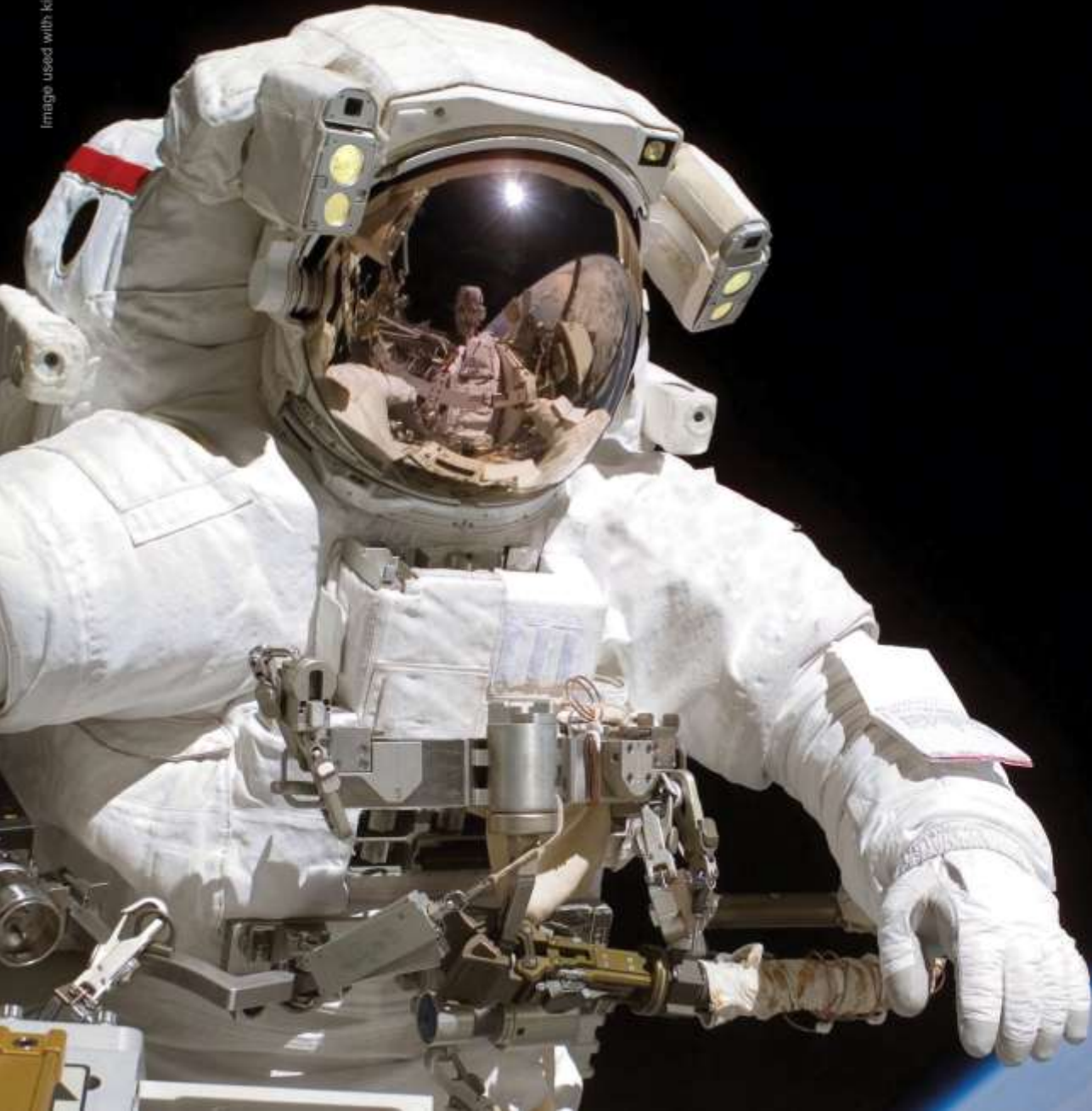


REVELATION

ACCOUNTING SOFTWARE

Training Module: Add-on Modules @Paint Retail Manager



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THE REVELATION @Paint Retail MANAGER

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Note: We have taken every care to assure that this manual is as up to date as possible. Due to the nature of development, however, components may have been removed or added as situations dictate. Please contact the Revelation R&D Department in the event that the manual does not meet your requirements.

1. Introduction

The @Paint Retail Module was written to function in conjunction with the Community Paint Retail Import Manager, also available from Revelation Accounting Software. The concept is that Any of the Community Paints Head Office's National Clients, may draw stock from any of the @Paint network stores throughout the Country.

The process will take place as follow:

IT IS VERY IMPORTANT THAT BOTH COMMUNITY PAINTS AND @PAINT USES THE SAME STOCK CODES. (IF NOT THE SYSTEM WILL NOT WORK).

Community Paints will issue a password to each of its national clients that are allowed to purchase from the @Paint stores. This password MUST be in the form of 5 to 15 numeric digits. Community Paints will have opened a Debtors account for each @Paint store that opens across the country. Community Paints will also create a RepCode for each of the @Paint Stores that open, as well as stipulate a commission percentage (as per your franchise agreement). This information is kept and maintained on an online Database, hosted by Revelation Accounting on behalf of the Yakani Group.

The @Paint stores will now order and keep required stock from Community Paints. Whenever stock is delivered to the @Paint store, it will be GRNed into its stock holding as per normal. This will debit (increase) the stock level of the store, as well as Credit (show they owe) the Creditor Community Paints.

When a National Client walks into any @Paint store to collect stock, the @Paint store will be able to insert the National clients account details into the @Paint Retail Module and will be able to verify if the account is active and credit worthy. The representative of the National client MUST provide the 5 to 15 digit pin as entered and uploaded by Community Paints to the online server. This will be entered into a pin pad provided for this function by Community Paints. If not, the National Client should NOT be given stock from the @Paint Store. (In the absents of a keypad, a normal keyboard will also work)


If the Pin matches, the @Paint store will issue the stock as required. This will be done on a Special online Goods Returned note found in the @Paint Retail Manager package, against the Creditor Community Paints. This will Credit (Decrease) the @Paints stock holding and Debit (Show we own less) the Community Paints Creditors Account. The National Client will not see that it is a Goods Return Note to Community Paints as the system will print the Goods return note as a Delivery note. This transaction will then be posted into the online database.

Once a day, a dedicated controller at Community Paints will retrieve all the transactions across the county for processing. All the transactions will then automatically be processed. The processing will automatically issue a Credit note (show they owe us less) to the @Paint store as well as invoice (show they owe us more) the National Client. The invoice will show all the details as inserted by the @Paint store, as well as use the @Paint stores RepCode at Community Paints in order to allocate the percentage commission.

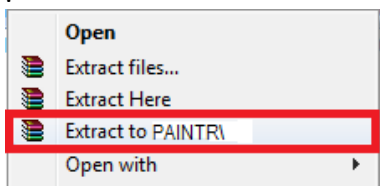
2. Installing the @Paint Retail Manager

Depending in what format you have received the Add-on Module from Revelation, you will have to extract the data from the compressed format. (Usually the data is compressed when it is e-mailed or downloaded) Once the e-mail or Download is complete, the file attachments "PAINTR.ZIP" and "MySQLODBC.ZIP" must be saved under any place in your hard Drive.

TIP: Create a folder under your "C-Drive" called "Paint" and then save the 2 files there.

Name	Date modified	Type	Size
 PAINTR.ZIP	2011/10/01 08:45 ...	WinRAR ZIP archive	805 KB





Once you have saved them, call up the folder where they have been saved and then right click on the File "PAINTR.ZIP".



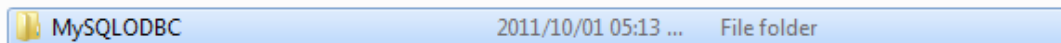
Now select the option to extract the data.

TIP: If you do not have an extraction tool installed on your PC. Go to <http://www.winrar.com/download.html> or <http://www.winzip.com/win/en/downwz.htm> to download and install one of the products first.

Once you have successfully uncompressed the two files, you should have yellow folders with the same name in them as the original file names (Minus the prefix .Zip).





 MySQLODBC	2011/10/01 05:13 ...	File folder	
 PAINTR	2011/10/01 03:12 ...	File folder	
 MySQLODBC.zip	2011/10/01 04:33 ...	WinRAR ZIP archive	3 549 KB
 PAINTR.ZIP	2011/10/01 08:45 ...	WinRAR ZIP archive	805 KB

The "MySQLODBC" must be installed first. Double click on the yellow folder called "MySQLODBC"



You should find a file called Setup or Setup.exe in the folder. Double click on the file to initiate the My SQL Database export tool. Make sure that all other work is saved and closed as a reboot is required after the installation. If the system does not prompt you to reboot, please do a manual reboot. (Restart your Windows) This is done to initiate the newly installed files in your Windows registry.

Once the system has rebooted, look for and go into the Yellow folder called "PAINTR".

 MySQLODBC	2011/10/01 05:13 ...	File folder	
 PAINTR	2011/10/01 03:12 ...	File folder	
 MySQLODBC.zip	2011/10/01 04:33 ...	WinRAR ZIP archive	3 549 KB
 PAINTR.ZIP	2011/10/01 08:45 ...	WinRAR ZIP archive	805 KB

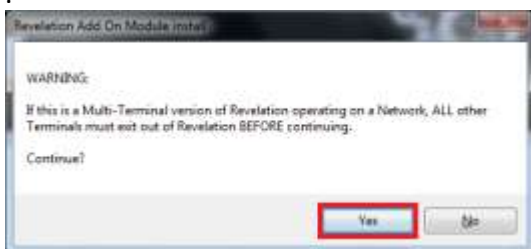
The following files should appear. Look for and double click on the Setup or Setup.exe file.

Name	Date modified	Type	Size
ADDON.INI	2011/09/30 01:24 ...	Configuration sett...	1 KB
AUTORUN.INF	2006/02/23 09:45 ...	Setup Information	1 KB
MYSQLFIX.EXE	2011/10/01 08:43 ...	Application	32 KB
SETUP.EXE	2011/08/05 07:21 ...	Application	128 KB
WADDON1.ZIP	2011/10/01 08:10 ...	WinRAR ZIP archive	744 KB

This should launch the Revelation Add-on Module installer screen. Click on the [Install] button to start the installation. Make sure it is the correct module that you are installing.



Due to the fact that this is a Multi-Terminal Installation tool, all other Terminal users must exit out of Revelation BEFORE the installation can continue. You will be prompted as such. To Continue, click the [YES] button



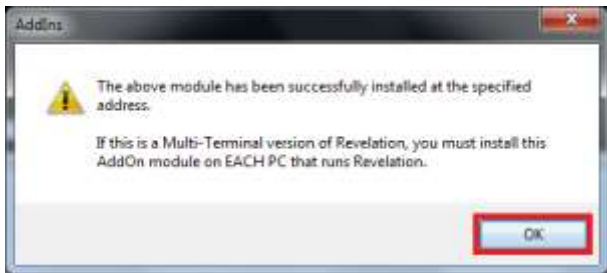
Select the correct version of Revelation that you are using.



You will now have to confirm the directory where Revelation is located on your server or PC. Please note that clients that have upgraded from Enterprise onto Empire could have remained on the Enterprise directory due to the nature of the Upgrade process (Not the same as smaller package upgrades). If you are not sure, phone the Revelation support desk or contact your local administrator.

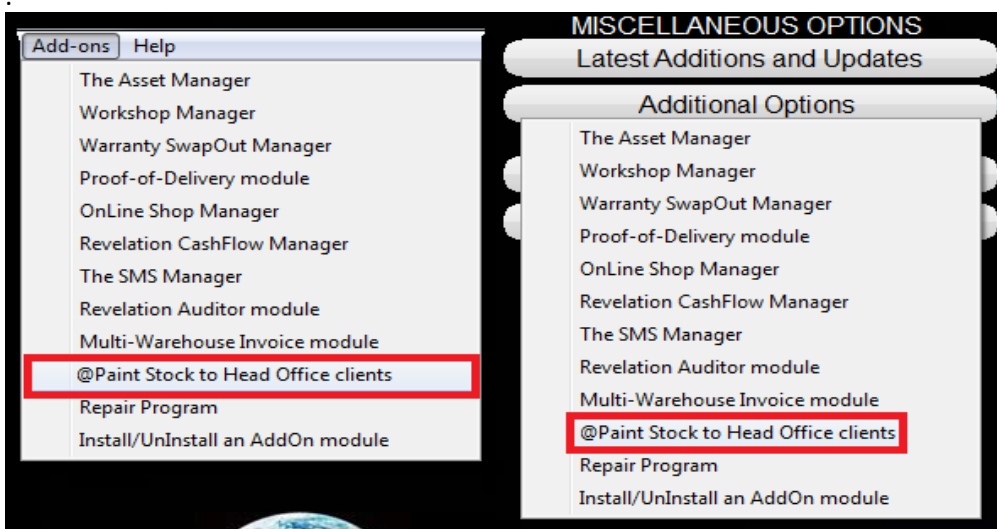


Once you have successfully selected the correct directory or location where the add-on must be installed into, click the [OK] button. You will now be notified that the installation was successful or not. Repeat this process for each PC that will be running this module.



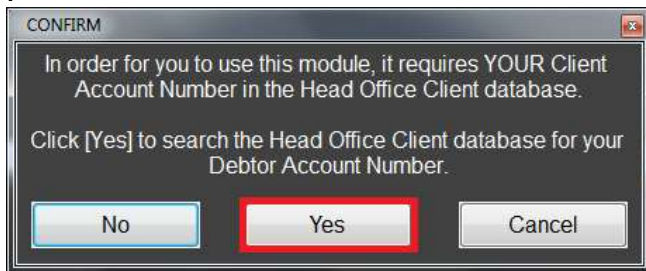
3. Setting Up the @Paint Retail Manager

Once the Add-on Module is installed, open Revelation and either go to the dropdown menu >>Add-on>>Import Returns from @Paint, or access the new module from the Miscellaneous Options>>Additional Options>>@Paint Stock to Head Office clients.



3.1. Setting up your Debtors Account details at Community Paints

The first time you enter the @Paint Module, you will be prompted to look up and insert your @Paint Account details with Community Paints from the Online Database. This is in order to allow Community Paints issue a Credit Note to the correct account every time stock is issued by your @Paint Store to the National Client of Community Paints. This Process assumes that you are connected to the internet. (ADSL Recommended). To look up your account with Community Paints, click on the [YES] button now.

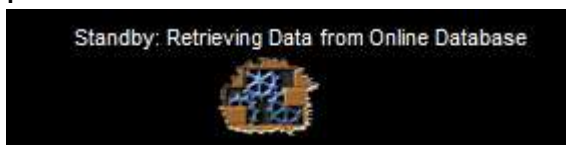


You will now be prompted to insert either your account number with Community Paints or, to insert Your Name or part their off in the block provided and the click the [OK] button.

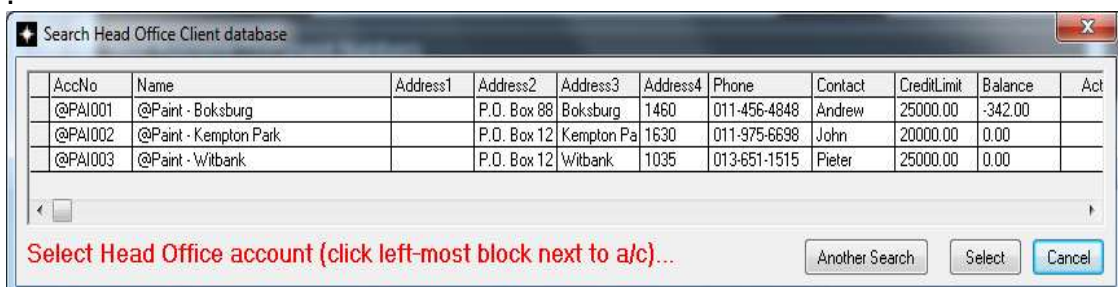


TIP: Only insert the word @Paint. This will retrieve a list of shops that you can then scroll through in order to retrieve the correct account.

You will notice a look up screen appear. Depending on the type of connection, this process may take a few seconds.

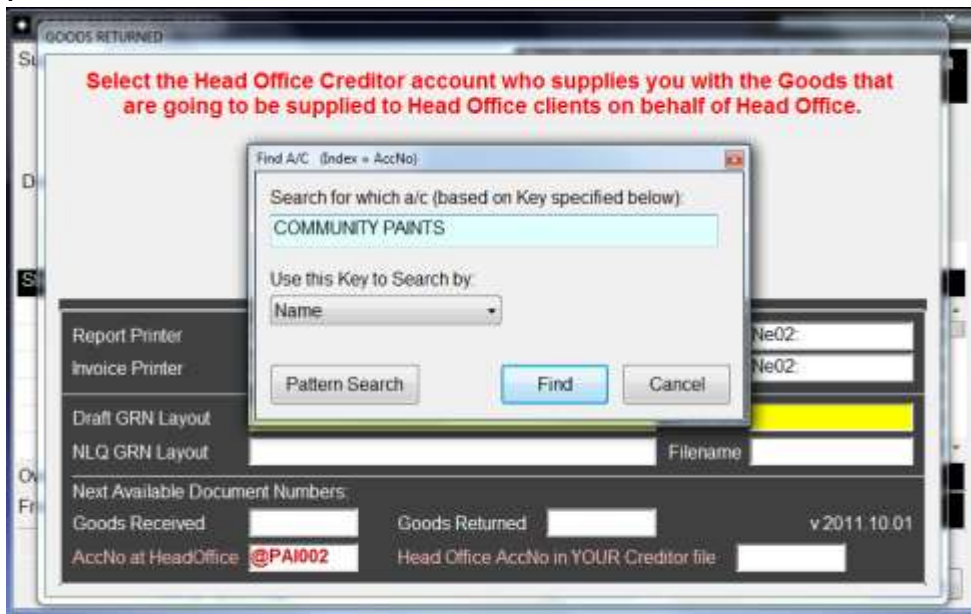


Look for and then select your correct account number with Community Paints.

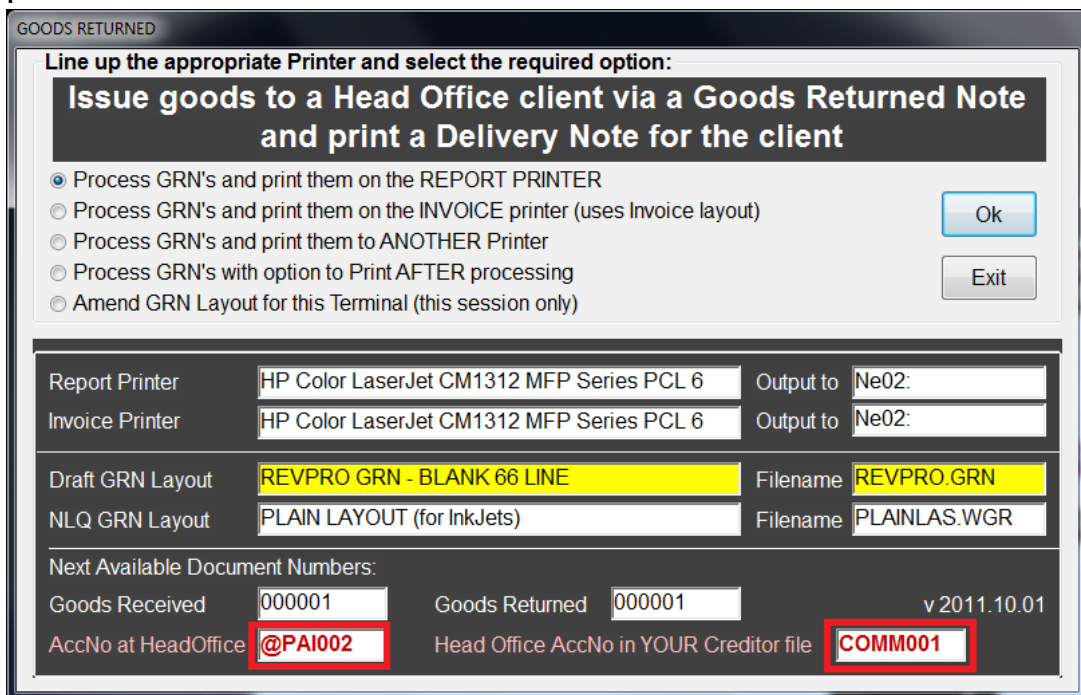


3.2. Setting up Community Paints Account from your Creditor

The stock that you are issuing to the National Client, should be deducted off the money that you owe Community Paints. In order to do this as part of the issuing process, Revelation now needs to know the correct Creditors account for Community Paints on your Local Revelation. This is NOT an online search as the data is hosted locally. Select the correct account that needs to be credited with the stock that is being issued and then click the find and [Select] button on the next screen



In Order to make sure that the two accounts that will be credited are correct, check the Bottom of the screen. These accounts may be changed on the next screen in the event that they are not correct.



.../7

4. Issuing stock to Community Paints National Clients

When a Community Paints National Client walks into an @Paint store to collect stock, they will have to know their companies account name and or number with Community Paints. They will also have to be in possession of the PIN and an official order number.). From this screen you may also Reprint previously Delivered Stock Issues, as well as Change the Contra Debtors (3) and Creditors (4) accounts. To continue to book out stock to the National Client, click on the [Issue goods to a Head Office client] button (1).

Report Printer	HP Color LaserJet CM1312 MFP Series PCL 6	Output to	Ne02
Invoice Printer	HP Color LaserJet CM1312 MFP Series PCL 6	Output to	Ne02
Draft GRN Layout	REVPRO GRN - BLANK 66 LINE	Filename	REVPRO GRN
NLQ GRN Layout	PLAIN LAYOUT (for InkJets)	Filename	PLAINLAS.WGR

Next Available Document Numbers:
Goods Received: 000001 Goods Returned: 000001 v 2011 10 01
AccNo at HeadOffice: @PAI002 Head Office AccNo in YOUR Creditor file: COMM001

4.1. Retrieving the National Clients online details

You will now be prompted for the National Clients Detail. You may select to either insert the National Clients Account number or Name as it appears on the Community Paints Online Database. Once you press the [OK] button, your system will search the online database for the client's information. Make sure that you have an active connection to the server.

Search for Client a/c (who is collecting the goods) in the Head Office database using the Acct.No or part of the Account Name:

Input Account Number:

OR

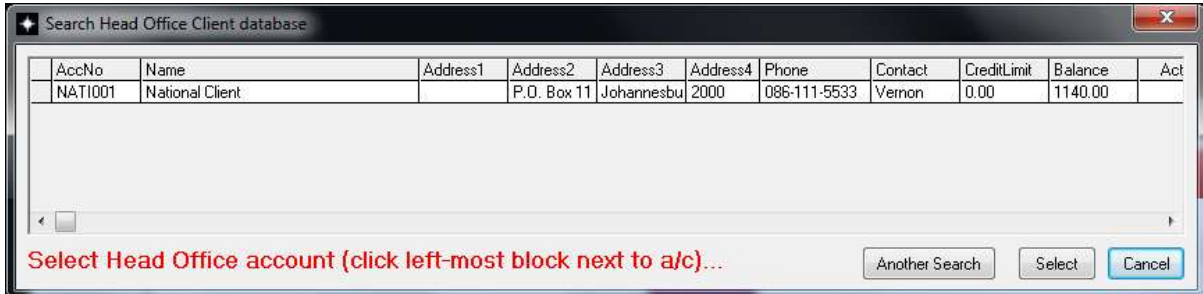
Input part of Account Name:

Ok Cancel

Depending on the internet speed, this may take a couple of seconds.

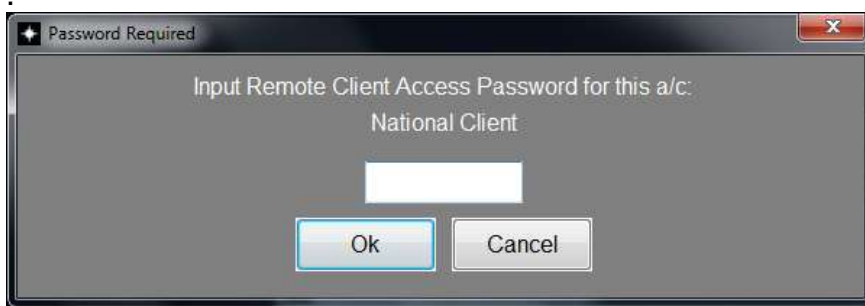


If the client is listed and active on the Community Paints National database, their account details will appear. Take special care to search for the correct account as National clients may have different Accounts on the National Database. Once you have located the correct account, click on the [Select] button.



4.2. Entering the National Clients Pin Code

The representative of the national client will have to enter a pin for this transaction. It is highly recommended that each @Paint store installs a numeric Pin pad for this purpose. The system will not be allowed to continue without this Pin.



4.3. Entering the Collection agents details

You will now be prompted to enter the details that should accompany the printed document. The following details should carefully be entered:

- Name: (of the Person Collecting on behalf of the National Client)
- Address Details: (Where the Paint is being shipped to)
- Phone: (Number of the Person Collecting/Site no)
- Contact: (Person to phone in event of a query – usually a supervisor)



4.4. Issuing Stock to National Clients

The issuing document will now appear. This document does not show any pricing as this is controlled by the pricing as per Head Office. Because this is a Goods return note, the stock will be booked back at the last cost price that you have received it at. Remember to insert the National Clients Official Order Number. Community Paints will not be held liable for fraudulent stock issues if the requirement as per the Franchise agreement is not met. Insert the person's name that is doing the issue to the National Client under the "Our Ref" number. This way, in-house queries can easily be resolved.

Stockcode	Description	Quantity
ADAPTOR-01	MULTIADAPTOR	50
ADAPTOR-02	SINGLE ADAPTOR	20

Overall Disc: EXCL.	GoodsValue	Discount	Freight	VAT	TOTAL DUE
0.00					

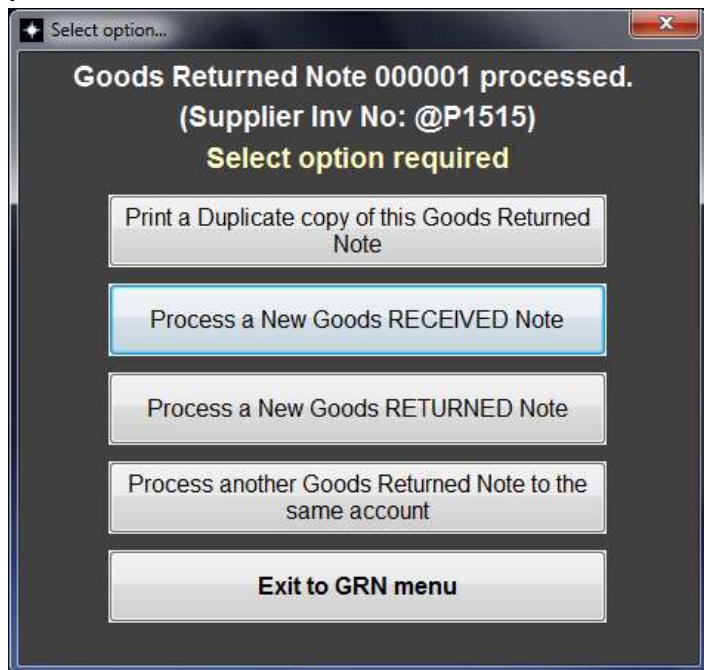
Once the stock has been issued, since this is actually a goods return note to Community Paints, you will be prompted to allocate the amount against the purchases from the Community Paints Creditors Account. You may also elect to leave the amount as Unallocated. Remember to allocate the amount later on in order to balance with Community Paints. Once done, press the [Save] button.

Date	Tp	Reference	Doc Value	Still Owing	Allocation
1 Oct 2011	CI	15151	11314.50	10431.00	883.50

Totals: 883.50

-10-

The required Goods return will now be processed in the background. The Delivery note will also be printed. Make sure that the National Clients agent signs the Printed Document, as this will form a vital part of any issue disputes. You may now print a duplicate of the Issues document or process further issues to the same client.



5. Sample Document

@PAINT KEMPTON PARK		DELIVERY NOTE	
For more information, contact: Revelation Accounting Software P.O. Box 11548 ASTON MANOR 1630 086 111 5533 Fx: 011 452 4113 Email: info@revelation.co.za		Suppl.Doc.No: @P1515	
		Date: 01 Oct 11	
		Our OrderNo: NC5587-25	
		Internal GRN No. 0000002	
		AccNo: COMM001	
			Page 1 of 1
<u>Supplied by:</u> COMMUNITY PAINTS		<u>Delivered to:</u> VERNON JONES 12 MAIN STREET KEMPTON PARK 1620 011-970-1880 VERNON	
		<u>On behalf of Head Office client:</u> Accnt.No: NATI001 National Client	
		P.O. Box 1122 Johannesburg 2000 086-111-5533	
Stockcode	Description	Unit	Quantity
ADAPTOR-01	MULTI ADAPTOR	EACH	50
ADAPTOR-02	SINGLE ADAPTOR	EACH	20
Received in good Order:			
Name: _____		Signed: _____	Date: _____