

Company Details

In the company profiles you will find the basic information required to input your company information. This is also the section where the logo appears on the company details will be printed in your documents like the invoice.

Video Training Manual 2016 Part 1 - [Click Here](#)

Video Training Manual 2016 Part 2 - [Click Here](#)

System Configuration > Administration > Company Profiles

Basic Tab

In this tab of company details, fill in all your information on your company.

You will notice that there is no logo present and when you click on the Company Image drop down arrow it is blank.

This will show when you go to the attachments tab to upload a logo.

This logo will be displayed on all the outgoing source documents.

Edit Company Profile Info

Attachments
Print
Generic Naming Defaults
Functions
Close

Basic Settings
Advanced Settings

Basic
Address
Defaults
Additional
Email SMS
Bank Details

Company Code:
Web

Company Name:
Dev HSOF & Co

Telephone:
013-443-2794

Telephone 2:
011-912-4297

Fax:
012-442-6970

Email:
otsile@hugesoftware.co.za

Registration No.:
87654321

VAT Registration No.:
122-321-123

Website:
www.hugesoftware.co.za

Current Year:
Year 4

Current Period:
August 2023

Company Image:
HSOF Software logo small.png

Default Program Colour:
#d6dff7

Program Colour:

Module Aspect Ratio:
100%

Page Size:
200

Short Name:
short name

Stationery Color:
#79d9ee



Save
Close

Company code	Enter code to identify the company. This is also used for exports
Company Name	Enter your legal company name which will appear on all documents
Telephone	Enter the company telephone number
Telephone 2	Enter the secondary company telephone number
Fax	Enter the fax number of the company
Email	Enter the email of the company. This email is also used for the automatic outbound emails as their return address
Registration number	Enter the legal registration of the company

Tax registration number	Enter the tax registration number for the company (VAT or GST)
Website	Enter your website address
Current year	Select the current year
Current period	Select the current period This is used for reporting as the default period Saves you having to keep changing the dates on your reports
Company image	Select the company image that will appear on all documents
Default program colour	#d6dff7 This is the default colour for the system
Program colour	Select a colour to distinguish your company, should you be using multiple companies Requires the html code for the colour
Module expect ratio	Opens the module pages in 100 percent full screen
Page size	Set as 100 records in a grid This can be changed to view more records in each search grid
Short name	Select a short name for the company Used in calendar views and exports
Stationery colour	Select a stationery colour which best matches your logo for outgoing stationery

Address Tab

Edit Company Profile Info

Attachments

Print

Generic Naming Defaults

Functions

Close

Basic Settings

Advanced Settings

Basic

Address

Defaults

Additional

Email SMS

Bank Details

Address:

Physical

Postal

Delivery

Address Line 1:

4 Trig St

Same As Physical

Address Line 2:

West Park

Same As Postal

Address Line 3:

Pretoria

Same As Delivery

Address Line 4:

Gauteng

Postal Code:

0183

Country:

South Africa

Get Location

GPS Coords:

-25.755826, 28.126333

Locate on Map

Plus Code:

64VG+MG Pretoria, South Africa

Timezone Name:

South Africa Standard Time

Timezone:

2

Default Country:

New Zealand

Physical address	Enter the physical address or legal entity address for company
Postal address	Enter the postal address for the company
Delivery address	Enter the delivery address for the company
Country	Select the country that you are in
GPS Coordinates	Enter the GPS coordinations for the company One can use the button for locate on map, however this needs to be set up first
Plus code	Enter the plus code for the company which can be found on Google map search
Time zone name	Select the time zone country Used when entering system log times
Time zone	Enter the hours from time zone default
Default country	Select the default country This default country is also used to populate the debtors and creditors address country

Buttons defined

Same as physical	When in an address section, use this button to copy the physical address
Same as postal	When in an address section, use this button to copy the postal address
Same as delivery	When in an address section, use this button to copy the delivery address
Get location	Use this button to get your GPS location and plus code This needs to be set up first
Locate on map	Click on this button to open up Google Maps to view the location of the company

Defaults Tab

Edit Company Profile Info

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Basic Settings
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Stock Ledger Account Replacements:
When a service or custom item has a cost, select a default ledger account

Custom Stock Acc:
5-2850 - Cost of Sales/Purchases
Asset Location:
Pretoria Warehouse

Service Stock Acc:
5-2850 - Cost of Sales/Purchases

Fixed Asset Account:
1-2210 - Owned Assets - Office E

This account is used for Job Percentage Invoice and Job allocation for expenses

WIP Account:
1-1900 - Work in Progress

Defaults:

Employee Language:
ENG - English
Monthly Leave Allocation:
1.25

Employee Branch:
Web - Dev HSOF & Co
Website Email:

Inventory Branch:
Web - Dev HSOF & Co
Website Default T/C:

Inventory Child Type:
Stock
Sales VAT Type:
01 INV VAT - 01 Invoice VAT

Warehouse:
MAST - Master Warehouse
Supplier VAT Type:
04 GRV VAT - 04 GRV VAT

Pricing Structure:
DEFAULT - Default
Debtors Control Acc:
1-1600 - Trade Customers

Stock Request Type:
Request for Purchase Order
Creditor Control Acc:
2-1600 - Trade Suppliers

Mark-up %:
50
Creditors Statement:
StatementHuge.xsl

Retention Type:
Future Invoice
Debtors Statement:
StatementACS.xsl

Retention Stock Item:
RETENTION - Retention Charge
Allow Statement Export:
Disable Branch Validation:

Save
Close

Stock Ledger Account Replacements

These accounts are used to be the defaults when new inventory items are created.

These accounts will always replace the stock control account,

These settings mainly are used when new items are created.

Custom stock account	Select a ledger account here. This is where your custom type inventory has a cost attached to it. The ledger account updated cannot be stock control ledger account as this is not a stock item. Only stock items should update the stock control account. The account selected here will replace the stock control ledger account and assign the costs to that account. This default account will automatically be inserted when you created a custom inventory item. You can, however, override the account at the inventory setup screen
Service stock account	Select a ledger account here. This is where your Service type inventory has a cost attached to it. The ledger account updated cannot be stock control ledger account as this is not a stock item. Only stock items should update the stock control account. The account selected here will replace the stock control ledger account and assign the costs to that account. This default account will automatically be inserted when you created a service inventory item. You can, however, override the account at the inventory setup screen
Fixed asset account	Select a default fixed asset account
Asset location	Select the default asset location
WIP account (Work In Progress)	Select the default work in progress Ledger account

Defaults

These defaults are used widely across the system when new items are created.

These values are also used for any imports where a user has not specified a specific value.

Employee language	If the User is part of the branch selected, this will mean that when this employee creates a new employee the default Language will be the one selected.
Employee branch	If the User is part of the branch selected, this will mean that when this employee creates a new employee the default branch will be the one selected
Inventory branch	If the User is part of the branch selected, this will mean that when new inventory items are created the default branch will be the one selected. This enables the system to sort inventory by branch and only allow users to see those inventory codes linked to the branch selected

Inventory child type	The inventory child type assists the user from entering line inventory items to default to this inventory category Example – If your business is mostly stock – select stock category, If your business is mostly in the service industry and your inventory setup is mostly service – select service category
Warehouse	This is the default warehouse that the system will use when entering documents, example invoice stock lines. We assume it to be a master warehouse where all stock is received Note: If you do not have multi-warehouse module all stock will come in and out of Master warehouse
Pricing structure	The pricing structure selected here for the branch will mean that when new inventory items are created the default pricing structure will be the one selected
Stock request type	Select the Stock request default action, example Request for Purchase Order
Markup percentage	The markup percentage selected here for the branch will mean that when new inventory items are created the default mark up for inventory will be the percentage number entered.
Retention type	This is used in job costing for a retention invoice type
Retention stock item	When using a retention invoice, it will use the default stock item as the retention line on the invoice
Monthly leave allocation	Put in the number of days for monthly leave, used in the leave module to workout the cumulative monthly leave for the employee
Website email	There is a module in the CRM for Website help manuals that can be linked to your website. The email entered here will be the return email that the users see when logging a message
Website default T/C (Terms & Conditions)	Select a default Terms and Conditions for clients to view when accessing the online support help manual
Sales Tax type	The tax type selected here for the branch will mean that when new inventory items are created the default tax type will be the one selected for Sales
Supplier Tax type	The tax type selected here for the branch will mean that when new inventory items are created the default tax type will be the one selected for Suppliers (GRV)
Debtors control account	Select the debtors ledger control account
Creditors control account	Select the creditors ledger control account
Creditors' statement	Select a default creditors remittance statement stationery layout
Debtors statement	Select a default debtors statement stationery layout

Allow statement export	Function used to allowed external access to export statement data
Disable branch validation	By default, the disabled branch validation is disabled. This speeds up the searches in the system and does not allow an extra search and filtering by branch. Only use this function if you are running multi branches and you want to filter searches by branch

Additional Tab

Edit Company Profile Info

Attachments | Print | Generic Naming Defaults | Functions | Close

Basic Settings | Advanced Settings

Basic | Address | Defaults | Additional | Email SMS | Bank Details

VAT Defaults

GL Journal:

GL Cashbook Payments:

GL Cashbook Deposits:

VAT Account

2-2200 - GST Control

VAT Type

04 Cashbook VAT

VAT Defaults

Quote:

Sales Order:

Invoice:

Credit Note:

VAT Type

01 Invoice VAT

01 Invoice VAT

01 Invoice VAT

03 Credit Note VAT

VAT Defaults

Purchase Order:

Goods Received Voucher:

Stock Return Note:

Job Costing Invoice:

GRV Shipping:

VAT Type

04 GRV VAT

04 GRV VAT

05 RTS VAT

01 Invoice VAT

04 GRV VAT

Enforce Settings

Section	Region	Division	Status	Group Type
GL Journal:	☐	☐	N/A	N/A
GL Cashbook Payments:	☐	☐	N/A	N/A
GL Cashbook Deposits:	☐	☐	N/A	N/A
Debtors Module:	☐	☐	☐	☒
Creditors Module:	☐	☐	☐	☐

Save

Close

Tax Defaults

GL Journal	Set the tax type with every journal line added. This is seldom used
GL Cashbook Payments	Set the text type for payments so that when you add a cashbook line it will automatically put in the tax account and tax type.
GL Cashbook Deposits	Set the text type for deposits so that when you add a cashbook line it will automatically put in the tax account and tax type. It is recommended not to set a tax account and tax type in deposits
Quote	Set a tax type for all quote lines inserted. It is usually an Invoice tax type
Sales Order	Set a tax type for all sales order lines inserted. It is usually an Invoice tax type
Invoice	Set a tax type for all Invoice lines inserted. It is usually an Invoice tax type
Credit Note	Set a tax type for all credit note lines inserted. It is usually a credit note tax type
Job Costing Invoice	Set a tax type for all Job Costing Invoice lines inserted. It is usually an Invoice tax type
Purchase Order	Set a tax type for all Purchase Order lines inserted. It is usually a supplier / creditor Invoice tax type
Good Received Voucher (GRV)	Set a tax type for all GRV lines inserted. It is usually a supplier / creditor tax Invoice type
Stock Return Note	Set a tax type for all Stock Return Note lines inserted. It is usually a supplier / creditor stock return tax type
GRV Shipping	Set a tax type for all Purchase Order lines inserted. It is usually a supplier / creditor invoice tax type

Enforce Settings

Enforcing the settings for Region, Division, Status and Group Type

If you need to enforce division sand Regions in some modules the enforce activation is done here by adding a tick on

Document	Region	Division	Status	Group Type	Comment
GL Journal	Yes/No	Yes/No	N/A	N/A	

GL Cashbook Payments	Yes/No	Yes/No	N/A	N/A	
GL Cashbook Deposits	Yes/No	Yes/No	N/A	N/A	
Debtors Module	Yes/No	Yes/No	Yes/No	Yes/No	
Creditors Module	Yes/No	Yes/No	Yes/No	Yes/No	

Email SMS Tab

Edit Company Profile Info

Attachments
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Generic Naming Defaults
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Basic Settings
Advanced Settings

Basic
Address
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Bank Details

Email
Email Server (SMTP): smtp.bi
Username: GRA
Password:
SSL Config:

BCC
Branch BCC1:
Branch BCC 2:
PDF Password:

SMS
SMS Provider: BulkSMS
SMS User Name: F
App ID (Huge Only):
SMS Password:

Bulk SMSs can be purchased from <http://www.bulksms.co.za> From this website sign up and then insert the User Name and Password given to you by Bulk SMS in the above fields. To view a history of successful SMSs go to <http://www.bulksms.co.za> for their management utility. One has to purchase SMSs through Bulk SMS for SMSs to be successfully sent through the accounting package.

Statement Messages
Debtors Statement Message Enforce:
Creditors Statement Message Enforce:

Save
Close

Email Settings

To enable e-mailing documents out of Huge ERP, the SMTP settings and SMS configurations are setup here.

We advise companies to utilize their own service providers.

If you are running Office365, you are able to setup the SMTP through Office365.

Email Server (SMTP)	Setup an SMTP server path
User Name	Enter the username for the SMTP server credentials
Password	Enter the password
SSL Configuration	This is set in the database of the server, usually set to EMAIL
Branch BCC1	Use this field to blind copy every single email document in the system
Branch BCC2	Use this field to blind copy every single email document in the system to a second person
PDF Password	Set a password for system generated emails that are converted into PDF, Note that you will have to inform the receiving persons of this password Not recommended to use

SMS Settings

The system can send out SMS information to clients, for example.

Statement amount,

Invoice processed with amount (Not recommended to use as the user will receive a SMS when invoices are processed)

SMS Provider	The system caters for BulkSMS and Huge TNS sms providers Sign up with the necessary company and then fill in the credentials
SMS User Name	Enter the username provided by the provider
SMS Password	Enter the password
App ID (Huge Only)	Enter the app ID, This is only applicable to the Huge TNS provider
Notes	See the information like the web address of the providers

Statement Messages

Debtors statement enforce message	Enable the tick box if you want to send out a global message on all of your statements. Normal something like Merry Christmas, change of bank details etc
Debtors statement message	
Creditors statement enforce message	
Creditors Statement Message	

Bank Details Tab

The system allows for two bank details to be kept for customers to pay.

Under the Bank Details tab please fill in your company Bank Details.
Note: This will appear on your documents, for example invoice.

Edit Company Profile Info

AttachmentsPrintGeneric Naming DefaultsFunctions

Basic SettingsAdvanced Settings

BasicAddressDefaultsAdditionalEmail SMSBank Details

Bank:

FNB

Account Number:

02 0

Branch Code:

01

Branch:

Woodmead

Pay To:

Swift Code:

4 }

Short Name (8 Max):

DO Client Code:

DO Generation No.:

IBAN Number:

Bank 2:

ABSA

Account Number 2:

02 4

Branch Code 2:

45 1

Branch 2:

Revonia

Pay To:

Swift Code:

85

Short Name (8 Max):

DO Client Code:

DO Generation No.:

IBAN Number:

Bank Details 1

Bank	
Account Number	
Branch Code	

Branch	
Pay To	
Swift Code	
Short Name	
DO Client Code	
DO Generation No	
IBAN Number	

Bank Details 2

Bank	
Account Number	
Branch Code	
Branch	
Pay To	
Swift Code	
Short Name	
DO Client Code	
DO Generation No	
IBAN Number	

Settings Tab

Edit Company Profile Info

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Generic Naming Defaults
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Basic Settings
Advanced Settings

Settings
GL Links
Stationery
Asset
Support Logs
Custom Fields

Decimal Places
Debtors Decimal: 2
Creditors Decimal: 2
Inventory Decimal: 2

Debtors Settings
Password Expiry: Never
Allow GRV Item to Asset: ☒
Allow Quote to debtor leads: ☐
Block SO: ☐

Job Costing
Job Invoice Type: Usage
Use Template Task: ☐
Allow to Exceed: ☒
Process GRV to Job: ☒
Setup Service Zero Cost: ☐
Block Printing Notes: ☐

Manage Task Scheduling And Email Recipients
Manage System Email Messages
Escalation D.O. Communication Setup

Schedule Setup
Email Setup
Setup

Days Prior: 3 Days Prior refers to certain scheduled tasks that need to execute their tasks at an earlier date than specified.

VAT Category: B - 2 Months (Feb)
Tax Reporting Method: Invoice

Decimal Places

Set decimal places to read up to 9 digits long.

When you process transactions into your books, the system will retain the original decimal places you specified.

Debtors Decimal	Affects General Ledger, Debtors and Job costing Modules
Creditors Decimal	This will set the viewing of the decimal place only for the Creditors Module (CM = Creditors Module).
Inventory Decimal	This will set the viewing of the decimal place only for the Inventory Module (IM = Inventory Module).

The viewing of decimal places is rounded up. Example 50.855 – if the decimal ends with a 5 and you are viewing 2 decimals then the figure will be 50.86.

The package balances up to 9 decimal places accurate, which means should your trial balance may seem out of balance, change your decimal places to view more decimals and rerun the report.

NOTE: When changing decimal places, log out of the system and then log back in for the decimals to take effect.

Job Costing

Job Invoice Type	When using job costing module and you are creating an invoice for the job you can automatically set up the default invoice type. This can be percentage or usage, set the default that your business mostly uses. You can, however, override the invoice type at the creation of the job invoice.
Use Template Task	When using job costing module and you are authorizing a quote to job status. This setting will automatically be set for you You can, however, override the choice at the authorization process.
Allow to Exceed	When using job costing module and you are authorizing a quote to job status. This setting will automatically be set for you. You can, however, override the choice at the authorization process.
Process GRV to Job	
Setup Service Zero Cost	
Block Printing Notes	

Debtors Settings

Password Expiry	
All GRV item to Asset	
Allow Quote to debtor leads	
Block SO	

Other settings

Schedule Setup	
Email Setup	
Escalation Setup	
Days Prior	

Tax Category	Refer to section on: Financial Periods - VAT / GST Category
Tax Reporting Method	

GL Links Tab

Edit Company Profile Info

AttachmentsPrintGeneric Naming DefaultsFunctionsClose

Basic SettingsAdvanced Settings

SettingsGL LinksStationeryAssetSupport LogsCustom Fields

Goods Return Note:Goods Return Note

Goods Received Note:Goods Received Note

Credit Note:Credit Note

Branch Credit Note:Branch Credit Note

Invoice:Invoice

Branch Invoice:Branch Invoice

Stock Level Adjustment:Stock Level Adjustment

Stock Value Adjustment:Stock Value Adjustment

Bill of Materials:BOM Manufacture

Part Invoice - Part 1:Proforma Part 1

Part Invoice - Part 2:Proforma Part 2

Job BOM:Job Costing BOM Manufacture

Job Close:Job Costing Stock Write Off

Job Recovered Costs:Job Recovered Costs

Stock Correction Journal:Stock Correction Journal

Stock Write Off:Stock Write Off

DM Allocate Dec Debit:Decimal Corr Customer Journal De

DM Allocate Dec Credit:Decimal Corr Customer Journal Cr

CM Allocate Dec Credit:Decimal Corr Supplier Journal Crei

CM Allocate Dec Debit:Decimal Corr Supplier Journal Crei

Del. Note Journal:Delivery Note Journal

Del. Note GRV:Delivery Note GRV

Del. Note GRV Corr:Delivery Note GRV Correction

GL Link DM Interest:Customer Interest

Percentage Invoice:Job Costing Percentage Invoice

Final Percentage Invoice:Job Costing Percentage Invoice Fi

Job WIP Correction:Job Costing Gain or Loss

Goods Return Note	
Goods Received Note	
Credit Note	
Branch Credit Note	

Invoice	
Branch Invoice	
Stock Level Adjustment	
Stock Value Adjustment	
Bill of Materials	
Part Invoice - Part 1	
Part Invoice - Part 2	
Job BOM	
Job Close	
Job Recovered Costs	
Stock Correction Journal	
Stock Write Off	
DM Allocate Dec Debit	
DM Allocate Dec Credit	
CM Allocate Dec Debit	
CM Allocate Dec Credit	
Del Note GRV	
Del Note GRV Corr	
GL Link DM Interest	
Percentage Invoice	
Final Percentage Invoice	
Job WIP Correction	

Stationery Tab

Edit Company Profile Info					
Attachments Print Generic Naming Defaults Functions Close					
Basic Settings		Advanced Settings			
Settings	GL Links	Stationery	Asset	Support Logs	Custom Fields
Page 1 of 1 Displaying 1 - 65 of 65					
#	Document Type	Template Name	Logo	Terms	Setup
1	Bill Of Materials	wab/Resources/reports/frmPrintBOMItem.html			
2	Bill Of Materials Setup	wab/Resources/reports/frmPrintBOMItemSetup....			
3	BOM Work Order	Stationery/BOMWorkOrder_CA7000644.xsl	Left	Inline	
4	BookIn Book Out Docum...	Stationery/BookOutDocument.xsl	Right		
5	BookIn Receipt	Stationery/BookInReceipt.xsl	Right		
6	BookIn Supplier	Stationery/SupplierBookInReceipt.xsl	Right		
7	Credit Note	Stationery/QuickCreditNote_000.xsl	Left	Below Totals	
8	Creditor Payment Remitta...	Stationery/CreditorPaymentRemittance.xsl	Left		
9	Creditors Age Analysis	wab/Resources/reports/AccountsPayableAgeAna...			
10	Creditors Journal	Stationery/CreditorsJournal.xsl	Right		
11	Debtors Age Analysis	wab/Resources/reports/AccountsReceivableAge...			
12	Debtors Journal	Stationery/DebtorsJournal_WEQ4U_CA7000670....	Left		
13	Debtors Quote	Stationery/Quote.xsl	Right	Next Page	
14	Debtors Quote Internal	Stationery/Quote_ANZ105.xsl	Right		
15	Debtors Quote Setup	Stationery/Quote_ANZ2012.xsl	Right		
16	Delivery Note	Stationery/DeliveryNote_000.xsl	Left		
17	Delivery Note CM	Stationery/DeliveryInvoice_ANZ105.xsl	Right		
18	Delivery Note1	Stationery/DeliveryNote_000.xsl	Right		
19	Delivery Note2	Stationery/INVDeliveryNote2.xsl	Right		
20	Dispatch Stock	Stationery/DispatchStock_000.xsl	Right		
21	GL Transaction Report	Stationery/GLTransactionReport.xsl	Left	Inline	

Asset Tracker Tab

Edit Company Profile Info

Attachments

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Generic Naming Defaults

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Basic Settings

Advanced Settings

Settings

GL Links

Stationery

Asset

Support Logs

Custom Fields

Email To:

Web Address:

Email CC:

Asset Cost:

Terms:

Debit Order Cost:

Database:

Company Name:

Add

Credit Card Text:

Debit Order Message:

Message:

[Name] = Users name, [Login] = Users login ID, [DealerCode] = Dealer Code.

Page 0 of 0

Asset Delete

No data to display

Database	Company
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Support Logs Tab

Edit Company Profile Info

AttachmentsPrintGeneric Naming DefaultsFunctionsClose

Basic SettingsAdvanced Settings

SettingsGL LinksStationeryAssetSupport LogsCustom Fields

POP3 Server:

User Name:

Password:

Interval:

21

Employee:

Imraan Saljee - imraan@hugesoft

BCC:

Debtor:

ABC007 - ABD Company

Active:

☒

Last Error:

Message to customer

Reply From Address:

imraan@hugesoftware.co.za

Reply Subject:

HSOF Support

Reply Message:

Your support email log number [SupportLogNo] has being logged and will be attended to.
[SupportLogSubject]
DEV

Reset Process

Check Emails Now

SSL Config:

SupportLog

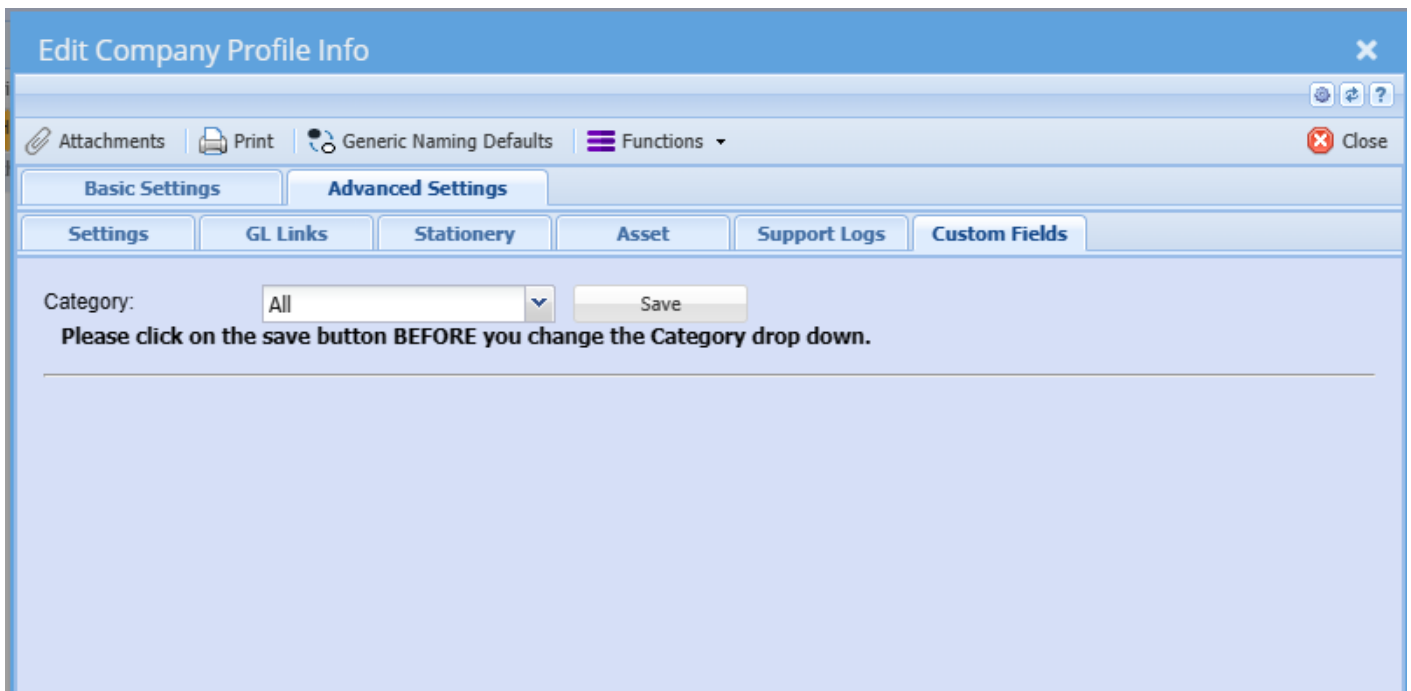
[SupportLogNo] = Support Log No

[SupportLogSubject] = Subject header from email

Custom Fields Tab

Under the Custom Fields tab, this is where you can insert predefined user fields.

Add as many custom fields as you require for additional information.



Attachments Button

Under the Attachments, this is where you can insert and upload any type of document into the company details. We give you some categories to upload your documents to.

To insert an attachment, click on the insert attachment button.

The following screen will appear, select the Attachment type and then type in a name that is applicable to you. Then click on the Browse button to find your file which you would like to attach.

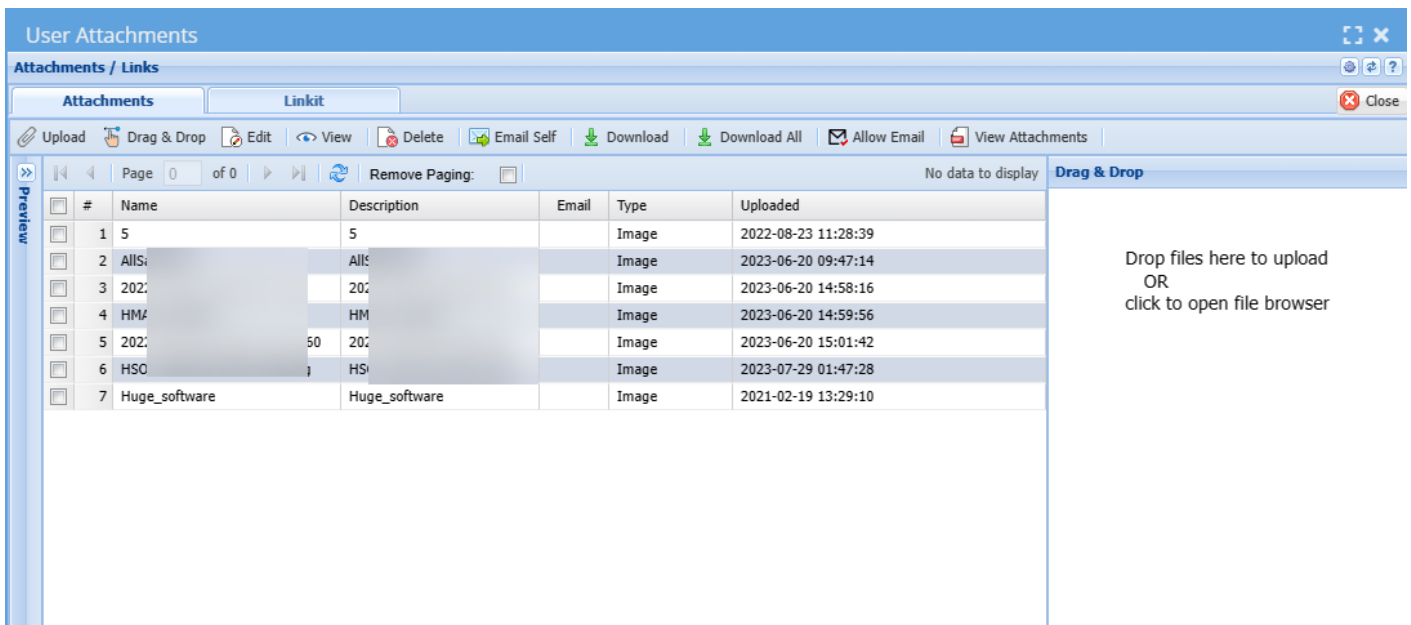
Note: When you upload a file, the accounting package takes a copy of the file and puts this into an accounting package file called Uploads. We also change the file name for security reasons.

Once the file has being uploaded it will appear under the Attachment type with the Date and time it was captured along with the capturer, Your attachment name and the file name.

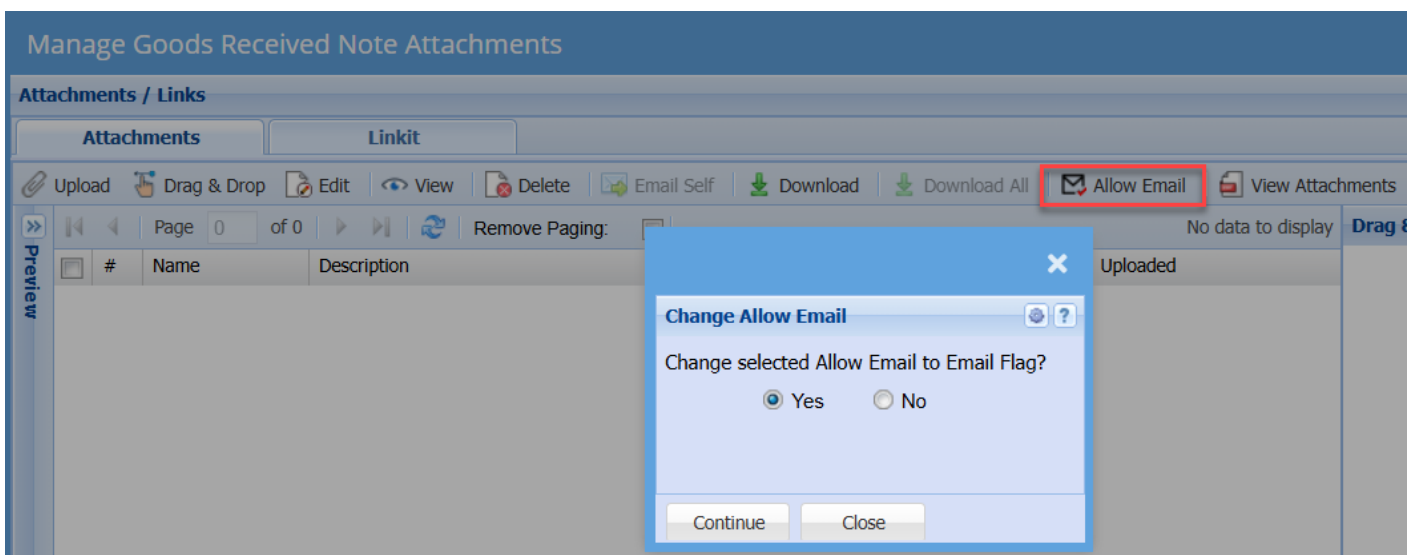
To view the attachment, you highlight the file you wish to view and click on View Attachments button.

This will download and open the file up in your browser and specific program it was saved in.

To remove attachments from the list, highlight the file in the list and click on the delete button.

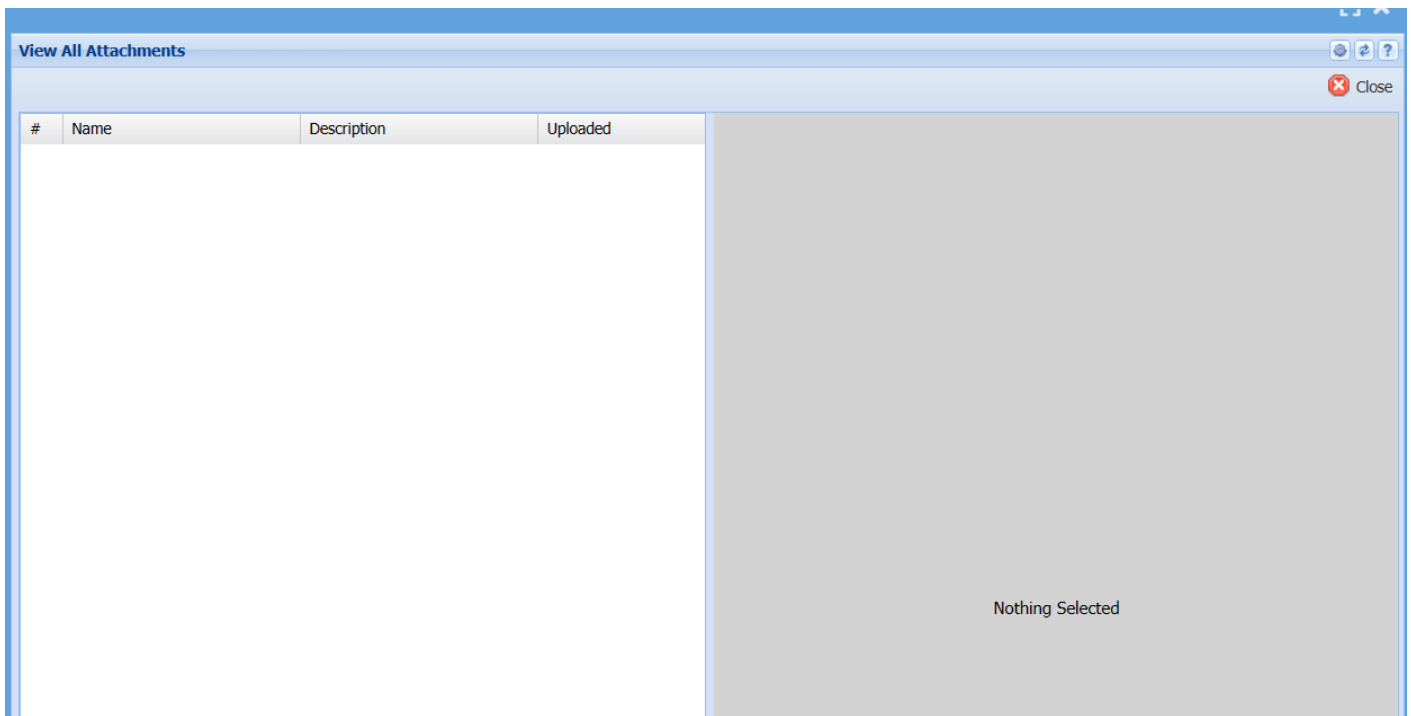


Allow Email



View Attachment

To view all attachments in document



Generic Names Button

Generic name allows you to change some of the generic language tags to suit your needs.

The remaining Generic fields can be used for any addition properties as required.

#	Name	Description	Uploaded
---	------	-------------	----------

Nothing Selected

Edit Company Profile Info

Attachments Print **Generic Naming Defaults** Functions

Basic Settings Advanced Settings

Basic Address Defaults Additional Email SMS Bank Details

Bank:	ANZ Bank	Bank 2:	03-0767-0554877-001
Account Number:	06-0465-0439216-00	Account Number 2:	
Branch Code:		Branch Code 2:	
Branch:		Branch 2:	
Pay To:		Pay To:	
Swift Code:	ANZBNZ22	Swift Code:	
Short Name (8 Max):		Short Name (8 Max):	
DO Client Code:		DO Client Code:	
DO Generation No.:		DO Generation No.:	
IBAN Number:		IBAN Number:	

On the Inventory Detail window on the More Details 2 tab these 9 generic fields will be found where the addition properties data can be captured.

Generic Naming Defaults

Inventory

Debtors

Creditors

Employee

Time Log

Support Log

Shipping

Generic Field 1:

Brand

Generic Field 2:

Make

Generic Field 3:

Model

Generic Field 4:

Malcolm Field 4

Generic Field 5:

Gerrit Field 5

Generic Field 6:

Field 6

Generic Field 7:

Field 7

Generic Field 8:

Field 8

Generic Field 9:

Field 9

Generic Field 10:

Field 10

Width:

Width 1

Length:

Length 1

Height:

Height 1

Other:

Other 1

Fact List:

Endophyte Type

Fact List Seperator:

Save

Close

Inventory Tab

Generic Field 1	Brand dropdown
Generic Field 2	Make dropdown
Generic Field 3	Model dropdown
Generic Field 4	Generic text field 1
Generic Field 5	Generic text field 2
Generic Field 6	Generic text field 3
Generic Field 7	Generic text field 4
Generic Field 8	Generic text field 5

Generic Field 9	Generic text field 6
Generic Field 10	Generic text field 7
Width	Width
Length	Length
Height	Height
Other	Other
Fact List	Create a generic list of facts and predicted values
Fact List Seperator	Allow one to separator the lists This is used in the import and export of the lists

Provision has been made for 9 generic inventory item property names.

The first 3 names are related to each other and therefore the data that is named Generic 3 will be dependent on the data that will be named by Generic 2 which in turn will be dependent on the data that will be named in Generic 1.

Example : Motor Vehicles

Generic 1 - Brand	Generic 2 - Make	Generic 3 - Model
Ford	Fiesta	Ambiente
		Trend
		Titanium
		Fieste ST
	Ranger	Single Cab
		Super Cab
		Double Cab
		Wildtrak
	Figo	1.4 Ambiente
		1.4 TDCi Ambiente

		1.4 Trend
BMW	1 Series	3 Door Model
		5 Door Sport Hatch
		Coupe
		Convertible
	3 Series	Sedan
		Coupe
		Convertible
		Gran Turismo

Debtors Tab

In debtors setup, change the registration field names.

Generic Naming Defaults

Inventory

Debtors

Creditors

Employee

Time Log

Support Log

Shipping

Registration Field 1:

Route

Registration Field 2:

Registration 2

Registration Field 3:

Registration 3

Registration Field 4:

Registration 4

Registration Field 5:

Registration 5

Save

Close

Registration Field 1	Registration Field 1
Registration Field 2	Registration Field 2
Registration Field 3	Registration Field 3
Registration Field 4	Registration Field 4
Registration Field 5	Registration Field 5

Creditors Tab

In creditors setup, change the registration field names.

Generic Naming Defaults

Inventory

Debtors

Creditors

Employee

Time Log

Support Log

Shipping

Registration Field 1:

CSD Number

Registration Field 2:

Registration 2

Registration Field 3:

Registration 3

Registration Field 4:

Registration 4

Registration Field 5:

Registration 5

Save

Close

Registration Field 1	Registration Field 1
Registration Field 2	Registration Field 2
Registration Field 3	Registration Field 3
Registration Field 4	Registration Field 4
Registration Field 5	Registration Field 5

Employee Tab

In user setup, change the registration field names.

×

Generic Naming Defaults

⚙️ ?

Inventory

Debtors

Creditors

Employee

Time Log

Support Log

Shipping

Employee Category Field 1:

Employee Category 1

Employee Category Field 2:

Employee Category 2

Employee Category Field 3:

Employee Category 3

Employee Category Field 4:

Employee Category 4

Employee Category Field 5:

Employee Category 5

Save

Close

Employee Category Field 1	Employee Category Field 1
Employee Category Field 2	Employee Category Field 2
Employee Category Field 3	Employee Category Field 3
Employee Category Field 4	Employee Category Field 4
Employee Category Field 5	Employee Category Field 5

Time Log Tab

In Time log, change the registration field names.

×

Generic Naming Defaults

⚙️ ?

Inventory

Debtors

Creditors

Employee

Time Log

Support Log

Shipping

Time Log Generic Field 1:

Time Field 1

Time Log Generic Field 2:

Time Field 2

Time Log Generic Field 3:

Time Field 3

Save

Close

Time Log Generic Field 1	Time Field 1
Time Log Generic Field 2	Time Field 2
Time Log Generic Field 3	Time Field 3

Support Log Tab

In Support Log, change the registration field names.

×

Generic Naming Defaults

⚙️?

Inventory

Debtors

Creditors

Employee

Time Log

Support Log

Shipping

Support Log Generic Field 1:

Support Field 1

Support Log Generic Field 2:

Support Field 2

Support Log Generic Field 3:

Support Field 3

Save

Close

Support Log Generic Field 1	Support Field 1
Support Log Generic Field 2	Support Field 2
Support Log Generic Field 3	Support Field 3

Shipping Tab

In Debtors and creditors shipping information, change the registration field names.

×

Generic Naming Defaults

Inventory

Debtors

Creditors

Employee

Time Log

Support Log

Shipping

Shipping Field 1:

Can use Express Docs

Shipping Field 9:

Certificate of Origin

Shipping Field 2:

Transmission Letter

Shipping Field 10:

Insurance Certificate

Shipping Field 3:

Bill of Lading

Shipping Field 11:

Inspection Certificate

Shipping Field 4:

Air Waybill

Shipping Field 12:

DHL Waybill for Docs

Shipping Field 5:

EUR 1

Shipping Field 13:

N/A

Shipping Field 6:

Commercial Invoice

Shipping Field 14:

N/A

Shipping Field 7:

Packing List

Shipping Field 15:

N/A

Shipping Field 8:

Certificate of Analysis

Shipping Field 16:

N/A

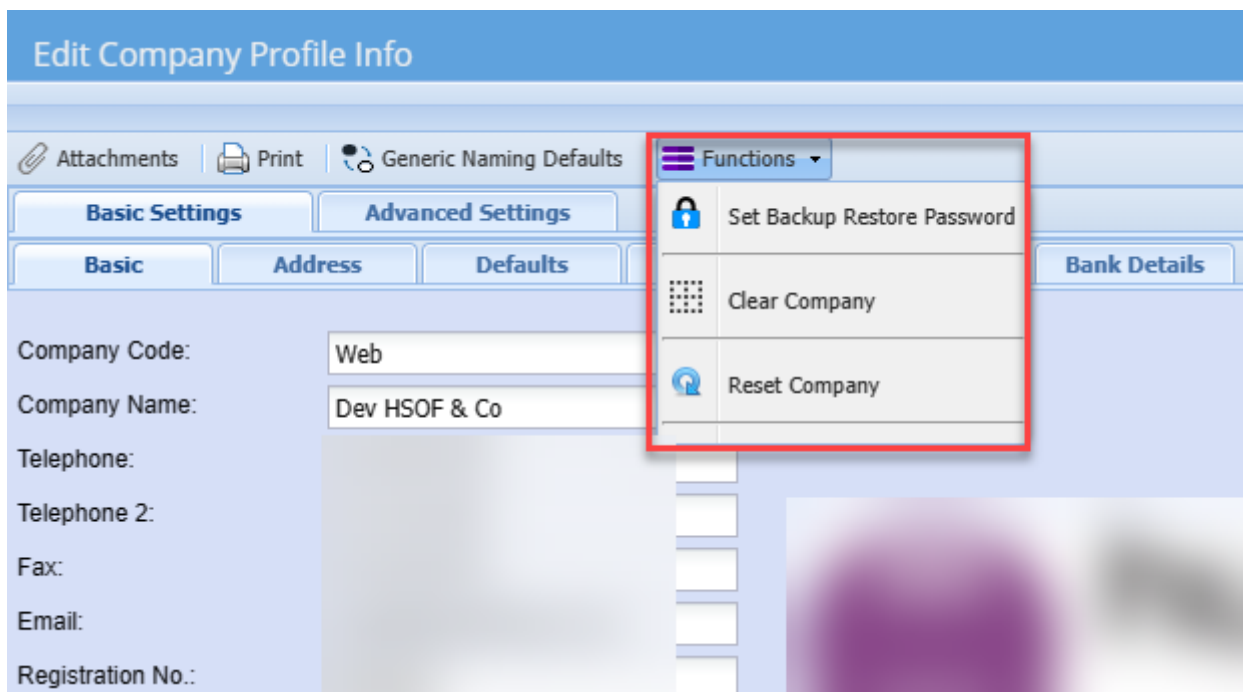
Save

Close

Shipping Field 1	Can use Express Docs
Shipping Field 2	Transmission Letter
Shipping Field 3	Bill of Lading
Shipping Field 4	Air Waybill
Shipping Field 5	EUR 1
Shipping Field 6	Commercial Invoice
Shipping Field 7	Packing List
Shipping Field 8	Certificate of Analysis
Shipping Field 9	Certificate of Origin
Shipping Field 10	Insurance Certificate
Shipping Field 11	Inspection Certificate
Shipping Field 12	DHL Waybill for Docs
Shipping Field 13	N/A

Shipping Field 14	N/A
Shipping Field 15	N/A
Shipping Field 16	N/A

Functions Menu

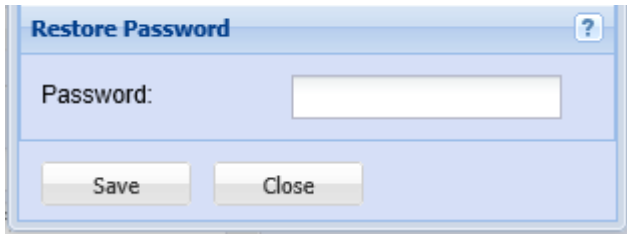


Set Backup and Restore password

This button is used whenever you need to restore your company backup. When restoring under the Backups menu item, it will ask you for the password. This password is also required should you need to download a backup off-site.

For security reasons this password is only valid once and does not remain in memory.

To setup your temporary password click on the Restore Password Button
Type in your password and click on Save and then on close



Clear Company

Use this to clear all Transactions in the system but retain the master data

Reset Company

WARNING: Do not use this button unless you want all your data reset to zero. This is used when you have multiple companies to setup which use the same master information as your current company.

Basically you will back up the company, set up a new company and restore the backup. Then click on this button to reset

The following menu will come up, tick the necessary Modules to reset and click on Continue button. The system will ask whether you are sure before you proceed. Once this has been done only a backup will help restore your data.

Ensure you have a backup before proceeding.

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