

Datamasters

Business Software for Mechanics

Users Guide

Thank you, for allowing Datamasters to provide you with shop management software. This wise decision will provide a competitive edge for your business by enabling you to broaden the use of information you collect, streamline office procedures and improve customer relationships.



A handwritten signature in black ink, appearing to read "D. Rodriguez".



This is your guide to Datamasters technical support.

If after reading the User's Guide you have a problem with installation or operation of Datamaster please refer to our website at <http://Datamasters.net> or e-mail me directly at ron@datamasters.net. I am also online on MSN add ingram_ron@hotmail.com to your contacts list. I like to use Email or MSN as it gives me an opportunity to study and/or duplicate a problem and provide a detailed step by step solution plus it keeps cost down. If you have no access to e-mail use the same method by fax. I monitor both media and will get back to you promptly.

Answers to most questions are in the users-guide. I also provide help by telephone. Please call 250.748.0918 during regular business hours Pacific Standard Time.

I will provide timely resolution to any Datamaster -related problems.

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Hardware requirements.

A complete (IBM compatible) personal computing system with a Pentium 1 or higher processor and 32 Megs of RAM (64+ preferred). To print invoices you need a printer and to send invoices by fax requires a modem.

Software requirements

Windows 98 or better

A database overview

A relational database is a special tool used to store and retrieve related information. The process qualifies and groups data in storage containers called tables. The data can be extracted, mixed and viewed in numerous ways to quickly perform many complex tasks to help manage a business. The spectacular part is that core pieces of information are only entered once and are then available wherever needed. Data is grouped in a hierarchical system starting with customers, suppliers, and employees.

Installing.

Download the appropriate file(s) from the website. Follow the instructions posted on the website carefully to make sure you have the required support files for your system.

Once downloaded Double click the executable file to install the components and support files.

Note! When the application opens you must enter your company name to proceed

The tutorial:

Use this tutorial to learn to operate your database.

The first time you open the database from the desktop shortcut the Setup System screen will open automatically. Fill in your company details.

Note! You must fill in the Company Name before you can proceed.

The screenshot shows the 'System Setup Required' window in the Datamaster application. The window is divided into two main sections: 'System Setup' on the left and 'Required' on the right. The 'System Setup' section contains various input fields for company information, including Owner Name, Company Name, Local Address, Country, Default State, Default City, Phone, Fax, E-Mail, URL, Default Parts Markup, Tax #, Tax 2, Labor Rate, and Admin Password. The 'Required' section contains three text boxes: a Disclaimer, an InvoiceText, and a StatementText. The Disclaimer text reads: 'DON' FORGET OUR SPRING CLEANUP SPECIAL...INTERIOR OR EXTERIOR DETAIL FOR ONLY \$69.95. ALSO WHEN ITS TIME TO REPLACE YOUR EXISTING VEHICLE CALL US TO MAKE YOUR OLD VEHICLE LOOK NEW'. The InvoiceText text reads: 'THANK YOU FOR CHOOSING Z TECH... THE NEW DIRECTION IN PROTECTION'. The StatementText text reads: 'PLEASE MAKE PAYMENT CARE OF Z TECH OF DAVENPORT'. There are several red arrows pointing to specific fields and buttons with annotations: 'Required' points to the Company Name field; 'Click to Select Use Everywhere' points to a button in the Disclaimer text box; 'Type .3' points to the Default Parts Markup field; 'Password to over ride locks' points to the Admin Password field; and 'Close Use Everywhere' points to a button in the bottom left corner. The window title bar reads 'Datamaster - [tblDMClient]' and the menu bar includes 'File Edit Insert Records Window Help'. The status bar at the bottom indicates 'Do we usually charge tax 2 on Parts checked = yes' and 'NUM'.

System Setup Required

Owner Name: John Doe
Company Name: Your Company Name
Local Address: 555 Prospect Drive
Country: U.S.A.
Default State: IA
Default City: DAVENPORT
Phone: (555) 555-5555
Fax: (555) 444-4444
E-Mail:
URL:
Default Parts Markup: 0.00%
How many taxes apply: One Two Three or More
Tax #: 55-55555 Is this tax is normally applied to:
Tax 2: Tax 7.00% Labor Parts Supplies Service Associate
Labor Rate: \$45.00
Admin Password: *****

Disclaimer:
DON' FORGET OUR SPRING CLEANUP SPECIAL...INTERIOR OR EXTERIOR DETAIL FOR ONLY \$69.95. ALSO WHEN ITS TIME TO REPLACE YOUR EXISTING VEHICLE CALL US TO MAKE YOUR OLD VEHICLE LOOK NEW

InvoiceText:
THANK YOU FOR CHOOSING Z TECH... THE NEW DIRECTION IN PROTECTION

StatementText:
PLEASE MAKE PAYMENT CARE OF Z TECH OF DAVENPORT

For tax rules providing Input tax credits use Tax 1 (Can GST). Otherwise use Tax 2. (PST, State Sales Tax)

Relink Database
Backup/Restore Database

Do we usually charge tax 2 on Parts checked = yes NUM

Take your time filling out this form and check the results of the preset text on your invoices, statements and shop order form. Adjust as required to get the

effect you want. There are options available here depending on the type of printer you are using and other hardware items.

Click the close button (See above) and the “switchboard” will open. This is the control panel for the application. At the select customer click on the arrow beside the field to drop a list of customers. The search mechanism uses your customers phone number as this is a unique identifier. (It is not uncommon to have two customers with the same name.) To enter a new customer just type a phone number in the box. Then click details to fill out the record.

Place your mouse pointer over a button and left click to open a form. (Forms are used to enter information into the database) You may also press the tab key to move to a button and select by pressing enter. After selecting or adding a customer select or add equipment using the second list. If absent from the list add customer or piece of equipment on the appropriate list by typing in the customers phone number. On Fig. 2

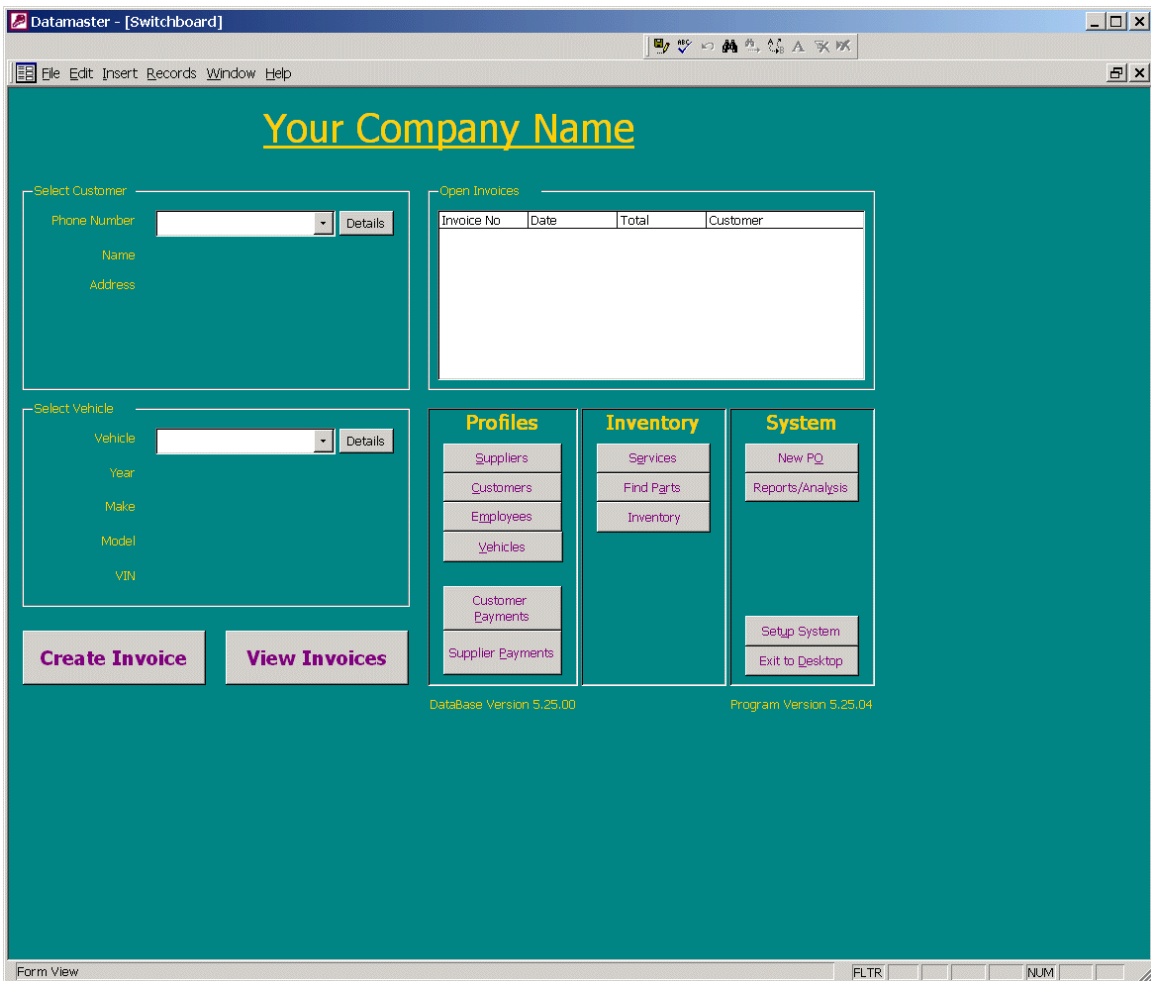


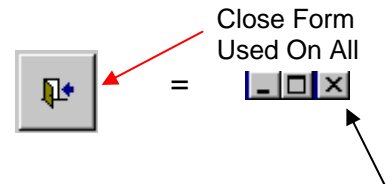
Fig.2

Try both methods to navigate to buttons. When you are comfortable with them open the employee's form. Study the form and note the location of and use of these common Windows features. Skip to the employee's form if you are familiar

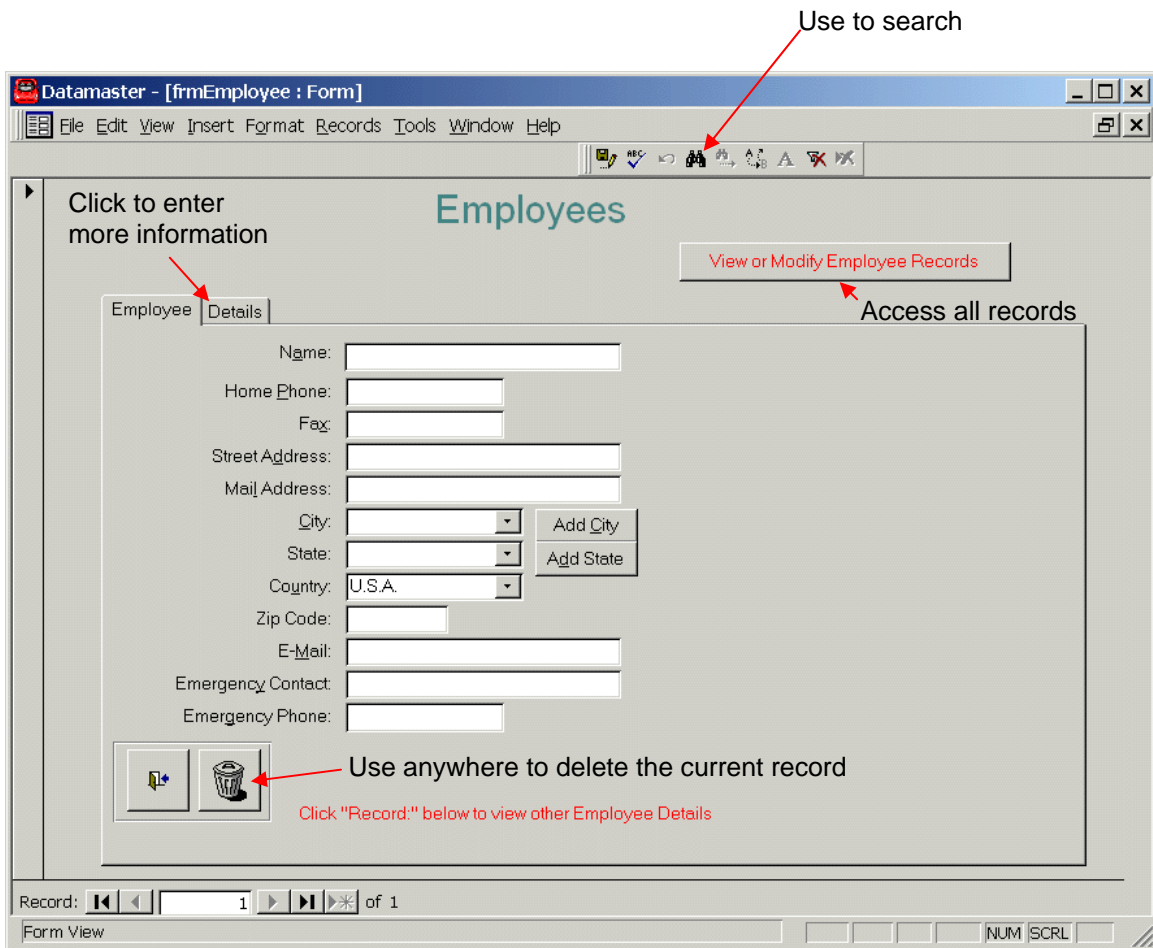
with the operation of windows.



These three buttons are always located in the upper right corner of the open window. The left one is to minimize the screen which reduces it to an unworkable size but leaves it open. The second button has two views, one with a single box depicted and one with two overlapping boxes. The single box expands the window to fill the available space on your screen while the overlapping boxes allow simultaneous viewing of other windows or portions of windows. The right box closes the window. Note! often there are multiple boxes close the ones nearest the center of the screen first.

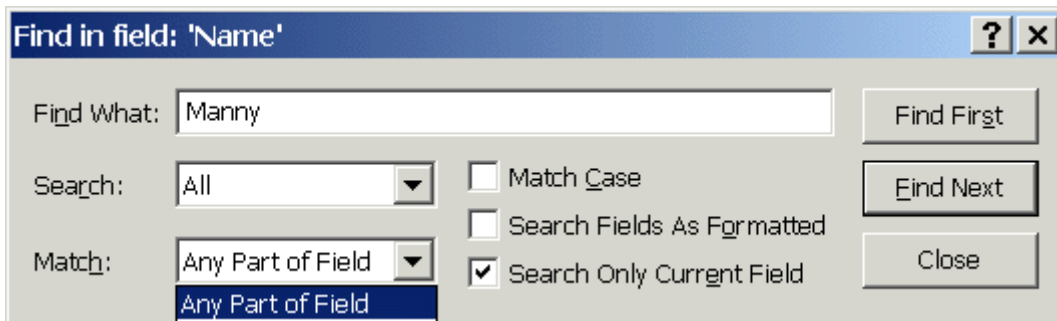


The record selector is found at the lower left corner of the window. The navigation sequence is from the left button, first record, previous record, then if you know the record # type it in the box, then buttons next record, last record and new record. Note! The record number indicates the position of the record in the list of records. Note! It rarely corresponds with the records ID #.



Searching

To find an employee or search for specific information. Click in a field that contains the information you would like to view i.e. Name. Then click the find button on the toolbar (the little binoculars). Follow the instruction and note the search options in the box that pops up i.e.



Search will find to the record for employee with name containing Manny. This feature may be used to find records in any data entry field (called field) on any form simply by clicking in the field (to enter the cursor) selecting the find button and entering appropriate search criteria. Practice the technique, as you will use it a lot.

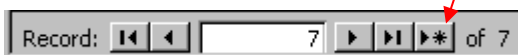
Forms usually open to display a new record ready to accept data. To view the data already stored you click the “View or Modify” button in the upper portion of each form. Note two options for closing a form.



When finished entering your employees return to the switchboard and open the suppliers form which again opens to a new blank record. You need to enter your suppliers before you can start entering inventory. Enter your suppliers one by one, I know this is a bit of work but remember, do it once and that supplier will be in your database forever and only a mouse click away. Repeat the process for your customers, be as thorough as possible as the information will be used for many purposes. A work of caution here. Avoid duplicates The database will think J Doe and John Doe are two different people. Be consistent in your data entry techniques to avoid problems later. Enter a customer called Cash Sale and use it when making cash sales.

Let's enter a new supplier called Acme Parts

First select new record from the record navigation bar. This will open a new blank record



First we need a Five Letter code to identify the supplier.

Let's choose ACMPA. Use Tab to move from entry to entry. Notice examples in existing records. The form is self explanatory except the check box merge. Leave this unchecked. You use it to include the supplier in a specific mail out (mail merge) Note the use of more “combo boxes” on city, Province and Country fields to save typing time. Close the supplier's form by clicking the close icon. You should be back at the switchboard.

Note! If you don't know what an icon does place the mouse pointer on it and a tag will appear that explains its function. Also note the different appearance of this form. We can customize your application in a variety of ways.

Parts

Open the part form by clicking the “Find Parts” button on the switchboard. Select search for and type in the parameter. In the case below the user is searching the inventory descriptions for any item containing the word Brake. Notice the result set contains 35 items that have the word brake in the description. Our use could have further refined the parameter by adding words like Shoe or Clutch to make a smaller list. The Bin# is the actual physical location of the part in the shop.

Find Parts
Search for any part of description not case sensitive

Find Part: Search
Comp Bin #:
Category: Add New Part

Search For
 Product Number
 Description
 Bin #

Inventory Details:

Supl	PartNumber	Description	Bin#	ListPrice	UnitsIn
107	190276-4	#4 HYD BRAKE HOSE FITTING	F-162	\$18.55	
107	190277-4	#4 HYD BRAKE HOSE FITTING	F-163	\$8.10	
112	4C-1-2	Shoe Brakes	S -88	\$58.73	0
112	4K-4-5	Brake Shoe	S-104	\$84.42	0
116	52472-128	balanced brake drum 64004B MCI	C1564	\$146.64	0
112	52757-308	Brake Drum (New Part #)	D003	\$189.66	0
116	56-0648	Switch Jake Brake Micro	E-1443	\$35.00	0
112	5G-1-6	Clutch brake	C-144	\$30.59	0

Record: 8 of 35

Double Click the Part Number to edit part details or prices

Form View

The rows under the part will show some of the detail. To see more details double click the “Part Number”.

Try typing the following part numbers and observe the form. Click Product Number in the “Search For” box and enter 51-0458 It shows the item as a filter, displays the List Price that we are out of stock on the item. The CompBin# is 815 and would be used if we had several interchangeable filters. All the filters would be displayed in that bin so we would know if there was an alternate available. We can store as many items as we wish in the bin and then compare prices or use preferred suppliers etc. Depending on your parts storage strategy you may or may not choose to physically store the parts together in the shop.

- Let's add a new identical Filter to the inventory and put it in this computer bin. First Click "Add New Part" The form Part Details will open to a new blank record. Enter the part now, lets pretend the part number is 12345
- The shop Bin # was F 150 and the CompBin# is 815.
- Choose Oil Filter from the Category list and Gregg Distributors for the Supplier and type a description. Notice the Computer Bin# and Product ID are the same by default but we changed the comp Bin to list both filters together on the computer.
- Type \$5.00 for the cost price. Add a markup value or accept the default from the setup system form. The computer will calculate the suggested list price. You can adjust it if necessary then confirm it. Enter the number is stock and other values as needed.
- Close the form and notice the item appears on the list.

Remember View or Modify Parts opens the entire record set and you can search on this form as well using the generic search method described above.

Datamaster - [tblInventory]

File Edit View Insert Format Records Tools Window Help

Part Details

[View or Modify Parts](#)

Part Number: 12345
 Shop Bin#: F150
 Comp Bin#: 815
 Product ID: 8175
 Category: Oil Filters
 Supplier: Gregg Distributors
 Description: After Market Oil Filter (Fram)
 Quantity Per Unit: Each
 Unit Sell: Each
 Unit Cost: \$5.00
 Markup: 1.5
 Suggested List Price: \$7.50
 Type price in if ok: \$7.50

Add Unit
 Reorder Level: 2
 Units In Stock: 5
 Units On Order: 0
 Units On Back Order: 0
 Back Order Date:
 Warrantee:

Record: 1 of 1
 Form View

Most of the information on this form will be provided automatically from Purchase orders. Use the "Setup Inventory" button on the Switchboard to do your initial parts entry. You can also contact us to import this (and any other data) you have from other software systems or spreadsheets. Call for details.

Customers

Open the customer form with the button on the switchboard. Again it will open to a new empty record. This time click view or modify records, a box will appear from which you can select a company (Hit F4 or Click the arrow)

Customers

Box appears here

View or Modify Customer Records

Customer Name: Pacific West Coaches Customer ID: 1203

Contacts: Carol Tax exempt status Cellular: Cellular

Phone: (604) 293-5530 Phone 2: (604) 883-2558

Tax Exempt Number: TaxExempt Credit Limit: \$0.00

Accounts Contact: Accounts Phone:

Street Address: List of cities Fax: (604) 293-8062

Mail Address: Branch Offices:

City: Cranbrook Add City see notes for additional details if checked

State/Province: British Columbia Add State/Prov Kelowna Fax 250-765-8192 Gary;

Country: Canada

Postal Code:

E-Mail:

WWW:

Equipment List: for more details double click the ID

ID	Type	Serial #	Year	Make	Model
855		2P9H33497S1001258		Prevost	
856		2P9H33497S1001261			
857		2P9H33408J1001604		Prevost	XI

Record: 1 of 21

Record: 34 of 39

Form View

You will see the company contact information displayed and notice at the bottom of the form a sub form is displayed identifying all the vehicles in the PWC fleet. Double Click the ID to see information about each vehicle. If this customer is exempt from sales tax enter a tax number and check the box. Note the convenient boxes to select a city and province or state. You can build these lists by clicking the appropriate button and adding to the list that appears.

Equipment (Vehicles or whatever it is you work on)
Open the "Equipment" form from the switchboard. Notice the search directly on this form. Use it to search for vehicles by fleet number. Plate number etc. The Other ID is a number that you can assign to for fleet identity purposes the Check box lets the computer know if it is part of a fleet or not. (In this database all equipment belonging to a customer is part of their fleet unless specifically omitted).

Equipment

[View or Modify Equipment Records](#)

Customer: Cullen

Check if this Customer has other equipment we service

Shop ID: 1090 Other ID: MC 155 321

Description: Highway Motor Coach Add Desc

Year: 1988 Make: Prevost

Model: H345 Serial Number: 123456756465-ad

Engine Model: GM 8-71

Transmission Model: Allison

Notes: Blue in color, Has had significant amount of repair including a complete repower in 95 and new transmission in 99. Last complete inspection in 2002. Fair condition at that time.

Record: 30 of 90

Form View

This form completes the set for entering the basic data required to make the database run smoothly. Generally try to be as thorough as possible when entering your data. Remember the computer adage. "Garbage in Garbage Out" Your database will do a lot of work if you give it the information it requires and always remember. You only have to do this once. The next time and every other time you deal with that part or vehicle or supplier, they will already be in the database.

Now we can start making good use of all this work!

Create a Purchase Order

Open the purchase orders from the switchboard. Let's create a new purchase order now. Select new record from the record selector. Enter the date, the purchase order number is computer generated. Choose a supplier (Canadian Brake) from the list on the combo box and start buying parts by clicking in the "ProductID" field and selecting them off the list. If you know the part numbers you can type them in. Only parts from this supplier are listed for quicker searching through. Click order a set of brake shoes SSS-XSSTR221157. Note that as soon as you enter the part number the description and inventory information on the part comes up. We will order 40 of them. We order some other parts. The box at the bottom shows how much parts come to so far. If you need part we have never carried (AAA111222) the software asks if you would like to enter it now,

Purchase Order

Enter Parts Received | View or Modify All Purchase Orders

PO#: 9 | Find Purchase Order | Canadian Brake

Order Date: 1/20/2004 | Check when ordered

Supplier Name: Canadian Brake | Details

Ordered by: | Sales Phone: (604) 299-0681 | Fax: (604) 299-7272

Bin#	ProductID	Description	Stock	Back Ord	Quantity	UnitCost	Ext Price	Units
B10	CBS-XE3303-29	Brake Shoes	10	0	10	\$27.30	\$273.00	
B12	REY-52824-10	Brake Dr		0	10	\$132.00	\$1,320.00	
B12	WEB64004B	Brake Dr		0	10	\$154.95	\$1,549.50	
B10	SSS-XSSTR221157	14.5 X 6		0	40	\$70.16	\$2,806.40	
*	AAA111222				0		\$0.00	

Record: 5 of 5

Double Click the ProductID to edit details

Part Not Listed

The part is not on the list
Do you want to enter it now

Yes No

Click yes or no to proceed

Our Tax Number: 4565455 | Estimate Total this PO: \$5,948.90

Tax Rate: 0.066 | Tax: \$392.63

Check If tax exempt | Freight: \$0.00

Total: \$6,341.53

Record: 4 of 12

Form View

click yes and enter the details on the pop up form. Make sure the supplier matches the order you are working on.

tblInventory Part Details

Part Number: AAA111222
 Shop Bin#:
 Comp Bin#: 8176
 Product ID: 8176
 Category: Brake
 Supplier: Canadian Brake
 Description: Widget

Quantity Per Unit: Each
 Unit Sell: Each
 Unit Cost: \$150.00
 Markup: 1.52
 Suggested List Price: \$228.00
 Type price in if ok: \$235.00

Add Unit
 Reorder Level: 10
 Units In Stock: 40
 Units On Order: 40
 Units On Back Order: 0
 Back Order Date:
 Discontinued:

Record: 1 of 1

when you close the form the item is on the list.

Datamaster - [frmPO : Form] Check when sent

Purchase Order

Enter Parts Received View or Modify All Purchase Orders

PO#: 9 Find Purchase Order 9
 Order Date: 1/20/2004 Check when ordered
 Supplier Name: Canadian Brake Ordered by:
 Sales Contacts: Sales Phone: (604) 299-0681
 Fax: (604) 299-7272

Bin#	ProductID	Description	Stock	Back Ord	Quantity	UnitCost	Ext Price:	UnitsOnOrder
B10	CBS-XE3303-29	Brake Shoes	10	0	10	\$27.30	\$273.00	0
B12	REY-52824-10	Brake Drum	10	0	10	\$132.00	\$1,320.00	0
B12	WEB64004B	Brake Drum Front	10	0	10	\$154.95	\$1,549.50	0
B10	SSS-XSSTR221157	14.5 X 6 Brake Shoe 22A Std.	40	0	40	\$70.16	\$2,806.40	0
WWW	AAA111222	Widget	40	0	9	\$150.00	\$1,350.00	50

Record: 1 of 5

Our Tax Number: 4565455 Estimate Total this PO: \$7,296.90
 Tax Rate: 0.066 Tax: \$481.73
 Check If tax exempt Freight: \$0.00
 Total: \$7,780.63

Click to preview PO Click if tax exempt Click to calculate Total

Form View

Add the number you want to order and you are done. Preview the purchase order (see above) and fax, phone or email the order in. Check the ordered box.

Datamaster - [qryOnOrder]

File Edit View Insert Format Records Tools Window Help

Existing Orders

FYI! This item has been ordered. See details below. You can order more or delete the item from the purchase order.

Part Number:

Ordered by:

Date Ordered:

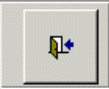
Units On Order:

On Purchase Order #:

There are also:

Units On Back Order:

Date Back Ordered:

 Product ID

Record: of 2 (Filtered)

Form View FLTR NUM

Print a copy for your files. NOTE! The purchase order adds the stock ordered to the database so if you start another purchase order to order the same items you will know some have been ordered or they are on back-order. This feature helps prevent over stocking of items.

Once your purchase order is filled out you will want to keep it unchanged for reference. When you check the "Ordered" box the color of the Purchase Order changes to let you know it has been ordered.

Datamaster - [frmPO : Form]

File Edit View Insert Format Records Tools Window Help

Purchase Order

[Enter Parts Received](#) [View or Modify All Purchase Orders](#)

PO#: [Find Purchase Order](#)

Order Date: Check when ordered

Supplier Name: [Details](#)

Ordered by:

Sales Contacts:

Sales Phone:

Fax:

ProductID	Description	Stock	Back Ord	Quantity	UnitCost	Ext Price:	UnitsOnOrder	forWO
▶ 51254	Oil filter	10	0	10	\$20.10	\$201.00	0	
* H338E-08	AIR BRAKE LINE	10	0	10	\$1.48	\$14.80	0	

Record: of 2

[Double Click the Product ID to edit details](#)

Our Tax Number: Estimate Total this PO:

Tax Rate: Tax: [\[Complete PO\]](#)

Check If tax exempt Freight:

Total:

Record: of 13

Form View NUM

When the items come in you will check them off with the reception form. First Navigate to the correct purchase order then click enter parts received.

Enter Parts Received

Stock quantity increases by # RCVD

PO #: Order Date: Received Date:

Supplier Name: Received by:

Sales Contacts: Sales Phone:

Receive Detail:

ProductID	Description	Stock	Back Ord.	Order	Rcvd	UnitCost	Ext Price:
CBS-XE33C	Brake Shoes	30	0	0	10	\$27.30	\$273.00
REY-52824	Brake Drum	20	0	0	10	\$132.00	\$1,320.00
WEB64004	Brake Drum Front	20	0	0	10	\$154.95	\$1,549.50
SSS-XSSTF	14.5 X 6 Brake Shoe 22A S	80	0	0	40	\$70.16	\$2,806.40
AAA111222	Widget	49	65	0	9	\$150.00	\$1,350.00

Record: of 5

Back Order shows items Not RCVD Total this PO:
 Tax:
 Add Freight charges from packing slip:
 Total:

Check Back orders

Record: of 1 (Filtered)

Check items received

The form is identical to the purchase order except that you use it to check off items and confirm prices as they arrive. All that needs to be done is to enter the number of items that arrived and any back orders.

Datamaster - [frmBackOrders]

Supplier:	Phone:	PartNumber:	Date:	Description:	Stock:	Back Order:
Canadian Brake	(604) 299-0681	AAA111222	25-Jan-04	Widget	49	65

Record: of 1

Datasheet View

Then check that the prices match and adjust them as required. The purchase order process maintains an inventory accounts payable figure while keeping your inventory available at the click of a mouse.

Return to the switchboard.

Click "Reports/Analysis" and "Accounts Payable" to see the report. (Attached)

Again note that these objects can be customized to perfectly suit your business. For instance you might want to include delivery instructions etc. I have my fax set up as an alternate printer so I can fax the document directly to the supplier from there. If you have a full version of Access you can save the reports as snapshots or you could use PDF files and send them using email. Ask about this if you are interested.

From the switchboard click on Supplier Payments. The suppliers you owe are on the list at Select a Supplier. Select Canadian Brake for the PO we just received parts from.

Find Supplier

Applies Payment

Click to select PO

Details Section single PO's

POID	OrderDate	Received Date	Paid Date	POTotal	PaidToDate	UnpaidBalance
9	1/20/2004	1/25/2004		7780.63	\$0.00	\$7,780.63

Payments will be applied from top (oldest) to bottom (newest) unless otherwise specified.

Form View

Your total Balance CB is \$7780.63 and you owe for one Purchase order. If more than one were outstanding they would be individually listed in the details area of the form. A payment can be made on the total or pay it all. Type the payment amount "Payment" field and click the "Apply Payment" button. It will calculate the amount against the unpaid balance and pay consecutive purchase orders until the payment amount is used up, applying the balance if any to remaining PO's or issuing you a credit balance. Click the View Payments or View Purchase Orders to see all payments or filled PO's from/to this supplier. To pay a specific PO select it by click the arrowhead to the left of the row and paying the unpaid balance on that line. Return to the Switchboard and click "New Work Order".

Create an Invoice

The invoice is the heart of the program. It controls the flow of information through the data base. Here is a quick overview of this busy form. There is a main form with two sub-forms for part and technician details. Select a technician by clicking in the name field. To select parts click in the part number field on the parts sub form. Outline the problem in the service requested field and describe the labor actually done in the labor description field. To access part searching functionality click the search parts button. The find text button is used to access frequently done tasks to save repeating the typing. The shop supplies field is used to record miscellaneous taxable items for the project the pickup charge field is used to record miscellaneous nontaxable items. The "Complete Invoice" button is used to total the invoice.

Find WO Enter # Indicates WO is Sent or Paid

Technicians copy

Discount check for yes and enter %

Open parts search form

Payment history for this customer

Work Order 2 View or Modify all Work Orders

Start: 12/9/2003 Finish: 1/4/2004 Print a Shop copy

Bill to: Westery Lines Details **SENT** Equipment: 9608 Details
 Phone: (630) 354-7564 Tax Exempt 1/4/2004 Serial #: 1 GBLP 37 FIT 3306670 Mileage: 252500

Technicians Estimate: \$0.00 Check If Warrantee Job Shop Rate: \$50.00

Worko	Name	Task	Labor_Hour	Rate	Rate
2	Randy Ledoo	a/c service	1.30	\$50.00	\$65
2	Manny Limb	R&R Compressor	1.00	\$50.00	\$50
*				\$50.00	

Record: 1 of 2

Service Requested: Noisy Air conditioning system and not functioning very well.

Labour Description: 1. Fit one pair of A/C belts. 5 Hours
 2. Test run AC compressor to check operation noted failure to load due to low oil pressure idle 46/44+PSI, fast idle 55/44+7PSI. Note requires 20 PSI above suction load. 1 Hour
 3. Isolate compressor recover freon R&R oil pressure regulator valve drain & refill crankcase oil. R&R bearing head assly check oil pump, filter screen & oil pump inlet passage. Retest

Parts: dbl Click Part Number for details Search Parts Find Text Add this labor note to text archive

Bin#	Part Number	Description	List Price	Qty	Ext. Price
	-35 W/W Pr	Windshield washer	\$2.50	1	\$2.50
	56-1557	24 V Relay	\$32.79	1	\$32.79
	87-0768	Sight glass	\$17.28	1	\$17.28

Record: 1 of 7

Shop Supplies: \$0.00 Pick Up Charge: \$0.00

BC Payment history for this customer

Billable Hours: 2.30 Labor ttl: \$115.00 Parts: \$187.79 Taxable Misc: \$0.00 Misc: \$0.00 Enviro Levy: \$0.00 Sub Total: \$302.79 Discount: PST: \$14.08 GST: \$7.59 TOTAL: \$324.47

Complete Invoice Customer Payments

Record: 4 of 5 Form View NUM

When the complete invoice button is pressed the quick payment screen appears. Select a payment type and enter the information. If you select complete invoice the workorder will be marked SENT and the date. If you select Complete and Pay the workorder will be marked PAID and the date. Cancel to leave the workorder open and view the total to date

The invoice total is \$324.47.
Do you want to complete the invoice or complete the invoice and pay it?

Payment Type:

Cheque No:

or if the customer is making a payment. Click the "Customer Payment" button.

Customer Name: Westerly Lines has a credit of 0.00 Click "Apply payment" to apply it to this invoice

To apply a payment to a specific invoice select it, then enter the payment and click "Apply Payment"

Payment:

Date:

Payment Type:

Cheque No:

Balance on all Unpaid Invoices:

Apply to consecutive invoices automatically

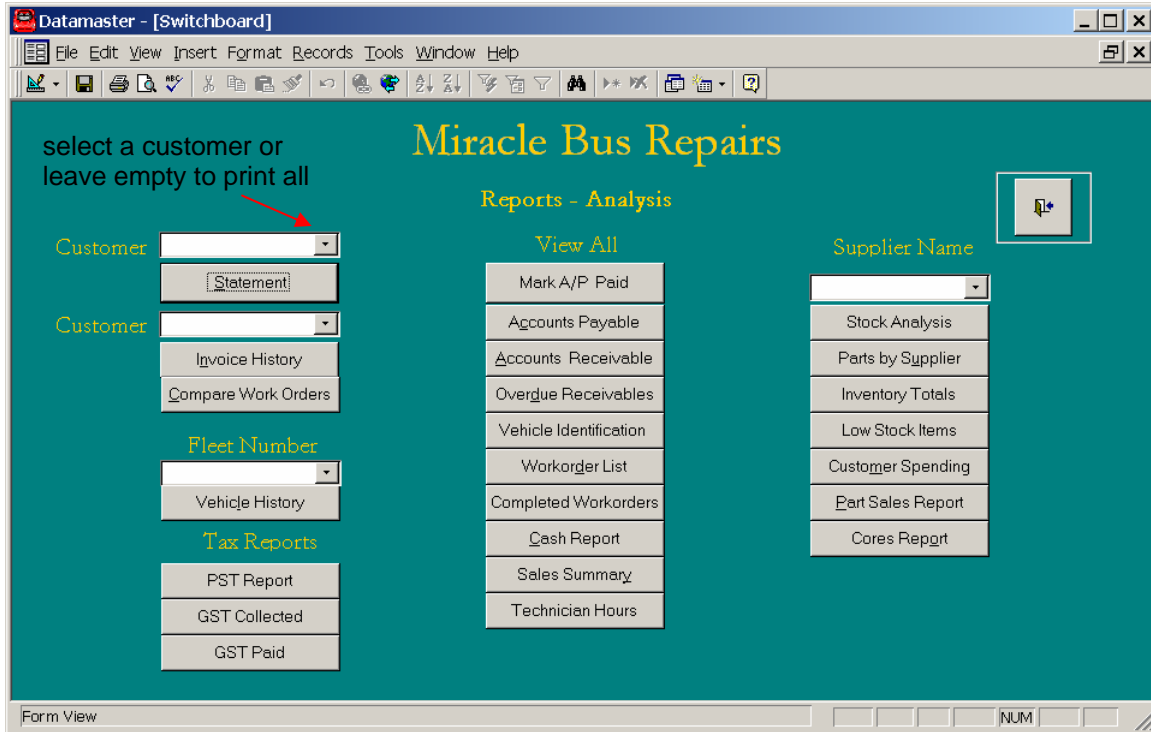
WorkorderID	InvoiceDate	InvoiceTtl	Sent	Paid	PaidToDate	UnpaidBalance
2	12/9/2003	324.47	1/4/2004		\$0.00	\$324.47

Payments will be applied from top (oldest) to bottom (newest) unless otherwise specified.

Form View FLTR NUM

This form works exactly like the supplier payment form discussed earlier. That's about it for the data entry side of things. Now we will go over the reports. In the context of a database a report is anything that you don't have to enter data into. You just click a button and get the information you need. Reports types include invoices, purchase orders, statements, Customer and vehicle histories and all kinds of analysis documents.

Some reports are generated from the Report Switchboard



[1. The Invoice](#)

Generate from a completed workorder. Click the preview button to create an invoice for your customer. Examine it for correctness and then print it to mail or fax. We generally fax the copy directly to the customer while printing and date stamping a copy for our records. It is recommended that a hard copy be made and kept in case the computer one is accidentally altered or lost. The last thing to do is to enter the date sent on the work order as this will be used to calculate your accounts receivable and generate statements for your customers. When the invoice is paid enter the paid date on the work order and it's ready to archive . Don't forget to update the hard copy with a paid date stamp for back-up

[2. The Statement](#)

Create from the report switchboard.

There are two options for printing the statement. You can print all your statements (Monthly). or a statement for an individual customer. To do this select the customer first from the selection box.

[3. Invoice History](#)

Create from the report switchboard.

The invoice history report details all work done for a particular customer. This report includes all the equipment that customer brings to you for repairs and details all the work you do on each job.

[4. Vehicle History](#)

Create from the report switchboard.

This report is very similar but displays only work done on a specific vehicle. Very useful for fleet owners. Includes Labor and part details.

[5. Sales Tax Report](#)

Create from the report switchboard.

This report instantly tallies up the tax you collected from customers to be remitted for Sales tax. The Tax rate is calculated from data you provided in the setup system form and the customer exemption status is provided by the workorder form. The sample had no exempt clients and very few tax records but I've seen these go several pages long every month. Think of the time saved.

[6. GST Report](#)

From report switchboard

For all us Canadians. This tracks GST tax collected. By the quarter Just the way the government likes it.

[7. GST Paid Report](#)

report switchboard

Input tax credits on Purchase Order Items.

[8. Accounts Payable report](#)

[9. Accounts Receivable](#)

[10. Aging Receivables](#)

A quick study on overdue accounts and accumulated interest.

[11. Equipment Identification List.](#)

Serial or VIN numbers for quicker parts ordering and lookup.

[12. Open work orders report](#)

This convenient report displays all open work orders to insure nothing slips through the cracks

[13. Completed work orders](#)

This report shows all completed work orders that have not been paid.

[14. Cash report](#)

Select a start date in the date format, month, day, year. Then click close. This report provides a easy reference to sales every day or over the selected period.

[15. Technician Hours](#)

This report provides a summary of the billable hours on each project for each technician. A feature of Datamasters allows multiple technicians to record hours on the same project.

[16. Purchase order](#)

This is the copy of the purchase order you file and send to your supplier to order. It is suitable to be handled by email, fax or regular mail. Access from the Purchase Order

[17. Customer Spending](#)

Which customers spend the most with your company? Who has the most invoices? Business analysis tools. Access from Reports Switchboard

[18. Stock Analysis](#)

[19. Parts by Suppliers](#)

This is a detailed parts and inventory management list. Stock levels for all parts, orders, back orders, cost, storage location and value. Access from Reports Switchboard

[20. Inventory Totals](#)

How much are you spending with each supplier? What percentage of your total inventory is each supplier providing? Access from Reports Switchboard

[21. Low Stock](#)

Parts that have fallen below your prescribed reorder level. Reordering tool! Access from Reports Switchboard

[22. Daily Part Sales](#)

Parts sold today or over a user defined period. This is a useful immediate reorder reminder. Access from Reports Switchboard

[23. Cores](#)

This is a list of all the cores you have in stock. Access from Reports Switchboard

[24. Core Return Voucher](#)

This is the voucher you return with the cores to the supplier for credit. Access from the Purchase Order

[25. Payment Summary](#)

This is a summary of the customer payments. Access from the Customer payment form.

[26. Invoice Summary](#)

This is a summary of the customer invoices. Access from the Customer Payment form

[27. Purchase Summary](#)

This is a summary of Purchase Orders by supplier. Access from the Supplier Payment form.

Thank you for taking the time to read the Users Guide. I hope it helps you to make the best use of this software. If you have any further questions or comments I am always happy to hear from you.

A lot of these reports were the result of requests from customers. If you have a need or suggestion please ask me about it, customization is usually very reasonably priced especially when you consider what it usually cost to buy software like this.

If you don't need anything further from me, well, I hope your business prospers, that this product makes you more profitable and helps you have more time to spend doing what you love the best.



Shop Management Software

Ron Ingram
2620 Bruce Road Duncan BC V9L 6L4
Canada
Phone 1.250.748.0918
Fax 1.250.748.0913
Email ron@datamasters.net
Web <http://datamasters.net>