

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.

- Chart of Accounts
- Accounting Departments
- Accounting Divisions
- GL Classifications
- GL Categories
- GL Accounting Types
- Security Profiles
- Users (Can be done later)
- Accounting Calendar
- Work Schedule
- Areas and Locations
- GL Classifications

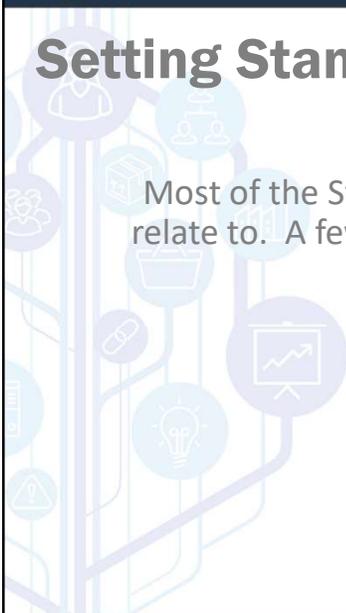
Setting Standing Data

- 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



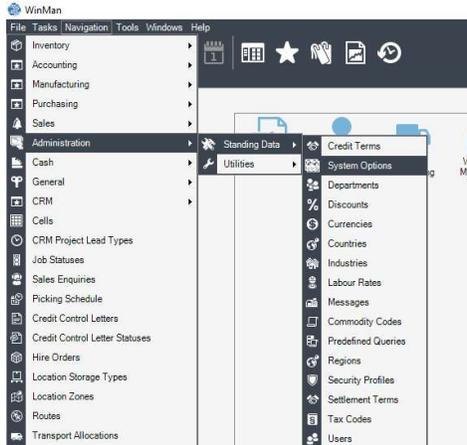
Setting Standing Data

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.

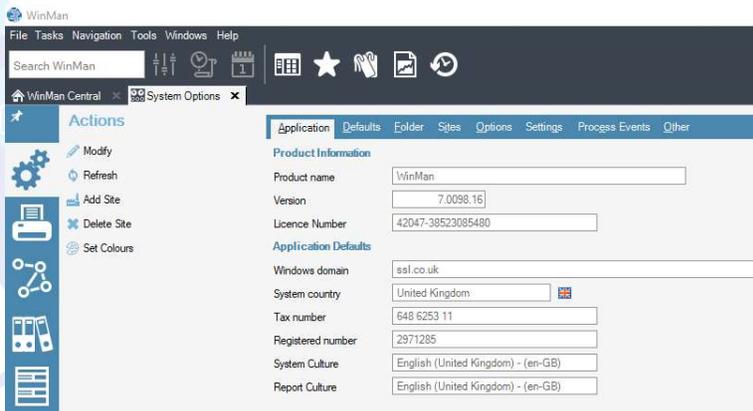


Setting System Defaults

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

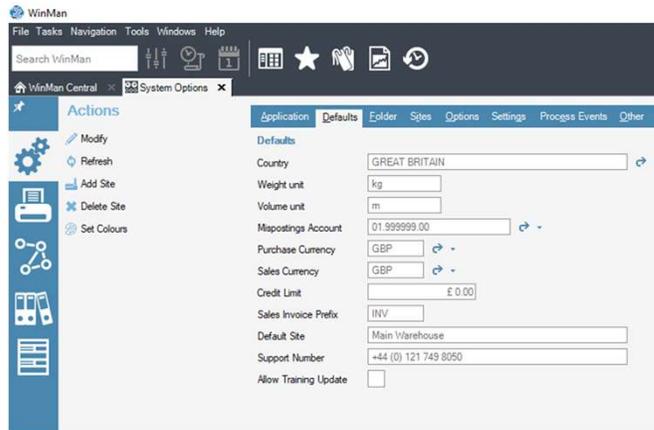


Setting System Defaults



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

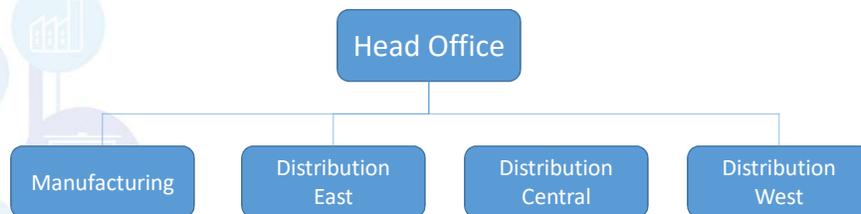
Setting System Defaults



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 WinMan System Options window for a site. The 'Company Information' tab is active, displaying the following details:

Company Information	
Company name	ClanCleats Limited
Address	Watchmead
City	Wetwyn 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

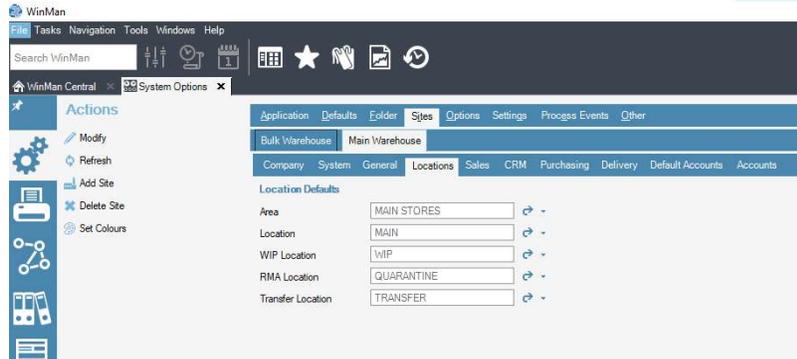
Each site has its own set of information describing it and its defaults.

The screenshot shows the WinMan System Options window for a site, with the 'Defaults' tab active. The following default settings are displayed:

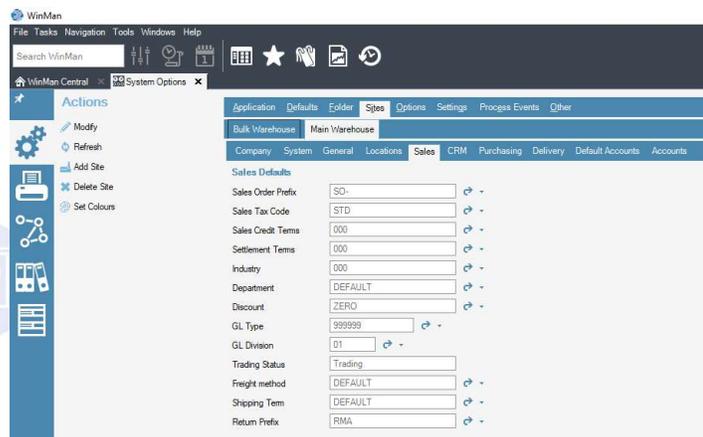
Defaults	
Bank	DEFAULT BANK
Classification	GENERAL
Unit Of Measure	EACH
Leadtime	1
Commodity Code	999999999999
Uplift	20.0000
Job Prefix	JP
M O Prefix	MO
Labour Rate	DEFAULT
Reason Code	01
Work Schedule	STANDARD

Sites

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



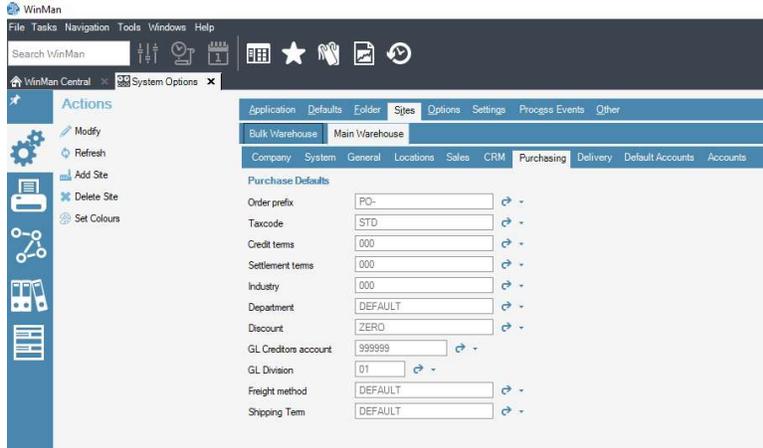
Sites



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.

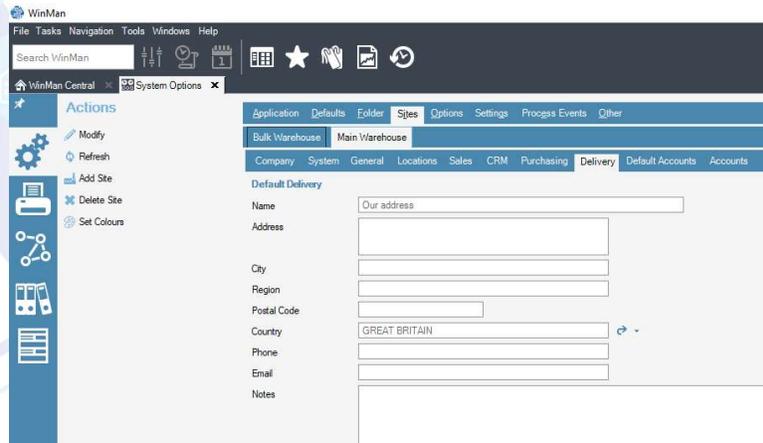


The screenshot shows the WinMan application interface. The 'System Options' window is open, displaying the 'Purchase Defaults' section. The 'Main Warehouse' is selected. The 'Purchase Defaults' section includes the following fields:

Field	Value
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.



The screenshot shows the WinMan application interface. The 'System Options' window is open, displaying the 'Default Delivery' section. The 'Main Warehouse' is selected. The 'Default Delivery' section includes the following fields:

Field	Value
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 GSNI 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