

# Product Training

## System Data Setup and Defaults

*Where "Lean" principles are considered common sense and are implemented with a passion!*



## Setting Standing Data

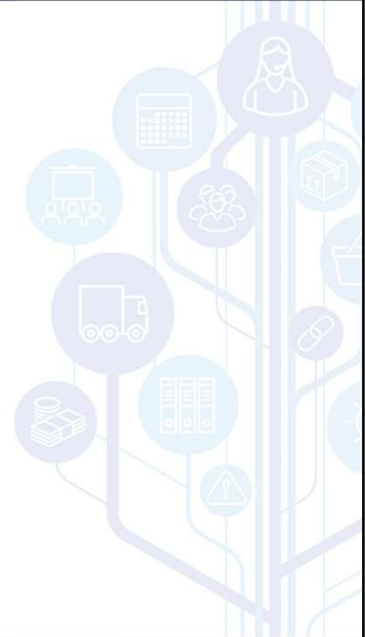
WinMan utilises many pieces of data to make the system easier to use for the end user and eliminate errors, a software version of "Poka-yoke", or mistake proofing. Standing Data is often found in drop down boxes, such as units of measure, GL Accounts, etc.

The following data needs to be set up in order for WinMan to function properly.

- |   |  |
|---|--|
| <input type="checkbox"/> Chart of Accounts      | <input type="checkbox"/> Security Profiles         |
| <input type="checkbox"/> Accounting Departments | <input type="checkbox"/> Users (Can be done later) |
| <input type="checkbox"/> Accounting Divisions   | <input type="checkbox"/> Accounting Calendar       |
| <input type="checkbox"/> GL Classifications     | <input type="checkbox"/> Work Schedule             |
| <input type="checkbox"/> GL Categories          | <input type="checkbox"/> Areas and Locations       |
| <input type="checkbox"/> GL Accounting Types    | <input type="checkbox"/> GL Classifications        |

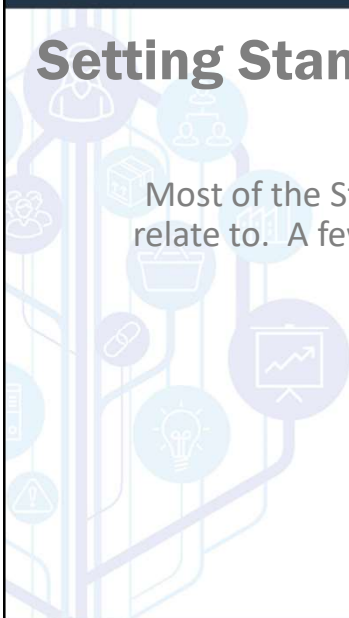
## Setting Standing Data

- ☐ Units of Measure
- ☐ Write Off Codes
- ☐ Inventory Reason Codes
- ☐ Banks
- ☐ Industry Codes
- ☐ Labour Rates
- ☐ Currencies
- ☐ Commodity Codes
- ☐ Countries
- ☐ Tax Codes
- ☐ Credit Terms
- ☐ Freight Methods
- ☐ Discounts
- ☐ Settlement Terms
- ☐ Departments
- ☐ States
- ☐ Messages
- ☐ Purchase Order Prefixes
- ☐ Sales Order Prefixes
- ☐ Credit Reason Codes
- ☐ Prices



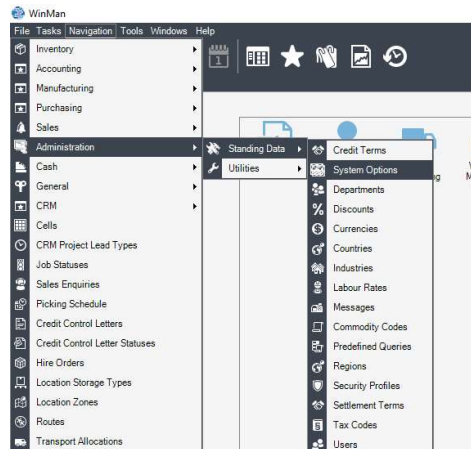
## Setting Standing Data

Most of the Standing Data is discussed in the functional area they relate to. A few are required when setting system defaults. We will cover those next.

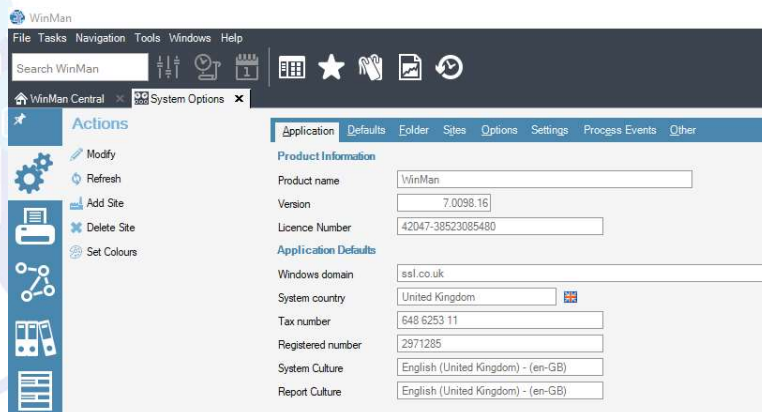


# Setting System Defaults

The system setup and options are accessed through the Administration Menu.



# Setting System Defaults



The Version is a read only field. The system administrator will know the domain. The country determines certain formats for displaying and printing.

# Setting System Defaults

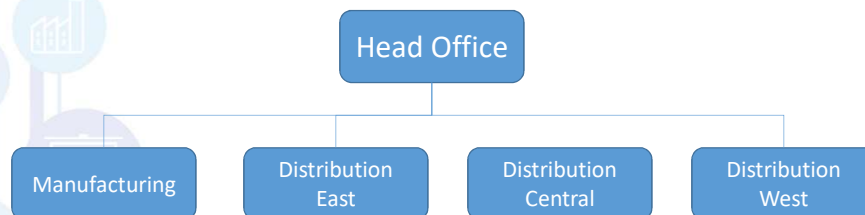
The screenshot shows the WinMan System Options dialog box with the 'Defaults' tab selected. The 'Actions' pane on the left includes 'Modify', 'Refresh', 'Add Site', 'Delete Site', and 'Set Colours'. The 'Defaults' section contains the following fields:

Field	Value
Country	GREAT BRITAIN
Weight unit	kg
Volume unit	m
Mapostings Account	01 999999 00
Purchase Currency	GBP
Sales Currency	GBP
Credit Limit	£ 0.00
Sales Invoice Prefix	INV
Default Site	Main Warehouse
Support Number	+44 (0) 121 749 8050
Allow Training Update	<input type="checkbox"/>

Set various default settings for creation of static data. The unit weight indicates whether metric or English units are used.

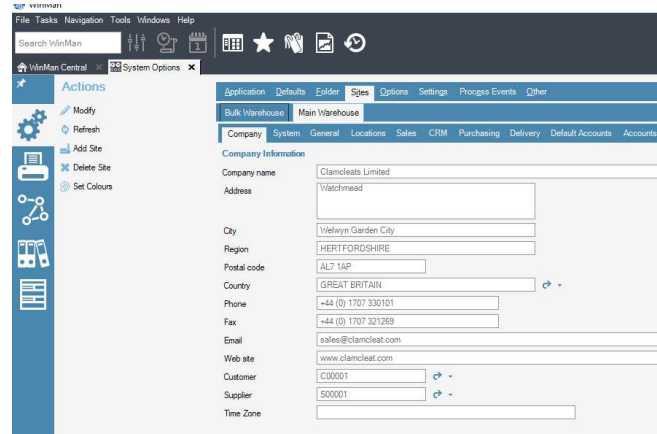
## Sites

WinMan can handle multiple sites. A typical structure might be as follows.



# Sites

Each site has its own set of information describing it and its defaults.

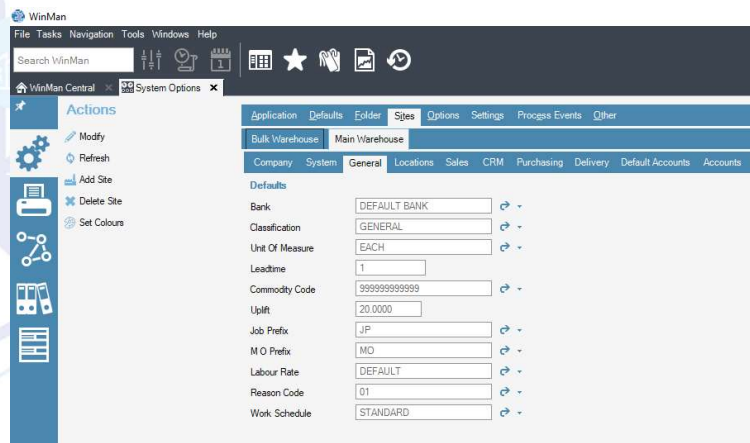


The screenshot shows the 'System Options' window in WinMan, specifically the 'Company Information' tab. The form contains the following fields and values:

Field	Value
Company name	Clancleat Limited
Address	Watchmead
City	Welwyn Garden City
Region	HERTFORDSHIRE
Postal code	AL7 1AP
Country	GREAT BRITAIN
Phone	+44 (0) 1707 330101
Fax	+44 (0) 1707 321269
Email	sales@clancleat.com
Web site	www.clancleat.com
Customer	C00001
Supplier	S00001
Time Zone	

# Sites

Each site has its own set of information describing it and its defaults.

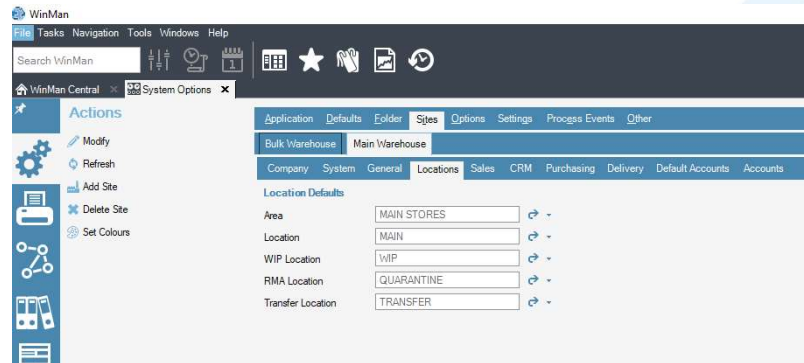


The screenshot shows the 'System Options' window in WinMan, specifically the 'Defaults' tab. The form contains the following fields and values:

Field	Value
Bank	DEFAULT BANK
Classification	GENERAL
Unit Of Measure	EACH
Leadtime	1
Commodity Code	999999999999
Uplift	20.0000
Job Prefix	JP
M O Prefix	MO
Labour Rate	DEFAULT
Reason Code	01
Work Schedule	STANDARD

# Sites

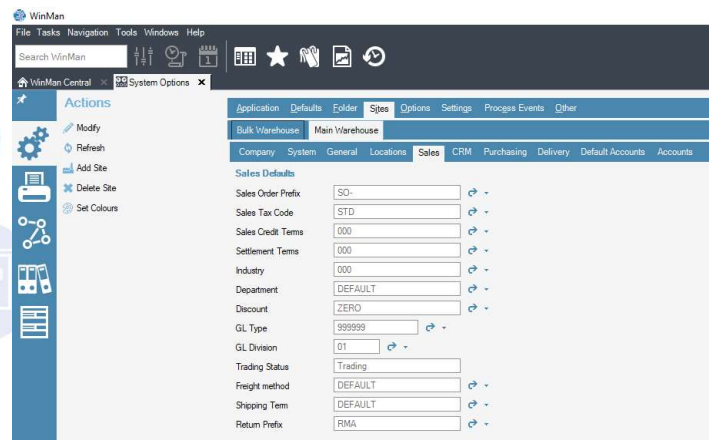
The locations tab allows the default locations for the site. These defaults can be overridden at entry time.



The screenshot shows the WinMan application window with the 'System Options' tab selected. The 'Locations' sub-tab is active, displaying 'Location Defaults' for the 'Main Warehouse'. The interface includes a top menu bar, a search bar, and a left sidebar with 'Actions' like Modify, Refresh, Add Site, Delete Site, and Set Colours. The main content area shows the following defaults:

Location Defaults	
Area	MAIN STORES
Location	MAIN
WIP Location	WIP
RMA Location	QUARANTINE
Transfer Location	TRANSFER

# Sites



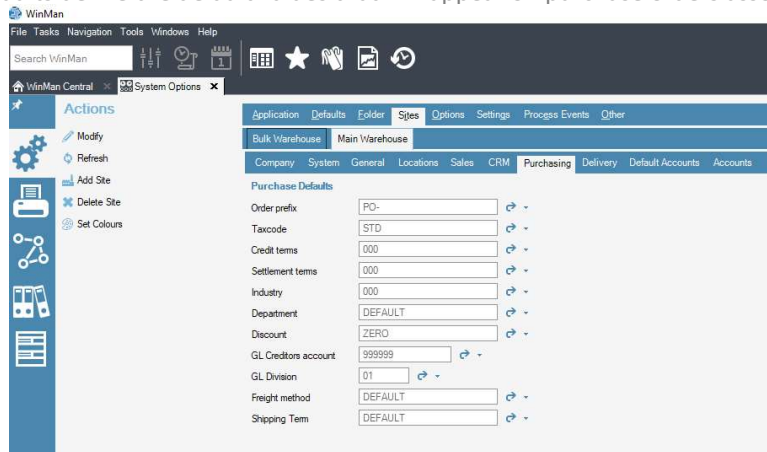
The screenshot shows the WinMan application window with the 'System Options' tab selected. The 'Sales' sub-tab is active, displaying 'Sales Defaults' for the 'Main Warehouse'. The interface includes a top menu bar, a search bar, and a left sidebar with 'Actions' like Modify, Refresh, Add Site, Delete Site, and Set Colours. The main content area shows the following defaults:

Sales Defaults	
Sales Order Prefix	SO-
Sales Tax Code	STD
Sales Credit Terms	000
Settlement Terms	000
Industry	000
Department	DEFAULT
Discount	ZERO
GL Type	999999
GL Division	01
Trading Status	Trading
Freight method	DEFAULT
Shipping Term	DEFAULT
Return Prefix	RMA

The Sales Defaults define the default values that will appear on sales orders associated with this site.

# Sites

The Purchase Defaults define the default values that will appear on purchase orders associated with this site.



WinMan

File Tasks Navigation Tools Windows Help

Search WinMan

WinMan Central System Options

Actions

- Modify
- Refresh
- Add Site
- Delete Site
- Set Colours

Application Defaults Folder Sites Options Settings Process Events Other

Bulk Warehouse Main Warehouse

Company System General Locations Sales CRM Purchasing Delivery Default Accounts Accounts

Purchase Defaults

Order prefix: PO-

Taxcode: STD

Credit terms: 000

Settlement terms: 000

Industry: 000

Department: DEFAULT

Discount: ZERO

GL Creditors account: 999999

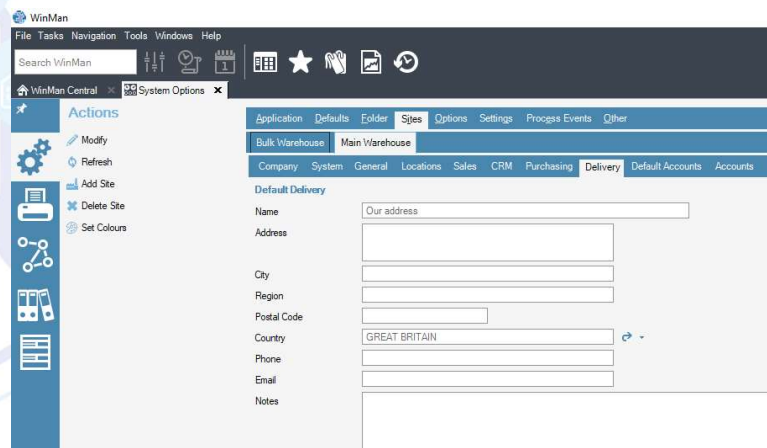
GL Division: 01

Freight method: DEFAULT

Shipping Term: DEFAULT

# Sites

You can have a different delivery location for each site.



WinMan

File Tasks Navigation Tools Windows Help

Search WinMan

WinMan Central System Options

Actions

- Modify
- Refresh
- Add Site
- Delete Site
- Set Colours

Application Defaults Folder Sites Options Settings Process Events Other

Bulk Warehouse Main Warehouse

Company System General Locations Sales CRM Purchasing Delivery Default Accounts Accounts

Default Delivery

Name: Our address

Address:

City:

Region:

Postal Code:

Country: GREAT BRITAIN

Phone:

Email:

Notes:



# Sites

The account setup will be discussed in full in the accounting section.



# System Options

System Options can change the appearance of the system, change behaviour, or define formats within WinMan. Double clicking on an option will activate the option for editing. A filled in lightbulb means the options has been activated.

Options are categorised by area.

- ☐ [General]
- ☐ Accounting
- ☐ Activity Centres
- ☐ Addressing
- ☐ API
- ☐ Bank Review
- ☐ Calendar
- ☐ Cash
- ☐ Cash Templates
- ☐ Commission Agents
- ☐ Commission Payments
- ☐ Commission Setup
- ☐ Configurator
- ☐ Controls
- ☐ Credit Cards
- ☐ Credit Checking
  - ☐ Exclude credit card orders from credit checking
  - ☐ Exclude GSN records from credit checking calculations
  - ☐ Exclude in picking records from credit checking calculations
  - ☐ Include Jobs records for credit checking calculations
  - ☐ Number of days before Sales Invoices are overdue
  - ☐ Number of days of sales orders to include
  - ☐ Show a hold button on the credit check dialog with the ability to put the sales order and/or customer on hold
  - ☒ Use credit checking [Y]
- ☐ Credit Control Letters
- ☐ CRM
- ☐ CRM Companies