COREFlex™ Pro Inventory / WMS / LITE INDUSTRIAL User Guide

This User Guide can be used in conjunction with the Program Manual

Before you start reading this User Guide, you should have successfully installed COREFlex™ Pro Inventory or WMS (Warehouse Management System) into your computer. If you have not done so, please refer to our "**Installation Guide**" in **COREFlex™** folder under **Program Manual folder** in your **Computer Desktop** for installing and setting up COREFlex™.

This User Guide can also be found in your COREFlex™ **Desktop Folder** under **Program Manual**.

In this guide, we will help you to understand the core of our software and its flexibility to function efficiently within your organization requirements.

Thank you for considering our software product for your inventory or warehouse operation needs. **COREFlex™** can help you **manage** your inventory items and your **order processing**. This is accomplished by setting the program to track your inventory items in single or multiple locations from which you monitor the inventory flows in and out of your warehouse. You can create/manage purchase orders to receive your inventory and create/manage sales orders for selecting your inventory and shipping. The benefit of using the **COREFlex™** program is that you ***always*** have the most important information you need - ***What, Where, Who, When*** at your fingertips.

What: products are in your warehouse locations
Where: is the inventory (locations and orders) at any time
Who: is sending/requesting inventory
When: will the inventory arrive and/or leave

For demonstration and tutorial purposes, we have also included a **sample database containing products, orders** and **storage locations**.

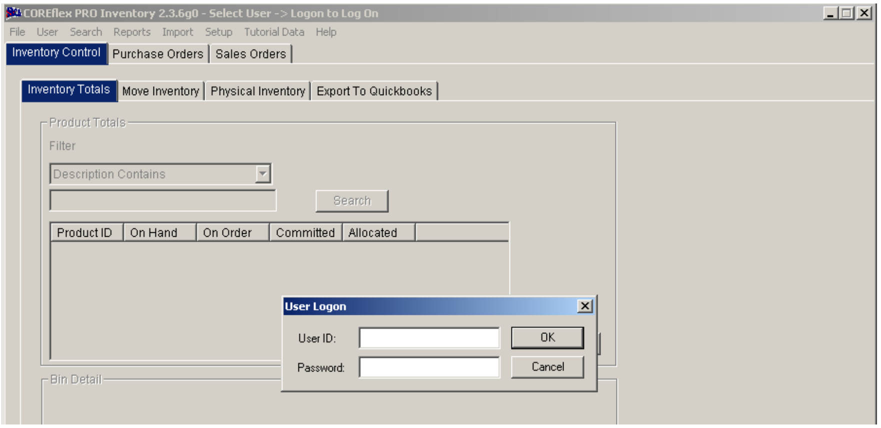
For QuickBooks® users, COREFlex™ software provides the detailed inventory tracking and order processing functions not available from QuickBooks. The **data interface** capabilities the software has provides options for updating and tracking on-hand quantities and order history. QuickBooks keeps track of your everyday transactions from a **financial standpoint** and COREFlex™ keeps track of your everyday transactions from an **inventory standpoint**. COREFlex™ gives you the option to create orders in our system **or** in QuickBooks at any time before processing. In our latest release, we have round out interface features like, automatic billing, inventory adjustments, invoice creation and back-order processing to give you the tools to manage a complete inventory processing business. *We build flexibility into our product continually!*

REFER to QUICKBOOKS® USERS GUIDE FOR FURTHER DETAILS

COREFlex™ software QUICK START

LOGGING ONTO COREFlex™ software

The multi-user environment is a common type of computer network setup in most office operations nowadays. Based on the accounting principles and transaction security, we follow closely, we have designed COREFlex™ to have the ability to work in such an environment too. Therefore, users are required to login into the system before they can start using the software. This step also serves as an extra level of SECURITY for the purpose of unauthorized use of accounts.



For initial use, we have set up 3 types of users accounts

1) Admin (Administrator) – No PASSWORD Needed
2) Super (Supervisor) – No PASSWORD Needed
3) Staff (User) – No PASSWORD Needed

These accounts **DO NOT need** password log onto COREFlex™. The default password is empty. Click on **<OK>** button and you can start zapping through the software.

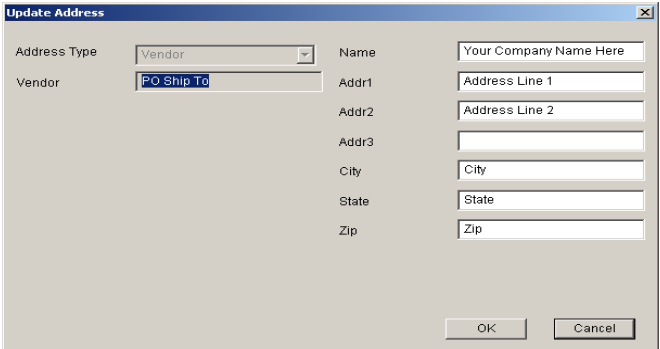
CONFIGURING your COREFlex™ Software Settings

Before starting to create your purchase orders and sales invoice, you may want to setup your company name and address in the software.
You can complete this process by performing the following steps:

1) Go to "**SETUP**" on the File-Menu Bar
2) Click on "**VENDORS**"
3) Search for the Vendor name "**PO Ship To**" and Click on it.
4) At your **Vendor Address** Section, Click on the "**VENDOR**" as listed
5) Click on the "**Update**" Button, it will pop up the following screen.

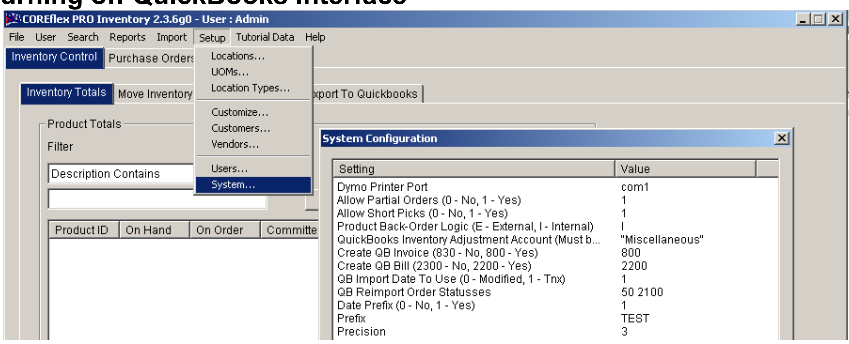
Edit the fields as necessary and click on "OK" to save the changes.

(For other software settings, please refer to the PROGRAM MANUAL)



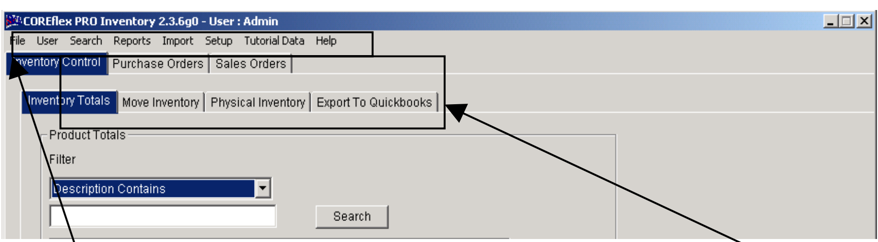
CUSTOMIZING YOUR SYSTEM CONFIGURATION

Turning off QuickBooks Interface



(For other system configuration, please refer to the <u>PROGRAM MANUAL</u>)
Under **SETUP** in the File Menu Bar, in the **System** Configuration, change all **QuickBooks** related setting to "**<u>NO</u>**" values and **restart** the program.

<u>Using your COREFlex™ software</u>



The <u>File menu Bar</u> can be used for quick access to program functions and the <u>program screens</u> (tabs) are arranged in functional sequence in order to process your inbound and outbound inventory flows. Program Buttons and drop down menu options allow for "point-and-click" navigation. Click around the program screens…*You'll get the hang of it!!!*

FILE MENU BAR– Performing critical functions with just "A few clicks away"

NOTE: The terms in (Parenthesis) are your <u>Menu-bar</u> selections indicating where you can perform the tasks.

<u>File</u>

About the Software COREFlex™ & its developer, SCS Automation (**About**)
Exit the Software (**Exit**)

<u>User</u>

Logon / Logoff from your COREFlex™ software (**Logon / Logoff**)
Change your password periodically to keep away from unauthorized use

<u>Search</u>

Search your Products at the Area-Shelf-Bin location level (**Products**)
- Search all Products by ProductID
- Add / Updated / Delete any products along with Bin Location link to them

Search for Sales Orders (**Sales Orders**)
- Create new Sales Order
- Edit / Update / Delete any existing Sales Orders
- Search existing Sales Orders by ***Order Status Level***
  (*<u>Refer to ORDER STATUS LEVEL in the PROGRAM MANUAL</u>*)
- Perform any MANUAL inventory allocation item by item on the Sales Order that has been created.

Search for Purchase Orders (**Purchase Orders**)
- Create new Purchase Order
- Edit / Update / Delete any existing Purchase Orders
- Search existing Purchase Orders by ***Order Status Level***
  (*<u>Refer to ORDER STATUS LEVEL in the PROGRAM MANUAL</u>*)

Search for Bins (**Bins**)
- Finding out what inventory items are being put in a particular Location by inputting the fields with the ***Area-Shelf-Bin*** information.
- Performing add / remove / move and disassociate functions on the item to the particular location
- Update and refresh the latest *Bin Location* information of the product
- Perform Location Search for products by
  i) Product Description
  ii) Location Type
  iii) ProductID
  iv) Scan Code - ***Only available with Barcode Module Installed***

Reports

Print out Standard Forms that have been included with COREFlex™ Software (**Standard Forms**)

i) Receiving Form
ii) Inventory Move Ticket
iii) Physical Inventory Count Form

Print out Standardized Crystal Report for management with COREFlex™ Software (**Reports**)

i) Empty Location Report
ii) Inbound Order Status Report
iii) Inventory Activity Report
iv) Open Orders Report by Order Number
v) Open Orders Report by Status Level
vi) Outbound Order Status
vii) Product Query
viii) Product ROP (Re-Order Point)
ix) Product Status by Area
x) Product Status by Vendor
xi) Series Product Status formatted by user(s)

We can also create customized reports for your organization. Please contact your **Product Representative** for further details.

Import

Import QuickBooks Interface from your QuickBooks Company Data File (**QuickBooks**)

- Pending Invoices
- Purchase Orders
- Customers Records
- Vendors Records
- Products (*without Inventory*)
- Products & Inventory

Import your Bin Location dynamically with a standardized template format (**Bin Locations**)
Import your Inventory dynamically with a standardized template format (**Inventory**)
Import any Email Orders that were being sent with a standardized template format (**Email Orders**)

Setup

Set up / Update your Area-Shelf-Bin Location (**Locations**)
Set up / Update UOM (Unit of Measurement) Support - **IN WMS ONLY** (**UOM**)
Set up / Update Multiple Location Type - **IN WMS ONLY** (**Location Type**)
Customizing PO & Packing Slip fields for your printouts (**Customize**)
Set up / Update your Customers list (**Customers**)
Set up / Update your Vendors list (**Vendors**)
Set up / Update your users list (**Users**)
Set up / Update your System Configuration (**System**)

Tutorial

Insert / Remove Tutorial Data to help user(s) understand the functionality of the software (**Add / Remove Tutorial**)

Help

Display our in-built Help Function and Indexes (**COREFlex™ Help**)

MODULE SCREENS – Faster access to each functions in "progressive sequence" (Left to Right)

NOTE: The terms in (Parenthesis) are your <u>Tab</u> options indicating which module and sub function task you can perform.

<u>INVENTORY CONTROL MODULE</u>

Tasks that can be performed in this module:

1) List your Inventory items with your Total Quantity-On-Hand (**Inventory Totals**)
2) Move your Physical Inventory item from one Location to another (**Move Inventory**)
3) Conduct a Physical Inventory Count periodically (**Physical Inventory**)
4) **QUICKBOOKS USERS ONLY -** Export all changes made to your Inventory to QuickBooks (**Export to QuickBooks**)

<u>PURCHASE ORDERS MODULE</u>

Tasks that can be performed in this module:

1) **QUICKBOOKS USERS ONLY** - Import your "Unreceived" Purchase Orders that were previously processed in your QuickBooks (**PO Import**)
2) Create / Edit Purchase Orders and search them by many ways according to their statuses. (**PO Create / Edit**)
3) Receive items with reference to your Purchase Order (**PO Receiving**)
4) **QUICKBOOKS USERS ONLY** – Create a QuickBooks Bill according to the total items RECEIVE count. (**Create QB Bill**)
5) Create any Back Orders that has partial item received POs (**Create Back Orders**)
6) Receive items off a Purchase Order (**Item Receiving**)
7) Assign designated location for each individual item after RECEIVING items (**Item Put-Away**)

<u>SALES ORDERS MODULE</u>

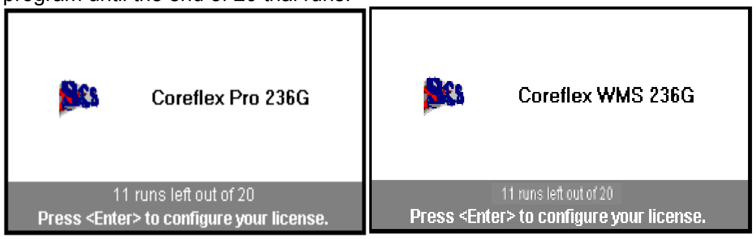
Tasks that can be performed in this module:

1) Import a Sales order using a standard template provided (**Import Customer Orders**)
2) **QUICKBOOKS USERS ONLY** - Import your "Pending" Invoices, Customers and Update Pricing that were previously processed in your QuickBooks (**QuickBooks Interface**)
3) Create / Edit Sales Orders and search them by many ways according to their statuses (**Order Entry / Edit**)
4) Process the Order in Sequence of *Pick-Pack-Ship (***Allocate Orders, Confirm Orders, Process Orders***)*
5) **QUICKBOOKS USERS ONLY** - Create QuickBooks Invoices -If it is being created / edited in COREFlex™ software (**Create QB Invoices**)
6) Create any Back Orders that has been shipped partially due to shortage of inventory (**Create Back Orders**)
7) **FOR WMS ONLY –** Allocate orders single-handedly or create wave of order
8) **FOR WMS ONLY –** Print Wave of Order Pick Sheets / Master Pick Sheet

Congratulations!!! You can start managing precision inventory control and accurate order distribution processes.
Contact your product representative for more information or go to the product web site for more details. (www.coreflexoffice.com)

REGISTERING YOUR SOFTWARE

Until the program is activated for unlimited use, the software will be prompting you to <ENTER YOUR LICENSE> whenever you start up the program. You may continue using the program until the end of 20 trial runs.

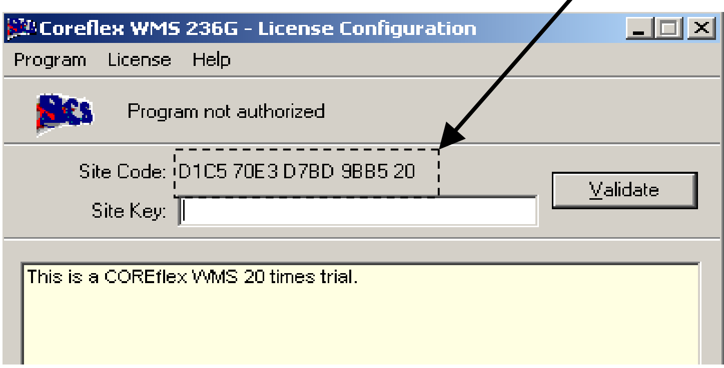


(EXAMPLE OF THE LICENSE SCREEN)

You can either continue to use the software till you are out of your 20 Trial Runs or purchase the product. Once you are left with 0 runs out of 20, you will be automatically prompted to enter your "SITE KEY" in order to start the program. At this point, you will need to contact your **COREFlex™** Product Representative to purchase the product and continue using the software.

In written form via Email or Fax, please provide your Company Name, Site Code and Contact Person for each computer to process your License registration.

Email: info@coreflexoffice.com
Phone: (610)666-3540 ext. 33 / 21
Fax: (610)666-3544



COREFlex™ SOFTWARE CONTACT INFORMATION (PRO INVENTORY / WMS / LITE INDUSTRIAL)

MAILING ADDRESS:

SPECIALIZED COMPUTING SYSTEMS INC.
122 MILL ROAD
BUILDING A130N
P.O. BOX 1095
OAKS, PA 19456

Sales Contact: Toll Free - (**888**) 768-0636
Local - (**610**) 666-3540 ext. 33

Pre-Sales / Installation Support: (**610**) 666-3540 ext. 21

Software Product Website: www.coreflexoffice.com
Company Website: www.scsautomation.com

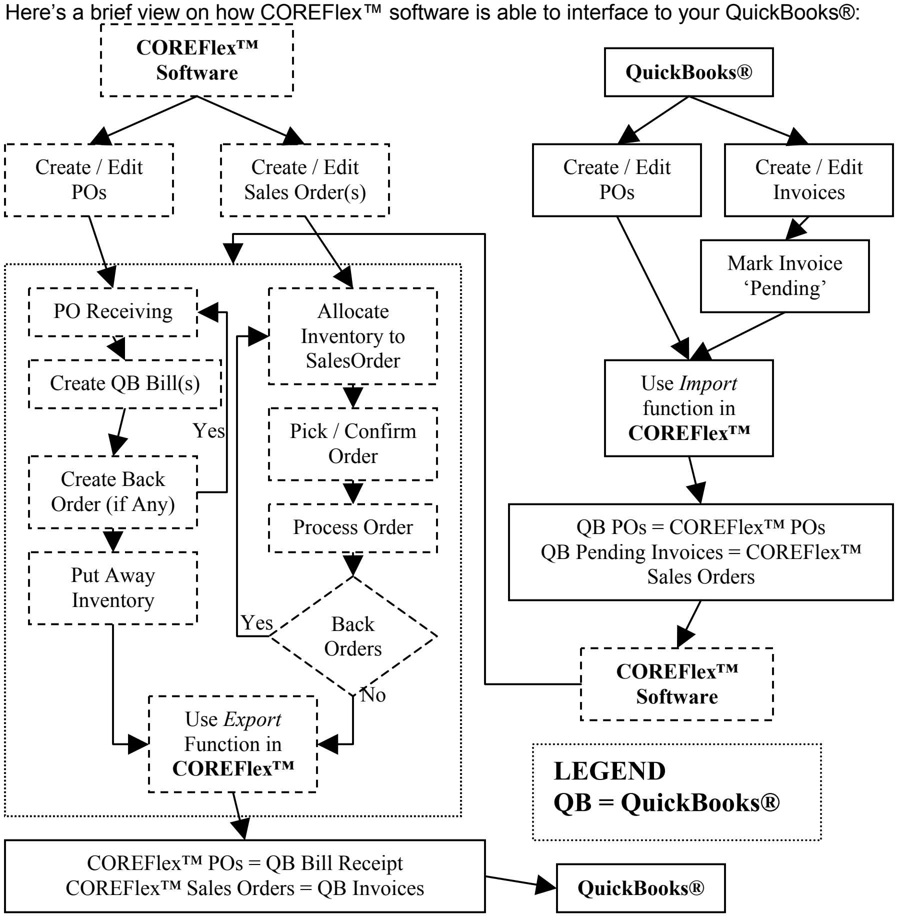
SCS Automation is the maker of the CORE*flex*™ Inventory Management Software. The Industrial version of the software has been in use since 1992. In 1999 SCS Automation joined the Intuit Developer Network as a Premier member. Our **Pro Inventory** and **WMS** programs are continually developed with the goals providing high-level functionality to the small business community. Add-On modules and Bar Code Scan Processing can be added.

In this section, we have compiled a list of guidelines to follow especially for you, QuickBooks Users so that you won't have to double-entry your data.

Being a QUICKBOOKS® User yourself, we strongly believe you have mastered the functionality of QUICKBOOKS®, COREFlex™ Pro Inventory is able to integrate with

1) QuickBooks® Pro 2003 Edition or later (version 2.3.6)
2) QuickBooks® Pro 2002 Edition (Version 2.3.3)

Here's a brief view on how COREFlex™ software is able to interface to your QuickBooks®:



Quantity-On-Hand in QuickBooks = Specific Location of item in the Warehouse / Storage

Essentially, COREFlex™ software products 'triggers' the bill creation, invoice generation, and inventory adjustments functions in QuickBooks®.

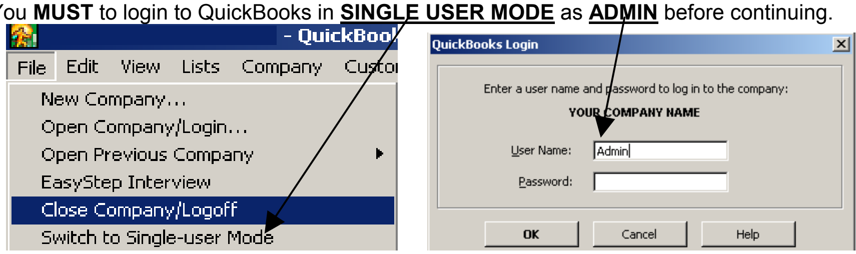
Setting up COREFlex™ software with QuickBooks®

In order for the COREFlex™ program to communicate with the inventory data in your QuickBooks®, you **MUST** have QuickBooks and COREFlex™ running concurrently on your computer. Also, you must first grant permission for the COREFlex™ program to access your QuickBooks data file. You will receive an error if you try to import your data without access.

When you have finished installing the software and ready to import inventory data, click on "**Import**" and "**QuickBooks…**" as illustrated below,

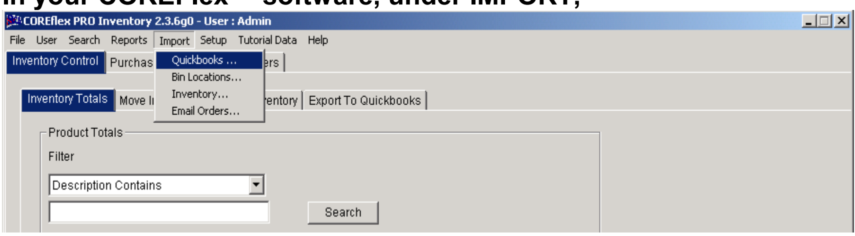
***********QuickBooks users using MULTI-USER LOGIN *****************

You **MUST** to login to QuickBooks in **SINGLE USER MODE** as **ADMIN** before continuing.

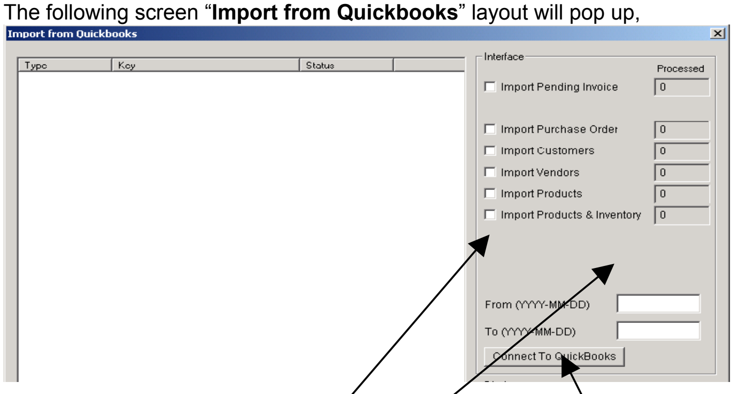


***********QuickBooks users using MULTI-USER LOGIN *****************

In your COREFlex™ software, under IMPORT,

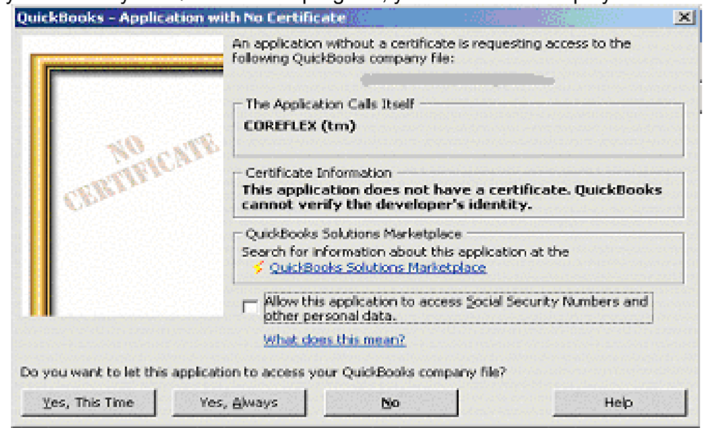


The following screen "**Import from Quickbooks**" layout will pop up,



Put a check on "**Import Products & Inventory**" and click on "**Connect to QuickBooks**".

Directing you back to your QuickBooks® program, your screen will display as illustrated,



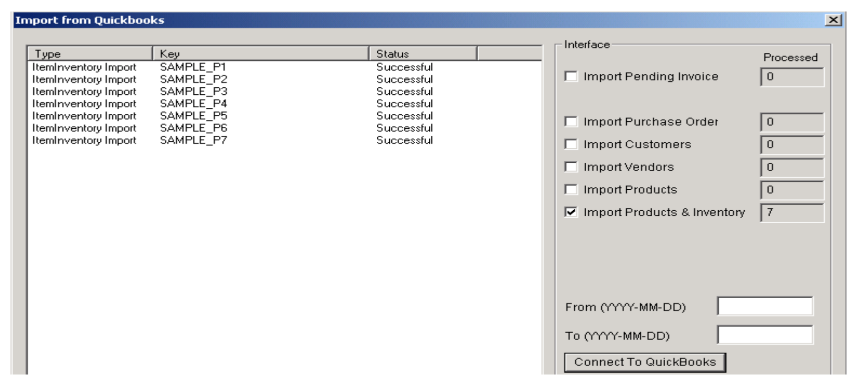
(Copyright Reserved. QuickBooks®, Intuit Inc.)

You can click on "**Yes, Always**" so that you will not be prompted the next time you try to interface or click on "**Yes, This Time**" to continue evaluating the software and get prompted the next time you try to interface any company data to COREFlex™ software.

After you have performed one of the above mentioned steps, COREFlex™ software will display the list of inventory items imported from your QuickBooks Company file and transfer them to the Inventory table of the COREFlex™ program.

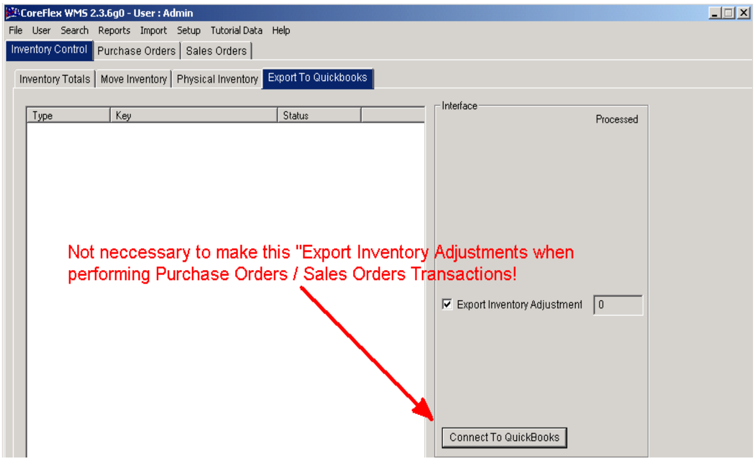
***THESE STEPS also apply to all other IMPORTING of your QuickBooks Data Files* - Vendors, Customers, Pending Invoices, POs and etc.**

NOTE: By design, COREFlex™ software products will **ONLY** import products and its inventory that are marked as "**INVENTORY PART**" in QuickBooks Item List. Non-inventory items are not transferred. COREFlex™ software products are designed to give you greater control of your items and manage a more efficient distribution process.



NOTES
COREFlex™ and QuickBooks® will automatically add or reduce the quantity as required when a Purchased order or a Sales Order/Invoice is being processed. Therefore it is **Not Necessary** for user(s) to "**Export Inventory Adjustments**" under the "**Inventory Control**" module unless **Item Receipt** or **Physical Inventory Adjustment** functions have been used.

The COREFlex™ program will automatically increase and decrease the inventory levels as orders are reversed in and out of your inventory. In case you are worried about your inventory distribution, when the Import and Export functions are performed, **INVENTORY ADJUSTMENTS** will be made automatically as your transactions are processed via the PO Receiving, Sales Orders shipping in COREFlex and Bill and Invoice Processing in QuickBooks®.



Some other important notes to remember:

1) It is **NOT NECESSARY** for user(s) to CREATE an invoice *again* if it had been imported from QuickBooks in the first place.

2) On the other hand, it is **NECESSARY** for user(s) **to CREATE** a QB Bill if the PO had been imported from QuickBooks in the first place and items had been considered as "PO Received" in COREFlex™ Pro Inventory.

3) "**Export Inventory Adjustments"** is only **APPLICABLE** when the user(s) have conducted a PHYSICAL INVENTORY Check on a particular day and performing ITEM RECEIVING without a Purchase Order.
After the user(s) have performed "ITEM RECEIVING" under "Purchase Order" Tab or made the adjustments in the Phyiscal Inventory Screen, the user(s) should go to "**Export Inventory Adjustments**" under "**Export to QuickBooks**" in the "**Inventory Control"** Tab is being called to "**CONNECT to QuickBooks**" and the user(s) wish to make the adjustments for QuickBooks®.

Therefore, COREFlex™ software provides you with the options of processing your Purchase and Sales Orders. it is very important to identify a particular way of processing Purchase Orders and Invoices/Sales Orders so that there will not be any confusion of operations after you have decide to integrate COREFlex™ Pro Inventory and QuickBooks ® so as to gain better control in your inventory control and distribution process.