NETWORK BUSINESS SYSTEMS
SOFTWARE SYSTEM DOCUMENTATION

INTRODUCTION

All IBS Software Systems Manuals contain a setup section that lists the programs needed to run first in order to start operation of that particular system.

Prior to starting the setup of any IBS Professional Software System, it is highly recommended that you read through the applicable IBS System manuals. You should start with the "SYSTEM INTRODUCTION SYSTEM REFERENCE" manual first, and then proceed into the specific manuals of the systems you intend to operate. At the end of each manual is a setup section listing the files and program names that must be set up to operate that software system. You should read the program documents listed there also.

What this document provides is a structured, combined listing of the data files needed to operate the IBS SALES/INVENTORY SYSTEMS. It has been provided because this is the primary IBS software system and it requires the most consideration. This setup must be completed prior to the operation of the IBS SALES/INVENTORY SYSTEM. YOU WILL NOT BE ABLE TO OPERATE WITHOUT 100% COMPLETION. Do not attempt to shortcut the setup, nor change the order of setup steps. This is due to the high level of system integration, which requires that certain information be present in order to complete the setup and more important...operate the system. This setup document has been presented in such an order as to accomplish proper setup.

1) Setup the General Ledger Company file with the proper monthly dates for the current fiscal year of your company. THIS PROGRAM NAME IS..."GLCOMPAN".

2) Setup the General Ledger Accounts that will be referenced in the master inventory file. It is also referred to in the ACCOUNTS PAYABLE, PAYROLL, and ACCOUNTS RECEIVABLE SYSTEMS. THIS FILE IS ONE OF THE MAIN "HUB" FILES IN THE IBS PROFESSIONAL SOFTWARE SYSTEMS. THIS PROGRAM NAME IS..."GLMASTER".

3) Create the Purchase Order Vendors, which will be referred to in the master inventory file. THIS PROGRAM NAME IS..."POVENDOR".

4) Create the Purchase Order Ship Via codes. These codes are referred to in the Purchase Order. THIS PROGRAM NAME IS..."POSHPVIA".

5) Create the inventory serial tracking books if needed. These codes are referred to in the inventory master file and in all of the serialized inventory functions. THIS PROGRAM NAME IS..."GUNTYPES".

6) Create the inventory grouping code file. This provides for a user defined inventory subgrouping that can be used to set up sub reports. These codes can be globally changed at a later date. THIS PROGRAM NAME IS..."INPRTGUT".

NOTE: This program also provides entry and edit of the mailing system media codes, used for controlling printed materials sent on customer mailings.

7) Create the master inventory file. THIS FILE IS ONE OF THE MAIN "HUB" FILES IN THE IBS SOFTWARE SYSTEMS. The inventory master file is used directly in virtually all of the SALES/INVENTORY SYSTEMS. THIS PROGRAM NAME IS..."INPRTGUT".

8) Create the part number/vendor cross-reference file. This allows for multiple parts per vendor, multiple prices per part per vendor, multiple vendors per part, vendor part numbers, and multiple vendor part numbers per part. It also sets up the automated purchasing functions per part, range of parts, group, or by vendor. THIS PROGRAM NAME IS..."INXREF".

You are now ready to enter your actual inventory into the master inventory file. It is highly desirable to take the time to count and document your inventory on hand, prior to entry into the system. You can create a count sheet with the basic information required which is part number, description, quantity on hand, and the cost. If one part has quantities at substantially different costs, then you can either average the cost over all the parts or list the separate quantities with their corresponding prices.

Once you have created a master inventory on hand list and are ready to enter your inventory for the first time, you will either use the single item receiving program (WORCV) or the full receiving program (RCENTRY). Both of these programs are discussed in the IBS PROFESSIONAL SALES/INVENTORY MANAGEMENT SYSTEM document and their respective individual program documents.

9) Create customer account terms file. These terms will be referred to in the customer file and used in the accounts receivable system. THIS PROGRAM NAME IS..."CMACCTYP".

10) Create the sales representative codes. These codes are referred to in the customer file and are not required. However you must type in a valid rep code in order to save it in the customer file. This is optional and is used in the IBS TELEMARKETING SYSTEM. THE PROGRAM NAME IS..."TSALMENU".

11) Create the advertising yard code file. This file is referred to in the distribution order entry and the retail point of sale. It is a required field in both and sets up sales analysis by yard code. THE PROGRAM NAME IS..."YARDCODE".

12) Create the state sales tax file. This file is referred to in the customer master file and is required. The use of sales tax in either the distribution or retail point of sale is based on a flag set in the system setup file..."SYSGUT". THE PROGRAM NAME IS..."STATETAX".

13) Create the customer group file. This file is referred to in the customer master file and is used in the optional TELEMARKETING system. THE PROGRAM NAME IS..."CMASGPR".

14) Create the customer/part discount cross-reference file. This allows you to create virtually any discount for any customer for any part. THE PROGRAM NAME IS..."INCUSREF".

15) Create the mailing media code file. This provides for a user defined mailing code that can be used to control the materials mailed to customers. These codes can be globally changed at a later date. THIS PROGRAM NAME IS..."INPRTGRP".

NOTE: This program also provides entry and edit of the inventory grouping codes, used for segregating types of customers.

16) Create the customer master file. THIS IS ONE OF THE MAIN "HUB" FILES IN THE IBS PROFESSIONAL SOFTWARE SYSTEMS. It is referred to throughout the sales systems. PAY CLOSE ATTENTION TO EACH FIELD WITHIN EACH PART RECORD. THE PROGRAM NAME IS..."CMMAINT".

17) Create sales packages. Sales packages are used to group items together in a package, under one part number. You must use valid part numbers in the program. THE PROGRAM NAME IS..."PACKAGE".

18) Create the UPS MANIFEST STANDARD CHARGES file. These charges are referred to while shipping orders in the manifest system. This is only set up when you have purchased the optional DISTRIBUTION SYSTEM. THE PROGRAM NAME IS..."SAUPSCHG".

19) Create the UPS MANIFEST RATE file. These rates are referred to while shipping orders in the manifest system. This is only set up when you have purchased the optional DISTRIBUTION SYSTEM. THE PROGRAM NAME IS..."SARATE".

20) Create the UPS MANIFEST ZONE file. These zones are referred to while shipping orders in the manifest system. This is only set up when you have purchased the optional DISTRIBUTION SYSTEM. THE PROGRAM NAME IS..."SAZONE".

21) Set up the SYSTEM setup file. Refer to the SYSTEM setup document and verify the information in your computer first. THIS PROGRAM NAME IS..."SYSGUT".

22) Set up the Multi-Company file. THE PROGRAM NAME IS..."SACOMPAN".

23) Set up the printer file. It comes pre-loaded with a generic dot matrix set up and a screen setup. **DO NOT DELETE THE SETUP FOR THE SCREEN!** You will want this for many of the reports that you will want to go to screen vs. print. THE PROGRAM NAME IS..."PRINTER".

Finally, this system is operational! You are now ready to start utilizing the IBS PROFESSIONAL INVENTORY MANAGEMENT along with one of the IBS PROFESSIONAL SALES SYSTEMS to effectively operate your business. If you have not already done so, please read the manuals for the software modules you have purchased, starting with the SALES and INVENTORY manuals first. You will learn valuable information that will assist and tutor you on basic operating procedures.