

DATATRON Features

Order Entry (Invoicing)

Check the item(s) if you're not 100% sure of what it does, what it's for, or how to use it.

- [] 1 Are you using "Expanded" searches to get all possible "matches" of a part number?
- [] 2 You know you can Search for a customer by name. Why not setup Custom Indexes?
- [] 3 Know how to set a password to override the Over Credit Limit lock out?
- [] 4 Did you know you can setup a special note for a customer and have it display automatically when starting an invoice?
- [] 5 Are you displaying Cost, Jobber, and GM% as special codes on the order entry screen? I can help you set that up.
- [] 6 The System Tracks Labor separately – Know where to find the totals?
- [] 7 Need to Track Customer Backorders?
- [] 8 Track lost sales, and the reason for each lost sale.
- [] 9 Want to View Sales History for a Part Number for the Customer you're Invoicing?
- [] 10 Do you have alternate items setup to display automatically when calling up parts?
- [] 11 Do you know how easy it is for your accounts to Order Parts, do a Stock Check, or send a Purchase Order?
- [] 12 You know you have the option to subtract the items immediately from inventory or when the invoice is finalized
- [] 13 Are you Flagging items for Stock Count while you're invoicing items?
- [] 14 Do you Figure Battery Adjustments and store them for reporting later?
- [] 15 Separate "kit" invoicing allows you to sell a particular kit part number, but to reduce the quantity on hand and record sales history on the components of the kit rather than on the kit part number itself
- [] 16 Know how many different Sales Tax brackets are available? It's 250 . . . Do you need to setup a few more?
- [] 17 Did you know you can Allow invoicing only at certain locations?
- [] 18 Are you printing credit card info or check # on the invoice?
- [] 19 Would you like to use Multiple Cash Drawers? You can even assign them to a specific salesman or department
- [] 20 Would you like to setup an Invoice Discount for specific customers?
- [] 21 You know you have the Ability to run multiple jobs on a single terminal?
- [] 22 You have Unlimited Flexibility in Customer pricing options . . . Know all of them? Need some help setting up more?
- [] 23 Are you using Bar Coding capabilities at invoicing?
- [] 24 Need to Calculate a unique List Price for some of your Customers? Let me show how.
- [] 25 Did you know Parts can be Automatically Transferred from Branch Locations when they're sold?
- [] 26 Wouldn't it be easier if all pick tickets for a customer were "batched" into one invoice. It's possible, let me show you.
- [] 27 Do you print your pick-tickets in zone/bin order and Final Invoice in the original order sequence? Sure . . . you can
- [] 28 Did you know a pick tickets can be created for customer's backordered items when it becomes available?
- [] 29 Pick tickets can be saved as quotes instead of processing, then turned into pick tickets at a later time.

Warehouse Features

- [] 30 Do you print your pick ticket based on zones? It can be a lot more efficient for pulling orders. Let me help with that. Picking ticket items are evaluated to see if they should ship – if they do not ship as expected, they are automatically flagged for stock count.

Inventory Control

Check the item(s) if you're not 100% sure of what it does, what it's for, or how to use it.

- [] 31 Are you using all the Bar Code features in the System? Let me show you what can be done
- [] 32 Want to be a hero and keep track of your Installers Inventory? We've a program to do it
- [] 33 You know you can Review QOH, Order Points, etc on a single screen for all locations? Let me show you.
- [] 34 Do you know what the Two classifications (Manufacturer and Own Class) are for? Call me for the answer.
- [] 35 Why not make use of both the long and short Descriptions?
- [] 36 Use Supersessions/Re numbering information instead of just deleting the Part Number
- [] 37 Simplify Selling and Purchasing – Start making use of Selling unit (EA-each, PR-pair, BX-box, etc.)
- [] 38 Year acquired
- [] 39 You know there's a way to Password-protect the Inventory Maintenance screen?
- [] 40 Have you setup how much access your counter men have in the Inquiry screen?
- [] 41 Do you have your Inventories mirrored? Know why you'd want to?

Selected Inventory Info Report

- [] 42 You have nearly 60 fields available to make your own Inventory Screen. Got yours setup yet?
- [] 43 Custom Reports can be created from those same 60 fields. How many Custom Reports have you made?
- [] 44 For most fields, select further options to help limit the information reported. Are yours setup now?
- [] 45 Are you using the Powerful Stock Level Computation programs? . . . and why not?
- [] 46 Re-sort items if needed. If you need it it's here but do you know why it's here?
- [] 47 Know how to create reports from the Customer Tracking information? Let me show you.

Price/Cost Information:

Actual cost of quantities on hand

Date of last price update

List, Dealer, Stocking Dealer, Jobber and core prices

PartsGenie Manufacturer Price Updating

Total sales, cost, and gross margin % (both year-to-date and prior year figures)

Separate financial statements can be printed for each location. A consolidated balance sheet can also be generated.

Stocking Information:

Average sale quantity

Date first stocked

Minimum and maximum stocking quantities

"Quantity On Hand" shown as well as "Quantity Available"

Thirteen 2-month "buckets" of sales history

Reorder Information:

Last order / Last receipt date / Last invoice #

Quantities on order, on backorder, and on picking tickets shown for warehouses

Quantities on customer telephone order, on telephone backorder, and regular customer backorder shown for jobber locations

Standard package or minimum order quantity shown

Vendor numbers stored for 1st (primary) and 2nd (alternate) vendors

Vendor Returns:

New items, cores, warranties and battery adjustments can be selected either automatically or manually to be placed into a file for easy management while waiting for a Return Authorization

Items can be added, changed, deleted and/or printed at any time and then be easily removed (and posted out of inventory if applicable) when the return is made

In the case of new merchandise, the items being returned can be invoiced to a customer or even transferred to a branch location or warehouse

Specify whether vendor returns should be interfaced with New Payables depending on if they are new items, cores, warranty/defective items, or battery adjustments

Outstanding vendor returns can be easily viewed from within the inventory maintenance screens

Other Inventory-Related Reports:

Simple summary of number of items and inventory values for each line, or line and product group for a single or multiple (even all) locations

Stock level calculation of minimum and maximum stocking quantities - this program far exceeds any other comparable program on the market

Return on Investment report

Parts-Genie Manufacturer Price Updating

Inactive stock summary

Excessive stock print-out

Reclassification report

Simple stock count report can be run that will print only suspect items specifically marked by the invoicing and other programs

Shelf count report for counting an entire line or a portion of a line (report can be saved so that entering corrections to inventory is done much more easily)

Print-out / comparison of selected branch inventories

Lost sales report to assist in determining which items to stock

Rebate report for credit claims from vendors

Battery adjustment report for tracking pro-rated exchanges

Core return report for tracking cores to be sent back to suppliers

Warranty/defect report for tracking defective items to be sent back to suppliers

t a report of customer invoices in various formats and sorting them in numerous ways depending on the information desired including a comparison of sales from one year to another over a specified period of time

Labor detail report by customer, and labor summary report with machinist's totals and totals by type of job

Outside purchases report

Warehouse returns both as a packing list for defective items returned and as a check on dollar credit subsequently issued

Customer core report either by core or customer
Customer backorder report
Customer price sheet printing by customer and line
Vendors invoice summary use to cross-check supplier's billings
Vendor backorder report
Receiving long and short report for credit claims
Audit of certain operator entries for owner's or manager's review
Purchasing

Purchasing Features

Any single item can be ordered from multiple vendors, at different prices, even printing different part numbers on the order
In multi-location installations, orders can be sent to branch stores or warehouses, then a combined order can be sent to vendors
Items can be scanned and received using bar codes, with almost no operator entry
Non-shipped items can either be backordered or cancelled
Reordering of slower-moving items can be automatically delayed, resulting in significantly reduced overstock
Orders can be transmitted using the Transnet protocol via dial-up or the internet
Fax or email purchase orders directly from the server
Other locations can first be checked for overstock and any overstock can be automatically transferred between locations before an order is created
Price labels or shelf labels can automatically be printed for applicable received items
Purchase Orders are received and posted into inventory by Automatic Receiving makes it so the operator only enters the difference between quantities ordered and the quantities actually received
Ability to invoice items without updating inventory information increases the accuracy of purchasing by ignoring information which should not be considered
Certain orders can be flagged as "factory direct" so the order quantities can be later ignored, if desired, when making subsequent orders
Since items can have multiple costs, all possible costs are automatically displayed in the receiving programs to provide for more accurate costing
Orders to vendors can be produced regardless of outstanding pick tickets since the pick ticket quantities are taken into account when calculating order quantities.

Daily Sales Reports

Bank deposit recap

Battery adjustment transactions

Cancelled invoices

Cash and credit card sales journal

Cash drawer recap

Changes of customer prices

Charge sales and COD journal

COD sales and returns

Core return transactions

Customer backorders

Cylinder transactions

Department recap

Direct-shipment transactions

Hold tickets that were added, changed, & deleted and ones that remain outstanding

Invoicing from branch store(s) and inter-store transfers

Invoices which have been "dated"

Labor transactions

Low margin transactions (detailing all invoice line items which fall below a minimum gross margin previously set by management)

Items added to inventory using the /NI command in Order Entry

Outside purchase transactions

Outstanding pick tickets (warehouse logs)

Rebate transactions

Received On Account journal

Regular credit invoices can be listed separately for easy review

Salesman recap (# of invoices, # of items sold, sales, cost, and gross margin %)

Sales tax collected (by state, county, city)

Special charge transactions

Suspect charge invoices (a listing, by salesman, of charges to customers with poor credit ratings -- a rating which the system automatically computes based on the customer's sales and payment history)

Time Management programming features give the ability to view sales based on type, salesman, day, date and time of day to help schedule employees

Warranty return transactions

Accounts Receivable

Store notes on a per-customer basis and have them displayed in Order Entry

Ability to set up multiple telephone numbers

Separate billing and shipping addresses

Ability to require PO numbers when invoicing certain customers in Order Entry

Customer balances and sales figures are updated instantly at the end of each invoice

Let the system automatically assign a credit rating based on management criteria

Immediate posting of payments to open balances

Use either balance-forward or open-item accounting on per-customer basis

Compute and post finance charges to customer accounts at any time

Ability to print a unpaid collection report at any time during the month

Print an aged trial balance report for any date combination

View the previous months statement balance and discounts allowed at any time

Ability to set a statement discount rate and a finance charge percent by customer

Prohibit charging to a customer no matter what

Ability to have List Price print or not print on invoices on per-customer basis

Ability to automatically print a duplicate copy of an invoice

Have the option to print monthly or weekly statements that include:

- Monthly sales memos on each statement.
- Specified credit memos on statements, as determined by the credit rating

Each Customer is automatically evaluated to determine advisability of additional credit extension

Alphabetical customer listing can be printed with credit rating for each customer

Mailing labels can be printed for each customer

Monthly report shows amount of sales tax to pay to each state, county, and city

Print sales analysis by customer, salesman and customer type

Integrated Accounting

General Ledger:

Balance Sheet and supporting statements

Complete chart of accounts

Entry and editing of general ledger transactions

Printing of financial statements

Printing of general ledger source cross reference

Printing of general ledger trial balance

Profit and Loss Statement can be printed by profit center or create a statement to show the combined information for the entire company

At the option of the user, any or all sections of the software may be automatically interfaced into a particular General Ledger either at month-end or at any time during the month

Multiple general ledgers are allowed

Time Clock:

Time clock system allows users to check in and out from the Order Entry menu

Ability to screen an employee's records at any given time during a pay period

Screen employees "still checked in" at any given time

Employee's phone number is displayed when a number is entered making it easier to contact absent employees either absent or not yet to work

Manual changes are marked as such and the mark cannot be removed (for greater security)

Time clock can be interfaced directly to Payroll eliminating the need to re-enter information

Time clock report features:

Ability to specify different cutoff dates

Round minutes up, down or to nearest quarter hour

Process multiple locations at one time

Can be run at any time for a single person or all employees

Payroll:

Automatically calculate withholding and deductions (inc. pensions and Section 125)

Hourly and/or salary payroll system

Time Clock programming interfaces directly with Payroll

Pay periods can be daily, weekly, bi-weekly, semi-monthly, monthly or annual

Print payroll checks and check stubs

pay report

Payroll attendance register

Payroll deduction register

Payroll history report or screen

Payroll register

Quarterly 941A forms

Year-end W-2 reports

Checking Account:

Accessible only through password for security

Automatically posted to by Payroll and Accounts Payable

Can be automatically (and instantly) interfaced with General Ledger

Bank reconciliation feature makes a task usually time-consuming quick and easy

If using multiple checking accounts, you can post to different General Ledgers, or if posting to one General Ledger you can post to different General Ledger accounts

Can be interfaced directly with General Ledger

Accounts Payable:

Complete vendor information including:

Year-to-date and prior-year purchases

Last four (4) payments made to vendor

Separate order and remit addresses can be stored

Print (or screen) the following reports:

Voucher Register

Aged Voucher Trial Balance

Cash Requirements Report

Pre-Check Writing Report

Vendor Analysis

Print Accounts Payable checks

Maintain a history of paid invoices almost indefinitely

Can be interfaced directly with General Ledger

All Accounts Payable for multiple locations can be kept in a single location and be referenced by all of the others

Multiple Accounts Payable can be kept on one system