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Chapter 1　System Installation

1　System configuration

1.1 Hardware

Please set 800*600 or 1024*768 as the display mood. And use the A4 as default printing of all the charts and documents.

1.1.1 Server

(1)　Basic configuration:

No less than Celeron III CPU;

No less than 256M memory

No less than 1G disk free space

(2)　Recommended configuration:

512m original brand memory or more, original network card, independent partition in the free disk space (not in the same partition where Windows and other applications are in.)

(3)　The maximum pressure that Startnet Network Server can support is dependent on the simultaneous access amounts of the client computers, instead of the numbers of the client computers. The Administrator can adjust the settings, especially the memory, of the server accordingly.

1.1.2 Client, POS

(1)　Basic configuration:

Minimum system requirements: Celeron 566 MHz CPU or its upgrades; and 128M memory or more.

(2)　Recommended system environments: Celeron 1.1 GHz CPU or its upgrades, 128M original brand memory and original brand network card.

1.2 Application environment

Windows Service Packs are strongly recommended for each computer with windows operation system.

1.2.1 Server Computer

(1) Recommended environments: windows 2000 server edition, MS SQL server 2000 professional edition, .NET Framework 1.1, and .NET Framework SP1.

(2) Compatible environments: Windows 98/Me/2000/2003 desktop edition, MS SQL Server 2000/2003 Home or professional edition, .NET Framework 1.1.

1.2.2 Client computer

(1) Recommended environments: Windows 2000 desktop edition, MS Office 2000 (if you want to export charts to Excel from Startnet software), NET Framework 1.1、and .NET Framework SP1.

(2) Compatible environments: Windows 98/Me/2000/2003/XP desktop edition and .NET Framework 1.1

1.2.3 POS

（1）Recommended environments: Windows 2000 desktop edition, .NET Framework 1.1、and .NET Framework SP1.

（2） Compatible environments: Windows 98/Me/2000/2003/XP desktop edition, .NET Framework 1.1.

1.3 Net work environments

All the computers under the same user name should try to use the same net work provider. Please test the network speed at different times (both free and busy hours), if these computers cannot use the same net work provider.

1.3.1 Server

If the users connect to the internet via any of the bellow-mentioned ways, we strongly recommended users to use router with limited ports open. Startnet software's default port is 8088.

（1） We recommended ADSL dial connection.

（2） We recommended ADSL with special telephone line or fiber connections.

（3） If the users prefer other broad band connections, they must provide a valid fixed or automatically given IP address.

1.3.2 Client, POS

Connection way to the Internet is not limited, and Firewall is suggested..

2 Installation

2.1 Server installation

2.1.1 Install MS SQL Server

1 Run the installation file, choose **<install SQL SERVER 2000 components >** and then choose **<install database server>** after the **<install components>** pops up.

2 Click **[Next]**,till the following interface pop up, then choose **[OK]** to continue.

3 Click **[Next]** till the following interface pop up, and then choose **[Using Local system account] -----[Next]**

4 Choose **[Mixed mode]** when the following interface comes out.(Password or not,

depends on users, if users do not input password, please select **[No password]**

5   Click **[Next]** till the **[Installation complete**]------ **[Finish]**.

2.2   .NET FrameWork 1.1 installation

.NET Framework 1.1 is the supplementary software that goes with Startnet Distribution .NET software, which can be downloaded from Microsoft web site or run "dotnetfx.exe" file directly in .NET Framework 1.1.Just click **[Next]** when installation notice comes out.

★Notes:

（1）   This software is not needed for Windows 2003.

（2）   Microsoft download link:

http://www.microsoft.com/downloads/details.aspx?FamilyID=262d25e3-f589-48 42-8157-034d1e7cf3a3&DisplayLang=en

2.3   Startnet Server Installation

We recommend users to install Startnet distribution .NET server in separate partition in your computer, other than the system partition and partitions with other applications in, so as to gain maximum consistent space for the dada base, avoid fragments and better its performance.

（**Crucial notes: the directory "installation directory\data\"is for saving the data base files and cannot be deleted.**）

(1)   Run the Setup.exe , click **[Next]** till the following interface comes out, users can change the installation directory.
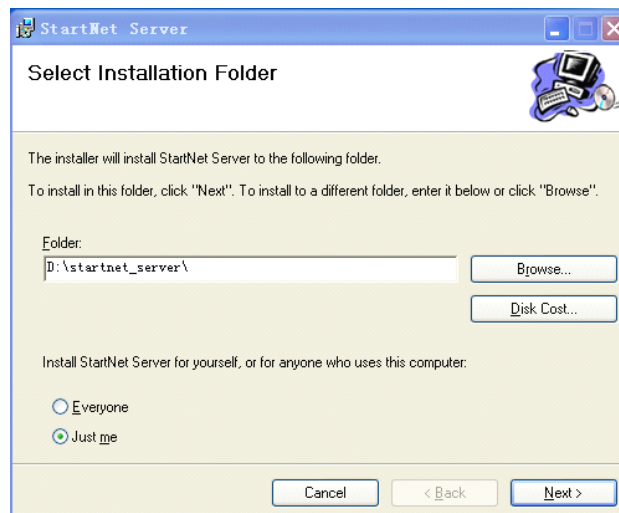
(2)   Click **[Next]** till the **[Installation complete]** interface comes out, click**[Close]** to complete the installation.

(3)   After the above installations, dblclick the **Startnet Server** ico which existing on the desktop, till the following login interface pop up.

(4) Input the **User No.** which can be found on the user card, click **[Register]** to complete the registration.

Once register completed, dblclick **Startbet Server** ico to complete Server setting, Account building etc. Details in **Chapter2** , **Server Management.**

Minimizing the Server window to further use. And recover it by click the Server ico in bottom right corner.

Note:

1. *Copy the **iSetup.exe** file, which under the Startnet Server installation directory (Generally, D: / Startnet—Server)   to install **Startnet Client, Startnet POS** in the client computer.*

2 ***Startnet Server** must keep running so as to install   **Startnet Client and Startnet POS.***

(5) Open the port

If the server connects the Internet by Router through dial-up, setting the Server's intranet IP address as the fixed intranet IP is needed, then opened the 8088 port(Default port) , other ports are available to connect the Server.

2.4 Startnet Clients and POS Installation

Lookup the installation file: Right-click **Startnet Server** **,** choose "Property" **,** then "Find target", find the **iSetup.exe** file(Generally, D:\startnet-server) .

2.4.1   Startnet Client Installation

1).   Dblclick **iSetup.exe** file , the following interface comes out
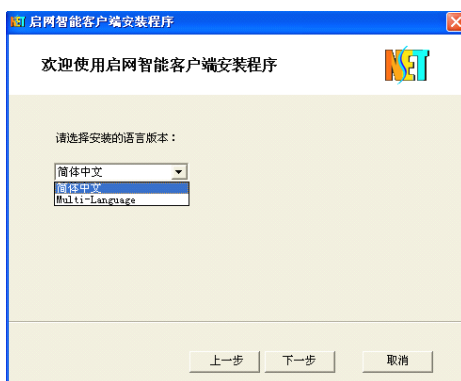
choosing the version language-- "Multi-languages", then **[下一步]**
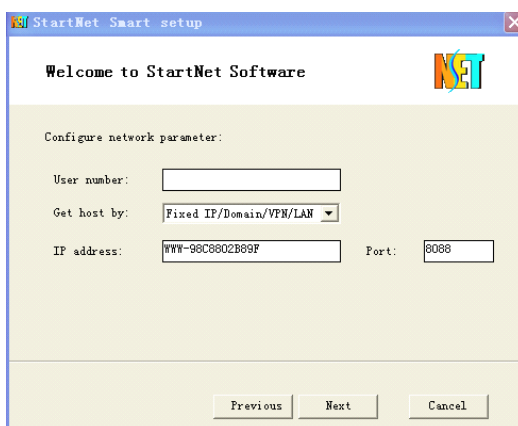
2). Input [**User Number**] (this **Number** should be the same with the one which have registered in the Server)., **[Get host by],[Port] then [Next]**

Connected ways:

(1) If the **Client** and the **Server** are in the same LAN, or the Server owns dynamic Domain Name/ Fixed IP address, then Fixed IP can be a connected option. Input the IP or Server's computer name or IP in the **<IP address>.** Defaulted port is 8088, then **[Next]**

(2) If the **Server** and the **Client** are not in the same LAN, then choose the **dynamic IP** , so as to connect the two. And please contact the **Guangzhou Startnet software Co., Ltd**. to run the **dynamic** connection function.
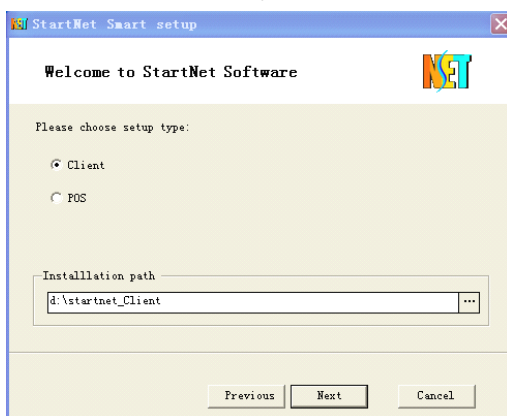
(3) Choosing **Client—[Next]** to installed till **[File update success]!** Click[确定]/ **[OK]**

to complete**.**

3). Dblclick **Startnet Client. exe** ico on the desktop, the following Login window comes Out:
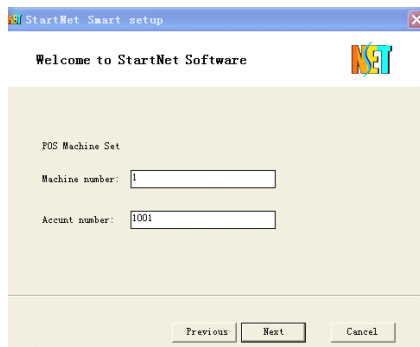
4). Input the account No.(1001 ,for example), defaulted user : admin, no password at first.

5). Choose **Branch** to login, if no branch can be chose, please check the Operator popedom setting.

6). Multi-Language version can choose different language to Login.

2.4.2. POS installation

(Installation operations details please reference **Startnet Client installation)**

1). Dblclick **iSetup.exe** installation ico , then choose**[下一步]**/**[Next]** to continue after the "Languages" has been chose..

2). Click **[Next]**. (Connecting ways please reference the client installation "Connecting ways"). Choosing **POS** to complete the installation operation.

(1) Machine number: The assigned number for the one POS (Device No. which assigned by the company and can not be repeated).

Machine number setting: Login the **Client**, **POS----POS parameter setting**, Please reference **Chapter 4--POS parameter setting** illustrations.

(2) Account Number: referring to the account No. (Client login No.) which connecting the Server, all data of this POS will be stored under this account. Input the account No. then choose

[Next].

6). "**File update success**"! Click**[确定]/** [**OK**] to complete.

7). Dblclick **Startnet POS.NET** on desktop**,** the following Login interface comes out:

Operator No. setting: Login the Client, [**System**]-- → [**user Mgt**], add the operators

(No.) to the **Shop director** group or **Cashier** group.

Note: *Only the appointed operators who belong to the **Shop director group** or **Cashier group** can login the POS.. Other group's cashiers can not login the POS.*

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2.4.3   Single computer version installation.

1)   Run the **Setup.exe,** click **[Next]** to continue.

2)   Click **[Next]** till the **[File update sucess]** interface , click **[Ok]** to complete.

3)   Enter software:

Client : Dblclick **Startnet Client** ico ,till the following login interface pop out :

 choose "English" in the [语言选择], input the

Account No. to continue. click **Acct Mgt** :
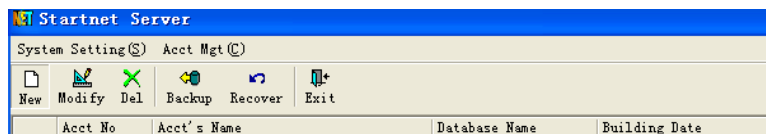
(1) First, running the SQL connecting test; click **[System Setting]----[SQL Server Setting]**
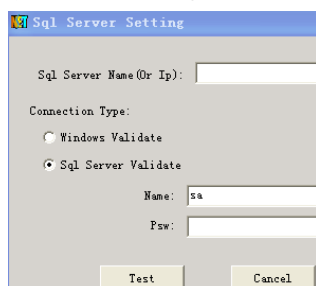
 input(copy)SQL Server Name (or IP) in the "SQL Server Name

(or IP) ,click **Test** to continue, creating New account after **Test** succeed. Back to **Client** login
interface, input the **Account No.**(1001 for example), default **Operator** : admin, no password at
first.

(2) **POS**: dblclick Startbet POS, input **Operator No.** and login **Password**.

(3) **Machine Number** : the appointed **Device No.**.

Machine Number setting: login the **Client, [POS]--→[POS Parameter Setting],** add **NEW**
Device No. in this interface.

(4) **Account Number** : the account which creating to connecting the Server , all data of this
POS will be stored under this account. **Account No.** is only needed.

2.5. Upgrade and Reinstallation

Please back up all the data before upgrade and reinstallation.

*Only after uploading all the Retail record to the **Server , the Startnet POS.NET** can be
reinstalled, or the data may lost.*

2.5.1 Upgrade

Auto-upgrade function make all the users worry-free on When and How to upgrade
the **Startet .NET Server, Client and POS**. Guangzhou Startnet software Co.,Ltd.
provides all the Upgrade service.

2.5.2 Normal Repair Reinstallation

Since Startnet Distribution. NET is designed for the Telecommuting users,
possessing powerful in-phase Version Control function. Dblclick **Setup.exe**
directly ,then choose **[Repair]** to reinstall. All the Client, and POS will auto-install once
connected the Server.

1) **Complete Reinstallation (Please operate carefully)**

(1) Running the Installation procedure.

(2) Choose "Delete", delete all the Installation Directory file, except the Startnet
Distribution .NET Server's "Installation Directory\Data\".

Important note:

**the Startnet Distribution .NET Server "Installation Directory\Data\" which used
to store the data file, must not be deleted.**

(3) Running the installation procedure to reinstall.

Chapter 2   Basic Illustration

1   Glossary

1.1   Basic Information

1.1.1 Branches and Departments of the system

Branches or Departments which participate in the business operation and carry through data Stat., such as, Filiale, Distribution Center, Retail Shores etc., generally named Independent Accounting(Branch) and the Dependent Accounting (Branch).

1.1.2   Departments of the Branch

Departments which carry through business operation, for example , Finance Department, Administrative Department etc..

Independent Accounting (Branch) and Dependent (Branch) suit all kinds of Bills; Departments belong to the Branch just for the Income list or Payment list generating.

1.1.3   Users and Staff

Users :   the operators who operate this system, Managers , Purse bearer, etc..

Staff :   those who carry through the Stat. of business operation in the company, For example ,Buyers.

If one staff who has been authorized as the system operator and the Stat. object. then setting his or her information in [System]-→[User Management] and [Info]→[Staff Info] separately.

2.   Operational Flows:

Long Flow and **Short Flow** in this system..

2.1   Long Flow

Goods be transferred between the warehouses, which will be sold and stocked in different places . Generally, Clients can **Take Goods** from the appointed warehouse after receiving the **Sale Invoice** from the Sale Department , a **Leaving Warehouse** (List) is generated by warehouse staff according to the **Sale Invoice**.

When it comes to the purchase, **Warehouse Entry** (List) was generated by warehouse , and Purchase Department generates a **Purchase Check.**

Calculation rules:

It required the **Sale Department(Purchase Department)** just to record the **Receivable/Payable Account** , not the **Inventory Account** on all the bills they made; While warehouse clerk record the **Inventory Account** ,not the **Receivable Account** on the **Check-out** or **Check-in Bills.**

2.2 Short Process

Goods are not transferred between the warehouses, sale and stock are in the same place, Exclusive Agency ,for example. Generally, **Bills** and **Take Goods** are in the same place.

Calculation Rules:

It requires the Sale Department (Purchase Department) record the **Receivable / Payable Account** and the **Inventory Account** in one bill.

2.2.1 General Purchasing

The Purchase modality which Goods transferred from the suppliers to the local warehouse.(Generally, Headquarters' warehouse).

Features: Goods transferred to the Headquarters' warehouse, **Payable Account** to the Supplier generated in Headquarters

Tip: Click **Type** ,press **F8** can switch to **Direct Purchase**.

2.2.2 Direct Purchase

The Purchase modality which Goods transferred directly to the braches' warehouse or branches' clients, who have no Purchase power.

Feature: Goods are not delivered from Headquarters' warehouse, so no effect on Headquarters' inventory, but **Payable Account** to the supplier generated in Headquarters. Since Branch has no purchase power, so Direct Purchase only increases the **Inventory Account** or **Receivable Account** of the Branch, but not the **Payable Account**.to the suppliers.

Tip: Click **Type** , press **F8** switch to **General Purchase**.

2.2.3 General Selling

The selling modality which goods distributed to the client by the organ's warehouse.

Feature: this modality decreases the organ's **Inventory Account** and increase the organ's **Receivable Account.**

Tip : Click **Type**, press **F8** switch to **Direct Selling**

2.2.4 Direct Selling

The selling goods are not distributed by the organ's warehouse, but by the other channel ,for example, distributed by the other organ, by suppliers, virtual selling. It just like Headquarters distributed goods directly to its branches' client.

Tip : Click **Type** ,press **F8** switch to **General Selling.**

2.3 Bill's Types

Receipt , General bills , Value-added tax invoice.

2.3.1 Receipt

Price in the receipt not included tax. Based on the receipt, no tax included in the calculated sum

2.3.2 General bills

Tax included in the price on the bills, so tax already included in the calculated sum, reducing the tax sum in the Auditing report when calculated gross profit. These are credence of the Receivable or Payable Account during the business activities.

2.3.3 Value-added tax Invoice

This kind of invoice only for the small scale taxpayer use. Generally, taxpayers claim invoice of the gathering party, and give invoice to the payment party. Especially under the Value-added tax deduct by the invoice system.

3. Inventory Valuation methods

Two methods in Startnet system : Monthly weighted average and First in and first out method. Set the Independent Account Agency as the calculation units, this agency and its underlings (Non-independent Account Agency) use the same average price. Current Average Price used in daily, just as the current reference to the users; Only the Closing Average Price can be used to calculate the   Check-out cost.

3.1 Monthly Weighted Average :

Regard **Previous month remain inventory amount** *and* **Current month whole inventory amount** as the number,   to divide   summation of   **Previous month remain inventory Cost** *and* **Current month whole Inventory Cost,** working out the Inventory Weighted Average unit price, so as to confirm the **warehouse's check-out cost** *and* **Inventory cost.**

Formula :

Weighted Average price = (Previous month remain inventory amount + Current month whole inventory amount) / (Previous month remain inventory cost + Current month whole inventory cost)

Current month warehouse Check-out price = Current month warehouse check-out amount * Weighted Average price

Month end audit inventory cost = Month end inventory amount * Weighted Average price

3.2 First in first out :

The price which figured out by the Fifo method is close to the market price. Fifo regards the earlier purchase the earlier to be check-out as precondition, and work out the warehouse **Check-out cost**. By using Fifo, early purchase goods' **Inventory Cost** was transfered before the following purchase **Inventory Cost** generated. So as to confirm the **Inventory Check-out cost** and the **Period end inventory cost.**

For example:

Supposing that inventory amount is zero, purchase 100 A product in 1st day, unit price is 2 dollar; the other 50 A product was purchased on 3rd day, and unit price is 3 dollar.;

50 A product was sold on 5th day, then unit price should be 2 dollar.

Period end Inventory material is the latest **Check-in material**, so the **first out material unit price** is the unit price of **first in material**.

3.3 Next Month Bill Input

Generally, **Carry Forward** is operated in the following month, but the business is non-stop. Users need times to check the data and **Carry Forward**, and to generate the bills which needed in the next month.

And Startnet System can handle the above contradiction easily. The following month's bills also can be entry as usual, regardless the current month Carry forward or not., and the continuity of data will not be effected.

3.4   Business Dealing between Headquarters and the Independent Accounting (Branch)

There is buy and sell relationship between Headquarters and the Braches (Independent Account Agency), the branch is regarded as a client. Headquarters sell goods to the branches at a relatively low price, and generate Receivable Account to the branch.; and the Payable Account to Headquarters generate in the branch. The branches make a profit by the price difference , and take charge its profits and loss

The correct data can be viewed only regardless the purchase data between the two, when it comes to the Sale Data Stat. of   the whole company.

The following are the operations in Startnet system:

Headquarters :

1. Internal Selling Bill generated, adding the Receivable Account and reducing the Inventory Account

2.   Receiving Branches' payment, generating the internal Gathering Bill, reducing Receivable Account

Branches:

1. Internal Purchase Bill generated, adding Payable Account , reduces Inventory Account.

2. Payment to Headquarters, internal payment bill generated, reducing the Payable Account

3. Regard the Internal Purchase Bill's unit price as the Inventory Cost unit price. Base on the Selling income and the Purchase Cost, the Branches' gross profit can be figured out separately by the system.

4 Shortcut Keys

Shortcut Keys help to improve operational efficiency . Toolbar or Buttons like 🔍 have been set as the Shortcut Keys, following are the details:

> New (Ctrl+A) : To add data. Bills or Basic information etc..

> Modify (Ctrl+M) : To modify data. Audited bills can not be modified.

> Delete (Ctrl+D) : To delete data. Used basic information or Bills can not be deleted.

> Delete Record (Ctrl+G) : Delete row(s) in one bill. If the Serial No. has been using, then content of this Serial No. will be deleted either.

> Save (Ctrl+S) : To save data.

> Clear (Ctrl+N) : To empty the bill or Serial No. and return to the default state.

> Cancel (Ctrl+N) : To cancel the bills. Audited bills can not be canceled.

> Examine (Ctrl+H) : To audit bills . Bills which have been blanked out can not be audited. Any mistakes exist after auditing, user can recoil or anti-audit to modify.

> Process (Ctrl+B) : To calculate the Serial No..

> Print (Ctrl+P) : To print the data.

> Preview (Ctrl+W): To preview before printed.

> Export (Ctrl+O) : To export data in EXCEL format.

> Set up (Ctrl+R) : To set printed content or display element.

> Import (Ctrl+I) : To import certain warehouse's   Inventory Amount into the Check Charts in the system.

> Cost (Ctrl+E) : To list the Purchase Cost on the Purchase Bills.

> Serial No. (Ctrl+T) : To process Serial No. in the pop out window , if the Serial No. has been using Serial No.

> Colors, Size, Attribute (F8 or Enter): To input the Goods' corresponding Colors and Size in the No. line.

> Inventory Profit (Ctrl+F) : To generate the Inventory Profit Bill from the Inventory Chart, and make the account match the real amount of the warehouse.

> Inventory Loss (Ctrl+H) : To generate Inventory Loss Bills from the Inventory Charts, and make the account match the real amount of the warehouse.

> Select Bill (Ctrl+L) : To select related bills, so that the related bills' content can be transmitted to the current bill.

> Inquiry (Ctrl+Q) : To search data by Terms.

> Calculator (Ctrl+U) : To use calculator.

> Help (F1) : To use Help.

> Shortcut Key: (F2) : To use Shortcut Key illustration window.

> Exit (Esc) : To exit.

Tips: To choose related material by pressing *F8* in the textbox which buttons with 🔍 , In the Costume Version , press F8 to get the Colors, Size input window..

5. Basic operations of Bills' edit.

Operations on the Bills are almost the same, take the **[Purchase Check]** as example, general operations are as following:

5.1 New

Click **[Purchase]** ----**[Purchase Check]**, comes out the following interface:

> Branch: The Branch which will carry out the business, and which can be modified or the selected Branch when login will be defaulted.

> Date : The date when the business was carrying out, and which can not be modified after being used

> Sheet No.: Generated by system, consisted of sheet's type code (PB) + Branch Code (001) + Year / Month (0512) + "_" + 6 digit (000041).

> Supplier : The supplier who belongs to the selected branch.

> Transactor : The staffer who belongs to the selected branch.

> Warehouse : The warehouse which belongs to the selected branch.

> Discount rate : 1 is defaulted, means no discount. Range from 0 to 1.

> Price after : Discount rate*goods unit price, or input after-discount money amount to calculate the price after-discount.

> Tax rate : Range from 0 to 1.

> Code/Barcode : Corresponding goods will be searched and displayed automatically by inputting Goods' Code or barcodes. In the Costume version , after inputting the Goods' Code , system will automatically check if the colors and size are needed , the colors and size window will pop out if it is necessary.

Note : **Operations on the elements, such as, Purchase Type , Bill Type , Original Purchase Order, Original Sale Bill , Application Type , Business Type ,press *F8* to choose.**

5.2 **Delete (Record)** :

Click the target row's Header, then **[Del]** or Ctrl+G .

If the Serial No. or Color & Size management has been using, then all the Serial No. or Color & Size which related to this row will be deleted.

5.3 **Select (List) :**

In the Long flow, all **Sale Invoice** and the **Return of Sale** bills *must be audited* before selected, or the bills can not be inquired.

Click **[Sele]** in the bill's toolbar or Ctrl+L, then "Inquire" in the coming window, corresponding bills will be listed on it. Dblclick target row, related contents will be automatically transferred to the new bill.

Bills can be confirmed automatically according to the business flow.

5.4 **Modify:**

Click **[Purchase]**—>**[Sheet Inquiring**]- → **[Purchase Check]**, then inquiring/**[Query]** the target list by the pop up window, selecting the target row, then **[Modify**] in the following window.

Note: **Lists can be modified before examined (audited), examined (audited) lists can not be modified, and lists can be recoiled or modified after anti-examine.**

5.5 **Examine:**

Click **[Purchase]**- → **[Sheet Inquiring]**- → **[Purchase Check]**, press **[Query]** to search target contents, click **[Examine]** or (Ctrl+H) to audit the target row; audit also can be achieved in the **[Modify]** window.

Examined list can not be modified and blanked out, any modify after

being audited, modifying it by the following routine **[Stock]** -→**[Sheet Batch Audit]** after anti-examine.

5.6   Cancel:

[Purchase]-→ **[Sheet Inquiring]**--->**[Purchase Check]**, then **[Query]**, press **[Cancel]** or (Ctrl+N) to blank out the target row in the pop up window.

Bills can be can Blanked out/Canceled but not deleted under management concern; Audited bills can not be modified , blanked out but recoil.

And anti-cancel out is not available after bills being blanked out.

5.7   Reports Inquiring

Branch data, Unit Price and Amount inquiring depends on the user's purview, if certain data can not be reached, check if the user is qualified or not.

General inquiring and operations:

Inquiring	Operations
Staffer Sale	[Report]--[Sale Report]—[Statistics of Sale], choosing "Transactor" to inquire
Staffer Return Amount	[Report]—[Sale Report]---[Statistics of Gathering], choosing "Transactor" to inquire.
Area Return Amount	[Report]---[Sale Report]---[Statistics of Gathering], choosing "Area" to inquire
Client Return Sum Discount	[Report]---[Sale Report]—[Statistics of Gathering], choosing "Party" to inquire
Different branches' Receivable Account	[Report]—[Sale Report]—[Ledger of Branch Receivable]
Inventory Amount Inquiring and Control	[Report]---[Storage Report]-- [Inventory Distribution] or [Receiving and Delivering Summary]
Detail Report of Gross Profit Inquiring	[Report]---[Sale Report]-- [Statistics of Sale] or [Gross Profit on Sales]
Detail Report of Gross Profit on Retail goods	[Report]—[Retail Report]—[Statistics of Retail] or [Retail Gross Profit List]

6.   Bills or Report Printing Format
6.1   Bills Printing Format

1. Item Setting (Take **Purchase Check** as example)

Click **[Set]** in the "Purchase Check" toolbar, comes out the following interface:
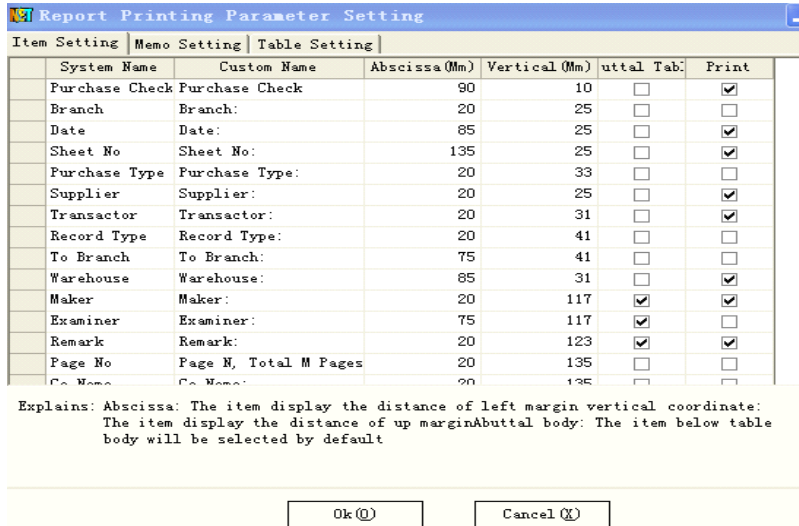
> System Name : Set by system, can not be modified.

> Custom Name : User self-defined, using for printing and previewing. For example, " xxx Purchase Check" in the above interface.

\> Abscissa : Space to the left side on the paper.

\> Vertical : Space to the upper side on the paper.

\> Print : To make sure if the term can be previewed and printed.

Note : Table Head/End just impact the printing previewing effect , not the display effect.

6.2   Bill's body Setting

Click **[Table Setting]**, comes out the following interface:
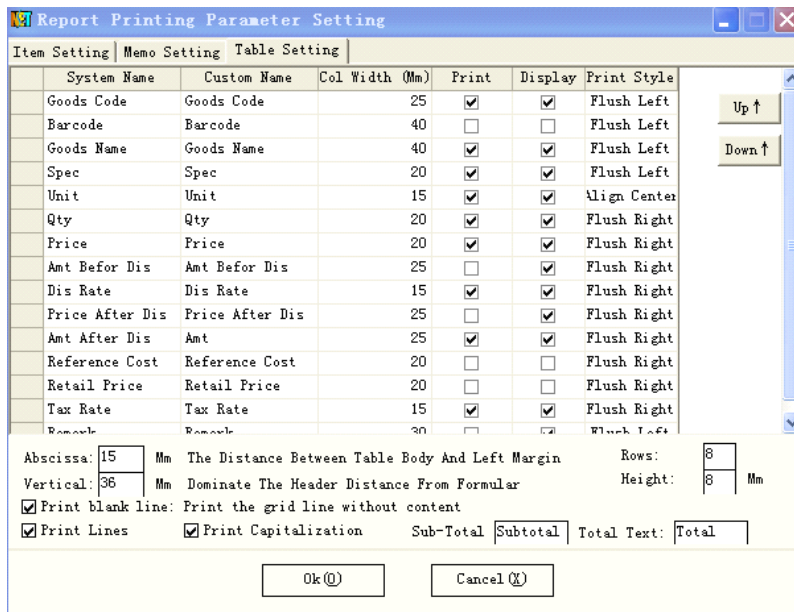
>   Col Width : Indicating the printed row's width (Mm) on the paper.

>   User can self-define Print blank line , Print Lines ,Rows (amount) and Height.

\>   Custom Name : User self-defined.

6.2.1 Preview

Click **[View]** in toolbar, then preview interface come out , preview effect will matches the printed effect.

6.2.2 Print

Click **[Print]** in the toolbar, choose the page numbers in the pop up interface, then confirming to print.

New bills can be printed or not, depends on the previous Branch Parameter setting, after being saved.

7.   Self-defined Printed Paper

Startnet system supports Windows operation system's printing, the others' related setting have to be finished in the Window system. Window Setting route: Start- → Setting-- → Printer (Fax), click printer in the comes up window, press mouse' right key -→property. Setting in the pop up window.

If the paper type does not suit to the printer, please set in the Window:

Start-→Printer--→ (Fax) , then File-→Server Property in the comes out window's Menu Bar. Tick Creating new format (C), input format description, define the paper size etc. [OK] to complete.

7.1   Report printing Format

7.1.1 Table Setting

[Report]---**"**Target report", click arrowhead beside the **[Set]** → **"Table**

Setting" Freeze Pane , input the required information in the comes up widow.

Table Setting impacts both the Preview and the Display effect.

7.1.2 Page Setup

[Report]---**"**Target report", click Arrowhead which beside the **[Set]**-→"**Page Setup**", setting in the pop up window.

Setting paper type , paper orientation, margin etc. in Page Setup interface.

7.1.3 Freeze Pane

Freeze Pane keeps the data, rows and lines in sight , when using rolling table.

Target the rows and lines which needed to be frozen, press Arrowhead besides the **[Set]** in the toolbar to click Freeze Pane.

Chapter 3　Account Initialization

1. Preparations before the Initialization

> **Note: Related information must be prepared and confirmed before initializing, The following steps are the reference for the user to make sure the collected information is exhaustive.**

> All information of the branches and departments, classified the Business Sectors and the Non-business Sectors, and the affiliation between them.

> Setting the system users' popedom according to their responsibilities.

> Indentify staff's department according their information.

> Indentify the warehouses' data.

> Classified goods, suppliers , clients ,regions and the level and codes.

> Suppliers' information and their Opening Balance.

> Clients' information and their Opening Balance.

> Goods' information and each warehouse's Opening Balance.

> Cash Bank Information and its Opening Balance.

2. Steps to Initialize

2.1 User Management Setting

Users are the staff of the company, Manager, Purse bearer etc. To distinguish users and the staffers by the Reference.

Click **[System]-→[User Mgt]**, as the following window:
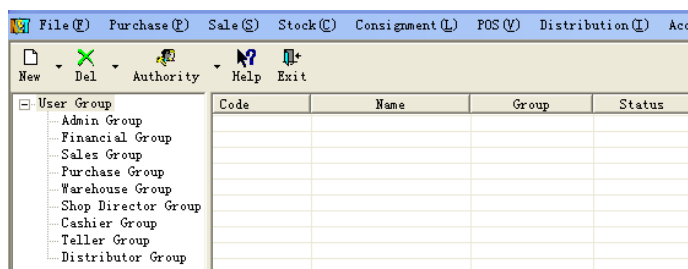
User Group and admin Group and their popedom have been set by the system. User Group makes the **User Mgt** and the popedom setting more convenient.

2.2 Cashier and Cashiers' Popedom Setting.

Click **[System]-→ [User Mgt]-→** target **"Cashier Group"→ [New]**, input information in the following interface:
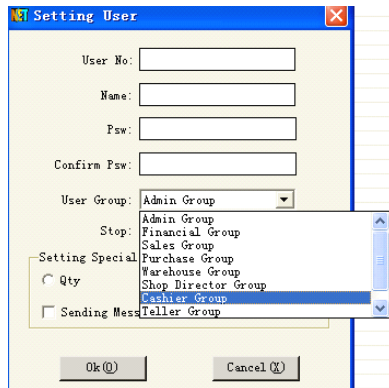
1. User No. : **No.** can not be repeated.

2. User Group: Press User Group to choose the match group for the users.

3. Stop: If one user had been ticked (stop), then the user has been denied to operate the system.

1) New User Group

Press the Arrowhead which beside the **[New]** , choose **[Add new user group]**, add new user group in the pop up interface. , then choose the related group.

2) Modify User Group,

Dblclick certain group, group property window pops up. Previous popedom will be deleted if the subject group is modified and new group's popedom will be given.

3) Delete User Group

Target certain group, then click Arrowhead which beside the **[Del]** in the toolbar ,

choose **[Delete User Group]**

User Groups set by the system and User Groups which have subsidiary users can not be deleted.

4) User Group popedom Setting

Target certain group, click Arrowhead that beside the **[Authority]**, then **[Setting**
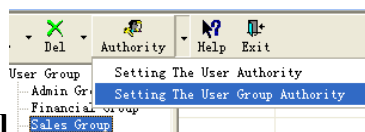
the User Group Authority] , setting popedom in the come up interface.

5)   New User

Click Arrowhead beside the **[New]** in toolbar, then **[Add New User]**. Set User Authority in the
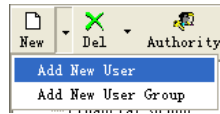
following interface.

2.3 Related User popedom Illustration

1)   Related group's popedom will be given to the target user, further popedom will
be given based on the basic group popedom.
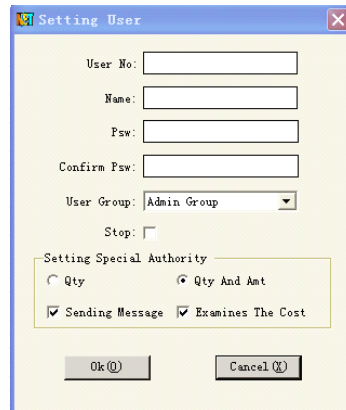
2)   **Qty** allows the user to handle and check the quantity during the Lists' edit, Data
Inquiring, but forbid to handle and check the Unit Price & Amount, so as to
secret the goods' price.

3)   **Qty and Amt** not only allows the user to handle and check the quantity, but also
to check the Unit Price & Amount during the Bill's edit, Data inquiring.

4)   **Send Message** allow the user send message to different branches.

5)   **Examines the Cost** allows the user to handle and check the quantity ,but also to
handle and check the unit price ,amount and cost during the bills' edit , data
inquiring.

2.3.1   To modify User

Target certain group, property window comes out. The previous popedom will be
canceled if new popedom had been given to the user.

2.3.2   To delete User

Target the group, then press Arrowhead that beside the **[Del]** --→**[Delete User]**.
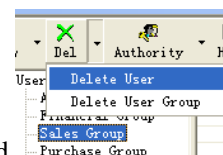
Used users and the " admin" can not be deleted.

2.3.3   User Popedom Setting

The setting of Qty popedom, Module popedom and Managed department will
make sure the user can not exceed his/her authority to handle and check the bill.

Press Arrowhead that beside the **[Authority]**, then **[Set the User Authority]**:
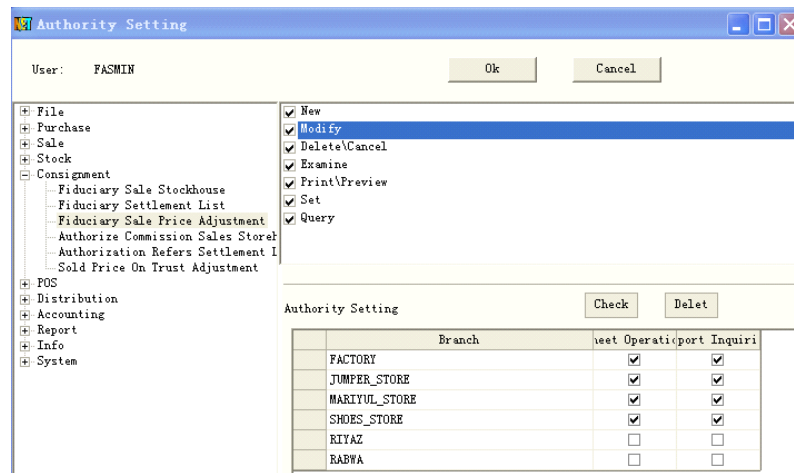
In the above window, all the popedom of the user (manager) group which the user belongs to has been given to the user. Further poepdom operation can be achieved according to different situations.

If the user is just responsible for the Head office, then he/she can handle and check Head office's data only, the rest branches' data can not be reached.

Note: Operator "admin" have been given all the popedoms, and please set passwords to them.

2.3.4 POS popedom Setting

[System]- → [User Mgt]-- → [User Group]- → [Shop Director Group]/[Cashier Group], then target the **User**, press Arrowhead that beside the [Authority], then
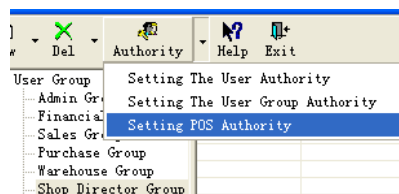
[Setting POS Authority],

Note: Further popedom requirements window comes out if the Cashier/Operator possesses limited popedom.

2.3.5 Goods classification popedom Setting

On **Discount by Sort**. Operators of the Shop Director Group/ Cashier Group can authorize the Cashiers' popedom, namely, unit discount , Discount Whole Bill

2.4   POS popedom Setting Illustration

[System]-→[User Mgt]--→[User Group]--→[Shop Director Group]/[Cashier Group], tick the user , press Arrowhead that beside the [Authority] →[Setting POS Authority] as the window below:

Further purview requirement window come out, if the operator have no purview.

☑ Offset: The user possesses this popedom when operating.

☑ Open: Cash box can be opened by the user.

☑ Time Limitation : Setting the other content.

☑ Stock Bal Inquiring: Ticking this means the user can check the current POS retail goods Inventory Statement.

☑ Negative Sales: The user possesses this popedom when operating.

☑ New: To new a bill before the previous business have not settled.

☑ Record Again: To record the previous business, if the previous list's information (Bills) can not be recorded (Generated) real time.

☑ Revise Price : The   POS operator can revise the price.

☑ Unit Dis Lowes: Discount only for the last goods on the POS retail list. Discount by the POS operator itself can not lower than the Set maximum discount.

☑ Entire Dis Lowest: Allowing discount for all goods on the POS retail list.

☑ Use Special Price: To use the Special Price (or not).

☑ RePrn: To print one more previous list.

☑ Present: Operator can present any goods to the customers.

☑ Show Cashbox Balance: User has the popedom to operate.

Operators of Shop Directors Group/ Cashier Group can add the *Discount by Sort* setting, which used to set the discount limitation for different goods.

3 Branch and Department

3.1 New Branch and Department

(1) Click **[Info]-→[Branch and Department]** :
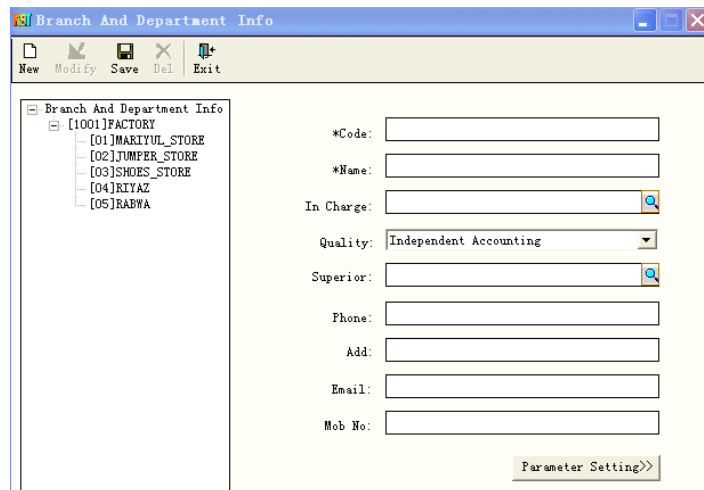
Quality: "Dependent Accounting", "Independent Accounting", "Dependents of Branch", details in " Glossary"----"Brach , Department of Branch". "Dependent Accounting" and "Department of Branch" must choose a superior Branch.

(2) **[System]→[Branch and Department]→[New]→" Parameter Setting"**, comes out
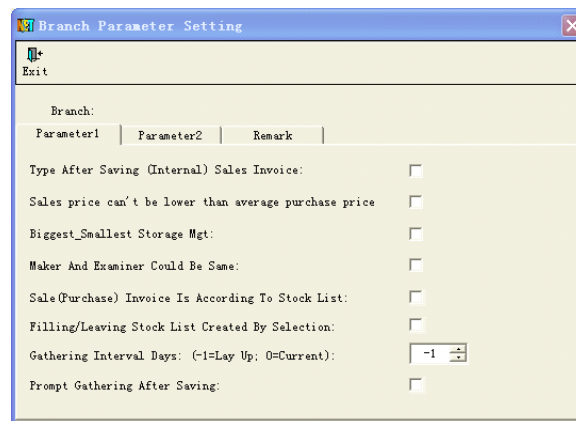
the following window:

3.2 Branch and Department Setting

Parameter 1

> Type After Saving (Internal) Sales Invoice:

Print the New Invoices after saving. (Only for the Sale Invoice and (Internal)

Sale Invoice. Nullity to the other Invoice)

> Sales price can't be lower than average purchase price:

Management on the (Sale Invoice) Sale Price which is lower than the Cost.

> Biggest—Smallest Storage Mgt:

Management on the Stock Upper and Lower Limit.

> Maker and Examiner Could Be Same:

Making and auditing one list by the same person

> Sale (Purchase) Invoice Is Account To Stock List:

Tick this means Long Flow, not Short Flow, Detail in "Business Flow"

> Filling/Leaving Stock List Created By Selection:

　　　　Goods and Quantity of the Filling/Leaving Stock List can not be edited,

> Gathering Interval Days: (-1=Lay Up; O=Current):

　　　　Beginning calculating on the day which the list was made, and the Fixed
date as Gathering date, exceeded days will get reflected in [Report]---[Sale
Report]----[Over Time Acct Receivable List]. -1=lay up; O=Current day;

　　　　> 0 = Interval Days.

> Prompt Gathering after Saving:

　　　　Indicated gathering after the Sale Invoice being saved.

Parameter 2

> Default Purchase Price: Default price when purchasing.

> Default Price:　Default sale price when selling.

> Modes of Purchase: Direct Purchase or General Purchase. Routine Purchase-- increase the
　　　　Account Payable only, not the Storage

> Modes of Sale: Routine Sale or Direct Sale. Direct Sale--- increasing the Account
　　　　Receivable, not to decrease the Storage.

3.3 Alliance Brach Parameter Setting (Professional Edition)

Click **[Info]** → **[Distributors Info]** , please reference " Branch can Department
"Information.

　　　　[Info]--→**[Supplier Info]**, please reference " Branch can Department "Information.

If the parameter has been changed, please re-register : **[File]**-→**[Change Operator]**

4 Basic Information

4.1 Branch and Department Information

[Infor]-→**[Branch and Department]**-→**[New]** :

Note : Code and Name must be input.

4.2 Staff Information

Staffers who need to carry out the business statistics, for example, buyers. Reference the " User and Staff"

[Info]-→[Staff Info] :
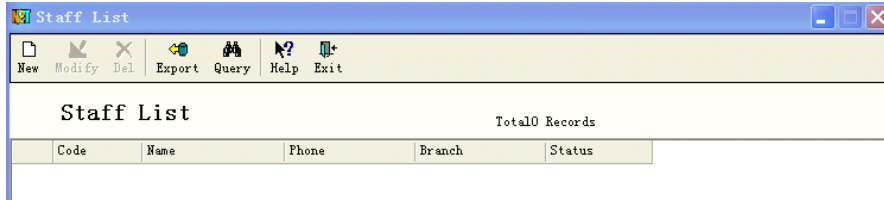
[New]:

The blank on the right is for posting the photo, press mouse's left button , then choose the corresponding picture.

* options   must be input.

4.3 Warehouse Information

[Info]-→[Warehouse Info] :

One branch may has different warehouses, the codes must not be repeated..

* options must be input.

4.4   Goods Info

1) [Info]→[Goods Info]-→[Goods Sort] :
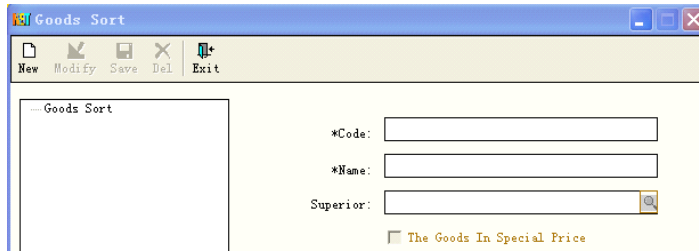
* options must be input.

No subordinate once the Goods Sort has been used.

The Goods in Special Price : The retail goods in the POS was listed as the Special Offer , this option just for the POS retail.

2) [Info]-→[Goods Info]→[Goods Info List] :
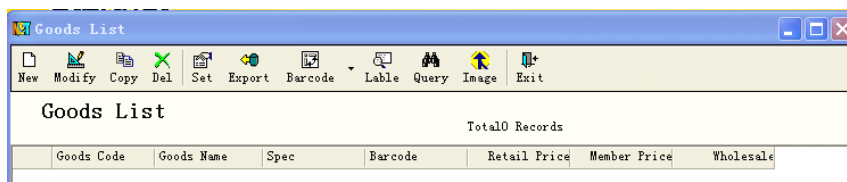
Click **[New]**:
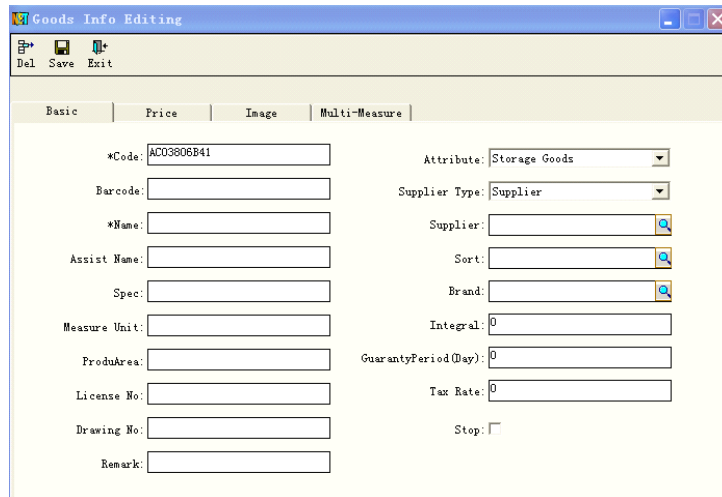
Code and Barcode are for the goods' inquiring, so the two can not be the same.

*Note: **Code** and **Name** can be modified after saving, no effect on the data.*

Click **[Price]** to set related prices:

Setting Selling Price and Cost Price for system to select when selling.

Setting the minimum price for the goods, Selling Price can not be lower the set minimum price.
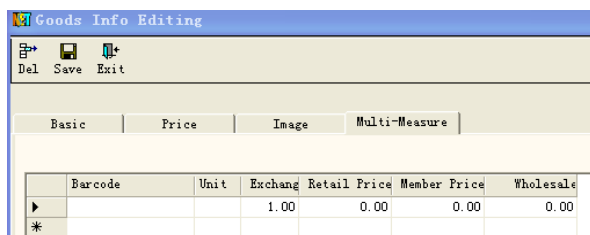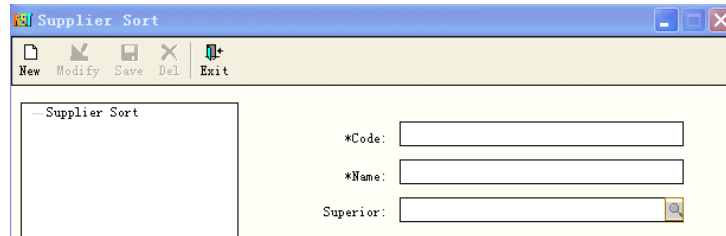
Press **Multi-measure** :

The system will select corresponding barcodes and sale prices for retail in the POS according to the set Exchange Rate.

4.5   Supplier Info

4.5.1 Supplier Sort
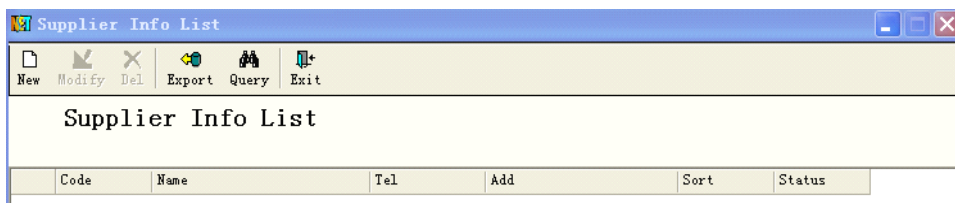
Click **[Info]-→[Supplier Info]-→ [Supplier Sort]** :
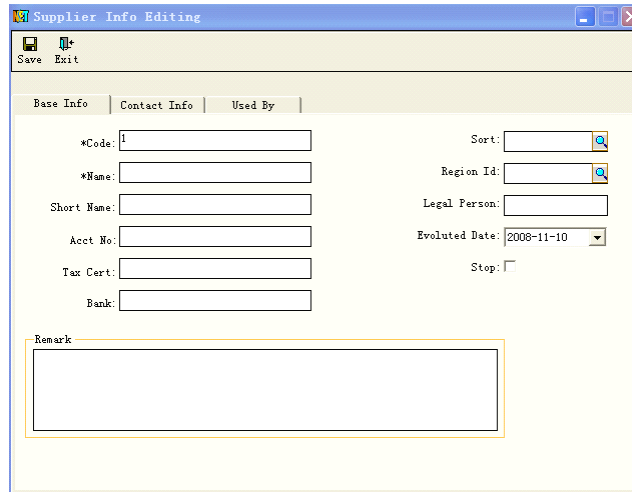
Code and Name must be input. No more subordinates once the Sort were used.

4.5.2 Supplier Information

[Info]-→[Supplier Info]-→ [Supplier Info List] :

Click **[New]** comes out the following window:

Sort, Region Id are for the inquiring

4.6   Client Information

4.6.1 Client Sort

[Info]-→[Client Info]-→[Client Sort] :
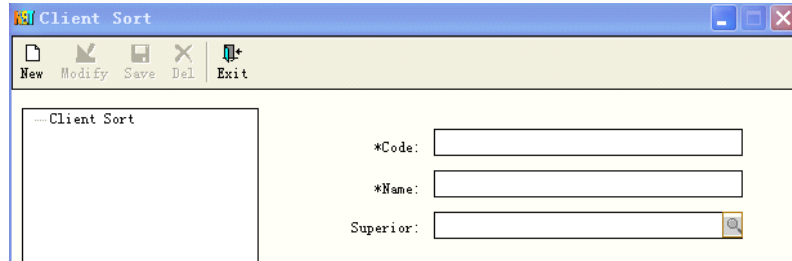
Code and Name must be input ; No more subordinate once the Sort was used.

4.6.2 Client Information

[Info]-→[Client Info]-→[Client Info List] :
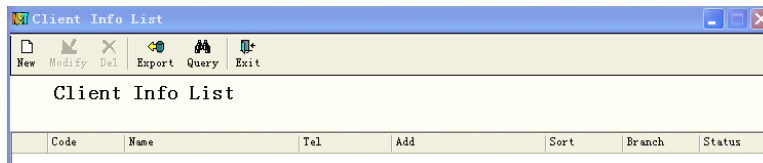
To inquire the client information by the about window.

Click **[New]**:
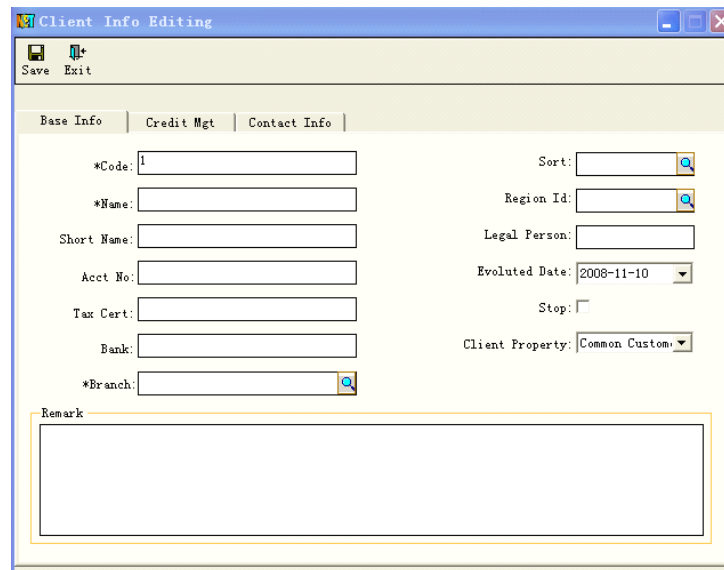
*option must be input, Sort and Region Id used for Inquiring .

4.6.3 Potential Client

[Info]-→[Client Info]-→[Potential Client]---"New" :
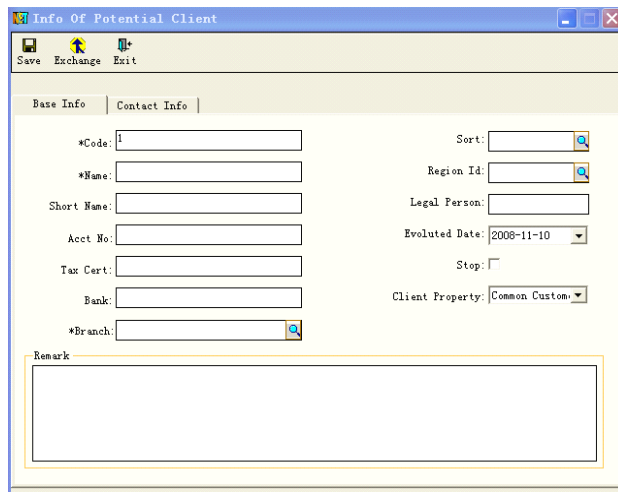
After inputting all the information, press **[Exchange]** to exchange the "Potential Client" to a "Client".

4.6.4 Client Credit Management

[Info]→[Client Info]→[Client Info List]→"New"→ [Credit Mgt]:
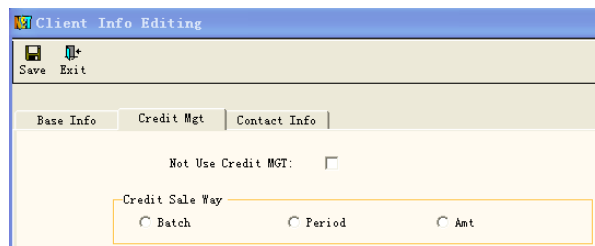
Three credits have been provided in the Startnet system:

> Batch (Settlement): Previous payment must be settled before each new Batch Goods being delivered.

> Period (Settlement): Clients must pay the "batch" when the appointed period has expired. The interval days must be input.

> Amt (Settlement): Offering the client an account sale amount, payment must be fulfilled when the appointed period has expired

4.6.5 Region Data:

1) Click **[Info]-→[Other Info]→[Region Data]:**
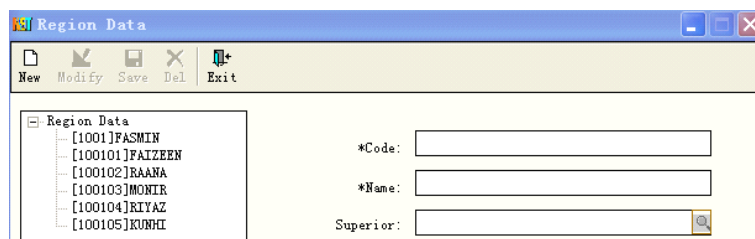
No subordinate once Superior was used.

4.6.6 Settlement Way

Click **[Info]-→[Other Info]→[Settlement]**

Different Settlement Ways can be set, added and deleted be set. Once the Way was used, it can not be deleted

4.6.7 Payment Information

[Info]→[Other Info]→[Payment Info]:

To New, Delete different Payments and Commission Rate (For the POS gathering only)

Commission Rate: Certain commission is deducted from each payment amount as the Poundage.

4.6.8 Income and Expense Item

To Stat. whole company or the certain branch's Income and Expense Item.

Click **[Info]-→[Other Info]-→ [Income and Expense Item]**

Multilevel setting can be achieved.

Income is defaulted when setting, please tick **Expenses** first if Expenses needs to be set.

4.6.9 Brand Information

[Info]-→ [Other Info]→ -[Branch Info]:

Choosing Brand by the [Info]---[Goods Info]----[Goods Info List]----"Brand" , once the

"Brand" was used ,it can not be deleted again.

[Info]---[Other Info]-----[Season Info] : this option can be reached in the assistant attribute of **Custom version** only.

4.6.10 Stock In-Out Type

[Info]-→[Other Info]-→ [Stock In—Out Type]:
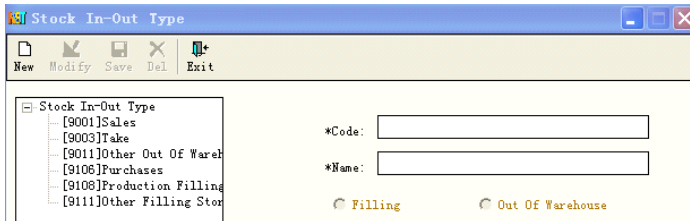
4.6.11 Account Information

1) [Info]-→ [Acct Info]-→ [Acct Sort]
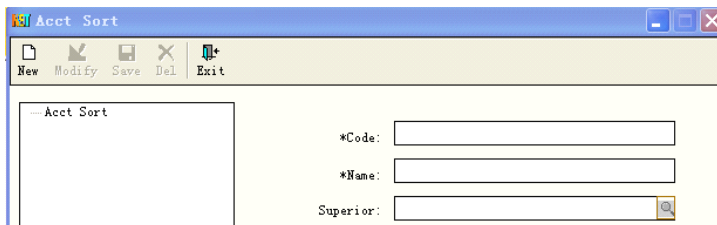
Classifying different Accounts in this interface.

4.6.12 Cash Bank Information

[Info]-→ [Acct Info]-→ [Cash Bank Info]-→ "New"
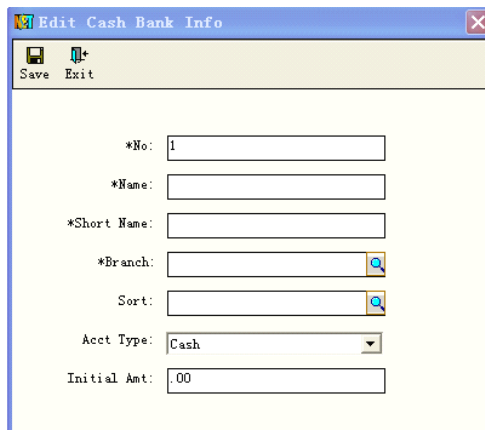
Each Cash Bank info must subordinate to one Branch, so the No., Name ,Branch must be input. Brach , Sort, Acct Type , Initial Amt can not be modified after the [Bank to Acct List] being generated or the "Carry Forward Next Month " has been carried.

Since the "Cash Bank Info" will be reached by the Popedomed users; Users should be added or modified by the highest popedom operators.

4.6.13 Branch Price Info

This function makes it possible to define different retail price, whole sell price, member price and cost for different Branches, and the Purchase period in each organization.

The system will selected the Brach's price automatically if the price has been defined; or the price of the Goods Info will be auto selected. Input the information by using the [Import] in the toolbar, then [OK], accord information will be listed, setting the unit price and [Save]

* Note :

1. The input information is the unset price information of goods of the Branch, repeated goods price can not be imported. Any price needs to modify, [Inquire] then reset it.

2. Goods' inquiring and import must subject to branch which under the operator's administration.

3. The Branch is not a demand term in case to inquire the Brach's price setting. The popedom operators can inquire different branch's setting of one goods.

4.7 Data Initialization

Opening amount is the balance of the 1st day when the system begin to run. For example, 3/2004,then the Opening amount is the balance of 1/3/2004.

* Note: If the information has not be imported, Opening amount can be modified even after the account has been used.

4.7.1 Opening Warehouse

Opening warehouse is each goods' amount and price of the Opening amount.

[Info]-→ [Data Initialization]-→ [Opening Warehouse], input the Branch and Warehouse in the pop up window.

Other operations please reference the basic operation of "Bill Edit".

* Note : Opening Warehouse will not be displayed in the Custom or the Electric version.

4.7.2 Fiduciary Sale Amt

Fiduciary Sale Amt is the amount and settlement price of the Commission Sale goods when the account was built by each Branch, and it is set according to the commission sale party.

[Info]----[Data Initialization]---[Fiduciary Sale Amt],input the Branch and Warehouse.

Other operations please reference the "Bill Edit" basic operation.

4.7.3 Authorization for Initialization Commission Sale

Authorization for the Initialization Commission Sale is the amount, cost and the

settlement price of the Authorized sale goods when the account was built by each Branch, and it is set according to the commission sale party.

Click **[Info]----[Data Initialization]----[Authorization for Initialization Commission Sale]**, input the Branch and Warehouse.

Other operations please reference the "Bill Edit".

4.7.4 Opening Payable

Opening Payment is the opening money which should be paid to the suppliers.

[Info]----[Data Initialization]----[Opening Payable] ,input the Branch in the comes out interface.

Other operations please reference the "Bill Edit".

4.7.5 Opening Receivable

Opening Receivable is the opening money which the clients should pay.

[Info]----[Data Initialization]-----[Opening Receivable], input the Branch.

Other operations please reference the "Bill Edit".

4.7.6   Analytical Data of Stock

Analytical Data of Stock set the Branch as the unit to calculate the branch's maximal minimal stock, minimal price etc.

[Info]----[Data Initialization]----[Analytical Data of Stock], input the Branch in the pop up window.

Other operations please reference the "Bill Edit"

4.8   Account Start

To start the account if all initialization information have been imported and confirmed.

[System]-----[Account Start].

* Note: Once the related information have been imported and the account have been started, the Opening Amount can not be modified.

Chapter 4   Retail

1 POS device No, and parameter setting

1.1 POS parameter setting

[POS]----[POS parameter setting]----[New] :
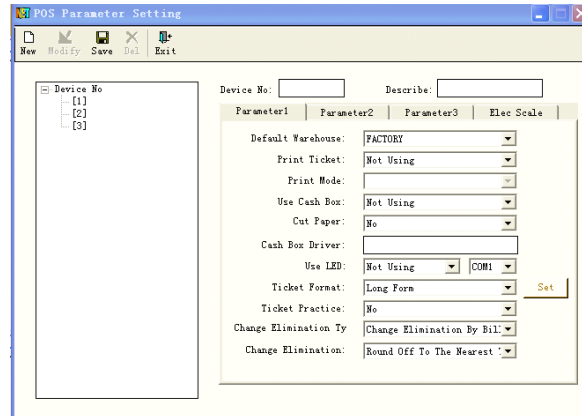
Note: All the Startnet POS.NET parameter have to be set in the Startnet Client.

1.1.1 Parameter 1

➤ Device No. : The appointed and unique No. which had been set in the Startnet Client, no repeated No. for the POS device. The corresponding device No. should be appointed to the appointed computer, describing the POS No.'s features ,such as , name , location and device name in the [Describe], in case to inquire and check the related information.

➤ Default Warehouse : The warehouse which this POS belongs to, and the appointed warehouse's stock will decrease when carry the Daily Settlement of Retail.

➤ Print Ticket : If this function has been used, diversified print formats have been provided.

Windows Driver Print : The print device driver must be installed in advance.

Print by port Com1 : Print device driver does not need to be installed, using the port when print (Generally, LPT1).

Windows Page Print : Related print device driver must be installed in advance., printed material will be printed at the page format.

Sheet Print : By using this function , unwanted contents will not be Printed.

➤ Use Cash Box : Three ways are available for this: joint card (210h) cash box, printer

port cash box (single pulse ring tone), printer port cash box (double pulses), drivers provided by the factory (driver name can be defined by the user).

> Use LED : 8 ways are available: DIY8 compatible customer monitor, LED 8 compatible customer monitor, DIY 12 compatible customer monitor, ZT 314 compatible customer monitor, 9811 compatible customer monitor, PD 700 compatible customer monitor, PD 100 compatible customer monitor, VC 108 compatible customer monitor.

> Ticket format : Three formats have been provided : Long form , Custom form , Narrow Form and Printing Form Three. And Long Form suits to the paper which is 75 mm width, each goods information was printed in one line; the Print Form Three is used in the Costume only, which can add the original price, current price and the sum. If the *Custom Form* has been chose then [Set] to self-define the printed format:
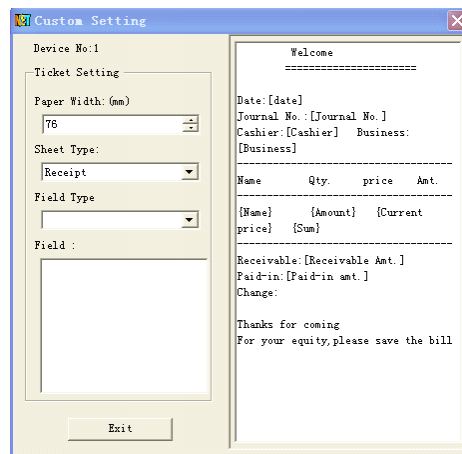
Setting method :

Click " Field Type" to add Field's contend to the right side edit window. New contend can be added by the user in the edit window.

> Ticket Practice : If " Yes" , that printed ticket will not effect the Inventory data. If "No", Inventory will be effected.

> Change Elimination Ty: Three types have been provided.

1.1.2 Parameter 2

> Download Storage Info: If " Yes" , the downed storage information is the warehouse's storage which the POS corresponds to, the reference storage which POS is disconnected. If "No", POS can not check the storage.

> Dis Mode : Three types have been provided:

1) Dis by Original Price : Discount by the original price only.

2) Dis by Dis (Favourableness) : Besides the Dis by Original Price, more discount are available for the goods which have discounted. Member favourableness have included.

> Dis by Dis (Out of Favourableness) : Besides the Dis by Original Price, more discount are available for the goods which have discounted. Member favourableness have not included.

> Use special price: The Branch prices which have been set in the [Branch Price Setting], if the goods' price has not been set in the Branch price , selected price in the POS will be 0 , even the retail price had been set in the [Goods Info]; If " Not Using" , which means that the Branch price has not been used, and the retail price will be selected automatically in the [Goods Info].

> Group by Same Goods: Setting discount rate to the POS to calculate and record the Group buy business.

> Taxes and Dues Method: Tax calculation methods.

> Using Hand Over: "Not using" no effect on the POS.

"Using, not print gathering", related operations can be carried only after the Hand Over, and the gathering information will not be displayed when handing over.

"Using, and print gathering", related operations can be carried only after the Hand Over, and will display the gathering information when handing over.

1.1.3 Electric Scale

Four options: Not Using, By Weight, By Total Amt, By Weight and Price.

1. To generate barcodes by By Total Amt is suggested.

2. Export the Bulk Sort goods to the electric scale.
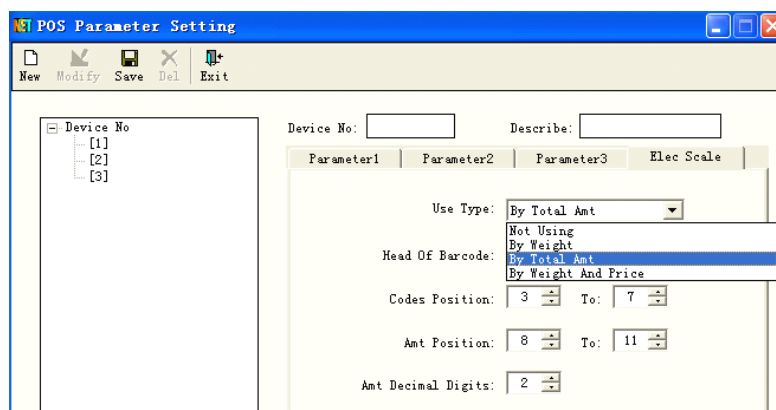
2 Member Card Mgt

2.1 Member Card Sort

Certain enactive "Dis way" and "Way" will be selected automatically once certain "Card Sort" have been chose (if the "Dis Way" and Integral "Way" had been set).

Click **[POS]----[Member Card Mgt]----[Member Card Sort]** :

Dis Way: If "Member Price", the price will be the "Member price" which has been set in "Goods Info"; If " Member Dis", then the Dis Rate must has been set by : *Retail Price * Dis Rate* in the "Goods Info". If "Dis According to Expense Amt" is Discount by Expense Amount.

Way: The Card Sort's Integral Way. Corresponding to the Integral Rules.

Note : If each goods has a integral way is needed, then [Member Card Mgt]----[Member Card Sort]----[Way]----" Sale Quantity*Integral", then [Info]----[Goods Info]-----[Goods Info List], open the goods information window, dblcilck certain "goods" ----[Goods Info Editing], set the corresponding integral in " Integral".

2.2 Member Card Information

Member Card is a promotion sale means.

[POS]----[Member Card Mgt]----[Member Card Info] ----[New] :

Each Code No. must be unique. Operation details please reference the "Bill Edit".

2.3 Dis According to Expense Amt

[POS]-----[Member Card Mgt]----[Dis According to Expense Amt] :
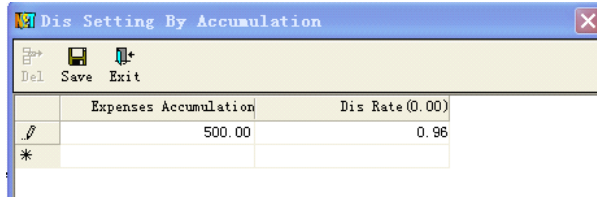
In the above interface, Expense Accumulation is 500 then 96% discount will be carried, and so on.

3 Points Management

Points Mgt can inquire the member's Expense Amt, Points Accumulation, Exchanged Points, Remain points.

3.1 Integral rules

The Integral standard for the Member Card, and the "The Single Expense Amt*x Integral" has been provided, which means that each expanse will get x integral.

[POS]----[Member Card Mgt]----[Method of Rack Up Points]
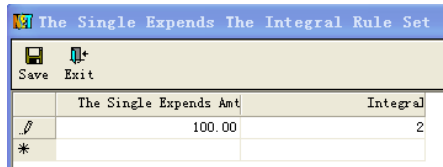
In the above interface, if the expense/consumption amount is 100, then the integral will be 2

3.2 Integral Inquire and Award

[POS]----[Member Card Mgt]➔[Point Mgt]—"Award":
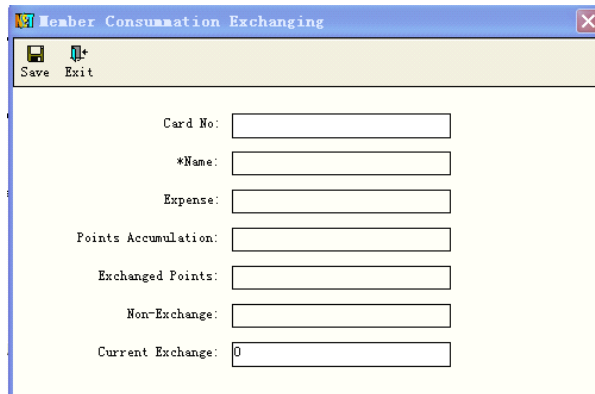
Input the **Card No.** corresponding information will comes out; And input the **Current Exchange**, and **Save** , then certain integral points will be minus.

4 Reserve Card Manage

4.1 Reserve Card Value

[POS]----[Reserve Card Manage]----[Reserve Card Value] :

To add new value amount : Dblclick the blank column , input the number, and "Save" to complete.

4.2 Reserve Card Initialization

[POS]----[Reserve Card Manage]----[Reserve Card Init] :

Note: Card No, must be unique.

Illustration :

Three Card Types: Barcode Card, Magcard , Ic Card, take Magcard as a example :

Increase By Single: Input 1 in , then "Enter", increase the Card No. one by one ,then "Save".

Increase by batch: Input 1 in "Opening No." column , input 5 in "Qty" column. Then [Processes] in toolbar, as the above interface pop out, there will be 5 cards , then [Save].

4.3 Reserve Card Issuance

[POS]----[Member Card Mgt]----[Issuance] :

Illustration :

1) **Card No**: The serial No. when the card has initialized.

2) **Issue Branch** : To choose the corresponding branch.

3) Input others personal information then **[Save]**.

   Details in "Bill Edit"

4.4 Reserve Card Maintenance

[POS]----[Reserve Card Manage]-----[Reserve Card Maintenance] :

There are five Maintenance Types: Reporting Loss, Stop , Cancel , Recover , Revise the Psw.

1) Input "1", then **[Stop]----[Maintenance]**. The "1" member card will be stopped and the "Stop information" will be displayed in the **[POS] → [Reserve Card Manage] → [Reserve Card Info]** interface.

2) If the card needs to be recovered to use, then input the Card No. then tick to recover.

4.5 Reserve Card Charge

[POS]----[Reserve Card Manage]----" Reserve" :

Illustration :

> **Card No.** : Input the target Card No. then input the Reserve Value, [Save] to complete.

5 Promotion Plans

Two promotion plans have provided: **Fixed Date** and **Non-Periodical** .

[POS]----[Promotion Plans]----"New" :

Fixed Data : Fixed the data to promote, Monthly, Weekly or Everyday, and the accurate time can be set. For example, Tuesday, [Weekly]----" Tuesday", "Time Started": 00:00, Closing Time: 23:59, then every Tuesday, system will choose the target goods' Promotion Price.

Non-Periodical : Promotion will be carry between the "Time Started" and the "Closing Time".

> ***Note :***
>
> **(1)** *The promotion is the current Login Branch's promotion. Switch to Login window and choose the target Branch.*
>
> **(2)** *The promotion will stick to the "promotion time" and "promotion price".*

6 Buy one Give one Free

More than one goods will be given free is also available under the Buy one Give one Free promotion circumstance. When the goods has been set as Buy on Give one Free, then the presenter goods' sale price will be 0, and the gathering amount will not be effected, but the Inventory amount.

7 Discount by Sort

[POS]----[Dis by Sort] :
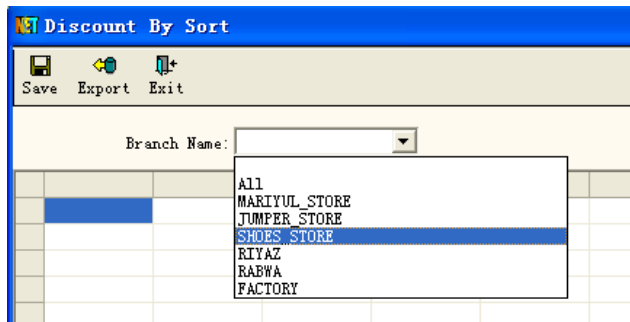
8 Daily Settlement of Retail.

To carry forward the Retail Bills which have generated in the POS, and reduce the corresponding warehouse's stock amount. Related Retail Lists and Data can be reached only after the Daily Settlement of Retain has been carried forward.

Daily Settlement of Retail can be carried many times in one day.

9 Sheet   Inquiring

[POS]----[Sheet Inquiring]-----[Retail Record List]

Certain period Retail Lists of the whole company can be inquired. Sheet inquiring can be reached only after the Daily Settlement of Retail.

10 Unit price selection in POS

Four prices are in the system : Branch promotion price, Member card price and Retail price for all

Branch promotion price: the price which had been set in **[POS]➔[Promotion Plans]**.

Member card price: the price or discount for the member only.

Retail price for all: The retail price in the Goods Information.

11 POS operation

Dblclick the Startnet POS.NET ico on the desktop :
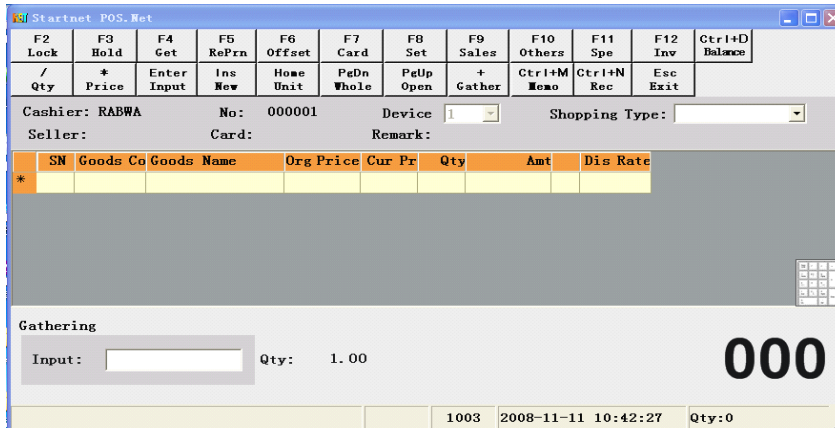
POS parameter setting : (Press F1 as the reference)

> Lock (F2) : Press F2 to lock the POS when the operator leaves the POS, in case the illegal operator changes the List information; Input the operator's Code and Password to gathering when the operator comes back.

> Hold (F3) : Press F3 to save the Current List's information, and carry out the next gathering . And press F4 to Get the List which has been saved previous.

> Get (F4) : To get the previous List. Press F4 to get the target information, "Enter" to further operation.

> Reprn (F5) : To reprint the last list.

> Offset (F6) : When "Focus" in the "Input" column , press Downward key to the target row, press F6 to Offset , and the Money sum will be reduced.

> Card (f7) : Press F7 to input the Member Card No..

> Set (F8) : The period which the POS connecting the Server and the data transmission time. Press F8 to get the Time parameter setting. If the download speed is low , and the server can not be connected. The local information will be selected. So the Time parameter should be enlarge. If the ADSL was using and the transmission file is small , the take the default Startnet POS,NET parameter is all right. When the Time has been set as 0, then the POS is disconnected to the Server.

> Sale (F9) : Input the Sale No., then F9, target Sale' name will be displayed on the left side of the POS desktop,

> Gather (+) : Press "Enter" to gather after the List's information has been confirmed. And Sale ticket will be printed if there is any printer has been connected after the gathering.

> Qty (/) : To make sure the gathering sum, press "/" to display the quantity.

> Price (*) : Press "*" to confirm the goods' price.

> New (Ins) : After finding the mistakes, press "Insert" to generate a new List.

> Unit (Home) : Input the Discount Rate , then "Home" to complete the discount. And the

discount is only the last goods on the current Retail List.

> Whole (PageDown) : Press Page Down after the inputting the Discount Rate. And the discount is for all the Retail List's goods.

> Open (Page Up) : Press "Page Up" to open the Cash Box.

> Balance (Ctrl+D) : Press Ctrl+D to get the Balance Client of the Branch, and which is the current POS subordinate to.

> Group Buy (Ctrl+S): Press "Ctrl+S" to input the Group Buy No., and the same No. for different List.

11.1 Others

Press F10 to inquire or operate the following functions:

Exchange , Upload the Retail Record, Cash Box Balance, Hand over Clear, Begin to Present, Data Inquiring, Printer Setting (Print Bill) , Print Preview (Print Bill).

11.1.1 Exchange

Input the member card No. then "Enter", to get the related information, the Exchange Integral can be input manually. "Upload the Retail Record", "Begin to Present(goods in the column is the Present, and its sale price is 0, and the gathering sum will not be effected, but the Stock amount will be effected.)".

11.1.2 Hand Over Clear

After all whole days gathering has finished and the Income data has been input, the Hand Over Clear list and Hand Over Statistics can be inquired in the backstage.

11.1.3 Data Inquiring

To inquire the Cashier's Daily Report, Daily Report of Seller, Retail List, Summary of Daily Retail Collection, Invoice of Non-Upload Inquiring, Stock Bal Inquiring.

> Invoice of Non-Upload Inquiring :

The gathering data will be upload to the Server if the network is connecting to the server after the gathering data has been saved, or the data will be saved at the local computer. There will be Prompt if there is any data/lists un-uploaded when the POS gathering system is closing. Uploading all the data before closing the system is suggested.

```
Exchange
Upload The Retail Recordl

Cash Box Balance
Hand Over Clear
Begin To Present

Data Inquiring                    ▶
Printer Setting(Print Bill)
Print Preview(Print Bill)
```
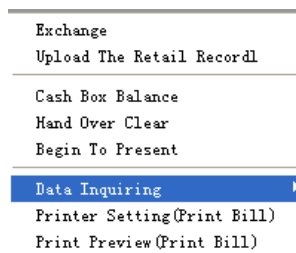
Note : If here is any data un-uploaded, POS can not be re-installed. Or the data will lose.

Chapter 5   Purchase

Startnet Purchase system includes Purchase Order, Purchase Check, Returns of Purchase, Purchase Price Adjustment and Payment. There are two Business Processes: Long Process and Short Process.

1.1 Short Flow :

[Purchase]-→[Purchase Order]-→[Purchase Check]/[Returns of Purchase]-→[Payment], the Receivable Account and Inventory will be added/Reduced at the same time, and the Receivable Account will be effected.

Features : Receivable Account and the Inventory data will be effected by one bill (Purchase Check or Return of   Purchase)

Target User : Saleroom, Exclusive Agency, Branch which warehouse and the office are in the same place.

1.2 Long Flow

Purchase order-→Warehouse Entry--→Purchase Check (Returns of (Purchase)--→Payment Inventory Data , Receivable Account and the Payable Account will be effected.

Features: Inventory Data will be effected ,but not the Payable by the Warehouse Entry bill; Purchase Check (Returns of Purchase) effects the Payable Account , not the Inventory Data.

Target User : Headquarters, Branch which the warehouse in different place.

Tip : To choose the Long Flow or Short Flow by the Branch situation and using it by [Info]---[Branch and Department Info]----"New"---"Parameter Setting" : Sale (Purchase) Invoice Is According to Stock List.

2   Purchase Order

Purchase Order is the agreement between the Enterprise and the Supplier, and which includes : Goods name, amount, price , delivery date and destination etc.

[Purchase]----[Purchase Order] :

The Purchase Order needs not to be audited, which will not effect the Payable Account and

Inventory data; Direct Purchase Invoice or Warehouse Entry is available.

Warehouse Entry generated by Purchase Order, and the Entry amount is less than Order amount, a new (Purchase) Order difference will be generated by the system. The previous Order was regarded as a complete order.

Other operations please reference the :Bill Edit.

3   Purchase Check

Purchase Check is a must tache during the business process, all goods' right have been transferred to the company and Payable Account to the supplier is generated.

Startnet Purchase Check can handle different business process and the complex Direct Purchase situation.

[Purchase]-----[Purchase Check] :

3.1 Purchase Check dealing under the short Flow

A direct Purchase Check will be generated when buy the goods, input the amount and price , [Save] , then the Payable Account and Inventory data will increase.

(Bill) Select : The Purchase Order was set as the related target to the Purchase Check in Short Process. Operation Details please reference the Bill Edit----Select.

3.2 Purchase Check dealing under the Long Flow

The purchase goods was checked and accepted by the warehouse manager and Warehouse Entry bill was generated to increase to Inventory data. After the goods' Entry was confirmed by the buyer, to add the Payable Account in the "Select" or "Direct Purchase Check" way.

Select : The Warehouse Entry was set as the related target to the Purchase Check in Long Process: Operation Details please reference the Bill Edit----Select.

3.3   Direct Purchase dealing

To handle the situation which goods was transferred directly to the Branch's warehouse or Clients by the supplier.

Features : Generally, only the Headquarters possesses the purchase power, so Purchase

Check generated by the Headquarters to add the Payable Account , and the Inventory data will not be added..

If the branch is Dependent Accounting , when goods arrive the branch's warehouse, the branch's Inventory data will be added; If goods was transferred directly to the Client, then purchase Invoice (Direct Sale) was generated by the branch and the Payable Account of the Branch will be added.

If the branch is Independent Accounting , when the goods arrives the branch's warehouse , (internal) Purchase Order was generated by the branch, and Inventory data and the Payable Account to the Headquarters will be added in the branch; If goods was transferred directly to the clients, a Sale Invoice (Direct Sale) generated to add the Receivable Account in the Branch and the Payable Account to Headquarters.

Direct Sale is not limited by the business Flow, if the Direct Sale was chose, then the Inventory data of the Branch which listed on the Purchase Check will not be effected.

Other operations please reference the :Bill Edit".

3.4   How to recoil Purchase Check

Mistakes are found in the Audited Purchase Check, recoiling the bills is the routine method to handle the situation. To generate a Negative Purchase Check to recoil.

4   Returns of Purchase

Returns of Purchase means all goods' rights have been transferred to the supplier, the company's Payable Account will be reduced.

[Purchase]----[Returns of Purchase] :

4.1 Returns of Purchase dealing of the Short Flow

To generate a Returns of   Purchase when Return, input the negative amount and price ,[Save] to reduce the Payable and Inventory data.

Operations by the Serial No. : Serial No. was handled on the Returns of Purchase in the Short Flow. The [Serial No.] button will appear in the toolbar. Operations details please reference the :Bill Edit.

Select : Unnecessary.

4.2 Returns of Purchase dealing of the Long Flow

Negative Warehouse Entry was generated to reduced the Inventory data. After the Returns was confirmed by the buyer, to reduce the Payable Account by the Select or Returns of Purchase way.

For the Serial No, operation: In the Long Flow, Serial No. was handled on the negative Warehouse Entry (input by the warehouse manager), not be handled in the Returns of Purchase. No [Serial No.] button in the Returns of Purchase List. Operation details please reference the Bill Edit.----Serial No.

4.3 How to recoil Returns of Purchase

Regardless the Serial No., a Purchase Check must be generated so as to recoil the audited Returns of Purchase.

5 Purchased Price Adjustment

Purchased Price Adjustment is used to adjust the changing Payable Account ,which caused by the Price adjustment from the supplier.

[Purchase]----[Purchased Price Adjustment] :

Purchased Price Adjustment just used to adjust the Payable Account,(not the Inventory Cost), according to the Adjustment Price. A new Cost Price Adjustment List needs to handle the Stock Cost. If [Affect Stock Cost] has been ticked, then the branch Stock Cost will be affected.

Sold Amt : The Sold amount, Sold Amt * Price difference = Adjust Profit. As the previous Sold Amt has been reckon in the sale cost , the current Sold Amt only reckon in the current income, no more affects on the Sale Cost, and only be reflected in the Income Statement.

Operation details please reference the Bill Edit.

Chapter 6   Sale

Obligate List, Sale Order, Sale Invoice, Return of Sale, Sale Price Adjust ,Receipt etc. :

1.1 Sale Short Flow

[Sale Order]--->[Sale Invoice]/[Return of Sale]--->[Receipt]

↓   ↓

To effect the Payable Account and Stock List   To effect Payable account

Feature : Payable Account and Stock data will be effected by one List (Sale Invoice or Return of Sale) at the same time.

Target User : Saleroom ,Exclusive Agency etc.

1.2 Sale Long Flow :

[Sale Order].....>[Leaving Warehouse].....>[Sale Invoice]/[Return of Sale]....>[Receipt]

↓   ↓   ↓

Effect the Stock data only To effect the Payable Account only   Effect Payable Account

Feature : Warehouse tache is a must; Leaving Warehouse effects the Stock List only; Sale Invoice (Return of Sale) only effects the Payable Account.

Target User : Headquarters, Branch which Warehouse in different place.

Note : Business Flows are self-defined by the user. If :

Long Flow: Tick the "Sale (Purchase) Invoice Is According to Stock List " in the following routine:

[Info]->[Branch and Department Info]-->Target "Branch" --> Modify-- → Parameter Setting (Right side lower corner)-----"Parameter Setting" -----Parameter1--- Sale (Purchase) Invoice Is According to Stock List

Short Flow : Need not to tick.

2 Sale Order

Sale Order is a agreement between the Enterprise and the Clients, which includes : Goods amount, Price , goods arrival time and destination etc.

[Sale]→ [Sale Order]:
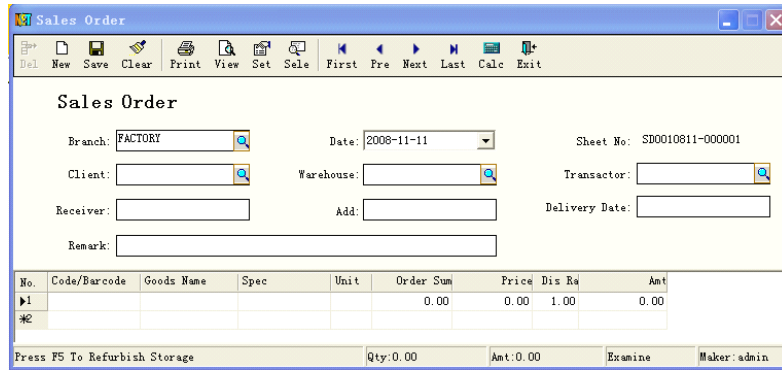
Sale Order needs not to be audited, and which will not effected Receivable Account or reduced the Stock list. It is not a must step, Sale order and Leaving Warehouse List can be generated immediately.

Operation details please reference the Bill Edit.

3 Sale Invoice

Purchase Check is a must tache during the business process, all goods' right have been transferred to the Client, Receivable Account to the client is generated

Startnet Sale Invoice can handle different business process and the complex Direct Sale situation.

[Sale]---[Sale Invoice] :
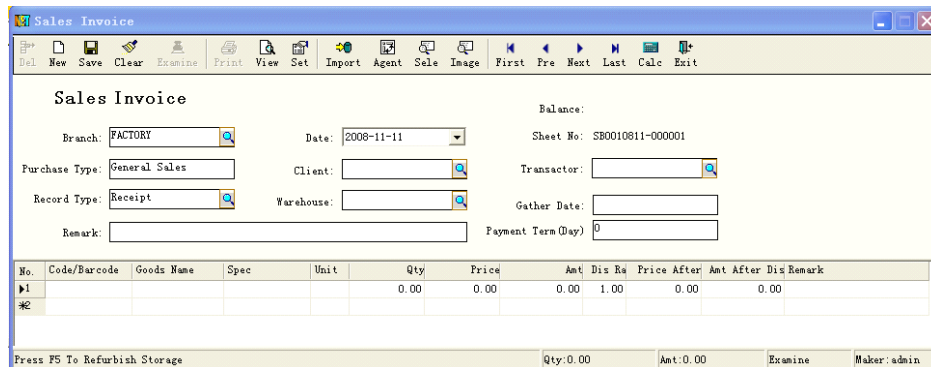
3.1 Sale Invoice dealing of the Short Flow

A direct Sale Invoice will be generated when selling the goods, input the amount and price, [Save] , then the Receivable Account will be added Inventory data will decreased.

Operation on using the Serial No. : In short flow, serial No. will be handled on the Sale Invoice. "Serial No." will appear on the toolbar, operation details please reference Bill Edit----Serial No.

(Bill) Select : The Sale Invoice was set as the related target to the Sale Order in Short Flow. Operation Details please reference the Bill Edit----Select.

3.2 Sale Invoice dealing under the Long Flow

During the Selling business, operator generates the Sale Invoice to increase the Receivable Account, Warehouse Manager to generate the Leaving Warehouse to reduce the Stock data.

Select : Leaving Warehouse was set as the related target to the Sale Invoice in Long Flow: Operation Details please reference the Bill Edit----Select.

3.3 Direct Selling dealing

Direct Selling was used to handle the situation which goods was transferred directly to the Branch's clients by Headquarters/Supplier, and the Negative sale.

Feature :

(1) Goods was transferred to the Dependent Accounting Branch's client: Generally, Transfer Move Out was generated by Headquarters to reduce Headquarters' Stock; After goods transferred to the client and confirmed by the Branch, Sale Invoice (Direct Sale) was generated to add Branch's Receivable Account.

(2) Goods was transferred to the Independent Accounting Branch's client : (Internal) Sale Invoice generated by Headquarters to reduce the Stock and increase the Receivable Account to the Branch.; After goods transferred to the client and confirmed by the Branch, Sale Invoice (Direct Sale) was generated to add Branch's Receivable Account, and another Internal Purchase Order generated to add the Branch's Payable Account to the Headquarter.

(3) Goods transferred to the clients by supplier : Purchase Check (Direct Purchase) was generated by Headquarters to add Headquarters' Payable Account, After goods transferred to the client and confirmed by the Branch, Sale Invoice (Direct Sale) was generated to add Branch's Receivable Account.

Direct Sale will not be effected by the business Flow, Branch's Stock data will not be reduced if the Direct Sale has been chose in the Sale Invoice.

In order to make the current income accord with the cost, cost price must be input in the Direct Sale operation so as to calculate the Sale cost and gross profit.

Operation details please reference Bill Edit.

To confirm the Sale Invoice before it is saved, which needs to be set in the Server parameter-----"Confirm before saving Sale Invoice". Tick the option, and the confirm inquiring window will appear before the Sale Invoice was saved.

3.4 How to handle Negative Stock Sale

Negative Stock Sale is a special sale mode which Goods' stock is not sufficient for the current sale business, but the Sale Invoice still to be generated to increase Receivable Account.

Reference Chapter 2 ----Business Illustration---Negative Sale.

3.5 How to recoil Sale Invoice

Regardless the serial No. , a negative Sale Invoice can handle the Sale Invoice which mistakes has been found after auditing.

3.6 Gathering In Advance

(1) Gathering in advance only possessed by Sale Order and Sale Invoice, multi-gathering methods can be reached by pressing "gathering" button when generating the Order and Invoice. Gathering Balance = Sale Invoice sum – Sale Order sum.

(2) When Sale Order was chose , the original Sale Order's Gathering was regarded as on part of current gathering.

4 Return of Sale

Return of Sale means all goods' right was transferred from the client to the company, the company reduce the Receivable Account to the client.

[Sale]--➔[Return of Sale] :

Negative Amt means Return of Goods; Plus Amt means Goods Exchanging.

In the above window,[Amt]---"-1" means to Return the goods, and "1" means to exchange the goods.

4.1 Return of Sale dealing of the Short Flow

To generate a Return of Goods directly when to return the goods, input the Negative number and price , [Save] to reduce the Receivable Account and Increase the Inventory data.

Sele : No [Select] function in Short Flow.

4.2 Return of Sale dealing of the Long Flow

Negative leaving Warehouse generated by the warehouse during the Goods Return operation to add the inventory data. After the Return operation completed and confirmed by the operation staff, Return of Sale was generated to reduce the Receivable Account.

Sele : In the Long Flow, Leaving Warehouse was set as the related target to the Return of Sale by the system. Please reference operation details in Bill Edit→ Select.

4.3 How to recoil the Return of Sale

To handle the faulted audited Return of Sale by recoiling.

5 Sales Price Adjustment

To adjust the Receivable Account to the client, which caused by the Price adjustment, not to handle the Inventory cost.

Click **[Sale]-→ [Sale Price Adjustment]**:

To recoil the Sale Price Adjustment by generating a Negative Sale Price Adjustment. Operation details please reference the Bill Edit.

Chapter 7   Stock

Details on Transfers between the warehouse , Inventory Profit/Loss , Inventory Check, Cost Price Adjustment.

1 Transmission

To handle the goods' transfers between the warehouses of the Independent Accounting branches.

Feature : To increase the To Stock Branch's warehouse stock data, decrease the From Stock Branch's warehouse stock data. To generate a Transmission bill to complete a transfer operation.

[Stock]→[Transmission] :
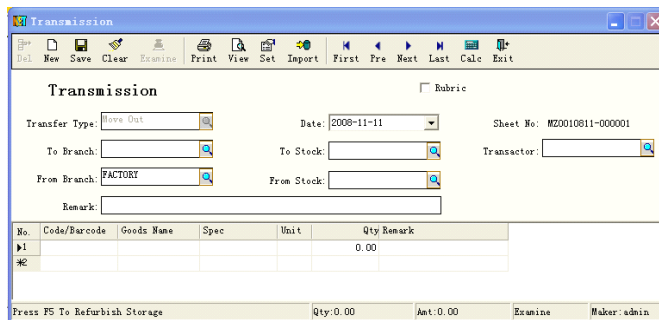
Price is not a need in the Transmission. The *To Stock* warehouse unit price is the goods' Monthly Average Price of the From Stock branch which was selected by the system.

Target user : Warehouses which belong to the same Branch or Different Branches in the same   city. If the transfer is between the different cities, Transfer Move In and Transfer Move Out are separately suggested to handle the transfer.

2 Warehouse Entry

[Stock]-→[Warehouse Entry] :
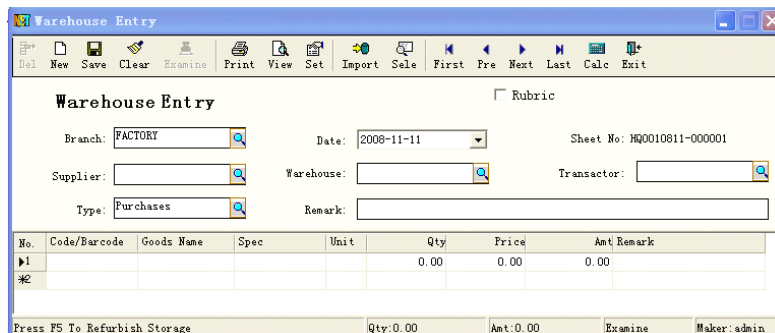
2.1 Warehouse Entry dealing of the Short Flow.

To handle the others Warehouse Entry except Purchase and Move In, For example, Presents.

Unit price is not a need if it is presents which means to ignore the cost.

2.2 Warehouse Entry dealing of the Long Flow.

To check and accept the purchase goods besides the Short Flow function, unit price must be input as the calculating gist.

Any Returns of Purchase , Negative Warehouse Entry will be generated by the warehouse to reduce the Inventory data, and buyer will generate a Returns of Purchase to reduce the Receivable Account by "Sele" operation.

Using the Serial No. : In Long Flow, Serial No. which will not be handled in the Returns of Purchase, is input by the warehouse manager,.

2.3 Warehouse Entry recoiling

Regardless the Serial No. to recoil Warehouse Entry by generating a Negative Warehouse Entry. Tick "Rubric" check box in the interface.

Reference others operation details in Bill Edit

3 Leaving Warehouse

[Stock]→ [Leaving Warehouse] :

3.1 Leaving Warehouse of the Short Flow

To handle others Leavings except Sale and Move Out , presents ,for example.

Return of Sale can be generated to return the goods.

3.2 Leaving Warehouse of the Long Flow

To handle the sale goods' Leaving Warehouse besides the Short Flow.

Negative Leaving Warehouse list will be generated by the warehouse to return goods and increase Inventory, and Receivable Account will be reduce by Return of Sale which generated by the operator.

3.3 To recoil Leaving Warehouse

Regardless Serial No., a Negative Leaving Warehouse be generated to recoil.

Tick "Rubric" in the interface.

Monthly Weighted Average is introduced in Startnet system , unit price is not must in the Leaving Warehouse, when it comes to the "Carry forward Next Mouth" (at the end of each month) Unit Price will be input by the system.

Other operations please reference Bill Edit.

4 Check Table

4.1 Inventory Profit

Inventory Profit is used to handle the situation which the Practical amount is larger than the Book amount.

Inventory Profit can be generated by the Check Table, or [New] to add a new one. Unit Price needs to be input as the calculation gist.

[Stock]→[Inventory Profit] :

4.2 Inventory Loss

To adjust the Book amount when Practical amount is larger the Book amount.

Inventory Loss can be generated by the Check Table, or [New] to add a new one.

[Stock]-→[Inventory Loss] :

Monthly Weighted Average is introduced in Startnet system , unit price is not must in the Inventory Loss, when it comes to the "Carry forward Next Mouth" (at the end of each month), Unit Price will be input by the system.

Other operations please reference Bill Edit.

5 Assembly List

Manpower cost can be input in the Assembly list. Package Cost = Spare Parts costs+ Manpower cost.

[Stock]→[Assembly] :
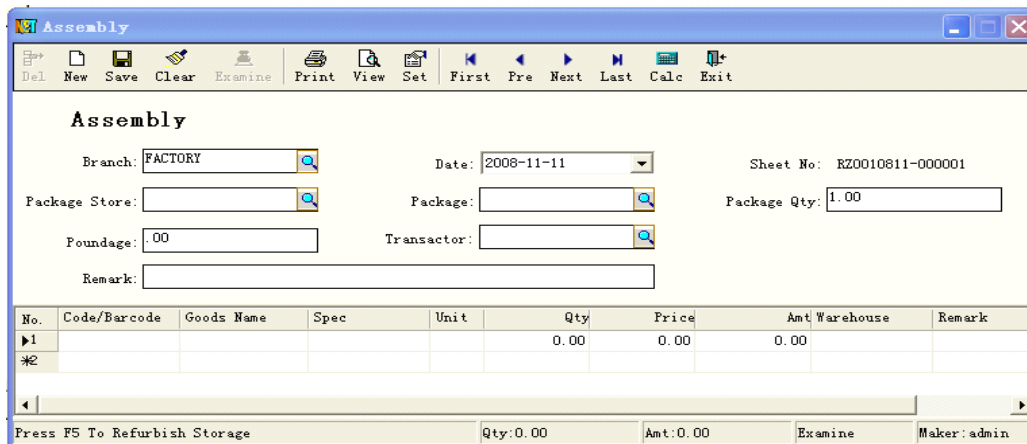
6 Disassembly List

Manpower cost can not be input in the Disassembly cost, only can be added to the Spare part's unit price manually.

[Stock]-→[Disassemble] :
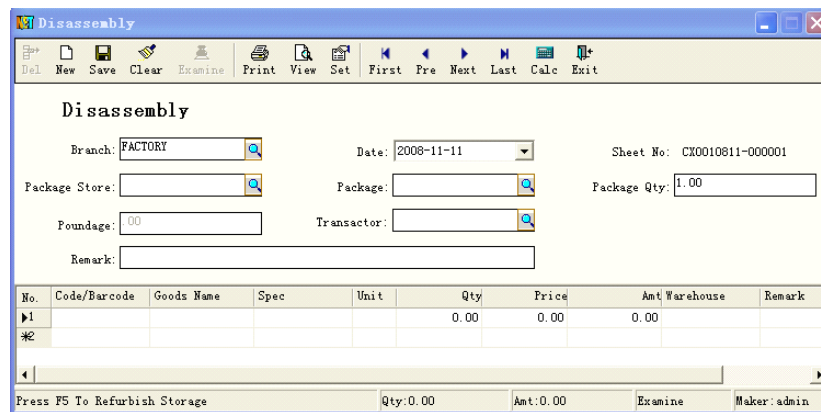
7 Inventory Check

Calculation error , audit error etc. may happen during the daily operations, which will leads to the Book amount can not match the Practical amount. In this case , scheduled or nonscheduled Inventory Check is needed. Inventory Check Report must summit to be audited by related Branch.

7.1   Create Check Table

[Stock]-→[Inventory Check]--→[Create Check Table] :
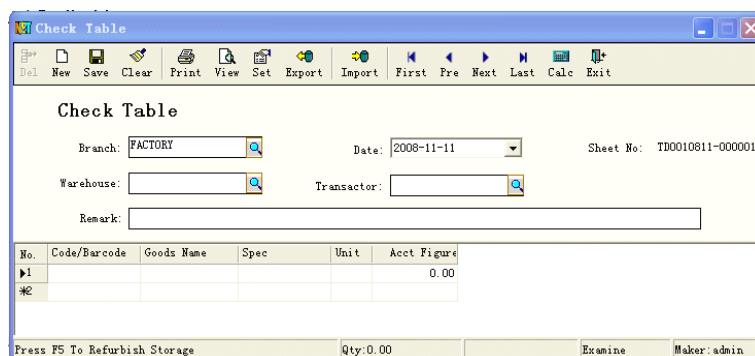
To import goods by sort, import the goods which have been operated only.

Information can be added by input the "Code\Barcode". Or data can be Exported to the Excel, which includes : Trade Price , Inventory amount.

7.2   Input Check List

[Stock]→[Inventory Check]→[Input Check List] :

(1) To input goods by sort or Check machine by the appending method, and the data will not be added to the original base.

(2) Input operation should accord with Create Check Table.

(3) Corresponding "Check Table" needs to be chose, many Input Check Lists can correspond to the same Check Table.

(4) Input Check List can be imported to Excel.

7.3   Check Compare

[Stock]→[Inventory Check]-→[Check Compare] :

Tick Input Check List to generate corresponding Check Compare. It also can be exported to Excel.

7.3.1 Check Notes :

(1) To confirm the Check period, goods is not suggested to Move In or Move Out during the Check period.

(2) Leaving Warehouse and Warehouse Entry lists which have been audited should be imported to the system

(3) The existing data of the new Check Table is regarded as the Book amount of the new Check Table. Each new Check Table's Book amount will be different due

to the keep changing Book amount.

(4) Inventory data will not be effected by Check Table. Only Inventory Profit and Inventory Loss will effect the Inventory data.

7.3.2 Operational Flow :

1) To "New" a Check Table.

2) To print the new Check Table draft.

3) To carry out a Practical check .Input the Practical amount in the Check Table draft's Amt column.

4) Add up check amount should be input into the "Qty of Check" column of the Check Table by warehouse's manager or imported by the Check machine after the Practical check has been carried out.

5) Purse bearer audits the data which input by the warehouse manager, then to generate Inventory Profit/Loss. Inventory Profit's unit price also needed.

6) Purse bearer audits Inventory Profit/Loss.

7.3.3 Check Table operations :

Click [Stock]-→[Inventory Check]-→[Create Check Table]---- "Check Table" window. Input the warehouse, [Import] in the toolbar , instant amount will be imported into "Amt" column. Imported by certain sort or by all sorts are available.

[save] the Check Table.

To have a Practical Check.

[Stock]- → [Sheet Inquiring]- → [Check Table], target the "Check Table", dblclick to "Modify".

Input the check and adjustment amount, then [Sale]. Purse bearer repeat the 5th point of "7.3.2 flow" to audit the check amount, click [Inventory Profit]/[Inventory Loss], input the unit price.

* Note :

(1) Startmet Check Table requires to import the target warehouse's goods by group.

(2) Book amount and the Profit and Loss amount can not be edited, which calculated by the system.

(3) Adjustment amount is the Move in and Move out amount during the Checking period. So as to adjust the Check and Book amount. For example, during the Check period , 10 goods are needed in urgency , and a Leaving Warehouse list has been generated after the Check Table, the 10 goods was not reduced in the Check Table, so the 10 must be input in the Adjustment Amt column. Positive number means Move in

and Negative number means Move out.

Adjustment amount has generated during the Check period , and Book amount has been effected, No more lists should be generated or there will be mistakes.

8 Cost Price Adjustment

To adjust the Stock cost which caused by goods' Price adjustment.

[Stock]-→[Cost Price Adjustment]; :

Based on the adjust sum, Cost Price Adjustment adjusts the Stock cost only ,not the Receivable Account, a new Purchased Price Adjustment should be generated to handle the Receivable Account.

Adjustment sum calculation formula :

Adjustment sum = (Current price –Original price) * (Current amount + Move out amount)

Each data of the above formula can be inquired by: [Report]- → [Storage Report]-→[Receiving and Delivering Summary].
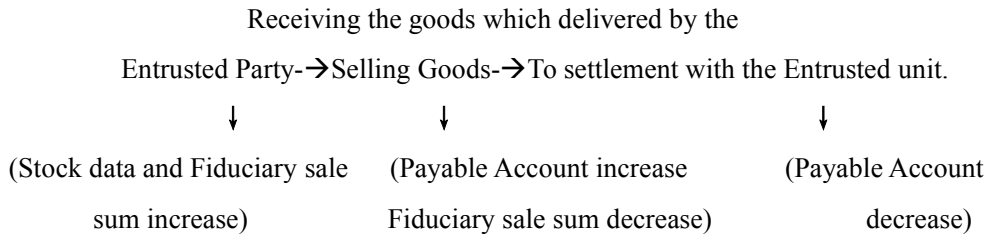
Operation details please reference Bill Edit.

[Pre Allocation] list was used as an inform between Allocation branch and the other branches C/A and Stock data will not be effected after the saving the [Pre Allocation],

Chapter 8   Consignment

Two consignment ways in Startnet system : Fiduciary Sale and Authorize Commission Sale.

Fiduciary Sale flow :

Receiving the goods which delivered by the

Entrusted Party-→Selling Goods-→To settlement with the Entrusted unit.

↓   ↓   ↓

(Stock data and Fiduciary sale   (Payable Account increase   (Payable Account

sum increase)   Fiduciary sale sum decrease)   decrease)

Authorize Commission Sale flow :

Delivering goods to the Commission party-→ selling by the Commission party, delivering the settlement list-→payment from the Commission party.

* Note :

1) warehouse stock decrease, authorize commission sale sum increase

2) receivable account increase, authorize commission sale sum decease

3) receivable account decease

1 Fiduciary Sale Stockhouse

To receive the goods from the Entrusted unit. Stock data and Fiduciary Sale sum increase at the same time.

[Consignment]-→[Fiduciary Sale Stockhouse] :
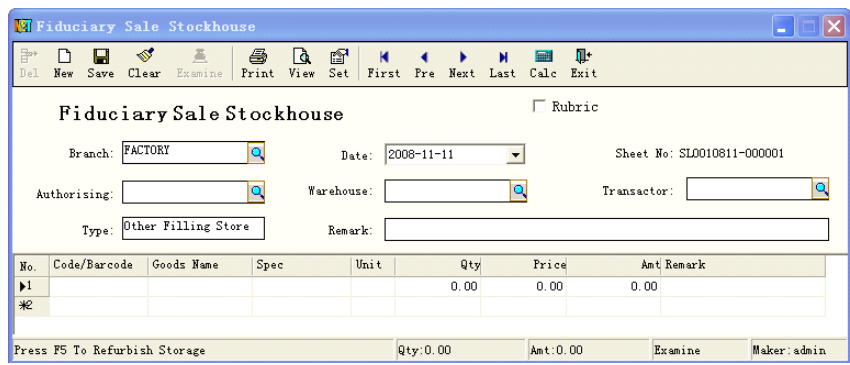
Operation details please reference Bill Edit.

2 Fiduciary Settlment List

The "Settlement" list which needs to be settled with the Commission party, adding the Payable Account and reducing the Fiduciary Sale sum. If it is a needs to pay the Commission party, then to generate a [Payment list].

[Consignment]-→[Settlement List] :

3 Fiduciary Sale Price Adjustment

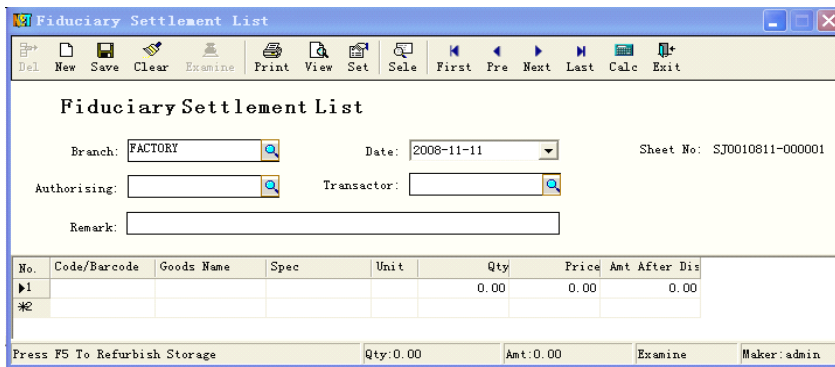The Commission Party adjusts the Fiduciary Sale goods' price, and just adjusts the Fiduciary Sale goods' sum (similar to the [Purchased Price Adjustment]). If it is necessary, a [Cost Price Adjustment] list needs to be generated to handle the Inventory cost adjustment.

[Consignment]-→[Fiduciary Sale Price Adjustment] :
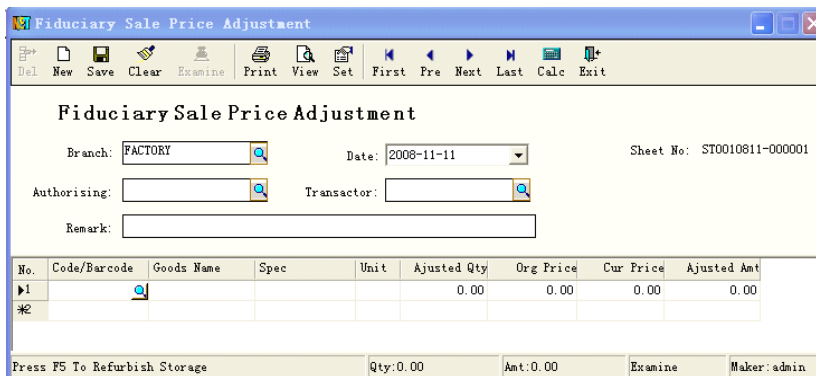
Operation details please reference Bill Edit

4 Authorize Commission Sale Storehouse

To deliver goods to the Commission Party. Stock data decreasing while the increasing the Authorized Commission Sale goods' sum.

[Consignment]-→[Authorize Commission Sale Storehouse] :

Operation details please reference Bill Edit

5 Authorization Refes Settlement List

To handle the "Settlement" with the Commission Party, adding the Receivable Account and reducing the Authorization Commission Sale goods' sum. A "gathering bill" should be generated to handle the "payment" from the Commission party.
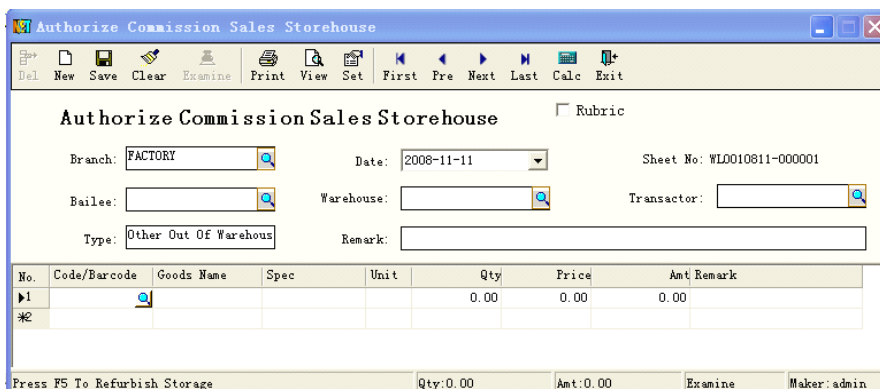
[Consignment]-→[Authorization Refes Settlement List] :

Operation details please reference Bill Edit

6 Sold Price on Trust Adjustment

Goods price adjustment to the Commission party, just to adjust the Authorize Commission Sale goods' sum.(similar to the [Sale Price Adjustment]).

[Consignment]-→[Sold Price on Trust Adjustment] :

Operation details please reference Bill Edi

7 Sheet Inquiring

To inquire the stock, settled and unsettled lists by: [Report]- → [Storage Report]- → [Authorization of Commission Sale Stock List] or [Fiduciary Sale Stockhouse Table]

Operation details please reference Bill Edit

Chapter 9   Accounting

Income list ,Expanses list ,Bank to Account, Transfer list and Easy record are included in Accounting.

1 Income

To handle other incomes besides the Sale income, for example, wrappage selling income.

[Accounting]-→[Income] :
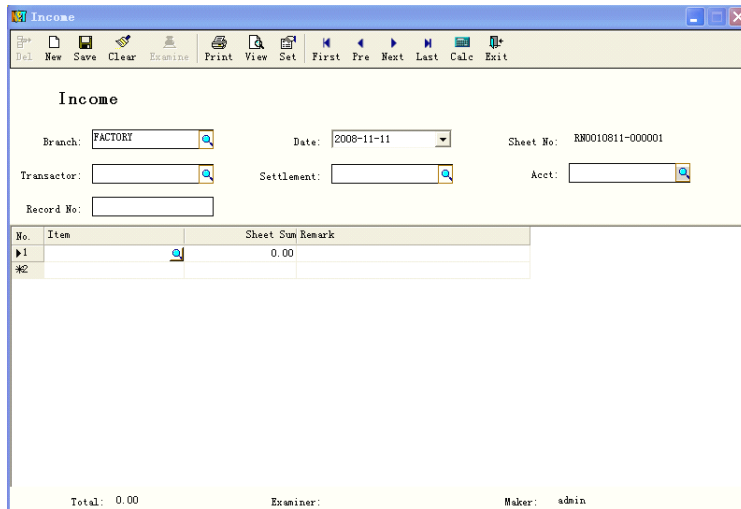
Branch : The current Login Branch is defaulted , and its underling departments can be chose by dblclicking.

Item : The income item details should be set in the following routine: [Info]- → [Other Info]-→[Income and Expenses Item].

Corresponding Settlement methods and Accounts also can be reached. The account amount sum will be added after the Income list generated. All "Income Account Summary" or "Income Detail Ledger" of the company can be inquired.

Operation details please reference Bill Edit

2 Expenses

To handle the other expanses besides the Sale Cost ,such as working expanses , business trip expanses etc.

[Accounting]-→[Expense] :

Brnach : The current Login Branch is defaulted , and its underling departments can be chose by dblclicking. If the Accounting department is underling the Headquarters, Working expanses or Interest expanses will be generated.
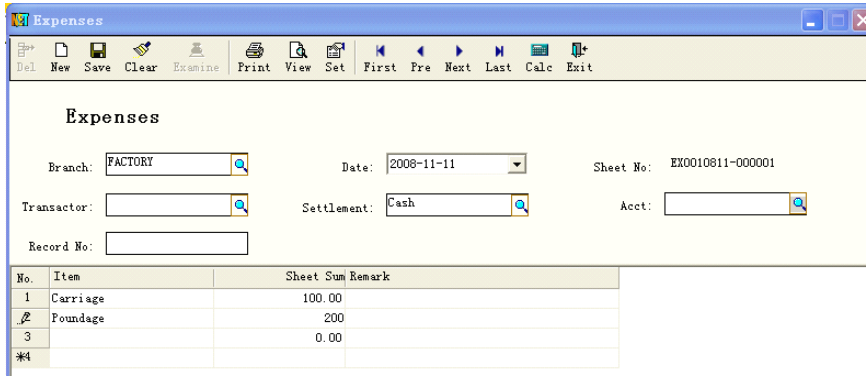
Item : Corresponding Settlement methods and Accounts also can be reached. The account amount sum will be reduced after the Expanses list generated. All "Income Account Summary" or "Income Detail Ledger" of the company can be inquired.

Operation details please reference Bill Edit

3 Bank to Acc

To record the Cash of Headquarters and the Branch or the capital flow of the Bank Account.

To handle the business account , (internal) capital transfer, transfer between the accounts. All capital business and the balance of the company can be inquired and monitored.

[Account]-→[Bank to Acc] :

Branch : The current Login branch is defaulted.

3.1 Type and Settlement

Intrabrach means the capital is transfered between the internal Branches : Headquarters←→Branches; Branches←→Branches.

Non-intrabranch means to receive the capital from the external (other) company or

pay to the external (other) company.

Types : Income of Intrabranch , Payout of Internal Current Acct, Non-Intrabranch Income, Non-Intrabranch Payout

3.2 Operations on Types

(1) Income of Intrabranch : To receive the payment from Headquarters or the other Branches. Target Account's balance will be added after saving the list.

(2) Payout of Internal Current Acct : To pay Headquarter or the other Branches, target account's balance will be decrease after the list has been saved. To choose a Branch of the Independent Accounting or Dependent Accounting is a must if the this business type has been chose.

(3) Non-Intrabranch Income : To receive the sum from external unit, balance of target account will be added after the list has been saved.

(4) Non-Intrabranch Payout : To pay the external unit , target account's balance will be reduced after saving the list.

Operation details please reference Bill Edit.

Related Reports can be inquired such as Cash and Bank Day Book ,can be inquired.

* Note : If the user can not manage the Branch , then the Branch's Bank to Account should not be generated and the Cash Bank Report can not be inquired.

4 Transfer

To transfer the capital in the same Branch, adding the Branch's Account sum.

[Accounting]-→[Transfer] :

Operation details please reference Bill Edit

5 Easy Record

To handle the Purchase , Depreciation and sell off of the enterprise and the amortize business. The above business can be handled in one list.

5.1 Fixed Assets Purchase

[Accounting]➔[Easy Record]----"Fixed Assets Purchase".

Input the purchase amount in the form, the Book balance will be added automatically after saving. If the payment is carried immediately , then choosing the "Acct" and reducing the Account's balance.

5.2 Fixed Assets Depreciation

Fixed assets will be frayed during operation, and the "fray" will be transferred to the goods then new fee has been generated. The Fixed Assets Book balance will be reduced according to the current depreciation sum.

[Accounting]-➔ [Easy Record]----"Fixed Assets Depreciation", input the purchase fixed assets, then net value of the Fixed Assets will be figured out by the system. The input sum should not larger than the net value.

5.3 Sale of Fixed Assets

To handle the Income , Net value, Balance Income of selling of the Fixed Assets.

[Accounting]- ➔ [Easy Record]------"Sale of Fixed Assets", inputting the Fixed Assets in the form, then net value of the Fixed Assets will be figured out by the system. The input sum (sell off income) should be larger than the net value.

If there is any optional account , adding the account's balance.

5.4 Prepaid Expenses Happen

The money has been paid , which should be apportioned in the following periods, the press fee ,for example.

[Accounting]-➔ [Easy Record]-----"Prepaid Expenses Happen], and the prepaid amount will be added automatically after saving in the Book balance. If the payment is paid immediately , choosing a account to add the balance.

5.5 Prepaid Expense Amortization

To reduce the following period's income after the "Prepaid Expenses Happen"

[Account]- → [Easy Record]-----"Prepaid Expense Amortization", input the Prepaid Expenses and expenses item, reducing the balance of Prepaid Expenses Amortization and adding the expenses item's sum, which will be reflected in the Profit and Loss Report.

Chapter 10   Distribution

1 Internal dealing

To handle the Purchase, sale , receipt and payment of the Independent Accounting branch. For example, there is a buy and sell relationship between Headquarters and A Branch, all the goods rights still possessed by Headquarters even though the goods has been sold to the A Branch. When it comes to the External Sale Statistic, the goods which had been sold to the A Branch should not be included.

Internal Purchase Memo List , Internal Sale Invoice, Internal Payment List and Internal Receipt List are included in the this part.

1.1 Internal Purchase Memo

To handle the purchases between the Branch ← → Branch; Branch- → Alliance Suppliers; Alliance Distributors-→Branch etc..

Direct Purchase between the Alliance Distributor- → Alliance Supplier can not be reached. Unless the Branch acts as a middleman between them.

[Distribution]-→[Purchase sale]-→[Internal Purchase Memo]

Two Purchase types : General Purchase and Direct Purchase :

(1) General Purchase : Adding the Payable Account and Inventory data after saving.

(2) Direct Purchase : Increasing the Payable Account only.

Two options are available for Bill selection, which selected by business's main body parameter.

(1) Internal Sale Record : the sale record of the others business main body.

(2) Goods Application or Purchase Memo : Generated by the unit itself.

Note : If the business main body is Alliance Supplier, Internal Purchase Memo can not be generated by the Alliance Supplier by using "Popedom". "Rubr" in the top right corner is used to handle the

Return of Purchase.

1.2 Internal Sale Records

To deal with the sales, Branch ← - → Branch, Alliance Supplier-- → Branch, Branch-→Alliance Distributor.

Direct Sale, Alliance Supplier--→Alliance Distributor can not be reached unless the Branch acts as a middleman.

If the Internal Sale Record list was generated by Alliance Supplier, and target "Select" list is Internal Purchase Memo, the original Goods receipt information should be input in "Remark".

[Distribution]-→[Purchase sale]→[Internal Sale Record] :

Two sale types : General Sale and Direct Sale.

(1) General Sale : Adding the Receivable Account and Decreasing the Inventory data;

(2) Direct Sale : Adding the Receivable Account only.

Different business main body "select" different lists :

(1) Alliance Supplier : target list is Purchase Memo.

(2) Branch : target list is Goods Application list from the client.

Note : If Alliance Distributor is the business main body, Sale list should not be generated by Alliance Distributor by using the "Popedom". "Rubr" option in top right corner is used to handle the "Return of Sale"

1.3 Internal Payment

To handle the "payments" between Branch ← - → Branch, Branch-→ Alliance Supplier, Alliance Distributor-→Branch.

[Distribution]-→[purchase sale]→[Internal Payment] :

If the payment is pre-paid, then choose "Advance Payment" in the Internal payment list, input the payment sum in "Settlement Amt" or "Allowance" , the bill will be marked as a "Prepaid"

Settled by bill is also available. To choose the target settlement bill (Internal Purchase Memo, Goods Application, Prepaid list) by clicking   "sheet no." in the Internal Payment. If Prepaid list has been chose, then input negative amount in the "Settlement sum" or "discount amount" to balance the prepaid amount.

Before Multi-Acc Settlement bill can be used as a settlement method, make sure the "Using Multi-Acc Settlement bill" column of the Startnet Server (parameter) has been ticked "Yes".

1.4 Internal Receipt

To handle the Receipt business between Branch ← - → Branch, Branch-→Alliance Distribution, Alliance Supplier-→Branch.

[Distribution]-→[Purchase sale]-→[Internal Receipt] :

If the payment is prepaid, then choose "Advance Payment" in the Internal Receipt List, input the Receipt sum in "Settlement Amt" or "Allowance" , the

bill will be marked as a "Prepaid" list.

Settled by bill is also available. To choose the target settlement bill (Internal Sale Reocrds Goods Application, Prepaid list etc., and setting the "Internal Receipt " in the main body's parameter) by clicking "sheet no." in the Internal Receipt If Prepaid list has been chose, then input negative amount in the "Settlement sum" or "discount amount" to balance the prepaid amount.

Multi- Acc Settlement bill can be used as a settlement method, make sure the "Using Multi-Acc Settlement bill" column of the Startnet Server (parameter) has been ticked "Yes".

Settlement by goods, tick "Settle According to goods" before choosing the target settle row appear in the table of Internal Receipt.

2 Goods Application

To handle the consignment application of the Dependent Accounting branch.

The application is business plan which will not effect the Inventory data.

Two Applying Types : Send to Warehouse and Send to Client.

2.1 Supplement by Manus

Application list is a application from the subordinate.

The needed goods' information have to be input by hands of the subordinate, and Goods Application list generated.

[Distribution]-→Application List] :

2.1.1 Send Warehouse

Send Warehouse is the Warehouse of Branch which the application goods will be transferred to, and this is a internal transfer.

Operation flow of the Internal Goods Application :

Application from Branch- → Examine, approve and audit by the Headquarters-→Deliver the application goods by the warehouse's manager ,and fill the Transfer—>Transfer Move Out List--→Branch warehouse generates the Transfer Move In list after receiving the application goods.

Since this is the internal transfer, unit price of the Goods Application list needs not to be input.

2.1.2 Send to Client

The application goods will be transferred directly to the Branch's client by the superior Branch.

Operation flow :

Goods Application from the Branch-→ Auditing the application and filling the approval amount by the Headquarters-- → Delivering the application goods and generating a Transfer—Move out list by the Headquarters 's warehouse staff-→After the goods arriving the Branch's client, a Sale Invoice generated by the Branch (Direct Sale).

Since this is Direct Sale, Sale Price , discount rate are suggested to be input in the Goods Application, so as to be audited by the Headquarters.

Operation details please reference Bill Edit.

3   Transfer

Transfer Move in to handle the goods transfer between the Dependent Accounting (Branches) or warehouses which belong to the same branch.

Features : Increasing the local warehouse's stock, but the From Branch's warehouse stock will not be effected. Two lists must be generated to handle the business, Transfer Move out of the Move out warehouse and Transfer Move in of the Move in warehouse.

If the "transfer" is between the warehouses which belong to the same Branch, Transfer Move out list be fulfilled by the Move Out warehouse (**From Branch** and the **To Branch** must be the same), after receiving the goods, Move In warehouse fulfills the Transfer Move in list (**From Branch** and the **To Branch** must be the same). Or generating a **Transmission** list.

[Distribution]→[Transfer Move In] :

Since Transfer is limited to Independent Accounting (Branch), so the unit price can not be input, which will be calculated by the system.

By using the "Select" operation to display related content in the this list, all Transfer Move out from all the Branches can be inquired.

Transfer Type had been set by the system, which can not be edited, **To Branch** which has been chose as the login Branch, it is also can not be edited.

Transfer Move in recoil :   generating a Negative Transfer Move in list to recoil.

Other operations please reference List Edit.

4 Transfer Move out

To handle the transfers between the Branches.

Feature : Decreasing the local warehouse stock , the **To Branch**'s warehouse stock are not increased. Two lists are needed : Transfer Move out (list) of the Move out warehouse, Transfer Move in (list) of the Move in warehouse.

If the transfer is between the same Branch's warehouses, Transfer Move out list is fulfilled by Move out warehouse (**From Branch** and the **To Branch** must be the same), after receiving the goods, Transfer Move in list is fulfilled by Move out warehouse (**From Branch** and the **To Branch** must be the same). Or generating a **Transmission** list.

[Distribution]→[Transfer Move out]:

Monthly weighted average had been introduced in this system , so unit prices are not needed to input in the Transfer Move out list, prices will be input by the system when **Carry forward Next Month.**

Transfer Move out recoil : generating a Negative Transfer Move out list, tick "**Rubric**" in the interface.

Transfer Type and **From Branch** can not be edited.

Chapter 11　　System

1 Closing operation

Closing operations includes User Mgt, Carried Forward Next Month, Anti-Carry Forward. Etc

Except the target Client, All the others Startnet Clients must be Logout , or the operations can not be reached.

2 Carried Forward next Month

To carry the current balance to the following period when an account .period comes to an end which suits to the account system's system.

To support the business's continuity , the following period's bills are allows to be input into the system. Please reference the following bills input.

Preparations before the Carried Forward Next Month :

(1) To check if all the current period's bills have been input.

(2) Checking out if there is any unaudited bill. And check if the **Cost Price** of the

Direct Selling has been input.

(3) To check if [Daily Settlement of Retail] has been settled by the following route:
[Retail]-→[Daily Settlement of Retail].

(4) **To back up the data is a must before Carried Forward Next Month.**

(5) **Except the target operation Client , all the other Startnet Clients must Logout the system.**

[System]--→[Carried Forward Next Month] to complete the operation.

3 Anti-Carry Forward

Any mistake should be found after the previous Carried Forward Next Month. To handle the previous period's business and settle.

Foe example, the current period is Jan., and the Dec. business of last year can not be Anti-forwarded. To make sure the data is nicety before new year's Carried Forward.

4 Internal Message Setting

Two information informs have been provided by Startnet system , which decided by Using Instant Message parameter of the Startnet Server, the inform function will be stopped if the parameter have not been ticked.

After finishing the operation on one list, the Internal Message Alert is used to send the inform information which set by the list no. to the appointed operator, the Prompt window will come out if the operator is online.

[Info]-→[Other Info]-→[Instant Message Setting] :

In the above interface , which means after the Purchase Order has been generated and saved by the Headquarters, the inform "sheet No. + Examined. Prepare the application goods" will be sent to "admin" by system.

Content Illustration :

1) Branch : the Branch which generates a sheet.

2) Sheet Type : type of the sheet generating branch.

3) Operation Type : save or audit.

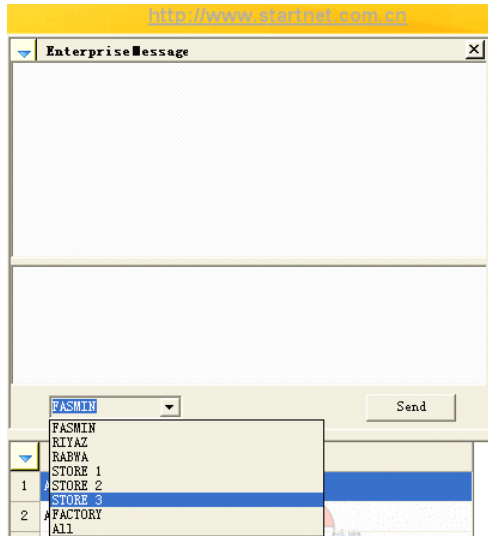4) The staff and inform content should be input in the table.

System inform format : sheet No.+ user defined inform content.

Note   : Different sheets different setting in different Branch.

5 Using Instant Message

To handle the information exchange between the operators, and inform the auto-business flow.
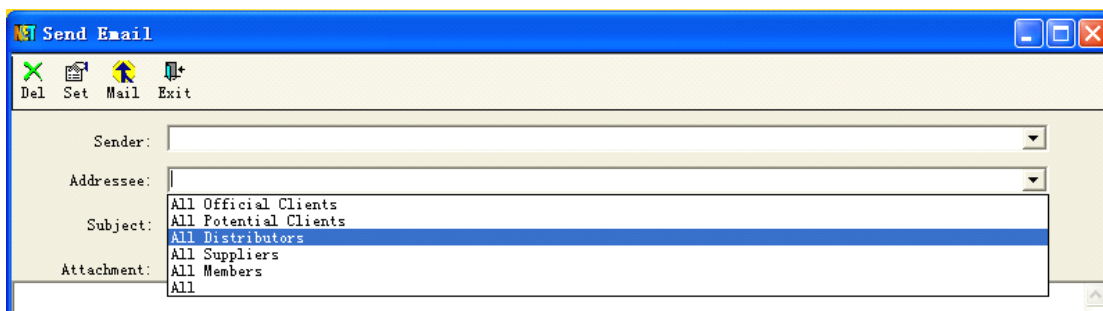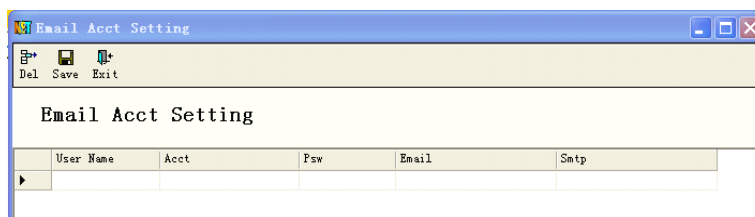
[System]-→[Internal Message Alert] :

Input the content in the **Enterprise Message**, choose operator then **Send**.

5.1 Mail in Group

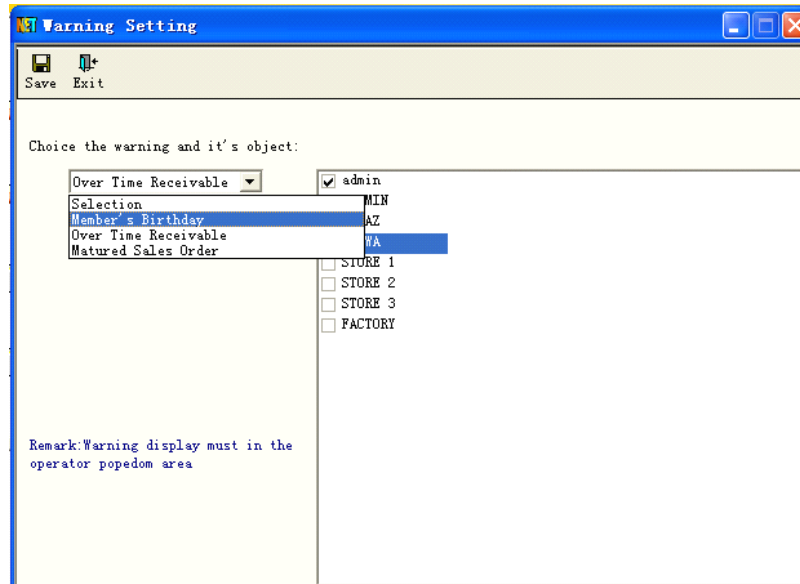**[System]-→[Mail in Groups]** :

Press "Set":

Note: Email and Account must be set before using the Mail in Group. Input User Name, Acct, Psw, Email and SMTP address, then Save. Input the Sender Addressee ,Subject or Attachment if it is needed.

5.2 Warning Setting

To inform the Member's Birthday, Over Time Receivable and Matured Sale Order.

[System]-→[Warning Setting] :

As the above setting, the system will remind the operator of Member's Birthday.

6 Help

[Help]→[About Startnet Client] ,to check the User No., Device No. and Version No.

7 Others

7.1 Change Operator and Password

Change Operator :

[File]→[Change Operator] , input the Operator No. and Psw ,then "OK" to change the corresponding content in the general status bar.

Change Password :

[File]-→[Change Psw], input the Original Psw and (new) Psw ,then "OK" to complete the change.

7.2 Recover the minimized window

To recover the window which has been minimized, [File] → [Navigation Window], choose the target window or click the original menu to recover.

7.3 Bills import function

All version possess the import function, and the Check machine is defaulted to import the data.

Barcode of the Check machine includes : Barcodes of goods , basic barcodes, colors and size.
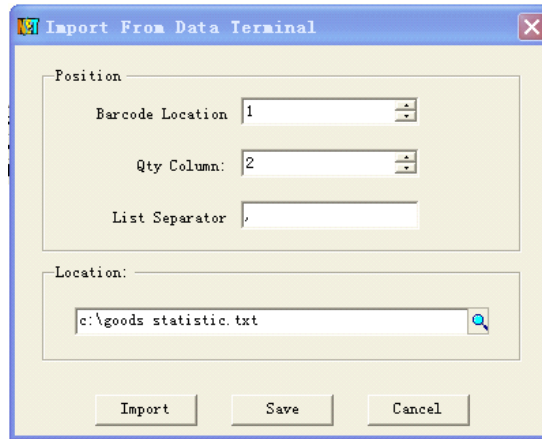
As the above interface, after arranging the corresponding barcode row and quantity line, setting the corresponding list separator, then "Import" by the "txt" format.

A downward arrowhead will appear beside the "Import" Button , imported by the "Excel" format is also available; but the check sheets imported by "Import by sort".
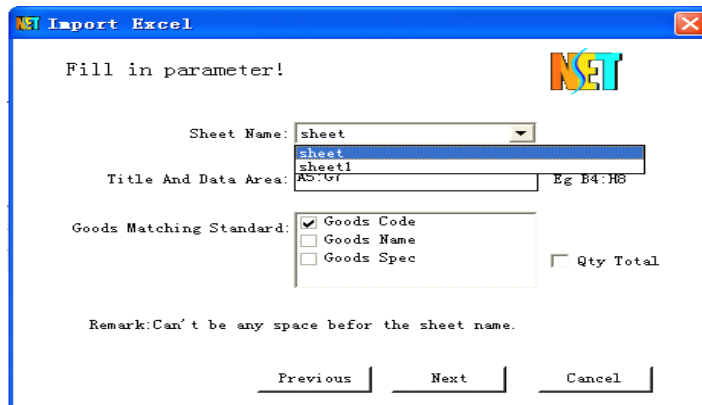
Notes on the field of Excel :

(1) The matching field can not be zero or blank, which should coordinate with the goods information in the system.

(2) No Leading security space before the worksheet name.

[Next], to choose the Matching Field in the come out interface, then [Next] to import the data. All the Matching Fields must be correspond with the option, for example, Goods Code---Goods Code; Goods Name---Goods Name etc., except the Amt –Price.

Chapter 12 Industry Speciality Setting and Using

Different industry versions possess different functions and Setting, so as to suit the users' various needs.

1 General Industry

General Industry has been set as the illustration standard in this documentation. Main functions are almost the same with the Decoration and Craftwork industries and Supermarket and Convenience Stores, only some differences in the Lists and Reports, √ means possessing corresponding functions :

Menu	General Industry	Decoration & Craftwork Industry	Supermarket &Convenience Stores Industry
Obligate List	√		
Statement of Goods Obligation	√		
Quotation	√		
Potential Client	√	√	

| Condition of Execution Report of Purchase Plan	√	√	
POS	√	√	√
Retail Report	√	√	√
Statistics of Selling Tax	√		
Statement of Selling Tax	√		
Supplier Info	√	√	√
Alliance Supplier Real-Time Stock List	√	√	√

2 Costume (Shoe and Cap) Industries

2.1 Server Industry Speciality Parameter

Dblclick or "Modify" after choosing the Account, to choose the industry spcaility in the **[Revise the Account]** interface.

2.1.1 Barcode generating : Barcodes can be generated by the system according to the Goods Code, color and Size code; Or user-defined by hands.

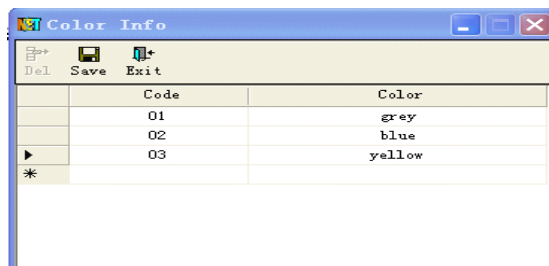#### 2.1.2 Color and Size bits : If [Create by System] , then Barcode = Goods Code + Color Code + Size Code.
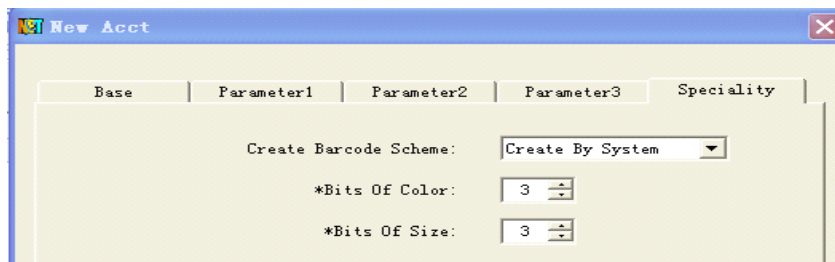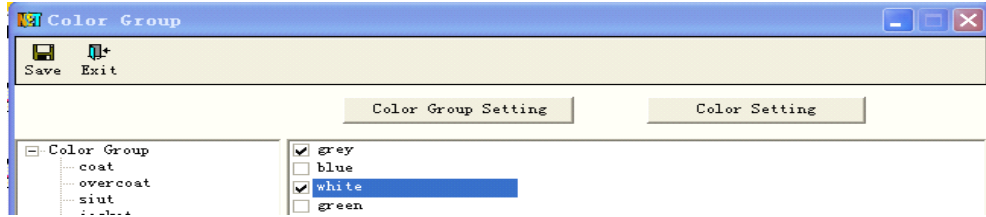

2.2 Information Setting

2.2.1 Color Management

Info]➔[Other Info]➔[Color Setting]
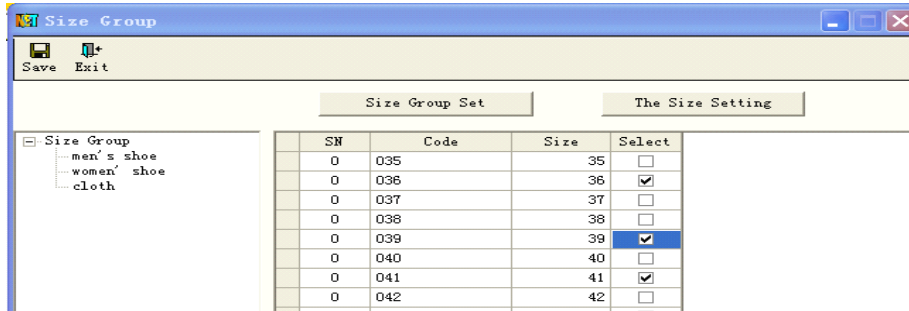
1) Color Setting:

2) Matching the color to goods

2.2.2 Size Management

[Info]➔[Other Info]➔[The Size Setting]
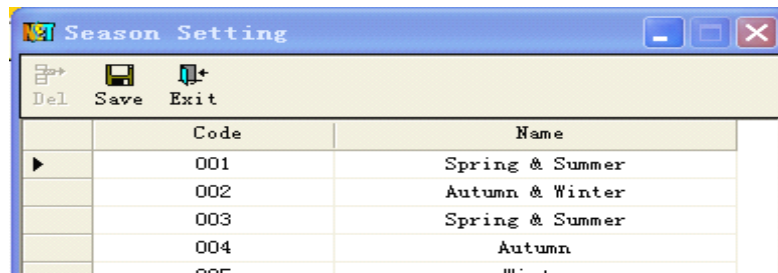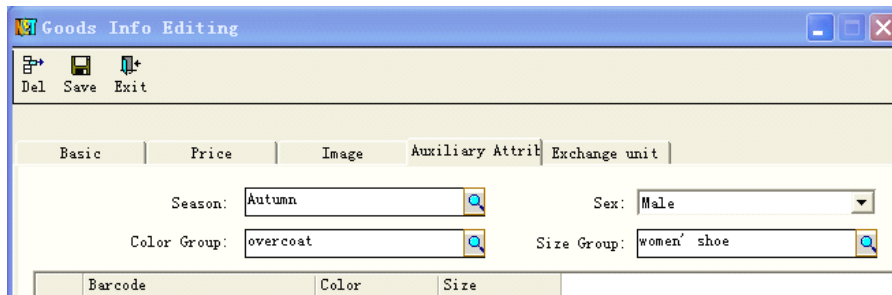
1) Size Setting :

2.2.3 Season Info :

[Info]➔[Other Info]➔[Season Info]

Season Info Setting :

2.2.4 Goods Info : Setting in "Auxiliary Attribute" interface.

1) If "Create by System" had been used in the Account parameter setting, barcodes will be displayed automatically if corresponding items had been chose. Barcode = Goods Code + Color Code + Size Code, and the one goods ,multi-barcode management can also be reached.


2) If "Handle Input"(input by hand) had been chose in Account setting ,matching the items, Colors and Sizes can be reached once barcode be input.

2.3 List Using

2.3.1 General using

All lists may be used during the Costume Information setting. Taking **Sale Invoice** as an example. "Enter" or F8 in the **Qty** column , **Goods Amt in Detail** window comes out, input the amount in the corresponding color column.
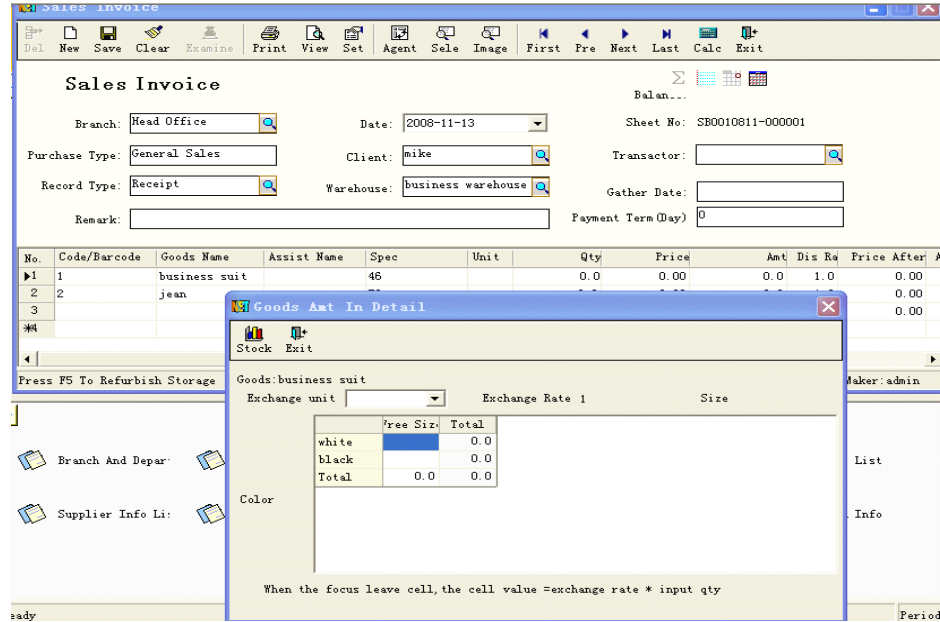

Switching list display format in ![icons] : **Gross mode display, Multi-column by Color, Multi-Size by Color, Vertical (Multi-Color & Size)**

2.3.2 Check using

In [Stock]→[Create Check Table], goods imported according to Goods Barcode + Color Barcode + Size Code. And Goods Barcode + Color Barcode + Size Code can be input directly in "Input Check List", which can reference the General list inputting.
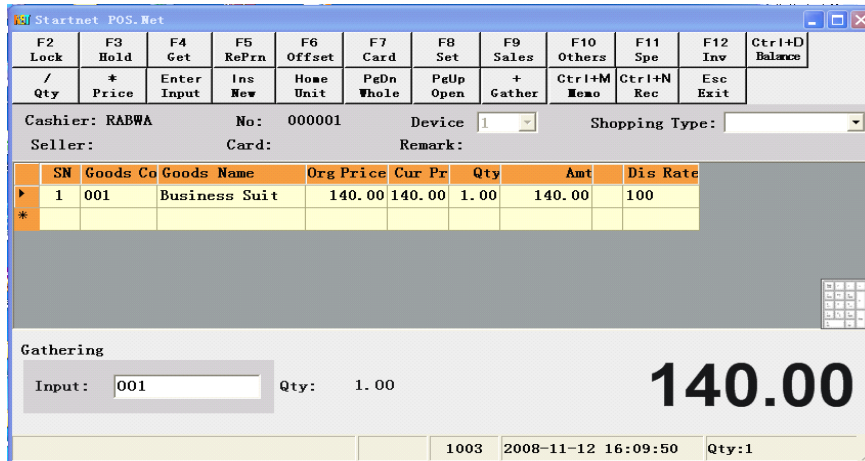
2.3.3 Report Inquiring and Using

All goods' corresponding Colors, Size data can be inquired in the Statistics (Statistics of Sale, Purchase Statistical Table, Statistics of Retail etc.) tables
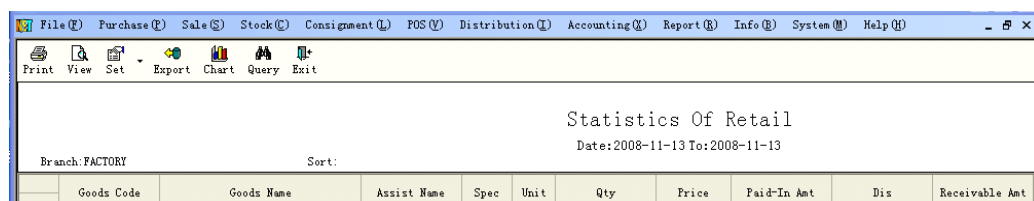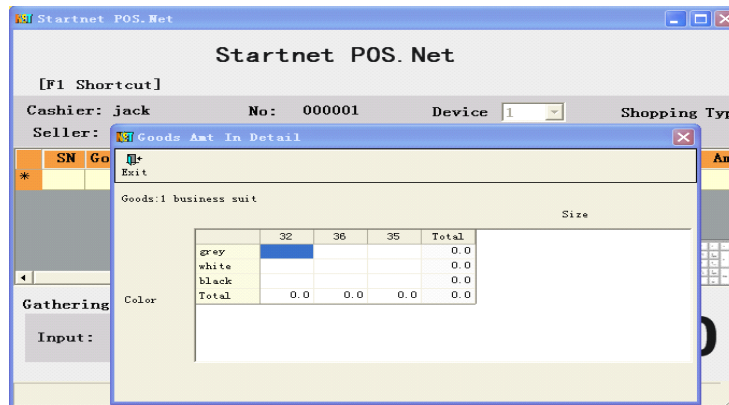

2.3.4 POS using

1). One barcode for all

Input the Goods Barcode + Color Barcode + Size Code or self-defined barcode which has been input in the Goods Info---"Auxiliary Attribute".
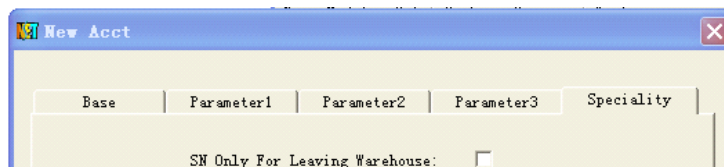
2) Display Attribute

Input the Barcode , "Enter", to choose corresponding color & Size in the coming up [**Goods Amt in Detail**] window.

2.4 Electron (and IT) industry

2.4.1 Server Industry speciality parameter

"Serial Number Only for Leaving Warehouse" and Serial Number for all in the electron version, which can be set in the Account Parameter---Speciality.

Serial Number Only for Leaving Warehouse : Only available in electron version. If this option had been ticked, the Serial No. can be input when goods leaving warehouse, and can not be input when Warehouse Entry. Leaving and Entry both need Serial No. if the option had not been ticked. The goods can not leave the warehouse if the existing Serial No. did not match.

2.4.2 Lists using

Operations on the Serial No. management (Take **Warehouse Entry** as an example):
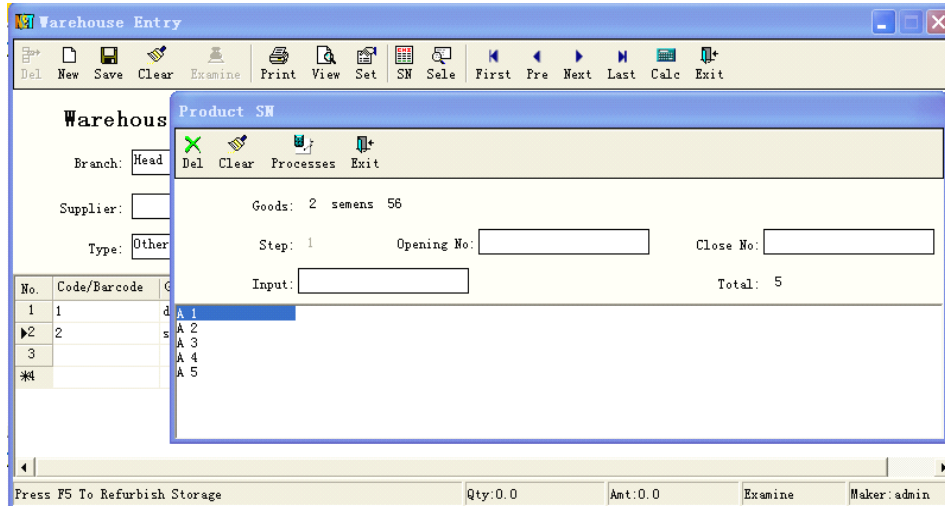
Process of adding the Serial Number:

1) Step 1 is defaulted which can not be revised;

2) Input the "Opening No." (**the latter part of this No. must contain figure, or the calculation will not be achieved**), then "Enter" to complete.

3) Based on the "Opening No." and quantity , "Closing No." will be calculated by the system.

4) Press "Processes" or Ctrl+B, calculation result will be displayed in the list box.

5) Confirming all the content and then "Exit".All Serial No. will be saved by the system after the list be saved.

6) If there is any mistake on the Serial No. target the No., delete it ; Or "Clear" if all the calculated No. uncorrected.

Serial No. also can be input by hand, Input the Serial No. in the "Input" column, then "Enter" to complete.

Note : If it is "Long Flow", the "SN" button will not display in Purchase Check, Return of Purchase, Sale Invoice and Return of Sale and which will be displayed in the Short Flow.

Serial No. operations in the Sale Invoice: In the Long Flow, Serial No. will be handled in the Leaving Warehouse list (input by warehouse clerk) only. No "SN" display in the Sale Invoice.

In Short Flow, "SN" button also be displayed in Sale Invoice.

Serial No. operations in Return of Sale list : In Long Flow, In the Long Flow, Serial No. will be handled in the Leaving Warehouse list (input by warehouse clerk) only. No "SN" display in the Sale Invoice.

After Serial No. had been using : If the Serial No. had been handled previously, then need not to handled the Serial No. in the latter lists. For example, the Branch had been chose in the Transfer—Move out list, the unselected Serial No. will be listed when generating a Transfer—Move in list.

In order to dealing the lists conveniently, user can choose to print the Serial No. immediately or pull off to print.

2.4.3 Report Inquiring and Using

SN Inquiring is available in the Electron industry, **[Report]→[SN Inquiring],** five special report inquiring : By Source ,Inquire by Direction, By Goods , SN Inquiring and Statistics of SN Cancel after Verification. Dblclick the inquired data can get corresponding lists.

* By Source : Choosing the Branch, input the Serial No., the first Warehouse Entry list which related to the serial number will be inquired.

* Inquire by Direction : Choosing the Branch, input the serial number , the latest Leaving Warehouse list can be inquired which related to the Serial No.

* By Goods : Certain goods or all the goods' Serial No. can be inquired , and add up the total quantity.

* SN Inquiring : To inquire and track the Serial No. goods' delivery and receive.

Chapter 13   SQL Server parameter Setting

Startnet Server is a platform which is sued to handle the Account management.

Dblclick the Startnet Server ico in the desktop , click "**System Setting**" after entry, :
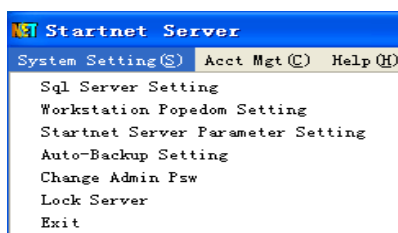
Note : To recover it at the low right corner *if the Server has been minimized. Or put*

ting Startnet Server system in the computer system manually, then the Server will

run automatically once the computer boot-strap.

1.1 New setting account parameter illustration

The unit accounts must be set up before running the Startnet Client system. One account represents a suit of data.

Open the Startnet Server interface, click **[New]** in toolbar :
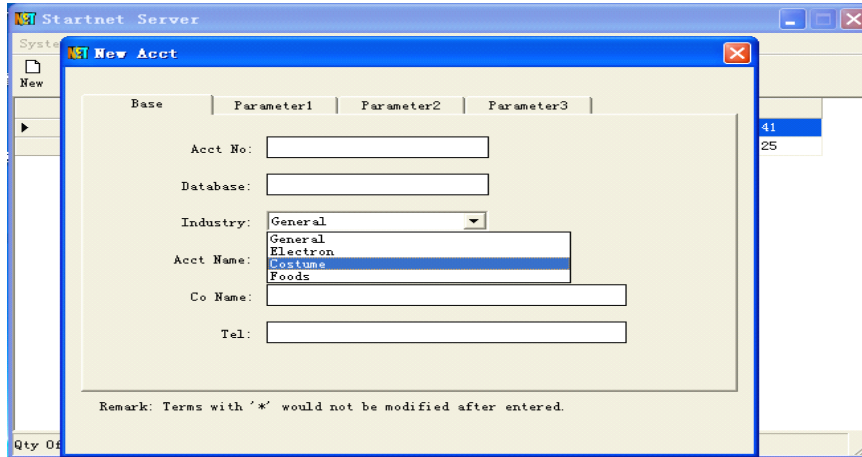
(Note : the option with * can not be modified after the sheets/bills be imported)

Base

> Acct No : Selected by the system, can not be edited by the user.

> Database : Entity in the SQL, which can not be edited by user.

> Industry : To choose the corresponding industry by user.

> Acct Name : Edited by user.

> Co Name : Edited by user.

> Tel : Edited by user.

Parameter 1

> Beginning : The date which the account starts to be used. For example, the Opening
Balance is the balance on 1/1/2008, then the account beginning time should
be 1st Jan..

> Decimal Digists of Price :

> Decimal Digists of Qty :

> Decimal Digists of Amt :

> Allow Revise Record : The authorized operator can modify the Money Amount and
Quantity.

> Allow negative Stock : A special sale way which allows to generate Sale Invoice to add
the Receivable Account even the goods stock can not meet the
current sale.

> Using Fuzzy Search : To have a fuzzy search for goods or client information generating
a bill/sheet.

> Using Instant Message : To handle the Business Alert and exchange between the users.

> Repeat the Same Goods in One Order : The same goods could be input in one bill/sheet.

Parameter 2

> Bill Show Storage and Sendable Qty : Pressing F5 in the corresponding goods during
generating a bill/sheet, the goods' stock

> information and the quantity which can be transferred information will be displayed in the status bar of the target list/sheet.

> Confirm before Saving Sales Invoice : The confirm window about the goods. Quantity, price and sum will appear and needed to be confirmed before saving Sale Invoice.

> Settle According to Goods : The goods settlement row will appear in the gathering list, Using the Settle According to Goods to gather.

> Deliver with the Pre Allocation : To handle the goods allocation between the branches and departments. Details on Pre Allocation Cargo list.

> Report Show Summary Auto : The summary which will show Bill's type and Transactors in many Detail lists.

> Lowest Price of Goods MGT : If this option has been ticked. The system will inform that the Sale Invoice can not be saved , when the Sale price of the Sale Invoice is lower than the lowest price in the Goods Information.

> Inventory Valuation Method : Two methods : Monthly weighted average and First in First out

> Multi-Acc Settlement Bill : Yes or No.

Parameter 3

> Client Credit Line Mgt : when the current balance of the customer +current Sale Invoice is over the setting sum, the list can not be saved.

> Integral Ways : Two methods : The Single Expends Integral and Integral by Accumulation

> Deduct A Percentage by Integral Grading : Yes or No..

> Commission Rate(%) .

> DisRate Price Method .

> Using Foreign Currency .

> Currency Sign : Self-defined by user.

1.2 Industry speciality illustration

* Bits of Color, Bits of Size (Costume Industry)

* SN (Serial No.) Only for Leaving Warehouse (IT and Mobile communication industry).

* The " Repeat the Same Goods in One Order" is set by account parameter, goods can not repeat in Electron and Costume industry.

1.3 Account Modify

Any account needs to be modified, click [Modify] in the toolbar.

Beginning , Decimal Digits of Price and Decimal Digits of Qty of the Account can not be modified after the initialization.

1.4 To Delete Account

Target the account ,then [Del] to delete all data of the account, and Data back-up are suggested before deleting.

1.5 Data Back-up

Data back-up is an essential, to recover the latest back-up file when the data has been destroyed ,so as to decrease the loss.

To back-up certain period's data duly is suggested. For example, once a week.

[Backup] to target the account and route , then [OK] to complete..

Auto Backup Setting :

[System setting] in menu bar, **[Auto Backup Setting]-----"Backup type"---"Auto Backup"** , Backup Cycle, Backup Time and Backup Path can be modified.
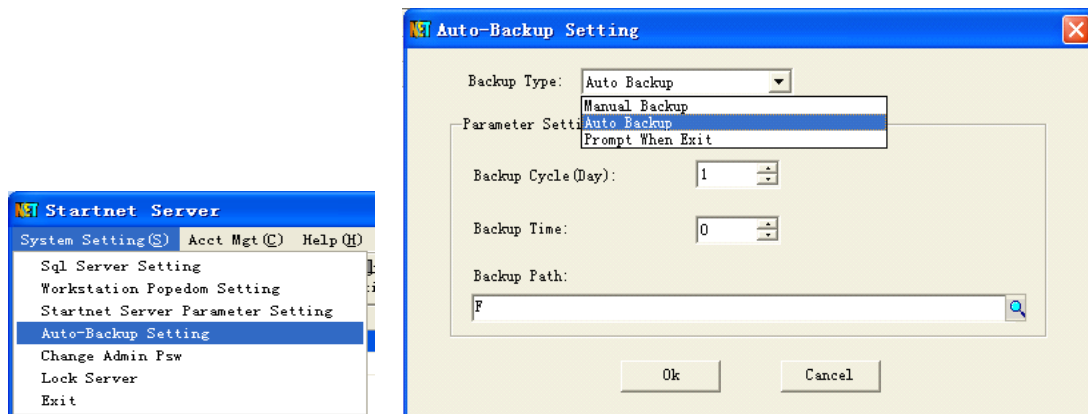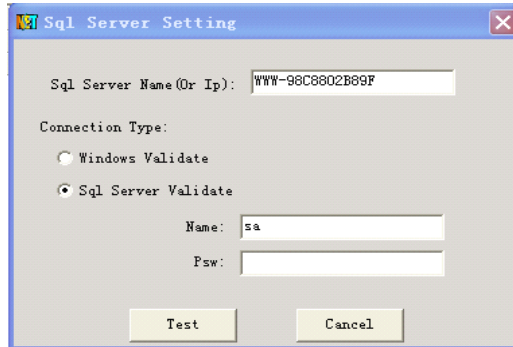
1.6 Recover Data

1. The latest data can be recovered when the data has been destroyed.

   Note : Since the target account's data will be covered with after the Recover. Look before you leap.

2. **[Recover]** in toolbar, choose the former backup account and route , then **[OK]**.

1.7 SQL Server parameter Setting

[System Setting]-→[SQL Server Setting] :

(1) SQL Server name (IP) : The name of Microsoft SQL Server or IP, "localhost" is defaulted. Startnet Distriution.NET Server and SQL Server can be installed in different computers, if the two has been installed separately, then input the IP of the computer which the SQL Server has been installed.

(2) SQL Server Validate : The name which had been set in the Microsoft SQL Server (Generally, sa).

(3) SQL Server Psw : The password which has been set in Microsoft SQL Server.

The accurate login Name and Psw are needed, and have a "Test". If "Test Failed", recheck and make sure the Server Name (IP) ,Name and Password is correct.

1.8 Workstation Popedom Setting

Setting the Startnet Client Device No., so as to restrict the unauthorized Client's visit.

[System Setting]-→[Workstation Popedom Setting] :
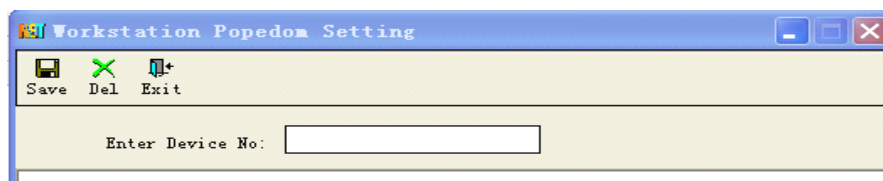
Enter Device No. : The Device No. which had been set by the system and can be checked by the following route : [Help]-→[About Startnet Client].

Note : ALL the Startnet Clients' No. should be registered. If just registered some Clients, then the rest Clients can not connect the Startnet Server.

1.9 Startnet Server Parameter Setting

[System Setting] in menu bar, [Startnet Server Parameter Setting], and IP Submit Cycle (Minute) is 5 minutes.

1.10 Change Admin Psw

[System Setting]-→ [Change Admin Psw], input the former password and new password,

click [Ok] to complete the changing.

1.11 Lock Server

[System Setting]-→[Lock Server], input the password to lock the Server.

1.12 Delete

To reduce the redundant data and improve the running speed after a period of running time (For example).

1 Business Data Clear Off (Look before your operation)

Reserving the basic material information, deleting all/some data of Bills and Book of account in distribution module (Client and POS)

[Acct Mgt]-→[Business Data Clear Off] , input the account ,then choose the delete type, the delete time can be chose once the [Portion Cleanup] had been chose, click [OK] to clear off the account data.

2 Accounting Data Clear Off (Look before your operation)

[Acct Mgt]-→ [Business Data Clear Off], operations ibid "Business Data Clear Off". To clear off some /all data of the Bills and Book of Account.

1.13 Sample Account

To recover the Incidental account sample in the installation route ,find the "TSNET Sample.TS" backup file to recover.

1.14 Information Import

As for the convenience concern, information import tool had been set in the system. Information, such as Goods Sort, Goods Information, Supplier Information . Client Information and Member Information etc., can be imported in Excel format.

Note : The information can be imported into the system by Excel , and a great deal of superaddition information can be imported in one time.

> **Import Methods:**

1. Startnet Server-→**[Acct Mgt]-→[Load Info]-→[Select Account]**/"**Get Account**"

2. **[Next]**

3 Choose "Importing item" and "File Path".

4.**[Next]** :

5. Choosing the corresponding sheet name, title and data (**Note : No space in front of the sheet name)---**[next];

6. Input the area information, choosing the match field ,click [Next] to import the data.

Information field notice:

1) All the coding field can not be empty and repeated.

2) All name field can not be empty ,but repeat field is available.

3) Coding field and Name field are needed.

4) No space in front of the worksheet name