

# CONVEYORWARE

## “All in One” Business Distribution SaaS Software

CONGRATULATIONS! With your subscription to Conveyorware “All-in-One” Business Distribution Software you have taken the first step toward creating an automated, efficient process that will deliver to you a wealth of business intelligence.

With the wide range of menu options available, you are sure to find everything you need to run your business today and into the future. Each user can choose to use as much or as little of the software as they need. Small companies grow into large corporations and can continue to utilize the many in-depth features of this software.

The following items are a few options that demonstrate how Conveyorware was built with your Ease-of-Use in mind:

- Field-sensitive “Help” delivers an explanation of the purpose and entry options for a given field.
- “Drop-down” options and “prompt” fields present a list of choices for any given entry.
- The “JUMP” feature permits moving from one file to another within the same customer.
  - Access the software through your personal account on our secure website:  
[www.conveyorware.com](http://www.conveyorware.com)
  - Login with your user ID and password.
  - You are ready to do business anytime, anywhere!

*Efficient, Intuitive Software that Grows with your Business!*

## Welcome to CONVEYORWARE!

### Trademark Notice

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### Copyright Notice

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**BEFORE YOU START...**

**COMPANY PROFILE SETUP**

As a new business owner, or even if you have been in business for years, it will be beneficial to take time to think about business details before beginning to use Conveyorware Software. The following pages contain information to be considered and recorded before creating your Company.

**Administration login** information has been provided with your subscription and is required for initial setup. Future changes to the company profile will also be made using this login. Five (5) Login ID's have been provided. One is designated with an "A" and is solely for the System Administrator. More information can be found in **User ID Management** in the Administrator Guide.

General Company information is required for the initial setup including the Company address, phone numbers, email and Federal tax ID number. A Company **Abbreviation** will need to be created if you do not have a Manufacturing Code and a **Company Number** will be assigned once your Company is created. It is recommended that important Company details be recorded here.

Administration Login: \_\_\_\_\_ Administration Password: \_\_\_\_\_

User Login: \_\_\_\_\_ User Password: \_\_\_\_\_

Company Name: \_\_\_\_\_ Company Number:

Co. Abbreviation/Manufacturer Code:  Federal Tax ID Number: \_\_\_\_\_

Creation Date (aka Earliest Posting Date): \_\_\_\_\_ Fiscal Year: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Fax Number:: \_\_\_\_\_ Website: \_\_\_\_\_

Other suggestions: Know your computer system: system passwords, etc.

PC Name: \_\_\_\_\_ (Required for UPS Shipping) Printer Name: \_\_\_\_\_

\*Each 'hard connected' printer requires a unique HOD Login and Password. These must be assigned by a Conveyorware IT representative.

\*HOD Printer Login: \_\_\_\_\_ \*Password: \_\_\_\_\_

Notes: \_\_\_\_\_

## Before You Start

**Note:** Refer to the **Conveyorware Owner's Manual** for very specific software information.

The system has defaults set for managing your customers, inventory and orders. Review this list and consider these items before setting up your Company.

**If you do not understand an item in this menu, we recommend retaining the default setting**

Defaults for New Customer

Inventory Management.....	FL	
Credit Limit\$.....	9999999	Payment Terms NET30D
Ship Via.....		
Dun & Bradstreet Code.....	--	
NAICS Code.....	9999	
Territory.....	1	Sales Rep.... 1
Bypass Credit Limit ..... (Y/N):	N	
Bypass 60 Day Limit ..... (Y/N):	N	
Print Packing Slip ..... (Y/N):	N	
Print Price on Packing Slip (Y/N):	N	
Print Invoice ..... (Y/N):	Y	
Put Invoice in Carton ..... (Y/N):	N	
Residential=R, Commercial=blank..		
Include Frt Charge On Inv . (Y/N):	N	
Advertising Allowance ..... (Y/N):	N	
Customer Taxable..... (Y/N):	Y	
Tax Authority.	MICHIGAN	

Buttons: Help, Exit, Prompt, Cancel, Continue

**Default Inventory Management** is the most important item to consider because it relates to controlling your inventory. The default setting for “Inventory Management” is FL, as that is the most common. Other options are F and FA:

- FL = Inventory sorted by stock ID AND stock serial number allowing FIFO (First in-First out).  
(Order accuracy verified automatically.)
- F = Inventory sorted by stock ID only so NOT FIFO specific.  
(Order accuracy verified automatically.)
- FA =Inventory sorted by stock ID only. Recommended for ONE stock item only.  
(Order accuracy NOT verified automatically.)

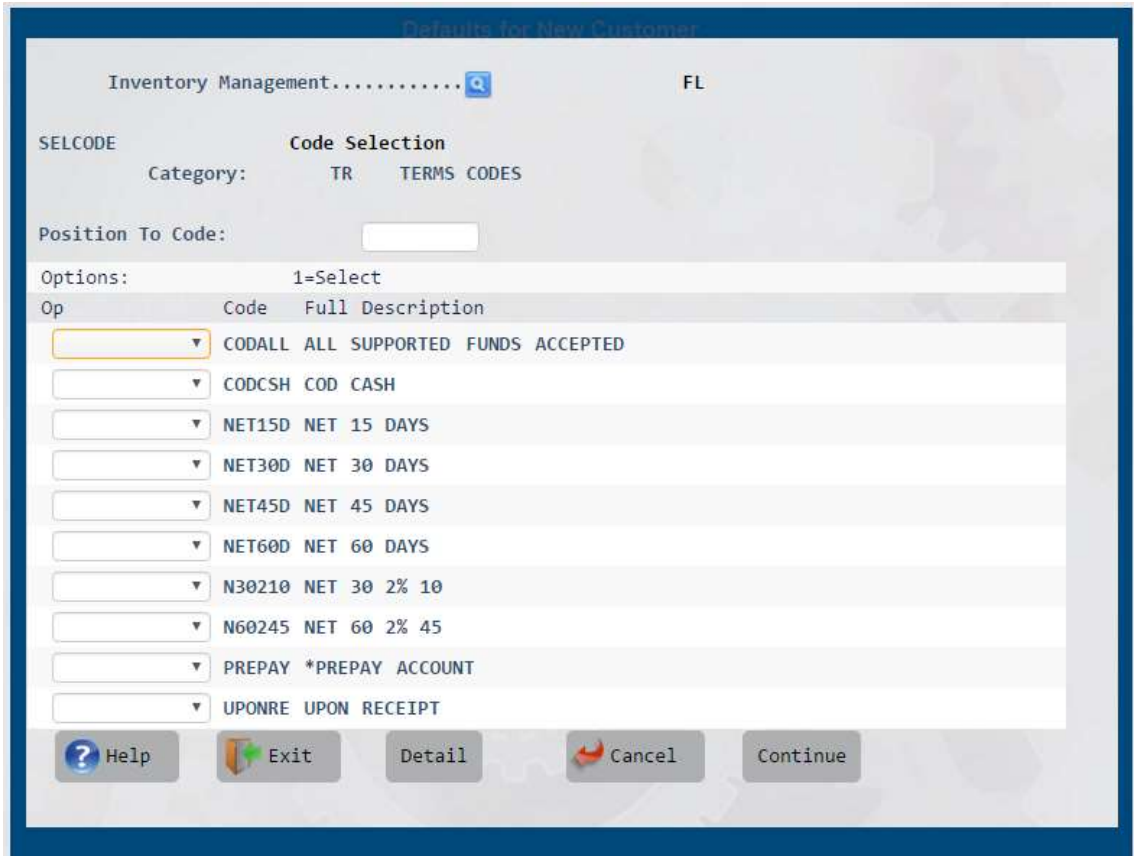
**Default Ship Via.:** “Prompt” to insert a default shipping method; **however**, this item can be changed for each customer or identified later in each customer file.

**Default NAICS Code:** 9999 is a default filler only. If you know your NAIS Code insert it here.

## Before You Start

➤ **REMEMBER:** A field containing the  symbol has pre-set choices. Use “Prompt” to display them.

**Payment Terms:** “P” (Prepayment) is the default for this item; **however**, the payment/credit terms can be changed for each customer.



Op	Code	Full Description
<input type="text"/>	CODALL	ALL SUPPORTED FUNDS ACCEPTED
<input type="text"/>	CODCSH	COD CASH
<input type="text"/>	NET15D	NET 15 DAYS
<input type="text"/>	NET30D	NET 30 DAYS
<input type="text"/>	NET45D	NET 45 DAYS
<input type="text"/>	NET60D	NET 60 DAYS
<input type="text"/>	N30210	NET 30 2% 10
<input type="text"/>	NG0245	NET 60 2% 45
<input type="text"/>	PREPAY	*PREPAY ACCOUNT
<input type="text"/>	UPONRE	UPON RECEIPT

➤ **REMEMBER:** The “Cancel” button will return you to the prior screen; however, you may lose any data entered.

## FINANCIAL INFORMATION

The system has set defaults in the “Financial Corporation File” which must be considered before moving forward. **If you are unsure about these entries, consult with your business accountant.** Specific items to discuss are: Chart of Accounts, Fiscal year (Latest Posting Date) and Costing system.

### Chart of Accounts

We recommend retaining defaults; however, if you have a unique reason to change your Chart of Accounts the **Financial Company File** MUST be updated.

### Posting Dates

## Before You Start

**Default Posting Date** will automatically change to the current calendar month and year.

**Earliest Posting Date** is your Company's creation date.

**Latest Posting Date** is the last date of your fiscal year or calendar year-end. This date is important for year-end accounting processes.

Conveyorware Administrative System  
Financial Company File

FMW Change: CONVEYORA MSC3011

Company Number.....: 162 LINDAS NEWEST COMPANY

Federal ID No.....: 123121234

Merchant Id#.....: |

Current NEC Year...: 2016 Define a fiscal year? Y/N N

Default Posting Date: 8 / 2016

Earliest Posting Date: 8 / 2016

Latest Posting Date: 12 / 2016

Retained Earnings: 1 5030 Retained Earnings

A/R-G/L Interface:

A/R Account	1	200		Accounts Receivable
Cash Account	1	100		Checking
Bad Debt Account	1	6200		Bad debt
Discounts Taken	1	5210		Discounts Taken
Reimbursed Frt	1	5220		Reimbursement Income:Reimbursed Fre

Inventory Cost of Goods Sold:

Average Costing Requires Using PO System. This is a Permanent Choice!

Use Average Costing:  Select with "X", Blank=Manual Costing

Inv Assets:

COGS Expense:

Buttons: Help, Exit, Cancel, Prompt, Continue

## Costing System

**Manual Costing** = Identifying the cost of an inventory item at time of last purchase in determining your Cost of Goods for Tax purposes. This method does not take into consideration the remaining stock purchased at a different price.

**Average Costing** = If you are using a Purchase Order system to obtain inventory, you **MUST** choose the Average Costing method. If an Average Costing method is used to determine your Cost of Inventory, insert an X in the box. This average yearly cost of an inventory item will also be used for Tax purposes. No X will default to the Manual Costing method.

➤ **REMEMBER: CONVEYORWARE** has many "layers". Many fields appear in menu options that you may not be using at this time. Be assured these fields have a purpose that you will understand and appreciate as your business grows!

## OTHER BUSINESS PRACTICES TO CONSIDER

## Before You Start

Taking the time to consider the following business practices will help you to properly set up your Company in the Conveyorware system.

### **Inventory Management**

Will you be storing product in multiple warehouses? \_\_\_\_

Does your inventory have unique stock numbers for each type and/or style of product? \_\_\_\_

Are your inventory items bar coded with a unique bar code for each type or style of stock? \_\_\_\_

Do you have reorder points for your inventory items? \_\_\_\_  
If yes, be sure to enter them in the inventory file.

Will you be using the Purchase Order System to purchase inventory? \_\_\_\_

Will you be selling your products with quantity discounts? \_\_\_\_

### **Order Processing/ Pick Ticket/ Packing Slip**

How will you be receiving orders? Electronically \_\_\_\_ Manually \_\_\_\_

How much detail do you want on your pick ticket/ order sheet/ packing slip?

Return authorization information? \_\_\_\_

Do you allow back orders? \_\_\_\_

Will you be using third-party parcel accounts? \_\_\_\_

Are you sending your invoice with the shipment or mailing after? \_\_\_\_

### **Shipping Options**

Who determines best ship method? \_\_\_\_\_

How many ship options do you offer your client? \_\_\_\_

Are you shipping using UPS? If yes, enter UPS account number to Host system.  
\_\_\_\_\_

## Before You Start

Are you shipping via Fed Ex? If yes, which system are you using?

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Will you be using USPS for shipments? If yes, do you have an account with Endicia @ [www.endicia.com](http://www.endicia.com)?

Will you be shipping via freight carriers requiring Bills of Lading (BOL)? \_\_\_\_\_

Do your clients require Electronic Data Interchange (EDI)? \_\_\_\_\_

## **Payroll Options**

Payroll data can be loaded directly into the General Ledger or you can manually enter details via general journal entries.