mar 201	100	0	Sunshine Food Supply Inc.
☐	PO	10081	Subcontracting	test new subcontract	Service - 1000	100	100	30 Mar 2018	30 Mar 201	0	0	Sunshine Food Supply Inc.
☐	PO	10100	Subcontracting	Finishing	Service - 1001	10	10	24 Aug 2018	24 Aug 20	0	0	Sunshine Food Supply Inc.
☐	PO	10101	Subcontracting	Finishing	Service - 1001	10	10	24 Aug 2018	24 Aug 20	0	0	Sunshine Food Supply Inc.
☐	PO	10106	Subcontracting	test new subcontract	Service - 1000	5	5	22 Jan 2019	22 Jan 201	0	0	Sunshine Food Supply Inc.
☐	PO	10106	Subcontracting	Plating	Service - 1000	5	5	22 Jan 2019	22 Jan 201	0	0	Sunshine Food Supply Inc.
☐	PO	10107	Subcontracting	Finishing	Service - 1001	1	1	02 Feb 2019	02 Feb 201	0	0	Sunshine Food Supply Inc.

In the Subcontract PO scree, select the work orders for which you want to create purchase orders by checking the “order” check box. The PO Qty will match the original or remaining quantity needed for the work order but you can change it if needed.
The default vendor for the subcontracting work center will display but can be changed before creating the PO.

After selecting the subcontract services, click the “Create Orders” button to create the PO(s). If you check the “Open PO/WO after creation” check box, the PO’s will open on the screen. If not, then the PO’s will be created and you can go to the Purchasing- Purchase Orders screen to view, edit and print or email to the vendor.

Issuing the components
In addition to sending the PO to the vendor you will also be sending material(s).
When you are ready to ship the component(s) to the vendor for the subcontracting process, you will need to issue the item(s) to the work order to remove them from stock. Go to the Manufacturing > WO Transactions and click on the WO Material button. Select the Work Order for the subcontracting, enter the quantity of the material item(s) sent to the vendor and post the transaction. This will issue the items from stock to the work order and work in process.

11.2.2 Labor

The Labor screen under the Manufacturing module allows employees to enter or scan into work order labor routings using a wedge barcode scanner. An employee can enter or scan the following information to capture their start and end times for each work order routing sequence to capture their time. Pilot ERP will capture their time and automatically post the labor to the appropriate work order or it can be posted to work orders on demand by a supervisor through the Labor Posting screen. The automatic or batch posting option is located under the System Setup - Your Company - Manufacturing screen in the system settings.

Employee Number

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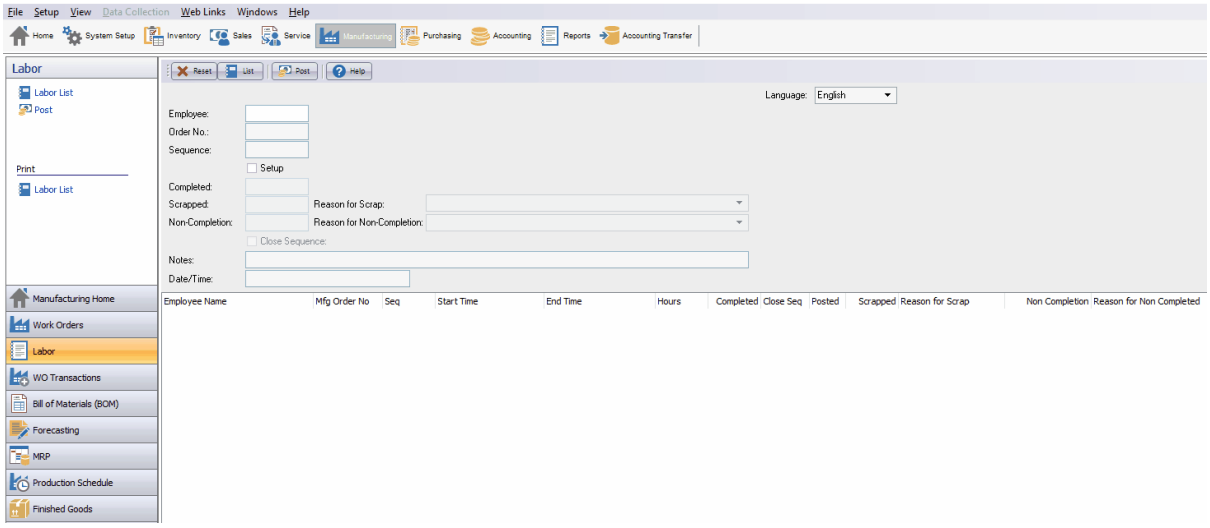
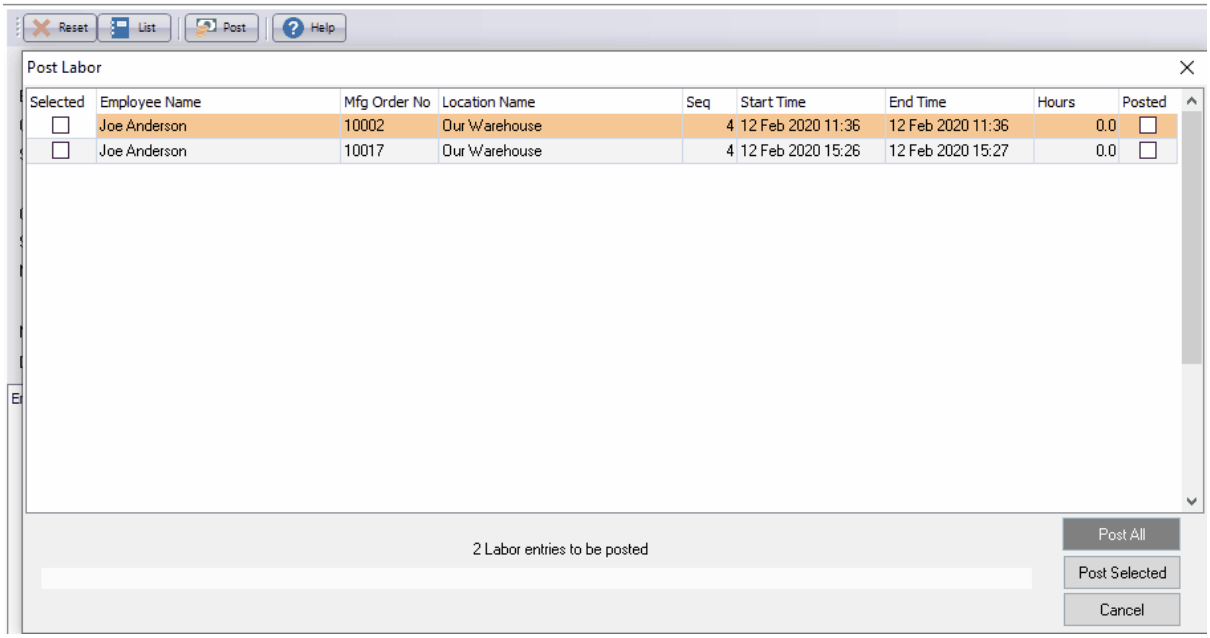
Work Order Number
Routing Sequence Number



Batch Posting screen
Using the Post button in the main manufacturing labor screen, you can open the back posting screen for labor. NOTE: This is only used if you have your system setting for labor posting set to "Batch Posting".

This screen allows you to review and edit the entered labor before posting to the work orders. Once you select the labor entries, click the post button in this screen to generate a labor entry in the Work Order transactions screen and post to update the work order.



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11.2.3 Work Order Transactions

Work Order Transactions

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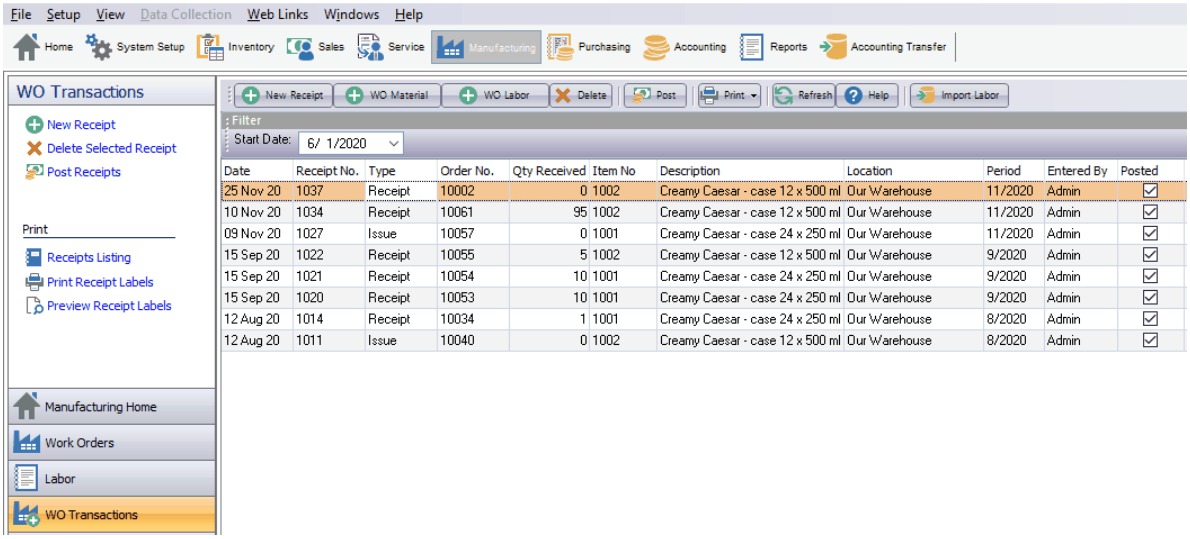
Manufacturing | WO Transactions

The manufacturing WO Transactions screen displays WO Receipts, WO Issues and WO Labor entries in a list showing summary info including date, receipt number, type, manufacturing order number, quantity received, item, location, entered by and period.



WO Receipts

WO Receipts allow you to record the quantity completed and cost of a manufactured item. The receipt screen also allows you to issue materials and labor charged to an open work order. If you elect to use Backflushing for matierals and labor, the quantity of materials and labor used will be automatically calculated and filled based on the Qty Completed for the manufactured item on the work order.

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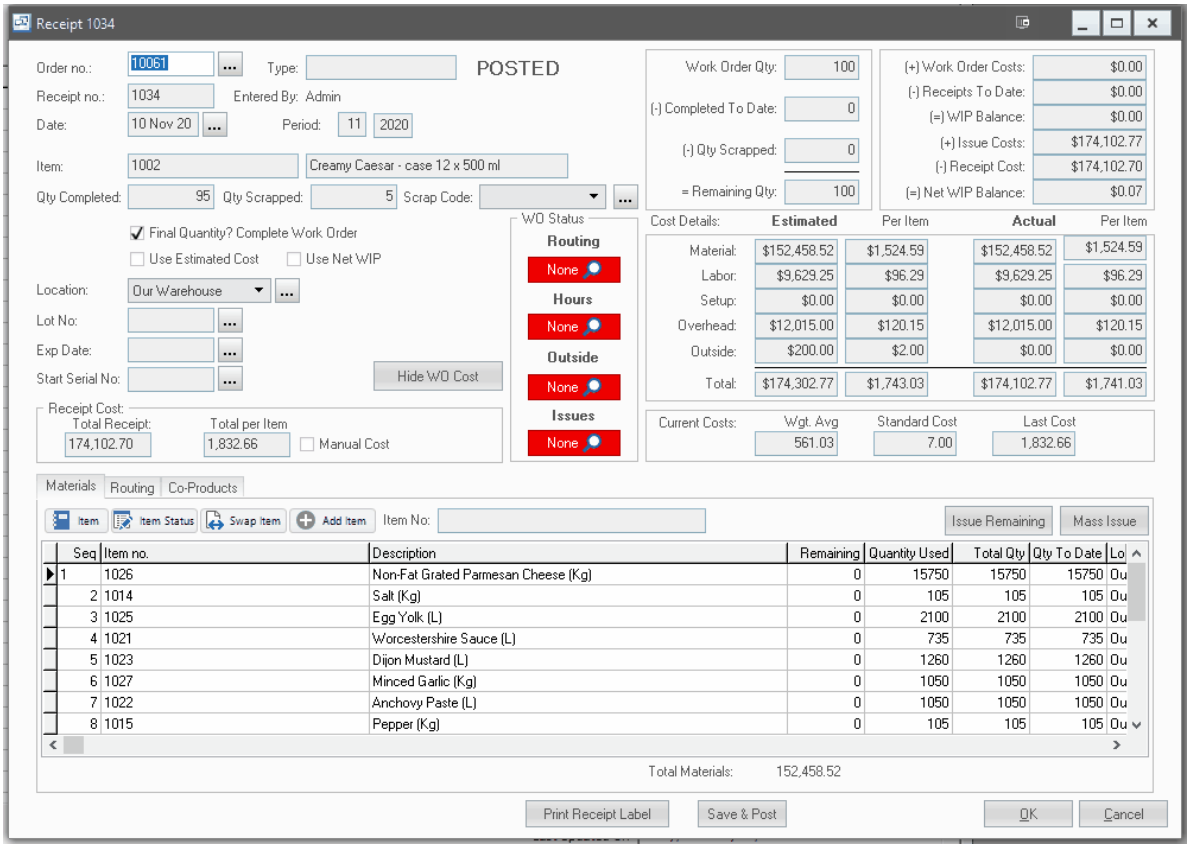

To add a new receipt: click the New button.
To edit a receipt: double-click the receipt. Or select the receipt and press Enter or click the Edit button.
To delete a receipt: select the receipt and click the Delete button.

The menu has options to

- filter the list by specifying selection criteria such as item, warehouse, and order no.
- sort the list by receipt date (descending), receipt no., or order no.
- display the item for a selected receipt
- refresh the data displayed to show changes entered by other users, etc.
- print the list
- post receipts (see notes following)

Tip: To display the item: select the receipt, then right-click to display a pop-up menu.

Manufacturing receipts are entered, then posted. Prior to posting, they may be edited or deleted. To undo a receipt after posting, you must “reverse” it (enter it again with the opposite amount). Posting updates the quantity received on the manufacturing order and changes the order status to “completed” if the order was fully received. You can also change the status yourself if there are to be no more receipts. Posting also updates inventory totals and history for items received/manufactured and material items used. **To post receipts** use menu Records | Post or choose the Post option when closing the receipts screen.

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Order no.
Enter the manufacturing order number or click the 3 dots button to display a pop-up screen showing all the outstanding (on order) orders. You can select an item so that only orders for that item will show. To deselect the item press the delete key. To choose an order from the list, click on it or select it and press Enter.

When you enter the order number, data from the order will display, such as item number and description. Order data will be used for defaults for the receipt: for quantity of product received/ manufactured, and for the materials and resources used.

Receipt no.
The receipt number is used to identify this transaction. When entering a new receipt, the program assigns a default receipt number which you can then change if desired.

Receipt Date
The receipt date defaults to today's date.
Tip: You can use the + or - keys to increase or decrease the date, or click the 3-dots button to select the date from a calendar.

Period
This is the fiscal period and year of the receipt. This defaults to the current calendar month, or the default period on Your Company if specified there. If your fiscal year doesn't end in December or your fiscal periods are not calendar months, you should set the default period regularly to help prevent data entry errors. Note: The year is entered as 2 digits and displayed as 4.
Example: 11 2001 entered as 11 01

Item
The item no. and description for the selected order are displayed. Verify that this is correct, to help verify that the correct order no. was entered.

Qty Completed
The quantity completed (manufactured) of the manufactured item on the work order should be entered into this field. When the WO Receipt is posted it will add this quantity of the manufactured item into stock at the location entered on the receipt. If you have the "Do Not Pre-fill Quantity" option in Your Company - Manufacturing setup checked, then the Qty Completed will show zero when entering a new receipt. If that setting is un-checked then the quantity will default to the remaining quantity on order on the work order.

Qty Scrapped
If there were problems during production and you had to scrap a completed or partially completed item, that quantity can be entered into this field. Any quantity entered into this field will reduce the remaining quantity to be completed on the work order.

Scrap Code
This is an option field to categorize any quantity scrapped on the work order receipt and is used for reporting on scrap.

Final Quantity? Complete Work Order (checkbox)
This checkbox is used to indicate whether full quantity of the work order has been completed with the receipt or if the work order still has quantities that need to be completed and should remain open. If this option is checked, the work order status will change to "Completed" and the net WIP remaining on the work order will be used to determine the cost of the final receipt. If this is a partial receipt and not

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all quantities have been completed, leave this box unchecked and the work order will remain open. NOTE: if the quantity completed is the same as the Remaining Qty on the work order, this checkbox will be automatically checked by Pilot. It can be manually unchecked if you want to leave the work order open even though the entire quantity has been completed.

Use Estimated Cost (checkbox)
If checked, the WO Receipt will use the Estimated Work Order unit cost (per item) as the receipt cost for the manufactured item on the work order.

Use Net WIP (checkbox)
If checked, the WO Receipt will divide the total remaining WIP on the work order by the quantity completed for the receipt to calculate the Total Per Item unit cost. This will bring WIP on the work order to zero.

NOTE: You can only check 1 option (Use Estimated Cost or Use Net WIP) on a receipt. Both cannot be selected at the same time.

Location
This is the warehouse where the goods were received into. The warehouse defaults to the 1st warehouse on file. Select the warehouse from the list if it should be changed.

Tip: You can enter a few characters of the warehouse name, then use the down or up arrow keys if required.

Lot No.
If the manufactured item on the work order is assigned lot control (in the main item screen) then you will need to enter a lot number for the item being received. This lot number will be recorded in inventory for tracking on the item.

Exp. Date
If the item is assigned lot control you can also enter an expiration date for the lot. This is an optional field and a lot can be received without an expiration date.

Start Serial No.
If the manufactured item on the work order is assigned serial control (in the main item screen) then you must enter a unique serial number for every individual (quantity = 1) item received. Enter the starting serial number and the system will automatically generate a sequential number for each item being received.

Receipt Cost Section

Total Receipt
The total cost of the receipt is for the manufactured item is shown here. This is calculated based on the quantity being received, the cost method (estimated or use net WIP) and wither this is the final receipt or not.

Total Per Item
This is the total per item unit cost of the manufactured item on this WO Receipt.

Manual Cost (checkbox): If you need to override the unit cost of the manufactured item being received, check this box to manually type in a Total Per Item unit cost for the receipt. This will also update the Total Receipt cost to reflect the new cost.

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Materials: Items and Quantities
You can enter the actual materials used if the plant personnel record this data, or alternatively you can let this data default using data from the order. The default quantities used are adjusted by the waste percentages specified on the order, and prorated by the quantity produced.

Tip: You can display a pop-up menu with options for New (line) and Delete (line) by right-clicking on the grid.

Material item numbers or descriptions are not entered directly on the receipt screen, but instead selected on a pop-up screen which displays if you type into the item number or description column, or by clicking on the "3 dots" button in the column, double-clicking in the column, or by the keyboard shortcut Ctrl+Enter.

On the Item pop-up screen: you can select the item by typing the item number in the 1st entry box or by typing the description in the 2nd box, or by selecting the item with the mouse or up/down arrow keys. Click on the selected item or press Enter when the selected item is highlighted. Or Esc to leave a previously entered item unchanged.

Typing the item number in the 1st entry box sorts the list by number and selects the first item number matching the characters entered.

Typing the item description in the 2nd entry box sorts the list by description and selects the first item description matching the characters entered.

On the Item pop-up screen you can select Item Type via the combobox at the right, so that only items of the selected type show. To deselect an item type and show all types, press Delete.

Routing (labor and equipment): Tasks, Hours, and Resources
You can enter the actual labor used if the plant personnel record this data, or alternatively you can let this data default using data from the order. The default hours used is prorated by the quantity produced.

WO Material

The WO Issues screen allows you to issue materials to an open work order.

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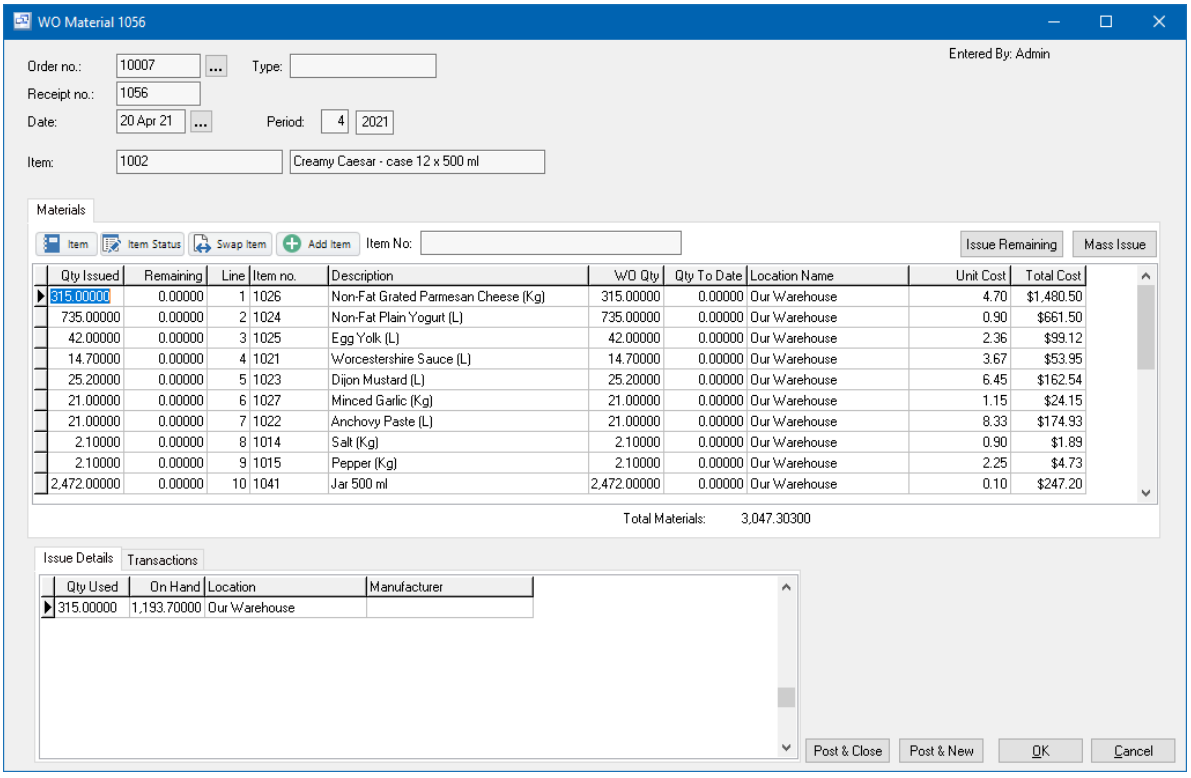

Order No.
Click on the Order No. field to enter the work order number for the WO Material issue. Click on the lookup button '...' to the right of the order no field to lookup the work order number.

Type
Displays the work order type if entered on the work order.

Receipt No.
The unique number for the receipt generated by Pilot ERP.

Date and Period
The Date and period for the receipt. This is the date and period used for the inventory transaction, the GL transaction and reporting.

Item
The Item Number and description of the manufactured item on the work order selected.

Materials section features

Item (button)
The item button allows you to open the item card for the material item selected in the grid.

Item Status (button)
The item status button allows you to open the item status screen for the item selected in the grid.

Swap Item (button)
The Swap Item button allows you to replace an existing item in the work order BOM with an alternate

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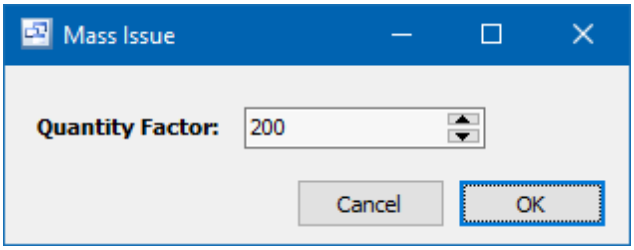
item. This also updates the original work order. If a material item has already had transactions posted against it on the selected work order you cannot swap the item with another, you must add a new item if an alternate was used in addition or in place of the original. Access to this feature is controlled through user security.

Add Item (button)
The add item button allows the user to add a new item to the WO Material issues screen and the original work order.

Item No. (search)
The Item No search field allows you to search for a specific item in the material grid.

Issue Remaining (button)
The issue remaining button allows the user to automatically fill the Qty Issued field with the remaining quantity required for each material item on the work order. The Qty Issued fields can also me manually changed after clicking the Qty Issued field if more or less materials were used for some items.

Mass Issue (button)
The Mass Issue button allows users to fill the Qty Issued field with a calculated quantity based on the work order BOM and the the quantity of finished product produced. By entering a quantity in tot he "Quantity Factor" of the Mass Issue screen, Pilot ERP will calculate the quantity of materials based on that quantity of manufactured item and fill in the Qty Issued field with that calculated quantity. This can be used when only a portion of the materials have been issued from inventory to produce less (or more) than the original work order quantity. After using the Mass Issue feature, users can manually change the Qty Issued if more or less of a specific material was used.



Materials fields

Qty Issued
The Quantity issued from inventory and used on the work order. When the WO Material issue is posted, this quantity will be removed from inventory and charged to Work in Process (WIP) on the work order.

Remaining
The remaining quantity to be used (issued) on the work order based on the original quantity and quantity already issued or being issued. The calculation is: WO Qty - Qty To Date - Qty Issued = Remaining Qty (i. e. Original Work Order Qty - Qty Issued previously - Qty Issued in the current WO Material screen).

Line
The work order line number.

Item No. and Description

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The item number and description for the material item on the work order.

WO Qty
The original Work Order total quantity needed for the material item.

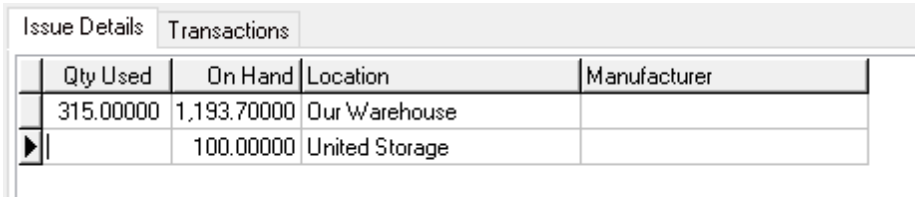
Qty To Date
The total quantity of the material used (issued) on the work order in past receipts and WO Material issues.

Location Name
The default location assigned to the material item for the issue transaction.

Unit Cost
The current unit cost on the item used for the work order and inventory transaction.

Total Cost
The total cost of the material item required on the work order. This is calculated by: WO Qty x Unit Cost = Total Cost.

Issue Details tab
The issue details tab displays the current on hand quantity for the item selected in the materials screen grouped by warehouse location and if applicable, manufacturer, lot number and serial number.



Qty Used
The quantity used (issued) for the selected item and location.

On Hand
Current quantity on hand for the item in this location (and lot or serial number if applicable).

Location
Location for the quantity on hand of the item.

Manufacturer
Manufacturer of the purchased item if recorded in the receipt.

Lot No.
The lot number for the quantity on hand.

Serial No.
The serial number for the quantity on hand.

Transactions tab

The transactions tab displays past transactions for the material item on the work order. The

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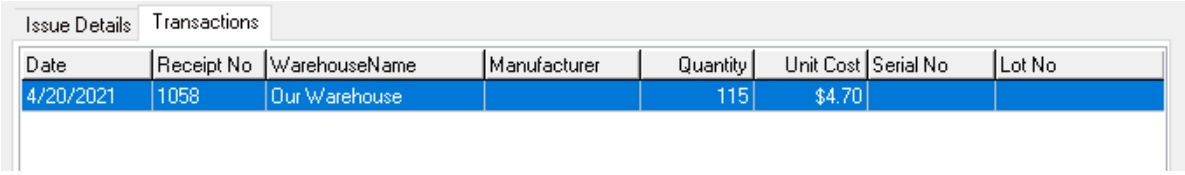
transactions display the date of the transaction, receipt number, WarehouseName (location), Manufacturer, Quantity, Unit Cost, Serial No and Lot No.



Tip: You can display a pop-up menu by right-clicking on the grid.

Keyboard and mouse shortcuts

11.2.4 Bills of Material

Bills of Material

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The Bills of Material (BOM) screen shows all of your finished goods and assemblies with associated materials and/or routings (labor). This screen also has options to update the standard cost of your purchased materials with the weighted average cost from purchases and a BOM Cost Rollup which will allow you to quickly and automatically total the costs from all materials and routing labor for all of you manufactured items.

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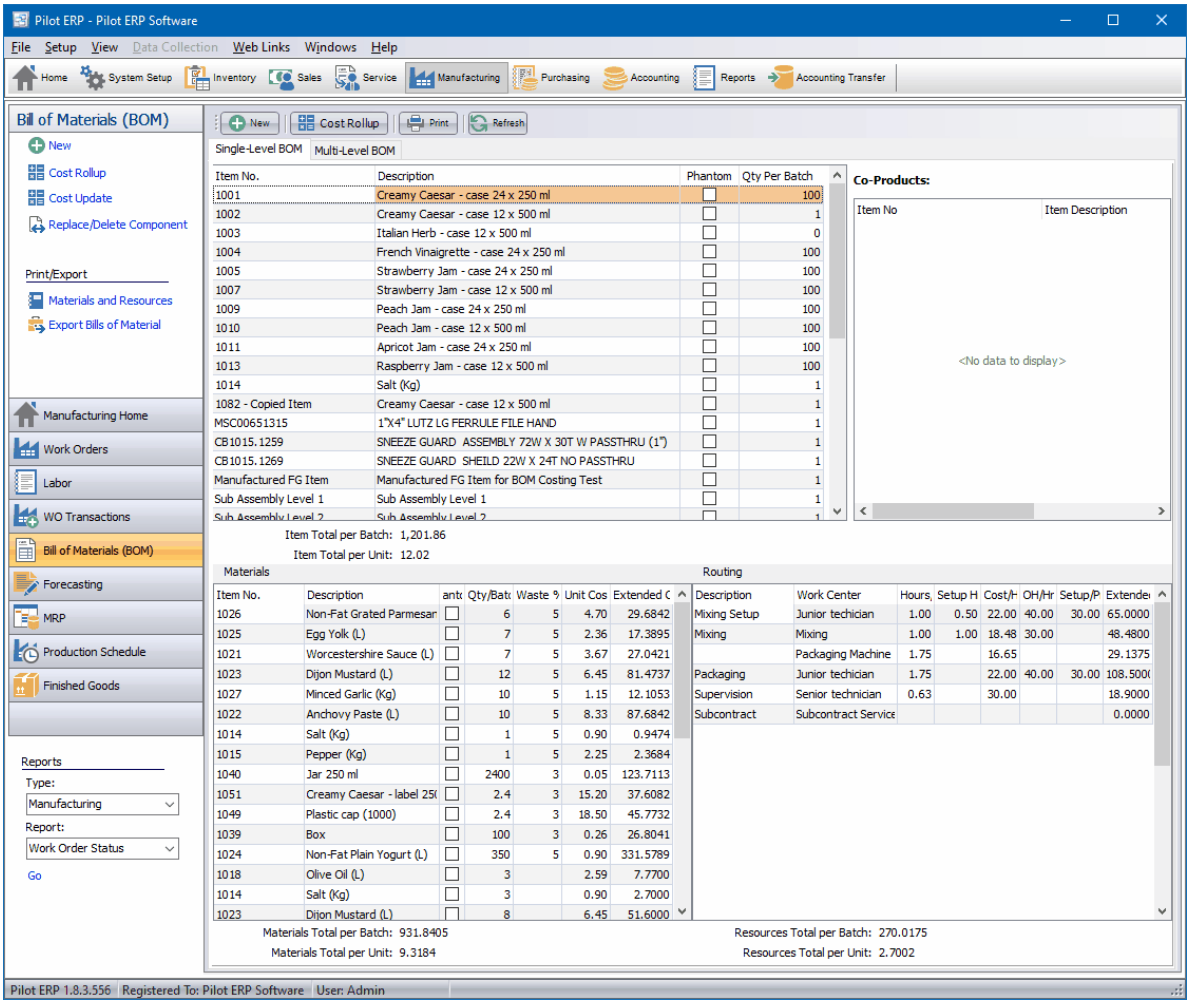


The "**Cost Update**" feature under the Manufacturing | Bills of Material screen will allow you to update the Standard Cost of purchased materials using the current Weighted Average Cost, Last Cost or Standard Cost + %.

The "**Cost Rollup**" feature under the Manufacturing | Bills of Material screen allows you to update the Standard Cost of Manufactured items based on the materials and labor routings specified for the item.

Export Bills of Material - this option allows you to view Bill of Materials for all manufactured items in a spreadsheet data view. This also has an option to export all bill of materials to an Excel spreadsheet.

11.2.5 Forecasting

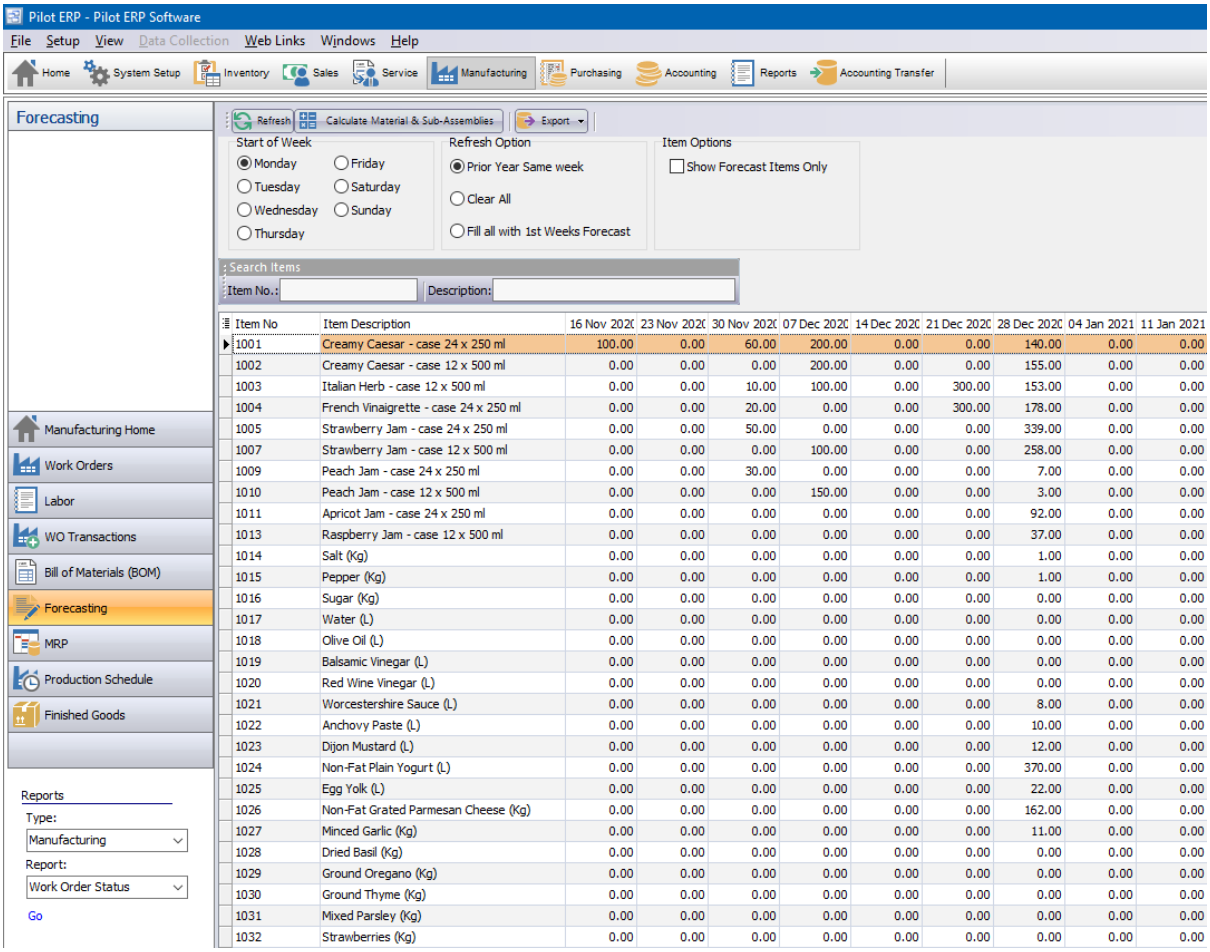
(Manufacturing - Forecasting)

The forecasting screen provides a way for you to enter weekly forecasts for both products you sell and purchased materials which can be used when generating MRP. There is an option to include the forecast quantities in the MRP for the date range selected.

The forecast has the option to define the start date of your week and several options to refresh the

forecast after it has been established. There is also an option to automatically calculate the quantities needed for purchased materials and sub-assemblies based on the entered sales forecast for finished good manufactured items based on the current Bill of Materials for each item.

Forecasts can be developed for a company's finished goods and material components . The forecast is used by the production team to develop work order and purchase order triggers in MRP using quantities in current demand, forecast demand and safety stock levels. The forecast is not static and should be reviewed by management on a regular basis. This is to ensure information on future trends, the internal or external environment is incorporated into the forecast to give a more accurate calculation.



Item No	Item Description	16 Nov 202(	23 Nov 202(	30 Nov 202(	07 Dec 202(	14 Dec 202(	21 Dec 202(	28 Dec 202(	04 Jan 2021	11 Jan 2021
1001	Creamy Caesar - case 24 x 250 ml	100.00	0.00	60.00	200.00	0.00	0.00	140.00	0.00	0.00
1002	Creamy Caesar - case 12 x 500 ml	0.00	0.00	0.00	200.00	0.00	0.00	155.00	0.00	0.00
1003	Italian Herb - case 12 x 500 ml	0.00	0.00	10.00	100.00	0.00	300.00	153.00	0.00	0.00
1004	French Vinaigrette - case 24 x 250 ml	0.00	0.00	20.00	0.00	0.00	300.00	178.00	0.00	0.00
1005	Strawberry Jam - case 24 x 250 ml	0.00	0.00	50.00	0.00	0.00	0.00	339.00	0.00	0.00
1007	Strawberry Jam - case 12 x 500 ml	0.00	0.00	0.00	100.00	0.00	0.00	258.00	0.00	0.00
1009	Peach Jam - case 24 x 250 ml	0.00	0.00	30.00	0.00	0.00	0.00	7.00	0.00	0.00
1010	Peach Jam - case 12 x 500 ml	0.00	0.00	0.00	150.00	0.00	0.00	3.00	0.00	0.00
1011	Apricot Jam - case 24 x 250 ml	0.00	0.00	0.00	0.00	0.00	0.00	92.00	0.00	0.00
1013	Raspberry Jam - case 12 x 500 ml	0.00	0.00	0.00	0.00	0.00	0.00	37.00	0.00	0.00
1014	Salt (Kg)	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00
1015	Pepper (Kg)	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00
1016	Sugar (Kg)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1017	Water (L)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1018	Olive Oil (L)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1019	Balsamic Vinegar (L)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1020	Red Wine Vinegar (L)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1021	Worcestershire Sauce (L)	0.00	0.00	0.00	0.00	0.00	0.00	8.00	0.00	0.00
1022	Anchovy Paste (L)	0.00	0.00	0.00	0.00	0.00	0.00	10.00	0.00	0.00
1023	Dijon Mustard (L)	0.00	0.00	0.00	0.00	0.00	0.00	12.00	0.00	0.00
1024	Non-Fat Plain Yogurt (L)	0.00	0.00	0.00	0.00	0.00	0.00	370.00	0.00	0.00
1025	Egg Yolk (L)	0.00	0.00	0.00	0.00	0.00	0.00	22.00	0.00	0.00
1026	Non-Fat Grated Parmesan Cheese (Kg)	0.00	0.00	0.00	0.00	0.00	0.00	162.00	0.00	0.00
1027	Minced Garlic (Kg)	0.00	0.00	0.00	0.00	0.00	0.00	11.00	0.00	0.00
1028	Dried Basil (Kg)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1029	Ground Oregano (Kg)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1030	Ground Thyme (Kg)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1031	Mixed Parsley (Kg)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1032	Strawberries (Kg)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

11.2.6 MRP

MRP

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The MRP screen shows projected inventory demand and supply and calculates the inventory quantity balance resulting from the allocations. MRP can be used to help generate Work Orders and Purchase Orders with accurate quantity's to keep your plant running smoothly. It can also be used to identify situations where existing demand could be fulfilled by expediting an existing order or excess supply would prompt you to delay.

The Run MRP button will allow you to generate the MRP calculations each time you want to review the

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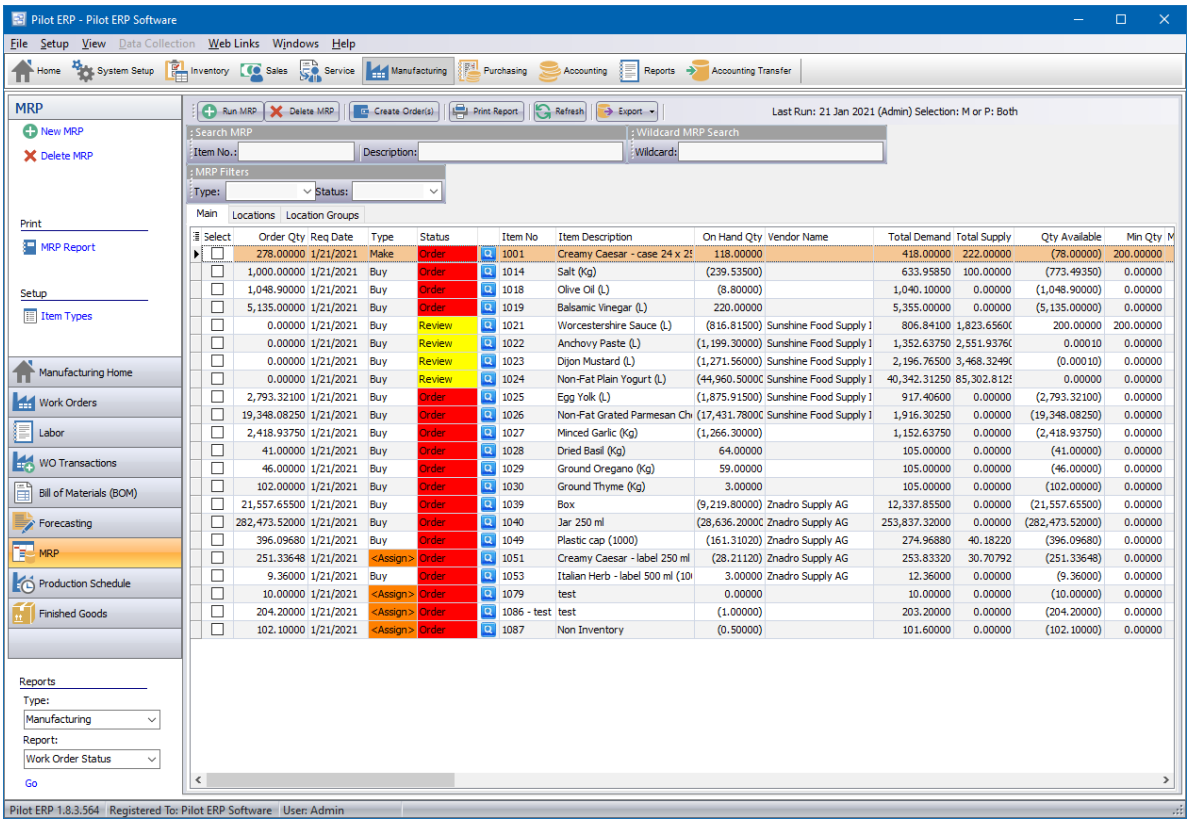
A separate report showing the Available Quantity (MRP) can also be printed.



11.2.7 Production Schedule

(Manufacturing - Production Schedule)

The Manufacturing - Production Schedule screen displays the current active work orders with Routing sequences that have been started. This screen displays the most current work center with activity, the last activity date, the estimated time for that routing sequence, the total time charged to the sequence to date and the estimated completion time based on your work calendar.

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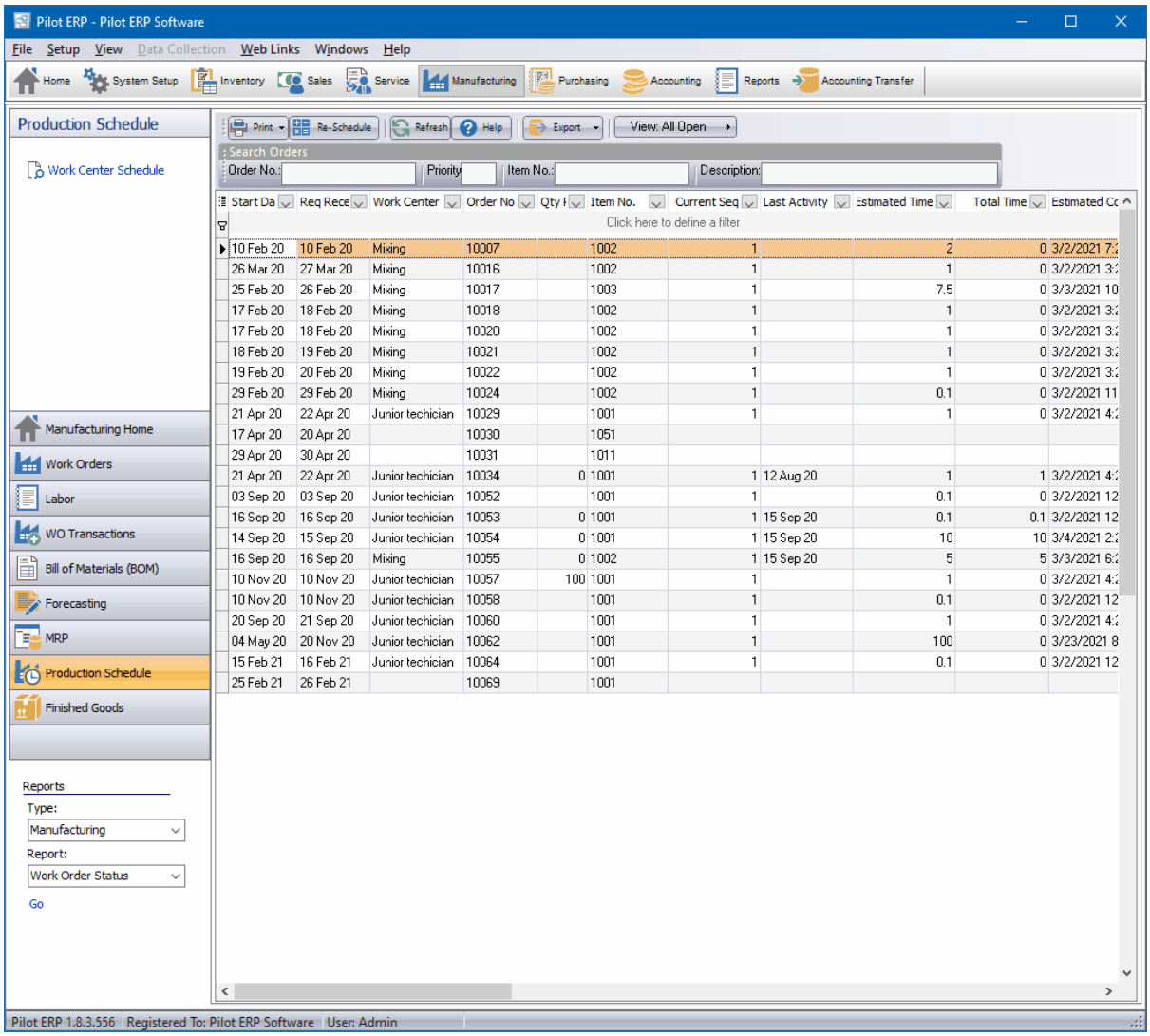

11.2.8 Finished Goods

(Manufacturing - Finished Goods)

The Finished Goods screen is designed to help track serialized manufactured items produced on work orders in Pilot. This allows you to show the serialized items along with UL Numbers, Work Order where the item was produced and the Customer linked to that Sales Order or work order.

In order to use this screen you must have serialized items created on work orders and the option to "Add Serial Numbers Upon Work Order creation" and "Add UL Numbers to Work Orders" checked in the System Setup - Your Company - Manufacturing settings tab.

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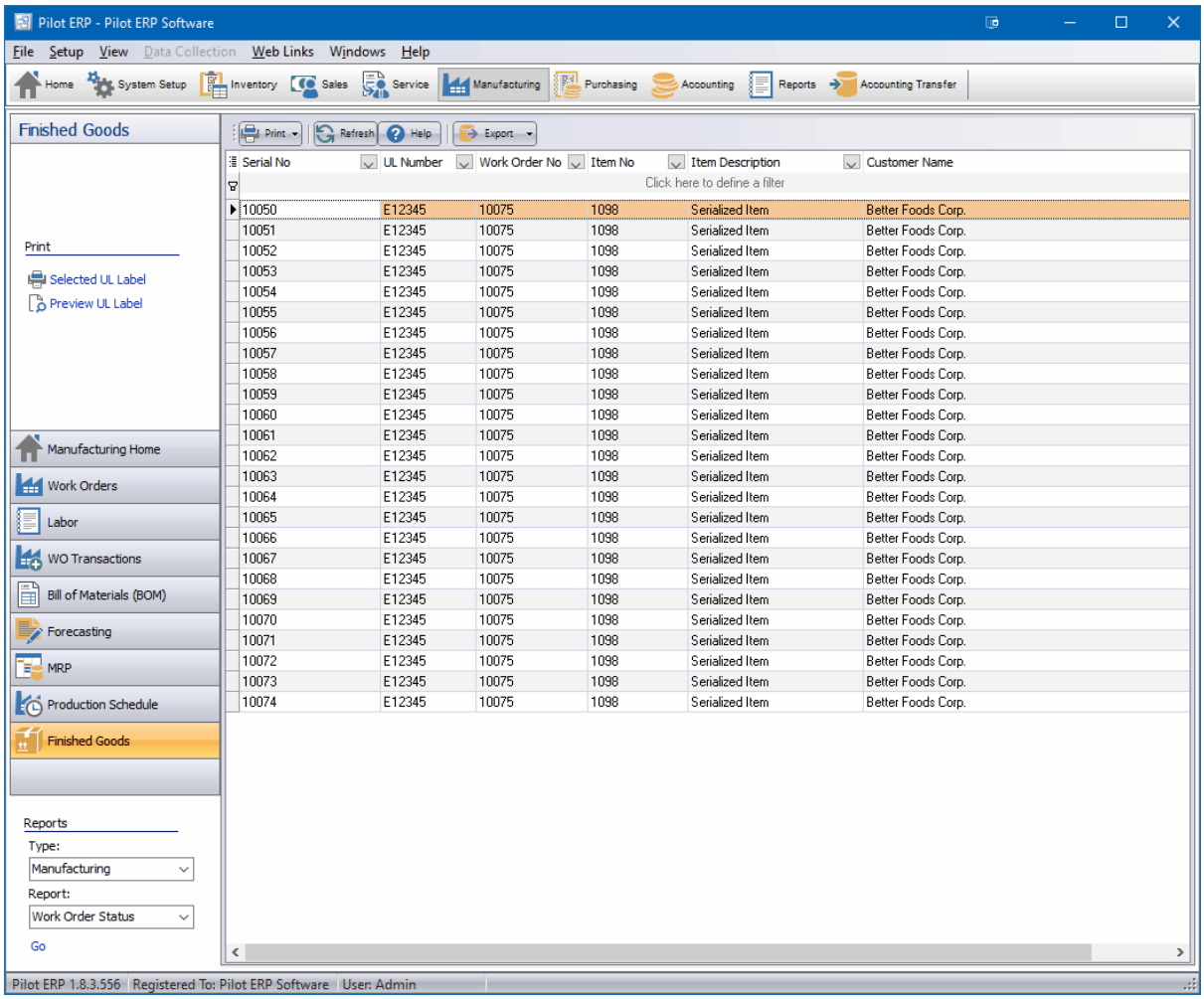

Serial Numbers can be assigned in the Work Order - Numbering tab and also in the Work Order Receipt - Numbering tab when receiving to inventory. The UL Numbers can be entered when receiving the manufactured item to inventory in the WO Receipt screen.

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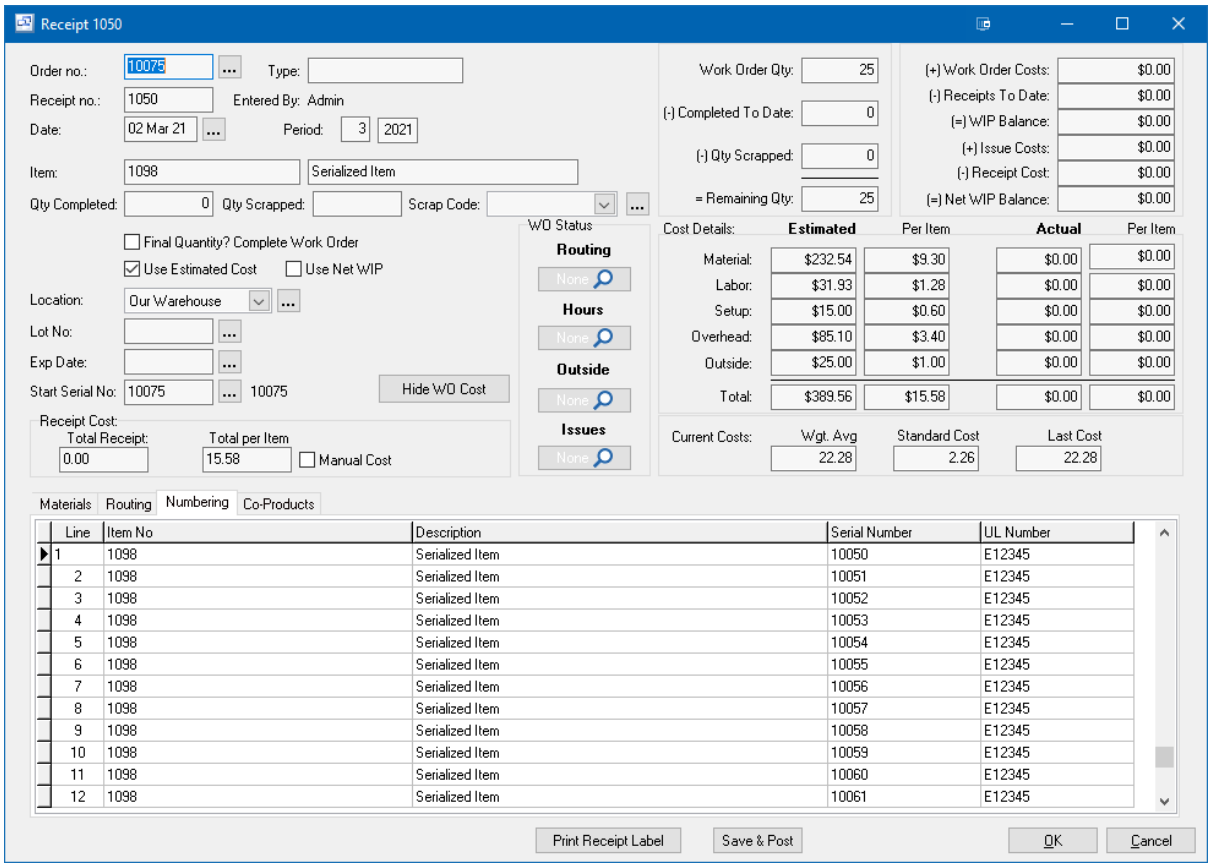

UL Labels

UL Labels can be printed from the Finished Goods screen for serialized items. The UL Labels can be modified through the system setup - Report Designer - Manufacturing tab.

To Print the UL Label, select the item and serial number from the grid and click the Print button or right click and select print or preview UL label.

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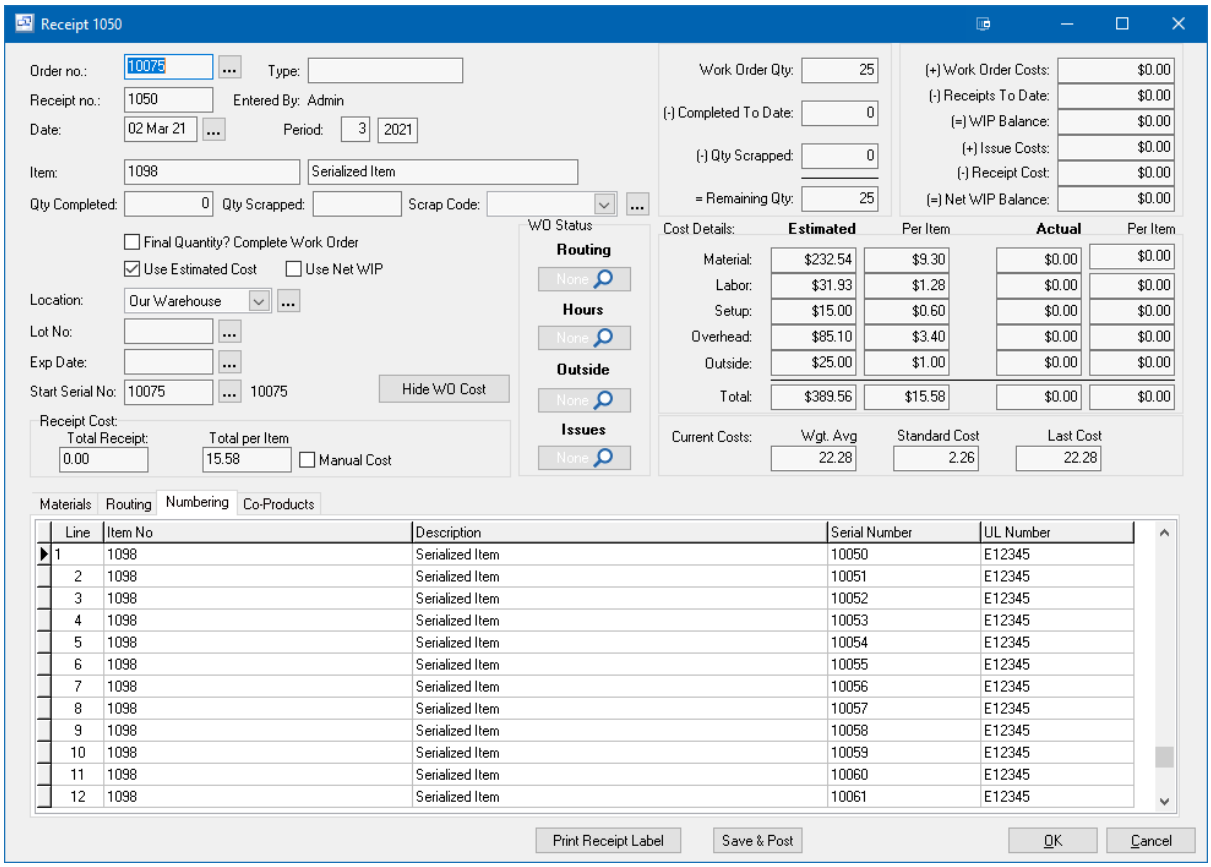

11.3 Manufacturing Reports

Manufacturing Reports

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Reports

Manufacturing Order Status
This report shows the status of manufacturing orders, item, quantity ordered, date ordered, requested receipt date, and whether manufactured yet. The receipt date and quantity print for each receipt. The report may be filtered to show only orders for a selected status (work sheet, on order, completed, cancelled) or item.

Quantity Available (MRP)
This report shows current inventory levels and extrapolates into the future as the inventory is depleted by sales orders, increased by purchase orders, manufactured goods increased by manufacturing orders, and materials (raw materials, packaging materials, and intermediate items) depleted by usage for manufacturing orders. The report highlights if the current inventory level or future inventory level will fall below the Minimum Quantity specified for each item.

It is used for MRP (Material Requirement Planning) for materials required for production, for scheduling manufacturing (together with the resource scheduling reports), shipping of sales orders, and

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purchasing. The report may be filtered to show only data for a selected item type or item, or only items below minimum.

Tip: You can extend the range of this report by entering “dummy” sales orders and manufacturing orders to show forecasted future demand, planned production, and resulting material requirements.

Resource Scheduling
This report facilitates scheduling manufacturing (which orders), labor and equipment by showing the total hours required for each order for each resource per day for the selected date range based on the outstanding manufacturing orders. The report may be filtered to show only data for a selected resource.

Resource Scheduling Summary
This report facilitates scheduling labor and equipment by showing the total hours required for each resource per day for the selected date range based on the outstanding manufacturing orders. The report may be filtered to show only data for a selected resource.

Material and Resource Usage by Receipt
This report shows standard and actual usage and variances for materials and resources, for each receipt for the selected date range, sorted by order. This facilitates the monitoring of production costs, monitoring for production problems, and tracking quantity variances and substitutions. The report may be filtered to show only data for a selected item.

Tip: If separate receipts are entered for materials used and product produced, then the report by order would be better for tracking variances.

Material and Resource Usage by Order (with option for WIP)
This report shows standard and actual usage and variances for materials and resources, summarized by order. This facilitates the monitoring of production costs, monitoring for production problems, tracking quantity variances and substitutions, and monitoring the profitability of custom orders. The report may be filtered to show only data for a selected item, WIP only (Work in Process: orders worked on with status still “on order”), and/or only orders which had any receipts in the selected date range. Note that if an order is included, all receipt data is included, not just receipts falling within the selected date range. If WIP is selected, then the value of WIP shows in the variance column (actual costs - standard costs for any items already produced).

Material and Resource Usage by Item
This report shows standard and actual usage and variances for materials and resources, summarized by item, based on receipts for the selected date range. This facilitates the monitoring of production costs, tracking of quantity variances and substitutions, and setting of accurate product standards. The report may be filtered to show only data for a selected item.

This report should be used for fine tuning the waste percentages. The report shows the actual waste percentage so you can potentially enter this to the item materials. It doesn't show the actual quantity used per unit as that would be confusing: the user might think they should be changing the item materials utopian quantity to this, but this should not be changed, as it is the ideal/perfect quantity. Instead the waste percentage should be adjusted.

Tip: Improving the accurancy of the product standards improves the accuracy of the scheduling, material and resource planning, and costing reports. And if actual usage is only tracked occasionally (for initially setting product standards and periodic spot checking), then the accuracy of the calculated usage (manufacturing receipts defaults) and resulting inventory levels depends on the accuracy of the product standards.

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Resource Usage Summary
This report facilitates setting the standard cost per hour for equipment by showing the total hours used for each resource for the selected date range. The report may be filtered to show only data for a selected resource.

Lists
These list screens have a print option, and can be filtered and sorted in different sequences.
Items has options to print the materials and resources with costs for a selected item or all manufactured items.
Manufacturing Orders
Manufacturing Receipts
Resources (labor and equipment)

Other
An ODBC driver is available (free upon request for end-user versions of Pilot) for creation of custom reports via MS Access or Crystal Reports, mail merge with MS Word, and to import Pilot data to MS Excel, etc.

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12 Purchasing

12.1 Purchase Orders Overview

Purchase Orders Overview

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The Purchase Orders system tracks supplier/vendor orders and receipts.

Purchase orders may be entered as a "Quote" if you are not yet ready to order or wish to send a formal request for quote to the vendor. Then when ready to order, you can change the order status to "On Order". Or purchase orders may be entered directly as "On Order".

Purchase orders have the vendor's item no. and description, and may be a different unit of measure from your item. The vendor item table stores your item number and description for each vendor item, and the quantity per vendor's item. example 12 if the vendor sells the item by the case of 12. You can specify alternate vendors and/or sizes for purchasing each of your items, view unit costs converted to your currency and unit of measure, and indicate your preference.

Purchase orders may be emailed directly from Pilot, saved to PDF or printed for sending to the vendor.

Receipts are entered against the previously entered purchase orders.

The MRP module and Quantity Available Report facilitates scheduling of shipments, purchasing and manufacturing by showing current inventory levels, sales orders, purchase orders and manufacturing orders.

For info on how purchasing and receipts of inventory relate to inventory and general ledger please see Inventory Overview.

When setting up vendors you specify the currency, thereby setting the currency for their orders and invoices. For more info on multi-currency operation see Multi-currency Overview.

Vendor Items
Purchase Orders
Receipts
Vendors
Carriers
Purchase Orders Reports

12.2 Purchasing Menu

12.2.1 Purchase Orders

Purchase Orders

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Purchasing | Purchase Orders

The Purchase Orders screen displays orders in a list showing summary info including order date, requested receipt date, vendor, purchase order number, amount, and order status (on order, completed, or cancelled).

Purchase orders may be entered as "Quotes" (Purchasing - Purchase Quote) if you are not yet ready

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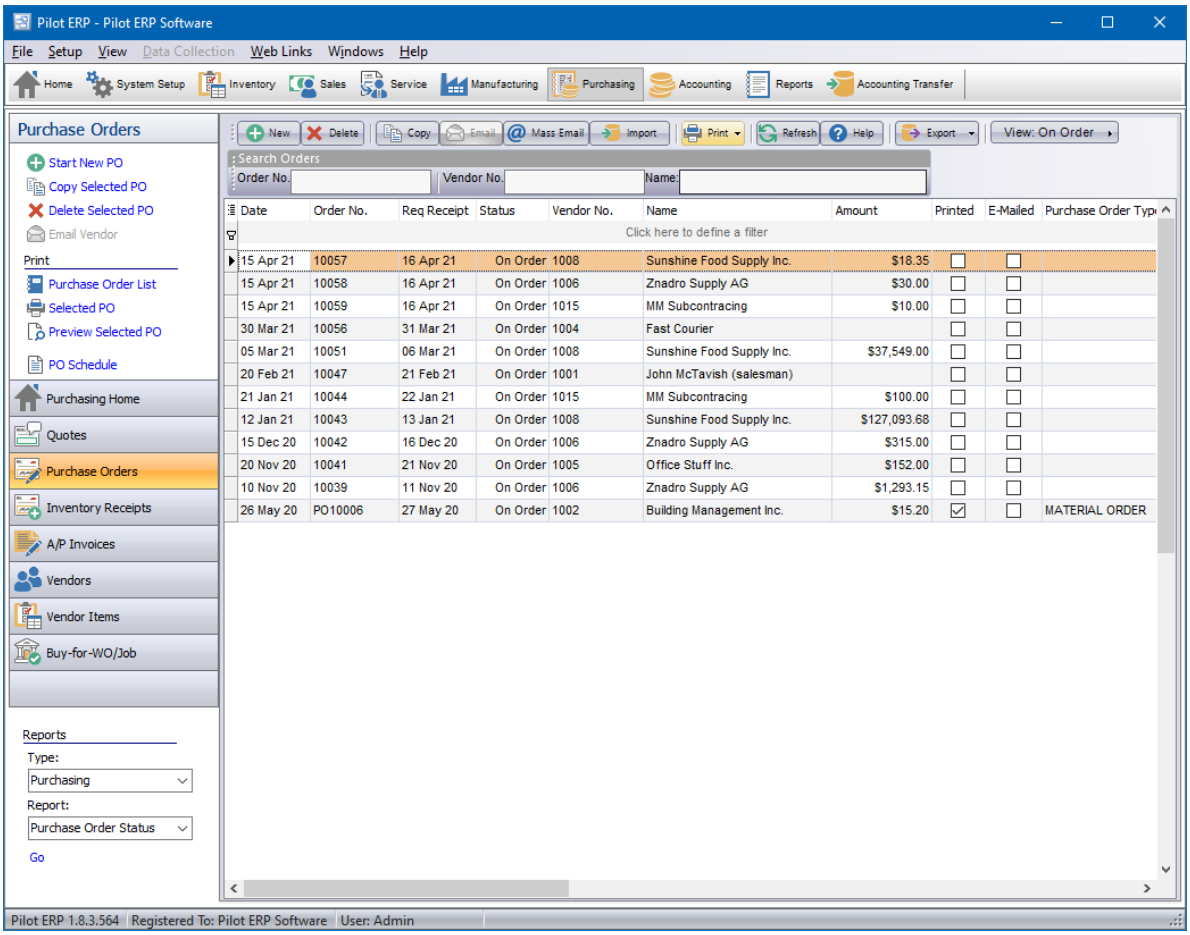
to order. Then when ready to order, you can convert the order to "On Order". Or purchase orders may be entered directly as "On Order".



Purchase orders have the vendor's item no. and description, and may be a different unit of measure from your item. The vendor item table stores your item number and description for each vendor item, and the quantity per vendor's item. example 12 if the vendor sells the item by the case of 12. You can specify alternate vendors and/or sizes for purchasing each of your items, view unit costs converted to your currency and unit of measure, and indicate your preference.

Purchase orders may be faxed (via your faxing software) or printed for sending to the vendor.

Receipts are entered against the previously entered purchase orders.

When a purchase order has been fully received, the order status is automatically changed to " completed". You can also change the status yourself if there are to be no more receipts. Also you can mark specific items on the order as completed if no more is to be received.

To add a new order: click the New button.
To edit an order: double-click the order. Or select the order and press Enter or click the Edit button.
To delete an order: select the order and click the Delete button.

You can select an order with the mouse or by the keyboard via the Page Up/Down and arrow keys. Or

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click the Find button, then enter the vendor no. or select the vendor name from the drop down list, and/ or enter the order no. Selecting the vendor only will find the 1st order for that vendor. Selecting the order only will find the 1st order with that order number. Selecting vendor and order no. will search on both.

The menu has options to

- display outstanding (on order) orders only
- sort the list by order date (descending), requested receipt date, or order no.
- copy a purchase order (all data except order no.and date, which default as per a new order)
- display the vendor for a selected order
- display receipts for a selected order
- refresh the data displayed to show changes entered by other users, etc.
- print the list
- print a purchase order
- print all unprinted purchase orders

Tip: To send an e-mail, or display receipts for an order, or display the vendor: select the order, then right-click to display a pop-up menu. You can also print or reprint a purchase order (for a selected order) from the pop-up menu or from the main menu, but to print all unprinted purchase orders in one step you must use the main menu. There is an option to view the vendor for the PO in the pop-up menu.

To print purchase orders use menu Print button, Print Selected Purchase Order or menu Print All Unprinted Purchase Orders. Or right-click on an order and choose Print Purchase Order from the pop-up menu.

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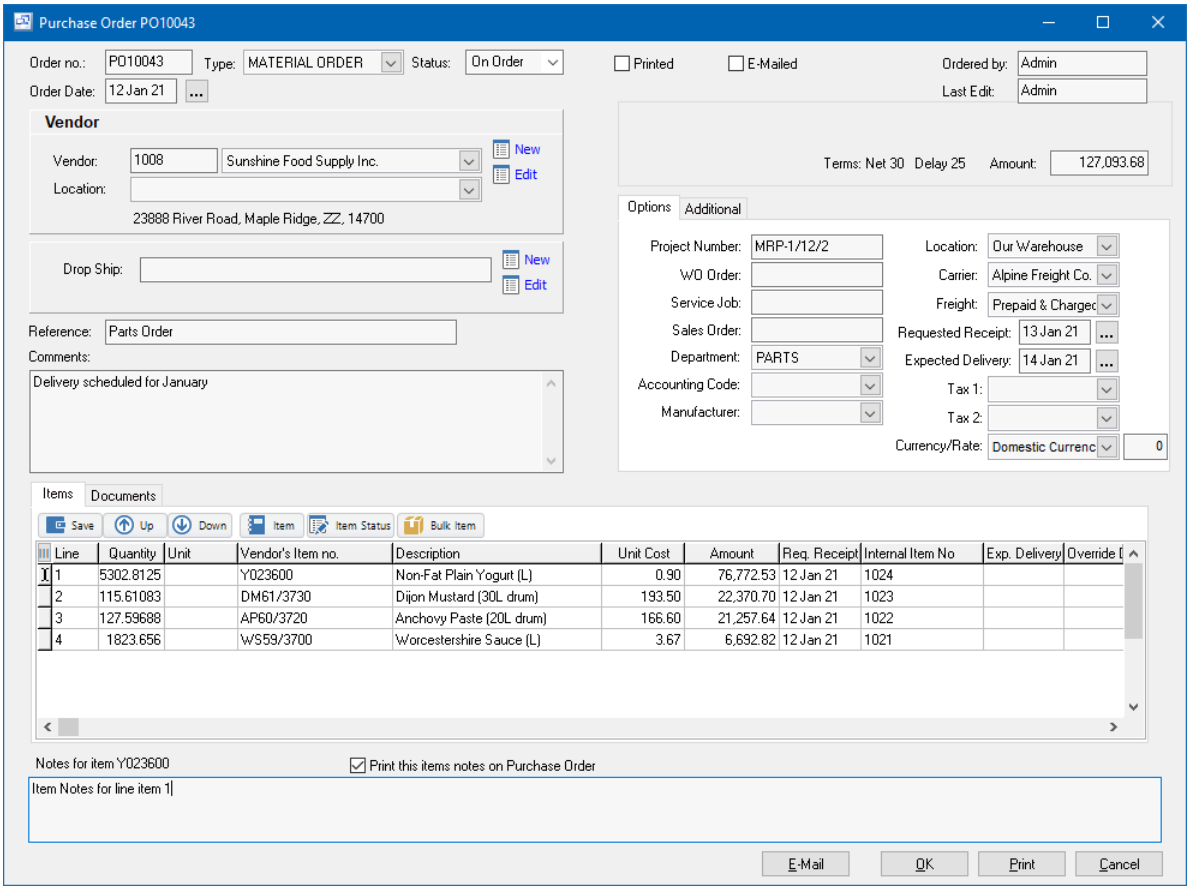

Order no.
When entering a new purchase order, the program assigns a default order number which you can then change if desired.

Purchase Order Printed
If the order has already been received, or was placed by phone, or for some other reason you don't want a purchase order to print, then check this checkbox to tell the program that a purchase order has already been printed for this order. Otherwise leave it unchecked and the program will check it automatically after printing the purchase order.

Order Status
Select the appropriate order status from the list: On Order, Completed, or Cancelled. The order status defaults to On Order. When an order has been fully received, the order status is automatically changed to "completed". You can also change the status yourself if there are to be no more receipts.

Vendor
Enter the vendor number or select the vendor from the list. Or leave blank and this will be entered automatically when you select a vendor item.

A pop-up screen displays if you type into the vendor number, click, or by the keyboard shortcut Ctrl+Enter. On the Vendor pop-up screen: you can select the vendor by typing the vendor number in the 1st entry box or by typing the name in the 2nd box, or by selecting the vendor with the mouse or up/down arrow keys. Click on the selected vendor or press Enter when the selected vendor is highlighted. Or Esc to leave a previously entered vendor unchanged.

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Typing the vendor number in the 1st entry box sorts the list by number and selects the first vendor number matching the characters entered. Typing the vendor name in the 2nd entry box sorts the list by name and selects the first vendor name matching the characters entered.

On the Vendor pop-up screen you can select Vendor Type via the combobox at the right, so that only vendors of the selected type show. To deselect a vendor type and show all types, press Delete.

If this is a new vendor, click the 3-dots button to display the vendors screen, so the vendor can be added.

Amount
The order amount (excluding taxes) is calculated by the program (rather than keyed) based on the item totals.

Order Date
The order date defaults to today's date.
Tip: You can use the + or - keys to increase or decrease the date, or click the 3-dots button to select the date from a calendar.

Requested Receipt Date
The requested receipt date defaults to today's date.
Tip: You can use the + or - keys to increase or decrease the date, or click the 3-dots button to select the date from a calendar.

Expected Delivery Date
This is the date that you expect the item to be delivered from the Vendor. This can be different than that original requested receipt date and will help you keep track of when you inventory is actually due to arrive. It will also help you compare the actual receipt date against the original.

Ordered by
Enter the name of the person who placed this order or who it's for (if desired).

Warehouse
Select the warehouse that will receive the items. The warehouse defaults to the 1st warehouse on file. Select the warehouse from the list if it should be changed. Note: Even if this order is for services only, the warehouse must be specified.
Tip: You can enter a few characters of the warehouse name, then use the down or up arrow keys if required.

Comments
Enter comments for this order (if desired), such as shipping instructions. This prints on the purchase order.

Carrier
This is the transportation company who will deliver the goods. If you want the order to be delivered by a specific carrier, you can enter it here. If you pick up your orders you can set up a carrier for that, such as "Pick-up".
Tip: You can enter a few characters of the carrier name, then use the down or up arrow keys if required.

Freight Payment Method

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Select the method for paying the freight charges. There are four default freight payment methods set up in Pilot ERP. However, you may define your own custom freight methods through the System Setup | Freight screen.

- Prepaid (vendor/seller pays shipping company)
- Prepaid and Charge (vendor/seller pays shipping company, and bills you/consignee)
- Collect (you/consignee pay shipping company)
- Pick-up (you pick up, nobody pays)

Tip: You can enter the 1st letter or use the down or up arrow keys to select.

Items, Quantity Ordered, and Costs

Note: these are vendor items with vendor's item no. and description, and may be a different unit of measure from your item. The vendor item table stores your item number and description for each vendor item, and the quantity per vendor's item. example 12 if the vendor sells the item by the case of 12.

Enter the quantity ordered and unit cost (in the vendor's currency) for each vendor item. Vendor items can be inventory items, services, or miscellaneous charges such as freight. The cost defaults to the cost on the vendor item table, and you can type over this if desired. You can override the item description to be printed on the purchase order (tab, press Enter, or scroll to go this field or maximize the order window). This allows you to have a generic description on the vendor items table and enter a more specific description on the purchase order. You can override the costs and item descriptions later when entering the receipt(s).

Tip: You can display a pop-up menu with options for New (line) and Delete (line) by right-clicking on the grid.

Item numbers or descriptions are not entered directly on the order screen, but instead selected on a pop-up screen which displays if you type into the item number or description column, or by clicking on the "3 dots" button in the column, double-clicking in the column, or by the keyboard shortcut Ctrl+Enter.

On the Vendor Item pop-up screen: you can select the item by typing the item number in the 1st entry box or by typing the description in the 2nd box, or by selecting the item with the mouse or up/down arrow keys. Click on the selected item or press Enter when the selected item is highlighted. Or Esc to leave a previously entered item unchanged.

Typing the item number in the 1st entry box sorts the list by number and selects the first item number matching the characters entered.

Typing the item description in the 2nd entry box sorts the list by description and selects the first item description matching the characters entered.

On the Vendor Item pop-up screen you can select Item Type via the combobox at the right, so that only items of the selected type show. To deselect an item type and show all types, press Delete.

Only vendor items for the selected vendor are shown. However if no vendor has been selected yet, then all items show, in which case selecting an item also selects the vendor. This is useful if you don't know who the vendor is for the item.

Quantity Received and Quantity on BackOrder

Any quantity already received (from posted receipt(s)) and resulting quantity on backorder, if any, are displayed. (Tab, press Enter, or scroll to see these fields or maximize the order window).

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Completed (override)
To mark an order item as being no longer on order (say if partially received and you have notified the vendor that you don't want it backordered), you can mark it as completed by entering y, spacebar, or double-click. To reset to "not completed" enter n, spacebar, or double-click.

Keyboard and mouse shortcuts

12.2.2 Inventory Receipts

Receipts

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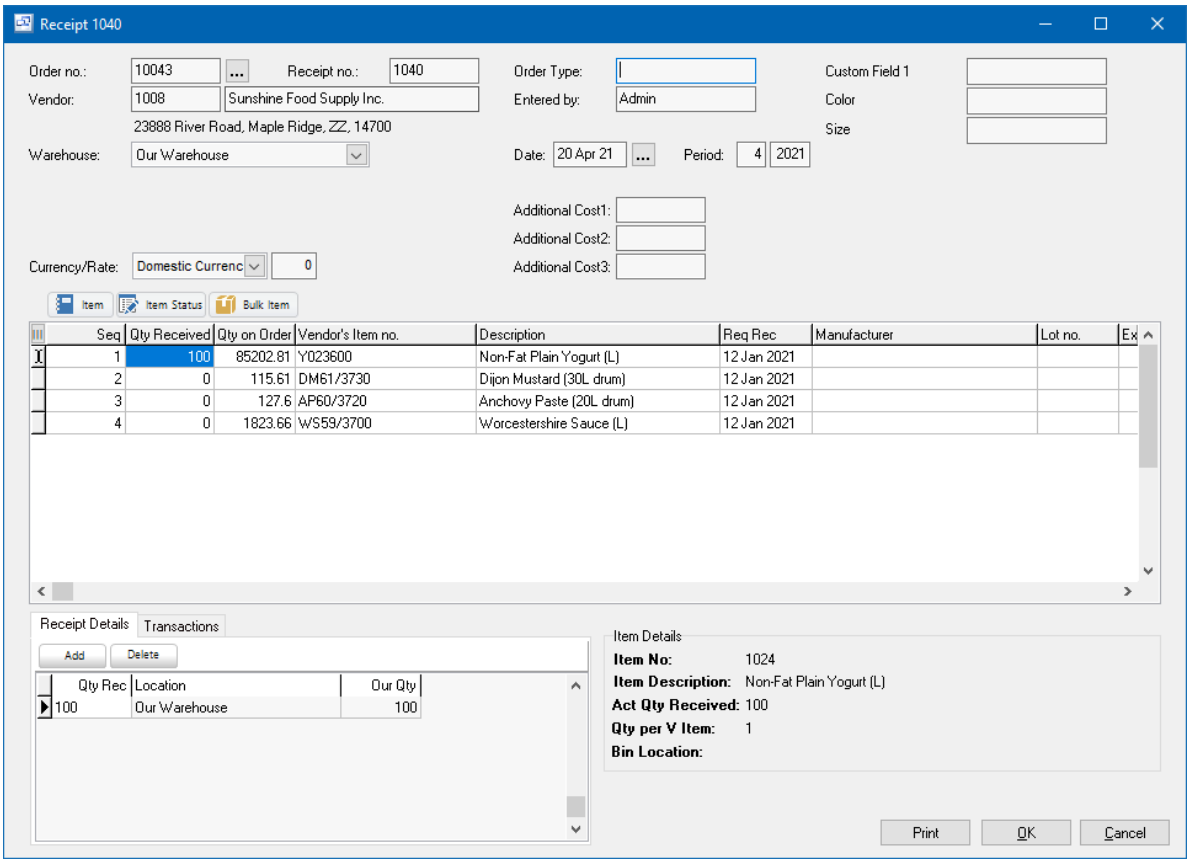
Purchase Orders | Receipts

The inventory receipts screen displays receipts in a list showing summary info including receipt date, receipt no., purchase order no., vendor, warehouse, and period.



Receipts are entered against previously entered purchase orders.

For info on how purchasing and receipts of inventory relate to inventory and general ledger please see

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Inventory Overview.

To add a new receipt: click the New button.
To edit a receipt: double-click the receipt. Or select the receipt and press Enter or click the Edit button.
To delete a receipt: select the receipt and click the Delete button.

You can select a receipt with the mouse or by the keyboard via the Page Up/Down and arrow keys. Or click the Find button, then enter the receipt no.

The menu has options to
- filter the list by specifying selection criteria such as vendor, warehouse, and PO.
- sort the list by receipt date (descending), receipt no., or purchase order no.
- display the vendor for a selected receipt
- refresh the data displayed to show changes entered by other users, etc.
- print the list
- post receipts (see notes following)

Tip: To phone the vendor, or send e-mail (via your e-mail program), or display the vendor: select the receipt, then right-click to display a pop-up menu.

Inventory receipts are entered, then posted. Prior to posting, they may be edited or deleted. To undo a receipt after posting, you must "reverse" it (enter it again with the opposite amount). Posting updates the quantity received on the purchase order detail lines, and changes the order status to "completed" if the order was fully received. You can also change the status yourself if there are to be no more receipts, or you can mark specific items on the order as completed if no more is to be received. Posting also updates inventory totals, history, and item costs. **To post receipts** use post button on the top menu or choose the Post option when closing the receipts screen.

Order no.
Enter the purchase order number or click the 3 dots button to display a pop-up screen showing all the outstanding (on order) orders. You can select a vendor so that only orders for that vendor will show. To deselect the vendor press the delete key. To choose an order from the list, click on it or select it and press Enter.

When you enter the order number, data from the order will display, such as vendor name and address. Some order data will be used as defaults for the receipt, such as quantities received and unit costs.

Receipt no.
The receipt number is used to identify this transaction. When entering a new receipt, the program assigns a default receipt number which you can then change if desired.

Vendor
The vendor no., name, and address for the selected order is displayed. Verify that this is correct, to help verify that the correct order no. was entered.

Warehouse
The warehouse for the selected order is displayed. Verify that this is correct, to help verify that the correct order no. was entered.

Receipt Date

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The receipt date defaults to today's date.
Tip: You can use the + or - keys to increase or decrease the date, or click the 3-dots button to select the date from a calendar.

Period
This is the fiscal period and year of the receipt. This defaults to the current calendar month, or the default period on Your Company if specified there. If your fiscal year doesn't end in December or your fiscal periods are not calendar months, you should set the default period regularly to help prevent data entry errors. Note: The year is entered as 2 digits and displayed as 4.
Example: 11 2001 entered as 11 01

Items, Quantities, Lot Numbers, and Costs
The quantity received defaults to the quantity on order for each item. Make changes if required. The resulting quantity on order after this receipt is displayed in the "Qty on Order" column. The unit costs (in the vendor's currency) and item override descriptions also default to what was entered on the order, and you can override these here too. The program will convert the cost to domestic currency if required when updating the inventory history and calculating the new item cost.

Non-refundable taxes, such as PST, should be pro-rated and included in the unit cost. Whereas refundable taxes (where you get a credit from the government), such as GST and VAT, should be excluded.

Lot number is optional.

Tip: You can display a pop-up menu by right-clicking on the grid.

12.2.3 AP Invoices

AP Invoices

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Located under the **Purchasing** Menu.

The AP Invoices screen displays invoices in a list showing basic invoice info including invoice date, vendor, invoice number, amount, balance owing, and due date.

To add a new invoice: click the New button.
To edit an invoice: double-click the invoice. Or select the invoice and press Enter.
To delete an invoice: select the invoice and click the Delete button or right click and select delete.

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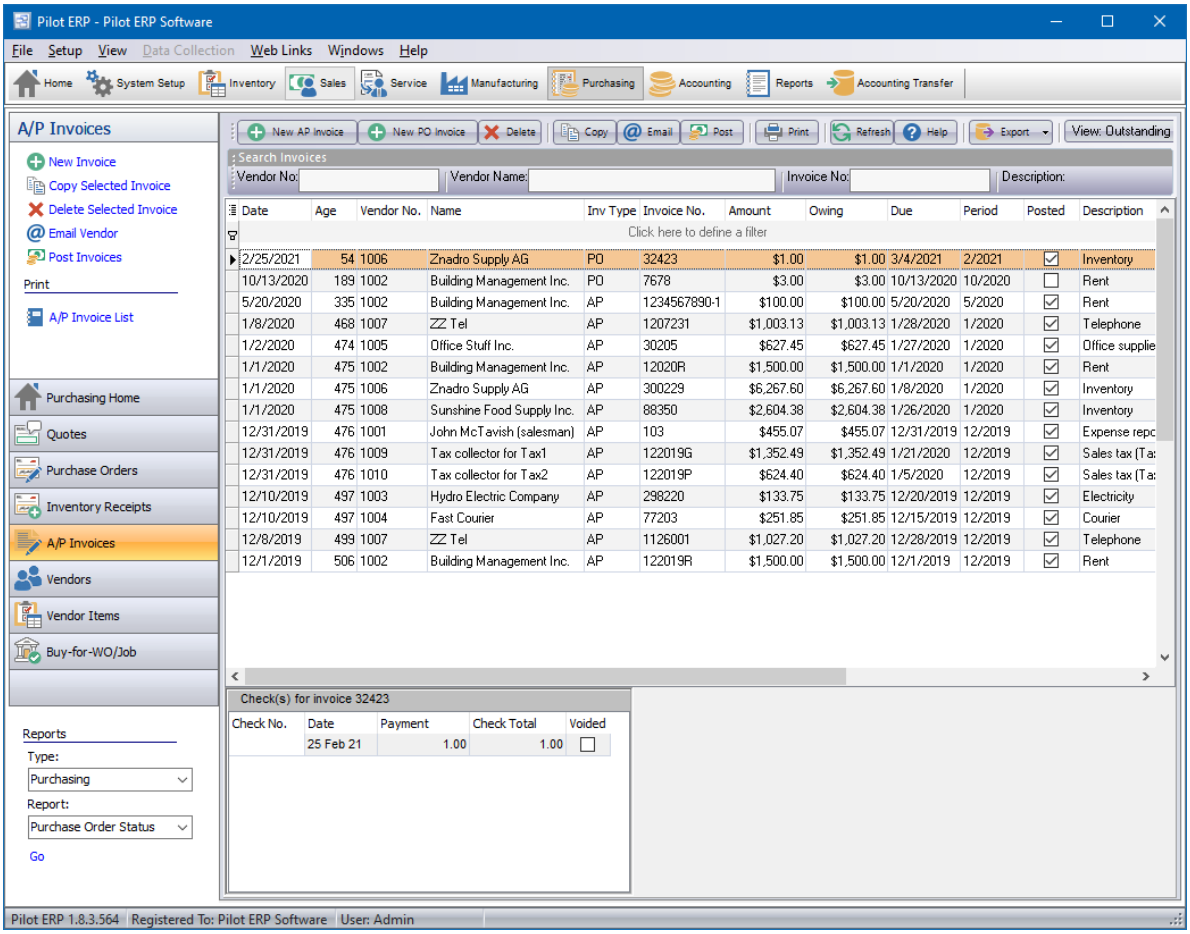

You can select an invoice with the mouse or by the keyboard via the Page Up/Down and arrow keys. You may also search any column by first clicking on it, then typing in the item you are searching. The grid will automatically drill down based on your entry.

The check payments for each invoice will optionally display at the bottom of the screen. To open and review the check(s), simply double click on the check number.

The menu has options to

- display outstanding (unpaid) invoices only
- sort the list by invoice date, due date, invoice no., vendor, amount or any other field in the grid
- copy an invoice (all data except invoice no., PO, date and period, which default as per a new invoice)
- display the vendor for a selected invoice (right click on invoice)
- display Checks for a selected invoice
- refresh the data displayed to show changes entered by other users, etc.
- print the list
- export to Excel or comma delimited text
- post invoices (see notes following)

Tip: To send an e-mail to the vendor (via your e-mail program), or display the vendor: select the invoice, then right-click to display a pop-up menu.

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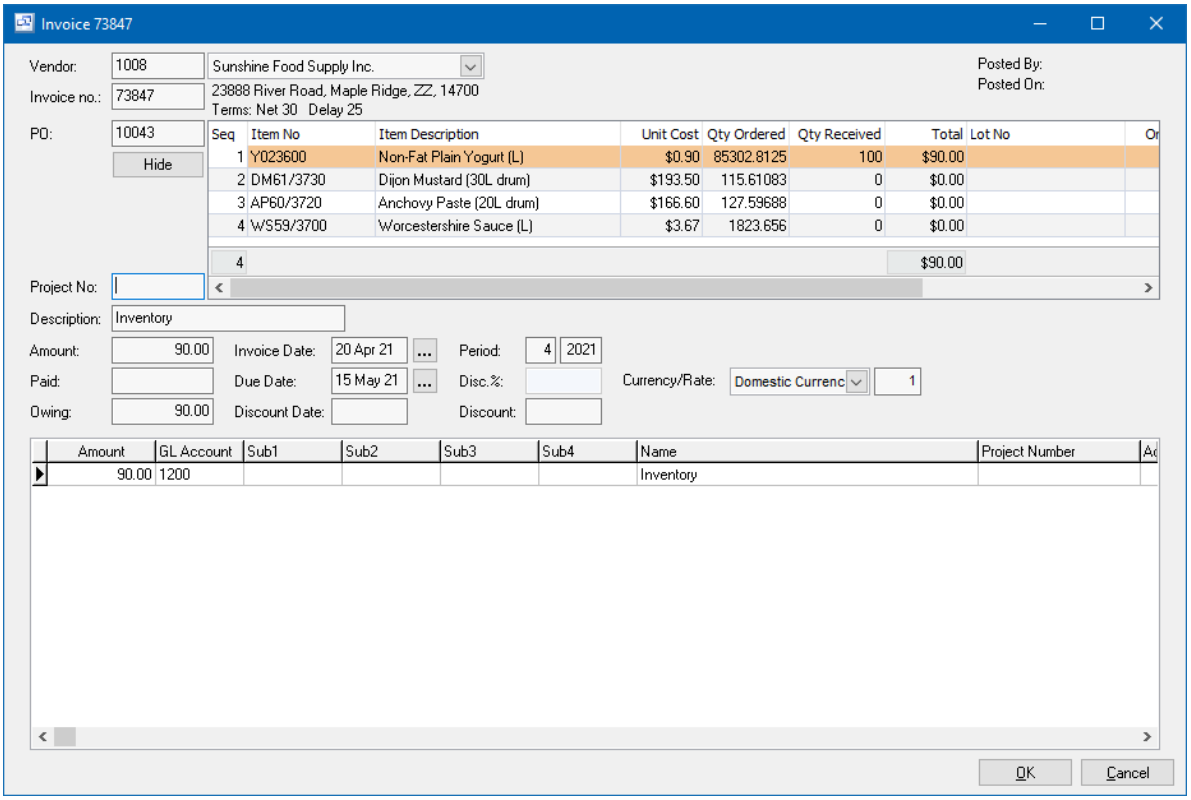
AP invoices are entered, then posted. Prior to posting, they may be edited or deleted. To undo an invoice after posting, you must "reverse" it by selecting the reverse option (right click or option on left toolbar). You can then remove the invoice by deleting or you may edit and re-post. Posting updates vendor balances and creates general ledger journal vouchers to update the GL account totals and GL history.

To post invoices use menu Records | Post or choose the Post option when closing the invoices screen. Posting the JVs is a separate job because in a multi-user environment it is possible for this to conflict with other GL jobs such as printing financial statements. This minimizes the chance of the AP posting job being unavailable. JVs created by the AP system cannot be modified or deleted even prior to posting in the GL.

To view only "outstanding" (unpaid) invoices sorted by due date, toggle the outstanding option on the top menu.

AP invoice Entry



Field Descriptions

Vendor
A pop-up screen displays if you type into the vendor number, click, or by the keyboard shortcut Ctrl+Enter. On the Vendor pop-up screen: you can select the vendor by typing the vendor number in the 1st entry box or by typing the name in the 2nd box, or by selecting the vendor with the mouse or up/down arrow keys. Click on the selected vendor or press Enter when the selected vendor is

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highlighted. Or Esc to leave a previously entered vendor unchanged.

Typing the vendor number in the 1st entry box sorts the list by number and selects the first vendor number matching the characters entered. Typing the vendor name in the 2nd entry box sorts the list by name and selects the first vendor name matching the characters entered.

On the Vendor pop-up screen you can select Vendor Type via the combobox at the right, so that only vendors of the selected type show. To deselect a vendor type and show all types, press Delete.

If this is a new vendor, click the 3-dots button to display the vendors screen, so the vendor can be added.

Invoice no.
Enter the invoice number from the vendor's invoice.

Purchase Order no.
Enter the purchase order number from the vendor's invoice (if desired).
Tip: If your company's policy is not to enter purchase order numbers, you can prevent this field from displaying via an option on Your Company.

Project No.
If this purchase was part of a Project, enter the project number here.

Description
Enter a description for this purchase (if desired). This defaults to the vendor default invoice description.
Tip: If your company's policy is not to enter invoice descriptions, you can prevent this field from displaying via an option on Your Company.

Amount
Enter the invoice amount from the vendor's invoice (which will be in the currency defined for this vendor).

Paid
This is the amount paid so far and is read-only. Payments are entered via AP Checks.

Owing
This is the amount owing and is read-only. It is the original invoice amount minus any payments and discount taken.

Invoice Date
Enter the invoice date from the vendor's invoice, or today's date depending on your company's policy. The invoice date defaults to today's date. The default due date will be based on the invoice date and the vendor's terms.
Tip: You can use the + or - keys to increase or decrease the date, or click the 3-dots button to select the date from a calendar.

Period
This is the fiscal period and year of the invoice, the period to which the expense should be applied. This defaults to the current calendar month, or the default period on Your Company if specified there. If your fiscal year doesn't end in December or your fiscal periods are not calendar months, you should set the default period regularly to help prevent data entry errors. Note: The year is entered as 2 digits and displayed as 4.

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Example: 11 2001 entered as 11 01

Due Date
This is the date when the invoice becomes eligible for payment if using the AutoCreate feature on the AP Checks. However invoices can be paid anytime if the "manual" option is selected instead of AutoCreate. The default due date is based on the invoice date and the vendor's terms (default number of days to due date).
Tip: You can use the + or - keys to increase or decrease the date, or click the 3-dots button to select the date from a calendar.

Discount %
This defaults to the vendor's terms (discount %). If this doesn't match the terms on the invoice, either change it here or click the 3-dots button beside the vendor name to display the vendors screen, so the new data can be entered. Note: If no discount is specified on the vendor, this field will be read-only on the invoice.

Discount Date
The discount date is based on the invoice date and the vendor's terms (discount days) and is read-only. If the invoice is paid on or before this date, the discount (if any) will be taken.

Discount
The discount amount is based on the invoice amount and discount %, and is read-only. If the invoice is paid on or before the discount date, the discount (if any) will be taken.

Amounts and GL Accounts
Enter the amount for each GL account. The sum of the GL amounts must equal the invoice amount, otherwise an error message displays. This is to ensure the GL amounts are entered correctly.

If the invoice has GST or VAT tax, enter the total GST or VAT to the GL account for "GST/VAT Receivable" (called "receivable" since you receive a credit from the government). Other non-refundable taxes, such as PST, should be pro-rated and combined with the purchase cost of the products or services and entered to those expense or inventory GL accounts.

Tip: You can display a pop-up menu with options for New (line) and Delete (line) by right-clicking on the grid.

GL account numbers are not entered directly on the invoice screen, but instead selected on pop-up screens which display if you type into the account number columns: main account and optional subaccounts (if used), or by clicking on the "3 dots" button in the columns, double-clicking in the columns, or by the keyboard shortcut Ctrl+Enter.

On the GL Account or Subaccount pop-up screen: you can select the account by typing the account number in the 1st entry box or by typing the name in the 2nd box, or by selecting the account with the mouse or up/down arrow keys. Click on the selected account or press Enter when the selected account is highlighted. Or Esc to leave a previously entered account unchanged.

Typing the account number in the 1st entry box sorts the list by account number and selects the first account number matching the characters entered.

Typing the account name in the 2nd entry box sorts the list by account name and selects the first account name matching the characters entered.

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On the GL Account (main) pop-up screen you can select account type (revenue or expense, etc.) via the combobox at the right, so that only accounts of the selected type show. To deselect an account type and show all types, press Delete.

On the Subaccount pop-up screen there is a checkbox to allow deselecting a subaccount since subaccounts are optional. Checked = subaccount used. Unchecked = no subaccount. This is automatically checked when a subaccount is selected. To clear a previously selected subaccount: uncheck the checkbox and press Enter.

12.2.4 Vendors

Vendors

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Located under the Purchasing | Vendors Menu.

The Vendors screen displays vendors in a list showing basic contact info and amount owed.

To add a new vendor: click the New button. Or New Vendor on left sidebar.
To edit a vendor: double-click the vendor. Or select the vendor and press Enter.
To delete a vendor: select the vendor and click the Delete button.

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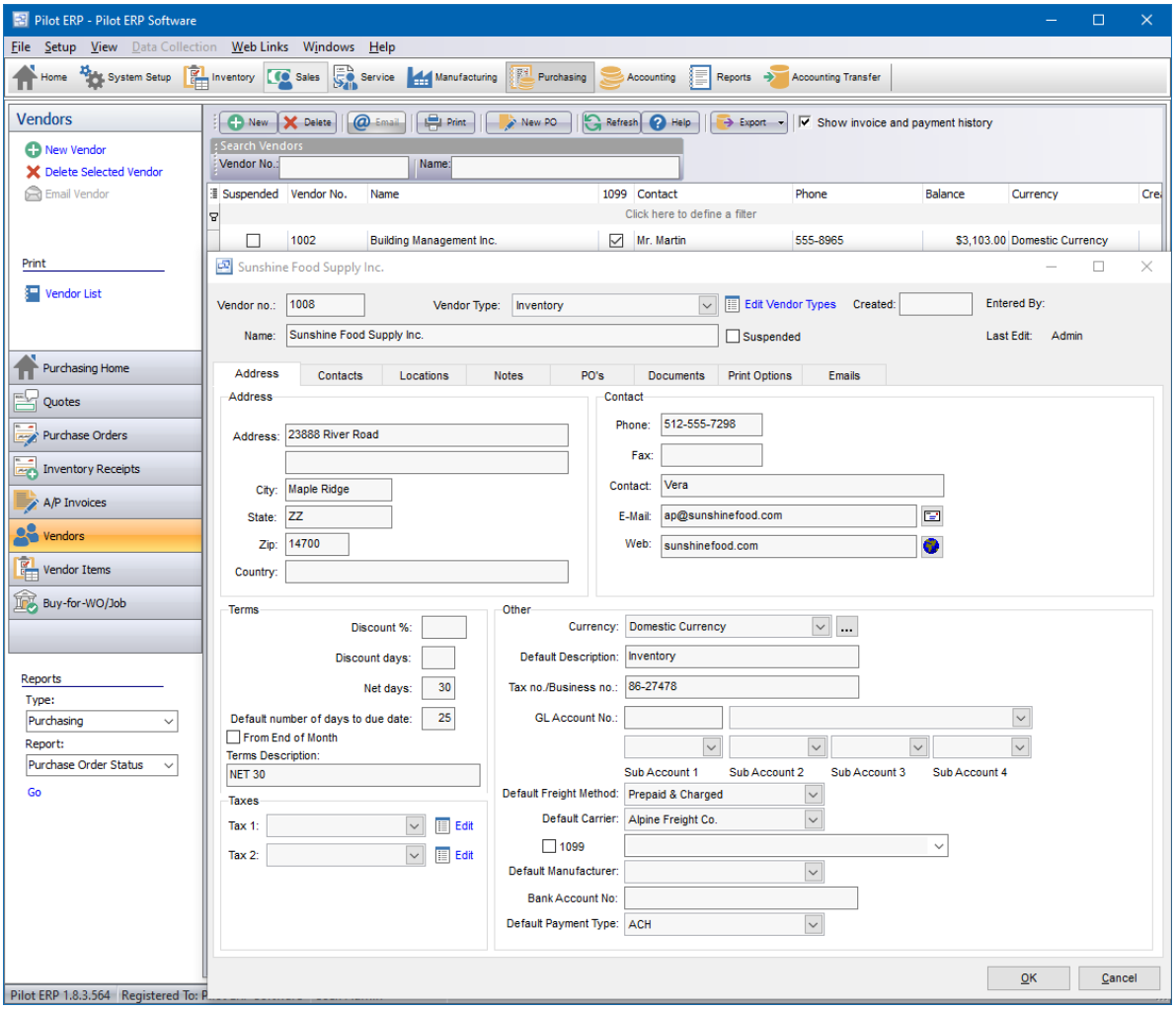

You can select a vendor with the mouse or by the keyboard via the Page Up/Down and arrow keys. Or click the Find button, then enter the vendor no. or select the vendor name from the drop down list. Tip: You can enter the 1st letters of the vendor name then press the down arrow.

The menu has options to

- sort the list by vendor no. or name
- display invoices for a selected vendor
- display Checks for a selected vendor
- refresh the data displayed to show changes entered by other users, etc.
- print the list

Tip: To display invoices or Checks for a vendor, phone, or send e-mail (via your e-mail program): select the vendor, then right-click to display a pop-up menu.

Vendor no.

Vendors can be accessed by number or name. Vendor no. is useful if you have multiple vendors with the same name, such as branches of the same company, or a large number of vendors. When setting up a new vendor, the program assigns a default vendor number which you can then change if desired. At any time you can change the vendor number and any history (invoices, Checks, etc.) will

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automatically still be linked to the vendor.

Suspended
Check here to prevent further invoices from being entered for this vendor.

Name
Vendor's name.

Address
Vendor's address.

Phone
Main phone number. Additional phone numbers can be specified on the Contacts tab. You can phone the vendor by clicking the phone button or by right-clicking on the vendors, invoices, or Checks screens.

Fax
Main fax number. Additional fax numbers can be specified on the Contacts tab.

Contact
Main contact's name. Additional info and contacts can be specified on the Contacts tab.

E-Mail
Main e-mail address. E-mail addresses for other contacts can be specified on the Contacts tab. You can send e-mail (via your e-mail program) to the vendor by clicking the e-mail button or by right-clicking on the vendors, invoices, or Checks screens.

Web Page
URL of vendor's web page. You can connect to this page (via your web browser) by clicking the adjacent browser button.

Discount %
Default discount %. When entering new invoices this displays as the initial discount %. The discount amount on an invoice is calculated using the discount % rather than keyed directly.
Example: 2 2%

Discount days
Default number of days from invoice date to discount date. When entering invoices the system uses this to calculate the default discount date, which you can then change if required. When paying invoices the check date is compared to the discount date to determine whether the discount can be taken.
Example: 10 If invoice date is 5th May, then default discount date is 15th May.

Net days
This is the vendor's requested terms and is used for informational purposes only.
Example: 30 Net 30 days.

Default number of days to due date
Default number of days from invoice date to due date. When entering invoices the system uses this to calculate the default due date, which you can then change if required. When paying invoices the optional AutoCreate New Checks feature uses due date to determine which invoices to pay.
Example: 25 If invoice date is 5th May, then default due date is 30th May.

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Terms Description
If a description is entered, this prints on the purchase orders and quotes as the terms. If nothing is entered into the description, the system generated terms display based on the terms settings

Currency
Select the currency of this vendor's invoices. If you need to add a new currency to the drop down list, click the "3 dots" button. On new vendors this defaults to the default currency on Your Company.

Vendor Type
Select the Vendor Type for this vendor, if desired, or press Delete to remove a previous selection. If you need to add a new type to the drop down list, click the adjacent button. Vendor Types are used to group vendors. Example: Inventory, Shipping, Admin, etc. This facilitates selecting vendors using the vendor search, and printing reports sorted and/or summarized by vendor type.

Default Description
Default invoice description. When entering new invoices this displays as the initial invoice description. If you do not want to record invoice descriptions you can suppress this field via Your Company preferences.

Tax no./Business no.
Some jurisdictions require that you store the vendor's tax number or business number, such as GST Registration no. in Canada. This is used for informational purposes only.

Default Freight Method
Select the default Freight method for this vendor. The freight method will automatically copy to all new Purchase Quotes and Orders for this vendor. You may change the freight method on the PO and Quote.

Default Carrier
Select the default Carrier for this vendor. The carrier selected here will automatically copy to all new Purchase Quotes and Orders for this vendor. You may change the freight method on the PO and Quote.

GL Account No.
Select the default GL Account Number and Sub Account Numbers (if applicable) for this vendor. The default GL Account number will automatically be used in all new AP Invoices for this vendor. You will be able to change the GL Account number when entering the AP Invoice.

Contacts
Use the New, Edit, and Delete buttons to add, modify, and delete contacts for this vendor. Right-click on a contact to make a phone call or send e-mail (via your e-mail program).

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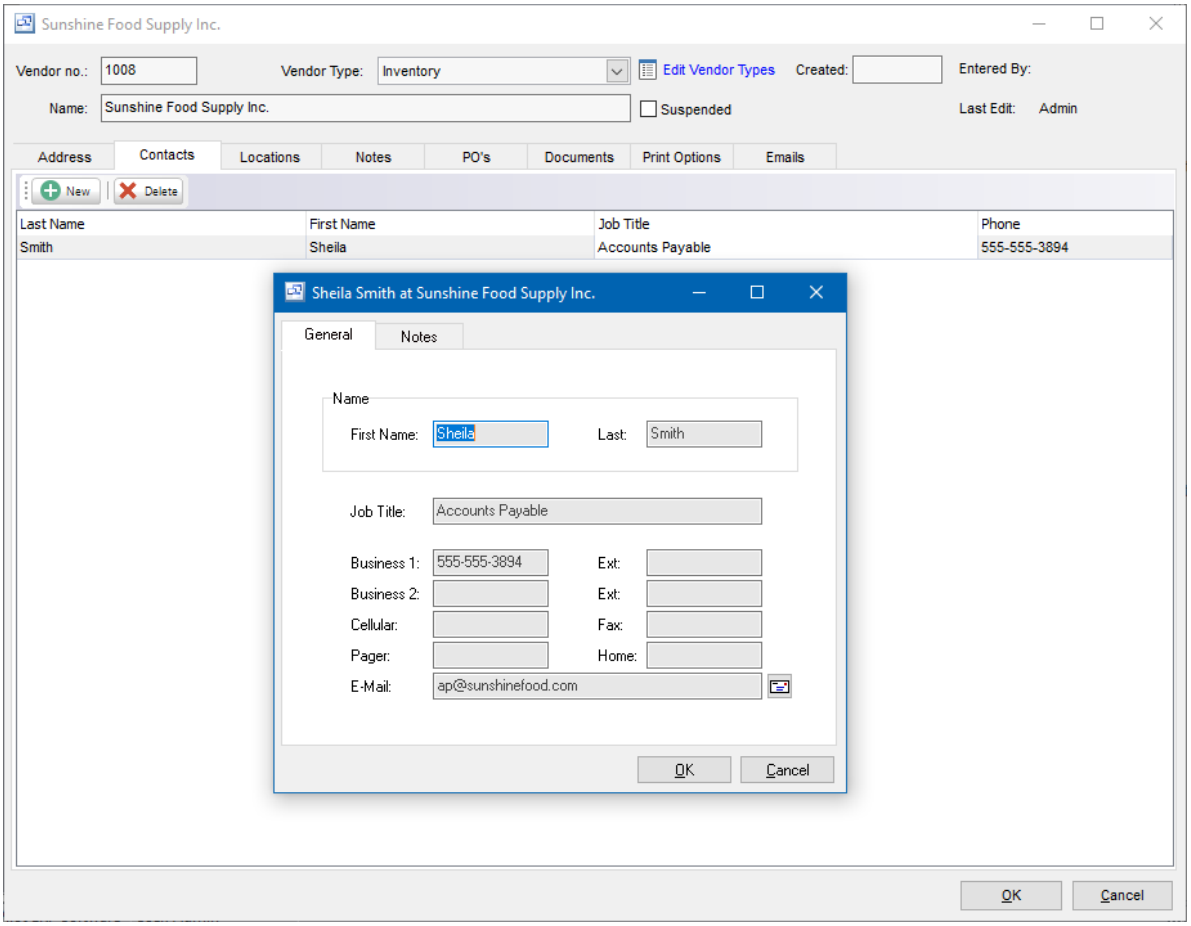
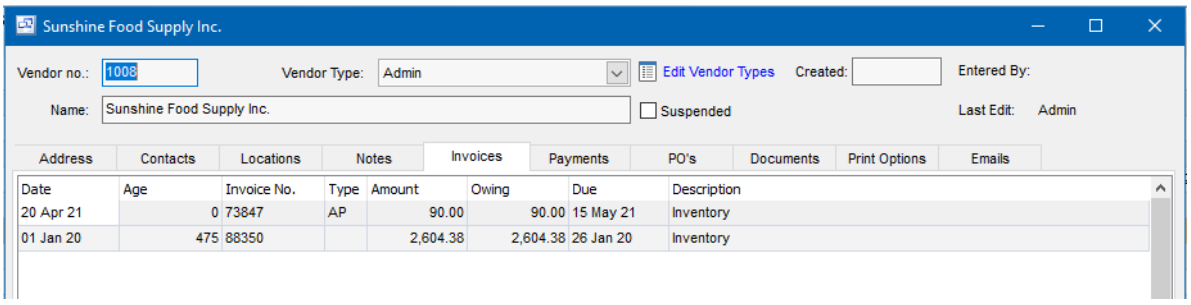


Notes
Enter any notes you wish to record here. Right-click to toggle Word Wrap. These notes can also be added to the purchase quote, purchase order and receipts forms.

Invoices
Posted Invoices for the Vendor display here. Double click to view the invoice.



Payments

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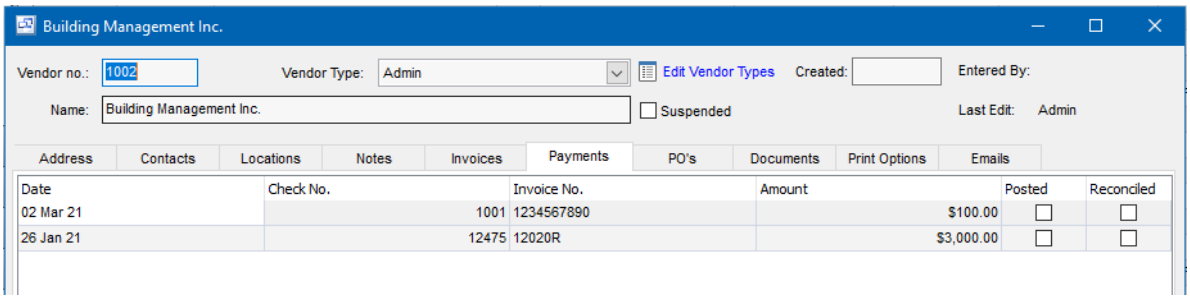
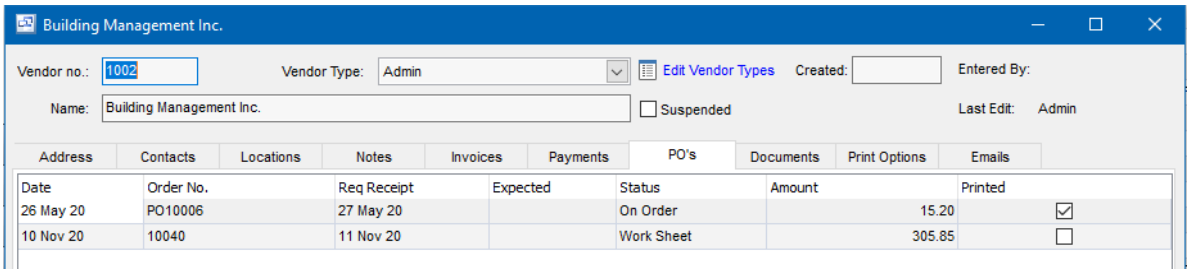
View any check or payment to this vendor through the Payments tab.



PO's

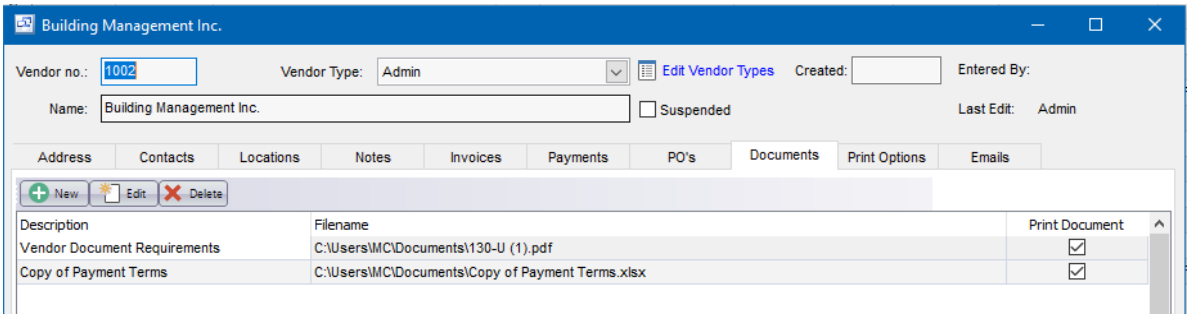
View all Purchase Orders for this Vendor through the PO's tab.



Documents

Attach documents, images and any other file that pertains to the Vendor. Any vendor document requirements can be listed and attached. There is a "Print Document" option available if you want the document or image to automatically print with an associated Purchase Order.

This also allows purchasing and accounting to organize documents related to vendors directly through pilot and allow them to quickly find and view this information.



Print Options

The Print Options screen allows you to select customized print forms for Purchase Quotes and Purchase orders. If your vendor requires a layout or information different from your standard printed purchase order, you can modify a customized version of the standard PO form through the Report Designer and assign that custom PO form to the vendor in this screen.

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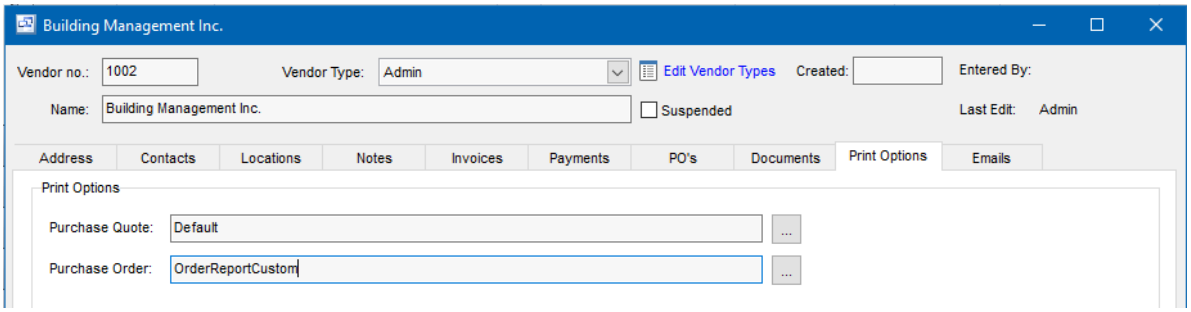
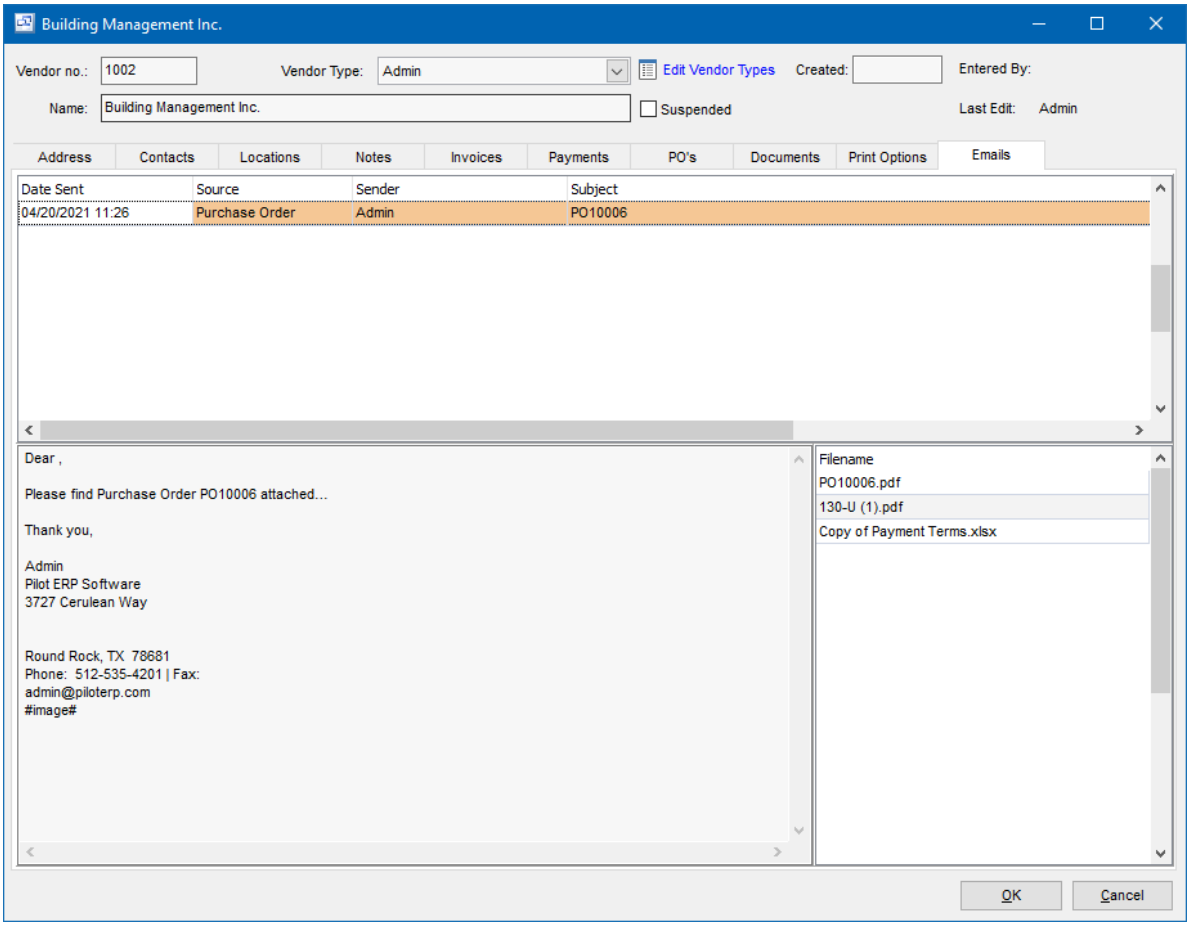


Emails

The emails tab shows all emails sent to the vendor through Pilot. It includes the date sent, source (i.e. Purchase Order, Vendor screen), sender, recipients email, subject, body of the email and any attachments. This shows all emails sent from any user in Pilot ERP.



12.2.5 Vendor Items

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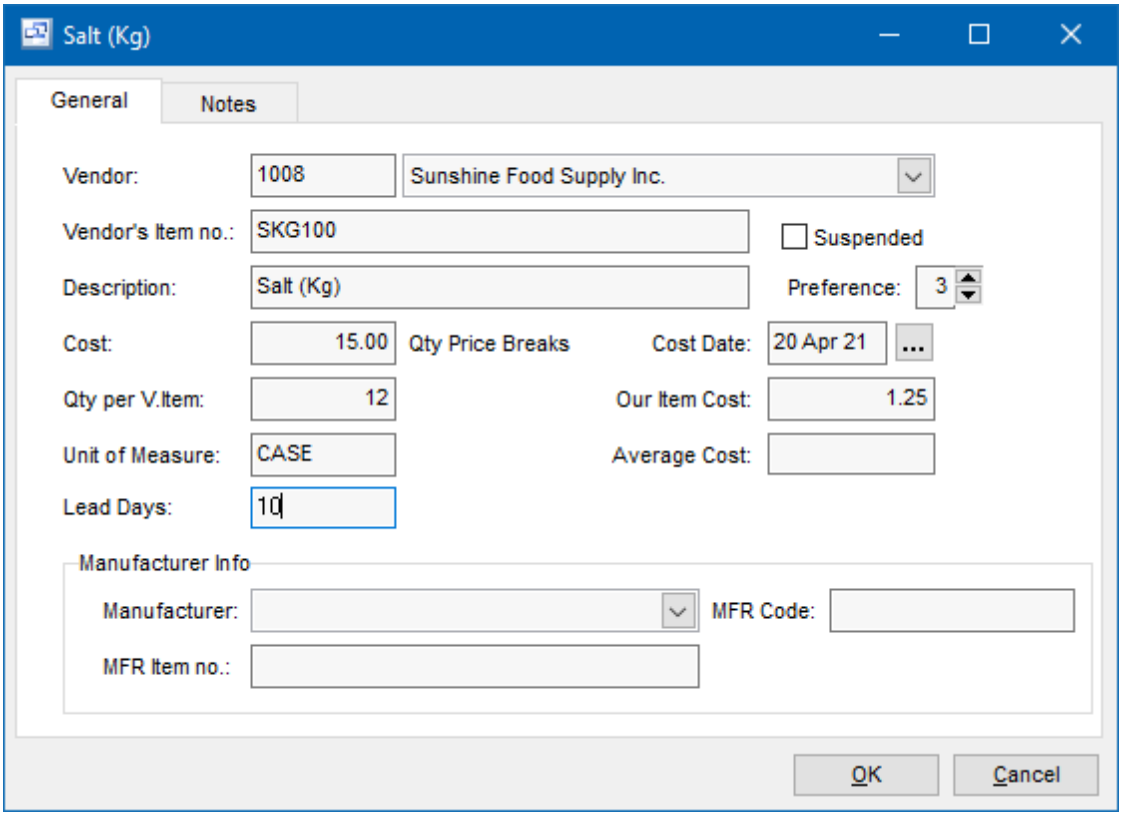
Purchasing | Vendor Items

The Vendor Items screen displays vendor items in a list showing vendor, vendor's item no., description, preference, cost in vendor's currency, cost date, quantity of our item per vendor's item, our item number and description, and cost converted to domestic currency and our unit of measure.



Purchase orders have the vendor's item no. and description, and may be a different unit of measure from your item. The Vendor Item table stores your item number and description for each vendor item, and the quantity of your item per vendor's item. example 12 if the vendor sells the item by the case of 12. You can specify alternate vendors and/or sizes for purchasing each of your items, view unit costs converted to your currency and unit of measure, and indicate your preference.

To add a new vendor item: click the New button. Or menu Records | New.
To edit a vendor item: double-click the item. Or select the item and press Enter or click the Edit button. Or menu Records | Edit.
To delete a vendor item: select the item and click the Delete button. Or menu Records | Delete.

You can select a vendor item with the mouse or by the keyboard via the Page Up/Down and arrow keys. Or click the Find button, then enter the vendor's item no. or select the vendor's item description from the drop down list. Tip: You can enter the 1st letters of the vendor's item description then press the down arrow. Also you can filter the list to show only vendor items for a selected item and/or vendor.

The menu has options to

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- filter the list by specifying selection criteria such as vendor, our item, or "suspended"
- sort the list by vendor's item no., description, or preference
- copy a vendor item (all data except vendor's item no.)
- display the vendor for a selected vendor item
- display the item for a selected vendor item
- display inventory totals for a selected item
- display inventory history (transactions) for a selected item
- refresh the data displayed to show changes entered by other users, etc.
- print the list

Tip: To phone the vendor, or send e-mail (via your e-mail program), or display inventory totals or history for an item: select the vendor item, then right-click to display a pop-up menu.

Item
A pop-up screen displays if you type into the item number, click, or by the keyboard shortcut Ctrl+Enter. On the Item pop-up screen: you can select the item by typing the item number in the 1st entry box or by typing the description in the 2nd box, or by selecting the item with the mouse or up/down arrow keys. Click on the selected item or press Enter when the selected item is highlighted. Or Esc to leave a previously entered item unchanged.

Typing the item number in the 1st entry box sorts the list by number and selects the first item number matching the characters entered. Typing the item description in the 2nd entry box sorts the list by description and selects the first item description matching the characters entered.

On the Item pop-up screen you can select Item Type via the combobox at the right, so that only items of the selected type show. To deselect an item type and show all types, press Delete.

If this is a new item, click the 3-dots button to display the items screen, so the item can be added.

Vendor
A pop-up screen displays if you type into the vendor number, click, or by the keyboard shortcut Ctrl+Enter. On the Vendor pop-up screen: you can select the vendor by typing the vendor number in the 1st entry box or by typing the name in the 2nd box, or by selecting the vendor with the mouse or up/down arrow keys. Click on the selected vendor or press Enter when the selected vendor is highlighted. Or Esc to leave a previously entered vendor unchanged.

Typing the vendor number in the 1st entry box sorts the list by number and selects the first vendor number matching the characters entered. Typing the vendor name in the 2nd entry box sorts the list by name and selects the first vendor name matching the characters entered.

On the Vendor pop-up screen you can select Vendor Type via the combobox at the right, so that only vendors of the selected type show. To deselect a vendor type and show all types, press Delete.

If this is a new vendor, click the 3-dots button to display the vendors screen, so the vendor can be added.

Vendor's Item no.
Enter the vendor's item no. This will print on purchase orders, rather than our item no.

Description
The default description for this vendor item. You can override this when entering purchase orders or

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receipts.

Preference
Optionally enter a number to indicate preferred vendor and/or size (item). 1 = Highest. Default is 3.
Tip: You can use the + or - keys to increase or decrease. Or use the up and down arrows.

Suspended
Check here to prevent further purchase orders from being entered for this vendor item.

Cost of Vendor's Item
Enter the cost of the vendor's item in the vendor's currency. This is the default cost when entering purchase orders. You can override this on the purchase order or on the receipt(s).

Cost Date
The date when the vendor's cost was last obtained. This defaults to today's date anytime the cost is changed.
Tip: You can use the + or - keys to increase or decrease the date, or click the 3-dots button to select the date from a calendar.

Quantity per Vendor's Item
Conversion factor: quantity of our item per vendor's item.
Example 1: If you sell bottles of pop and purchase them in cases of 12, then enter 12.
Example 2: If you sell bottles and purchase by the bottle, enter 1.

Cost of Our Item
Our item cost is calculated based on the vendor's item cost, currency exchange rate, and quantity of our item per vendor's item. To compare costs for multiple vendor's and/or sizes, you can filter the list to show only vendor items for a selected item. You can then sort the list by Preference if desired.

Notes
Enter any notes you wish to record here.

12.2.6 Buy for WO/Job

The Buy for WO/Job displays open work orders which may need purchase orders created. This is a separate screen to allow purchasing to create PO's using the Buy for WO/Job option without giving them access to the Work Order or the Service Jobs screens.

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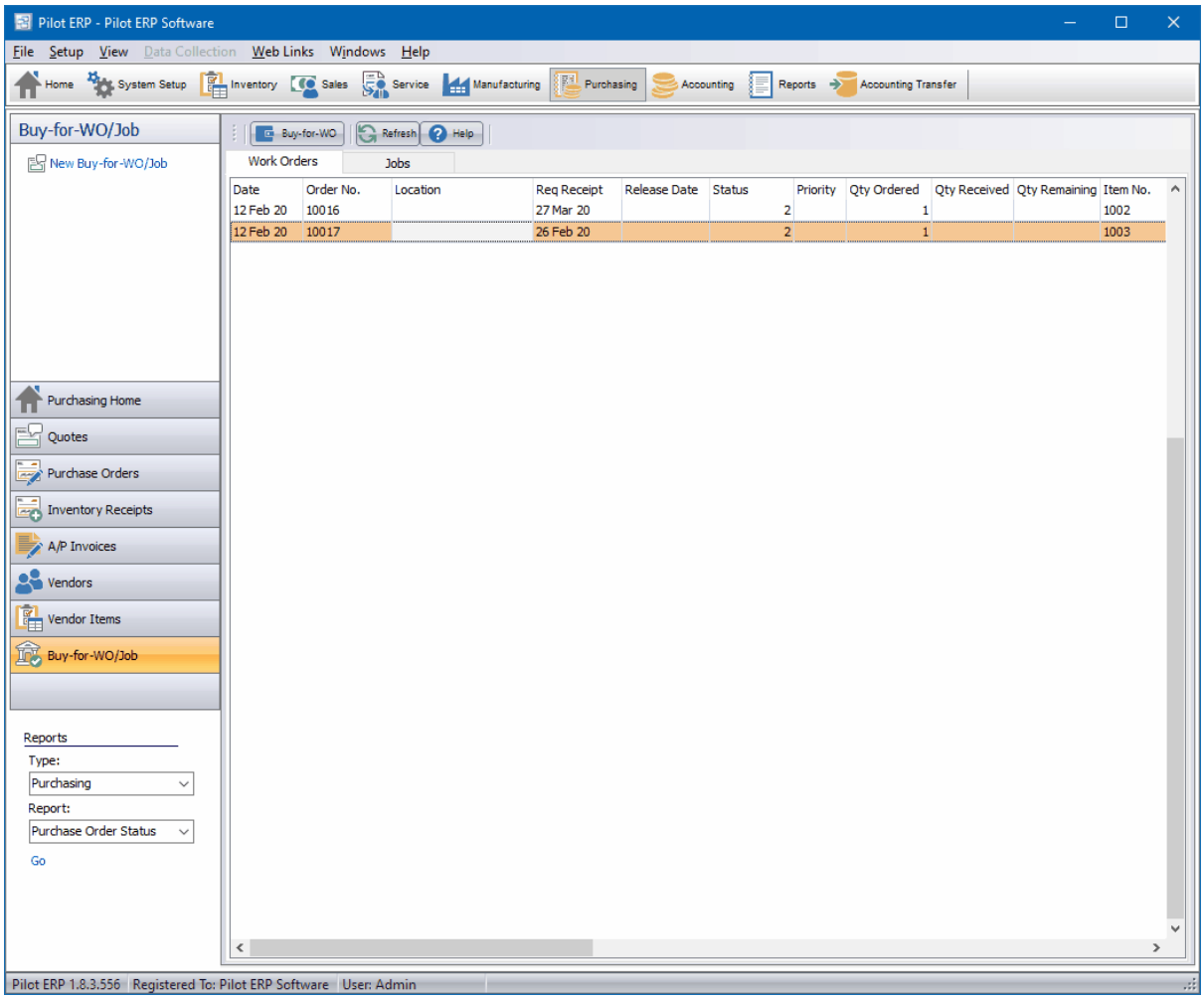

12.3 Purchase Orders Reports

Purchase Orders Reports

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Purchase Orders | Reports

Purchase Order Status
This report shows the status of purchase orders, date ordered, requested receipt date and whether received yet. The receipt date and receipt no. print for each receipt. The report may be filtered to show only purchase orders for a selected status (work sheet, on order, completed, cancelled), vendor or item.

Purchase Order Detail
This report shows purchase orders with items, quantity ordered, received, and quantity on back-order. The report may be filtered to show only purchase orders for a selected status (work sheet, on order, completed, cancelled), vendor or item.

Quantity Available (MRP)
This report shows current inventory levels and extrapolates into the future as the inventory is depleted by sales orders, increased by purchase orders, manufactured goods increased by manufacturing

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orders, and materials (raw materials, packaging materials, and intermediate items) depleted by usage for manufacturing orders. The report highlights if the current inventory level or future inventory level will fall below the Minimum Quantity specified for each item.

It is used for MRP (Material Requirement Planning) for materials required for production, for scheduling manufacturing (together with the resource scheduling reports), shipping of sales orders, and purchasing. The report may be filtered to show only data for a selected item type or item, or only items below minimum.

Tip: You can extend the range of this report by entering “dummy” sales orders and manufacturing orders to show forecasted future demand, planned production, and resulting material requirements.

Lists
These list screens have a print option, and can be filtered and sorted in different sequences.
Purchase Orders
Receipts

Other
An ODBC driver is available (free upon request for end-user versions of Pilot) for creation of custom reports via MS Access or Crystal Reports, mail merge with MS Word, and to import Pilot data to MS Excel, etc.

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13 Accounting

13.1 Accounting Overview

Accounting Overview

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The General Ledger system tracks budget and actual financial data in order to produce financial statements such as an Income Statement and Balance Sheet, the Trial Balance Report, General Ledger Report, GL Totals Screen, GL History Screen, and the Bank Book.

Data is passed to the GL system from the AP and AR automatically via Journal Vouchers with expenses and revenues converted from foreign currency to domestic currency. *"You can trade globally in multiple currencies while your books remain in domestic currency".* For more info on multi-currency operation see Multi-currency Overview.

Data is keyed directly to the GL system via Journal Vouchers to record
- initial entry of opening balances
- bank charges and interest
- depreciation
- corrections and adjustments to previous GL transactions
- purchase of foreign currency
- foreign currency AP, AR, and bank balances conversion to domestic currency
- inventory accrual for goods received but not yet invoiced, WIP, etc. See Inventory.

See Examples of Journal Vouchers.

Year-end closing entries are generated by the system.

GL account numbers are comprised of the main account and 3 optional subaccounts, which can be used for branch, division, department, project, product group or whatever. These don't have to be built into the main GL account number. So for data entry, when selecting the main account (responsibility) you don't have to scroll past all the various subaccounts. Nor do you have to set up every combination of main and subs that will occur. And financial statements can be run for selected subaccounts without having to set up separate statement formats. For example an income statement (profit and loss) for product group "Frozen Pies", and/or division "West", etc. Or select no subs to get a summary consolidated report.

A subaccount can apply to any GL account, not just one. So for example, a business that sells musical instruments could have a subaccount for instrument type: drums, guitars, keyboards. Revenues and expenses could then be tracked by instrument type and this would facilitate financial statements by type (drums only, guitars only) or summarized (all instrument types) using the same financial statement and selecting instrument type when they select the report. So they could see the profitabillity of the drums side of the business, or guitars, etc. The same could apply to department, branch, division, project, etc.

So instead of just main accounts:
4000 Sales
5000 Cost of Goods Sold
5126 Advertising

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You could use a subaccount for instrument type:
10 Drums
20 Guitars
30 Keyboards

And therefore the following GL accounts would be possible:
4000-10 Sales - Drums
4000-20 Sales - Guitars
4000-30 Sales - Keyboards
5000-10 Cost of Goods Sold - Drums
5000-20 Cost of Goods Sold - Guitars
5000-30 Cost of Goods Sold - Keyboards
5126-10 Advertising - Drums
5126-20 Advertising - Guitars
5126-30 Advertising - Keyboards

Where 4000, 5000, and 5126 are main accounts and 10, 20, and 30 are subaccounts. Note: Each subaccount only has to be defined once (not for every account) and can be used for any GL account.

GL Accounts
Journal Vouchers
Budget
GL Totals
GL History
GL Reports

13.2 GL Accounts

GL Accounts

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Accounting menu.

The GL Accounts screen displays accounts in a list showing account no., name, and type.

Your GL accounts are often referred to as your chart of accounts. They are used to record revenue and expenses, and the increases and decreases of your assets, liabilities and owner's equity.

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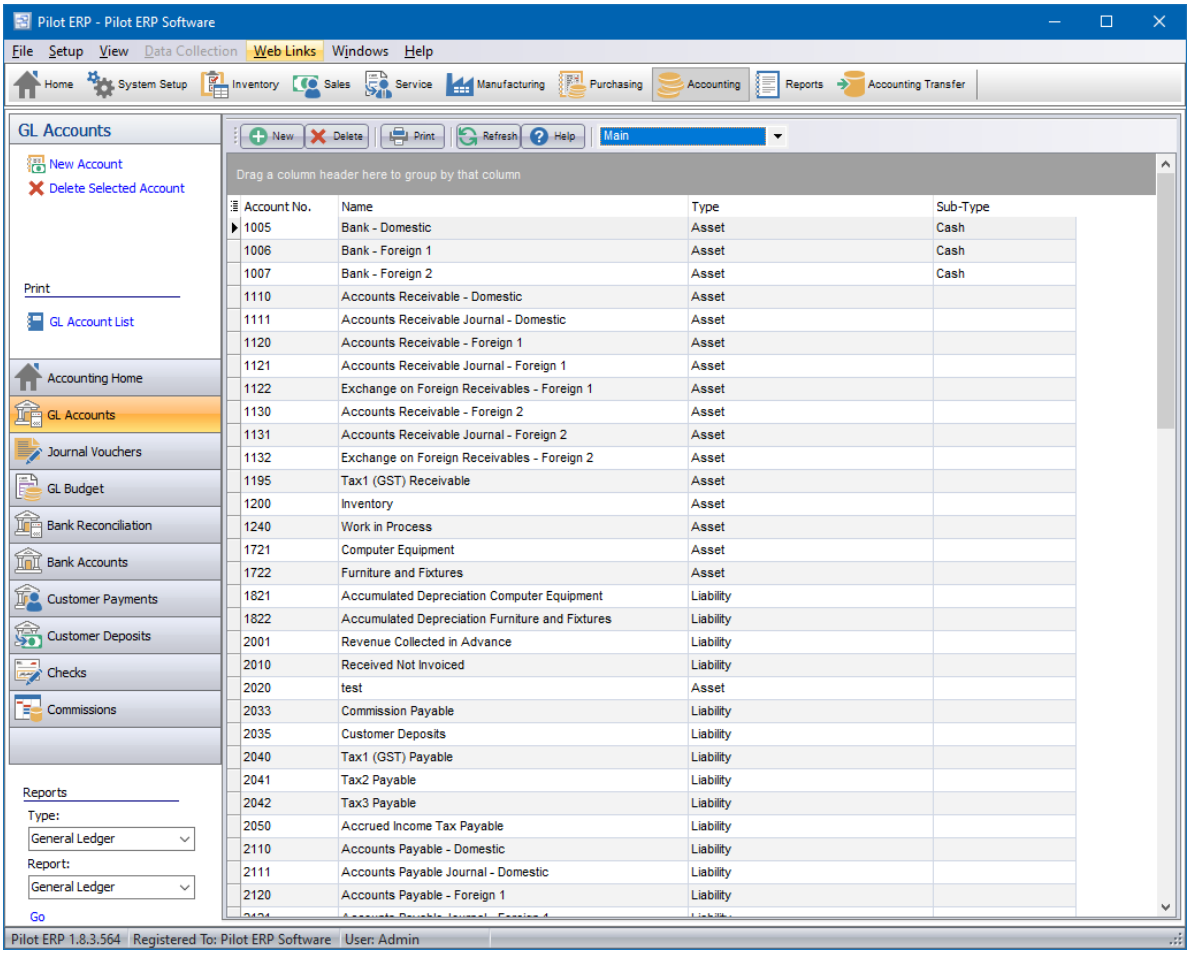

GL account numbers are comprised of the main account and 3 optional subaccounts, which can be used for branch, division, department, project, product group or whatever. These don't have to be built into the main GL account number. So for data entry, when selecting the main account (responsibility) you don't have to scroll past all the various subaccounts. Nor do you have to set up every combination of main and subs that will occur. And financial statements can be run for selected subaccounts without having to set up separate statement formats. For example an income statement (profit and loss) for product group "Frozen Pies", and/or division "West", etc. Or select no subs to get a summary consolidated report.

GL account numbers and names displayed on reports and non-entry screens are comprised of the main account and subaccounts separated by hyphens (-).
For example: 1200-10-95-1 Inventory - Department Ten - Frozen Pies - West

A subaccount can apply to any GL account, not just one. So for example, a business that sells musical instruments could have a subaccount for instrument type: drums, guitars, keyboards. Revenues and expenses could then be tracked by instrument type and this would facilitate financial statements by type (drums only, guitars only) or summarized (all instrument types) using the same financial statement and selecting instrument type when they select the report. So they could see the profitabillity of the drums side of the business, or guitars, etc. The same could apply to department, branch, division, project, etc.

So instead of just main accounts:

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4000 Sales
5000 Cost of Goods Sold
5126 Advertising

You could use a subaccount for instrument type:
10 Drums
20 Guitars
30 Keyboards

And therefore the following GL accounts would be possible:
4000-10 Sales - Drums
4000-20 Sales - Guitars
4000-30 Sales - Keyboards
5000-10 Cost of Goods Sold - Drums
5000-20 Cost of Goods Sold - Guitars
5000-30 Cost of Goods Sold - Keyboards
5126-10 Advertising - Drums
5126-20 Advertising - Guitars
5126-30 Advertising - Keyboards

Where 4000, 5000, and 5126 are main accounts and 10, 20, and 30 are subaccounts. Note: Each subaccount only has to be defined once (not for every account) and can be used for any GL account.

On the GL Accounts screen toolbar there is a combobox to select Main or Subaccount1, 2, or 3. You can use this to change the list to show subaccounts and the New, Edit, Delete buttons to apply to subaccounts rather than the main account.

To add a new account: click the New button. Or menu Records | New.
To edit an account: double-click the account. Or select the account and press Enter or click the Edit button. Or menu Records | Edit.
To delete an account: select the account and click the Delete button. Or menu Records | Delete.

You can select an account with the mouse or by the keyboard via the Page Up/Down and arrow keys. Or click the Find button, then enter the account no. or select the account name from the drop down list. Tip: You can enter the 1st letters of the account name then press the down arrow.

The menu has options to
- filter the list by specifying selection criteria such as type (asset, liability, etc.)
- sort the list by account no. or name
- display totals for a selected account
- display history (transactions) for a selected account
- refresh the data displayed to show changes entered by other users, etc.
- print the list

Tip: To display totals or history for an account: select the account, then right-click to display a pop-up menu.

GL Account Types
Sample Chart of Accounts

Account no.

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Accounts can be accessed by number or name. The financial statements print summarized data based on user-defined ranges of account numbers. Therefore it is convenient, though not essential, for account numbers to be assigned in ranges.
Example: 5110 Auto Supplies, 5111 Office Supplies, 5112 Courier, 5113 Telephone, etc.

Note: You can change the account number and the history will automatically still be linked to the account, but you will have to adjust the account ranges on the financial statements.

Suspended
Check here to prevent further transactions from being entered for this account.

Name
The account name.
Example: Charitable Donations

Type
Account Type: Asset, Liability, Revenue, Expense, or Equity.

On the equity account that is used for prior years retained earnings, check the Retained Earnings checkbox. At year-end the program will move the net of revenues and expenses to this account. Current year retained earnings is not a separate account.. it is the net of the current year revenue and expense accounts.

Notes
Enter any notes you wish to record here.

13.2.1 GL accounts Types

GL Account Types

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GL Accounts are segregated into the following types:

Revenue Accounts
Sales - Goods or services sold to your customers.

Expense Accounts
Telephone, Courier, Office supplies, etc. - Expenses incurred while doing business.

Asset Accounts
Cash - It includes coins, currency, Checks, and postal and bank money orders. The balance shows both the cash on hand and that on deposit in the bank.
Accounts Receivable - Goods and services are often sold to customers on the basis of a promise of future payment. Accounts receivable are increased by sales on credit and are decreased by customer payments. Since it is necessary to know the amount currently owed by each customer, a separate record must be kept of each customer's purchases and payments. As well, the total of all those increases and decreases is kept in one account called Accounts Receivable.
Inventory - Items purchased for resale.
Equipment - Increases and decreases in such things as computers, desks, machinery, etc. are commonly recorded in accounts called Computer equipment, Office equipment, Machinery and

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Equipment etc.

Liability Accounts
Accounts Payable - An account payable is an amount owed to a creditor. Accounts payable result from the purchase of merchandise, supplies, equipment, inventory, and services on credit. Since it is necessary to know the amount owed each creditor, an individual record must be kept of the purchases from and the payments to each. As well, the total of all those increases and decreases is kept in one account called Accounts Payable.
Taxes Payable - Income tax and sales taxes collected on behalf of your government.

Equity Accounts
The total of the equity accounts is called Owners' Equity. For a corporation this is called Shareholders ' Equity; for a partnership, Partners' Equity; and for a sole proprietorship, Proprietor's Equity. Tip: Owners' Equity always equals total assets minus total liabilities.
Capital Stock - Shareholders' equity in a corporation represented by transferable certificates showing shares of ownership.
Contributed Capital - Amounts invested by the owner(s).
Retained Earnings - Accumulated earnings, less accumulated losses and dividends. On the equity account used for prior years retained earnings, check the Retained Earnings checkbox. At year-end the program will move the net of revenues and expenses to this account. Current year retained earnings is not a separate account.. it is the net of the current year revenue and expense accounts. The balance sheet includes both prior years retained earnings and current year retained earnings. In the sample data the Equity line specifies the account range 3110 to 9999, thereby including 3110 Prior Years Retained Earnings and 3111 to 9999 which includes all the expense and revenue accounts.

GL Accounts
Sample Chart of Accounts

13.2.2 Sample Chart of Accounts

Sample Chart of Accounts

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Account no.	Name	Type
1006	Bank	Asset
1112	Accounts Receivable	Asset
1113	Exchange on Foreign Receivables	Asset
1200	Inventory	Asset
1721	Equipment	Asset
1821	Accumulated Depreciation Equipment	Liability
2032	Accounts Payable	Liability
2034	Exchange on Foreign Payables	Liability
2040	Sales Tax Payable	Liability
2050	Income Tax Payable	Liability
3110	Proprietor's Capital or Retained Earnings	Equity
3111	Proprietor's Withdrawals or Salary	Expense
4000	Sales	Revenue
4999	Cash Discounts	Revenue
5000	Cost of Goods Sold	Expense

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5110	Auto Supplies	Expense
5111	Office Supplies	Expense
5112	Courier	Expense
5113	Telephone	Expense
5114	Postage	Expense
5115	Banking Charges	Expense
5116	Meals and Entertainment	Expense
5117	Travelling	Expense
5118	Professional Fees	Expense
5119	Business Taxes and Licenses	Expense
5120	Charitable Donations	Expense
5121	Courses and Training	Expense
5122	Dues and Memberships	Expense
5123	Magazines and Books	Expense
5124	Promo and Gifts	Expense
6000	Rent on Building	Expense
6001	Business Use of Home	Expense
6002	Electricity	Expense
6003	Insurance	Expense
6004	Water	Expense
6005	Property Taxes	Expense
7121	Depreciation Equipment	Expense
7130	Gain/Loss Disposal of Assets	Expense
7820	Misc Income and Expense	Expense
9020	Gain/Loss Foreign Exchange	Expense
9110	Income Tax Current Year	Expense
9025	Bad Debts	Expense
9030	Purchase Discounts	Expense

13.3 Journal Vouchers

Journal Vouchers

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Accounting menu.

The Journal Vouchers screen displays JVs in a list showing summary info including period, JV no., source, description, date, and amount.

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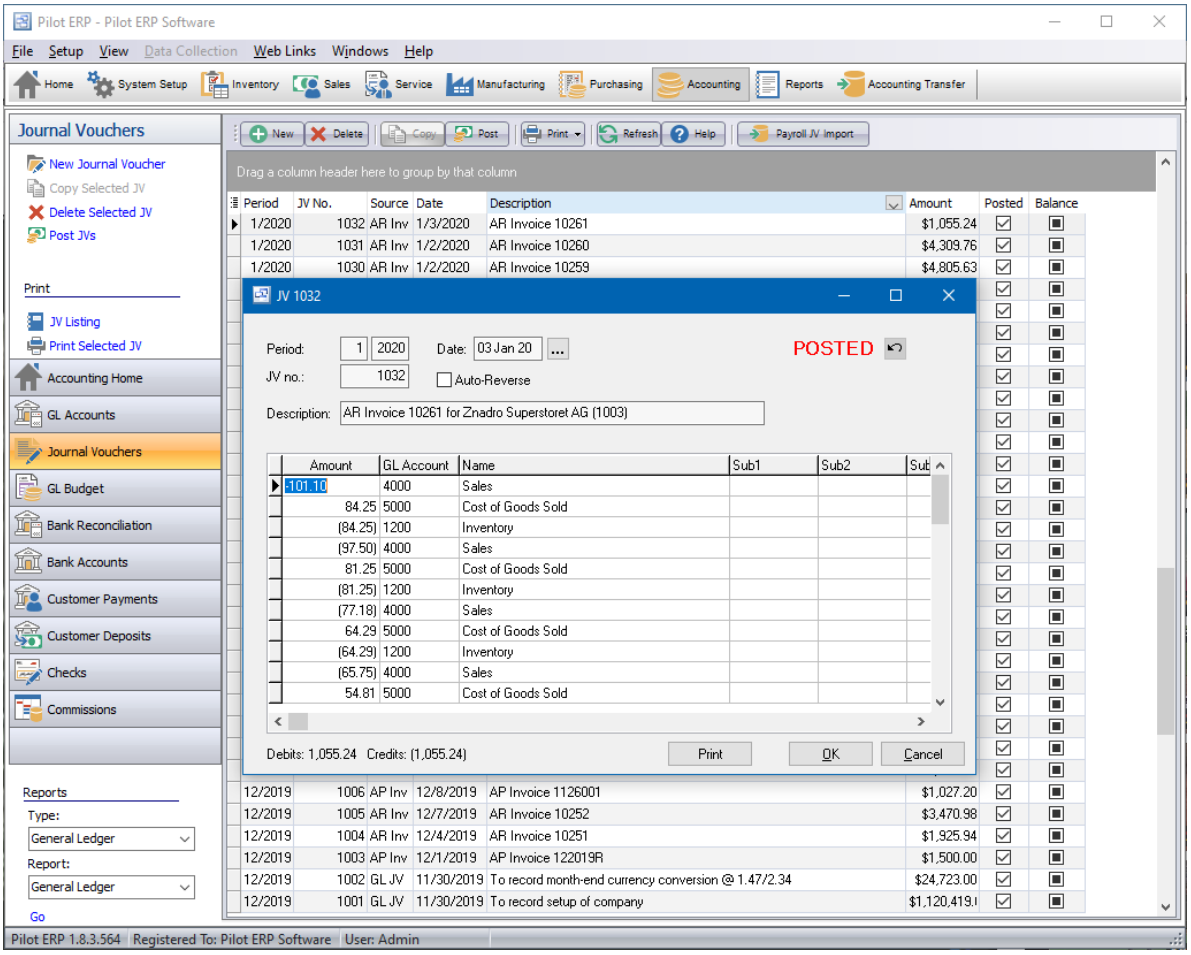

Data is passed to the GL system from the AP and AR automatically via Journal Vouchers with expenses and revenues converted from foreign currency to domestic currency. *"You can trade globally in multiple currencies while your books remain in domestic currency".*

Data is keyed directly to the GL system via Journal Vouchers to record

- initial entry of opening balances
- bank charges and interest
- depreciation
- corrections and adjustments to previous GL transactions
- purchase of foreign currency
- foreign currency AP, AR, and bank balances conversion to domestic currency

See Examples of Journal Vouchers.

To add a new Journal Voucher: click the New button.
To edit a Journal Voucher: double-click the JV. Or select the JV and press Enter or click the Edit button.
To delete a Journal Voucher: select the JV and click the Delete button.

You can select a Journal Voucher with the mouse or by the keyboard via the Page Up/Down and arrow keys. Or click the Find button, then enter the JV no and/or period. Selecting the JV only will find the 1st JV with that JV number. Selecting the period only will find the 1st JV in that period. Selecting JV no. and period will search on both.

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The menu has options to

- filter the list by specifying selection criteria such as source (AP Invoices, AR Payments, GL JVs, etc.)
- sort the list by period or JV no.
- copy a JV (all data except JV no., date and period, which default as per a new JV)
- refresh the data displayed to show changes entered by other users, etc.
- print the list
- print a selected JV
- post JVs (see notes following)

Journal vouchers are entered, then posted. Prior to posting, they may be edited or deleted. Posted JVs (except those from prior years or automatically created by AP or AR) can be unposted from the "Edit" screen if they need to be edited or deleted. Posting updates account totals and GL history. **To post JVs** use menu Records | Post or choose the Post option when closing the JVs screen.

Journal vouchers are also automatically created by posting AP invoices, AP Checks, AR invoices, and AR payments. These JVs must also be posted in the GL system. Posting these JVs is separate job because in a multi-user environment it is possible for this to conflict with other GL jobs such as printing financial statements. This minimizes the chance of the AP and AR posting jobs being unavailable. JVs created by other systems cannot be modified or deleted even prior to posting in the GL.

Period
This is the fiscal period and year of the journal voucher. This defaults to the current calendar month, or the default period on Your Company if specified there. If your fiscal year doesn't end in December or your fiscal periods are not calendar months, you should set the default period regularly to help prevent data entry errors. Note: The year is entered as 2 digits and displayed as 4.
Example: 11 2001 entered as 11 01

Date
The transaction date defaults to today's date.
Tip: You can use the + or - keys to increase or decrease the date, or click the 3-dots button to select the date from a calendar.

JV no.
The journal voucher number is used to identify the journal voucher, and shows on the GL History screen and on the General Ledger Report. When entering a new JV, the program assigns a default JV number which you can then change if desired.

Auto-Reverse
An auto-reversing JV is actually 2 JVs: you enter it as 1 JV but it is as if you entered two. You enter it as 1 JV with the Auto-Reverse checkbox checked. Then when you post it, it goes into the system as 2 JVs: one as you entered it, and another to the next period with the opposite amounts hitting the GL accounts. This saves you the bother of having to enter 2 JVs. Alternatively you could enter 2 JVs and ignore the "Auto-Reverse" feature.

An example of when you would reverse a JV in the next period is an "accrual", such as when you have received inventory but not yet received the AP invoice. You want the financial statements to reflect that you owe money, and you want to reset the books after the financial statements are printed (ie. in the next period) since the invoice will eventually arrive.

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Another example is the period-end conversion of foreign currency balances (such as foreign money in the bank, or receivables, or payables, etc.), where you want the foreign currency balances to show in domestic currency on the financial statements. Then you want the foreign balances reset back to the foreign currencies after the financial statements are printed (after period-end).

Description
The transaction description shows on the GL History screen and on the General Ledger Report.
Example: To record depreciation

Amounts and GL Accounts
Enter the amount for each GL account. Debits are keyed as positive numbers and credits are keyed as negative numbers.

Expense accounts are normally debits.	Example: $100 (expense incurred)
Revenue accounts are normally credits.	Example: -$100 (revenue earned)
Asset accounts are normally debits.	Example: $100 (money in bank)
Liability accounts are normally credits.	Example: -$100 (money owed)

The total debits must match the total credits.
Example: total debits = $200 and total credits = -$200

Tip: You can display a pop-up menu with options for New (line) and Delete (line) by right-clicking on the grid.

GL account numbers are not entered directly on the JV screen, but instead selected on pop-up screens which display if you type into the account number columns: main account and optional subaccounts (if used), or by clicking on the "3 dots" button in the columns, double-clicking in the columns, or by the keyboard shortcut Ctrl+Enter.

On the GL Account or Subaccount pop-up screen: you can select the account by typing the account number in the 1st entry box or by typing the name in the 2nd box, or by selecting the account with the mouse or up/down arrow keys. Click on the selected account or press Enter when the selected account is highlighted. Or Esc to leave a previously entered account unchanged.

Typing the account number in the 1st entry box sorts the list by account number and selects the first account number matching the characters entered.

Typing the account name in the 2nd entry box sorts the list by account name and selects the first account name matching the characters entered.

On the GL Account (main) pop-up screen you can select account type (revenue or expense, etc.) via the combobox at the right, so that only accounts of the selected type show. To deselect an account type and show all types, press Delete.

On the Subaccount pop-up screen there is a checkbox to allow deselecting a subaccount since subaccounts are optional. Checked = subaccount used. Unchecked = no subaccount. This is automatically checked when a subaccount is selected. To clear a previously selected subaccount: uncheck the checkbox and press Enter.

Posting

JV's must be posted to update the General Ledger reports. Click on the Post button at the top of the

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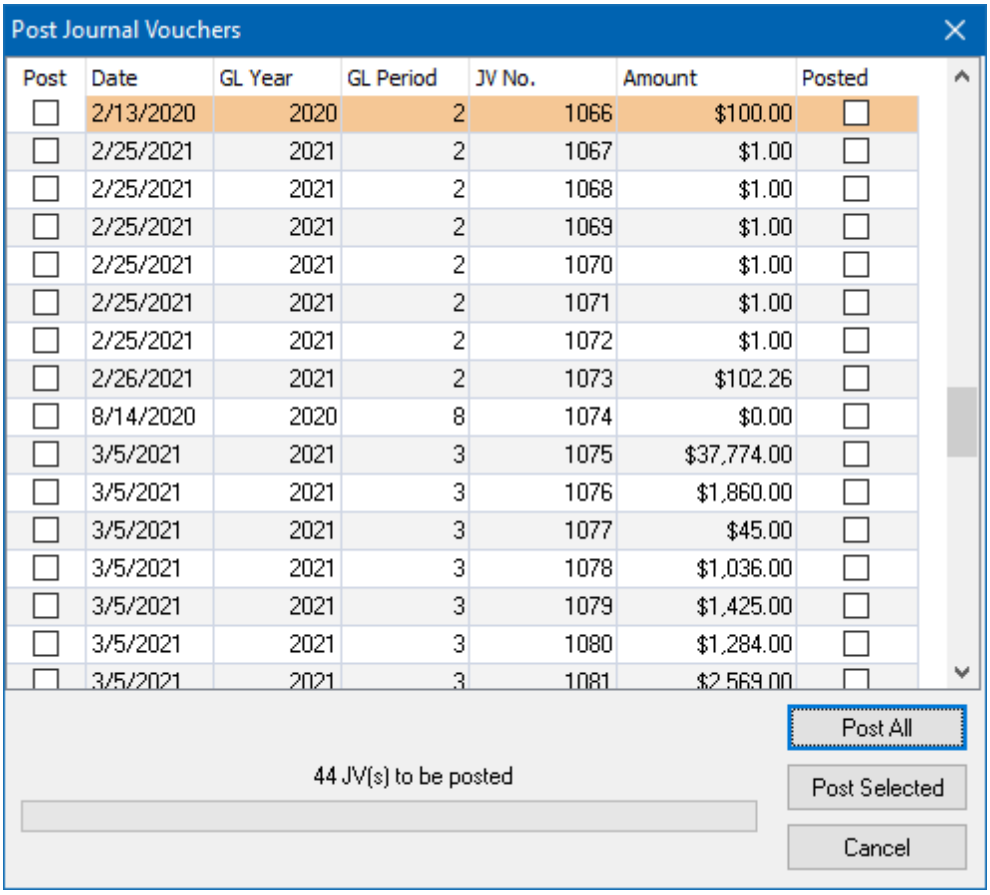
Journal Voucher page to open the posting screen. You can post individual JV's by checking the Post checkbox next to each JV and then clicking "Post Selected". To post ALL unposted JV's, click the Post All button.



13.3.1 Examples of Journal Vouchers

Examples of Journal Vouchers

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Conventions
Debits are keyed as positive numbers and credits are keyed as negative numbers.
Expense accounts are normally debits. Example: $100 (expense incurred)
Revenue accounts are normally credits. Example: -$100 (revenue earned)
Asset accounts are normally debits. Example: $100 (money in bank)
Liability accounts are normally credits. Example: -$100 (money owed)

Initial Entry of Opening Balances
This example shows a company starting Pilot ERP midway through the year.
Description: To record initial opening balances

$2000	Salary	Salary expense this year

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-$3000	Sales	Sales revenue this year
-$1000	Retained Earnings	Prior years revenue $5000 and expenses $4000
$1900	Bank	Money in the bank
-$100	Accounts Payable	Money owed by your company to vendors
$200	Accounts Receivable	Money owed to your company by customers

See Getting Started for more info on entry of opening balances.

Bank Charges and Interest
Description: To record bank charges and interest

$15	Bank Charges	Bank Charges expense account increased
$50	Misc Income and Expense	Interest charged: expense account increased
-$10	Misc Income and Expense	Interest earned: expense account decreased
-$55	Bank	Bank asset account is decreased

Corrections and Adjustments to Previous GL Transactions
This example corrects an error originally keyed on an AP invoice.
Description: To correct allocation of AP invoice no. 12345

-$10	Electricity	Incorrect expense account is decreased
$10	Office Supplies	Correct expense account is increased

Cost of Goods Sold (automatically created by AR system)
This records the cost of inventory sold (regardless of the price paid by the customer).
Description: To record cost of goods sold

$100	Cost of Goods Sold	Expense account is increased
-$100	Inventory	Inventory asset account is decreased

Depreciation
Description: To record depreciation

$100	Depreciation	Depreciation expense account is increased
-$100	Accumulated Depreciation	Balancing entry: credit to liability account

Purchase of Foreign Currency
The balance in your foreign currency bank account is low, so you transfer funds from your domestic currency account.
This example shows a Canadian company purchasing $200 US dollars for $280 Canadian.
Description: To record the purchase of US funds

-$280	Canadian Bank	Canadian Bank GL account is decreased

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$200	US Bank	US Bank GL account is increased
$80	Gain/Loss Foreign Exchange	Balancing entry: expense account

Foreign Currency AP, AR, and Bank Balances Conversion to Domestic Currency
Done each month-end before printing statements via automatically reversing JVs.
This example shows a Canadian company converting a $200 US bank balance to $260 Canadian (exchange rate is 1.3).
Description: To convert US bank balance to Canadian for reporting purposes

$60	US Bank	Balance of Bank GL account X (exchange rate - 1)
-$60	Gain/Loss Foreign Exchange	Opposite side of above entry: -$60 expense

This will convert the balance in a foreign payables GL account using today's exchange rate of 1.3 (in this example the balance of the AP GL account was -$100). The financial statements show the total liability by combining the balances of the exchange on foreign payables and foreign payables accounts.
Description: To convert US payables to Canadian for reporting purposes

-$30	Exchange on Foreign Payables	Balance of AP GL account X (exchange rate - 1)
$30	Gain/Loss Foreign Exchange	Opposite side of above entry: $30 expense

This will convert the balance in a foreign receivables GL account using today's exchange rate of 1.3 (in this example the balance of the AR GL account was $100). The financial statements show the total asset by combining the balances of the exchange on foreign receivables and foreign receivables accounts.
Description: To convert US receivables to Canadian for reporting purposes

$30	Exchange on Foreign AR	Balance of AR GL account X (exchange rate - 1)
-$30	Gain/Loss Foreign Exchange	Opposite side of above entry: -$30 expense

Accounts Payable Invoice (automatically created by AP system)
This example shows a Canadian company purchasing office supplies for $100 US dollars.
Description: AP Invoice 12489 for Acme Supplies (1001)

$130	Office Supplies	Expense account is increased
-$100	Accounts Payable	Liability account is increased (credit)
-$30	Gain/Loss Foreign Exchange	Balancing entry: expense account decreased (credit)

Accounts Payable check (automatically created by AP system)
This example shows a Canadian company issuing a check for $100 US dollars.
Description: AP check 25825 for Fast Courier (1002)

-$100	US Bank	Bank asset account is decreased (credit)

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$100	Accounts Payable	AP liability account is decreased (debit)

Accounts Receivable Invoice (automatically created by AR system)
This example shows a Canadian company selling goods for $100 US dollars.
Description: AR Invoice 10005 for ABC Wholesale (1002)

-$130	Sales	Revenue account is increased (credit)
$100	Accounts Receivable	AR asset account is increased (debit)
$30	Gain/Loss Foreign Exchange	Balancing entry: expense account increased (debit)

Accounts Receivable Payment (automatically created by AR system)
This example shows a Canadian company recording a payment for $100 US dollars.
Description: AR check 57894 for ABC Wholesale (1002)

$100	US Bank	Bank asset account is increased (debit)
-$100	Accounts Receivable	AR asset account is decreased (credit)

13.4 GL Budget

GL Budget

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Accounting menu.

The GL Budget screen displays budget records in a list showing GL account, fiscal year, and budgeted amounts for opening balance and net change for each period. Accounts which do not have any budget data are also included in the list.

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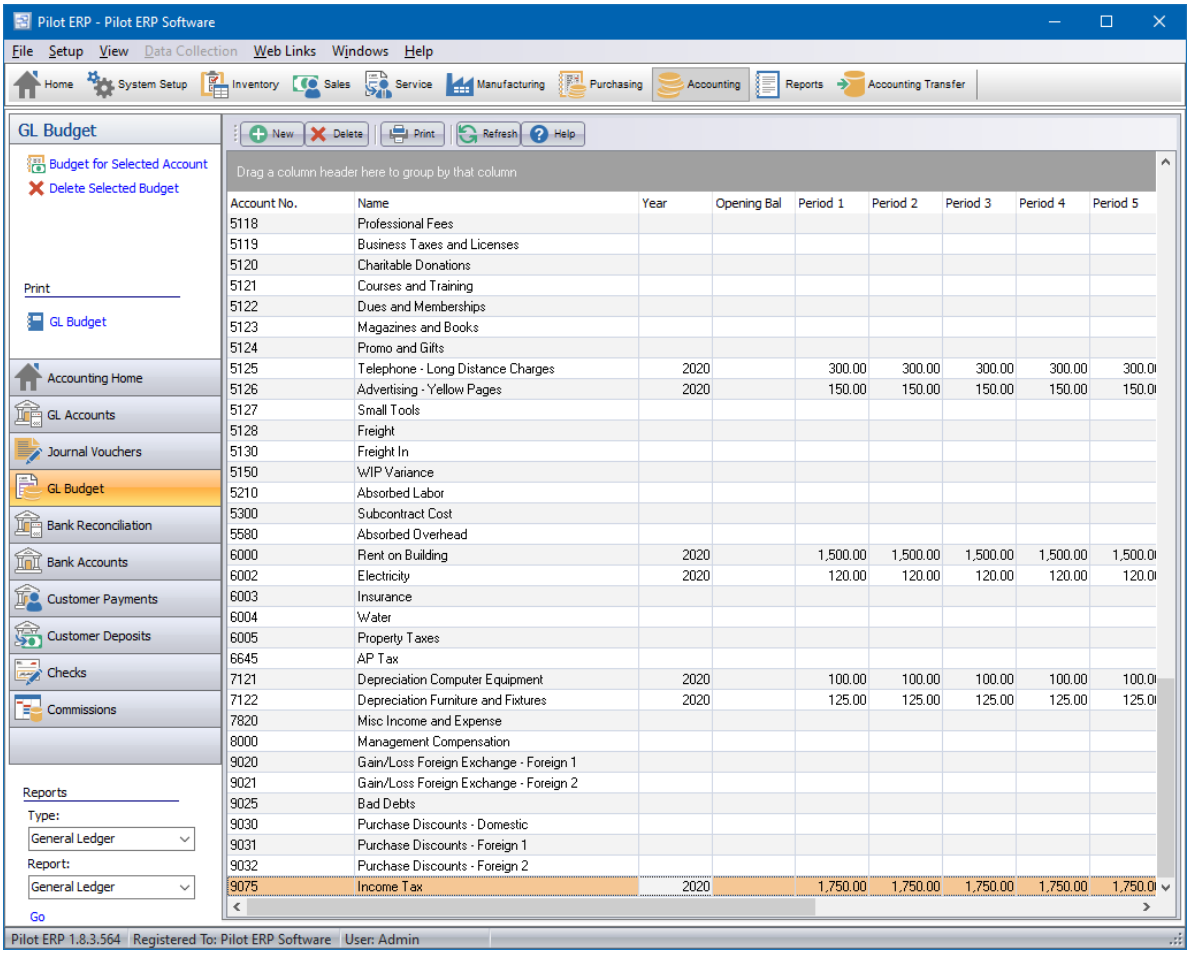

Budgeting is done at the GL account (main account and optional subaccounts) level. The budget is printed on the Trial Balance Report and is used for the Financial Statements.

To add a new budget record: click the New button. Or menu Records | New. The GL account of the selected record becomes the default on the new budget record, so you may find it convenient to select a record before clicking the New button.
To edit a budget record: double-click the record. Or select the record and press Enter or click the Edit button.
To delete a budget record: select the record and click the Delete button.

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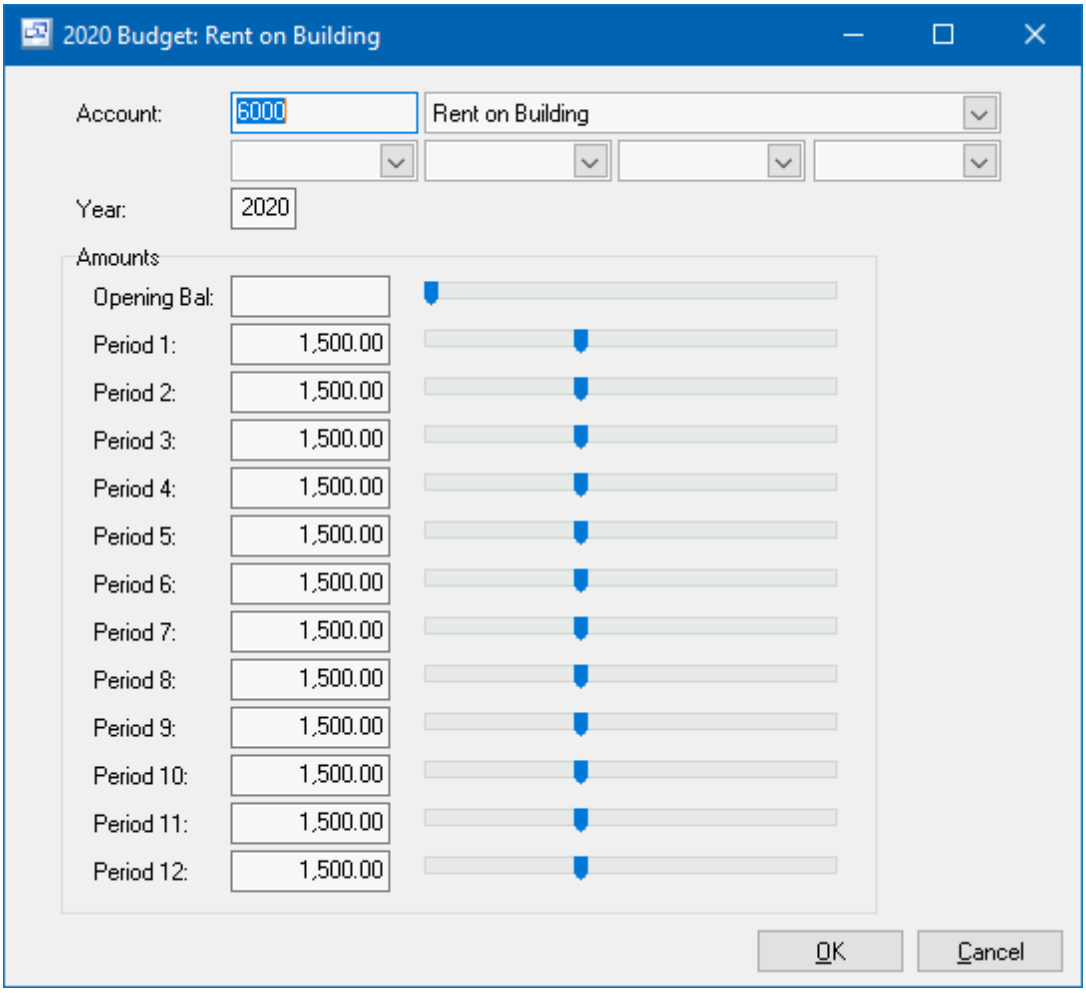

You can select a budget record with the mouse or by the keyboard via the Page Up/Down and arrow keys. Or click the Find button, then enter the account no. or select the account name from the drop down list. Tip: You can enter the 1st letters of the account name then press the down arrow. This selects the 1st budget record for that GL account, so if there is more than one you will also need to use the mouse or arrow keys.

The menu has options to

- filter the list by specifying selection criteria such as account type or fiscal year
- sort the list by account no. or name
- display totals for a selected account
- display history (transactions) for a selected account
- refresh the data displayed to show changes entered by other users, etc.
- print the list

Tip: To display totals or history for an account: select a record for the account, then right-click to display a pop-up menu.

The budget may be entered by either keying the opening balance and net change for each period or by moving the slider controls. Changing a slider position updates the corresponding amount and vice-versa.

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The sliders are normally moved with the mouse, but can also be adjusted via the arrow keys for fine tuning. The scale is initially set to $10,000 max, but is adjusted based on the amounts entered if you go back to edit an account.

As expense and asset accounts are normally debits (entered as positive amounts), the slider controls start at zero and increase as you move them to the right. To enter a credit for an expense or asset account you must key the amount, rather than use the slider.

As revenue, liability, and equity accounts are normally credits (entered as negative amounts), the slider controls start at zero and decrease as you move them to the right. To enter a debit for a revenue, liability, or equity account you must key the amount, rather than use the slider.

13.5 Bank Reconciliation

Bank Reconciliation

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Accounting | Bank Reconciliation

The Bank Reconciliation is used to verify that the bank GL account balance matches the bank stmt closing balance after adjusting for outstanding AR deposits and AP Checks, etc.

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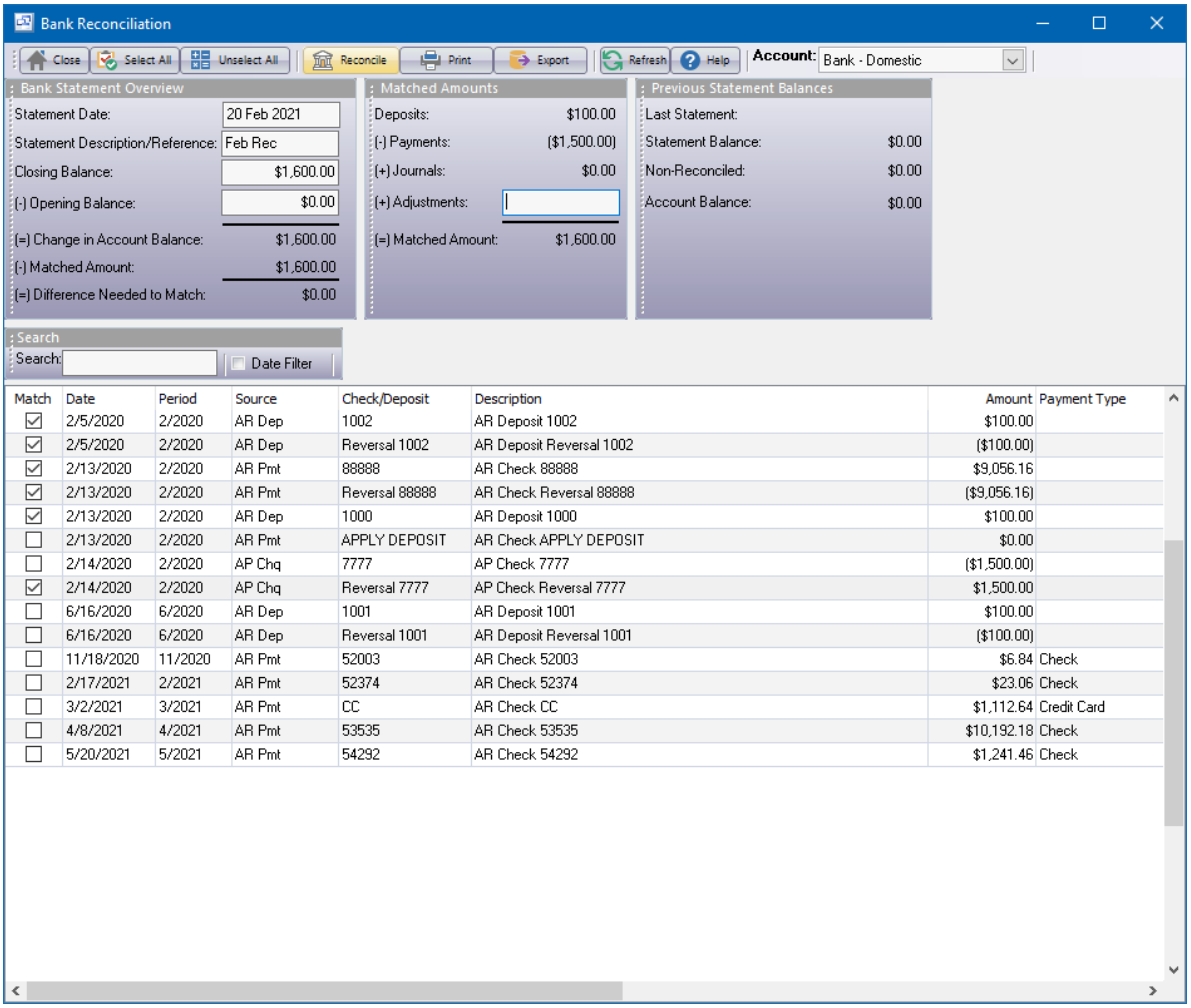

Select a bank account to display the bank balance, total of outstanding transactions, adjusted balance, and a list of transactions that haven't been previously reconciled.

Click to select each transaction that has cleared the bank (is no longer outstanding). This updates the total of the outstanding transactions and the adjusted balance.

If there are any bank charges or interest, etc. shown on the bank statement that haven't been entered to the computer, do this now by JV and then refresh the list by F5 or menu View | Refresh.

When the adjusted bank balance matches the bank statement closing balance press the Reconcile button to mark the selected transactions as reconciled. They will then be removed from the list.

At any time you can close this screen using the Close (Save) button. Transactions marked as selected will continue to be selected when you return.

You can reset all previously reconciled transactions by menu Records | Unreconcile All Previously Reconciled Transactions.

Tip: You can display the source transaction (AP Check, etc) or JV by right-clicking to display a pop-up menu.

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13.6 Bank Accounts

Bank Accounts

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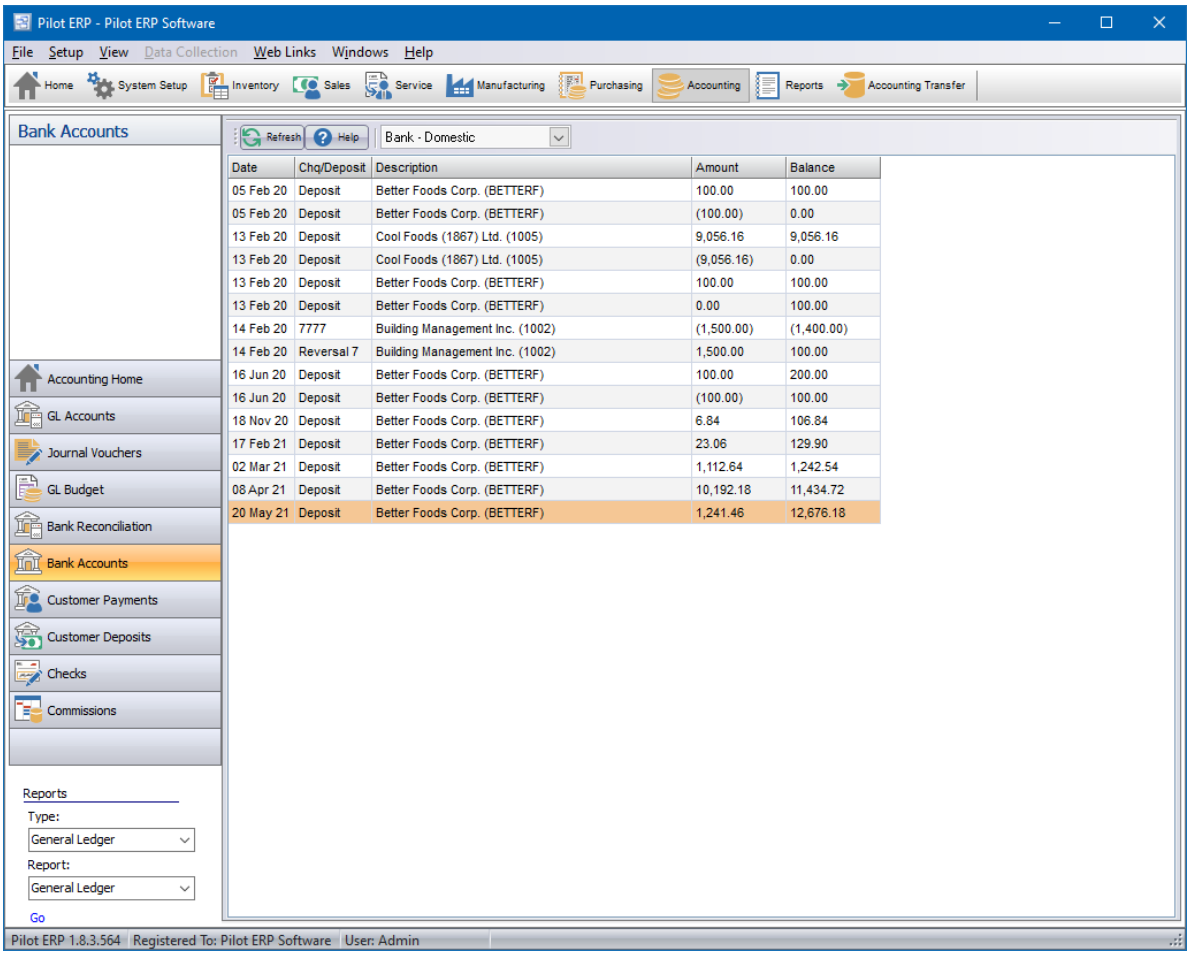
This screen shows transactions with a running balance for a selected bank account. This is based on posted GL transactions to the bank GL account, originating from AP Checks, AR payments, and GL journal vouchers for opening balance and bank charges, etc.

Only recent transactions are shown. To view previous transactions use the GL History.



13.7 Customer Payment

Customer Payment

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The Accounts Receivable system tracks customer invoices and payments.
When setting up customers you specify the currency, thereby setting the currency for their invoices. The Aged Receivables reports and AR Invoices screen allow currency selection, so you can see how much is owed to you in each currency. You set up at least one bank account for each currency. The Bank Book shows transactions and balances for each bank account. For more info on multi-currency operation see Multi-currency Overview.
Invoices are not purged when fully paid, but are instead retained for sales analysis reporting. Sales taxes are calculated automatically and are very flexible to facilitate VAT, GST, PST, HST, etc. in various countries. Invoices can be computer printed or hand-written. Invoices print on plain paper to facilitate faxing and to avoid the expense of pre-printed forms.
The “open item” method is used to apply payments against specific invoices. Adjustments, discounts, and write-offs can be entered when entering the payment info.
An integrated phone dialer is available by right-clicking on customers, invoices, or payments.
Data is passed to the GL system automatically via Journal Vouchers with revenues converted from foreign currency to domestic currency. "You can trade globally in multiple currencies while your books remain in domestic currency". GL accounts for AR, discounts, and gain/loss on foreign exchange are retrieved from the currencies table.

Customers
AR Invoices
AR Payments
Salesreps
Customer Types
Items
Price Lists
Prices
Taxes
AR Reports

13.7.1 AR Payments

Customer Payments

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Accounting menu.

The Customer Payments screen displays payments in a list showing summary info including payment date, customer, check no., and amount.

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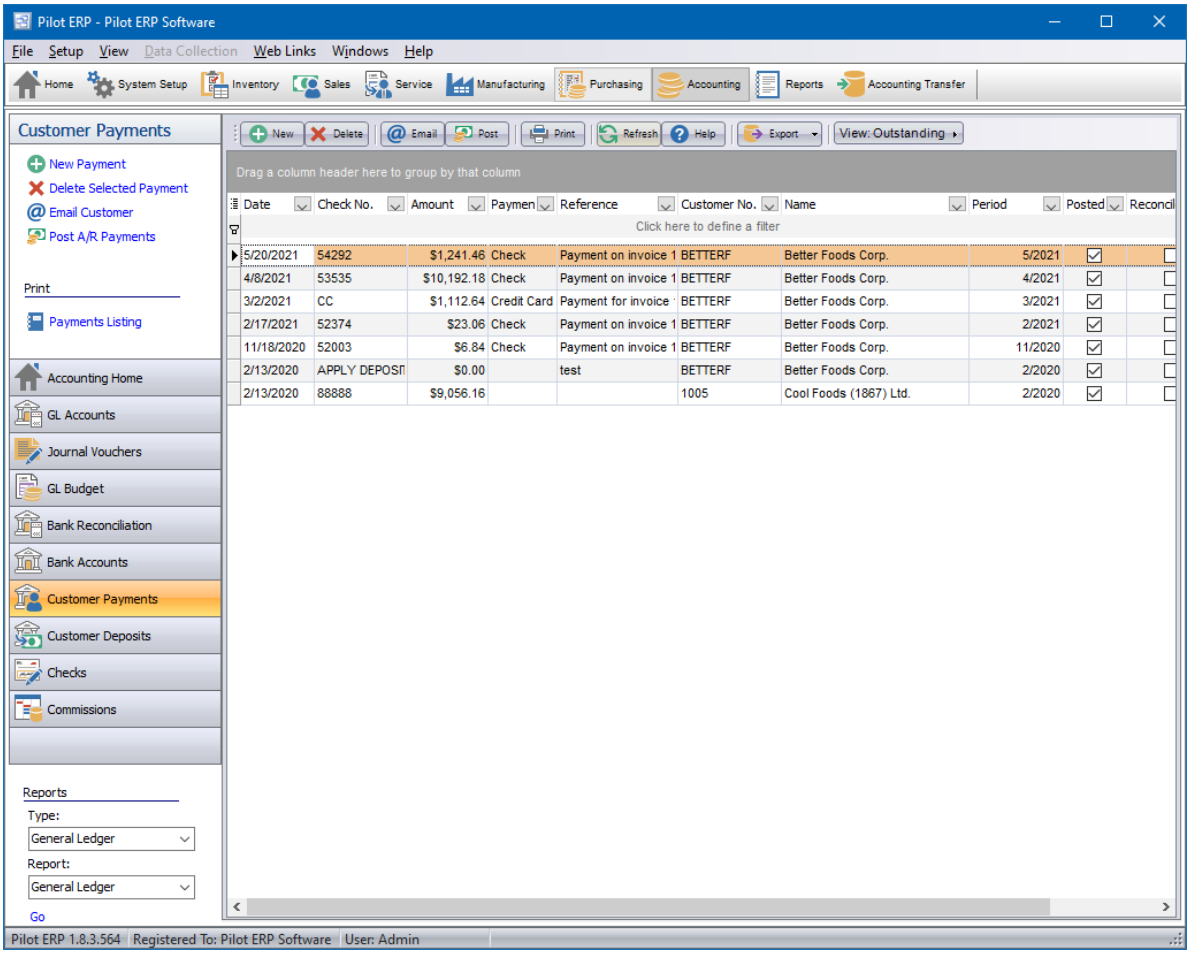

To add a new payment: click the New button.
To edit a payment: double-click the payment. Or select the payment and press Enter or click the Edit button.
To delete a payment: select the payment and click the Delete button.

You can select a payment with the mouse or by the keyboard via the Page Up/Down and arrow keys. Or click the Find button, then enter the customer no. or select the customer name from the drop down list, and/or enter the check no. Selecting the customer only will find the 1st check for that customer. Selecting the check only will find the 1st check with that check number. Selecting customer and check no. will search on both.

The menu has options to

- display outstanding (not reconciled) payments only
- filter the list by specifying selection criteria such as customer and currency
- sort the list by payment date (descending) or check no.
- display the customer for a selected payment
- refresh the data displayed to show changes entered by other users, etc.
- print the list
- reconcile or un-reconcile the selected payment (see notes following)
- post payments (see notes following)

Tip: To phone the customer, or send e-mail (via your e-mail program), or display the customer: select

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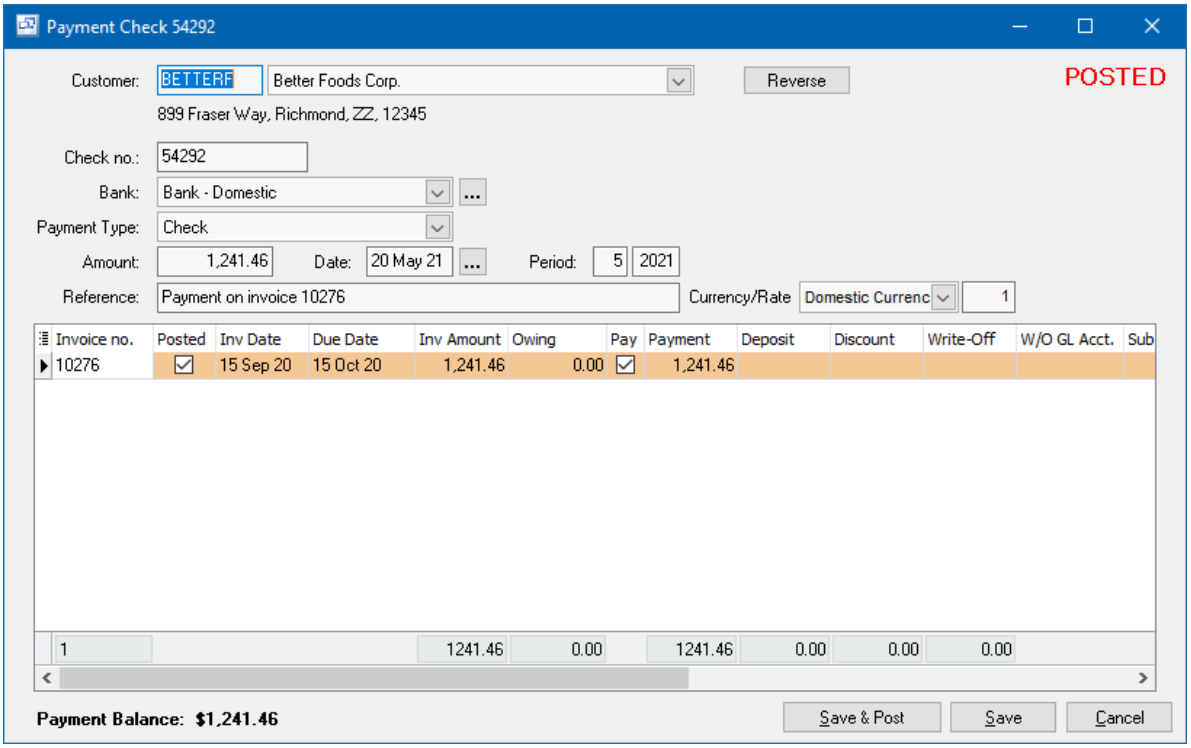
the payment, then right-click to display a pop-up menu.

Customer payments are entered, then posted. Prior to posting, they may be edited or deleted. To undo a payment after posting, you must "reverse" it (enter it again with the opposite amount). Tip: To select a previously paid invoice: right-click on the grid, then uncheck "Outstanding" on the pop-up menu. Posting updates customer balances, invoice balances, and creates general ledger journal vouchers to update the GL account totals and GL history. **To post payments** use the Post button on the top menu bar of the payments screen. Posting the JVs is a separate job because in a multi-user environment it is possible for this to conflict with other GL jobs such as printing financial statements. This minimizes the chance of the AR posting job being unavailable. JVs created by the AR system cannot be modified or deleted even prior to posting in the GL.

To reconcile payments (i.e. denote that they have appeared on a bank statement) use the Records menu or the pop-up menu available via the right mouse button. You may find it more convenient to view only "outstanding" (not reconciled) payments by toggling the option on menu View or using the shortcut Ctrl+O.

Payments are entered for invoices that have been previously entered to the system. When entering a payment you enter the check info and then select which invoice(s) it pays.



Customer
A pop-up screen displays if you type into the customer number, click, or by the keyboard shortcut Ctrl+Enter. On the Customer pop-up screen: you can select the customer by typing the customer number in the 1st entry box or by typing the name in the 2nd box, or by selecting the customer with the mouse or up/down arrow keys. Click on the selected customer or press Enter when the selected customer is highlighted. Or Esc to leave a previously entered customer unchanged.

Typing the customer number in the 1st entry box sorts the list by number and selects the first

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customer number matching the characters entered. Typing the customer name in the 2nd entry box sorts the list by name and selects the first customer name matching the characters entered.

On the Customer pop-up screen you can select Customer Type via the combobox at the right, so that only customers of the selected type show. To deselect a customer type and show all types, press Delete.

Check no.
Enter the check number from the customer's check. If payment was by cash or credit card you can enter "cash" or "Visa", etc. as the check no.

Bank
The bank (account) defaults to the 1st bank whose currency matches the customer. Select the bank from the list if it should be changed. If you need to add a new bank to the drop down list, click the "3 dots" button.
Tip: You can enter a few characters of the bank name, then use the down or up arrow keys if required.

Payment Amount
Optionally enter the check amount from the customer's check (or the total cash or credit card payment amount). If entered, the program checks that this matches the total of the invoice payment amounts to minimize the chance of data entry errors on the invoice lines. Alternatively you can leave this blank and the program will calculate the total amount.

Payment Date
Enter the check date from the customer's check. The check date defaults to today's date.
Tip: You can use the + or - keys to increase or decrease the date, or click the 3-dots button to select the date from a calendar.

Period
This is the fiscal period and year of the check (not the period to which the revenue should be applied, which is based on the invoice). This defaults to the current calendar month, or the default period on Your Company if specified there. If your fiscal year doesn't end in December or your fiscal periods are not calendar months, you should set the default period regularly to help prevent data entry errors. Note the year is entered as 2 digits and displayed as 4.
Example: 11 2001 entered as 11 01

Invoices to be paid
Select each invoice to be paid, and for each invoice, enter the payment amount (partial payments are allowed), any discount for early payment, and any write-off amount. This is most easily done via a pop-up menu (displayed by right-clicking on the grid) with the following options

- Pay + no discount
- Pay + take discount
- Pay + take discount if eligible
- Write-off (entire amount owing)

Discount amount and eligibility is based on invoice amount and date, and the customer terms at the time the invoice was entered.

To select previously fully paid invoices, you need to deselect the "Outstanding" option via the pop-up menu. This would be necessary in order to undo (by entering an opposite transaction) a previously posted payment (since you can't delete it). Or if a customer makes a payment and there are no outstanding invoices, you can apply the payment to a previously fully paid invoice. Then in the future, when there is an outstanding invoice, you can move the payment to it by entering the payment amount

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to the new invoice and a negative payment to the overpaid invoice.

You can use the down arrow or PageDown to move to the next line, or press Enter on the invoice no. field to move directly to the payment amount, which can be a partial payment or overpayment, as well as the exact amount. In the case of an overpayment, you can resolve this on a future payment by applying the amount overpaid to another invoice (by entering a negative payment amount to the overpaid invoice to bring the balance to zero, and applying that amount to another invoice). Or you can refund the customer the excess by an AP check, and enter a negative write-off amount to the overpaid invoice to bring the balance to zero.

The sum of the payment amounts must equal the check amount, otherwise an error message displays. This is to ensure the payment amounts are entered correctly. Alternatively, if the check amount is left blank, the program calculates it from the payment amounts and displays a message for verification when the OK button is pressed.

Tip: The write-off amount can be entered automatically if the write-off GL account is entered and the write-off amount left blank. When you move off this payment line, the program calculates the difference between the amount owing and any payment amount entered and asks if you want to write this off.

Write-off GL account numbers are not entered directly on the payment screen, but instead selected on pop-up screens which display if you type into the account number columns: main account and optional subaccounts (if used), or by clicking on the "3 dots" button in the columns, double-clicking in the columns, or by the keyboard shortcut Ctrl+Enter.

On the GL Account or Subaccount pop-up screen: you can select the account by typing the account number in the 1st entry box or by typing the name in the 2nd box, or by selecting the account with the mouse or up/down arrow keys. Click on the selected account or press Enter when the selected account is highlighted. Or Esc to leave a previously entered account unchanged.

Typing the account number in the 1st entry box sorts the list by account number and selects the first account number matching the characters entered.

Typing the account name in the 2nd entry box sorts the list by account name and selects the first account name matching the characters entered.

On the GL Account (main) pop-up screen you can select account type (revenue or expense, etc.) via the combobox at the right, so that only accounts of the selected type show. To deselect an account type and show all types, press Delete.

On the Subaccount pop-up screen there is a checkbox to allow deselecting a subaccount since subaccounts are optional. Checked = subaccount used. Unchecked = no subaccount. This is automatically checked when a subaccount is selected. To clear a previously selected subaccount: uncheck the checkbox and press Enter.

Keyboard and mouse shortcuts

13.7.2 AR Reports

AR Reports

Top Previous Next

Reports - Accounts Receivable menu.

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Open Receivables (Aged)
This report shows outstanding (not fully paid) invoices for each customer. The age (number of days since the invoice date) of each invoice is printed and based on the age, the amount owing is printed in an age column (current, over 30, over 60, etc).

The report prints customer totals for amount owing, current, over 30, etc. and for foreign currency customers, an extra total line prints showing the customer totals converted to domestic currency using the exchange rate specified for the currency. Final report totals are printed in domestic currency.

The report may be filtered to show only invoices for a selected currency, or for a selected customer, or customers owing more than a selected minimum amount, or who have outstanding invoices older than a specified minimum days old. Note: If a customer meets the selection criteria then all their outstanding invoices show so you can see the "full picture" for that customer.

The selected "As of date" is used for the age calculation, but is not used in the data selection. You could print a report as of the previous period-end if it took a few days after the period to finish entering invoices, so long as no invoices or payments were entered for the new period.

AR History
This report shows invoices and payments for each customer for the selected period. The report may be filtered to show only transactions for a selected currency or customer.

AR Statements
These are documents you can print and mail to your customers or fax (via print to fax if you have fax software installed) showing any outatnding (not fully paid) invoices.

You can filter to print only statements for customers of a selected currency, or for a selected customer, or customers owing more than a selected minimum amount, or who have outstanding invoices older than a specified minimum days old. Note: If a customer meets the selection criteria then all their outstanding invoices show.

The selected "As of date" prints on the statements and is used for the age calculation if minimum days old is selected, but it is not used in the data selection. You could print a report as of the previous period-end if it took a few days after the period to finish entering invoices, so long as no invoices or payments were entered for the new period.

Note: Unless a specific customer is selected, only customers with "Print Stmt" checked (on the customer Terms tab) are included.

Lists
These list screens have a print option, and can be filtered and sorted in different sequences.
Customers
AR Invoices
AR Payments
Sales Reps
Customer Types
Items
Taxes

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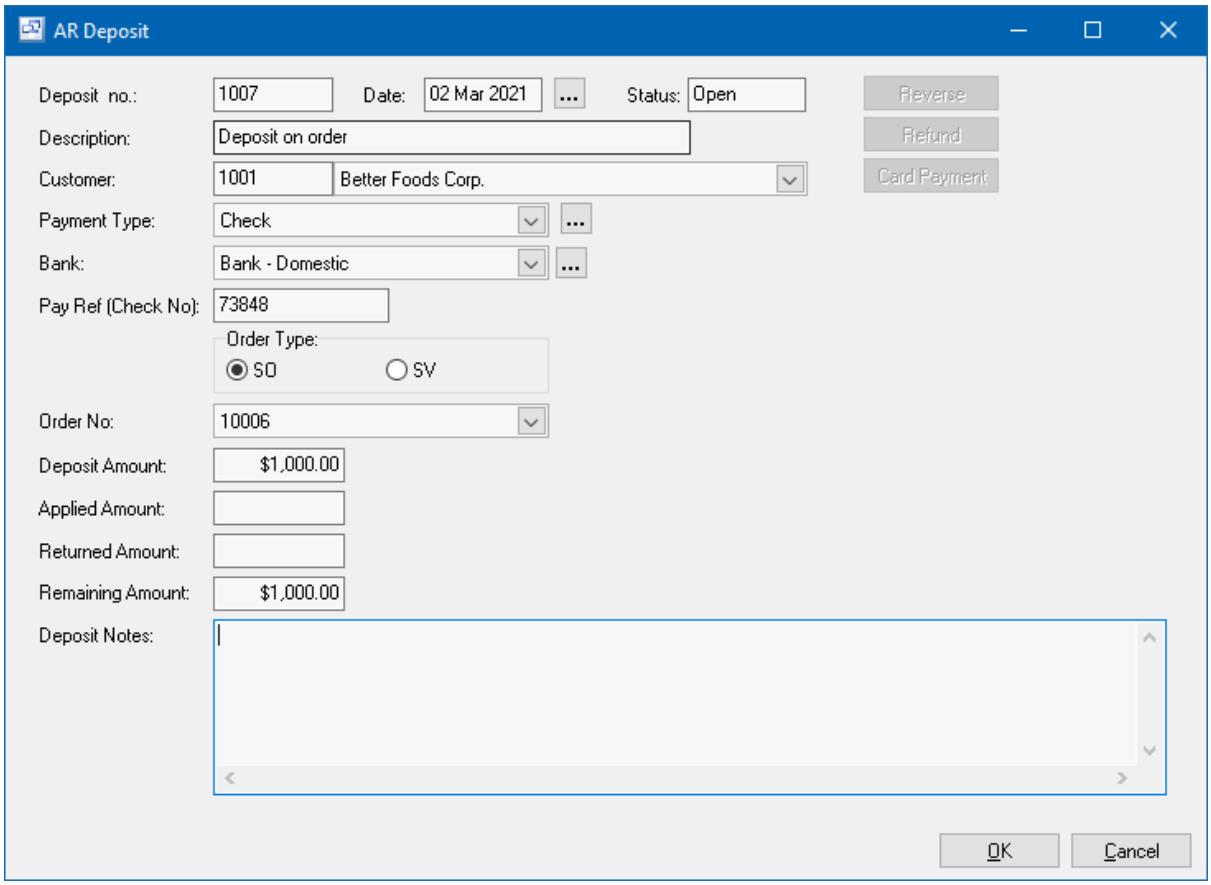
13.8 Customer Deposits

(Accounting - Customer Deposits)

Pre-payments from customers on orders before an invoice has been created can be entered into the Customer Deposit screen.

This allows you to record the payment against a specific sales order or leave the Order no. field blank to apply it to any current or future order for that customer.

When you attempt to print or post AR Invoices, you will be prompted if there are any customer deposits available to apply to those invoices. You will have the option to apply the deposit to an invoice as a payment which will update the owing amount on that invoice.



13.9 Checks

Accounts Payable

Top Previous Next

The Accounts Payable system tracks vendor invoices and payments.

When setting up vendors you specify the currency, thereby setting the currency for their invoices. The

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Open Payables Report and AP Invoices Screen allow currency selection, so you can see how much you owe in each currency. You set up at least one bank account for each currency. The Bank Book shows transactions and balances for each bank account. For more info on multi-currency operation see Multi-currency Overview.

The program assigns the (default) due date for each invoice based on the vendor's terms. Intelligent payment management is facilitated by an option to "AutoCreate" Checks for all invoices due for a selected currency. These may later be modified or deleted. Checks can be computer printed or hand-written. The system allows reconciliation of Checks returned from the bank and tracking of void Checks.

An integrated phone dialer is available by right-clicking on vendors, invoices, or Checks.

Data is passed to the GL system automatically via Journal Vouchers with expenses converted from foreign currency to domestic currency. *"You can trade globally in multiple currencies while your books remain in domestic currency"*. GL accounts for AP, discounts, and gain/loss on foreign exchange are retrieved from the currencies table.

For info on how purchasing and receipts of inventory relate to inventory and general ledger please see Inventory Overview.

Vendors
AP Invoices
AP Checks
Vendor Types
AP Reports

13.9.1 AP Checks

Checks and AP Payments

Top Previous Next

(Accounting - Checks Menu)

The AP Checks screen displays Checks in a list showing summary info including check date, vendor, check no., and amount.

The Accounting - Checks screen has two different buttons in the toolbar to create AP Checks and payments. This section details each of those buttons and the different ways to create AP Checks and payments.

1. New Payment (button) - this is the standard way to generate AP Checks for a single check or check run. With this method, all open AP Invoices for all vendors will be displayed in a single screen where you can select which invoices you would like to pay, print a pro-forma check register and create a check for each vendor with an invoice selected. This will group all invoices by Vendor into a single check.

2. New (button) - The new button allows you to select from a "Single Check" and "AutoCreate Batch" options.

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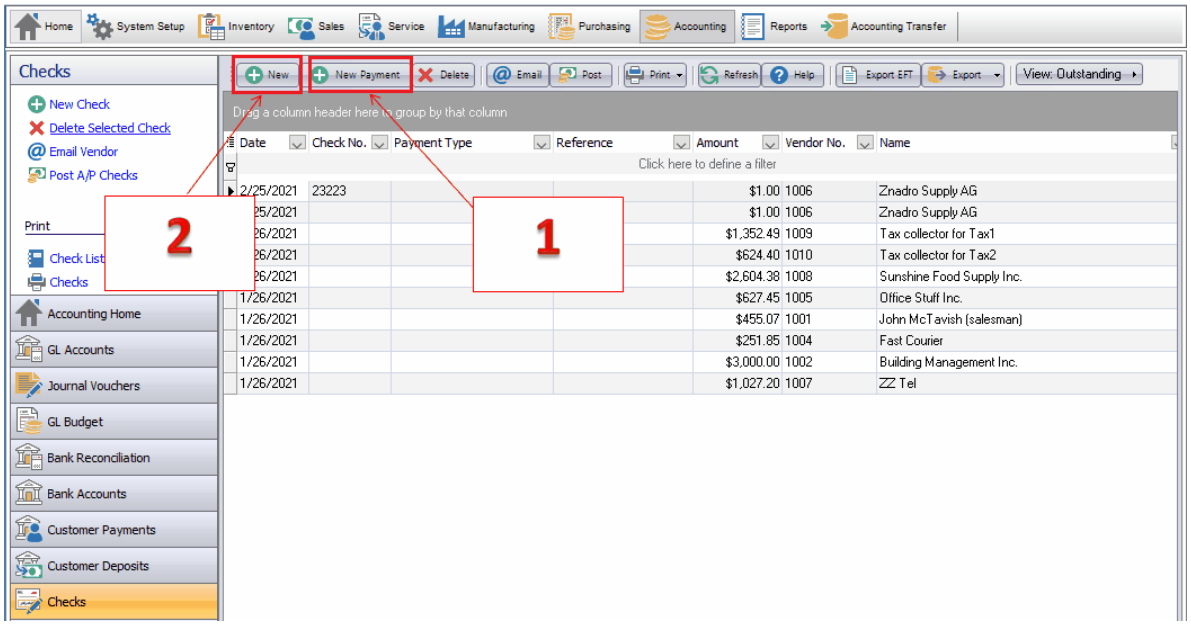
AutoCreate Batch automatically creates Checks based on selected currency, vendor, due date, check date, and period. These can later be modified or deleted prior to printing and posting.
Single Check allows you to select the vendor and then select which of the vendor invoice (s) to pay.

Checks are entered for invoices that have been previously entered to the system. If there was no invoice, you should create a dummy invoice using the check no.



New Payment

1. Select Invoices to pay

The New AP Check Payment screen allows you to select from all open AP Invoices to generate a batch of checks.

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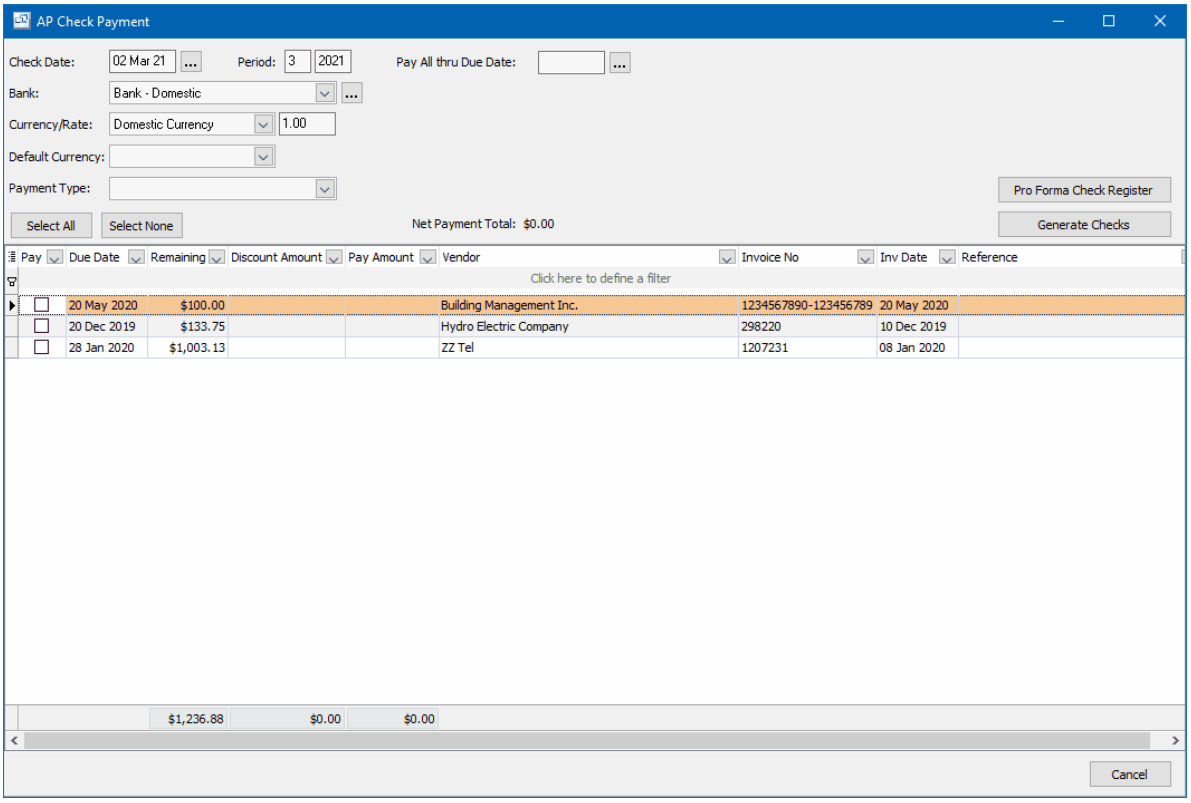

In this screen, select the Check Date and Bank Account to use for the payment. If you select the "Payment Type", this will filter the list of invoices to only show invoices for vendors assigned that payment type. (Leave this Payment Type field blank if you don't have that entered for all of your vendors.) If you do have Vendors assigned a foreign currency, you can also select the Currency and foreign currency bank account if you have one.

You can select the invoices to pay by checking the "Pay" check box next to each invoice in the payment grid. This will fill in the Pay Amount with the remaining amount owed on the invoice and calculate any payment discounts from the terms. If you are not paying the full remaining amount of the invoice, change the Pay Amount to the amount you want to pay.

Pay All thru Date - use this date selection to automatically select all invoices with a due date up to the date selected for payment.

After all invoices have been selected, you can optionally print the Pro Forma Check Register which lists all invoices selected for payment grouped by Vendor with a total listed for each.

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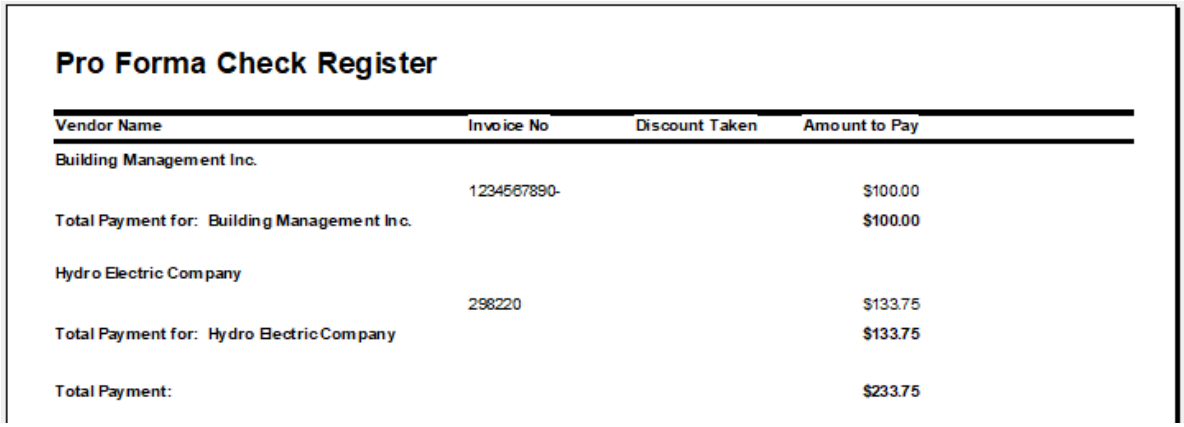
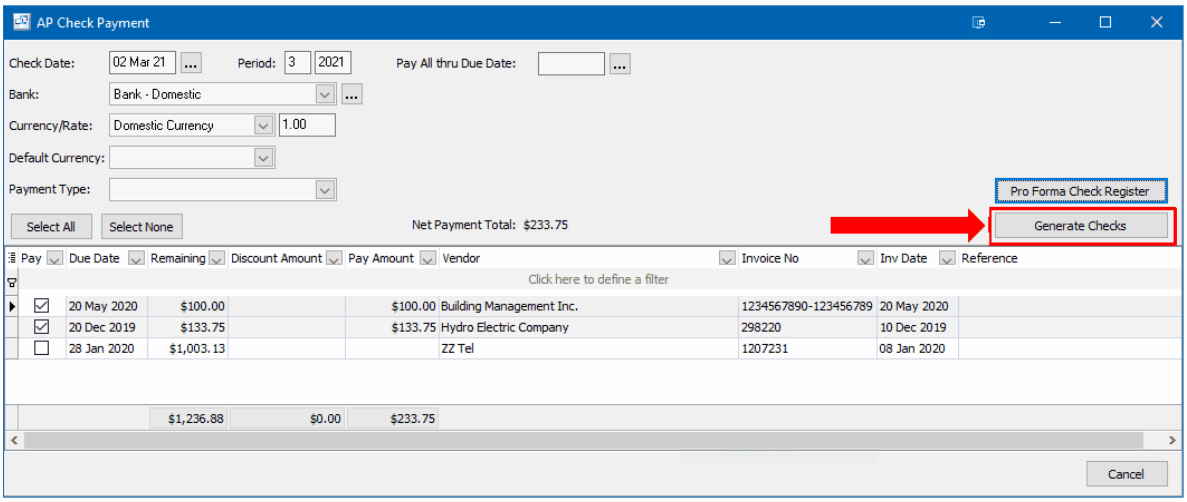


Pro Forma Check Register

Vendor Name	Invoice No	Discount Taken	Amount to Pay
Building Management Inc.			
	1234567890-		$100.00
Total Payment for: Building Management Inc.			$100.00
Hydro Electric Company			
	298220		$133.75
Total Payment for: Hydro Electric Company			$133.75
Total Payment:			$233.75

2. Generate Checks

To create the Checks/Payments, click on the "Generate Checks" button. This will create an un-printed, un-posted check in the main AP Checks screen for each vendor selected.



3. Print

To print those batch of checks, click on the "Print" button in the upper toolbar and select "All Unprinted Checks".

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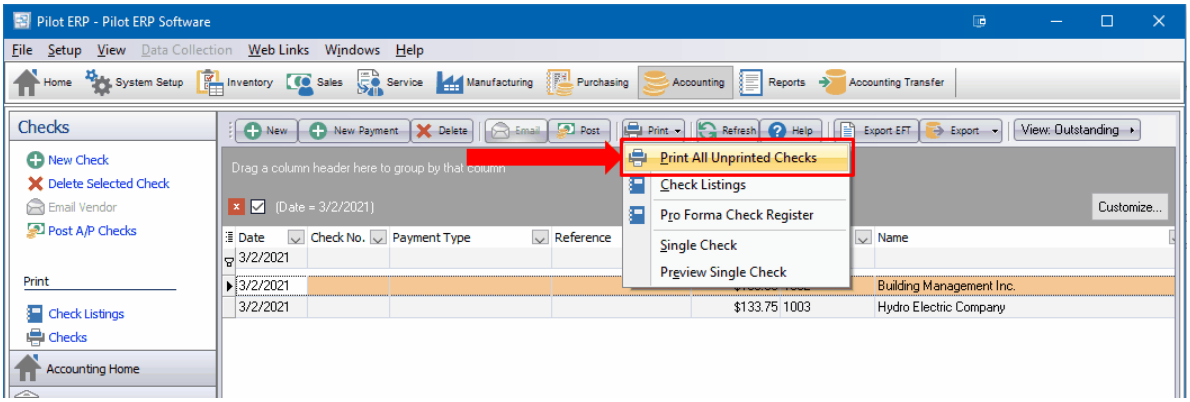
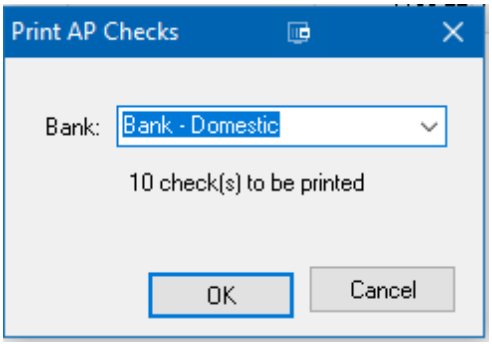
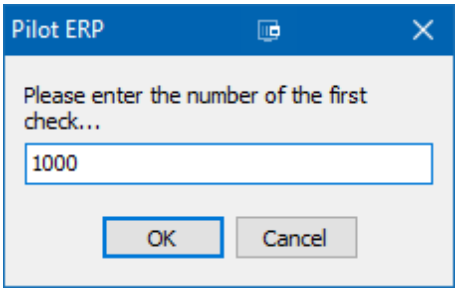


Select Bank Account for Checks - You will be prompted to select the bank account for the check payments. Select the same bank account you selected in the New Payment screen.



Enter Starting Check number - You will be prompted for a starting check number which you will need to enter before printing. After entering the starting check number you will be prompted to select the printer. Ensure that your check forms are loaded into the printer and the correct tray is selected, then click OK to print.



A separate pop up will display asking you to confirm that the checks printed correctly. If all checks printed correctly, click the OK button and it will assign those printed check numbers to the check/payment records in the AP Check screen.

NOTE: If all checks printed correctly except 1 or a few in the batch, you can select "Yes" to assign the check numbers then open the single check in in the check screen by double clicking on it and then delete the Check Number and save. Any check without a check number is considered "Not Printed" so you can print the check(s) again before posting.

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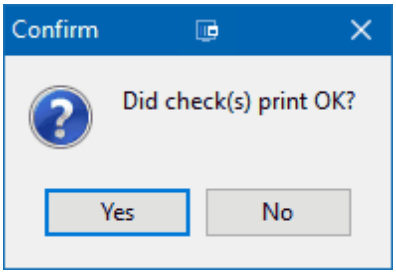
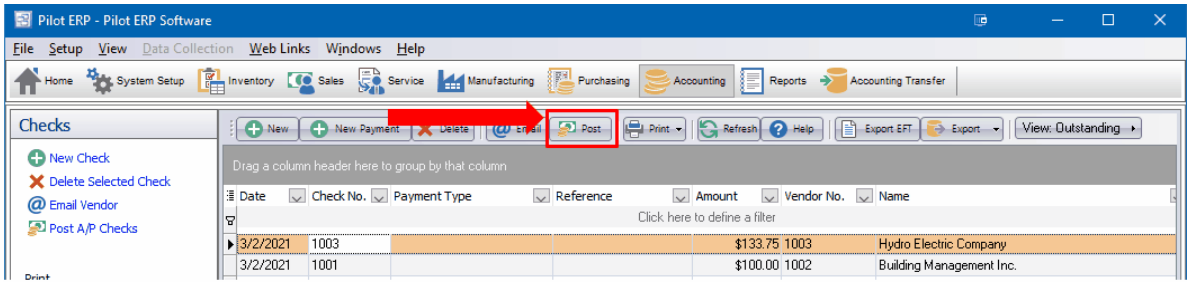
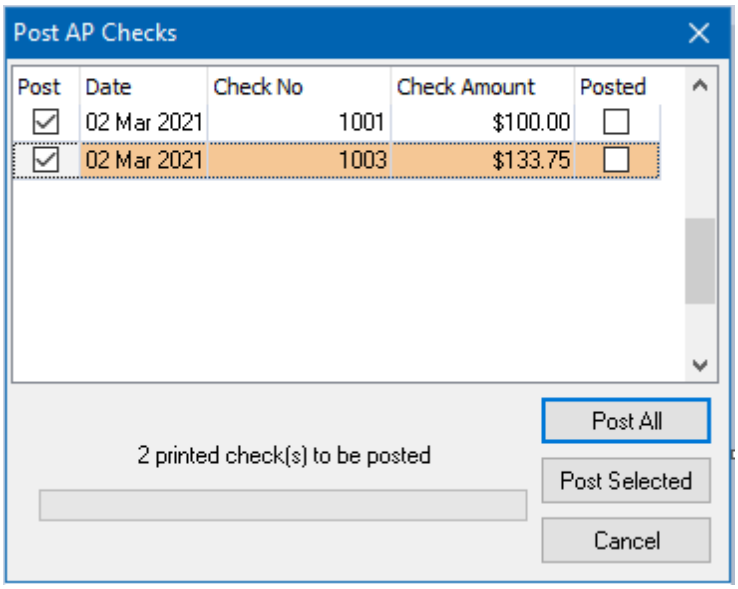


4. Post

The last step is to post the printed checks. Only checks that have a check number can be posted. If you have created a payment but do not need to print a check, you will need to enter a "dummy" check number.



The AP Checks to be posted will be listed. You can post all listed AP Checks/Payments using the Post All button or check specific checks and click the Post Selected button.



Once Posted, checks cannot be edited. If there was a mistake and the check needs to be Voided, locate the check in the AP checks screen, right click on it and select "Reverse". You will be prompted for a reversal date which will default to the current date. Change if needed and click Save to void the check. Any

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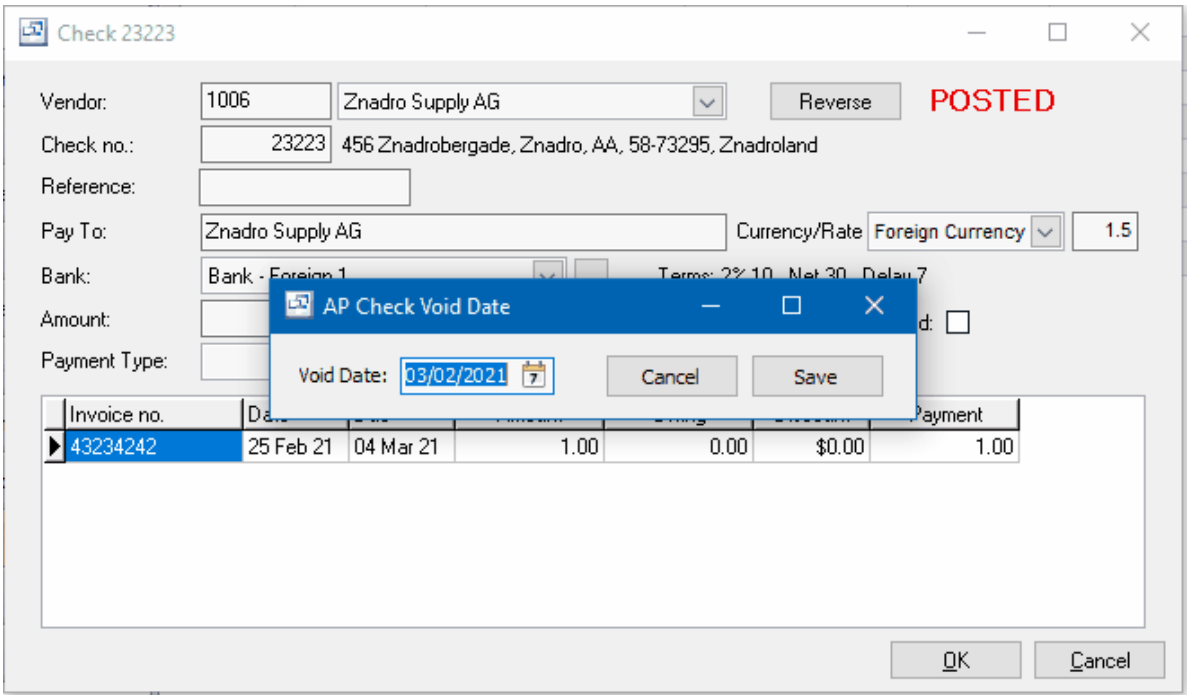
AP invoice on that check will be re-opened for payment.



New (button)

Create checks using the "New" button.

Check Creation - Single Check

In the Accounting - Checks screen click the "New" button. Select "Single Check", then click OK.

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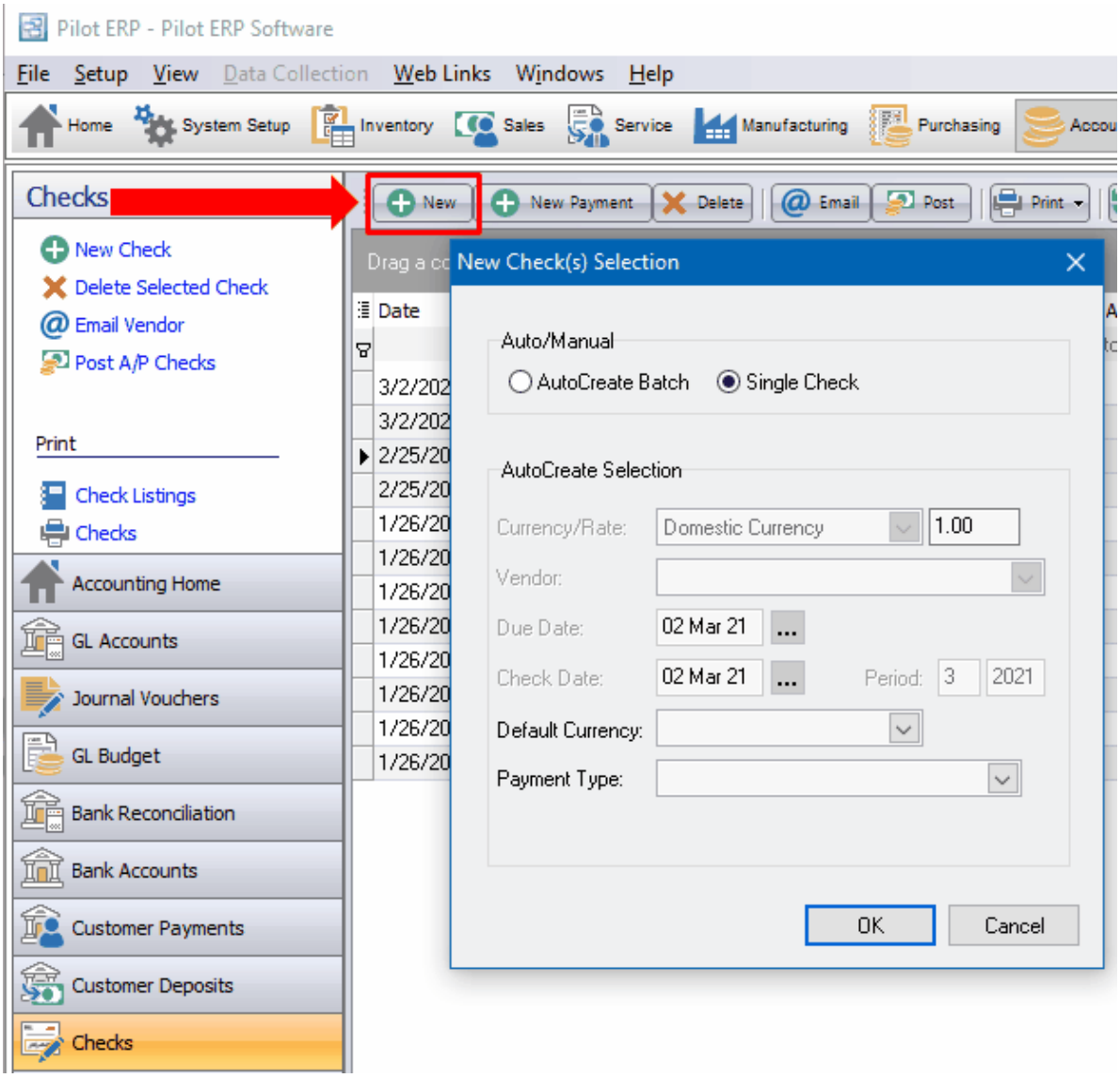

In the new Check screen, select the Vendor. Leave the Check field blank if you will be printing a check. If you are recording a payment made by credit card or payment made any other way you can enter a "dummy" check number. You can use the current date or a number that will not be used as a check number.

You can enter a reference to identify the check/payment. If this is a Credit Card payment you can enter the confirmation number.

Pay To - The pay to field is what will print on the check. That defaults to the customer name.

Bank - Select the bank account for the payment.

Date - Enter the check/payment date.

Payment Type - You can select a payment type (optional).

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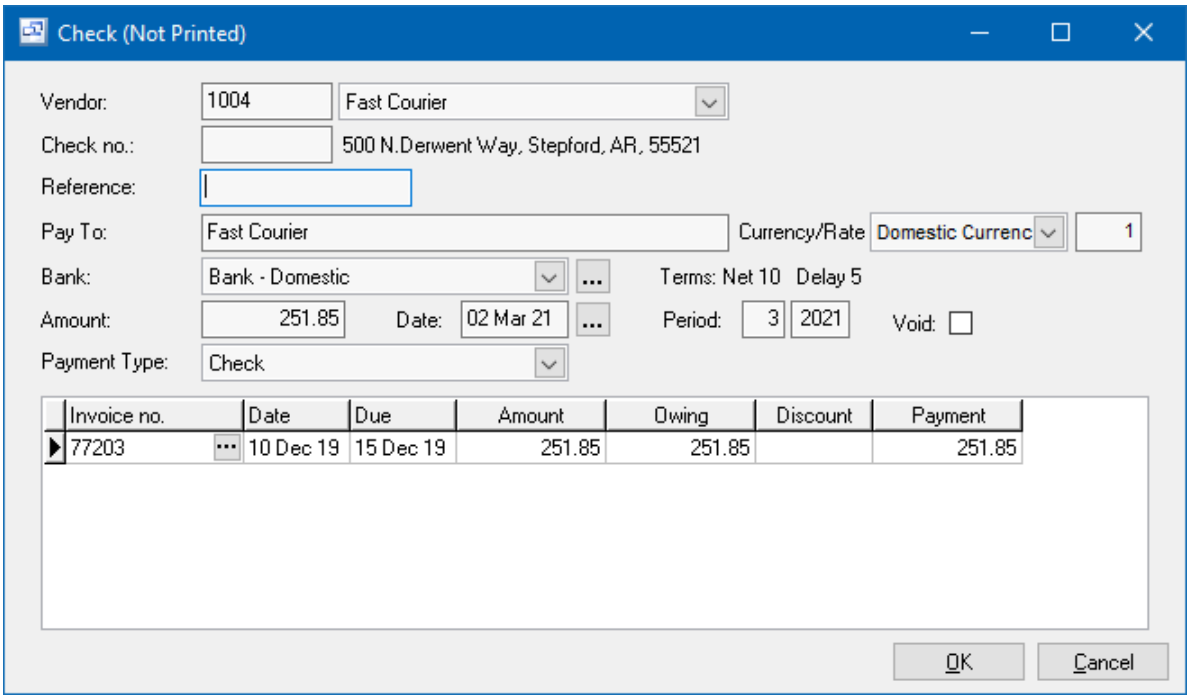
In the lower grid click on the "Invoice no." field to display a list of all unpaid invoices for the vendor. Select the invoice you want to pay and it will load into the grid. If you right click on the invoice, it will display a list of payment options or you can type in the "Payment" field for the invoice in the grid.

Discount - if there is a discount owed per the payment terms on the invoice, there is an option to calculate it or you can manually enter the discount amount. NOTE: The payment amount will need to be reduced by the discount amount if you manually enter the discount.

If you need to enter additional invoices for payment, you will need to right click below that invoice and click "new" or use the arrow key on your keyboard to add the new record. Follow the same steps to select another invoice for payment.

Click OK to save the check and it will bring you back to the main check screen. You can enter additional checks or print the check using the Print button "Print all Unprinted Checks" or the Preview Single or Single Check option to print the selected check.



Auto Create Batch

If you want to create a batch of check by Vendor, All Vendors and invoice Due date, you can use the auto-create batch option.

Once you have entered your selections, click the OK button to generate a list of un-printed, un-posted checks in the main check screen.

From the main check screen you can edit the checks, print and post.

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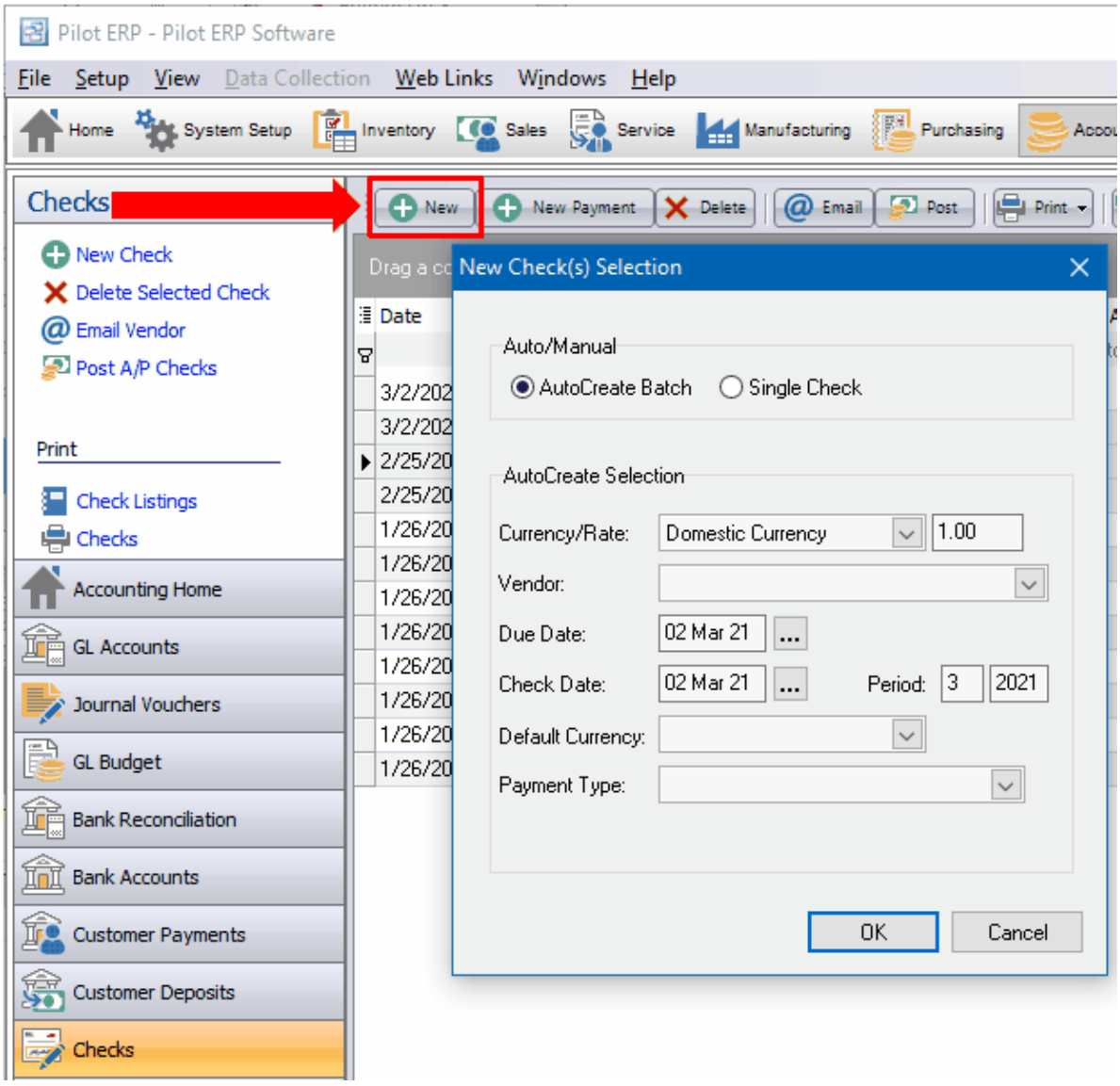

Additional field details and tips

Vendor
A pop-up screen displays if you type into the vendor number, click, or by the keyboard shortcut Ctrl+Enter. On the Vendor pop-up screen: you can select the vendor by typing the vendor number in the 1st entry box or by typing the name in the 2nd box, or by selecting the vendor with the mouse or up/down arrow keys. Click on the selected vendor or press Enter when the selected vendor is highlighted. Or Esc to leave a previously entered vendor unchanged.

Typing the vendor number in the 1st entry box sorts the list by number and selects the first vendor number matching the characters entered. Typing the vendor name in the 2nd entry box sorts the list by name and selects the first vendor name matching the characters entered.

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On the Vendor pop-up screen you can select Vendor Type via the combobox at the right, so that only vendors of the selected type show. To deselect a vendor type and show all types, press Delete.

Check no.
If the check was hand-written (or typed), then enter the check number. Otherwise for computer printed Checks, leave the check number blank and the program will enter it when the Checks are printed. Presence of a check number indicates that the check has already been printed or hand-written.

Bank
The bank (account) defaults to the 1st bank whose currency matches the vendor. This applies to auto-created Checks and manually entered Checks. Select the bank from the list if it should be changed. If you need to add a new bank to the drop down list, click the "3 dots" button.
Tip: You can enter a few characters of the bank name, then use the down or up arrow keys if required.

Check Amount
The check amount is calculated by the program (rather than keyed), based on the invoice payment amounts.

Check Date
The check date defaults to today's date.
Tip: You can use the + or - keys to increase or decrease the date, or click the 3-dots button to select the date from a calendar.

Period
This is the fiscal period and year of the check (not the period to which the expense should be applied, which is based on the invoice). This defaults to the current calendar month, or the default period on Your Company if specified there. If your fiscal year doesn't end in December or your fiscal periods are not calendar months, you should set the default period regularly to help prevent data entry errors. Note: The year is entered as 2 digits and displayed as 4.
Example: 11 2001 entered as 11 01

Void
Check the void checkbox if recording a void check, such as when a check form is messed up by the printer and you want to record in the system that the form with this check number was used legitimately. Then if you find you have any missing check numbers, this may indicate that check forms have been stolen.

If there are so many invoices for a check that multiple stubs are required, then the program will print ***VOID*** on the unused check forms. If you are recording these void Checks, you enter them as new Checks, and enter the check number, bank, and check the Void checkbox.

If recording a void check that was messed up by the printer, the check record will already exist, so you edit it. Note: You must do this before posting, since posted Checks cannot be edited. Remove the vendor and invoices (Ctrl+Del or display pop-up menu by right-clicking on the grid), and check the Void checkbox.

Voiding a check is not the same thing as cancelling a posted check (see above for how to do this).

Invoices to be paid
Select each invoice to be paid and the payment amount for each invoice. This defaults to the amount owing minus any discount if eligible. If this is the amount you want to pay, use the down arrow or

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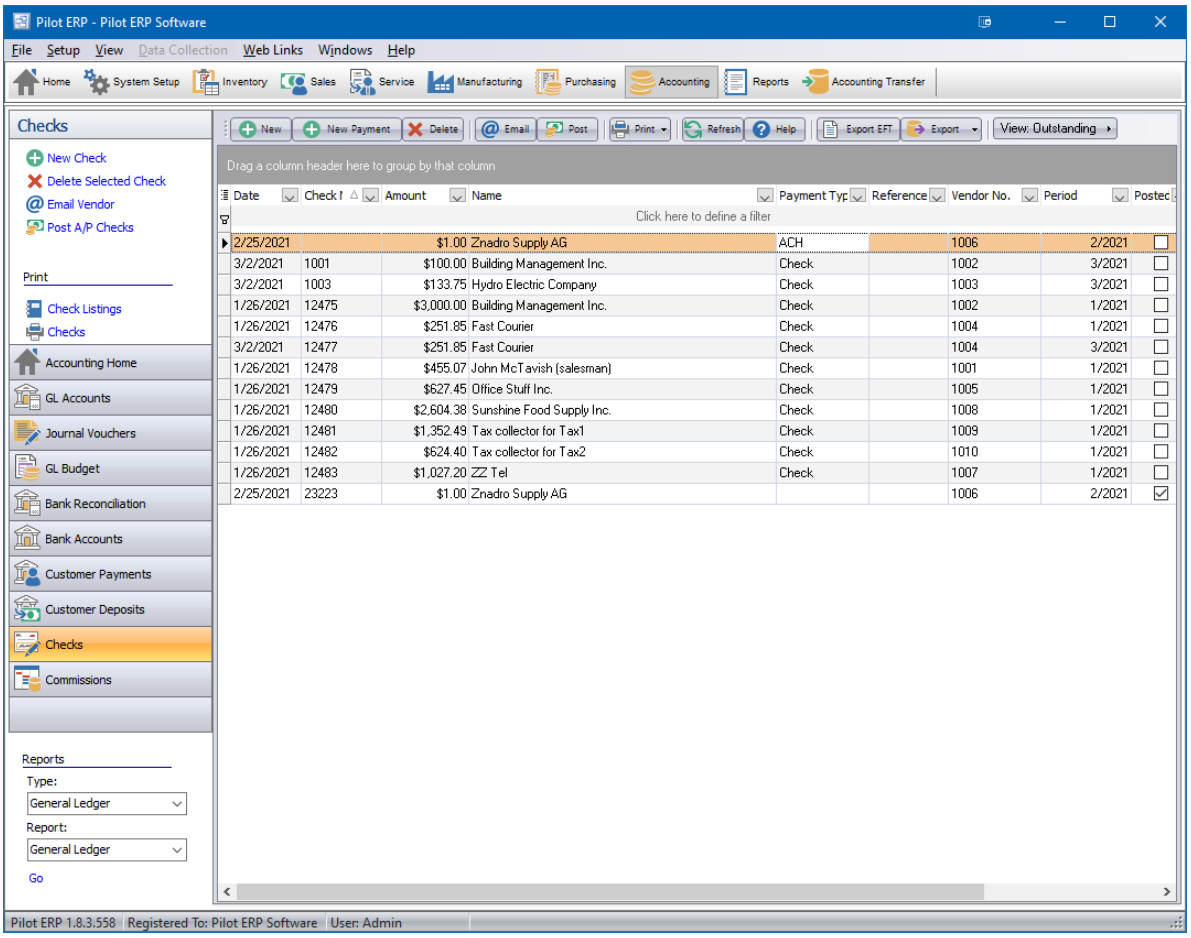
PageDown to move to the next line, otherwise press Enter on the invoice no. field to move directly to the payment amount, where you can enter the partial payment amount.

The check amount will be updated when you move to the next line, or the OK button, etc.

Tip: You can display a pop-up menu by right-clicking on the grid.

To add a new check or AutoCreate Checks: click the New button.
To edit a check: double-click the check. Or select the check and press Enter or click the Edit button.
To delete a check: select the check and click the Delete button.

You can select a check with the mouse or by the keyboard via the Page Up/Down and arrow keys. Or click the Find button, then enter the vendor no. or select the vendor name from the drop down list, and/or enter the check no. Selecting the vendor only will find the 1st check for that vendor. Selecting the check only will find the 1st check with that check number. Selecting vendor and check no. will search on both.



The screen has options to:

- display outstanding (not reconciled) Checks only
- sort the list by check date, check no. or any other field in the grid
- display the vendor for a selected check
- refresh the data displayed to show changes entered by other users, etc.

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- print the list
- print Checks
- reconcile or un-reconcile the selected check (see notes following)
- post printed Checks (see notes following)

Tip: To e-mail the vendor (via your e-mail program), or display the vendor, or reconcile the check: select the check, then right-click to display a pop-up menu.

AP Checks are entered, printed, then posted. Prior to posting, they may be edited or deleted. Posted Checks cannot be edited or deleted, so to cancel a check after it has been posted (which would be a very unlikely requirement), you would need to re-enter the invoice(s), and adjust the bank and expense accounts by GL Journal Voucher. Posting updates vendor balances, invoice balances, and creates general ledger journal vouchers to update the GL account totals and GL history.

To post Checks use the Post button in the Checks screen. Posting the JVs is a separate job because in a multi-user environment it is possible for this to conflict with other GL jobs such as printing financial statements. This minimizes the chance of the AP posting job being unavailable. JVs created by the AP system cannot be modified or deleted even prior to posting in the GL.

Note: Checks must be printed prior to posting. Hand-written Checks should have the check number entered. Presence of a check number indicates that the check has already been printed or hand-written.

To print Checks use menu Print Checks. Then select the bank and the program will display how many Checks will be printed (check number blank, not yet printed). Choose OK or Cancel. If you choose OK, the program will ask for the check number of the 1st check. Enter this and press OK. The program will then print the Checks with the appropriate check number on each check.

Checks can be ordered on-line through our website or by searching for Quickbooks™ compatible checks with your preferred business forms provider.

Check Styles: option located in the Your Company | AP Options section of the system setup.

Format 1 is designed for all US and foreign companies except Canada.
Format 2 is designed specifically to accommodate the CPA standards.

Tip: To print a cash requirement report prior to printing Checks (a list of Checks that will be printed with the total amount of money required) you can use the Print - Pro Forma Check Register.

To reconcile Checks you will need to use the Bank Reconciliation under the Accounting menu to reconcile payments. Once reconciled, the AP Check/Payment will be listed as reconciled.

Keyboard and mouse shortcuts

13.10 AP Reports

AP Reports

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Reports - Accounts Payable

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Open Payables
This report shows outstanding (not fully paid) invoices for each vendor. Invoice date and due date are printed for each invoice, as are invoice amount, amount paid so far, amount owing, discount amount, and discount date.

The report prints vendor total amount owing, and for foreign currency vendors, an extra total line prints showing the vendor total converted to domestic currency using the exchange rate specified for the currency. Final report totals are printed in domestic currency.

The report may be filtered to show only invoices for a selected currency or vendor.

Aged Payables
This report shows outstanding (not fully paid) invoices for each vendor. The age (number of days since the invoice date) of each invoice is printed and based on the age, the amount owing is printed in an age column (current, over 30, over 60, etc).

The report prints vendor totals for amount owing, current, over 30, etc. and for foreign currency vendors, an extra total line prints showing the vendor totals converted to domestic currency using the exchange rate specified for the currency. Final report totals are printed in domestic currency.

The report may be filtered to show only invoices for a selected currency, or for a selected vendor.

The selected “As of date” is used for the age calculation, but is not used in the data selection. You could print a report as of the previous period-end if it took a few days after the period to finish entering invoices, so long as no invoices or payments were entered for the new period.

AP History
This report shows invoices and Checks for each vendor for the selected period. The report may be filtered to show only transactions for a selected currency or vendor.

Lists
These list screens have a print option, and can be filtered and sorted in different sequences.
Vendors
AP Invoices
AP Checks
To print a cash requirement report prior to printing Checks (a list of Checks that will be printed with the total amount of money required) you can use the filter button, then menu File | Print.

Other
An ODBC driver is available for creation of custom reports via MS Access or Crystal Reports, mail merge with MS Word, and to import Pilot data to MS Excel, etc.

13.11 Commissions

The Commissions screen allows you to generate commissions for sales reps based on a date range of sales and also transfer that commission due to AP for payment.

To generate a new commission, click the "New" button in the top toolbar of the Commissions screen.

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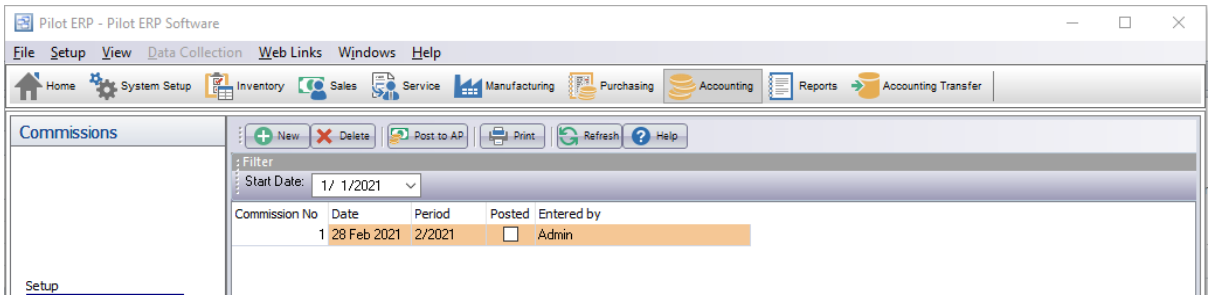
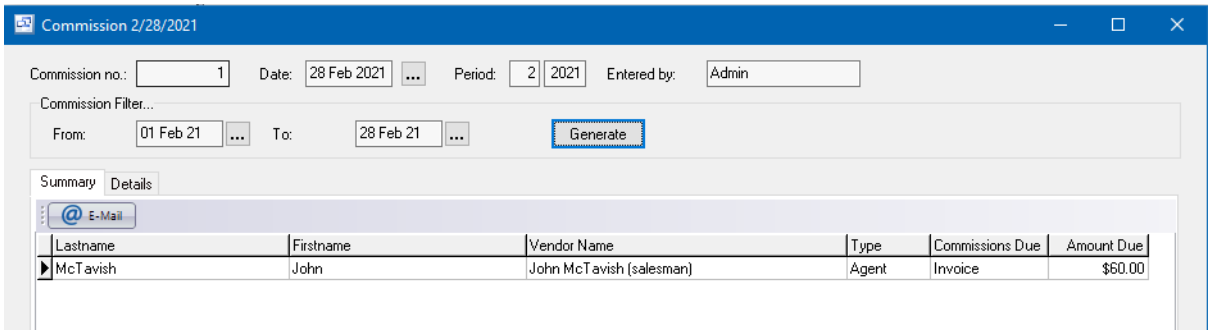
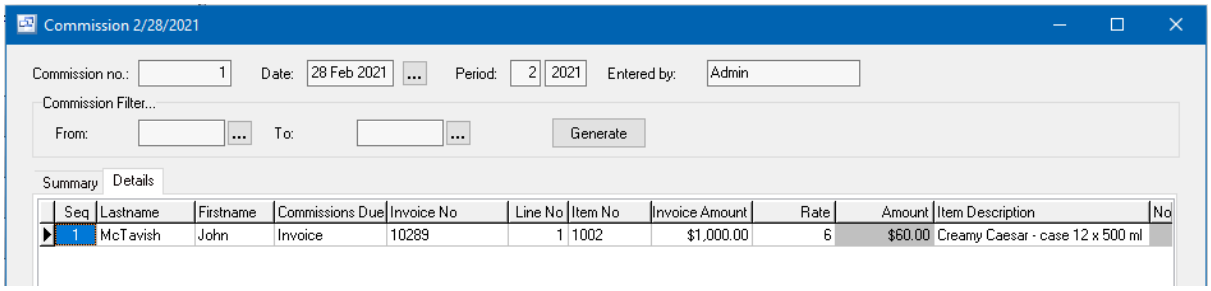


In the commissions generation screen, select the date the commission is to be paid and the date range (From: and To:) that will be used to calculate commissions due.

Click the Generate button to calculate and display the commission due for each sales rep during that period. Any invoices or payments that have already had a commission generated will not be included in the new generation.



To review the each invoice or payment included in the commission generation and the amount owed for each, click on the Details tab.



After you have verified the commissions, click the "OK" button at the bottom of the commissions screen to save. To post those commissions to accounts payable and generate an AP Invoice for each sales rep, select the generated comission, then click the "Post to AP" button in the main commissions screen. This will mark the commission posted and create the AP Invoices. You can then create and print the checks for the payment to the sales reps.

After generating and posting the commission, you can print the commission statement or commission report to send to the sales rep along with the check.

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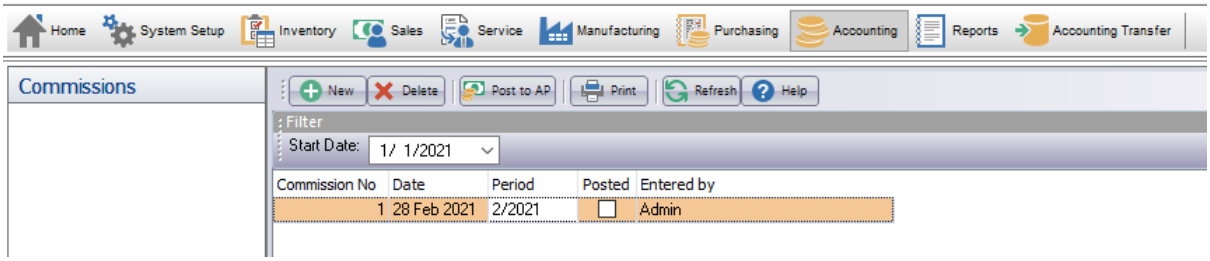

13.12 Accounting Reports

13.12.1 GL History

GL History

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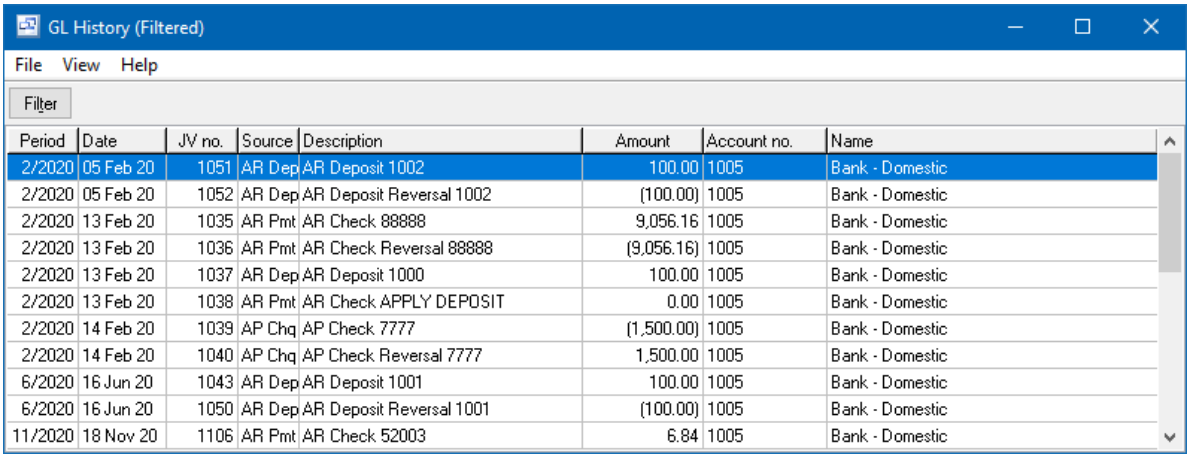
Accounting - Accounts

The GL History screen displays transactions posted to the General Ledger in a list showing period, date, JV no., source, description, amount, and GL account.



Period	Date	JV no.	Source	Description	Amount	Account no.	Name
2/2020	05 Feb 20	1051	AR Dep	AR Deposit 1002	100.00	1005	Bank - Domestic
2/2020	05 Feb 20	1052	AR Dep	AR Deposit Reversal 1002	(100.00)	1005	Bank - Domestic
2/2020	13 Feb 20	1035	AR Pmt	AR Check 88888	9,056.16	1005	Bank - Domestic
2/2020	13 Feb 20	1036	AR Pmt	AR Check Reversal 88888	(9,056.16)	1005	Bank - Domestic
2/2020	13 Feb 20	1037	AR Dep	AR Deposit 1000	100.00	1005	Bank - Domestic
2/2020	13 Feb 20	1038	AR Pmt	AR Check APPLY DEPOSIT	0.00	1005	Bank - Domestic
2/2020	14 Feb 20	1039	AP Chq	AP Check 7777	(1,500.00)	1005	Bank - Domestic
2/2020	14 Feb 20	1040	AP Chq	AP Check Reversal 7777	1,500.00	1005	Bank - Domestic
6/2020	16 Jun 20	1043	AR Dep	AR Deposit 1001	100.00	1005	Bank - Domestic
6/2020	16 Jun 20	1050	AR Dep	AR Deposit Reversal 1001	(100.00)	1005	Bank - Domestic
11/2020	18 Nov 20	1106	AR Pmt	AR Check 52003	6.84	1005	Bank - Domestic

This data is also printed on the General Ledger Report.

You can select a record with the mouse or by the keyboard via the Page Up/Down and arrow keys.

The menu has options to

- filter the list by specifying selection criteria such as account, type, source (AP Invoices, GL JVs, etc.), fiscal year and period
- display the source transaction (invoice, JV, etc.) for a selected history record
- display the JV responsible for a selected history record
- refresh the data displayed to show changes entered by other users, etc.
- print the list (with totals)
- export to Excel or comma delimited text

Tip: To display the source transaction or JV for a history record: select the record, then right-click to display a pop-up menu. Or to display the source transaction you can double-click on it or select it and press Enter.

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13.12.2 GL Totals

GL Totals

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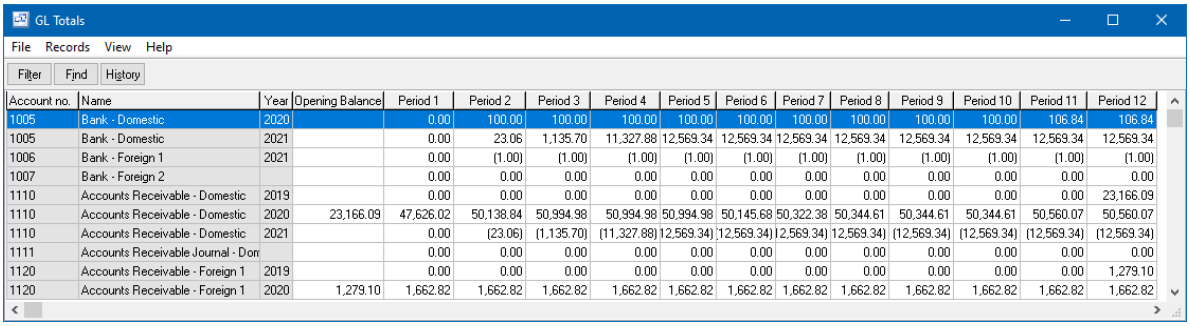
Accounting - Accounts

The GL Totals screen displays summary account history records in a list showing GL account, fiscal year, and amounts for opening balance and each period. You can choose which data to display for each period. The default is Auto (Balance or Net Change), which is Balance for balance sheet accounts (assets, liabilities and equity) and Net Change for income statement accounts (revenues and expenses).



Account no.	Name	Year	Opening Balance	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11	Period 12
1005	Bank - Domestic	2020		0.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	106.84	106.84
1005	Bank - Domestic	2021		0.00	23.06	1,135.70	11,327.88	12,569.34	12,569.34	12,569.34	12,569.34	12,569.34	12,569.34	12,569.34	12,569.34
1006	Bank - Foreign 1	2021		0.00	(1.00)	(1.00)	(1.00)	(1.00)	(1.00)	(1.00)	(1.00)	(1.00)	(1.00)	(1.00)	(1.00)
1007	Bank - Foreign 2			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1110	Accounts Receivable - Domestic	2019		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23,166.09
1110	Accounts Receivable - Domestic	2020	23,166.09	47,626.02	50,138.84	50,994.98	50,994.98	50,994.98	50,145.68	50,322.38	50,344.61	50,344.61	50,344.61	50,560.07	50,560.07
1110	Accounts Receivable - Domestic	2021		0.00	(23.06)	(1,135.70)	(11,327.88)	12,569.34)	12,569.34)	2,569.34)	12,569.34)	(12,569.34)	(12,569.34)	(12,569.34)	(12,569.34)
1111	Accounts Receivable Journal - Dor			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1120	Accounts Receivable - Foreign 1	2019		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,279.10
1120	Accounts Receivable - Foreign 1	2020	1,279.10	1,662.82	1,662.82	1,662.82	1,662.82	1,662.82	1,662.82	1,662.82	1,662.82	1,662.82	1,662.82	1,662.82	1,662.82

Accounts which do not have any data are also included in the list unless a specific year is selected. Net Change is displayed as blank if there have been no transactions in the period. Balance is displayed as blank if the period balance is zero and there have been no transactions in the period.

This data is also printed on the Trial Balance Report and is used for the Financial Statements.

You can select a record with the mouse or by the keyboard via the Page Up/Down and arrow keys. Or click the Find button, then enter the account no. or select the account name from the drop down list. Tip: You can enter the 1st letters of the account name then press the down arrow. This selects the 1st record for that GL account, so if there is more than one you will also need to use the mouse or arrow keys.

The menu has options to

- filter the list by specifying selection criteria such as account type or fiscal year
- sort the list by account no. or name
- select which data to display: Auto (Balance or Net Change), Balance, or Net Change
- display the budget for a selected account
- display history (transactions) for a selected account
- refresh the data displayed to show changes entered by other users, etc.
- print the list (with totals if selected data is Balances or Net Change)
- export to Excel or comma delimited text

Tip: To display the budget or history for an account: select a record for the account, then right-click to display a pop-up menu. Or to display history you can double-click on it or select it and press Enter.

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13.12.3 Financial Statements

Financial Statements

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Accounting or **Reports** menu.

The Financial Statements are user-definable reports. You define the how the GL accounts should be summarized, the text for each line, and the columns to print.

You can create reports such as an Income Statement (sometimes referred to as a Profit and Loss) showing sales, expenses and profit. Or a Balance Sheet showing assets, liabilities, and equity (see notes on retained earnings).

Financial statements can be run for selected subaccounts without having to set up separate statement formats. For example an income statement for product group "Frozen Pies", and/or division "West", etc. Or select no subs to get a summary consolidated report.

If "Validate" is selected, a warning shows any missing accounts, duplicate accounts, or account type discrepancies such as assets or liabilities included on an income statement.

To set up a new statement automatically click on the "AutoCreate" button at the bottom left. Select statement type: either Income Statement or Balance Sheet. This will create a statement with appropriate headings, detail and totals for the selected type. For an income statement, there will be a detail line for every revenue and expense account. For a balance sheet, there will be a detail line for every asset, liability, and equity account. Click OK to finish or you can make changes if desired. For example you could change the title, select a different format from the default, change the text on the heading, detail or total lines, modify detail lines to combine multiple accounts on one line, delete or add lines, etc.

Tip: For income statements only "Net Change" type formats are appropriate, and for balance sheet statements only "Balance" type formats are appropriate.

To set up a new statement manually you should first enter the title, select a format from the list (to select which columns to show), and enter the line heading and type for each line. Line types can be Heading, Detail, Detail Revenue, Total or Total Revenue. Tip: If you type the 1st letter of line type, the rest will be filled in. For example: press "d" for Detail, press "d" again for Detail Revenue.

- Heading lines are printed with a bold font style. Use these for headings or blank lines.
- Detail lines are indented by approximately 4 characters.
- Total lines are indented by approximately 2 characters and preceded by underlines.

Detail Revenue and Total Revenue line types show revenues as debits on Income Statements. Use these line types for revenue lines (Gross Sales, Net Sales, Net Income, etc.) if you prefer these to be shown as debits ("layman" style) or use Detail and Total lines to show revenues as credits ("traditional accounting" style).

After entering the total lines you can update the detail lines to specify which total lines are to receive the detail line data.

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You can change the sequence of the lines by using the arrow buttons. To insert a line, first add a new line (Ctrl+Insert or right-click), then move the line to the desired position with the "up" button (or Ctrl+U or right-click).

Example 1.
Title: Income Statement
Format: Net Change Simple (or Net Change Compare Month, or Compare Year, or Budget)
Lines:
Sales (type = Heading)
Gross Sales (type = Detail Revenue)
Less: Cost of Goods Sold (type = Detail)
Net Sales (type = Total Revenue)
Blank (type = Heading)
Operating Expenses (type = Heading)
etc.

Example 2.
Title: Balance Sheet
Format: Balance Simple (or Balance Compare Year, or Budget)
Lines:
ASSETS (type = Heading)
Current Assets (type = Heading)
Banks (type = Detail)
Accounts Receivable (type = Detail)
Inventory (type = Detail)
Total Current Assets (type = Total)
Blank (type = Heading)
Fixed Assets (type = Detail)
Less: Accum Depreciation (type = Detail)
Total Fixed Assets (type = Total)
Blank (type = Heading)
Blank (type = Heading)
LIABILITIES & EQUITY (type = Heading)
etc.

Detail Line Properties for the detail lines (such as accounts to include).

The Detail Line Properties section has 2 tabs: Accounts and Totals. (Note: Since this section only applies to lines of type "detail" it is blank if a heading or total line is selected).

Accounts Tab: Accounts to include in this line are specified via ranges from/to. For example: if you had 4 sales accounts 4001, 4002, 4003, 4004 to be included in the line "Gross Sales" you could specify 4001 to 4004. Or 4001 to 4010 so that future accounts could be included without you having to update the range. To insert or delete a range, use the pop-up menu (right-click on the Accounts grid).

Tip: To specify a single account you only need to specify the From Account. The To Account is optional.

Tip: On a Balance Sheet statement, for Retained Earnings Current Year include all the revenue and expense accounts. Ideally the account numbers would be in a range so you could include them all by just specifying one range (from/to).

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Totals Tab: Here you specify which (previously entered) total lines are to receive data from this detail line. For example: on an income statement “Gross Sales” might be added to total lines “Net Sales” and “Net Income”. To insert or delete a total line (from this list), use the pop-up menu (right-click on the Totals grid).

13.12.4 GL Reports

GL Reports

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Reports menu.

General Ledger
This report shows opening balance, transactions, and closing balance for each account for the selected period.

Tip: You can also display and print GL transactions via the GL History screen, which has options to filter and drill down to JV and/or invoice, etc.

Trial Balance
This report shows net change and balance (actual and buget) for each account for the selected period. For revenue and expense accounts the balance is the net change year-to-date.

Tip: This information can also be displayed and printed via the GL Totals and Budget screens, which have options to sort, filter, and drill down (total -> history -> JV and/or invoice, etc.)

Financial Statements
The Financial Statements are user-definable reports. You define the how the GL accounts should be summarized, the text for each line, and the columns to print. You can create reports such as an Income Statement (sometimes referred to as a Profit and Loss) showing sales, expenses and profit. Or a Balance Sheet showing assets, liabilities, and equity.

Financial statements can be run for selected subaccounts without having to set up separate statement formats. For example an income statement for product group "Frozen Pies", and/or division "West", etc. Or select no subs to get a summary consolidated report.

If “Validate” is selected, a warning shows any missing accounts, duplicate accounts, or account type discrepancies such as assets or liabilities included on an income statement.

Lists
These list screens have a print option, and can be filtered and sorted in different sequences.
GL Accounts
Journal Vouchers
Budget
GL Totals
GL History

Other

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An ODBC driver is available (free upon request for end-user versions of Pilot) for creation of custom reports via MS Access or Crystal Reports, mail merge with MS Word, and to import Pilot data to MS Excel, etc.

13.13 Period-End

Period-End Procedures

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The following instructions cover the typical period end procedures for Accounting.

A. Post all Transactions – ensure that all inventory adjustments, shipments, invoices, work order transactions, PO Inventory Receipts, AP Invoices, Checks, Customer Payments/Deposits and JV Entries in the month are posted.

B. Reconciling Reports - These reports should be printed and the GL account associated with each should be reconciled. The typical account used to offset any difference is Cost of Goods Sold.

1. Accounts Receivable
2. Accounts Payable
3. Inventory Value

Date Sensitive reports - There are two reconciling reports that cannot be back dated which need to be run at the end of the last business day of each period. If you typically enter transactions for the prior period on the first day of the next period (backdating the transactions) and prevent entry to the next period until that's completed then you would print these reports as soon as those transactions are completed.

1. **Work In Process (WIP)** – This report shows the current value of your work in process on open work orders. It is located under the manufacturing reports section. When running this report at period or year end, do not enter any filter selections for Item, Date, WO or WO Type to get the total WIP value.

2. **Received Not Invoiced** – This report shows the current value of items that have been received on open purchase orders but have not yet been invoiced through PO Invoices. It is located under the Purchasing reports section. When running this report at period or year end, do not enter any selections for Vendor, Item or PO Type to get the total PO Received Not Invoiced value.

C. Close/Open GL Periods

You can control which GL Periods are open for posting through the System Setup > Your Company > GL tab. At the start of the new period, these settings can be used to control posting in the prior and new period.

Warn if before… or after

Pilot ERP will allow transactions to any period in the current fiscal year or beyond. To prevent accidentally entering data to the wrong period, you can specify a range of periods so that the system can warn you if you enter a period outside this range. This will provide a warning if posting outside the entered periods but will let the transaction be posted.
Example: Warn If Before: 02 2017 Warn if After: 03 2017

Error if before… or after

Pilot ERP will allow transactions to any period in the current fiscal year or beyond. To prevent

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accidentally entering data to the wrong period, you can restrict the range of periods allowed by the system. If you use this optional feature, you will typically change the range at the start of each period. Example: Warn if Before: 01 2017 Warn if After: 03 2017

- Default period. This is automatically entered for new transactions. Leave this field blank.
- "Warn if before/after" range. The system warns if period is outside this range.
- "Error if before/after" range. The system doesn't allow a period outside this range.

Year-end processing is done via the Your Company Year-End button. This carries forward GL balances for asset, liability and equity accounts, and creates an opening balance for the retained earnings account based on the retained earnings closing balance plus the net of the revenue and expense accounts. This allows financial statements to be run for the new year. After this, you have an option to close the current year. Leaving the current year open allows more transactions to be entered for the old year. You can then re-run the year-end when you are sure there will be no more transactions. Closing the year ensures that no transactions are accidentally entered to the old year.

13.14 Year-End

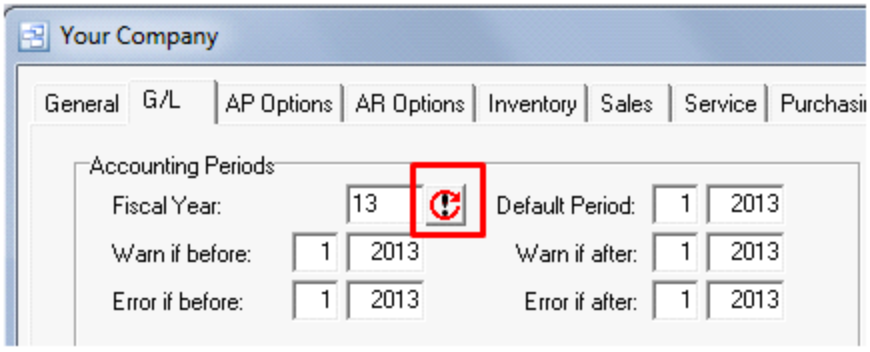
Pilot ERP Year End Procedure

At the end of each fiscal year, you must run the Year End procedure in the Your Company > GL tab to roll current earnings to retained earnings for the prior year and establish beginning balances for Asset, Liability and Equity accounts in the new year. The Year End procedure consists of two steps. The first rolls the balances forward to the new year and the second closes the period year and updates the current fiscal year as well as updating the “Warn If…” and “Error If…” period and year range.

- You can enter and post transactions into the new year without running the year end procedure as long as the Warn If After and Error If after periods include those dates. You can manually change those periods without running the year end procedure.
- If the prior year has not yet been closed and you want to run financial statements for the new year, you must perform step #1 to update balances for the new year each time before running the statements.

Year End Steps:

1. Year-end processing is done via the Your Company Year-End button.



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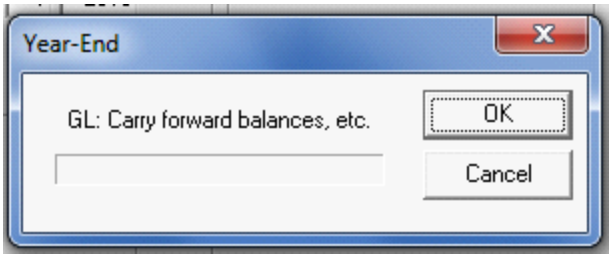
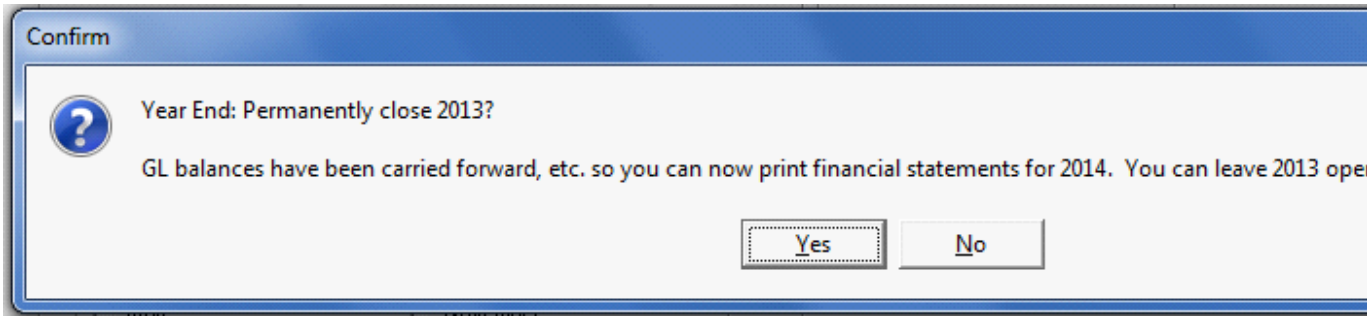


This carries forward GL balances for asset, liability and equity accounts, and creates an opening balance for the retained earnings account based on the retained earnings closing balance plus the net of the revenue and expense accounts. This allows financial statements to be run for the new year. NOTE: ALL AR/AP INVOICES, AR/AP CHECKS AND JV ENTRIES MUST BE POSTED BEFORE YOU CAN RUN THE YEAR END PROCESS.

2. After this, you will be prompted to CLOSE the prior year. You have an option to close the current year by clicking Yes on the screen below or leave it open by clicking No. Leaving the current year open allows more transactions to be entered for the old year. You can then re-run the year-end (Step 1) again when you are sure there will be no more transactions which will re-calculate the balances tocarry forward and select Yes to close the year. Closing the year ensures that no transactions are accidentally entered to the old year. You can carry the balances forward (Step 1) as often as needed until the year is closed.



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14 How To...

14.1 Add a Customer

Add a Customer

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A 'Customer' in Pilot ERP is anyone to which your company provides goods or services.

Customers are presented in a list format under the Sales | Customers screen. The list contains the customer name and additional information about the customer and can be printed or saved to a spreadsheet.

To create a new Customer:

1. Go to the Customer screen under the Sales menu.

2. Click 'New Customer' at the top left of the Customer screen.

3. Pilot will automatically provide you with the next sequential customer number. This is used to identify the unique customer. You can continue on or change the customer number/code to suit your naming method.

4. In the Name field, enter the name of the Company or individual. This name will appear on all orders, shipments, invoices and reports for that customer.

5. Complete by entering the customers main billing address and contact information. If the customer has a shipping address different from the billing address, you can enter it into the Ship To tab on the customer card.

6. Enter the Customers Tax Code(s), preferred shipment methods and payment terms on the Terms/ Sales tab.

14.2 Add a Vendor

Add a Vendor

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A 'Vendor' in Pilot ERP is any company or individual which provides goods or services to your company.

Vendors are presented in a list format under the Purchasing | Vendors screen. The list contains the vendor name and additional information about the vendor and can be printed or saved to a spreadsheet.

To create a new Vendor:

1. Go to the Vendor screen under the Purchasing menu.

2. Click 'New Vendor' at the top left of the Vendor screen.

3. Pilot will automatically provide you with the next sequential vendor number. This is used to identify

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the unique vendor. You can continue on or change the vendor number/code to suit your naming method.

4. In the Name field, enter the name of the Company or individual. This name will appear on all Purchase Orders and AP Checks and reports for that vendor.

5. Complete by entering the vendors main billing address, contact information, payment terms and preferred shipping method from vendors location.

14.3 Add an Item

Add an Item

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Inventory 'items' (parts) represent materials or services that you manufacture, purchase and sell. Pilot ERP keeps track of the quantity on hand, value of your inventory, average cost, etc. Through inventory part items, you can keep track of how many items remain in stock after a purchase, manufacturing usage or shipment, how many items you have on order, your cost of goods sold, and the value of your inventory.

To add an item:

1. Go to the Inventory | Items screen.

2. Click "New Item" at the top left of the Item screen.

3. Pilot will automatically provide you with the next sequential Item number. This is used to identify the unique item. You can continue on or change the item number/code to suit your part number scheme. This can be a descriptive name or number.

4. Select the Item Type

5. In the Description field, enter the full description of the Item. If you do not have enough room to enter the full description of the item, you can use the Additional Info field to continue the description.

6. If known, enter the Standard Cost, Unit Weight, Qty Per Batch, Revision, applicable Tax Codes, Minimum Stock Qty, Drawing Number and Lead Time to manufacture or purchase.

7. If this item can be sold, enter the price into the Price List.

8. Click OK to save the item and go back to the Items list.

14.4 Add Bills of Material (BOM)

Add Bills of Material (BOM)

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Bill of Materials can be added for your Manufactured items through the Item > Bill of Materials screen

1. Click NEW
2. Select the item from the Item No. field.
3. Enter the quantity used to produce the batch or unit quantity of the manufactured item.

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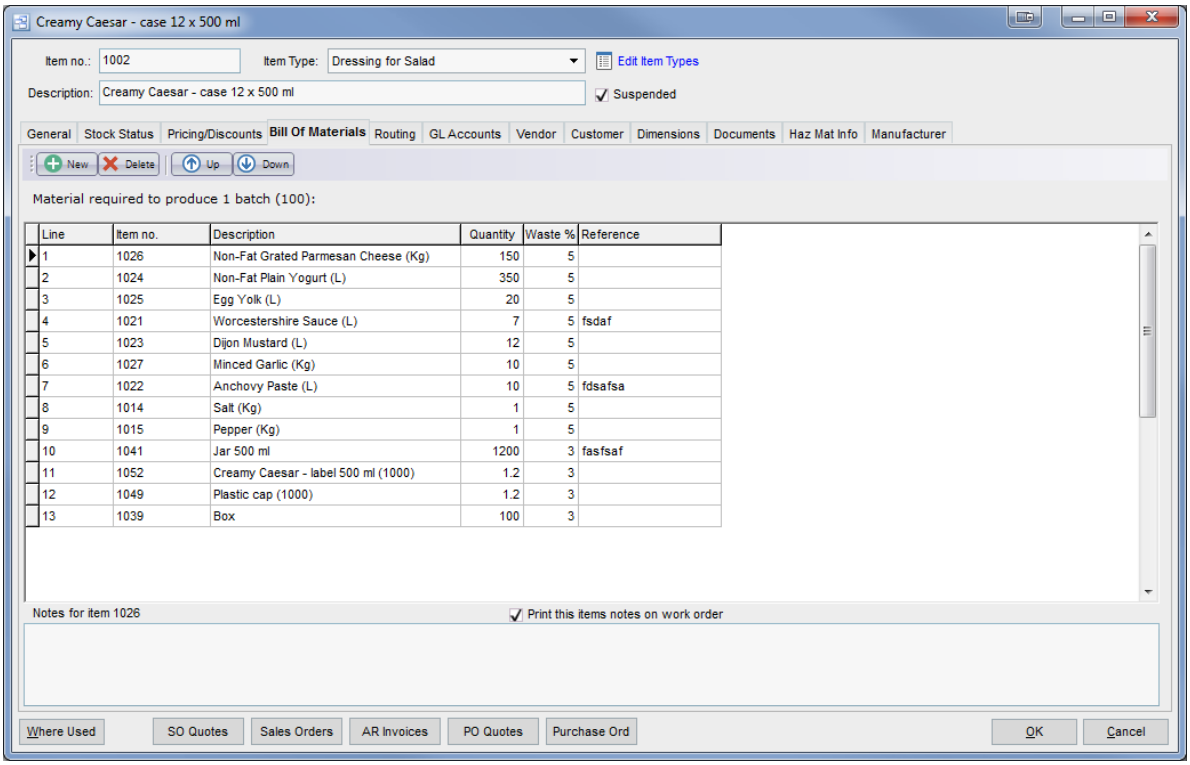
4. (Optional) enter the waste/scrap %. This will increase the quantity on the work order by that %.
5. (Optional) enter the Reference if needed.



14.5 SMTP Email Setup

Pilot ERP Email Settings:

1. Within Pilot ERP, go into the System Setup > Your Company > Email tab and select “SMTP” as your Outgoing E-Mail Type.

2. Enter your company SMTP Servername, SMTP port and a default company email address. (NOTE: This email address will not be used by Pilot unless there is no email address entered under each user account)

3. If your email requires authentication, check the "Authentication Required" check box and enter the default username and password for the default email account.

4. If your email requires SSL/TLS, check that format option.

5. If you would like emails to be formatted in HTML you can check the "Use HTML Format" option. NOTE: It's recommended that you use plain text format (which is what the Pilot email uses by default unless that option is checked) unless you have a specific need for HTML formatting or need to add a logo.

6. If you would like to add a logo or image to the emails, you can select your logo and enter the height and width of the image pixels. This must be entered exactly the same size as the logo image or it will not display properly.

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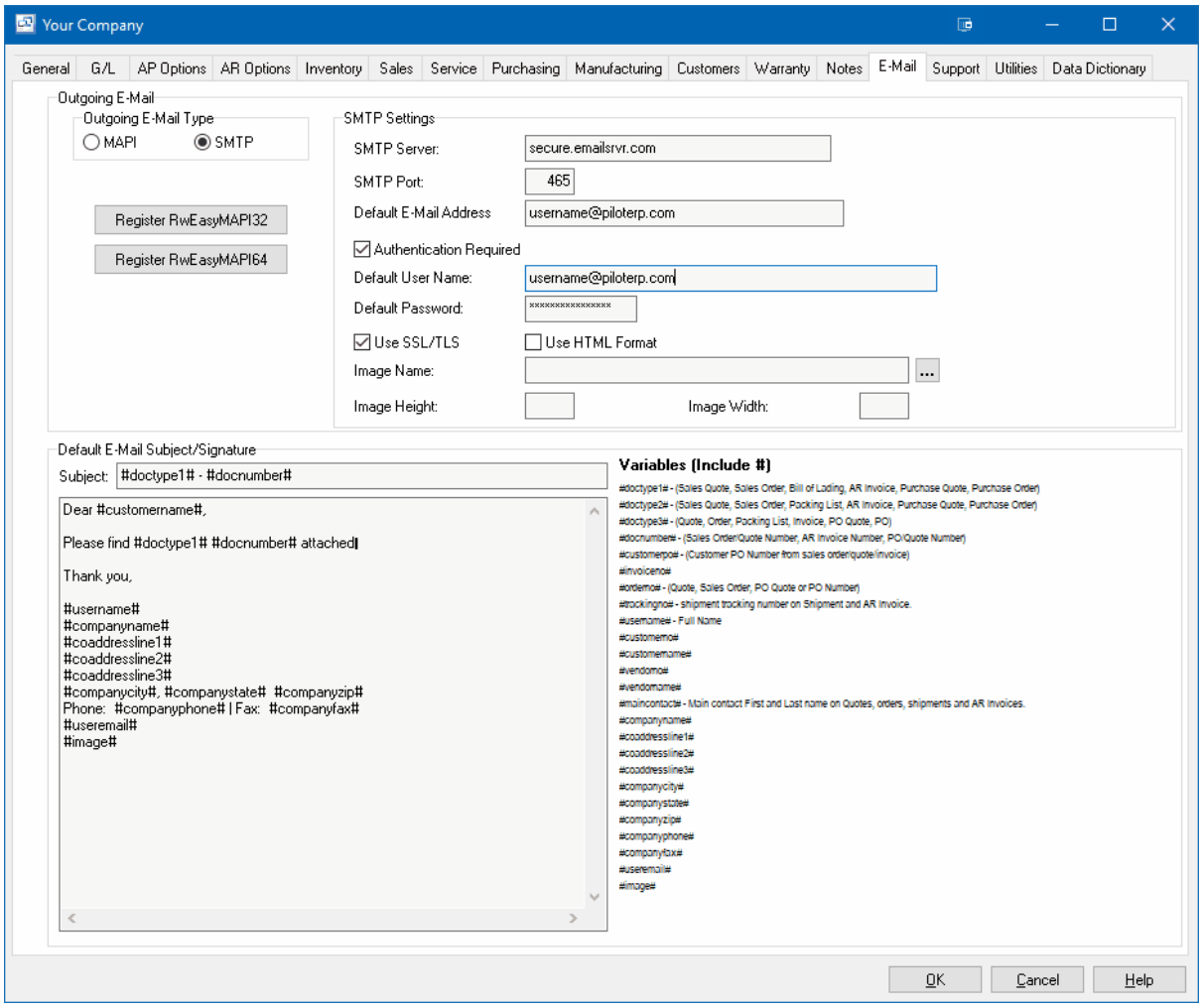

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15 Keyboard and Mouse Shortcuts

Keyboard and Mouse Shortcuts

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To	Press
Increase a date	+
Decrease a date	-
Display a pop-up calendar	Ctrl+Enter or Double-click
Calendar: next day/previous day	right arrow/left arrow
Calendar: next week/previous week	down arrow/up arrow
Calendar: next month/previous month	Ctrl+right arrow/Ctrl+left arrow
Display GL Account or Item Search	Ctrl+Enter or Double-click
Advance to a grid (items on an invoice, etc.)	Page Down
Advance to a new row on a grid	Page Down (on grid)
Insert or delete a line on grid	Right-click to display a pop-up
menu	
AR Payments: enter payment amount, etc.	Right-clik to display a pop-up menu
Display a drop down list	Alt + Down arrow
Remove an entry from a drop down list	Delete
Undo text	Esc

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16 Purchase Pilot ERP

Purchase Pilot ERP

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This program is distributed as a free 30 day evaluation version, limited to 30 days until the program is purchased.

For current prices and purchasing info please see www.piloterp.com

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17 Technical Support

Technical Support

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Technical Support for Pilot ERP is available for purchase through our website at www.piloterp.com

Current prices are listed on the website.

Purchase online, by email sales@piloterp.com or by phone (512) 535-4201.
.
The Pilot ERP Software web site www.piloterp.com contains...

- Current Pricing
- Latest versions available for downloading.
- Support Login

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