

ACCU-MET

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Overview

ACCU-MET is a comprehensive package specifically designed from the outset to meet your special requirements in the Metal and Plastic Stock Holding industries.

Comprising Purchase and Sales Order Processing, Goods Received, Purchase Invoice Matching and Stock Control, **ACCU-MET** is the most powerful solution available for your industry.

You are able to stock in any unit of measure (for example, Kilos, Tonnes, Metres, Each, Sheet, Bar) on a product by product basis, and buy or sell in any other unit, with **ACCU-MET** automatically converting the purchase or sales unit back to the primary stock unit for that product.

With **ACCU-MET** you are have actual batch traceability (where you allocate the batches to use on an order). Up to eight different batches can be allocated to an order item.

You can keep track of off-cuts, both sheet/plate and bar, and sell from the specific off-cut, automatically instructing your warehouse staff on the size and location of the off-cut selected.

ACCU-MET is available to run under Windows '95, 98 & NT v4, XP or later, on Networks running Novell, Windows NT, Unix or Linux. **ACCU-MET** is fully **client/server** enabled, utilising the Pervasive SQL (Btrieve), Oracle, IBM DB2 or Microsoft SQL Server database engines.

When you raise Sales Invoices the stock quantities and values are calculated for each line item. This means that your gross margin can be viewed by each Sales Invoice transaction, and your cost of sale and stock valuation are available to you on a real-time basis.

ACCU-MET allows you to check your Supplier Purchase Invoices for correct prices and quantities, on the screen, and these are posted to your chosen accounts package. This ensures you are not invoiced twice for goods, you can not be invoiced for goods you have not received or ordered and the price on the invoice is what you agreed on the order.

The system has full password protection, and each individual user can have a different set of restrictions applied.

Product File

Each product has a unique code for the computer to use to keep track of transactions and this can be used as a means of identifying a product. The code is 20 characters, and can utilise both alpha and numeric characters, for example SR30325 could be Stainless Round Grade 303 25mm diameter, or FB25*8 could be Flat bar 25mm by 8mm

However, **ACCU-MET** gives you a unique and fast way of locating products and viewing the exact stock position of that and similar products by setting up lists of groups or attributes, and selecting these groups or attributes as the means for locating the product.

These groups can be configured, by you, to suit your individual requirement. For example if you stock many different types of material you may use the first to define the type of material (e.g. Stainless, Mild, Bronze etc) and the type of product (Round bar, flats, squares, hex etc.) and the second to define the grades of material.

These groups are used by the computer, combined with the dimensions, as the sort order when viewing stock, so **ACCU-MET** automatically sorts similar products side by side.

You do not have to worry about compiling a comprehensive and complicated numbering system to get the products in the right order, ACCU-MET does it for you.

With **ACCU-MET** you are able to have a different primary stock unit for every individual product. This means you should choose the stock unit that suits you best when it viewing and selling, you do not have to be governed by the way you buy. When it comes to reporting **ACCU-MET** can convert the sales, purchases and stock figures back to a common unit, usually KGs or Tonnes, for analysis.

ACCU-MET allows you to enter up to four dimensions per product, and these can be metric or imperial. Again you do not have to worry about the sort order, **ACCU-MET** takes care of it for you. For example, the 1" round bar will be immediately after the 25mm round bar in the stock view screen.

You can also configure up to three default conversion factors per product. This is used for overriding the calculated weight per metre, but can be further overridden by you when entering a goods received, meaning you can enter an actual conversion between say metres and kilos, on an individual batch, so if you sell a metre out of that batch, you know exactly how much it weighs.

You can define on individual products whether you want to keep track of off-cuts and record chemical analysis, cutting down on key strokes when booking goods in by not asking you for information that is irrelevant for that product.

Sales Enquiry

All enquiries can be entered directly in to the system. Enquiries can be set to encourage sales people to follow them up and attempt to convert the enquiry in to an order. If they are not successful in converting the enquiry, the sales person can flag the enquiry with the reason why the order has not been won, for example, price, delivery, stock availability. This enable you to produce reports on why you are not getting certain orders.

If you have a TAPI compliant telephone system, you may be able to link this to the ACCU-Met software. When the telephone rings, the incoming call triggers the system to display the customer details, and allows the user to start a new enquiry, display an existing enquiry, display orders not yet delivered, of display historical information.

If you do not have the telephony capabilities, you simply choose the customer off a list and the sales people have access to all the same details as above.

The enquiry screen allows the sales person to immediately see the stock detail of the product the customer is enquiring about, including whats in stock, what is committed on sales orders, and what is expected in on purchase orders.

Drill down on each of these fields gives further information, for example, drill dwon on the actual stock shows the individual batches, including costs (either actual or a display cost if you do not want the sales people seeing actual cost). The sales person can further drill down to see the chemical analysis of the batch, or the actual mill certificate, if you are scanning sertce on delivery.

Drilling down on the purchase order column wittl show the detail of any outstanding Purchase Orders, who they were ordered from and the expected delivery date.

Drilling donw on the Sales Order column shwos the sales people the outstanding sales orders, who they are for, and the expected delivery date.

The stock view allows you to find products by their Product Code, or by the unique **ACCU-MET** stock search engine, a simple to use method of finding products by your own product groupings, sizes, finishes and grades.

Items can be added to the enquiry more quickly than typing in to a book, and the enquiry is there for later analysis, or to be converted easily in to a sales order when the customer confirms the order.

No longer do you have the sales people shouting across the room “who quoted Fred, he wants to order it”, anyone can easily find the order, then hand it to the appropriate person, or take the confirmed order themselves.

Back to Back Orders

non stock items, and stock items can all be placed on the same purchase and sales orders.

ACCU-MET has a unique method of handling and tracking your back to back orders.

If the item is a “one off” that you would never stock, when your customer places the sales order, **ACCU-MET** automatically creates a unique product code for that item, using the sales order number and line number as the product code.

When you purchase the product, book it in and invoice it out, that product code (Sales Order Number/Line Number – e.g., SO096856.3) is used, giving you an absolute tie back to the original sales order.

If the customer phones back 3 years down the line and wants another of the same, you immediately have the complete history of the item, simply by locating the sales order. You know where you bought it, how much you paid, what profit you made on the deal, everything you need to know to complete the new deal.

You can also set up a range of dummy products, we recommend one for each type of material. You can then analyse these sales to find out whether it may be worth stocking some items.

However, because there is no limit on the number of products you can have with **ACCU-MET**, and there are no performance issues, even if you have of thousands of product codes, we recommend you set up codes for all possible sizes, whether you stock them or not. This gives you the benefits of building up detailed purchase and sales history for these products. They can be flagged as non stock items so they do not appear on purchase requirement listings.

With many systems in the market, if your customer wants to buy one stock item and one back to back item, you have to place two sales orders. However with **ACCU-MET** back to back,

Purchase Order Processing

ACCU-MET allows you to select the next purchase order from the system with a single key press (the numbering sequence configured to suit your requirements), or lets you enter your own number, the only restriction being that it must be unique.

Products are selected either by typing in the product code, or by using the **ACCU-MET** unique method of searching for products, using your combination of product groupings, size(s) and specification.

You can purchase in the primary stock unit, or any other unit and convert back to the primary stock unit. For example, if the item is some kind of bar and is stocked in KGs, you could buy 20 x 6 Mtr bars, **ACCU-MET** will convert the quantity to KGs, and allow you to price per KG, Tonnes, Each (per 6 Mtr Bar), Mtr or Lump Sum.

When you print a Purchase Order from **ACCU-MET** you can choose to show or hide total prices. You can also have descriptions that are stored on the line item, but are not printed, i.e., information you want to record but do not want to pass on to the supplier.

When you select an item to purchase, **ACCU-MET** automatically fills in the default description, which you can then amend to suit your requirements, and those amendments only affect that Purchase Order.

You can enter special instructions to print on the Purchase Order, as well as any carriage charges agreed, method of carriage, due dates and references.

You are able to re-print Purchase Orders at any time, even years later.

Goods Received

When the goods are delivered, you create a Goods Received entry to fulfil the Purchase Order line item.

There is a rapid entry system that allows you to quickly enter the basic details, allowing the sales people to see that there is some quantity booked in, but it is not cleared for sale.

When the detail is entered the person entering the goods received releases the batch for sale. This detail can include chemical analysis and scanning of the actual mill certificate.

ACCU-MET gives each line of the delivery a unique number, which is made up of a combination of the Purchase Order number, line number and delivery number. For example if the Purchase Order number was 98765, the line number was 2 and it was the 3rd delivery against that line item, you would get a Goods Received Number (GRN) of 98765.2.3

This means that at a glance, you are able to trace the batch back to the original purchase order.

With each batch you store the actual cost of that bundle, so when you sell that product, **ACCU-MET** uses the actual cost of the batch allocated, therefore, the profit margins displayed and reported are the actual margins, not some guess based on average costs, as is the case with many of the systems on the market.

When each line is saved, you are able to use the description as entered on the Purchase Order, or a single keystroke will change it to the **ACCU-MET** master file description, or you can enter a completely new description. This becomes the default description when you or the computer allocates out of that batch, but it only affects that batch. However, unlike many systems on the market, **ACCU-MET** allows you to amend the

description again on the sales order, delivery note and invoice.

The goods are booked in at the agreed purchase price initially, which means with **ACCU-MET** you always have an accurate stock valuation, without having to wait for the suppliers Invoice to turn up.

You are able to enter a non printing description against the batch. This is visible to the sales staff when viewing the product, but will not print on any documentation. This can be used to record problems on the batch, for example a sheet may be damaged down one edge or a bar may be rusty, so your sales staff would know there are certain customers where that would be acceptable, but others where it would not.

If you have chosen to record the chemical analysis (can be set on individual products), you are able to set upper and lower limits for the chemical and physical properties for up to three specifications per product and **ACCU-MET** will tell you whether or not that batch conforms to the specifications. This information is then available to your sales staff, so, for example, they can see the carbon content of individual batches, or whether they conform to an American, European or British specification.

If you know the weight of the batch, and the total number of metres, **ACCU-MET** allows you to store the exact conversion factor. This means when you sell, you no longer have to rely on a theoretical Kg/M, **ACCU-MET** gives you the actual.

If you are keeping track of lengths and/or sizes of sheet, as you enter the size and quantity of the bars or sheet, **ACCU-MET** will calculate the total metres for bar, or total square metres for sheet and plate, and show you a comparison to the theoretical weight, thereby give you an idea as to how accurate the advised weights are from your suppliers.

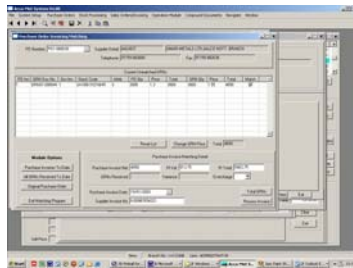
Purchase Invoice Entry

Each GRN line entry creates an entry with the quantity and value, waiting for a Purchase Invoice to turn up and match off against.

Each line is matched against the invoice, and this has three major benefits:

1. You cannot be invoiced twice for the same goods.
2. You cannot be invoiced for goods you have not had.
3. You are constantly confirming the accuracy of your suppliers and your own cost prices.

This should mean that around 95% of supplier invoices can be passed for payment without having to refer to management.



At a glance, you can easily see the value of goods you have not yet been invoiced for.

If there is a discrepancy in the value of the Invoice, you have the choice of putting the difference to a Purchase Price Variance account (usually only small values), amending the original Goods Received value, or putting the Invoice on dispute, allowing it to be entered, but flagged so it wont get paid.

If you amend the value of the original Goods Received, **ACCU-MET** will automatically re-calculate the cost of sale and profit margin on any Invoices against that batch.

Sales Order Processing and Despatching

With a couple of simple keystrokes, an Enquiry is converted in to a Sales Order, or a Sales Order can be entered directly in to the system.

If you sell to customers with multiple branches, you can set up the customers with a head office account and branch accounts, allowing you to deliver to the branch but update the head office sales ledger account, or have individual sales ledger accounts for the branches (usually dependant on where the cheque comes from).

When coming from an enquiry the selected line items are automatically added to the order, then the sales person amends as appropriate.

The enquiry may have been for ten lines, but the order only wants lines 2 through to 8. The sales person ticks the required lines and these are added to the order.

Each line can be amended with the quantities the customer requires, and batches can be allocated to the line items, up to eight batches per line item.

A picking note is then produced for the warehouse, detailing the product, the batches allocated (if any have been, some people leave it to the warehouse staff to choose the batches, that is up to the individual) and the location within the warehouse of that particular batch.

The warehouse pick all the items and write on the picking note what has been used, possibly amending the quantities and changing the batch that was allocated. This then comes back in to the office to update the system.

Some people use 3-part stationery for the picking note, and the quantities and batches used are handwritten on these documents and they are used as the delivery notes. This enables them to get the

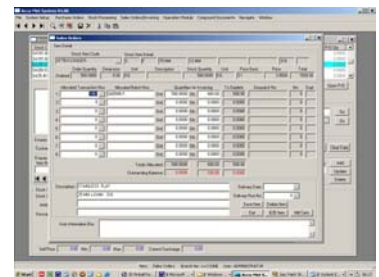
lorries away quickly without having to wait for the computer to be updated and a new delivery note printed.

Others enter the revised details and produce new documentation for the delivery note.

If you are using a labelling system on your stock, when each batch is exhausted, the warehouse staff should return the label to the office. As the Despatch note is confirmed, the individual batch can be closed, enabling you to carry out good housekeeping as you go.

When you confirm the batches for delivery, this is the point that the stock is depleted.

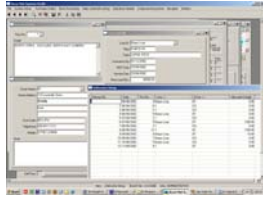
Against each line item you can see the actual profit margin you are making, allowing you to rectify possibly expensive mistakes before the goods are delivered to the customer.



Transport

If you have designated transport runs, your sales people can look at the delivery schedules and allocate the order to a run.

Each run can have a maximum weight set, and as the orders are entered, the weight allocated to the run is increased, until the maximum is reached. When this happens the run is closed, and the sales people have to start allocating to the next run for that region.



Someone in management can override the run allocation, adding and removing until they are happy with the result.

Once they are happy, a delivery manifest can be printed.

You can also set up diaries of events. For example, you can enter the date when a lorry on a particular run needs to be serviced or MOTed. The transport controller is then able to look at these schedules of events and plan when lorries will need to be taken out of service.

Expiry dates for MOT and insurance can also be entered, and the controller will be warned when these are approaching.

Invoicing

The Despatch Notes create an entry waiting to be invoiced. When you are happy about the deliveries, a click of a button will create the invoices.

You can set customers up in two ways.

They can have an invoice per delivery, which means for every delivery note produced on the system there will be a corresponding invoice. With this method, the Sales Order Number, Delivery Note Number, and Invoice number remain the same, allowing for easy tracing back to the original sales order.

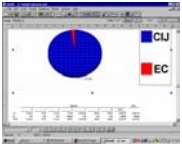
The other option is to have multiple delivery notes producing a single monthly invoice. The invoice can show the details of the despatch notes, or, more usually, simply show a summary of all the despatch notes through the month.

Invoices are printed on plain A4 sheets via a laser printer. All forms layout and logos are stored on the computer and printed when required.

This means you no longer need pre-printed stationery (unless you want to use the three part picking and despatch notes) and you do not have to keep changing paper depending on what you are printing.

Reports And Forms

ACCU-MET incorporates many standard reports, and because the system is updated in real-time, all reports are available at any stage during the period, not just at period end. This means you can look at your profitability by salesman, by customer, by customer type, by product and by product type, on a daily basis.



ACCU-MET also has an optional Windows based report writer, using the world renowned Crystal reports. To the left is a Sales

Analysis by Sales ID using Crystal reports, with the output going to screen, while below is the same report, printed to a HP laser printer.

We are also able to print off an Invoice listing on a daily basis, showing the profitability on each Invoice in summary, or each line in detail. Most people create the delivery but do not send out the Invoices until they have reviewed this report, which reduces the chances of the Invoice going out with the wrong value.

With ACCU-MET, you no longer need pre-printed stationary. With our Forms Designer software, we can create all of your forms and store them in the memory of the laser printer. You no longer have to worry about the right pre-printed paper being loaded before printing. Whatever you print, ACCU-MET knows which form to select for your task.

This reduces your cost, especially when your telephone number or address changes.

All documents can be printed and re-printed, even years down the line, and comparisons made between past and present. Reports can often be exported to spreadsheets for further analysis and

