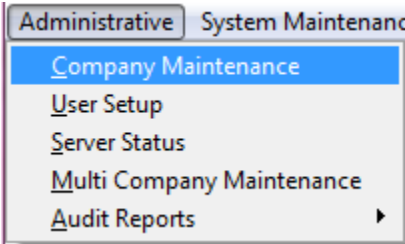# Setting Up Your Company

The Company Maintenance screen is a very important screen. You will be entering in essential information the software will be utilizing for printing invoices, pricing, reports, and entering in sales order information, etc.

General Tab

Company Name: Your Company name. This will print on the pick tickets, purchase orders, reports, and invoices. We recommend you use the same name that is in QuickBooks®.

Address 1: Enter in your company address.

Address 2: Enter in a second line of your company address if needed.

City: Enter in your company city

State: Enter in your company state.

Postal Code: Enter in your company zip code.

Email: The Company email address.

Web Page: Enter in the URL for your company website if one exists.

Phone: Enter in your company phone number. This will appear on invoices, purchase orders, and reports.

Fax: Enter in your company fax number. This will appear on invoices, purchase orders, and reports.

Sales Order #: Enter in the beginning number to use on your first sales order from our software. This will increment every time a sales order is processed.

Purchase Order #: Enter in the beginning number to use on your first purchase order from our software. This will increment every time a purchase order is processed.

Recipe Order #: Enter in the beginning number to use on your manufacturing order if you purchased the Recipe/Manufacturing Module. This will increment every time a manufacturing order is processed.

Transfer Lot #: Enter in the beginning number to use on your first lot transfer if you purchased the Lot Control Module. This will increment every time a lot transfer is processed.

Production Order #: Enter in the beginning number to use on your production order if you purchased the Production Module. This will increment every time a production order is processed.

Auto Lot #: Enter in the beginning number to use on your first Lot received from our software. This will increment every time a new Lot is received.
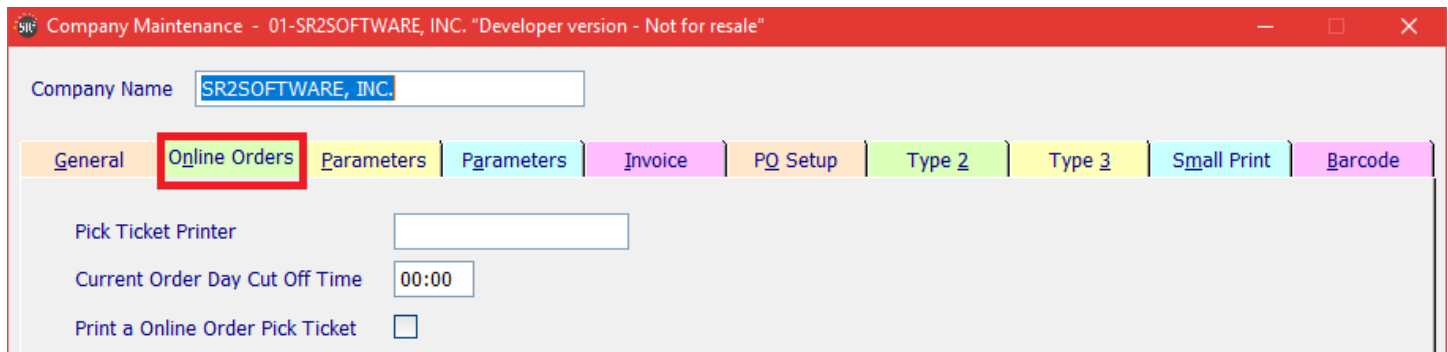
The following fields are Display only:

Version: This field will display the version of the software you are currently running.

Installed: This field will display the date the version of the software you are currently running was installed.

Optional Modules: These are the additional modules you purchased in the software.

Online Orders Tab

Pick Ticket Printer: Enter the printer name that you want the pick tickets to print on.
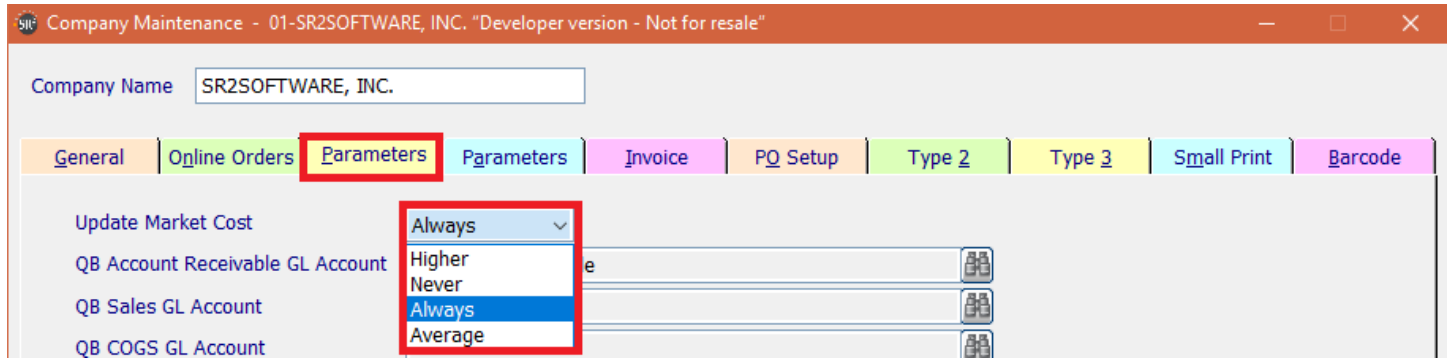
Current Order Day Cut Off Time: Enter the military time that will be the cut off time for current day orders.

Print a B2B Pick Ticket: Check if you want a pick ticket to print automatically when the customer enters and order.

Parameters Tab

The Parameters Tab controls many areas of the software determined by certain selections in this screen.

Update Market Cost: This field controls how the system will be updating the Market Cost field in Item Master Maintenance when you enter in Purchase Orders. The Market Cost field in Item Master Maintenance controls pricing.

Higher: Only update the Market Cost for the item if it is higher than the current Market Cost.
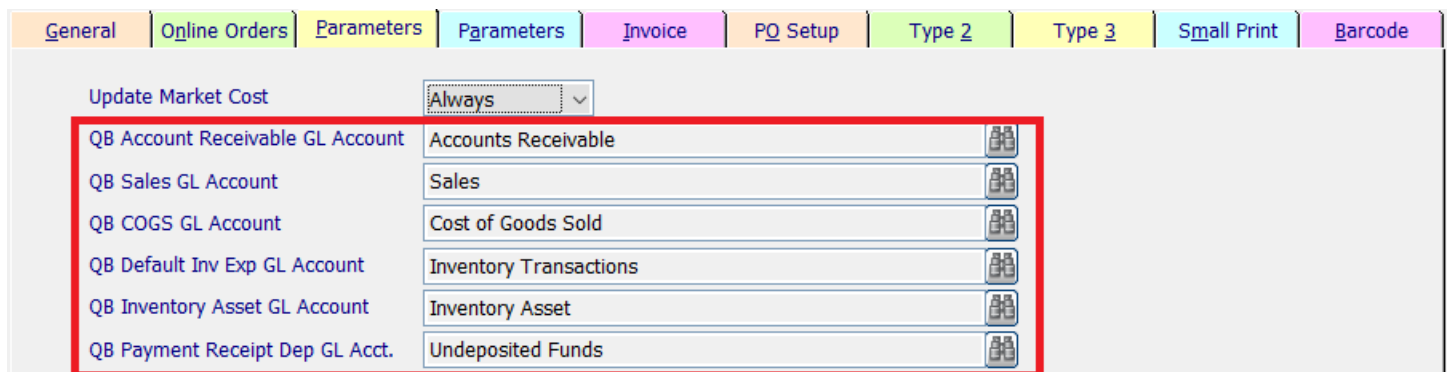
Never: Never update the Market Cost for the item.

Always: Always update the Market Cost for the item.

Average: Take the current Market Cost and Last Cost of the item and use the Average Cost based on inventory.

***If you are going to use the Update Market Cost field, you also need to use the parameter for **Auto Update Prices** on this screen.*

You can also set the GL Accounts that are associated to Sales and Cost of Goods Sold.

Account Receivable Acct #: Choose the Accounts Receivable GL account created in QuickBooks® by clicking the and double clicking on the correct account.

Sales G/L #: Choose the Sales GL account created in QuickBooks® by clicking the and double clicking on the correct account.

COGS G/L #: Choose the Cost of Goods GL account created in QuickBooks® by clicking the and double clicking on the correct account.

Def Inv Exp G/L #: Choose the Default Inventory Expense GL account created in QuickBooks® by clicking the ![binoculars icon] and double clicking on the correct account.

Inv Asset G/L #: Choose the Inventory Asset GL account created in QuickBooks® by clicking the ![binoculars icon] and double clicking on the correct account.

Category Reset Enabled	☐	Pick Sort Order	Location ▾
Ship Today	☑	QB Refresh Interval (Minutes)	5
Laser Shading	☐	History Yellow Days	14
Auto Update Prices	☑	History Red Days	28
Multi Warehouse	☑	History Days To Display	0
Use Lot Selector	☑	Default Warehouse ID	SR2 🔍
Ignore Lot Quantity	☐	Default Country Of Origin	US 🔍
Allow SP Change	☑	Default Ship Via	SR2 🔍
Fax Broadcast	☑	Lot Refresh Minutes	5
Short Ship Report	☑	Default Sales Quantity	0
Money Report	☑	Invoice Register Cost	Market ▾
Same Cost as Market	☐		
Auto Post Recipe	☑		

Category Reset Enabled: Check this box to see the Reset Button in the Category Maintenance screen.

Ship Today: Check this box if you want today's date to default in the Ship Date field in the Sales Order screen when you enter in a new Sales Order. If this is not checked, the system will default to the following days date. If there is a Truck Route entered for the customer in the Customer Maintenance screen, the system will check the day based on the Ship Today box. Example: If it is Monday and Ship Today is checked and the customer has a route on Monday, the date would be Monday's date. If it is Monday and Ship Today is not checked and the customer has a route on Monday, the date would be Tuesday's date or the next day with a defined route.

Laser Shading: If checked, the background in the SOLD TO and SHIP TO areas on a laser printed Invoice, Pick Ticket, and Purchase Order will be shaded.

Auto Update Prices: When this is checked, the system will automatically update prices when items on a Purchase Order have been Received and updated into QuickBooks®. **This option must be used with the Update Market Costs option on this screen.**

Multi Warehouse: This is used for Lot control and multiple warehouses. It will allow users to use more than one warehouse in the system. *****If you have only one warehouse and do not use Lot Control, uncheck this box.**

Use Lot Selector: When checked, the system will allow the user to utilize the Lot Selector screen in the Sales Order screen, to assign Lot numbers to items that are lot controlled.

Ignore Lot Quantity: When checked the system will allow the user to sell past the available quantity in the Lot in the Sales Order Entry screen if using Lot Control.

Allow SP Change: Check this box if the user will need the ability to change the Sales Person (Rep) at the time the Sales Order is entered into the system. The system uses the Sales Rep ID assigned in Customer Maintenance in the Sales Order screen.

Fax Broadcast: Check this box if you are going to use the Fax Server Module. You have the ability to fax invoices and reports to your customers.

Short Ship Report: When this box is checked, the Short Ship report will print when the Invoice Register (End of Day) is printed from the Sales Menu.

Money Report: If checked, the Master Money Report will print when the Invoice Register (End of Day) is printed from the Sales Menu. This report will print the customers balance, the invoice number, the customers' name, the amount of the invoice, and lines for money collected if by Cash, Check, Charge, or Credit Card.

Same Cost as Market: This controls the Last Cost and Average Cost in Item Maintenance in the Cost/Pricing Tab. Check this box if you wish the Last Cost and Average Cost to be the same as the Market Cost.

Auto Post Recipe: If you use recipes, you can check this box to automatically deduct raw materials configured in recipes from inventory when you process the End of Day Invoice Register.

Pick Sort Order: When the Pick Ticket prints, the items will be sorted by the option chosen. The choices are Entered, Location, Category, or Item. Based on this option once you print a pick ticket it will rearrange the items on the Sales Order, Lines Tab it will also determine the order items are printed on the invoice.

QB Refresh Interval (Minutes): This field is the data refresh rate for QuickBooks®. We usually recommend 30 minutes.

History Yellow Days: The user can choose to highlight the Last Date column in yellow in the Sales Order Lines Tab. Enter in the number of days since an item has been ordered that you want highlighted.

History Red Days: The user can choose to highlight the Last Date column in red in the Sales Order Lines Tab. Enter in the number of days since an item has been ordered that you want highlighted.

History Days To Display: Enter in the number of days of customer sale history to display in Sales Order entry. (Zero represents all.) **Also see the **History Warning** field in the Company Maintenance Invoice Tab.

Default Warehouse ID: Choose the default Warehouse that will be displayed on Sales Orders and Purchase Orders.

Default Country of Origin: Choose the default country of origin that will print on Invoices if the Lot Module is used.

Default Ship Via: Choose the default shipping company from the dropdown to be used in Sales Order Header Tab and the Purchase Order Header Tab for Ship Via field. These are built in System Maintenance, Ship Via Maintenance.

Lot Refresh Minutes: Enter in the number of minutes between refreshes in the Lot Inquiry screen. We recommend 5.

Default Sales Quantity: Enter in the default order quantity to display on the Sales Order Lines Tab when you enter in a sales order. This is normally set to zero.

Invoice Register Cost: This allows the user to set the cost that will be used during the Invoice Register to calculate the GP%. Choices are: Average, Market, Last. Most clients set it to Last to see what the Market will bear.

Parameters Tab

There is a second Parameters Tab in Company Maintenance.

Allow BU Entry in PI: Check this box to allow the user to enter billing units in physical inventory. These would be Cases, Each, Pieces, Pounds, etc.

Lot Expiration Yellow Days: The user has the ability to highlight in yellow the date in the Expires column in Lot Selector when the item is approaching its expiration date. This is normally set at 7, 14 or 20 days before expiration. Example: Shellfish is dated the date it is harvested. The user may want to take this into consideration when setting this number.

OE Auto Lot Selection: Check this box if you are using Lot Control and would like the system to automatically assign the Lot number at Sales Order Entry time using FIFO (First in, First Out) method. **NOTE:** If OE Auto Lot Selection is used, different Item ID's need to be created for Fresh and Frozen items.

The following 3 settings work in conjunction:

Activate OE Line GP Check: The user can check the GP (Gross Profit %) at the time of Order Entry. The system will automatically "flag" an item that was sold at a lower GP by prompting the user for a password.

Min GP Password Override: Enter in the Password to enter into Sales Order Entry if the price of the item was entered in at a lower GP. The user can alter (increase) the price on the Lines Tab in order history in the Sales Order screen for this customer if needed.

Min OE Line GP%: Enter in a minimum GP% to check at the time of Sales Order Entry.
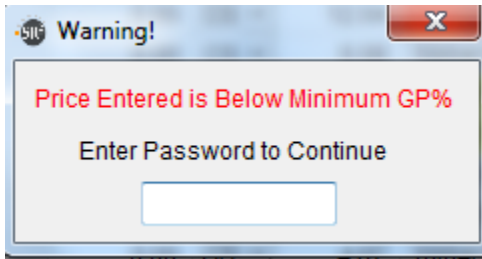
Activate Data Audit: *(For Future Use).* This will create an audit trail for Item Maintenance, Customer Maintenance, Sales Order Entry, and Purchase Order Entry. The audit trail will track changes made to the files. It will record the user that changed the file, the date, and what was changed.

Exclude Invoice Register Exceptions: If the box is checked, valid Invoices will flow into QuickBooks® when an Invoice Register is processed for End of Day. An Exception Report will print for the Invoices with errors that will not be processed into QuickBooks® and need to be corrected. If the box is not checked, the Invoices with no errors and the Invoices with errors will be on one report. If there are any errors, none of the Invoices will be processed into QuickBooks®. See Examples below.

Use PDF Files for Report Viewing: Check this box to preview reports as a PDF File. You need Adobe Acrobat Reader version 9 or above on each PC/Laptop.

Use Item Wgt for Phy Inv BU Calculation: If the box is checked the Billing Unit weight of an item during Physical Inventory will use the Item maintenance weight option to calculate the total weight of the Selling Units entered. If the box is unchecked the Billing Unit weight of an item during physical inventory will use the history average weight to calculate the total weight of the selling units entered.

Outlook Version: Sales Order Invoices, Purchase Orders and statements can be emailed. The Customer's email must be entered in Customer Maintenance and also in the Invoice Delivery Method the Email Box must be checked. The Vendor's email must be entered in QuickBooks® in Vendor Maintenance. Every PC/Laptop must have Microsoft Outlook and Adobe Acrobat Reader loaded in order to send emails.

Use SR2Food Statements: Check this box if you want to import the OpenAR from QuickBooks and run statements in SR2Food.

Print Category Recap Report: When this box is checked, the Category Recap report will print when the Invoice Register (End of Day) is printed from the Sales Menu..

Print Salesperson Summary Report: When this box is checked, the Salesperson Summary report will print when the Invoice Register (End of Day) is printed from the Sales Menu..

Print Low $'s Per LB Report: When this box is checked, the Low $'s per LB report will print when the Invoice Register (End of Day) is printed from the Sales Menu..

Auto Hold Orders Over CR Limit: When this box is checked and the customer is over their credit limit the system will automatically put the customer on hold and no sales orders will be able to be invoiced.

Skip CW Shipment Qty Check at Invoicing: When this box is checked the system will not check to make sure you have entered the correct number of weights required for the item on the order.

Rapid Intelligence Search Layout ID: You can choose which layout you would like in the item rapid intelligence search results.

> **A** = Item ID, Description, category, brand, pack qty, size, SU, AU, BU, weight, Onhand
>
> **B** = Item ID, Description, category, pack qty, size, SU, onhand, commit, available, OnPO, cost, price
>
> **C** = Item ID, Description, category, pack qty, size, SU, AU, BU, onhand, onPO, committed, available
>
> **D** = Item ID, Description, category, vendor, brand, pack qty, size, SU, AU, BU
>
> **E** = Item ID, Description, category, MfgID, pack qty, size, SU, AU, BU, onhand

Catalog "Not on File" Image: Specify the default graphic to be used in the catalog if one is not specified in item entry.

Scrap Trimmings Item for Yields: What item do you want the scrap from the yield to go to.

Order Confirmation Sort Method: Choose how you would like the item sorted in order confirmation choices are None, Location Ascending and Location Descending.

Allow entry of all count fields in Phys Inv: Checking this option will allow you to enter the SU, AU and BU in physical inventory. If you check this option be sure to turn off Allow BU entry in PI on this tab.

Default Report E-mail Message ID: Choose the default email message that will be used when emailing report in the system.

Export Data For Uvelka in Invoice Register: Checking this option will automatically export the data to be used for Uvelka when you run End of Day.

SMTP Email – Used with Online Ordering

> **Server:** The name of the email server
>
> **User Login:** The login used on the mail server
>
> **User Password:** The password used on the mail server
>
> **Send From Email:** Type the name of the email address you want the emails to come from.

Example of Exclude Invoice Register Exceptions Box Checked:

The Invoices with no errors will be processed to QuickBooks®.

```
InvRegister                    SR2SOFTWARE, INC.                              11/30/11
866-245-6216                   Invoice Register                              Page:   1


 Order #  Ship Dt   Cust #     Customer Name                Inv Amount        GP %    Warnings
    1687 09/27/11  M7010       MEATBALL MIKE'S                    60.89      25.00
*** E N D   O F   R E P O R T ***              ** TOTAL **       60.89      25.00
```

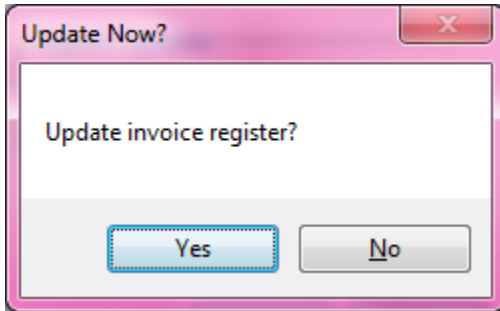**The Invoices that have errors will print on an Exceptions Report:**

```
InvRegister                        SR2SOFTWARE, INC.                        11/30/11
866-245-6216                  Invoice Register Exceptions                   Page:   1


 Order #  Ship Dt   Cust #         Customer Name              Inv Amount      GP %     Warnings

    1739 09/27/11  F3000         FLO`S    (M)-F3000                23.37     22.98     NP

*** E N D   O F   R E P O R T ***
```

Update Now?

Update invoice register?

[Yes]   [No]

Invoice Tab

This Tab contains options for invoices and a few other items.

Invoice Message: There are three lines of additional general text that can be printed on all Invoices for customers. Each line is up to 40 characters. These lines will print after all the items are printed on the Invoice. Example: Happy Holidays; Happy New Year; Thank you for your business.

Laser Invoice: Check this box if you will be printing Invoices on a Laser Printer. SR2 Software will assist with your option. **Also see option on this screen for Preprinted Invoice Type.

Preview Invoice: Check this box if you would like to have the option to view Invoices on the screen before you print them from the Sales Order Screen.

Invoice Copies: Enter in the number of invoice copies to print.

Preprinted Invoice Type: Options are Standard, Laser, or Custom. SR2 Software will assist with your option.

Print Company Name: If you would like the system to print your company name on a Standard Invoice, check this box. ** Also see the Logo Position option on this screen.

Print Contact Name: Check this box if you would like the system to print the contact field from the Customer Maintenance screen on a Standard Invoice.

Print Item Count: If you would like the system to print the total line item count on the bottom of a Standard Invoice, check this box. Example: # of Lines: 3.

Print 2nd Description: If you intend on entering in information on the second line of description for an item in Item Maintenance and would like it printed on an Invoice, check this box.

Print Lot information: If you assign lots and would like the Lot number to print on an Invoice, check this box. The Lot number prints under each item description. Example: Lot: 12345 Product of (Country).

Print Customer Balance: Check this box if you would like to print the customer's balance on the bottom part of the invoice. Example: Current Open Balance 358.45. **The Current Open Balance is the Current Open Balance from QuickBooks®. The balance displays in the Customer Maintenance screen in the Credit Tab. You may want to go into Server Status and choose the Refresh Data from QuickBooks Button before you print Invoices.

Print Customer Number: If you would like the system to print the Customer ID from Customer Maintenance in the Sold To Section on the Invoice, check this box.

Laser Pick: If you will be printing Pick Tickets on a Laser Printer, check this box. SR2 Software will assist with your option. **Also see Preprinted Invoice Type option on the screen.

Pick Ticket Copies: Enter in the number of pick ticket copies to print.

SO Price Decimals: The choices are 2 or 4. This controls the number of digits after the decimal on item prices in Item Master Maintenance for Last Cost, Average Cost, Market Cost, Future Market Cost, Flyer Price, and in the Sales Order screen.

Logo Print Position: Choose where you would like to print your logo on the invoice. Choices are Left, Center, None and Big. SR2 Software will assist with your option. ** If you choose Big, you need to make sure the Show Company Name option on this screen is not checked. Name your logo file logo.bmp and place it in the data directory under the SR2 directory.

Print Order Notes: If you want the user to have the option to add notes to invoices you need to check this option.

Order Note Font Size: What font size do you want to use for the notes you added in the Sales Order. These Notes will be on the first line of the Invoice. Choices are Small, Medium, or Large.

Catch Weight Limit: Catch Weight Limit. The maximum number of catch weights to allow per item. The default is 180.

Catch Weights Per Lines: Choices are 5,6,7,8. These line numbers refer to the number of catch weights printed on an invoice per line. For example: if you choose 5, then the invoice will print the weights on the invoice 5 per line. If you choose 8, the invoice will print the weights on the invoice 8 per line.

History Warning: The number of order history lines to display on the Sales Order Lines Tab before you get a warning message of: Customer History over _____ items-Continue Loading?

Fuel Surcharge Item: Choose the Item ID to be used for fuel surcharge on a Sales Order.

**There are several parts to setup in order for the Fuel Surcharge to automatically calculate.

CW Variance Percentage: specify what the default catch weight variance is.

Prevent Invoicing if CW Items exceed variance: Check this option if you want to prevent all users from being able to print and invoice that has any weights out of variance.

Default Invoice E-mail Message ID: Choose the default email message that will be used when emailing Invoices in the system.

Default Stmt E-mail Message ID: Choose the default email message that will be used when emailing Statements in the system.

PO Setup Tab

This Tab contains options for Purchase Orders.

Purchase Order Message: There are three lines of additional general text that can be printed on all Purchase Orders for your vendors. This prints at the bottom of the printed Purchase Order.

Laser Purchase Order: Check this box if you want to print Purchase Orders on a Laser Printer.

Preview Purchase Order: Check this box if you would like to have the option to view the Purchase Order on the screen before you print them.

Show PO Extensions: If you would like to print an amount column for the item on the Purchase Order, check this box. If this is not checked, the system will print the price of the item, not the total amount on the line.

PO Price Decimals: This controls the number of digits after the decimal on item prices to print on a purchase orders. The choices are 2 or 4.

Auto Lot Assignment: Check this box if you would like to have the External Lot ID automatically assigned when you receive a Lot controlled item on a purchase order.

Print Label at Confirmation: Check this box if you want to print a label for any weighted item during PO confirmation.

Use PO Request Date as Effective Date: Use the same date for both the requested date and the effective date which is the date it items are available in the system.

Use Open PO's in Inventory Available Calculations: Check this box if you want the qty on an open PO to be included in the available calculations. If unchecked then it will not be used in the calculations.

Print Contact Information: Print the vendor contact information on the purchase order.

Default Landed Costs to QuickBooks On: When checked the To QB option in Landed Cost will be checked automatically.

Default Create Landed Cost PO On: When checked the New PO option in Landed Cost will be checked automatically.

Auto Update Sales Order Prices In PO Update: This allows the user to choose when to update open sales order prices based on the new market cost. Choices are: Never, Always or Higher.

Auto Update Sales Order Costs In PO Update: This allows the user to choose when to update open sales order costs based on the new market cost. Choices are: Never, Always or Higher.

Date To Use When Updating Purchase Orders: Chose which date will be used when you send the order to QB and when reporting on orders. Choices are: Requested Date or Received Date.

Default Purchase Order E-mail Message ID: Choose the default email message that will be used when emailing Purchase Orders in the system.

Type 2 Tab   Type 3 Tab

Use these two tabs if you have any alternate company information you wish to print on the header for a particular customer's invoices.
This is a choice to be used in Customer Maintenance, Credit Tab for the field Invoice Type.

| General | Online Orders | Parameters | Parameters | Invoice | PO Setup | **Type 2** | Type 3 | Small Print | Barcode |

Name	SR2 Software		Web Page	www.sr2soft.com
Address 1	10016 E. Winchcomb Dr.		Phone	866-245-6216
Address 2			Fax	401-943-7938
City	Scottsdale		Email	sales@sr2soft.com
State	NM		Logo Position	Left
Postal Code	85260			

| General | Online Orders | Parameters | Parameters | Invoice | PO Setup | Type 2 | **Type 3** | Small Print | Barcode |

Name	SR2 Software		Web Page	www.sr2soft.com
Address 1	4757 Happy Lane		Phone	866-245-6216
Address 2			Fax	
City	Hollywood		Email	sales@sr2soft.com
State	CA		Logo Position	Left
Postal Code	85260			

Small Print Tab

You have the ability to enter messages that will print on the very bottom of every invoice on the lower left hand side in very small print.

Barcode Tab

If you purchased the **Barcode Module**, you would setup this tab for information relating to Bar Coding.

CW Single Weight Scan in Order Confirmation: Check this box if you want to catch one weight for the choice of the Order Confirmation Alt Unit Scan Method.

Order Confirmation Alt Unit Scan Method: Choose Sell Unit & Alt Unit **OR** Alt Unit Only.

Catch Weight Entry Indicator: Enter in a character to precede manual weight or quantity in the Sales Order Confirmation screen when you cannot scan a barcode. We typically suggest using the **"/"** character.

Activate Sales Order Bar Codes: Check this box if you wish to use Bar Coding in the Sales Order Screen.

Activate Purchase Order Bar Codes: Check this box if you wish to use Bar Coding in the Purchase Order Screen.

Scale Interface COM Port: This is the port that the scale will be attached to. SR2 Hardware will assist you with this.

Label Printer: Enter in the name of your label printer. **We require a Zebra printer for printing labels.

Print Fixed Wgt Item label in Order Confirmation: Future use.

Print Pick Ticket Barcode: Check this box if you wish to add sales order number barcode to the pick ticket.

When you have completed all your entries, please choose **Write** Button at the bottom of the screen to save your entries.