

# ERPro Training Note

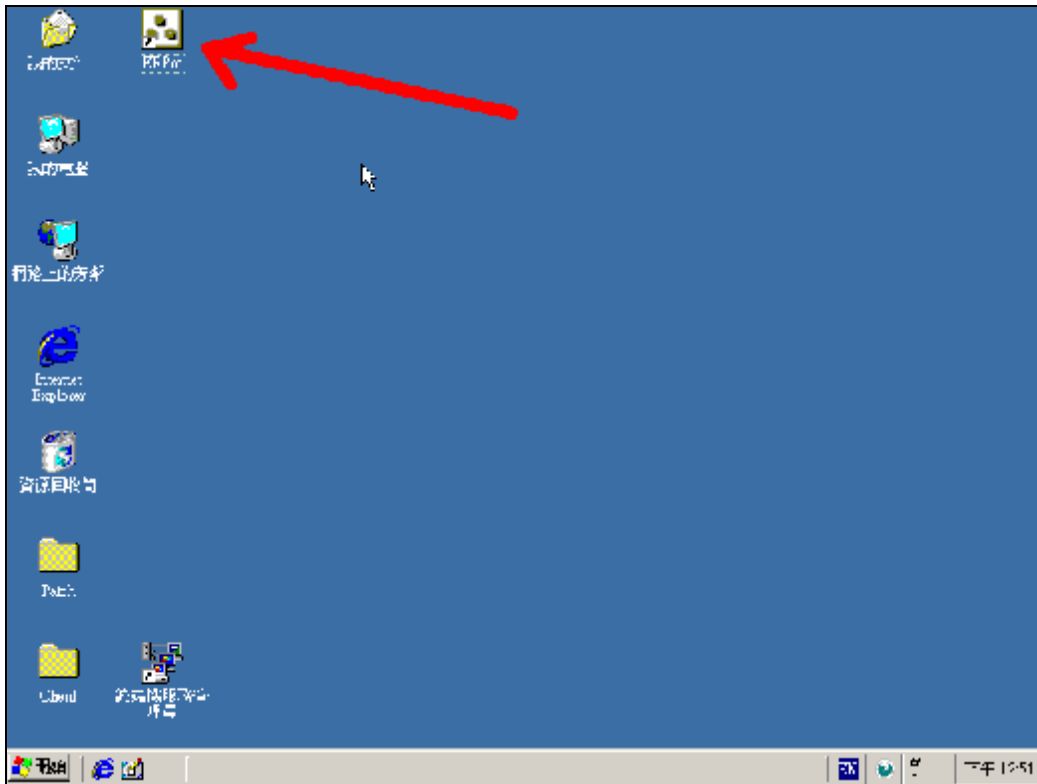
## System Manager

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## 1. Start up

To execute the program by clicking the ERPRO icon on your Desktop.



After a while, you will see the login in screen of the system:

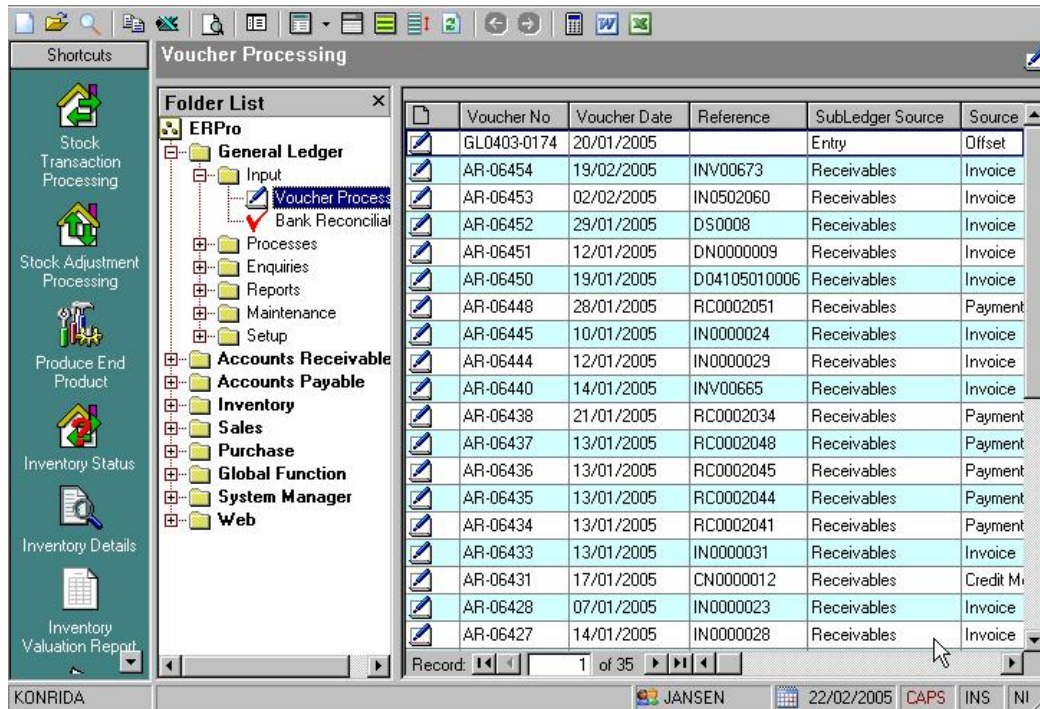
A screenshot of the 'Login - ERPro' dialog box. The dialog has a blue title bar with a close button. Below the title bar is a blue header area with a key icon. The main area is white and contains four input fields: 'User Name:' with the text 'NUTECH', 'Password:' (empty), 'Company:' with a dropdown menu showing 'Profit Industrial Ltd.', and 'Language:' with a dropdown menu showing 'English'. At the bottom are two buttons: 'OK' and 'Cancel'.

To log on the system you have to input the user name, password and choose the company. Click the **OK** button to confirm.


If you logged on to the system successfully, the main menu will be shown. Otherwise, you have to re-enter the login information again.

## 2. Main Menu

You can find all the available modules on the Folder List:



To execute the module, move the cursor to module that you want to execute.

To exit the program, select File – Exit or click the  from the upper right corner.

### 3. Change Company Logo

To change the company logo, use the Company Setup. This function is located on **System Manager > Maintenance > Company Setup**

The screenshot shows a software window titled "Company Setup" with a tabbed interface. The "General" tab is selected. The window contains the following fields and controls:

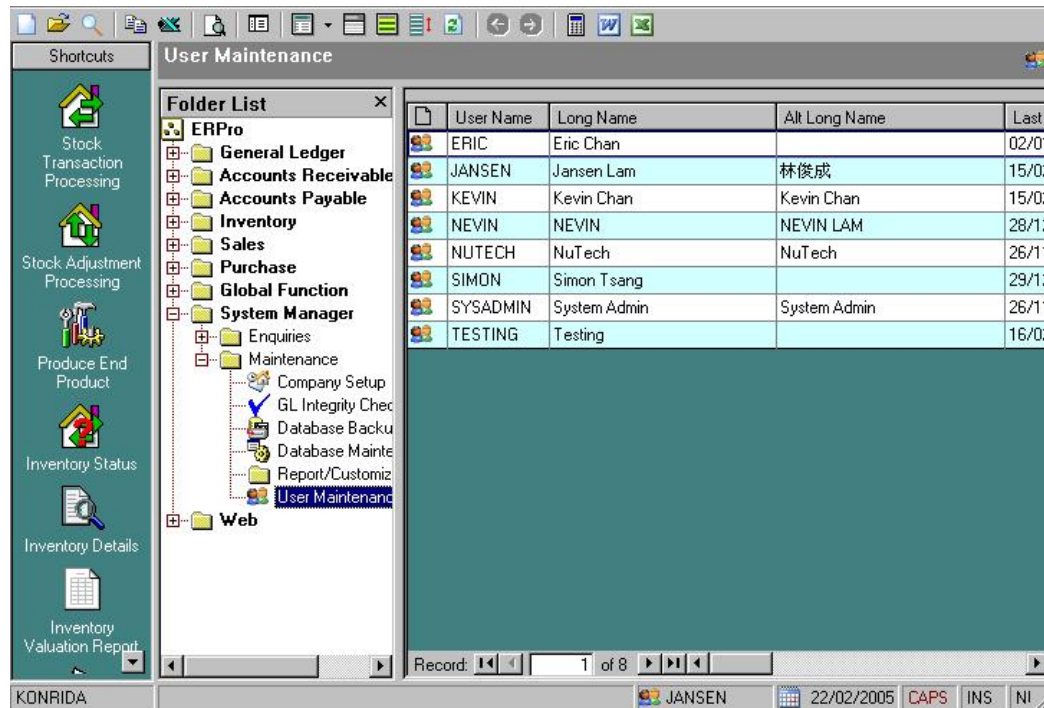
- Company Name:** Profit Industrial Ltd.
- Chinese Name:** 盈利工業有限公司
- Address:** Unit 2002, Profit Centre, 58 Hung To Road, Kwun Tong, Kowloon, Hong Kong, Tel: 23451243 Fax: 23451244
- Alternate Address:** J/W LAST SHIPMENT: BOAT: CF25001-101, AIR: CF-FODJ-001, CF-FOE5-001, HAND CARRY: 810027, 810026, FEDEX
- Telephone:** 2345-1243
- Fax:** 2345-1244
- Email:** sales@nutech.com.hk
- Base Currency:** HKD
- Web Site:** http://www.nutech.com.hk
- Formatting:**
  - Unit Cost Decimal Place: 4
  - Qty Decimal Place: 2
  - English Print Out:
  - Date Format: dd/mm/yyyy
- Logo:** A preview of the "Profit" logo is shown. Below it is a "Load Logo" button and a note "Preferred 80x 80 bitmap".


At the bottom of the window are buttons for "OK", "Reset", and "Apply". The status bar at the very bottom shows "scrGBFGP", "Modified: 31/01/2005", and "Created: 04/05/2001".

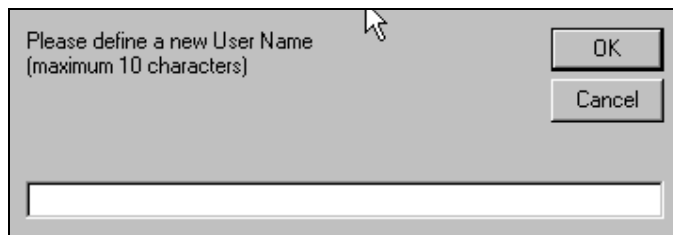
Click the **Load Logo** button to select the image file from disk and click **OK** to confirm.

#### 4. Create User

Use the **User Setup** to create users. This function is located on **System Manager > Maintenance > Setup > User Maintenance**



Click the **New**  button of the control tool bar.



Input the User Name (User ID) you wish to add.

User Maintenance - Profit Industrial Ltd.

User Name:   Full Rights  Windows Single Sign On

Long Name:  Alternate Name:

Password:  Login Hours allowed:  -

Login Workstation allowed:

Rights | Companies

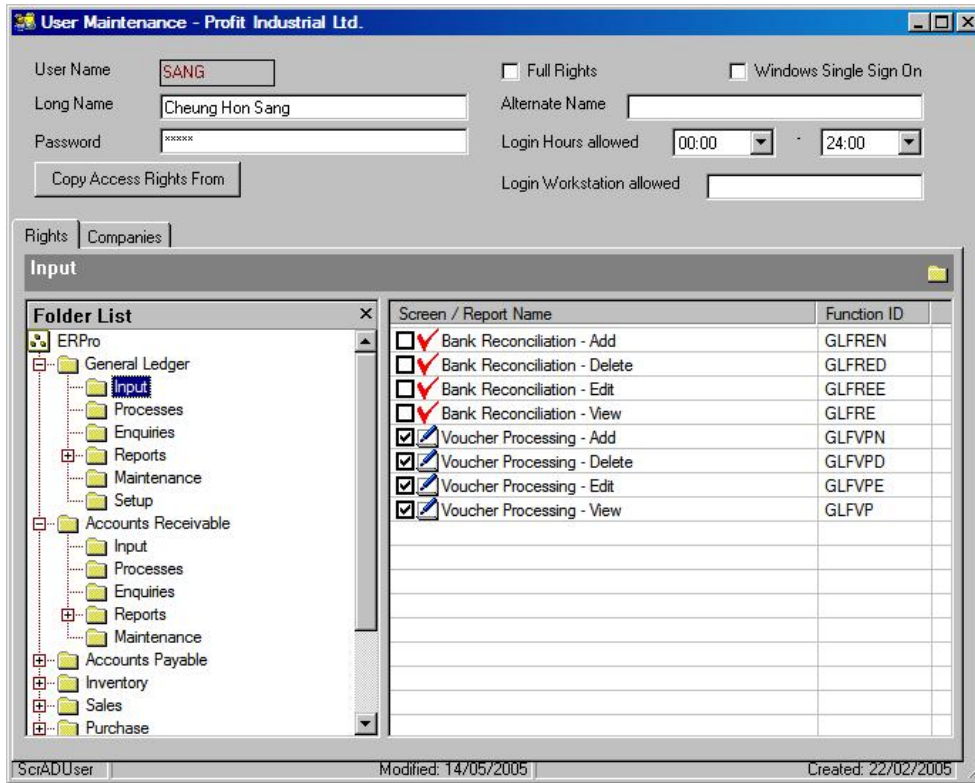
Folder List

- ERPro
  - General Ledger
  - Accounts Receivable
  - Accounts Payable
  - Inventory
  - Sales
  - Purchase
  - CRM
  - Global Function
  - System Manager
  - Web

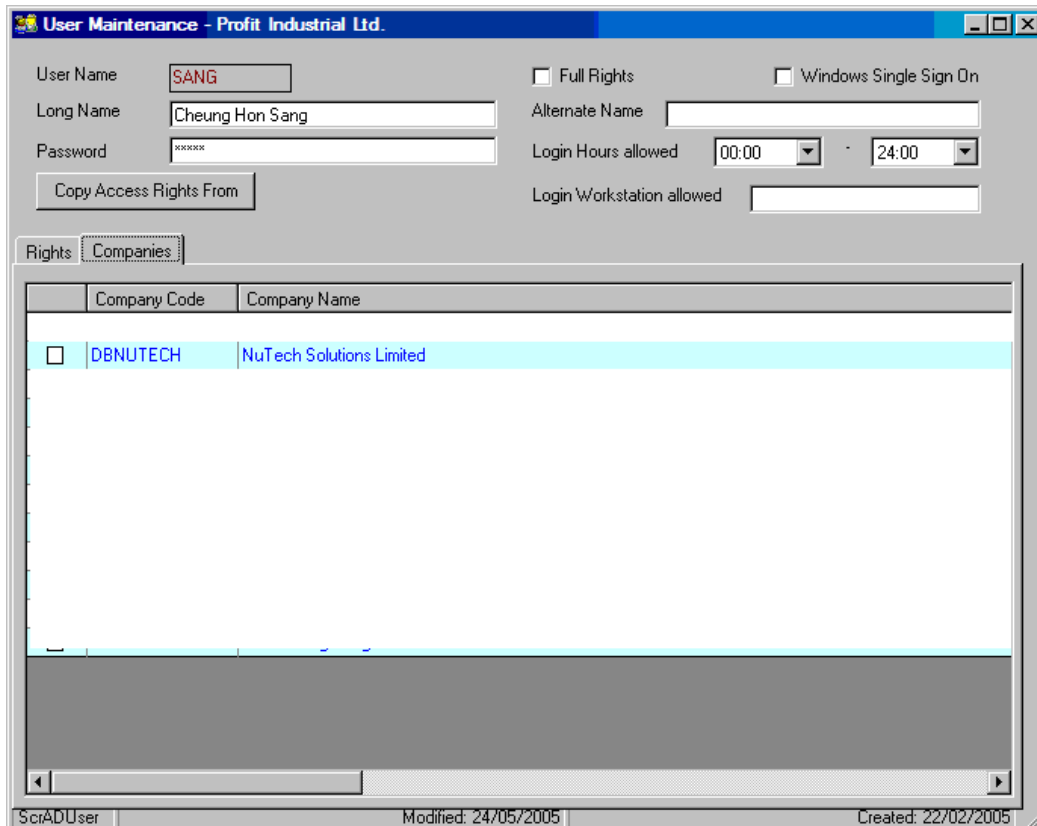
ScrADUser Modified: 14/05/2005 Created: 22/02/2005

Check the **Full Rights** check box if you wish to grant the user with all rights.  
 Check the **Windows Single Sign On** if you wish the user can sign on to the ERPro using the Windows Logon User ID.  
 Input the **Login Hours allowed** and/or **Login Workstation allowed** enhancing the security.

You can also define additional rights for the user.



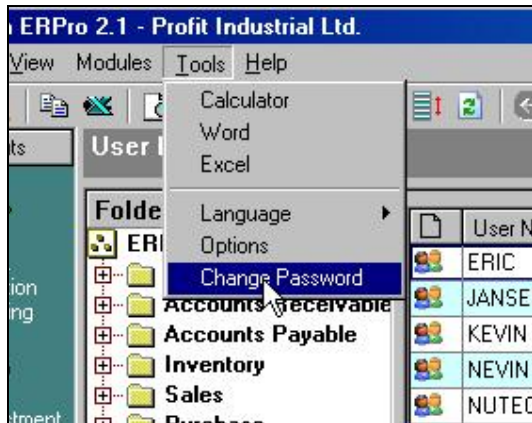
And the access rights for companies



After creating the user, exit the whole system and try to use the new user name to logon and see the result.

## 6. Change User Password

To change the password, you have to use logged on to the system and go into menu Tools > Change Password.



Filling the column **Old Password** and enter the new password in both **New Password** and **Retype New Password** columns:



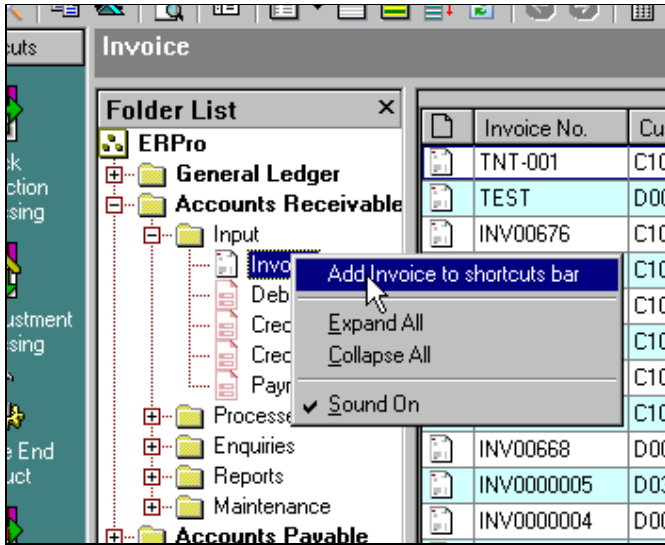
You can optionally select Windows Single Sign On option if preferred.

The new password will be affected from the next time you are logging on to the system.

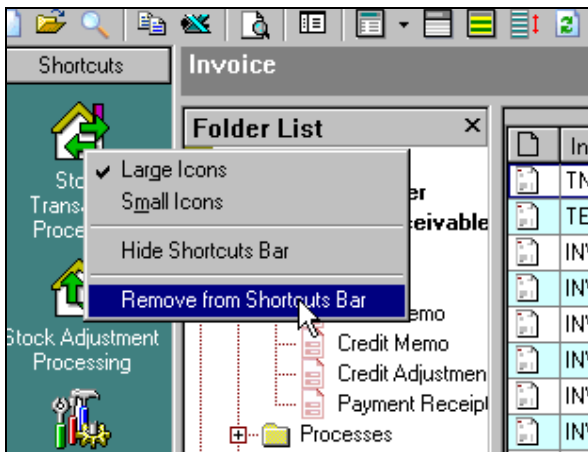


## 7. Define Shortcuts Bar

The **Shortcuts Bar** is located on left hand side of the main menu. To setup the shortcuts bar, locate the cursor to the function you wish to add, and then click the right mouse button to select the item **Add FUNCTION to shortcut bar** from the popup menu:



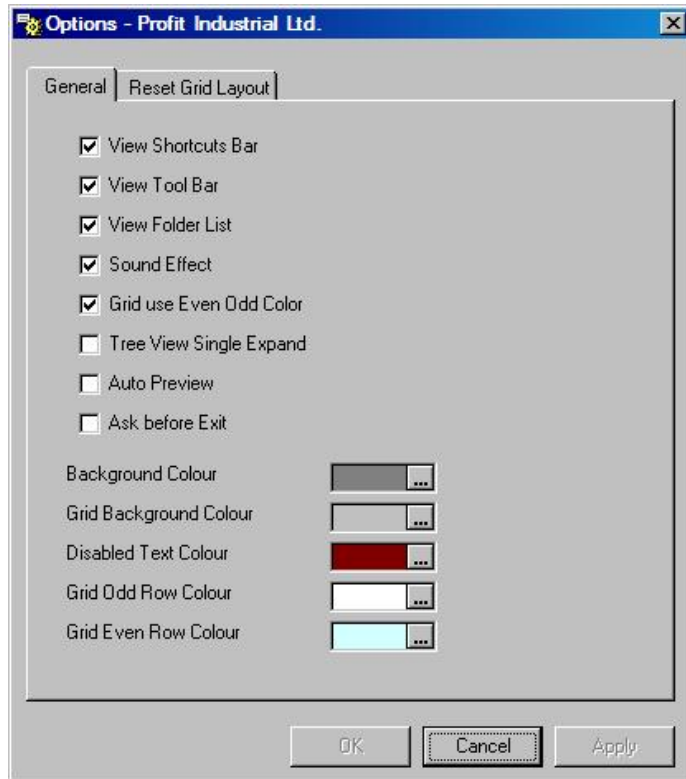
To remove the button from the shortcuts bar, move the cursor to the button that you want to remove and click the right mouse button:



## 8. User Options

Use User Options to define the appearance of ERPro for the current machine for the logged on company.

From the Main Menu, select Tools - Options

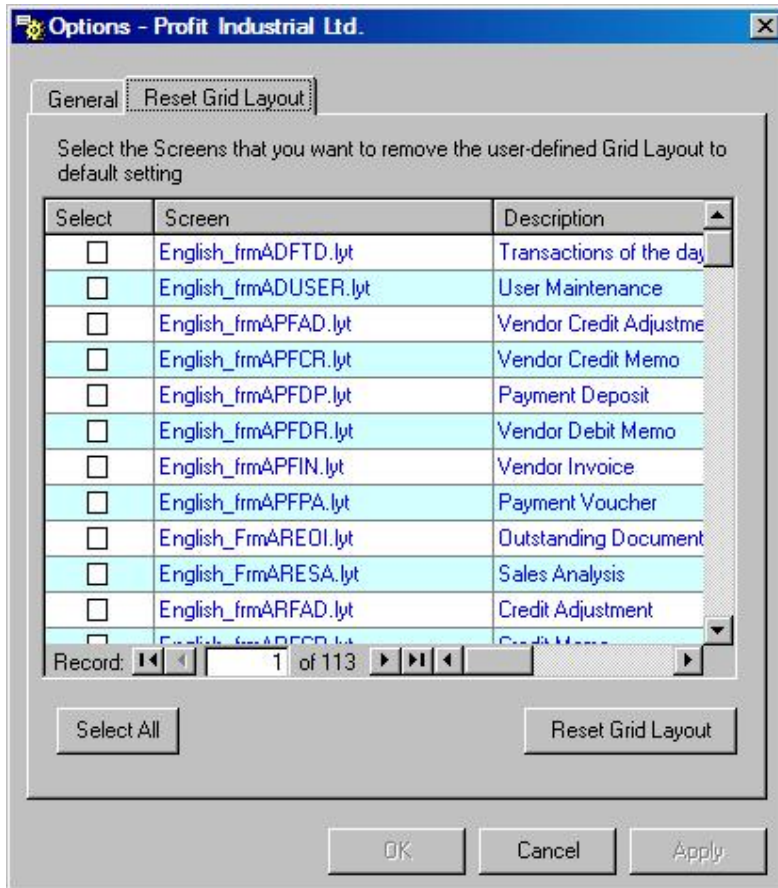


### General Tab

<b>View Shortcut Bar</b>	Display the Shortcut Bar or not
<b>View Tool Bar</b>	Display the Tool Bar or not.
<b>View Folder List</b>	Display the Folder List or not
<b>Sound Effect</b>	Enable Sound Effect or not
<b>Grid use Even Odd Colour</b>	The Grid Area use alternate colour or not
<b>Tree View Single Expand</b>	When enable, the folder list will expand one branch only
<b>Auto Preview</b>	Enable Auto Preview in Table Form or not
<b>Ask before Exit</b>	Enable will prompt you "Exit or not" when exit ERPro
<b>Background Colour</b>	Define the Background Colour
<b>Grid Background Colour</b>	Define the Background Colour for the grid
<b>Disable Text Colour</b>	Define the colour of the disable Text
<b>Grid Odd Row Colour</b>	Define the colour of the Odd Row of the Grid
<b>Grid Even Row Colour</b>	Define the colour of the Even Row of the Grid

## Reset Grid Layout Tab

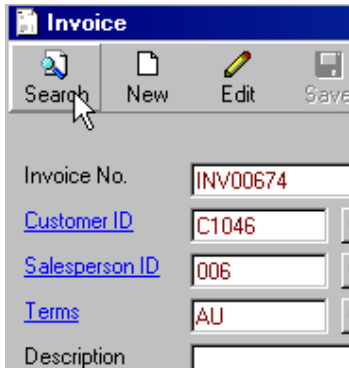
For every Table Form, user can define their Grid Layout by themselves, e.g. the Column position, Group by settings, etc. However, if the user wished to reset the Grid Layout to its original state, use this tab to reset the grid layout.



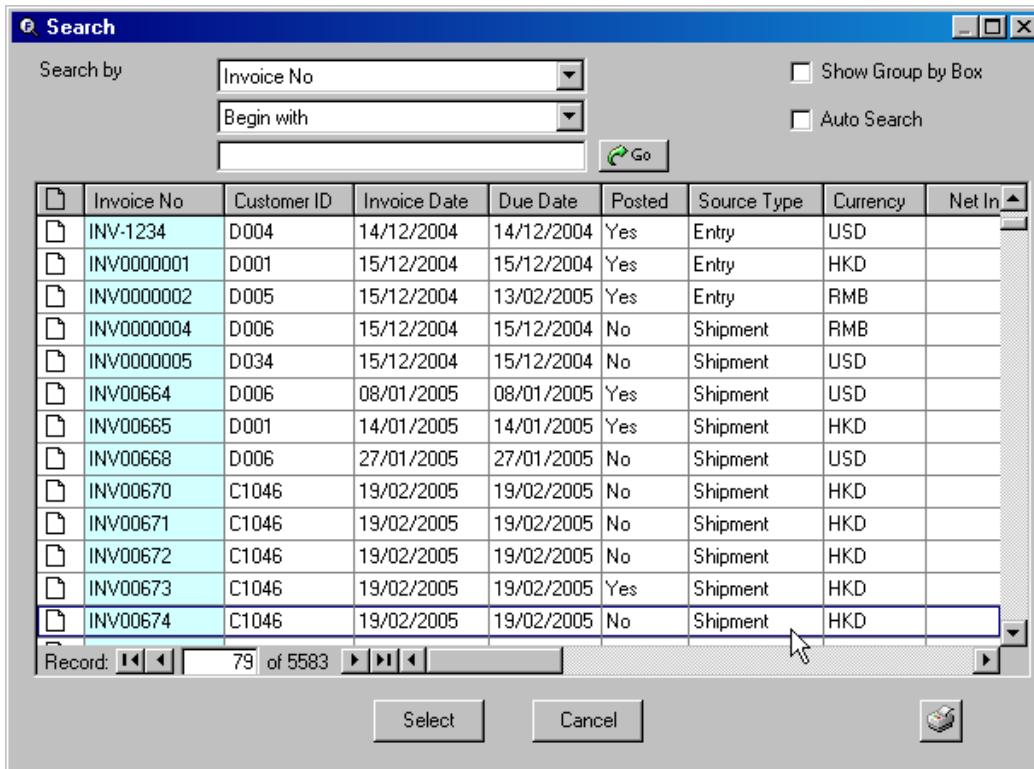
Find the Screen that you wish to reset, click the “Select” box and click “Reset Grid Layout” button.

## 9. Use Search Dialog

The search dialog is available for all entries. To call up the search dialog, click the **Search** button of the tool bar:



And then the search dialog will be shown:



Press the **Up/Down arrow** or **Page Up/Page Down** key to select item and press **Select** button to confirm.

You can also enter some hint in the **Search Value** column for more easily to search:

Search by: Invoice No, Begin with, INV006

Show Group by Box  
 Auto Search

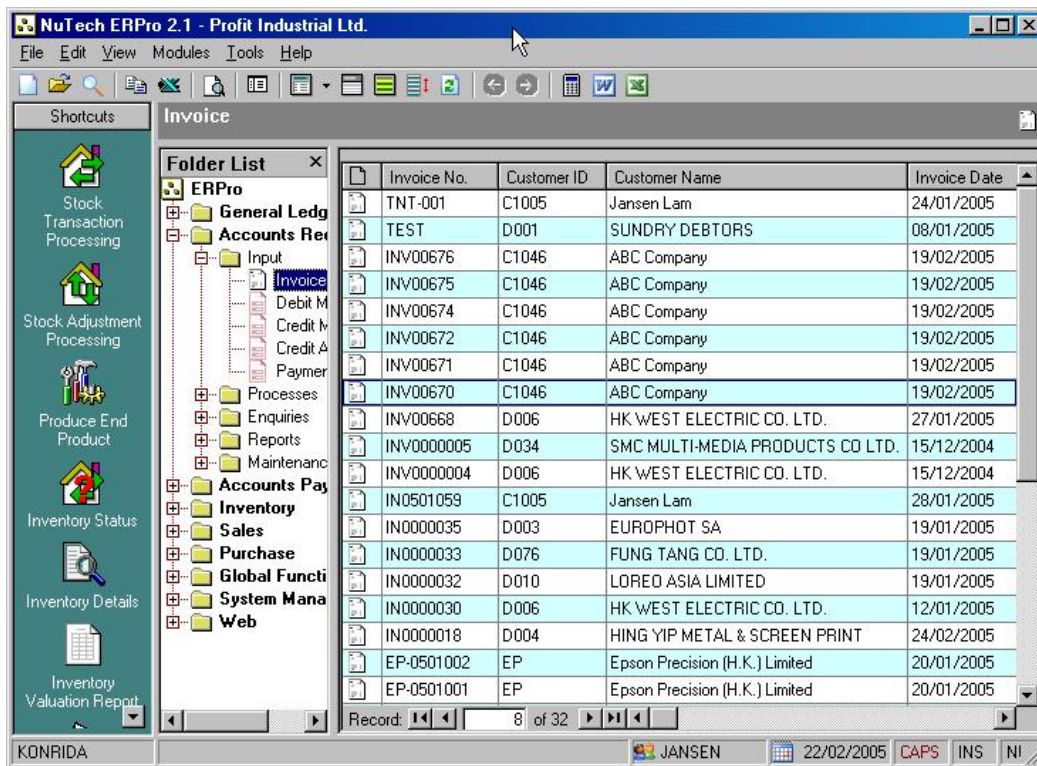
Invoice No	Customer ID	Invoice Date	Due Date	Posted	Source Type	Currency	Net Invoice
INV00664	D006	08/01/2005	08/01/2005	Yes	Shipment	USD	
INV00665	D001	14/01/2005	14/01/2005	Yes	Shipment	HKD	
INV00668	D006	27/01/2005	27/01/2005	No	Shipment	USD	4,0
INV00670	C1046	19/02/2005	19/02/2005	No	Shipment	HKD	
INV00671	C1046	19/02/2005	19/02/2005	No	Shipment	HKD	
INV00672	C1046	19/02/2005	19/02/2005	No	Shipment	HKD	
INV00673	C1046	19/02/2005	19/02/2005	Yes	Shipment	HKD	
INV00674	C1046	19/02/2005	19/02/2005	No	Shipment	HKD	
INV00675	C1046	19/02/2005	19/02/2005	No	Shipment	HKD	
INV00676	C1046	19/02/2005	19/02/2005	No	Shipment	HKD	

Record: 1 of 10

Select Cancel

## 10. Work with Table Form

**Table Form** is an advance method for record searching and it is available for all entries.




Press the **Up/Down/Left/Right arrow** or **Page Up/Page Down** key to control the cursor position.

You can also click the header of the table and the Table Form will sort by that column.

You can also drag and drop the header of the Table Form to organize the column position.

You can also resize the column by dragging the line between two columns from the header.


For transactional type of table, the table form is usually display the unposted transactions. To view all transaction, click the Show all  button from the tool bar, or right click the Table Form and select 'Show All'

Invoice No.	Customer ID	Invoice Date	Customer Name
TNT-001	C1005	24/01/2005	Jansen Lam
TEST	D001	08/01/2005	SUNDRY DEBTORS
INV00676	C1046	19/02/2005	ABC Company
INV00675	C1046	19/02/2005	ABC Company
INV00674	C1046	19/02/2005	ABC Company
INV00672	C1046	19/02/2005	ABC Company
INV00671	C1046	19/02/2005	ABC Company
INV00670	C1046	19/02/2005	ABC Company
INV00668	D006	19/02/2005	ABC CO. LTD.
INV0000005	D034	19/02/2005	ABC PRODUCTS CO LTD.
INV0000004	D006	19/02/2005	ABC CO. LTD.
IN0501059	C1005	19/02/2005	ABC CO. LTD.
IN0000035	D003	19/02/2005	ABC CO. LTD.
IN0000033	D076	19/02/2005	ABC CO. LTD.
IN0000032	D010	19/02/2005	ABC CO. LTD.
IN0000030	D006	19/02/2005	ABC CO. LTD.
IN0000018	D004	19/02/2005	ABC CO. LTD.
EP-0501002	EP	19/02/2005	ABC CO. LTD.
EP-0501001	EP	19/02/2005	ABC CO. LTD.

New
Open
Copy to Clipboard    Ctrl+C
Copy to Excel
Select All            Ctrl+A
Find                    Ctrl+F
Show All
Print Preview
Group by Box
Use Even Odd Color
AutoPreview
Frozen 1st Column
Card View
Table View

Record: 4 of 32

You can also change the Table Form from Table View to Card View by clicking the change view  button.

**NuTech ERPro 2.1 - Profit Industrial Ltd.**

File Edit View Modules Tools Help

Shortcuts

- Stock Transaction Processing
- Stock Adjustment Processing
- Produce End Product
- Inventory Status
- Inventory Details
- Inventory Valuation Report

**Invoice**

Folder List

- ERPro
  - General Ledger
  - Accounts Receivable
    - Input
      - Invoice
      - Debit Memo
      - Credit Memo
      - Credit Advice
      - Payment
    - Processes
    - Enquiries
    - Reports
    - Maintenance
  - Accounts Payable
  - Inventory
  - Sales
  - Purchase
  - Global Functions
  - System Management
  - Web


Invoice No.	Customer ID	Invoice Date	Customer Name	Salesperson ID	Currency	Net Invoice Amount	Net Item Amount	Total Charges	Posted	Source Type	Last Update Date	Last Update by	Create Date	Create by
INV00675	C1046	19/02/2005	ABC Company	006	HKD	480.00	480.00	0.00	<input type="checkbox"/>	Shipment	19/02/2005 11:53:20	JANSEN	19/02/2005 11:53:20	JANSEN
INV00674	C1046	19/02/2005	ABC Company	006	HKD	480.00	480.00	0.00	<input type="checkbox"/>	Shipment	19/02/2005 11:46:32	JANSEN	19/02/2005 11:46:32	JANSEN

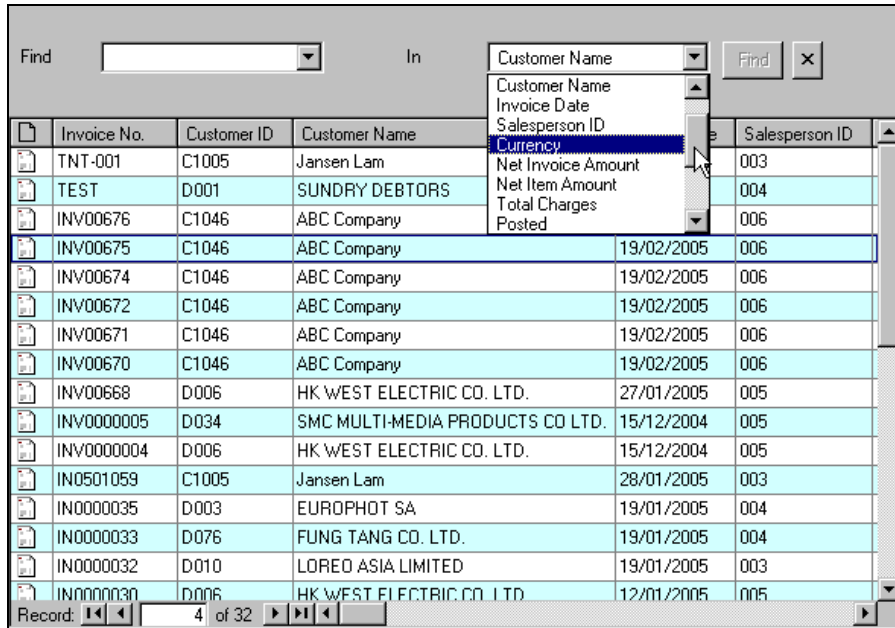
Record: 4 of 32

KONRIDA      JANSEN      22/02/2005      CAPS      INS      NI

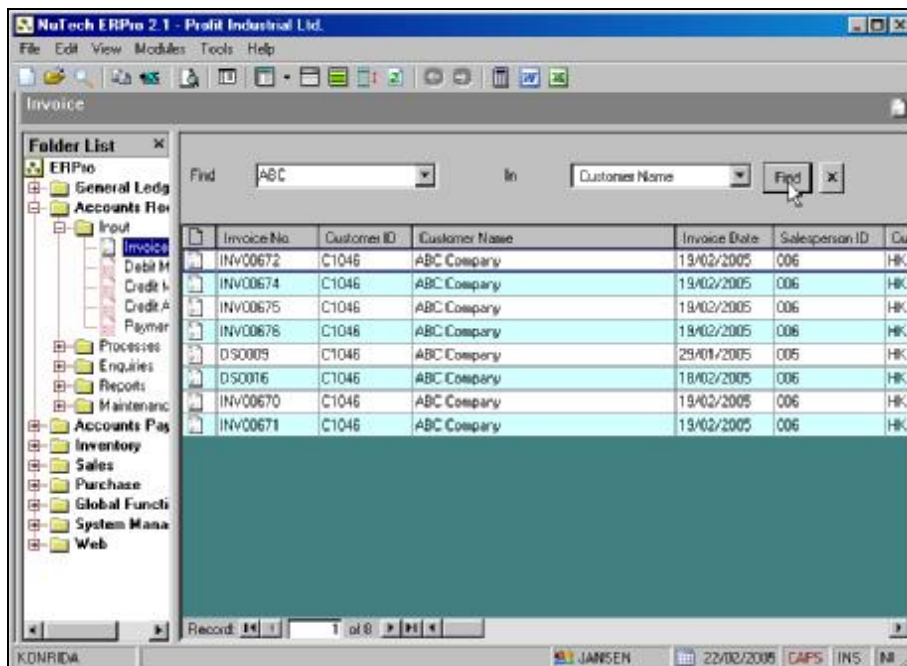
You can also export the Table Form information to Excel or Clipboard by first select the rows you wish to export and then right click select either 'Copy to Clipboard' or 'Copy to Excel'.

You can print the selected rows by first select the rows you wish to print and right click > select 'Print Preview' > and then click the 'Print' button.

To search rows from the Table Form, click the Search  button from the tool bar. Select the field that you wish to find and enter the text from the **Find** text box.



Click the Find button to search.





## 11. Work with Report Control

The **Report Control** controls the reporting contents of all the reports. In the **Report Control**, you can define the sorting order and the filter conditions:

**Account Listing**

Conditions

	Field	Operator	Value
▶	And	▼	Equal

Order by: [ ] [Ascending ▼]

Output to:  Window  Excel  Screen  Printer

Print

From the Field Column, select the Field Name that you wish to filter. All the Field Name in the Report is available to select.

From the Operator Column, select the Operator for comparison.

### Operators:

- Equal *Show the data that is exactly equal the given value.*
- Not Equal *Show the data that is not equal the given value.*
- Contains *Show the data that contains in the given value.*
- Begin with *Show the data that is begin with the given value.*
- Between *Show the data that is between 2 given values, use .. to separate the values*
- > or = *Show the data that is greater than or equal to the given value*
- < or = *Show the data that is less than or equal to the given value*
- > *Show the data that is greater than the given value*
- < *Show the data that is less than the given value*

Select “And/or” when multiple conditions is given.

Select the “Order by” combo box to control the sorting sequence of the result (This is only valid in Excel Reporting)

Select the “Output To” option to let the output go to Printer, Screen, Excel or Window. (Depended on the design of the report, not all options are available to select).

“Output to Window” is to display the raw information in a Table Format for easy reference.

In this example, this will print the Customer Balance Report with all customer name is begin with the letter H and the Customer Balance in Local Currency is greater than \$10,000 and the Customer Default Currency is USD. The sorting order will sort by the Customer Balance descending. And the output will direct to Microsoft Excel.