

Mindware ERP

Mindware Systems
RM 1306 Wayson Commercial Building,
28 Connaught Road West, Sheung Wan, Hong Kong
Tel : (0852) 2803 7055
Fax : (0852) 2803 7053
info@mwaresys.com

Mindware ERP Menu Contents

System Requirements and Installation

- Mindware ERP Contact Information
- Mindware ERP Features
- Installation Information
- Network Installation
- System Requirements

Getting Started

- Company Setup

Accounts Payable

- Input Vendors Invoices (Input Supplier Invoices)
- Vendor Credit Memos (Supplier Credit Memos)
- Vendor Profile (Supplier Profile)

Accounts Payable Setup

- Vendor Credit Terms (Supplier Credit Terms)
- AP Vendor Groups (AP Supplier Groups)
- Sales and Use Tax Rate Maintenance

Accounts Receivable

- Customer Profile
- Discount Groups for Customers
- Sales and Use Tax Rate Maintenance

Accounts Receivable Setup

- AR Credit Setup

Cash

- Accounts Receivable Payment
- Accounts Payable Checks
- Cash Adjustments
- Cash Deposits
- Cash Manual Checks
- Cash Reconciliation

Mindware ERP Menu Contents

Cash Setup

- Bank Setup
- General Ledger

- General Journal
- Recurring/Upload Journal Entry Detail

General Ledger Setup

- Accounting Periods Administration
- Budget by Year and Period
- Budget Upload from Excel
- Chart Of Accounts Report Groups
- Chart of Accounts Setup
- Create Locations and GL Balances
- Default GL Account Code
- General Ledger Branch Setup
- General Ledger Department Setup
- General Ledger Division Setup

Inventory

- Inventory Adjustments
- Inventory By Warehouse
- Inventory Transfer
- Margin Manager Maintenance
- Product Master

Inventory Setup

- Product Class
- Product Groups
- Product Type
- Product Unit of Measure
- Warehouse Profile

Purchasing

- Purchase Orders
- Receipts No Purchase Orders
- Ship Method
- Vendor Credit Memo's (Supplier Credit Memo's)

Mindware ERP Menu Contents

Sales

- Freight Rate Setup
- Sales Credit Memo's
- Sales Invoices
- Sales Orders
- Sales Quote
- Service Calendar

System Setup

- Company Information
- Create Employee Program Menu
- Create Employee Report Menu
- Employee Setup
- Open Company
- Program Menu Maintenance
- Report Menu Maintenance
- System Administration
- Transaction Numbers
- User Profile
- User System Knowledge Base

Mindware ERP software

Accounting & Trading Software, with all the features you need to run your business.
Multi-Currency, Multi-Company, Multi-User, Multi-Warehouse.

Main Module Details

- General Ledger
- Accounts Payable
- Accounts Receivable
- Inventory
- Purchase Orders
- Sales Orders
- Book Keeping

Standard Feature

- Serialized Inventory
- Perpetual Inventory
- Multiple Warehouses
- Customer Price by 10 different price lists, Retail, Wholesale and Lot pricing.
- Promotional pricing based on date and quantity ordered.
- All modules are integrated
- Sales and use tax calculations
- Report Generator
- Charge interest on past due on open Accounts Receivable.
- Contact Help screen.
- Simple and easy to follow naming convention.
- System security, user security, program and report security
- Bank Reconciliation
- Cash Receipts
- Sales Orders
- Inventory
- General Ledger
- Accounts Payable
- Purchase Orders
- Accounts Receivable

Reports

Purchase Orders

- Quotation
- Purchase Order
- Performa Invoice
- Invoice
- Packing List
- Open Orders Report
- Purchase Order Receipts
- Purchase Orders
- Recurring Purchase Orders
- Vendor File Report

Sales Order

- Open Orders
- Order by Picking List
- Order Status Report
- Orders by Salesperson
- Sales Commissions
- Picking Tickets
- Sales Tax by Taxing Authority
- Sales Orders
- Sales Price List

Inventory Control

- Inventory In transit Report
- Inventory Location
- Inventory Purchasing Min/Max
- Inventory Value By Warehouse
- Physical Inventory
- Serial Items
- Service Level Reports
- Inventory Kits

Accounts Receivable

- Cash Receipts
- Customer File
- Invoice Register
- Invoices
- Open Receivables
- Past Due Items
- Sales Analysis Report
- Sales Price List
- Sales Tax by Territory
- Customer Statements
- Aging Report for Accounts Receivable Factoring

Accounts Payable

- Open Invoice Accounts Payable Aging
- Paid Invoices by Vendor
- Goods Received but Not Yet Invoiced by Vendor
- Accounts Payable Journal
- Approved to Pay
- Bank Reconciliation
- Aged Cash Requirements
- Check Register
- Checks Invoice Register

General Ledger

- Account Reconciliation
- Balance Sheets
- Chart of Accounts
- General Ledger Accounts
- Budgets
- Income Statements
- Trial Balances
- Journal Entries

The software is also available for multi-location access through internet.
(eg. Connecting your Hong Kong office, China branch etc....
data will be updated instantly no matter which office enter it.)

Mindware ERP Program

Multi-Currency, Multi-Company, Multi-User, Multi-Warehouse.

The software has integrated modules for

General Ledger, Accounts Payable, Accounts Receivable, Inventory, Purchase Orders and Sales Orders

Accounting Software, with all the features you need to run your business.

We have been developing software and working as accountants for small to medium size business for over 20 years. Since our software is built by accountant's we try to incorporate the small features that can save significant amounts of daily, month-end and year-end time.

Standard Feature:

Unlimited number of open financial periods

Financial period locks for General Ledger and Accounts Payable separate from the period locks for Sales Order, Purchase Order, Inventory, and Accounts Receivable.

Serialized Inventory

Perpetual Inventory

Multiple Warehouses

Customer Price by 10 different price lists, Retail, Wholesale and Lot pricing.

Promotional pricing based on date and quantity ordered.

All modules are integrated

Sales and use tax calculations

Report Generator

Charge interest on past due on open Accounts Receivable.

Contact Help screen.

Simple and easy to follow naming convention.

System security, user security, program and report security

Bank Reconciliation

Cash Receipts

Sales Orders

Inventory

General Ledger

Accounts Payable

Purchase Orders

Accounts Receivable

General Ledger

The General Ledger was designed by Accountants who understand the advanced requirements of an Accounting Department. Journal Entries can be made to General Ledger and Accounts Payable while other parts of the program have been locked from posting. A flexible report generator provides comprehensive financial, comparative and audit trail options.

Features of General Ledger

- Flexible account structure allows you to define an account number for Divisions, Branches and Departments.
- Open financial periods allow posting of journal entries to be posted to any period no matter how far back you need.
- Allows budgets to be uploaded from Excel spreadsheets.
- Create journal entries in Excel and upload them into the journal entry form.
- Multiple companies
- Add new companies, divisions, branches, departments with easy.
- Add new accounts quickly
- Simple process for consolidating accounts for reporting purposes.
- Supports recurring, standard and uploaded journal entries
- Easy create reports in MS Access to for custom needs.

Standard Reports

Reports can be customized in MS Access 2000 to meet your company's process and procedures.

- Account Reconciliation
- Balance Sheets
- Chart of Accounts
- General Ledger Accounts
- Budgets
- Income Statements
- Trial Balances
- Journal Entries

Inventory Control

Inventory Control automatically tracks inventory on-hand, on-order and committed balances, and serial numbers. Create Kits of parts and automatically create the kits.

Features of Inventory Control

- Supports LIFO, FIFO, Average Weighted and Standard Cost inventory valuation methods
- Unlimited number of warehouses
- Tracks costs at inventory locations
- Tracks serial numbers
- Tracks and reports on user-defined inventory product lines
- Define units of measure for stock, purchase and sell inventory factors
- Multiple price schedules can be created for items based on Gross Margin, Cost Plus, Standard Cost or Fixed price methods.
- Price schedules can be Retail, Wholesale, Price Lists 1 to 10, 3 Lot pricing and Promotions pricing.
- Promotions pricing can be selected for Retail or Wholesales price lists, with a date range and minimum quantity.
- Create Customer groups who can receive discounts based on the order size.
- Margin Manager to manage the margin on your inventory items.
- Links to General Ledger by storing a unique set of default accounts for each item at each location
- ABC analysis allows categorization of inventory items according to their overall performance or value
- Performs dollar or percentage mass cost and price changes to one or more group of inventory items
- Notes file provides information on each inventory item
- Item Cost is maintained by location; the average, standard and last receipt cost for each item is stored at each location
- Serial Number Audit Trail provides an audit trail for multiple receipts of the same item/serial number

Standard Reports

Reports can be quickly customized in MS Access 2000 to meet your companies process and procedures.

- Inventory In transit Report
- Inventory Location
- Inventory Purchasing Min/Max
- Inventory Value By Warehouse
- Physical Inventory
- Serial Items
- Service Level Reports
- Inventory Kits

Bookkeeping Basics

Despite the importance of bookkeeping, small businesses often neglect it because of the time and effort it takes to set up and tend to a bookkeeping system. Most business owners would rather be out generating sales than sitting in the office making journal entries or entering debits and credits in their general ledgers.

But bookkeeping is one thing you can't afford to ignore. To understand why, it helps to comprehend what bookkeeping is and how it affects your business.

Bookkeeping is the recording of a business's financial transactions. It's the first step of the accounting process, which also includes classifying, reporting and analyzing financial data.

Bookkeepers are responsible for organizing and tracking receipts, cancelled checks and other records generated by financial transactions. Bookkeepers chronologically record all transactions — cash disbursements, cash receipts, sales and purchases, and others — in a journal and post the journal entries to a general ledger of accounts, which accountants use to prepare monthly financial statements.

Although bookkeeping doesn't contribute directly to your profits, there are several good reasons to maintain balanced books:

- Lenders and investors want to see accurate and complete books for a business before granting loans or raising capital for it. If you rely on outside financing, this is the most important reason to invest time and money in bookkeeping.
- Bookkeeping generates the information you need to manage your company. For example, up-to-date general ledger information shows which customers are past due on their accounts or have outstanding balances on lines of credit. Financial reports help you assess whether or not gross profits and expenses are in line with your budget and projected net profits. In other words, these reports help you anticipate and avoid cash-flow problems.
- In order to know how much you owe the IRS, you need an accurate picture of your company's income. In addition, keeping receipts and cancelled checks will back up whatever deductions and tax credits your company takes. Without good record keeping, you leave yourself exposed to fines and penalties if you get audited.

Bookkeeping Options

Many businesses hire an accountant or a bookkeeper to maintain their books. But if you can't afford to or don't want to hire an accountant, you can learn the basics by taking a bookkeeping class at a community college or small business centre in your area.

One of the first decisions to make is whether to use a manual or computerized bookkeeping system. Generally only the smallest companies use manual systems and make entries to ledger pads. Most companies use desktop accounting software. These programs make it easy to set up accounts, post entries and generate financial statements, do not come with source code. With source code you can customize your software to meet your needs.

Online accounting solutions are another option. Internet-based accounting solutions allow

multiple users to access company records from any computer with an Internet connection. When you use an online application, you contract with another company to keep your financial data on its secure servers. You access your records online by entering a password, and the service provider is responsible for providing the software, security and data storage. The problem with online accounting solutions is what happens if you cannot get to the internet.

Accounts Receivable

Accounts Receivable is a complete billing and accounts receivable system, with extensive sales analysis reports.

Features of Accounts Receivable:

- Unlimited number of ship-to customers for one master customer.
- Complete order history for when you receive a purchase or to the last shipment.
- Ship an unlimited number of orders from one customer purchase order.
- Multiple tax jurisdictions for the recording and reporting of sales tax.
- Segregate customer types
- Charge interest on past due customer invoices.
- Select from Retail, Wholesale, 10 custom price lists, lot pricing, cost plus, customer contract pricing by part number and standard cost price lists.
- Products can be put on sales for a period of time and a minimum quantity order.
- Customer statements are open item
- Set individual credit limits for customers, and tells you when customers have exceed their credit limit with a sales order
- Set individual customer terms by customer
- Sales commission setup and tracking
- Multiple bank accounts
- Cash receipts on customers and non-receivable payments.
- Prints or saves invoices that can then be mailed or emailed to customers
- Individual print invoices for point-of-sale transactions
- Sales Tax only credit memos
- Create cash receipts deposits
- Apply invoices to credit memos or cash receipts automatically or manually
- Create customer groups who can receive order discounts based on predetermined amounts.

Standard Reports

Reports can be easily customized in MS Access 2000 to reflect your company business process and procedures. The following are some of the Accounts Receivable reports:

- Cash Receipts
- Customer File
- Invoice Register
- Invoices
- Open Receivables
- Past Due Items
- Sales Analysis Report
- Sales Price List
- Sales Tax by Territory
- Customer Statements
- Aging Report for Accounts Receivable Factoring

Sales Order Entry

Sales Order Entry captures your customer orders quickly and efficiently. Sales invoices are easily created and automatically integrated with Inventory, General Ledger and Accounts Receivable.

Features of Order Entry

- Prints sales orders and picking lists
- Supports Sales merchandise returns
- Unshipped or partially shipped line items can be edited
- Creates orders from multiple inventory locations
- Supports ordering and inventory tracking of individual serialized items
- Allows over-shipment of inventory items
- Sales commission calculations can be based upon Gross Profit, Gross Margin or fixed amount for a salesperson
- Sales commission are automatically adjusted for returned items
- Enter drop-ship line items, create purchase orders for drop-shipments, and track status of all drop-ship orders
- Supports tax tables and tax rates for tax calculation based on state, county and city
- Supports multiple customer ship-to address with information such as tax rates, sales person, district, etc.
- Record notes to your customers
- Provides online lookup of customer or inventory codes and information
- Warns you when a customer's balance exceeds available credit during order entry
- Check inventory status on parts while entering
- Warns you when inventory balance is insufficient to ship from inventory
- Uses pricing schemes which can be defined for items, customers or a combination of both
- Automatically calculate shipping charges based on weight
- Sales quote can be converted to a sales order
- Charge sales tax to individual line items
- Charge sales tax on freight and other charges
- Select credit terms or allow for default customer credit terms
- Select shipping vendor
- Restrict the backorder of inventory items
- Schedule appointments in Sales Order
- Record customer comments, and shipping instructions
- Capture customer map directions
- Order discounts based on customer group, allows you to put all items on sale easily for certain customer groups.

Standard Reports

Each report may be customized with MS Access 2000, and designed to meet your companies process and procedures:

- Open Orders
- Order by Picking List
- Order Status Report
- Orders by Salesperson
- Sales Commissions

- Picking Tickets
- Sales Tax by Taxing Authority
- Sales Orders
- Sales Price List

Purchase Orders

Purchase Orders is a complete purchase order processing module that interacts real-time with Accounts Payable and Inventory, automatically updating balances. Extensive reporting capabilities help you easily track the latest transactions.

Features of Purchase Orders

- Creates purchase orders and handles multiple receipts
- Generates drop-ship orders
- Integrates with Accounts Payable and General Ledger to track Goods Received but Not Invoiced.
- Tracks groups of items by the serial or lot numbers entered when receiving items
- Supports inventory tracking of individual items according to serial number
- Multiple units of measure conversion allows purchase of items in different units of measure than you stock or sell
- Vendor notes
- Receive partial drop shipment purchase orders
- Provides reports for inventory reordering and backorders, and purchase order status by item, vendor and buyer
- Transactions update vendor and inventory balances in real-time
- Warns you when a vendor's balance exceeds available credit
- Supports recurring purchase orders
- Receive purchase orders by item
- Use standard comment text or create purchase order comments that are printed on the purchase order
- Allows multiple Remit-to Addresses for vendors
- Allows cancellation of open quantities after a receipt is entered
- New vendors and inventory items can be added during purchase order entry

Standard Reports

Each report may be customized with MS Access 2000. Some of the reports included are:

- Open Orders Report
- Purchase Order Receipts
- Purchase Orders
- Recurring Purchase Orders
- Vendor File Report

Accounts Payable

Accounts Payable tracks vendor invoices and credit memos, discounts, partial payments. It includes Vendor File that allows you to capture the unique features of your vendors.

Features of Accounts Payable

- Make partial payments on open invoices
- Tracks vendor credit limits
- Place a vendor payment hold
- Note if a vendor requires a 1099
- Unlimited number of checking accounts
- Create invoices manually or match them with received purchase orders
- Real-time vendor transactions
- Check reconciliation by bank account.
- 1099 report that shows how much a vendor was paid in the current year.
- Close unbilled purchase orders
- Aged Cash Requirements report to help determine your cash needs over a period of time.
- Goods Received but Not Invoices Purchase Order receipts, know what you have received but not yet been invoiced for by your vendors.

Reports can be customized in MS Access 2000 to allow you to design your reports to fit you business process and procedures.

- Open Invoice Accounts Payable Aging
- Paid Invoices by Vendor
- Goods Received but Not Yet Invoiced by Vendor
- Accounts Payable Journal
- Approved to Pay
- Bank Reconciliation
- Aged Cash Requirements
- Check Register
- Checks Invoice Register