Product Training
Standing Data

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

winman
ADVANCED ERP SYSTEMS

1

Areas and Locations

- In WinMan, the hierarchy for locations from largest to smallest is Sites, Areas and then Locations. Sites are used when inventory, sales and purchasing needs to be kept separately. Generally, there is a geographic gap between sites.

- A site can then have multiple areas. Areas are used as a way to group locations.

- Locations represent the smallest and most used designation. Locations are where inventory is stored.

- When adding an area select the site it relates to.

2

General Tab

☐ **Account Division** – Select the accounting division that all inventory transactions will use

☐ **Capacity** – Reference field

☐ **Availability**
  a) **Sales** – Inventory can be used for picking of shipments only
  b) **Manufacturing** – Inventory can be used for issuing to manufacturing orders only
  c) **Sales and Manufacturing** – Inventory can be used for picking shipments and issuing to manufacturing orders
  d) **Jobs** – Can be used only for jobs
  e) **Unavailable** – Can not be used for any operations
  f) **Consignment** – Used for purchased parts that are received but still owned by vendor. No accounting transactions occur until inventory is moved to a non-consignment location
  g) **Sub-Contractor** – Used for parts on sub-contract
  h) **Bonded** – Inventory can not be used. Inventory must be moved to a non-bonded location to be used. Items that are received into a Bonded locations will not have duty until the items are moved to a non-bonded location. Inventory values will go the GL upon receipt.

☐ **Exclude from MRP** – Inventory in locations marked as exclude from MRP will not enter MRP calculations

3

☐ **Consumable Sequence –** Used when a specific location(s) is required to be picked from before another location. Locations with a sequence number of 1 will be picked from (using a FIFO basis), then locations with a sequence number of 2 will be picked from, etc. Multiple locations can share the same sequence number.

☐ **Pick Sequence –** A reference field that can be used for pick list print sequence.

Dimensions Tab

☐ All dimension are used for reference/reporting only.

4

Classifications

Classifications allow parts to be classified for reporting purposes as well as used for consumable materials.

General Tab

❑ **Description** – A description for the classification.

Consumables Tab

❑ **Active** – Select if consumables is active

❑ **Reason Code** – The reason code that will be used to expense the consumables

❑ **No of Days** – The number of days after the receipt that the inventory will be consumed

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Departments

Departments are used in a number of places throughout the system. Departments are used to group WinMan users. Departments are also found in Customers, where they could represent a non-commissionable Sales Rep, Suppliers, where they could represent a buyer and Products where a buyer could also be represented.


If the department is to be used to relate WinMan users together, the action Add Users can be selected to add users to a department. A listing of all users in WinMan will be displayed to select from. A user can belong to many departments. The relationship of users to departments can also be completed in the Users program where a user is selected and all available departments are displayed and then selected.

General Tab

❑ **Department** – Enter a Department ID

❑ **Description** – A description for the department

❑ **Email Address** – An email address for the department

❑ **Telephone** – A telephone number for the department

Units of Measure

Unit of Measure

Unit of Measure Factor
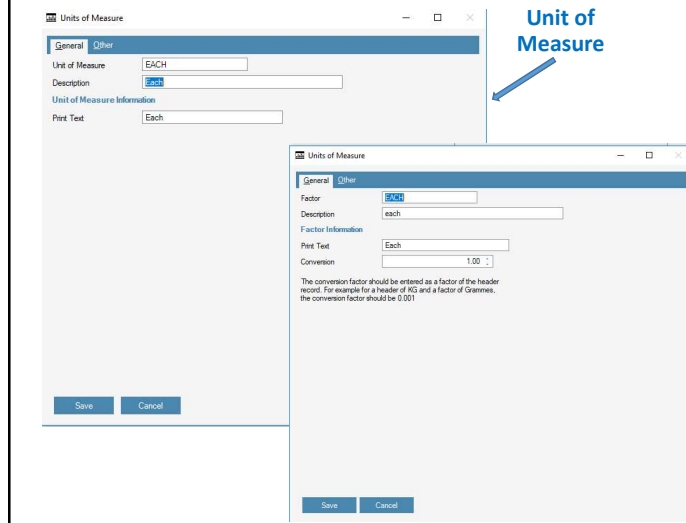
Units of measure are used to identify the unit of measure for products. An item can have only one unit of measure. However, a unit of measure can have many unit of measure factors which include a conversion factor used for sales orders and purchase orders. Unit of measure factors allow users to enter quantities on both sales orders and purchase orders in either the base unit of measure or any of the unit of measure factors they select.

Unit of Measure

General Tab – Unit of Measure

❑ **Unit of Measure** – enter a unit of measure

❑ **Description** – enter a description of the unit of measure

❑ **Print Text** – enter how you would like the unit of measure to appear on paperwork

General Tab – Unit of Measure factor

❑ **Factor** – What the conversion unit of measure is called

❑ **Description** – A description of the conversion unit of measure

❑ **Print Text** – What the conversion unit of measure will appear as on paperwork

❑ **Conversion** – What you would multiple the base unit of measure by to get the correct conversion.

Example: A product is going to be stocked in Feet but sold in inches.

Set-up: Create a unit of measure called Feet. This will be the unit of measure in products. Create a unit of measure factor called Inches for the unit of measure Feet. The conversion factor will be 0.08333 (12 inches = 1 Foot)

Commodity Codes

Commodity codes are used as an additional way to classify products. It is also used to group products to determine a Duty value.

General Tab –

☐ **Commodity Code** – Enter the commodity code ID

☐ **Description** – Enter a description for the commodity code

9

Discounts

Discounts

Discount Break

10

Discounts

❑ The discounts program allows you to set up discounts that are used on both the purchase orders and sales orders.

❑ Discounts can be set up with a straight percentage that will calculate on all transactions.

❑ A discount could also be more focused and used only when a certain value or quantity is reached and then either a percentage discount or fixed value discount can be given.

❑ Finally if more complicated rules are required, a combination of fixed discount can be used with a rule based discount.

❑ If a straight percentage is required, a good rule to follow would be to name the discount with the percentage to be used i.e. 10%. When using this method, make sure the Discount Percentage field on the Discount Tab of the Discount program accurately reflects the discount percentage. Make sure there are no line items found in the Discount Breaks Tab.

❑ If a rule is required such as, if a quantity of 100 is required to obtain a 5% discount then the discount percentage should be set to 0. A line item should be added where the Trigger type is Quantity and the trigger value is 100. The discount break type should be set to Percentage and the discount break value would be set to 5.

11

Customer/Product Pricing Classifications

Product Pricing

Product Pricing cross reference

12

Customer/Product Pricing Classifications

❑ The product pricing classifications programs allow you to define the grouping that are then selected for each part by way of the Product Pricing field on the Detailed tab of the products program.

❑ The customer pricing classifications programs allow you to define the groupings that are selected for each customer by way of the Customer Pricing field on the Details tab of the Customers program.

❑ Once both set of groupings have been defined, either program can be used to create the relationship between products and customers.

❑ When adding a relationship, add the discount structure that is applicable (must have a discount) and the starting and ending date (only if applicable – if no dates are required leave blank).

❑ Within the Product Pricing Classification is a Markup tab. A markup can be added which if the standard price is used (i.e. no price list), and the standard price is greater than the cost threshold, the markup percentage will be added to the standard price.

13

Product Overhead Types

Product Overhead Types are used to set-up multiple types of overhead that could relate to a product. Overhead Types might include freight, agent costs or import duties. Multiple overhead types may be added to the same part.

General Tab

❑ **Product Overhead** – Select the Overhead ID

❑ **Description** – Enter a description for the Overhead ID

❑ **Percentage Type** – Check if the overhead is to be a percentage, leave un-checked if the overhead is an absolute value.

14

Prices

Price lists can be created and then related to a customer to provide a price list that one or many customer will receive for product pricing. Pricing records can then be created for a price list that specify the price of the item.

A part can appear more than once on the same price list. In a case where multiple prices exist for the same part, the minimum quantity is reached and they both have valid date ranges, the price with the smallest validation period will be used.

15

Prices

General Tab – Price List

❑ **Price List** – Enter the Price list ID

❑ **Description** – Enter the description of the Price List

❑ **Currency** – Enter the currency of the Price List

General Tab – Prices

❑ Select the product for pricing

❑ **Price** – Enter the price of the item

❑ **Sales Leadtime** – Enter the leadtime of the item (Time it will take to make the item and have it ready to ship).

❑ **General Ledger sales Account** – The revenue account for the item

❑ **Minimum effective quantity** – If volume pricing is required select the minimum quantity that is required for the price.

Effective Dates Tab

❑ **Start Date** – Date the pricing record will take affect

❑ **End Date** – Date the pricing record will no longer be in affect

16

8

Warranties

A warranty can be created for a period of time (years, months, weeks, days). Warranties are then linked to parts which then can be sold on the sales order. The warranty then works with the RMA module to determine if a return item is covered under warranty, and when the warranty expires.

Warranty Tab

❑ **Warranty** – use a description ID to name the warranty (i.e. 2 Year)

❑ **Description** – Describe the warranty (i.e. 2 Year Full Warranty)

❑ **Warranty Period** – Define how long the warranty is for

17

Regions

All regions should be entered into the regions program. Regions are used for customers, suppliers and delivery addresses

General Tab

❑ **Region** – Enter the state abbreviation

❑ **Description** – Enter the full name of the state.

18

Countries

All countries that will be used for both customers and suppliers should be entered in countries. Duty rates are also determined by country. Use the action Add Duty Rate to select a commodity code and a duty percentage that will be calculated at time of receipt. If duty rates are not entered, duty will be calculated from the product.

General Tab

- ❑ **Country** – Enter the name of the country

- ❑ **ISO 2 character** – The ISO 2 character country abbreviation. Used with the UPS/Fed-EX shipping integration.

- ❑ **ISO 3 character** – The ISO 3 character country abbreviation. Used for reference in WinMan

- ❑ **ISO Numeric** – The ISO numeric country abbreviation. Used for reference in WinMan

- ❑ **Taxable** – A reference field that can be used for reporting

- ❑ **EC Member** – Used to designate if a country is in the European Union. A reference field in WinMan.

19

Currencies

Currencies are used to designate which currency a customer and supplier will trade will. The exchange rate that each currency is set up with will determine what conversion rate is used for each transaction. Both system currency dollars and the foreign currency values are stored in the transaction files. Fields that represent the foreign value are designated as starting with "Cur" e.g. Curvalue.

General Tab

- ❑ **Currency** – The currency ID should be descriptive e.g. US Dollars

- ❑ **Description** – Give a description of the currency

- ❑ **Actual rate** – The actual rate of the currency. Used as a reference field for reporting.

- ❑ **Standard rate** – The rate used in WinMan for all transactions

- ❑ **Euro Rate** – A field that can be reported against for any Euro conversions.

- ❑ **Note:** The system does not use this rate. If a currency of Euros is required, it should be set up a new currency.

- ❑ **Display** – An abbreviation used in system for the currency e.g. $US

20

Banks

Banks store cash values that include payments to customers and suppliers, receipts from customers and suppliers as well as any GL transactions that might affect the bank balance. Each bank account that either pays or received cash should be set up as an individual bank.

21

Banks

General Tab

- ❑ **Sort Code –** A reference field for the routing number.

- ❑ **Account Number –** The bank account number used for reference.

- ❑ **Currency –** The currency of the bank account.

- ❑ **GL account –** The cash (Asset) account that is used for accounting. Typically, each bank will have a separate GL account.

Address Tab

- ❑ The address and contact information of the bank.

Details Tab

- ❑ **Overdraft limit –** The overdraft limit, used for reference only.

- ❑ **Active –** If the bank is active and can be selected for transactions.

- ❑ **Next check number –** The next check number that will be used when generating payments. When making payments this field is automatically updated and does not have to manually be updated after every payment.

International Tab

- ❑ **BIC** – A reference field that can be used for Electronic Payment outputs.

- ❑ **IBAN** - A reference field that can be used for Electronic Payment outputs.

22

Credit Terms

Credit terms are used to calculate due dates for customers and suppliers. Early Pay discounts are separate and covered under Settlement terms. Terms of 2% 10 Net 30 would have a Credit Term of Net 30 and a Settlement term of 2% 10

General Tab

- ❑ **Credit Term –** The Credit Term ID e.g. Net 30

- ❑ **Description –** A description of the Credit Term.

- ❑ **Trigger date –** Invoice date or delivery date can be selected. This is the starting date if specifying number of days for payment.

- ❑ **End of Month –** The due date will be calculated as the last day of the month for the trigger date.

- ❑ **Payment –** The number of days/months after the trigger date for the due date. If end of Month is selected the number of days will be added to the last day of the month

- ❑ **Special Payment Day –** A fixed day of the month for the due date. If day 30 is selected, and the 30th day of the month does no exist (February), the last day of the month will be used in its place.

- ❑ **Credit Card Required –** If a credit card is required on the sales order. This is used with the Credit Card authorisation module.

23

Settlement Terms

Settlement terms are used to calculate early pay discounts for customers and suppliers.

General Tab

- ❑ **Settlement Term –** The settlement term ID e.g. 5% 10

- ❑ **Description –** The description of the settlement term e.g. 5% if paid within 10 days

- ❑ **Allow Settlement –** If a discount is to be taken

- ❑ **Settlement –** The number of days from the invoice date that if the invoice is paid, a discount will be calculated

- ❑ **Settlement Rate –** The rate of the discount that will be calculated

24

Tax Codes

Tax codes are used to calculate the tax for customers and suppliers as well as how it should report in the GL. A tax code should be set up for each taxing authority that tax is collected for or paid to.

General Tab

- ❑ **Tax code** – The taxing authority e.g. VA

- ❑ **Description** – A description of the taxing authority e.g. Virginia

- ❑ **Tax Rate** – The rate at which tax is calculated

- ❑ **GL account type** – The account that tax is reported to the GL

- ❑ **Compound Tax** – If more than one tax is being used and the tax needs to calculate tax on the invoice AND any other tax values.

25

Industries

Industries are used to track what industries a customer or supplier belong to. Industries can be used for reporting.

General Tab

- ❑ **Industry** – The name of the industry

- ❑ **Description** – The description of the industry

26

Carriers

A Carrier is used to group freight methods while freight methods are the specific shipping method. A Carrier could be UPS or FED-EX while the freight methods might be UPS-RED or UPS-BLUE.

General Tab – Carrier

- ❑ **Carrier** – Enter the Carrier ID eg UPS

- ❑ **Description** – Enter a description for the Carrier

- ❑ **Tracking URL** – The tracking URL used to track shipments on the internet.

Carriers

General Tab – Freight Method

- ❑ **Freight Method** – Enter the freight Method e.g. UPS-BLUE

- ❑ **Description** – UPS next day

- ❑ **Price** – The standard price when the freight item is added to a sales order

- ❑ **GL Type Revenue** – The revenue account used for freight. Used when a freight item is added on a sales order, shipment or sales invoice.

- ❑ **Cost** – The standard price when the freight item is added to a purchase order

- ❑ **GL Type Cost** – The expense account used for freight. Used when a freight items is added on a purchase order or purchase invoice

- ❑ **Commodity Code** – Used for reference to group freight methods.

- ❑ **Tax Code** – If the tax code on the sales order or sales invoice header has 0% tax, the tax code of the freight item will override the default tax code for the freight sales line.

- ❑ **Tracking URL** – The tracking URL used to track shipments on the internet.

- ❑ **Carrier ID** – Used for the shipping integration, this is the freight ID the shipping system is expecting to see. E.g. a freight method can be set up as UPS-BLUE but the UPS system is expects UPS-BLUE to be BLUE-01. This field must be populated for the shipping integration to work.

- ❑ **Taxable** – A reference field used if the item is taxable

Shipping Terms

The shipping terms are the terms for payment of the freight. This generally includes options such as Prepaid, Collect, or 3rd Party.

General Tab

- ❑ **Shipping Term** – Enter the shipping term

- ❑ **Description** – Enter the description of the shipping term.

29

Inventory Reason Codes

Inventory reason codes are used to adjust stock quantities and values. Inventory reason codes are used in supplier returns, RMAs, inventory counts and in the inventory review module for manual adjustments.

General Tab

- ❑ **Reason Code** – Enter a 2 character reason code ID

- ❑ **Description** – Enter the description of the reason code

- ❑ **Account Type** – Enter the expense account that the adjustment will affect.

30

Manufacturing Order Prefixes

Manufacturing Order prefixes are used as a prefix for manufacturing orders. Multiple prefixes are added for reporting purposes.

General Tab

❑ **Prefix** – A prefix that can be as many as 6 characters. Usually 3 characters keeps the MO numbers manageable

❑ **Description** – Enter the description of the prefix

❑ **Next Number** – The next number for the prefix. This is automatically controlled within the system and needs no manual updating.

31

Purchase Order Prefixes

Purchase Order Prefixes are used to separate PO's for reporting purposes. At least 1 PO prefix must exist to enter a PO. PO prefixes can be used to represent a buyer, a type of PO(regular, sub-contract, replacement, etc) or some other way that PO's might need to be separated.

General Tab

❑ **Purchase Order Prefix** – The 3 digit prefix code used to identify a Purchase Order

❑ **Description** – A description of what the prefix is

❑ **Next Number** – The next sequential PO number used to create a PO. This number is automatically increased with every PO by WinMan.

❑ **Discount** – A discount that will override all other discounts for line items on a purchase order. If discounts are used by supplier, product, or supplier cross reference this field should remain as [Default]

32

Sales Order Sources

Sales order sources are a quick way to determine where your sales orders are coming from. They can be used to track marketing efforts and effectiveness.

General Tab

- ❑ **Sales Order source –** The sales order source

- ❑ **Description –** A description of the sales order source

33

Sales Order Prefixes

Sales Order Prefixes are used to separate SO's for reporting purposes. At least 1 SO prefix must exist to enter a SO. SO prefixes can be used for type of SO(regular, quote, RMA, consignment) or some other way that SO's might need to be separated.

General Tab

- ❑ **Sales Order Prefix –** The 3 digit prefix code used to identify a Sales Order

- ❑ **Description –** A description of what the prefix is

- ❑ **Next Number –** The next sequential SO number used to create a SO. This number is automatically increased with every SO by WinMan.

- ❑ **Account Division –** If the profile to use revenue divisions by prefix is turned on this will be the default division for all line items added. If profile is not turned on this field will do nothing

- ❑ **Order Type –** The default order type for the prefix (Order or Quote)

- ❑ **Consignment Sale –** If orders are defaulted to be consignment sales.

34

Write Off Codes

Write off codes are used with the cash program to write off invoice values. Write off codes can also be used to expense any bank fees on a cash transaction.

General Tab

- ❑ **Write Off code** – The 3 digit code used to identify the write off

- ❑ **Description** – A description of what the write off is

- ❑ **Account type** – The expense account used for the write off transaction

Sundries

Sundries

Sundries are non-inventoried items are either sold or purchased. Sundries are items where you do not keep track of quantities on hand, rather they are either expensed or reported as revenue when they happen. Sundries can be things such as shop supplies, catalogs or office supplies.

General Tab

- ❑ **Sundry –** A sundry ID

- ❑ **Description –** A description of the sundry. This will default into the sales order and purchase order line descriptions and appear on sales and purchase prints.

- ❑ **Price –** The default selling price on a sales order/invoice

- ❑ **Cost –** The default price on a purchase order/invoice

- ❑ **Taxable –** A reference field to indicate if the item is taxable
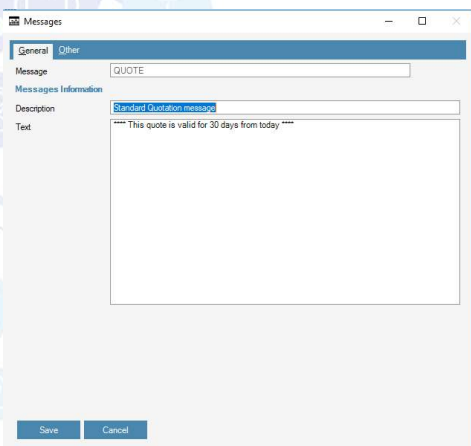
Accounts Tab

- ❑ **GL Revenue Type –** The default revenue account when added to a sales order/invoice

- ❑ **GL Cost Type –** The default expense account when added to a purchase order/invoice

Details Tab

- ❑ **Unit of Measure –** The unit of measure that the item is sold and purchased in

- ❑ **Tax Code –** The tax code that applies to the sundry used as reference only

- ❑ **Commodity Code –** The commodity code for the sundry used as reference only

- ❑ **Commission Group –** The commission group for the sundry that is used to calculate a commission value if the sundry is a commissionable item

37

Standard Messages

Standard Messages are used on Sales Orders, Sales Invoices and Purchase Orders. Standard messages are used for messages that are going to be used in multiple instances so that the message doesn't need to be re-types many times.

General Tab

- ❑ **Message –** A message ID that will identify the message

- ❑ **Description –** A description of the message. Might include when it is used.

- ❑ **Text –** What the message is that should be added to the order or invoice.

38

Exchange Difference Codes

Exchange difference codes are used to track exchange gain and loss values. At least 1 account needs to be entered into the system.

General Tab

❑ **Identifier** – A 3 digit code for the identifier

❑ **Description** – A description of the exchange difference code which may include when it is used.

❑ **Account Type** – The account that the gain/loss value will be reported to.

39

Fault Codes

Fault codes are used with the RMA module. They identify why an RMA is created and are used for reporting.

General Tab

❑ **Identifier** – A fault code ID

❑ **Description** – A description of the fault code which may include when it is used.

40

Credit Reason Codes

Credit Memo reason codes are used with sales credits. They are used to identify why a credit was created for reporting purposes.

General Tab

❑ **Identifier** – A reason code ID

❑ **Description** – A description of the reason code which may include when it is used.

41

Work Schedule

In the Accounting Calendar, you set your default work schedule. You may also have additional work schedules for specific activity centers. To modify, select a day with your cursor, right click and then click "Modify". You can also double click the line to achieve the same result.


42

Work Schedule

Exception can made to the schedule to account for holidays. Breaks, both paid and unpaid may also be setup. This is done by selecting one of the actions circled below.
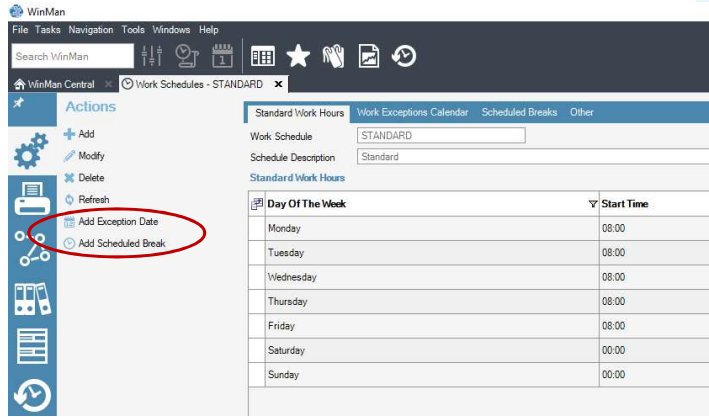
43

Work Schedule

This is an example of an exception to the standard schedule. Here, the factory is not working on the 13th November. Note that 13th November is bold. That indicates an exception on that day.
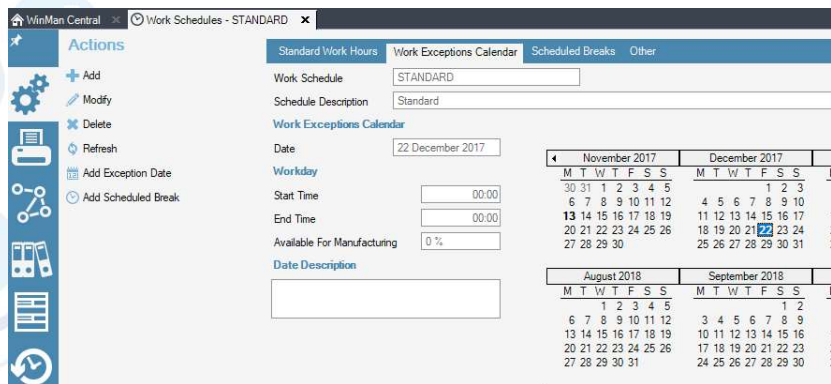
44

Work Schedule

Breaks can be scheduled so that the system is aware of work hours.

SYSTEM SETTING:
When adding a new schedule the default start time is 8:00. To have a different default start time select the Work Schedule setting **Standard Start time**. Enable the setting and set the new Start time.

SYSTEM SETTING:
When adding a new schedule the default finish time is 17:00. To have a different default finish time select the Work Schedule setting **Standard Finish time**. Enable the setting and set the new Finish time.

45