

LogiSales 3 User's guide



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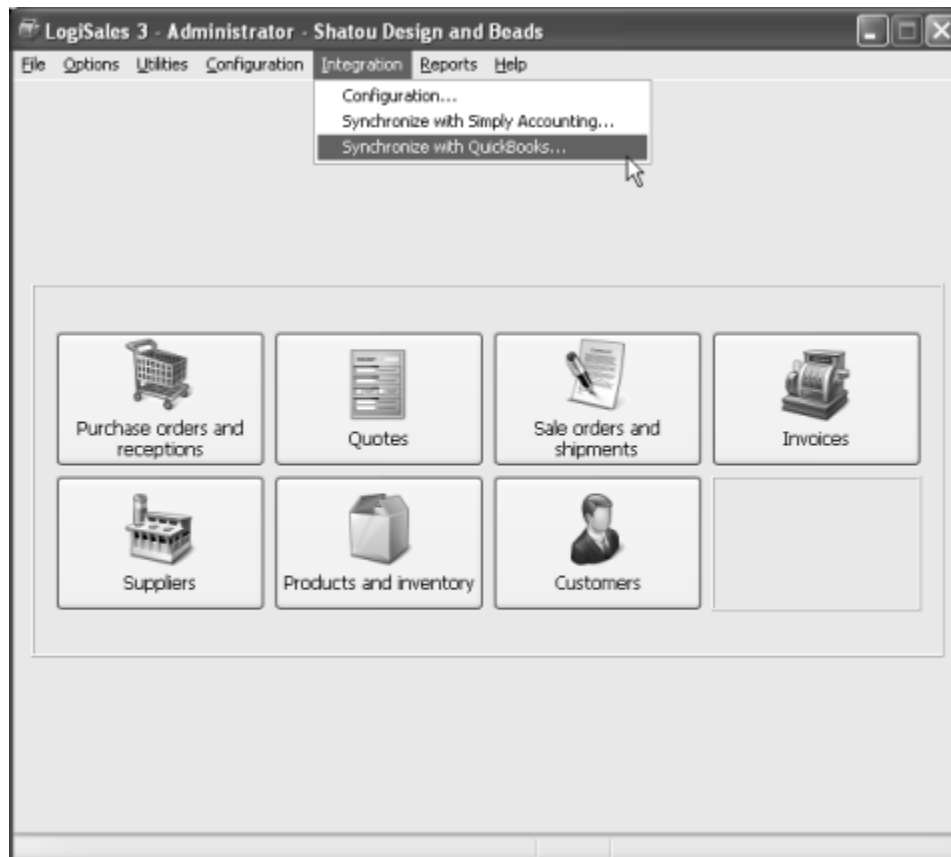
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LogiSales 3 user's guide

Introducing LogiSales

What is LogiSales?

LogiSales is a software that was developed specifically for small and medium size business that want to simply and efficiently manage and follow-up their purchase, sale, invoicing and inventory process. This software allows you to centralize in a unique database, all your orders, invoices, quotes and much more.



Who's LogiSales aimed at?

LogiSales is meant to be used by small and medium size businesses that want to use an easy software to follow-up their orders, invoices and inventory. LogiSales can be used by any kind of business, no matter their activity sector. LogiSales could be used by enterprises with a point of sale (such as shops, stores, boutiques) as well as enterprises without point of sale such as a company that receive orders by phone or by Internet.

How LogiSales works?

First, you must enter base information such as the list of your customers (through the option **Customers**), the list of your suppliers (through the option **Suppliers**) as well as the list of products that you are selling (through the option **Products**).

Then, you can follow-up your purchase orders and receipts through the option **Purchase orders**. Received products are automatically added into inventory. So, you always know, in real time how much products you have in stock, to receive and to ship.

If you own a business with a point of sale such as a boutique, you will probably not use the option **Sale orders** very often. You will probably use the option **Invoices** instead. Indeed, when a customer comes at your boutique to buy products, you will only create an invoice and products bought will be automatically removed from inventory.

The option **Sale orders** is especially used by business without point of sale and where the shipment of products will probably be deferred. Indeed, when you create a sale order, products entered on the sale order are not immediately removed from inventory. They are removed from inventory only when you ship products. One or several shipments can be created for each sale order. After it, this is these shipments that are invoiced.

In short, if you create a sale order, products will be removed from inventory only when you will create a shipment. If you create an invoice, products are removed from inventory immediately. Don't worry, when you invoice your shipments, products will not be removed from inventory twice since LogiSales manage it automatically. Also, you do not have to decide to always create sale orders or always create invoices. You can create one or the other according to the need of the moment.

Finally, the option **Quotes** is very useful when your customers ask you for a quote about your products. Everything that is entered in a quote never affect inventory. When your customer accepts the quote, you can convert it into a sale order or directly into an invoice anytime.

That's it! You now understand how main options of LogiSales work. Other options are only used to feed main options. Refer to the appropriate section for more information about a particular option.

Some features of LogiSales

LogiSales is multi-user. It means that several users can access same data simultaneously. So, you can see in real time changes made by other users.

You can see in real time quantity in stock, quantity to receive and quantity to ship for each of your products.

You can quickly track the progress of your orders using the status of each order. On screen, a different color (customizable) is used for each status.

A wizard allows you to configure LogiSales in less than 2 minutes. You can even select your logo and it will be automatically displayed on your quotes, orders and invoices.

With a simple mouse click, you can send your reports or forms (orders, invoices, quotes, etc.) by e-mail. They are automatically converted in PDF format.

LogiSales works with almost barcode readers. This is particularly useful if you have a point of sales and you are using this kind of equipment.

Powerful search and filter options are available in most of options.

You can import your customer, supplier or product list from other software, databases or files and you can also export LogiSales data to different file formats. You can even access LogiSales data using an ODBC driver.

With a simple mouse click, you can synchronize your customers and suppliers with QuickBooks and Simply Accounting software. You can also export invoice from LogiSales to these software with a simple mouse

click.

More than 100 reports and forms are already included with LogiSales. You can customize all existing reports and forms or create new ones using the powerful reports generator also included with LogiSales.

To make the software lighter, you can archive and dearchive data as needed. You can also backup your data with a simple mouse click.

LogiSales contains a complete security per user as well as flexible access rights if you want to control user access. The security can be activated only if needed.

LogiSales is 100% Unicode compatible. This allows you to enter text in any language such as Chinese or Greek characters.

By using LogiSales, you will appreciate several other features not listed here and you will be surprised by its simplicity of use.

Installing LogiSales

LogiSales can be installed in stand-alone mode as well as in multi-user mode.

In stand-alone mode, the software LogiSales and its database are located on the same computer. This mode is perfect for a use by only one user or if you simply want to evaluate LogiSales.

In multi-user mode, the software LogiSales is installed on several computers (client computers) whereas the database is installed on a server (the server can be the computer of one of the users). So, several users can simultaneously access the same centralized database.

To install LogiSales in stand-alone mode or in multi-user mode, please refer to the document **LogiSales 3 Installation guide**.

Basic concepts

This section explains how to navigate through LogiSales and how to perform common tasks.

The main window:

After having started LogiSales, you are in the software's main window. This window contains a menu located on top from which you can reach all options of the software. Below this menu, you will find the software main toolbar, which also allows you to access main options of the software.

Toolbars:

Like the main window's toolbar, most options have its own toolbar. Each button on a toolbar corresponds to an action. The toolbar's buttons of the main window are used to access options of the software, while buttons on a toolbar of an option are used to perform an action for this option. Here are the most common button actions:

Add, Edit and Delete buttons:

These buttons are used to manage your information in the software. For example, if you are in the option *Customers*, use the **Add** button to add a new customer, the **Edit** button to edit information of the selected customer or the **Delete** button to delete the selected customer.

Pop-up menus:

In each option, in addition to the toolbar, you can access a pop-up menu. Most of the toolbar's options are available in the pop-up menu. However, the pop-up menu may contain more options. The pop-up menu is displayed when you click on an item using the right button of your mouse.

Sort order:

LogiSales allows you at any time to change the sort order of information displayed on screen in almost every option. Example: Go in the option *Customers* by clicking on the button *Customers* in the main window's toolbar. You will see that by default, customers are sorted by name. If you want that customers be sorted by customer code, click on the header *Code* and customers will be automatically displayed by code, in ascending order. Click again on the header *Code* and the list will be still displayed by code but this time in descending order. When you leave LogiSales, these parameters are automatically saved. When you will run back LogiSales, sort order of most of options will be restored, as it was the last time you left the software.

Display properties:

Most of options of LogiSales allow you to customize information displayed on screen. Using the pop-up menu of an option (for example the option *Customers*), select the option *Display properties*. The list of fields for the current option appears. You can choose fields to be displayed in the grid for this module by checking the desired fields. You can also set the display order by using the up arrow or down arrow. Click the button **OK** to save your changes.

Note that you can also change the position of fields without having to go in the option *Display properties*. For example, from the option *Customers*, to change the position of the field *Name* and put it before the field *Code*, click on the field header *Name* then while holding down the button of the mouse, drag the header towards the left over the header *Code* then release the button. The field *Name* is now located before the field *Code*.

You can also decide of the width of fields. For example, if you want to increase the width of the field *Name*, position your mouse's cursor between the header *Name* and the header *Code* until the mouse's cursor change for a double arrow. Then click on the button of your mouse, and while holding it, move towards the right. When you reached the desired column width, simply release the button.

When leaving LogiSales, these parameters are also automatically saved. Next time, when you will run back

LogiSales, all changes you have made will be automatically restored.

Quick search:

LogiSales allows you, at any time, to locate a specific record in most of options. For example, click on the button **Customers** in the main window's toolbar to display the customer list. Click on the header **Code** to have customers sorted by code. Type the first letters of a customer code who is on the list, and the selection will move on the first customer that matches the letters you typed. If you want to search by customer name, sort the list alphabetically by clicking on the header **Name** and type the first letters of the customer to search. The quick search always works according to the current sort order.

Description of main options

Customers

The option **Customers** is used to manage your customer list that you will be able to select on quotes, sale orders, invoices, etc. Main information that are available in a customer record are: The customer name as well as a customer code, the address, the name of the main contact, the category of the customer as well as the payment term. You can also enter notes about each customer by selecting the tab **Notes**. Notes (that are optional) are particularly useful to keep a trace of discussions or events occurred with each customer.

Suppliers

The option **Suppliers** is used to manage your supplier list that you will be able to select on purchase orders. Main information that are available in a supplier record are: The supplier name as well as a supplier code, the address, the name of the main contact, the category of the supplier, the payment term, a field to enter your customer number for that supplier as well as a field to enter notes.

Products and inventory

The option **Products** is used to manage products that you are selling. These products can then be selected on purchase and sale orders, invoices as well as quotes. A product record contains the following main information: The product description as well as a product code, a unit of measure, a cost (automatically entered on purchase orders), a sale price (automatically entered on sale orders, invoices and quotes) and a default supplier for that product.

You can also indicate a minimum quantity to keep into inventory (**Order threshold** field) to indicate to LogiSales to automatically indicate you to order this product when the minimum quantity into inventory is reached. A **Default order quantity** field is also available.

When you are accessing a product record, you can see in real time the quantity currently in stock, the quantity to receive as well as the quantity to ship.

The quantity to receive is the quantity not received yet on open purchase orders. The quantity to ship is the quantity not shipped yet on open sale orders. When you create a shipment for a sale order, the quantity to ship as well as the quantity in stock decrease.

Here is an example:

Product P1 indicates following quantities:

Quantity in stock:	10
Quantity to receive:	0
Quantity to ship:	0

You create a purchase order and you order 5 units of product P1. Quantities will become:

Quantity in stock:	10
Quantity to receive:	5
Quantity to ship:	0

The quantity in stock remains 10 because you did not receive the 5 ordered units yet, the quantity to receive become 5 because you ordered 5 from your supplier and the quantity to ship remains 0.

When you receive your order, you go back into the purchase order then you do a receipt and indicate the quantity received. For example, if you received 5 then quantities will become like this:

Quantity in stock: 15 (10 already into inventory plus 5 that you just received)
Quantity to receive: 0 (because you received what you ordered)
Quantity to ship: 0

Now, if you receive a call from a customer and this customer want to buy 3 items of product P1 and you create a sale order for that, quantities will become like this:

Quantity in stock: 15
Quantity to receive: 0
Quantity to ship: 3 (Because you just added 3 on a sale order)

When you create a shipment for the sale order and you indicate that you are shipping 3, quantities will become:

Quantity in stock: 12 (15 into inventory minus 3 that you just shipped)
Quantity to receive: 0
Quantity to ship: 0 (because you shipped what your customer ordered)

Now, when you will invoice your shipment, quantities will not be removed from the inventory again because LogiSales automatically manage it.

Instead of calling you, if the customer would decide to come directly at your store, you would have created an invoice instead of creating a sale order and a shipment. In that case, as soon as you enter quantities on the invoice, quantities are automatically decreased from inventory, unlike a sale order where quantities are decreased from inventory only when you create the shipment.

You can anytime, manually adjust the quantity of a product in stock by going into the product record then clicking the **Adjust the quantity in stock** button. This is particularly useful, for example, when you do an inventory count and the reel quantity in stock does not match the quantity entered into the software. Once the adjustment made, an inventory transaction of type **Manual** is automatically created. To see all inventory transactions of a product between two dates, click the **Transactions** button from the toolbar of the **Products** options.

Purchase orders

The option **Purchase orders** is used to manage purchases from your suppliers. A purchase order can contain the following main information: A supplier, product(s) that you are ordering and well as quantity ordered, the shipping address where the purchase order will be shipped (by default, LogiSales automatically enter the address of your company). Other information can be entered as well such as the name of the buyer (by default, the name of the current user), the transportation, comments, etc.

Once the purchase order created into LogiSales, you can print it and even send it directly to your supplier by e-mail (in PDF format).

When you are receiving ordered products, you just have to go back into the purchase order then click the button **Receive products** from the tab **Products**. Once received, products are automatically added to inventory. Refer to the section **Products and inventory** above for more information about inventory quantity management.

Once you have received all ordered products, you can change the status of the purchase order to **Ended**. This indicates to LogiSales that everything that have to be received on that purchase order was received. If there were remaining quantities to receive, by setting the status to **Ended**, LogiSales will automatically adjust the quantity to receive of the product. Indeed, only **Open** purchase orders can affect the **Quantity to receive** of a product.

A purchase order can have three statuses such as **Open**, **Ended** and **Cancelled**. You can choose a different color for each status so that when you look at the purchase order list on screen, it is easier to locate open purchase orders through other ones. You can choose colors through the option **General parameters**.

Sale orders

The option **Sale orders** is used to manage sales to your customers. The option **Sale orders** is almost used by enterprises without point of sale and where shipments are usually differed. Indeed, when you create a sale order, products entered on the sale order are not immediately removed from inventory. They are removed from inventory only when you ship the products. If you have a point of sale and the customer is bringing immediately products he bought, in that case, it is simpler to directly create an invoice. Refer to the section **Invoices** below for more information.

A sale order can contain the following main information: The customer, product(s) and quantities sold, the shipping address where products will be shipped (that can be shipped to a different customer). Other information can also be entered such as the seller name (by default, the name of the current user), the transportation, comments, etc.

Once your sale order created into LogiSales, you can print it and even e-mail it directly to your customer in PDF format.

When you are ready to ship products, you just have to go back into the sale order then click the button **Ship products** from the tab **Products**. Once your products shipped, they are automatically removed from inventory. Refer to the section **Products and inventory** above for more information about inventory quantity management.

To print your shipment, from the list of sale orders, click the button **Print** then select **Shipments** then select all shipments you want to print.

Note that several shipments can be created for each sale order. After it, these shipments are invoiced.

To invoice your shipments, from the sale orders list, select the sale order you want then click the button **Invoice shipments**.

Once that you shipped all products of the sale order, you can change the status of the sale order to **Ended**. This indicates to LogiSales that everything that have to be shipped for that sale order was shipped. If there were remaining quantities to ship, by setting the status to **Ended**, LogiSales will automatically adjust the quantity to ship of the product. Indeed, only **Open** sale orders can affect the **Quantity to ship** of a product.

A sale order can have three statuses: **Open**, **Ended** and **Cancelled**. You can choose a different color for each status so that when you look at the sale order list on screen, it is easier to locate open sale orders through other ones. You can choose colors through the option **General parameters**.

Invoices

The option **Invoices** is used to invoice your customers. An invoice can contain the following main information: A customer, product(s) and quantities sold, the shipping address (that can be the address of a different customer). Other information can also be entered such as the seller name (by default, the name of the current user), the transportation, comments, etc.

Once the invoice created into LogiSales, you can print it and even e-mail it directly to your customer (in PDF

format).

Products entered on an invoice are immediately removed from the inventory. Only products that are displayed on an invoice that was created from a shipment are not removed from the inventory since they were already removed from the inventory when the shipment was created. Refer to the section **sale orders** above for more information about shipments.

Once terminated, you can change the status of the invoice to **Ended**. You can also change the status to **Accounted** once you entered it into your accounting software. Note that if you are directly exporting your invoice into QuickBooks or Simply Accounting, once exported, LogiSales will automatically change the status of the invoice to **Accounted**.

An invoice can have three statuses: **Open**, **Ended** and **Accounted**. You can choose a different color for each status so that when you look at the invoice list on screen, it is easier to locate open invoices through other ones. You can choose colors through the option **General parameters**.

Hint: If you are using LogiSales in a point of sale and for example, you are using a barcode reader, you can indicate to LogiSales that when you create an invoice, that the program directly select the tab **Products** and locate the cursor into the **Barcode reading or Quick entry Zone** section. This allows you to quickly create an invoice and to scan your products immediately.

To activate that option, access the **Configuration | General parameters** menu, select the tab **Application setup** then check the box **When adding a new invoice, go directly to the barcodes scanning zone**.

If you want that the invoice automatically prints once you clicked OK, access the menu **Configuration | Personal parameters** then from the section **Upon creation of a new invoice...** select **Print it automatically**. To specify the default form to use, access the **Configuration | General parameters** menu, select the tab **Application setup** then select the desired form from the section **Default forms**.

Quotes

The option **Quotes** is used to manage quotes and estimates for your customers. A quote can contain the following main information: A customer, product(s) and quantities, the shipping address (that can be the address of a different customer). Other information can also be entered such as the seller name (by default, the name of the current user), the transportation, comments, etc.

Once the quote created into LogiSales, you can print it and even e-mail it directly to your customer (in PDF format).

A quote never modifies inventory. If needed, when a customer accept your quote, you can convert it into a sale order or into an invoice. This prevents you to reenter all information again.

Other options and utilities

Configuration wizard

At first startup of LogiSales, a configuration wizard asks you some information about your company to quickly configure the software. Information entered such as your company name, address or your logo image will be automatically displayed into the software and on different reports and forms such as invoices.

Using information you entered in fields country and province/state, LogiSales suggest you also some parameters about sales tax calculation that you can modify if needed.

Most information entered through this wizard can be directly edited from the menu **Configuration | General parameters**. However, you can also, any time, run back the configuration wizard using the menu **Configuration | Configuration wizard**.

Security wizard

At first startup of LogiSales, a security wizard asks you if you want to activate the security into LogiSales (after having answered questions of the configuration wizard).

Security into LogiSales is optional. If you do not activate it, it will you to access LogiSales without entering any user code or password. If you are the only user to use LogiSales, it is not mandatory to activate the security. However, if several users must access LogiSales, we strongly recommend you to activate it.

Refer to the section **Users and security** below for more information about security of LogiSales.

Please note that you can activate or deactivate the security of LogiSales anytime by executing the security wizard from the menu **Configuration | Security wizard**.

General taxes information

To edit basic information about taxes, select the menu **Configuration | Taxing schemes** then click the button **Edit** from the section **General taxes information** located on the toolbar.

Before indicating tax rates (through the option **Taxing schemes**), you must indicate some basic parameters about taxes.

LogiSales allows you to manage one or two sales taxes. If you indicate to LogiSales that you are using two sales taxes, you must also specify the type of calculation for the second tax. Indeed, you must indicate if the second tax is calculated only using the sub-total or using the sub-total plus the amount of the first tax.

Then, for each tax, you must enter a name. For example, in United Kingdom, there is usually only one tax named **VAT** (Value Added Tax). In Quebec, there is two taxes named **GST** (for Goods and Services Tax) and **QST** (for Quebec Sales Tax).

Finally, you can enter tax number(s) (usually received by your local government) that will be automatically displayed on invoices.

Taxing schemes

This option is used to manage different tax rates that you have to charge to your customers. A taxing scheme is a defined percentage of tax that you want to charge to a customer in a specific case. Before managing taxing schemes, be sure that you correctly configured basic information about taxes. For more information, refer to the section **General taxes information** above.

The first time you are executing LogiSales, a configuration wizard asks you some information to quickly configure the software. Using information entered in fields country and province/state, LogiSales suggests you a number of sales taxes to use (usually, only one sales tax is required but in some countries, there are two sales taxes) as well as a name for the sales tax (VAT, PST, QST, SALES TAX, etc.).

Then, LogiSales adjusts tax rate(s) of the default taxing scheme named `Regular taxes` and, as the case maybe, can create some additional taxing schemes.

Finally, if you selected a country member of the European Union, LogiSales also suggests you to create a taxing scheme for each country of the European Union.

Managing taxing schemes

Usually, after having entered information into the configuration wizard, you are ready to use LogiSales and sales taxes calculate correctly.

However, as needed, if you want to adjust, erase or create new taxing schemes, simply access the menu `Configuration | Taxing schemes`.

For example, in Quebec, you could have a first taxing scheme that you could name `Quebec normal rate` where the GST rate would be of 5% and the QST rate of 7.5%. If needed, you could have a second taxing scheme named `Shipping outside Quebec` where the GST rate would be of 5% and the QST rate of 0%. This taxing scheme would be used when you ship your products directly at a customer location in Canada but outside province of Quebec.

In United Kingdom, you could, for example, have a first taxing scheme named `VAT normal rate` and where the rate would be 17.5%. Then, you could have a second taxing scheme named `VAT reduced rate` (for some specific goods and services) where the rate would be 5%. You could have other taxing schemes if needed.

Note that by default, when installing LogiSales, there is a taxing scheme named `Regular taxes` already created (and not erasable). This is this taxing scheme that is used by default. If you need only one taxing scheme, just use that one. Please also note that a second taxing scheme named `No taxes` is also automatically created by LogiSales and is also not erasable.

Assigning taxing schemes

When you are using several taxing schemes, you must indicate to LogiSales when a taxing scheme must be used instead of another one. This can be done by assigning a taxing scheme to a province/state, a country or even a product. To assign a taxing scheme to a province, state or country, right-click the taxing scheme then select the option `Assign to countries/provinces` from the popup menu. If you want to assign a taxing scheme to a product, you can do that by editing the product record.

For example, if you usually charge a sales tax of 10% when you sell goods in your country and you do not charge any sales tax when you sell goods outside your country, you should have two taxing schemes. The first taxing scheme where the rate would be 10% and a second taxing scheme where the rate would be 0%. You could assign the first taxing scheme (10%) to your country and the second taxing scheme (the one with a rate of 0%) to all other countries. Since in LogiSales, each customer is linked to a country, when you select your customer from an invoice, LogiSales will automatically select the correct taxing scheme according to the province/state or country of the customer.

As indicated above, you can also, as needed, specify a taxing scheme per product. For example, if you are selling products where the sales tax rate can vary according to the type of product, you can assign different taxing schemes.

Tax calculation

When creating an invoice, the default taxing scheme of LogiSales (named `Regular taxes`) is automatically linked to the invoice. When you select a customer, if a taxing scheme was specified for the province/state of the customer, this one replaces the taxing scheme of the invoice. If no taxing scheme was specified for the province/state of the customer, LogiSales verify if a taxing scheme was specified for the country of the customer.

When adding products on the invoice, if no taxing scheme was specified for the selected product, this invoice line that contains the product will use the taxing scheme of the invoice else this invoice line will use the taxing scheme specified into the product record. Each invoice line could use a different taxing scheme. If needed, the user can manually change the taxing scheme of each line as well as the taxing scheme of the invoice itself anytime.

Finally, note that the way taxing schemes work on quotes and sales orders is the same way as it works on invoices.

Countries provinces/states

This option is used to manage the list of countries and provinces or states that can be selected into customer and supplier records. To reach this option, select the menu `Options | Countries / Provinces / Sates`. For each country, you can specify a taxing scheme to use. For each country, you can create an unlimited number of provinces or states. For each province or state, you can specify a different taxing scheme.

Users and security

Users

The option `Users` is used to manage the list of users that can access the software. To reach this option, select the menu `Options | Users`. This option is also used to manage access rights of different users. For example, you could grant administrator access rights to some users while you could grant more restrictive access rights to other ones. By granting administrator rights to a user, this user automatically has access to all software options.

If the security is activated, you must have administrator rights to access this option.

Security

The security into LogiSales is optional and is not activated by default. When the security is not activated, it is like you were always connected with the user `Administrator`. If you are the only user of the software, this is not obligatory to activate the security. However, if several users are using LogiSales, we suggest you to activate it.

By activating the security, you can decide which users will have access to which options. Moreover, you will have a follow-up about which user did what. For example, if you access the tab `History` of an invoice, you can automatically know the date and time as well as the user that created this invoice or which user changed the status.

To activate the security into LogiSales, access the menu `Configuration | Security wizard` then select `Yes` to activate the security.

By activating that option, LogiSales activates the security for all users. The next time that you or one of your users will restart LogiSales, you will need a valid user code and password to access LogiSales.

For your information, the user code of the `Administrator` user is `ADMIN`. By default, the password of the user `Administrator` is `OROLOGIC`. You can change the password of the user `Administrator` or any

other user by accessing the record of the user using the option `Users` from the menu `Options`.

If the security is activated and you want to deactivate it, access LogiSales with a user code that has administrator rights, access the menu `Configuration | Security wizard`, check the box `I want to disable the security in LogiSales` then click `OK`. By deactivating the security, all users will be able to directly access LogiSales without any user code or password.

General parameters

This option is used to configure LogiSales. To reach that option, select the menu `Configuration | General parameters`. From that option, you can, for example, decide of some default values, set colors of status, etc.

If the security is activated, you must have administrator rights to reach that option.

The tab `Information on your company` allows you to enter the name of your company, its address, insert the logo of your company, etc. These information automatically print on different forms and reports of LogiSales. Fields `Other info` and `Message` are additional fields that you can use to add on forms or reports.

The tab `Application setup` allows you to select the first day of the week (used by reports that print information per week), to specify different colors for each status, to specify default forms to print as well as parameters if you are using barcodes readers.

The tab `Fields setup` allows you to manage the list of payment terms, transportation and payment modes.

The tab `Next IDs` allows you to set next numbers to use for quotes, orders, invoices, etc.

Personal parameters

These parameters allow your users to specify some preferences. To reach this option, select the menu `Configuration | Personal parameters`.

You users could, for example, choose the display language of the software (English or French) or specify a default printer when printing forms such as invoices.

Reports

Several reports are included with LogiSales. These reports are available from the menu `Reports`. All reports and forms of LogiSales are customizable according to your needs using the powerful reports generator also included with LogiSales. You can either customize existing reports or create new ones. Refer to the document `Reports Generator for LogiSales` for more information about customizing/creating customized reports or forms.

How to preview and print a report:

From the menu `Reports`, select the desired report. If the report requires criteria, you will have to enter them. After it, click the `OK` button to generate the report on screen. To print the report, click the `Print` button to display the printer properties dialog box.

Note that all reports can also be printed to a file. Available file formats are: PDF (Adobe Acrobat), BMP, JPEG, GIF, Metafile, PNG, RTF, DOC (MS Word), XLS (Excel), as well as text structured and text emulation mode. Refer to the document `Reports Generator for LogiSales` for more information.

To send a report by e-mail, click the button **E-mail** and your report will be automatically converted in **PDF** format then automatically added in attachment in a new e-mail message in your default e-mail client software.

To close the report preview, click on the button **Close**.

Original reports reinstallation utility:

A utility called **Original reports reinstallation utility** is included with LogiSales. To run this utility, from the Windows **Start** button, select **Programs | LogiSales | Reports reinstallation utility**.

This utility is used to reinstall reports usually included with LogiSales. For example, if you modified some reports using the reports generator and you did not keep a copy of these reports before modifying them, you could restore these original reports by running this utility.

This utility is also useful to reinstall reports in another file format. Indeed, by default, all reports included with LogiSales have the paper format **Letter**. You could run this utility to reinstall all reports in the **A4** paper format.

You can also export all original reports in another folder in the reports generator (folder **//Original reports**) or in a folder on your hard drive. If you export reports in a folder on your hard drive, you can manually reinstall only reports of your choice. To know the name of the file that match the report you want to reinstall, refer to the file named **INDEX.TXT** located in the folder where you exported reports on your hard drive.

Quantity check

This option is used to verify if quantities to receive and quantities to ship indicated in the record of each product match with real quantities indicated on purchase orders and sales orders. Indeed, it could happen in rare circumstances (for example, after a power cut or a problem with your computer while using LogiSales) that quantities indicated be erroneous. If this option finds errors, it will automatically fix it for you. To reach this option, select the menu **Utilities | Quantity check**.

Archives

This option is used to archive purchase orders, sales orders, invoices or quotes that you do not want to see anymore on screen. Indeed, after some time of use of LogiSales, maybe you would want to archive some data to speed-up the software or only to have less data on screen.

To archive data, select the menu **Utilities | Archive | Archive data**. Indicate from which date you want to archive data and indicate which data you want to archive.

Warning: You can archive all data from a date in one simple operation. However, once archived, if you want to dearchive data, you must do that manually, quote per quote, order per order or invoice per invoice. Indeed, there is no option to dearchive all data in a single step.

Once archived, data are not displayed on screen anymore but they are still available in the database. If you want, you can, anytime, load archived data on screen.

To load archived data, select the menu **Utilities | Archives | Load archived data**. Indicate from which date you want to load archived data and indicate also which data you want to load.

On screen, you can see if an order, invoice or quote is archived if you see a small safe displayed on the left side in the list. To dearchive an order, invoice or quote, edit it then click the button `Dearchive`.

Integrating with other software

LogiSales allows you to exchange data with QuickBooks and Simply Accounting software. You can among other, synchronize the list of your customers and suppliers as well as export your invoices to these software with a simple mouse click.

Before being able to synchronize data or export invoices, you must first configure LogiSales for that purpose.

Integration with Simply Accounting

To configure integration with Simply Accounting, from the menu `Integration`, select the option `Configuration` then select the tab `Simply Accounting`.

Check the box `Activate integration with Simply Accounting` then select your Simply Accounting company file. The extension of this file is usually `.SAI`. After it, enter your username (usually `sysadmin`) to access Simply Accounting and enter your password if you set one into Simply Accounting. Then, click the button `Test connection` to see if LogiSales can access Simply Accounting correctly.

Note: Please note that so that LogiSales can access Simply Accounting, you must first indicate to Simply Accounting that you authorize other software to access it. To do that, run Simply Accounting, select the menu `Setup | Set Up Users`, select the user (usually `sysadmin`), click the button `Modify User` then select `Read/Write` access from the section `Rights With Third-Party Products` then click `OK`. After it, click `Close` to close the `Set Up Users` option.

Please also note that if you are using a version of Simply Accounting that do not allow several users to access its data simultaneously, maybe you will have to quit Simply Accounting each time LogiSales will have to access Simply Accounting data.

To be able to synchronize customers of LogiSales with Simply Accounting, check the box `Activate the synchronization of customers` from the tab `Customers` then select desired options.

To be able to synchronize suppliers of LogiSales with Simply Accounting, check the box `Activate the synchronization of suppliers` from the tab `Suppliers` then select desired options.

To be able to export invoices from LogiSales to Simply Accounting, check the box `Activate invoice export` from the tab `Invoices` then select desired options. Please note that it is important to correctly configure GL account numbers and taxes options so that you can correctly export invoices from LogiSales to Simply Accounting.

Please note that by activating this option, a new field named `GL account (Simply Accounting)` will now be available in the option `Product categories`. So, if needed, you will be able to enter a GL account number for each product category of LogiSales. Indeed, when exporting invoices, exported invoices must match valid GL account numbers of Simply Accounting. Please also note that LogiSales taxes must also match valid taxes information of Simply Accounting. This is for this reason that it is important to correctly configure these options so that you can correctly export invoices from LogiSales to Simply Accounting.

Synchronizing customers and suppliers

To synchronize customers and suppliers of LogiSales with Simply Accounting, select the menu `Integration | Synchronize with Simply Accounting` than answer `Yes` at the confirmation

message. If errors occur while synchronizing data, they will be displayed at the end of the synchronization process.

Exporting invoices to Simply Accounting

To export an invoice of LogiSales to Simply Accounting, from the option *Invoices* of LogiSales, select the invoice to export then click the button **Export to Simply Accounting** from the tool bar. You can also right-click on the invoice to export then select the option **Export to Simply Accounting** from the pop up menu.

Integration with QuickBooks

To configure integration with QuickBooks, from the menu *Integration*, select the option *Configuration* then select the tab *QuickBooks*.

Check the box *Activate integration with QuickBooks* then select your QuickBooks company file. The extension of this file is usually *.QBW*. After it, click the button **Test connection** to see if LogiSales can access QuickBooks correctly.

Note: So that LogiSales can access QuickBooks, for the first time, QuickBooks must be running and your company file must be open. When LogiSales will try to access QuickBooks (when you will click the test button), just answer Yes, always; allow access even if QuickBooks is not running. Once you answered this question, the connection test should display the message The connection test to the QuickBooks database was successful.

To be able to synchronize customers of LogiSales with QuickBooks, check the box *Activate the synchronization of customers* from the tab *Customers* then select desired options.

To be able to synchronize suppliers of LogiSales with QuickBooks, check the box *Activate the synchronization of suppliers* from the tab *Suppliers* then select desired options.

To be able to export invoices from LogiSales to QuickBooks, check the box *Activate invoice export* from the tab *Invoices* then select desired options. Please note that it is important to correctly configure GL account numbers and taxes options so that you can correctly export invoices from LogiSales to QuickBooks.

Please note that by activating this option, a new field named *GL account (QuickBooks)* will now be available in the option *Product categories*. So, if needed, you will be able to enter a GL account number for each product category of LogiSales. Indeed, when exporting invoices, exported invoices must match valid GL account numbers of QuickBooks. Please also note that LogiSales taxes must also match valid taxes information of QuickBooks. This is for this reason that it is important to correctly configure these options so that you can correctly export invoices from LogiSales to QuickBooks.

Synchronizing customers and suppliers

To synchronize customers and suppliers of LogiSales with QuickBooks, select the menu *Integration* | *Synchronize with QuickBooks* than answer **Yes** at the confirmation message. If errors occur while synchronizing data, they will be displayed at the end of the synchronization process.

Exporting invoices to QuickBooks

To export an invoice of LogiSales to QuickBooks, from the option *Invoices* of LogiSales, select the invoice to export then click the button **Export to QuickBooks** from the tool bar. You can also right-click on the invoice to export then select the option **Export to QuickBooks** from the pop up menu.

Exporting data

The option `Data export` of LogiSales allows you to export data in Excel or Access files. Data that can be exported are products, customers and suppliers. This option is available from the menu `Utilities | Export`. From this option, select data you want to export, enter criteria, select the file type and enter a name and a location where the file will be created then click `OK` to start data export.

Note: To synchronize data with `Simply Accounting` or `QuickBooks`, use the menu `Integration` instead of using the option `Export`. Refer to the section `Integration with other software` for more information.

Importing data

The option `Data import` of LogiSales is really powerful and allows you to import data into LogiSales from several file formats or database types.

Note: To synchronize data with `Simply Accounting` or `QuickBooks`, use the menu `Integration` instead of using the option `Export`. Refer to the section `Integration with other software` for more information.

For example, using that option, you could import the list of your customers from a database or a file. This option also allows you to save your import parameters for a later use. To reach that option, select the menu `Utilities | Import`.

Accessing data using Microsoft ADO

The import option is using the ADO (ActiveX Data Objects) data access system developed by Microsoft. One advantage of using ADO is to be able to access uniformly several kinds of database using drivers such as OLE DB or ODBC. For example, with ADO, you can access simple Excel or MS Access files as well as more sophisticated databases such as Firebird, Oracle or MS SQL.

ADO is compatible with the ODBC (Open Database Connectivity) technology. If you use an ODBC driver to access a specific database, you will be able to access this database with the import option.

ADO is a part of the MDAC (Microsoft Data Access Components) from Microsoft (The MDAC is now called WDAC for Windows Data Access Components). The MDAC is a set of components specifically designed for data access and contains the ADO, OLE DB and ODBC data access systems. MDAC is now automatically installed with latest Windows versions (Windows 2000 or higher) as well as latest Microsoft products such as MS Office 2000 or Higher.

If you need more information about ADO or the MDAC, or you need to download the latest version of the MDAC, please visit the special section of the Microsoft web site at <http://msdn.microsoft.com/en-us/data/aa937732.aspx>. This section contains several useful information about accessing different kinds of database using the MDAC.

Importing data step by step

This section explains you how to import data into LogiSales. You can only import products, customers and suppliers.

Step 1/6: What do you want to do?

This step allows you to load a file that contains import parameters that you created and saved in a previous import. This is very useful when you import data from the same source on a regular basis. This avoids you to reenter import parameters each time.

If it's the first time you import data, select `Start a new import` then click the `Next` button to continue to

step 2.

If you want to load parameters of a previous import process, select **Import data using information previously saved in a file**, then select the file containing your import parameters by using the button on the right side of the edit box. Click the **Next** button to continue to step 2.

Step 2/6: Select the source of data to import

This step allows you to specify where is the data and in which format is the data to import. If your data is in an MS Access, dBase, MS Excel, Paradox, Lotus, Html or Text file, just select the file to import using the button on the right side of the edit box the click the **Next** button to continue to step 3.

If your data are in another file format or in a more sophisticated database, select the **another data source** option, then, click the **Other source of data** button to display the ADO connection utility. Click the **Build** button to access the different tabs.

The ADO connection utility can differ, according to the ADO and/or Windows version you are currently using. From the utility, select the data source type you want to access (usually from the **Provider** tab) then, enter the connection parameters, specific to your data source (usually from the **Connection** tab).

The provider list available from the ADO connection utility (**Provider** tab) can differ between computers, depending on the ADO and/or Windows version used and software installed. As indicated previously, visit the ADO section of the Microsoft web site for more information.

Some examples of providers that can be available:

The **Microsoft Jet 4.0 OLE DB Provider** is usually available and is used to access data file such as MS Access, MS Excel, dBase, Lotus, Exchange, Paradox, Text, Html or any other file format that Microsoft could add.

The **Microsoft Office 12.0 Access Database Engine OLE DB Provider** is usually available if you manually installed a separate package named **2007 Office System Driver: Data Connectivity Components** available from the Microsoft web site. This provider allows you to access files of **Microsoft Office 2007** (or higher). This provider could also replace the **Microsoft Jet 4.0 OLE DB Provider**.

The **Microsoft OLE DB Provider for SQL server provider** should be available if you currently use the MS SQL database server into your organization and that the MS SQL client software was installed on your computer. Use this provider to access an MS SQL database.

The **Microsoft OLE DB Provider for ODBC Drivers provider** is also usually available. Use this provider to access a data source through an ODBC driver.

As you can see, ADO allows you to access most of the databases available on the market. However, the configuration process of the connection can differ, depending on the type of data you want to access. Please, refer to your database documentation to enter correct ADO connection parameters. The assistance of your database administrator is also strongly recommended.

When all ADO connection parameters have been entered, click the **Test connection** button to verify the connection to your data source. If the connection test is successful, click the **OK** button to close the ADO connection utility and to return to the import option. You will notice that the parameters, typed from the ADO connection utility, will be automatically entered into the edit box under the **Other source of data** button.

Click the **Next** button to continue to step 3.

Step 3/6: Select the table to import

After having specified the data source, you must indicate which table contains the information to import. For example, if your data source is a relational database (such as Firebird, Oracle, MS SQL, etc.) the list of tables and views will be displayed. In the case of a spreadsheet (such as Excel or Lotus), the list of worksheets (tabs of the spreadsheet) will be displayed.

Select the desired table to import from the drop down list, then click the **Next** button to continue to step 4.

Step 4/6: Select the option in which you want to import data

As indicated previously, data can be imported in the options **Products**, **Customers** and **Suppliers**.

Select the option where you want to import data to then click the **Next** button to continue to step 5.

Importing products:

When importing products, be sure that the product code as well as the description of each imported product has a value. A product without code or without description will be automatically rejected. You must also be sure that each imported product will be linked to a supplier code or supplier name that exists into LogiSales. You can directly select a supplier from the list so that all imported products be linked to this supplier.

Also, each imported product must have a unique product code. If products that you want to import do not have unique product code, you can use the option >>> **Generate automatically** <<<. This option will attempt to generate a unique product code for each imported product.

Some other fields are also mandatory, but you will see that you can assign them a default value using drop down lists.

Importing customers:

When importing customers, be sure that the customer code as well as the name of each imported customer has a value. A customer without code or without name will be automatically rejected.

Also, each imported customer must have a unique customer code. If customers that you want to import do not have unique customer code, you can use the option >>> **Generate automatically** <<<. This option will attempt to generate a unique customer code for each imported customer.

Some other fields are also mandatory, but you will see that you can assign them a default value using drop down lists.

Importing suppliers:

When importing suppliers, be sure that the supplier code as well as the name of each imported supplier has a value. A supplier without code or without name will be automatically rejected.

Also, each imported supplier must have a unique supplier code. If suppliers that you want to import do not have unique supplier code, you can use the option >>> **Generate automatically** <<<. This option will attempt to generate a unique supplier code for each imported supplier.

Some other fields are also mandatory, but you will see that you can assign them a default value using drop down lists.

Step 5/6: Associate source fields to LogiSales destination fields

Now, you must specify which field of the source table will be transferred for each field of the destination option. When you are done, click the **Next** button to continue to step 6.

On the right side of the screen, you have all fields available of the selected destination option as well as their type between parentheses. Fields that are preceded by a star (*) indicate that they are obligatory.

The left part contains a drop down list for each destination field. It's from this drop down list that you must specify which source field will be associated to each destination field. Each drop down list contains the list of source fields and their type between parentheses. Also, each drop down list can contain the following options:

>> Generate automatically <<

This option is only available for the fields `Product code`, `Customer code` and `Supplier code`. For example, you can use this option if you are importing a list of customers that do not have a unique customer code. By selecting this option, the data import option will attempt to generate a unique code for each imported customer.

However, note that it is preferable and even recommended to import a list of records that already has a unique code for each record instead of using this option.

>>> Several fields <<<

This option allows you to concatenate several source fields together instead of only associating one source field to one destination field. Example: You want to import customers. In your source table, you have the following three fields: `Address 1`, `Address 2` and `Address 3`. However, into LogiSales, only two fields (`Address 1` and `Address 2`) are available to hold the customer address. So, maybe you would like to concatenate the two fields `Address 2` and `Address 3` in the field `Address 2` of LogiSales. Since using drop down list, you can only select one source field for each destination field, you cannot indicate that you want that two source fields be associated to the `Address 2` field of the `Customers` option.

To correct this kind of problem, you can use the option **>>> Several fields <<<**. By selecting this option, an edit box is displayed and you can enter fields that you want to concatenate together.

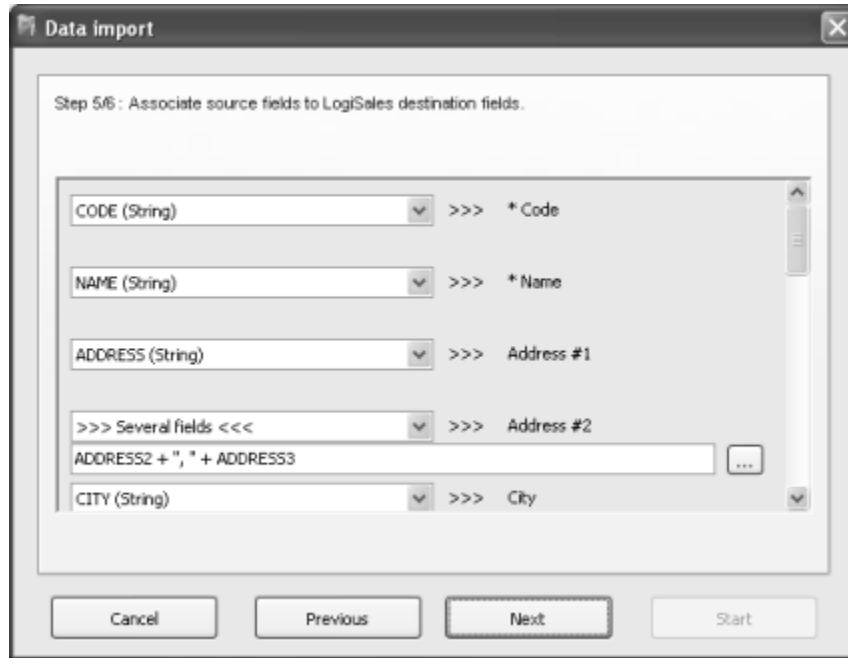
Here is an example that will import source fields `Address1` and `Address2` in the `Address 2` destination field of the `Customers` option.

```
Address1 + ", " + Address2
```

For example, if the field `Address1` would have the value `99, Wilson Blv` and the field `Address2` would hold `Suite #123`, the result would be:

```
99, Wilson Blv, Suite #123
```

Instead of manually entering fields in the edit box, you can click on the button on the right side and simply drag fields available from the list, in the edit box.



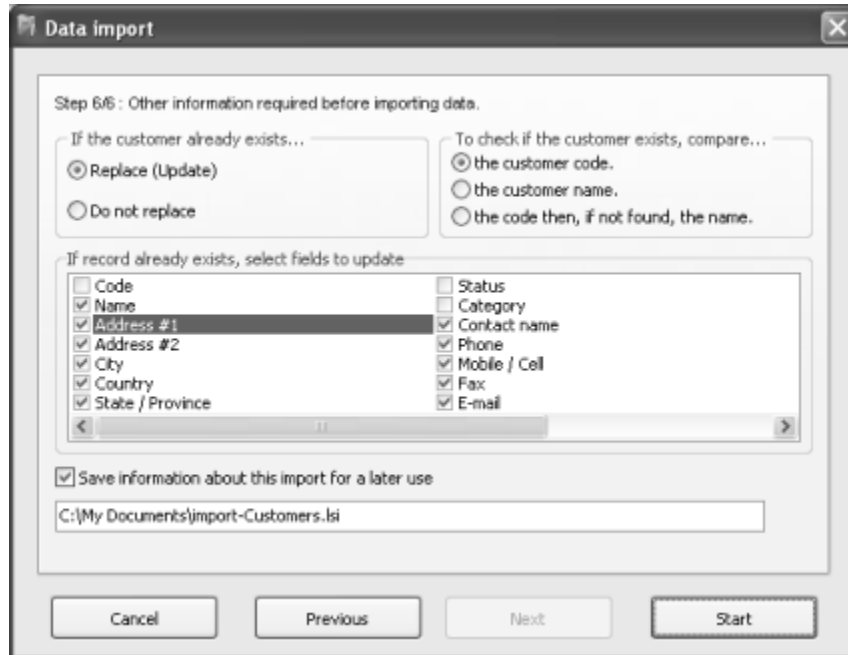
>>> Do not import <<<

Select this option if you do not want to assign anything to some destination fields. When a destination field is mandatory, this option is not available.

Step 6/6: Other information required before importing data

You must indicate what to do when a record where the code already exists in the database is encountered.

After it, if you want to save all parameters that you entered for this import, check the box **Save information about this import for a later use** and enter a filename where will be kept the information.



Now, click the `Start` button to start the import process. While importing data, if errors are encountered, they will be displayed on screen. Also, a summary of the import process will be displayed at the end of the operation.

Note that you can stop an import process at anytime by clicking the `Stop` button. If you stop the import process before it is finished, no information will be saved to the database.

If errors are encountered while the import process, please change your import parameters and try again. In most cases, the errors encountered are data errors.

Here is a list of common errors encountered during an import process:

Incompatible data type (Ex.: Trying to assign a String to a Date or Integer field).

Value out of limit (Ex.: Trying to assign a value other than 0 (Inactive) or 1 (Active) to a Status field or trying to assign a non-existent category number to a category field).

Managing databases

It is possible to have several databases with LogiSales. Each database usually contains information of a company. When installing LogiSales, the installation program automatically creates two databases. One database usually contains your data and is usually named `ls.fdb`. The other contains fictive data and is usually named `demo.fdb`. You can add new database as needed. To manage your databases, refer to the *LogiSales Installation Guide*.

Backup

This option that is available from the menu `Utilities` allows you to backup your data with a simple mouse click. Once the backup is done, we recommend you to store the file on a media such as a cd-rom or tape drive.

For more information about backing up your data or restoring a database, refer to the *LogiSales Installation Guide*.

Renting licenses and how licenses work / Licenses manager

Refer to the document *LogiSales Installation Guide* for more information about licenses or about the option `Licenses manager` of LogiSales.

Technical support

To get technical support on installation and/or use of LogiSales, here are the different sources of information available:

Support via our web site:

You can, 24 hours a day, 7 days a week, access the **Support** section of our web site, at <http://www.oroLogic.com>. The **Support** section of our web site is updated on a regular basis and you can consult the list of frequent problems and their suggested solutions. This service is free for all users of LogiSales.

Online support request:

From the menu **Help | Online services | Fill an online support request** of LogiSales, you can fill an online support request. This option automatically opens your browser and accesses the Online support request form in the **Support** section of our web site at <http://www.oroLogic.com>. Support requests made directly from this form are usually faster to answer and process since most information we need are automatically filled. This service is free for all LogiSales users. Note that support requests from users that already rented LogiSales licenses will be processed in priority.

If for any reason, you cannot run LogiSales and you do not have access to the LogiSales **Help** menu, you can access to the online support request form by accessing the **Support** section of our web site at <http://www.oroLogic.com>.

Error messages:

If you fill a support request, according to an error or problem you get when you are using LogiSales, please add this error message in the description of your support request. When an error message is displayed on screen, just click the **More info...** button then click **Copy to clipboard**. After it, just paste it in your support request description.

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LogiSales

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