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# Practical Software

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*Cost effective business solutions*

## **Business Plus - Lite**

**Business Plus Lite** was designed as a Business Management program featuring Sales Order Processing, Stock Control, Invoicing and Purchasing

**Business Plus Lite** is based on the highly acclaimed Microsoft Access database and has been designed to be extremely user friendly most choices are from clearly marked Menus or Buttons.

Rather than start with a bookkeeping program that might have a stock control module tacked on to it, **Business Plus Lite** puts emphasis on the daily jobs that have to be done before any cash comes in.

**Business Plus Lite** is not intended to be an accounting package, however it does have its own Sales and Purchase Ledgers to which all transactions are posted, and as such it can provide all the information that your accountant may require.

Using **Business Plus Lite** you can keep all your Prospects, Customers, Suppliers, Products, Categories etc. together in one program. You can enter Orders, produce Invoices, Credit Notes, Purchase Orders, Statements. A large range of pre-formatted reports covering Sales, Purchases, Stock etc.

### **MODIFICATIONS**

Modification to and customisation of the program is possible - contact Practical Software to discuss your requirements.

### **IMPORTANT**

If you have installed **Business Plus Lite** from a magazine cover disk or from another shareware source it will be restricted to 20 Stock Item Entries and 20 Customer entries, payment of the registration fee of **£149** will cancel these restrictions.

If you have purchased **Business Plus Lite** the above restrictions will not apply.

### **PROGRAM CONVENTIONS**

To operate a Program Button in **Business Plus Lite**, hold down the **Alt** key and press the key corresponding to the underlined letter on the button.

To operate a Drop Down list control use **Alt** and **Down Arrow** or simply type in the first character or two.

To move from one entry field to another use the **Tab** key, the **Enter** key may also be used in most cases however this will sometimes have unpredictable results.

It's possible to do almost everything from the keyboard although it is a lot simpler to use the mouse if possible.

If you enter data in error and you want to start again simply press the **Escape** key, sometimes

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you will need to press it more than once.

## **BEFORE YOU START**

Before you can start using Business Plus Lite you must enter some data, you will need at least one Category, the default General Category will do if you don't want to use Categories.

You must enter at least one Supplier, again the default General Supplier will do if you don't want to use Suppliers.

You will need to enter one or more customers and some products, if you plan on attributing orders to Agents you must enter at least one Agent.

## **MAIN MENU**

The MAIN MENU screen displays three buttons, each of which takes you to a different menu. The **DATA INPUT - SALES ORDERS** button takes you to the Data input menu, which displays various options to do with entering data such as Customers, Products, Categories etc. This is also where Sales Quotations and Orders are entered.

The **SALES ADMINISTRATION AND REPORTS** button takes you to a menu which displays a wide variety of reporting options and administrative functions such as Invoice printing and payment control.

## **PROGRAM CONFIGURATION**

The Program Configuration button takes you via a password screen (initially set as CLIENT) to the Program Options menu where you can select various screens that enable you to enter static program configuration data such as your company name and address etc.

## **OPERATION**

Most of the functions and screens in **Business Plus - Lite** are fairly self explanatory. The following is a screen by screen description of each facet of the program, starting with the Customers screen.

**Customers...** BPW

CONTACT NAME	PATRICK FISHER	PHONE	01923 442212	<input type="button" value="CONTACTS"/> <input type="button" value="MAIL MERGE"/> <input type="button" value="SALES HISTORY"/> <input type="button" value="LETTERS"/>  <input type="button" value="COPY ADDRESSES TO FIELDS BELOW"/>
CONTACT TITLE	MR	MOBILE	0956 575383	
COMPANY NAME	PRACTICAL SOFTWARE	HOME	01923 442212	
ACCT CODE NO	20173 C-PRAC-20173	FAX	01923 334232	
		EMAIL	info@pssoftuk.com	
		WEB	www.pssoftuk.com	

ADDRESS: 66 RUSHTON AVENUE  
TOWN: WATFORD  
COUNTY: HERTS  
POSTCODE: WD2 6AR COD Y/N: No  
COUNTRY: UK  
HOLD Y/N: No DELIVERY CHARGE: 0.00  
CREDIT LIMIT: 5,000.00 PRICE BAND: A

NOTES  
Example name and address entry

INVOICE TO		DELIVER TO	
COMPANY NAME	PRACTICAL SOFTWARE	CONTACT	PATRICK FISHER
ADDRESS	66 RUSHTON AVENUE	COMPANY NAME	PRACTICAL SOFTWARE
		ADDRESS	66 RUSHTON AVENUE
CITY	WATFORD		
COUNTY	HERTS	CITY	WATFORD
POSTCODE	WD2 6AR	COUNTY	HERTS
		POSTCODE	WD2 6AR

FIRST PREV NEXT LAST NEW DELETE SEARCH FIND CLIENT  EXIT

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## CUSTOMERS

The customer screen lets you enter details of your customers name and address etc. simply Tab between fields, the **ACCT CODE NO** is generated automatically by the program but may be overwritten if desired, the following field is also generated automatically and displays a concatenated alpha numeric code which can be useful for indexing paper files relating to this customer.

One field that perhaps needs some explanation is the **DELIVERY CHARGE** field, this may be used to enter a default deliver charge for this customer as you may know that you will always need to make a charge.

Clicking the **COPY ADDRESSES....** Button copies the customers main address to the **INVOICE** and **DELIVERY** fields where they may be edited if required.

The **CONTACTS** button displays and allows entry of details of contacts relating to this customer.

The **MAIL MERGE** button creates a **.TXT** comma delimited file that may be used in conjunction with **MS-WORD** as a data source file when creating mail-merged letters.

The **SALES HISTORY** button opens a window which displays a history of previous orders and details placed by this customer to date.

The **LETTERS** button display a browse window from which you can choose any one of the letters sent to this customer

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**Products...**

PRODUCT CODE	AFD/POST
CATEGORY ID AND NAME	SOFTWARE
FULL DESCRIPTION	AFD POSTCODE
SUPPLIER NAME AND ID	Reseda Ltd 17510

QTY PER UNIT	1
COST PRICE	240.00
PRICE BAND A	259.00
PRICE BAND B	230.00
PRICE BAND C	200.00
MIN MARGIN %	10.00
WEIGHT KG	2.00
RE-ORDER LEVEL	0
MAX LEVEL	0
BIN LOC	
DISCONTINUED	<input type="checkbox"/>

CONCEAL	
AVE COST	214.09
VAT/TAX RATE	17.50%
ENTER VAT/TAX RATE AS	.175

LAST SUPPLIER

LAST PO NO	11715
LAST DATE PURCHASED	29/06/99
LAST QTY PURCHASED	45
LAST PRICE PAID	44.00
FREE STOCK	110
ON ORDER	-5

PREVIEW LABEL

PRINT LABEL

NOTES

PICTURE

SEARCH BY PRODUCT CODE

SEARCH BY DESCRIPTION

FIRST PREV NEXT LAST NEW DELETE ACCEPT SEARCH EXIT

## PRODUCTS

The PRODUCTS screen is where the details of your products should be entered, whether or not you are using stock control, as with the previous screen most of the entries need little explanation.

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Some of the fields will be automatically updated when you enter stock received and when you create an order.

A VAT/TAX of for example 17.5% should be entered as .175, the display will convert it to 17.50%.

The **REVEAL** button will cause the **COST** and **AVERAGE COST** fields to be displayed, these field default to invisible so that your cost prices are not visible unless required.

Single or multiple sheet labels may be entered by clicking the appropriate Label button.

The **CONTACTS** button displays and allows entry of details of contacts relating to this supplier.

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## Categories.

BPW

CATEGORY NAME:

DESCRIPTION:

FIND CATEGORY

	CODE	DESCRIPTION	COST	IN STOCK	PRICE
▶	3DFX12MB	3DFX VooDoo2 12Mb	0.00	121	165.00
	3DFX4MB	3DFX VooDoo FX 4Mb	0.00	132	70.00
	AGP16MB/SB/BS	3D 16MB Banshee AGP	65.00	94	85.00
	AGP4	4Mb AGP Graphics Card	24.00	97	39.00
	AGP8	8Mb AGP Graphics Card	40.00	110	60.00
*			0.00	0	0.00

THE PRODUCT DETAILS DISPLAYED ABOVE ARE FOR REFERENCE ONLY AND ARE NOT EDITABLE

FIRSTPREVNEXTLASTNEWEXIT

## **CATEGORIES**

The **CATEGORIES** screen lets you enter and display the categories that relate to your range of products, for example the screen above is displaying the products that belong to the **SVGA, GRAPHICS CARD** group.

The products displayed here are not editable on the category screen, they are for reference only.

### **UPDATE STOCK LEVELS**

The Update Stock Levels screen lets you enter stock quantities as they arrive, enter the Delivery Note No and the name of the person making the entry, select the required stock code and the amount received.

Enter the Cost Price and the program will calculate a new average cost for the product, all future profit analysis will be based on the new average cost.

If you select **PRINT / PREVIEW** you may then print or review a report displaying stock updates between two dates and filtered by Supplier or Product.

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**Sales Order Processing...** ORDER NO 111306

PRICE BAND: A  
CO NAME: Scan Associates Ltd  
ADDRESS: 86 Ross Crescent  
TOWN: Watford  
COUNTY: Hertfordshire  
POSTCODE: WD2 6DB  
TEL: 01923 351829  
CUST. REF: 3454  
ORDER DATE: 28/06/99

NEW TRANSACTION  
EXCLUSIVE:     
VAT/TAX - TYPE  
FIND R/CODE  
FIND CO. NAME  
FIND ORDER  
ORDER ID  
CUSTOMER

DELIVERY METHOD: COLLECT  
CARRIER: COLLECT  
MODIFY QTY: 5  
PRICE: 259.00  
DESP. DATE: 28/06/99  
CHARGE: 0.00  
OK YES/NO  
ADD ITEM

ITEM CODE	CATEGORY	PRODUCT	QTY	PRICE	TOTAL
AFD/POST	SOFTWARE	AFD POSTCODE	5	259.00	1,295.00
*			1	0.00	

CREDIT CARD DETAILS  
PRODUCTS  
CUSTOMERS  
CARD: 0.00  
CHEQUE: 0.00  
CARD: 0.00  
ACCOUNT: 1,521.63  
NOTES  
TENDERED: 0.00  
CHANGE: 0.00  
ACCEPT NOW  
TARGET: 0.00  
NET: 1,295.00  
CHARGE: 0.00  
VAT/TAX: 226.63

FIRST PREV NEXT LAST ACCOUNT ADMIN ACCEPT EXIT TOTAL 1,521.63

## SALES ORDER PROCESSING

The Sales Order Processing screen is where you enter orders as you receive them, before attempting this you must have already entered some Customers, Products, Categories and Suppliers.

Whilst at first sight this screen may appear to be slightly intimidating, it is in fact very simple to use, to enter an order click the **NEW TRANSACTION** button and select your customer by either Postcode or by Company Name. The customer's details will appear, the cursor will now be in the **CUST. REF** field, you may then Tab through the next four fields into the **ITEM CODE** field where you can select the required product from the drop down list.

The product details will then be displayed, clicking **TAB** will put the cursor in the **QTY** field, you may then change the quantity from the default 1. The cursor will not automatically enter the **PRICE** field however you may edit the price by putting cursor into the **PRICE** field.

When you have entered all the required items you must click the **ACCEPT** button.

If you realize that the required Customer or Product has not been entered you may click the respective button and enter the data and return to where you were.

When first entering the Sales Order Processing screen or after you have entered and accepted an order you can use the navigation buttons at the bottom of the screen to scroll through the existing orders. The detail section of the order is locked at this time, if you wish to make a change you can use the **MODIFY QTY / PRICE** fields, after which you will need to click the **ACCEPT** button.

When you have finished you may return to the Main Menu or open the **ADMINISTRATION** screen.



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The Quotations / Prospects screen can be used to enter the details of Prospective customers and for creating Quotations.

To enter the details of a prospective customer, simply click the **NEW** button and fill in the Contact, Company Name and address Fields plus the Telephone and Fax fields if required.

To create a new Quotation you can select one of the records where you have entered a prospect, or you can click the **NEW** button and select an existing Customer.

If and when a Prospect becomes a Customer you can add them to the Customer File by clicking the **CONVERT PROSPECT TO CUSTOMER**.

Once a Quotation has been completed or confirmed it may be converted to an order by clicking the **DOWNLOAD** button, you will need to find the order in the Sales Order Processing screen in order to accept it.

The **ORDER HISTORY** button displays the orders previously placed by selected Customer.

The **PRODUCT INFO** button displays details about the selected product.

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## **QUICK CHECK**

The Quick Check screen displays a range of products based upon one or more characters of the Product Code, for example let us suppose the you were selling tyres, you might want to see all the **145s** that have in stock, by simply entering **145** the program will restrict the display to match your entry.

You might want to see all the **145s** that you should be stocking in which case click the **ALL-STOCK** button. Enter in an asterisk causes the program to display all records.

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## **CREDIT NOTE / PURCHASE ORDER**

The Credit Note and Purchase Order screens are simple data entry forms requiring no more than the selection of a customer/Supplier and the entry of the required items.

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## **UNPAID INVOICES**

The Unpaid Invoice screen displays all currently unpaid invoices in the system.

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## **GROSS PROFIT MARGINS**

The Gross Profit Margins screen displays the Retained Profit Margin by Order between two dates.

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## Stock Movement History - by Product Code...

RPW

PRODUCT CODE:       RETAIL DESCRIPTION:

SUPPLIER:

DATE	QTY IN	QTY OUT	LOCATION	TRANS REF	TYPE	ORIGINATOR	LOG DATE	PRICE
▶ 08/02/99	0	1	STORES	SO111156	SO	BIO Green Dairy Products	08/02/99	159.00
08/02/99	0	2	STORES	SO111157	SO	Cardinal International	08/02/99	159.00
09/02/99	0	1	STORES	SO111167	SO	Collin Coles	09/02/99	159.00
13/02/99	0	1	STORES	SO111171	SO	Cardinal International	13/02/99	159.00
24/06/99	0	1	STORES	SO111215	SO	Brock Lapping	24/06/99	159.60
27/06/99	1	0	STORES	SC50027	SC	20105	27/06/99	159.60
28/06/99	0	1	STORES	SO111316	SO	Scan Associates Ltd	28/06/99	215.42
28/06/99	0	1	STORES	SO111326	SO	Security Air Express Ltd	28/06/99	215.42
28/06/99	0	1	STORES	SO111324	SO	PRACTICAL SOFTWARE	28/06/99	215.42
28/06/99	0	1	STORES	SO111324	SO	PRACTICAL SOFTWARE	28/06/99	215.42
29/06/99	0	1	STORES	SO111328	SO	PRACTICAL SOFTWARE	29/06/99	215.42
*								

TOTALS:           DATE FROM:       DATE TO:

PREVIEW    PRINT    SELECT TYPE:     SELECT PRODUCT FOR PRINT / PREVIEW:     EXIT

## **STOCK HISTORY BY PRODUCT**

The Stock History by Product screen displays all the movements of a selected stock item between two dates, each time a product item is sold or credited, it is posted to the Stock Movement table, this is a useful aid to traceability.

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## **SALES HISTORY - CUSTOMER BY PRODUCT**

The Sales History - Customer by Product screen display all the product items either bought or credited to a selected customer between two dates. Similar in function to the Stock History by Product screen.

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## **STOCK AND PRICE LISTS**

The Stock and Price Lists screen lets you display various reports base upon various combinations of parameters such as Price Groups, Categories and Suppliers.

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## **TOP TEN CUSTOMERS**

The Top Ten Customers screen displays the names of the top ten customers in terms of total sales, margins and retained profit between two dates.

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## **PAYMENTS RECEIVED**

The Payments Received screen displays all payments received to date. A report displaying payments received between two dates may also be displayed.

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## **SALES ORDER HISTORY**

When an order is posted to the Sales Ledger table it is removed from the Work in Progress and transferred to the Sales Order History table. The Sales Order History screen displays these orders for the purpose of reference.

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## **SPECIAL PRICES**

The Special Prices screen lets you enter Special Prices for specified items for a selected Customer, for example if customer Bloggs and Co buys Red Widgets at 25.00 each when the Price Groups A B C have them at 40.00/35.00/30.00, the program will automatically select 25.00 if that item had been entered as a special price for that customer.

**Order History and Payments...** BPW

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ORDER NO: 111324      DATE: 28/06/99      SUB TOTAL: 259.00      SELECT ORDER: 111324  
NAME: PRACTICAL SOFTWARE      DELIVERY: 0.00  
ADDRESS: 66 RUSHTON AVENUE      VAT: 45.33      PAID Y/N: Yes  
TOWN: WATFORD      66 RUSHTON AVENUE      INVOICE NO: 150019  
COUNTY: HERTS      WATFORD      WATFORD  
POST CODE: WD2 6AR      HERTS      HERTS  
TEL: 01923 442212      WD2 6AR      WD2 6AR  
FAX: 01923 334232      WATFORD      WATFORD

DELIVERY METHOD: COLLECT      SHIPPER: COLLECT      DELIVERY DATE: 28/06/99      SERIAL NO: 1999-6-111324

ITEM HISTORY

CODE	NAME	QTY
AFD/POST	AFD POSTCODE	1

PAYMENT HISTORY

ORDER NO	DATE PAID	AMOUNT	PDQ	HOW PAID
111324	28/06/99	304.33	0	CHEQUE

THE INFORMATION DISPLAYED ON THIS SCREEN IS BASED ON ORDERS THAT HAVE BEEN POSTED TO THE SALES LEDGER

## **ORDER HISTORY AND PAYMENTS**

The Order History and Payments screen displays information about a selected order including Addresses, Detail items and Payments.

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**Payment Control - Balances...** BPW

SELECT INVOICE NO

CUSTOMER:

CONTACT:

TEL:

ORDER TOTAL:

PAID TO DATE:

BALANCE:

CARD DETAILS: CARD NO  EXPIRY  NAME  ISSUE DATE  ISSUE NO

CARD ADDRESS:

**CREDIT CARD**  
SELECT CARD  AMOUNT:

**CASH**  
AMOUNT:

**CHEQUE**  
CHEQUE NO:  CHEQUE DATE:  AMOUNT:

**BANK TRANSFER**  
BANK DRAFT NO:  BANK DRAFT DATE:  AMOUNT:

ORDER NO	DATE PAID	AMOUNT	HOW PAID
▶ 111325	29/08/99	100.00	CASH

NOTES:

## **PAYMENT CONTROL**

The Payment Control screen lets you select an invoice and make payments against it, the Method of Payment may also be selected.

If there is no balance remaining after the payment has been made the program will prompt you to Post the invoice to the Sales Ledger, this action will also post to the Sales History and remove the order from the Work in Progress.

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**Statements...** BPW

STATEMENTS  
Cardinal International

DATE FROM: 02/05/99  
DATE TO: 02/07/99  
BALANCE BROUGHT FORWARD: 0.00

BATCH PREVIEW      PREVIEW  
BATCH PRINT      PRINT

EXIT

## STATEMENTS

Selecting the Statements option takes you to a date and Customer selection screen where you can decide whether to preview or print a statement, you may also select Batch or Single printing. If there is a balance to carry forward this can also be entered.

**For further information about this product please telephone +44 (0)1923 442212 Or fax +44 (0)1923 334232 or email to [info@psoftuk.com](mailto:info@psoftuk.com)**

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