

MANIX 2.5

from Aasland Technologies

www.aasland.com



BusinessWare for professionals

User Manual

MANIX 2.5

User Manual

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About MANIX

MANIX is the business management system for anyone who needs to minimize complexity and gain more control over business operations. Primarily designed as a small business tool, it can be implemented for any sized business.

As well as this version, there is also a larger more complex version that includes Material and Resource Planning, Manufacturing Resources, Web integration, Multiple company accounts Scheduling and Full Accounting. For more information about this other version (MANIX Pro 32), contact your sales rep, or Aasland Technologies at (250)-490-0673.

MANIX grew out of the need to minimize data entry labor, maximizing efficiency while reducing costs. The final result is a products that does that and so much more. Unlike other order entry systems, MANIX is built in a Windows environment allowing you to edit on-the-fly and create information as it becomes available. For instance, you can start an order not knowing if you even have an item in inventory, or without knowing if the customer exists in your database. If you find that the customer is not already entered in the database, you simply create an account right then. No waiting, no canceling of the order as you would need to in most other systems. This is true of all features of MANIX.

This software combines many of the features that most businesses use every day. However, most businesses use a variety of incompatible software packages to achieve the same end. MANIX eliminates the need for duplication, and therefore minimizes the risk of error and reduces labor cost.

A basic accounting system is included as well. While designing the MANIX system, many of our clients expressed a need for a very simple to use accounting system that didn't require an accounting degree to figure out, well here it is.

For more information about MANIX and it's family of software, contact Aasland Technologies at (250)-490-0673, or find us on the web at <http://www.aasland.com>

Before you begin

Working with Windows

Before you begin working with the MANIX, you should understand the basics of Microsoft® Windows™ .

Like other Windows-based products, MANIX presents an easy-to-use graphical user interface. Because MANIX operates in the Windows environment, it uses the standard Windows rules for selecting icons, menus, menu items, and options in dialog boxes.

Before you use MANIX, you should know how to:

- Choose and cancel commands
- Move, move within, and cancel dialog boxes
- Work with command buttons, text boxes, list boxes, option buttons, and check boxes

For information, refer to the Microsoft Windows User's Guide.

This software should be installed by someone with administrative authority and knowledge of company structure.

If you are converting from other software, export the data to a compatible .CSV file - see *Importing and Exporting* later in this manual for details.

Program Installation and Setup

To install the MANIX software, you will require a 486 or Pentium Computer system running Windows 95, 98, or NT4 with at least 8 Mb of RAM, an SVGA video card, mouse and 20Mb of free space.

MANIX 2.5 is a stand alone product and has not been tested in a network environment. While the software can be installed on a network, it was designed for single user access.

To install the software :

- From CD: Place the CD in the CD drive. The install program should run automatically. If not, click **START, RUN**, and enter **D:\setup.exe** where D:\ is your CD ROM Drive.
- From internet: Download the MANIX package from <http://www.aasland.com/downloads.html> and save the file to an easy to find location (c:\windows\desktop\). Once the download is complete, locate the file and double click it. Accept all the defaults, it will work best that way. Once the installation is complete, you can delete the original file, or share it with a colleague.
- From floppy: place the disk labeled MANIX Disk #1 in to the A:\ drive. Click **START, RUN**, and enter **A:\setup.exe** where A:\ is your Floppy Drive.

You may need to restart the computer to complete the installation. Once finished, MANIX will appear in your START Menu and you can begin working with it.

The first time you run MANIX you will be required to fill in company information. **YOU MUST COMPLETE THIS SECTION BEFORE PROCEEDING.** This information can be edited later if you choose.

You should enter all of the information for the company data now including the password. **REMEMBER IT !** - Write the password down and lock it in the safe. If you loose the password, it may be expensive to recover it.

This would be a good time to enter at least one customer, employee, supplier, and shipper. You might want to enter an inventory item too.

Software limitations

MANIX 2.5 is a stand alone product and has not been tested in a network environment. While the software can be installed on a network, it was designed for single user access.

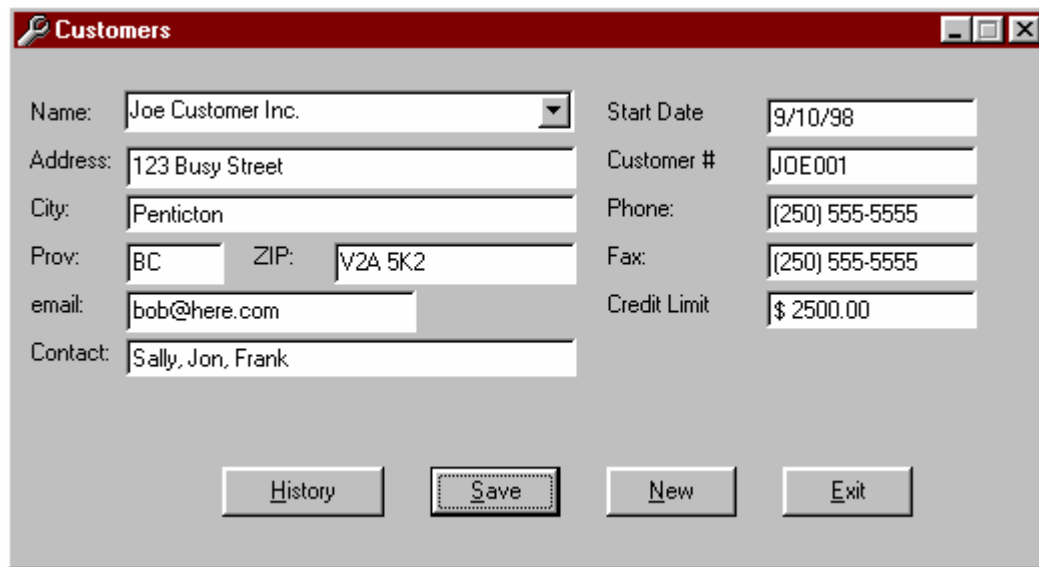
MANIX must be run under Windows 95, 98 or NT.

The MANIX Home Window

After the splash screen, the MANIX home window will appear. This is where it all happens. Like a start point, you will always come back to the Home Window to launch new items. The Buttons are self explanatory, and all features are accessible with keystrokes through the menu bar.



The Customers Window



The screenshot shows a window titled "Customers" with a red title bar. The window contains a form with the following fields:

Name:	Joe Customer Inc.	Start Date:	9/10/98
Address:	123 Busy Street	Customer #:	JOE001
City:	Penticton	Phone:	(250) 555-5555
Prov:	BC	ZIP:	V2A 5K2
Fax:	(250) 555-5555	Credit Limit:	\$ 2500.00
email:	bob@here.com		
Contact:	Sally, Jon, Frank		

At the bottom of the window, there are four buttons: History, Save, New, and Exit. The Save button is highlighted with a dotted border.

In the customers window, you can enter new customers with the **NEW** button, or simply edit the information on screen. Pressing **SAVE** will commit any changes to the database. The **HISTORY** button will show the contact history for the current client. When you **EXIT**, the currently selected customer becomes the system current client, updating any other windows you may be working in. This is especially handy when you need to quickly look up a client for an order or Retail sale.

To Search the customer database, simply type a few letters of any part of the name followed by a * (asterix). This will search the names for any occurrences of what you typed and return a list you can select from. Click on the name and the customers window automatically updates.

The Employees Window

The screenshot shows a window titled "Employees" with a red header bar. The window contains the following fields and controls:

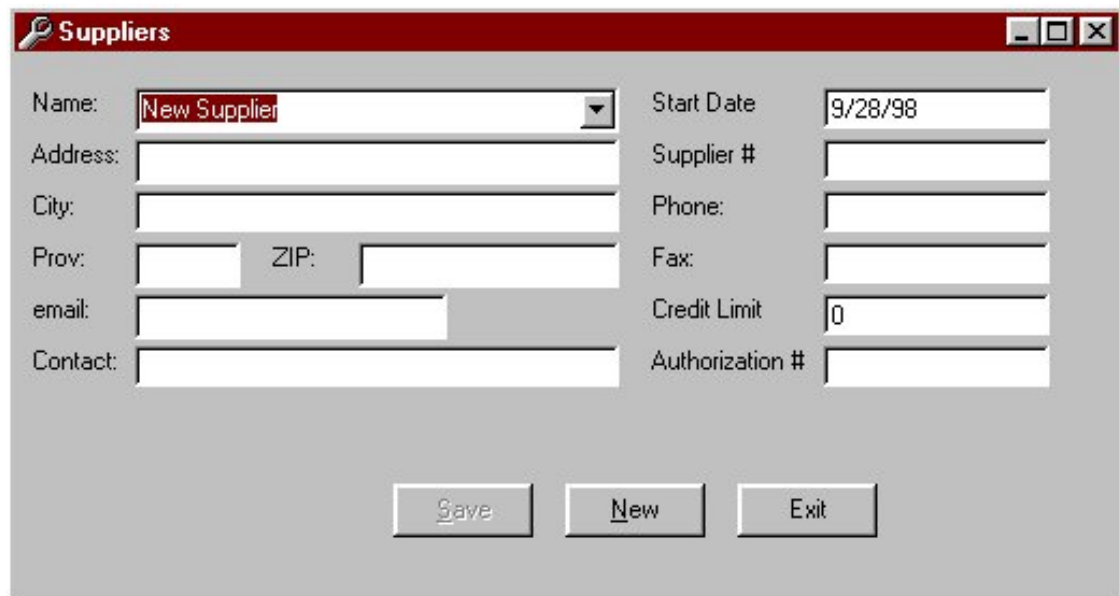
- Name:** A dropdown menu with "New Employee" selected.
- Start Date:** A text box containing "9/28/98".
- Address:** A text box.
- Employee #:** A text box.
- City:** A text box.
- Phone:** A text box.
- Prov:** A text box.
- ZIP:** A text box.
- Fax:** A text box.
- email:** A text box.
- Pay Rate:** A text box containing "0".
- Pay Type:** A dropdown menu with "Hourly" selected.
- SIN:** A text box.
- Emergency Contact:** A section with two sub-fields:
 - Name:** A text box.
 - Phone:** A text box.

At the bottom of the window are three buttons: "Save", "New", and "Exit".

In the employees window, you can enter new employees with then **NEW** button, or simply edit the information on screen. Pressing **SAVE** will commit any changes to the database. When you **EXIT**, the currently selected employee becomes the system current employee, updating any other windows you may be working in.

To Search the employee database, simply type a few letters of any part of the name followed by a * (asterix). This will search the names for any occurrences of what you typed and return a list you can select from. Click on the name and the employees window automatically updates.

The Suppliers Window



The screenshot shows a window titled "Suppliers" with a red header bar. The window contains a form with the following fields:

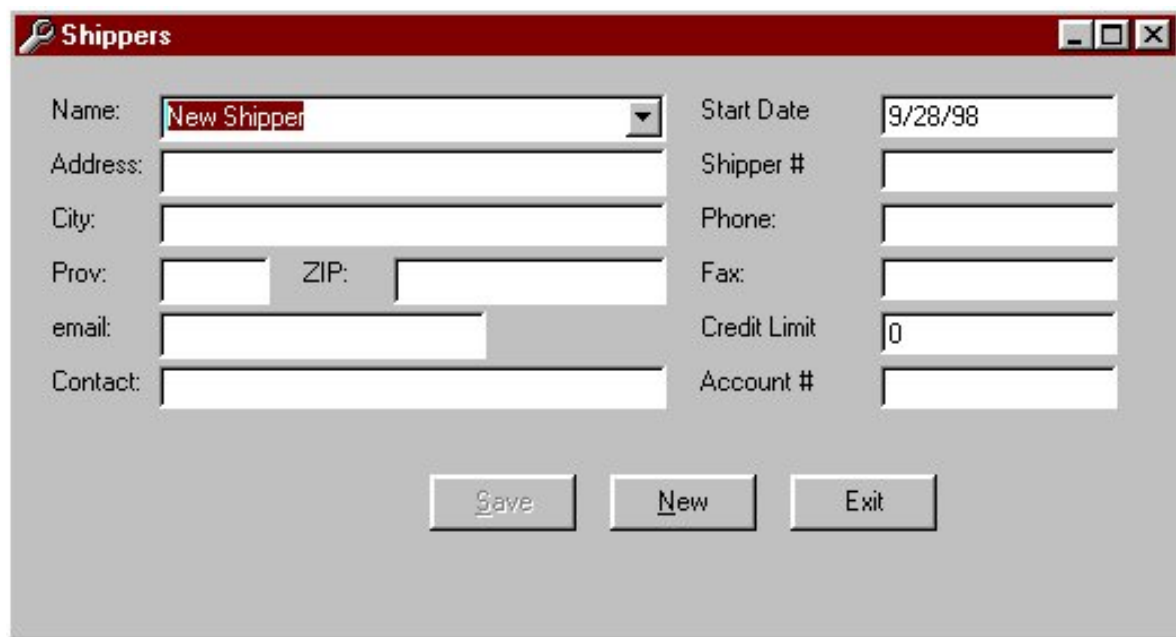
Name:	<input type="text" value="New Supplier"/>	Start Date	<input type="text" value="9/28/98"/>
Address:	<input type="text"/>	Supplier #	<input type="text"/>
City:	<input type="text"/>	Phone:	<input type="text"/>
Prov:	<input type="text"/>	ZIP:	<input type="text"/>
email:	<input type="text"/>	Fax:	<input type="text"/>
Contact:	<input type="text"/>	Credit Limit	<input type="text" value="0"/>
		Authorization #	<input type="text"/>

At the bottom of the window, there are three buttons: "Save", "New", and "Exit".

In the suppliers window, you can enter new suppliers with then **NEW** button, or simply edit the information on screen. Pressing **SAVE** will commit any changes to the database. When you **EXIT**, the currently selected supplier becomes the system current supplier, updating any other windows you may be working in.

To Search the supplier database, simply type a few letters of any part of the name followed by a * (asterix). This will search the names for any occurrences of what you typed and return a list you can select from. Click on the name and the supplier window automatically updates.

The Shippers Window



The screenshot shows a window titled "Shippers" with a red header bar. The window contains a form with the following fields:

Name:	<input type="text" value="New Shipper"/>	Start Date:	<input type="text" value="9/28/98"/>
Address:	<input type="text"/>	Shipper #:	<input type="text"/>
City:	<input type="text"/>	Phone:	<input type="text"/>
Prov:	<input type="text"/>	ZIP:	<input type="text"/>
Fax:	<input type="text"/>	Credit Limit:	<input type="text" value="0"/>
email:	<input type="text"/>	Account #:	<input type="text"/>
Contact:	<input type="text"/>		

At the bottom of the window, there are three buttons: "Save", "New", and "Exit".

In the shippers window, you can enter new shippers with then **NEW** button, or simply edit the information on screen. Pressing **SAVE** will commit any changes to the database. When you **EXIT**, the currently selected shipper becomes the system current shipper, updating any other windows you may be working in.

To Search the shippers database, simply type a few letters of any part of the name followed by a * (asterix). This will search the names for any occurrences of what you typed and return a list you can select from. Click on the name and the shippers window automatically updates.

Company Administration

The screenshot shows a software window titled "Administration" with a red header bar. The window is divided into two main sections. The top section, titled "Company Information", contains several text input fields: "Name" (Aasland Technologies), "Address" (237 - 437 Martin Street), "City" (Penticton), "Prov." (BC), "ZIP" (V2A 5L1), "Phone" ((250) 490-0673), "Fax" ((250) 490-0673), "Email" (admin@aaasland.com), and "URL" (www.aasland.com). Below these is a "Master Password" field with asterisks. The bottom section contains numerical input fields for "PST" (\$ 0.07), "GST" (\$ 0.07), "Set Shop Rate 1" (\$ 45.00), "Set Shop Rate 2" (\$ 65.00), "Start Work Orders at" (70), "Start Invoices at" (70), and "Start P.O.'s at" (70). A "Business #" field contains "89272 4634 RT00". To the right of these fields are five checkboxes: "Charge GST on Shipping" (unchecked), "Charge PST on Shipping" (unchecked), "Charge PST on Labor" (checked), "Charge GST on Labor" (checked), and "Use Business Number" (checked). A "Transfer PST Costs" checkbox is also present and unchecked. At the bottom right are three buttons: "Admin.", "Save", and "Exit".

This is where you store all of your company data. The fields can be changed at any time and committed to the database with the **SAVE** button. The *Master Password* is important. This password is used to protect your data, while giving the administrator an opportunity to make manual changes when needed. PROTECT THIS PASSWORD. While it can be changed by the administrator, it is difficult (and expensive) to recover if you lose it.

You can customize the way MANIX works with the check boxes on the window. Whether or not to charge tax, transfer costs, or display GST/Business Number can all be done here.

This is also where you go to import and export data. These features are hidden under the Admin. button and require the Master Password to continue. For more information about importing and exporting, see the appropriate section of this manual. The Admin. button also grants access to a special area that can be used to completely erase the MANIX database. DO NOT USE THIS AREA UNLESS YOU KNOW WHAT YOU ARE DOING!

Shipping /Invoicing

ORDER	
Order	Select Order
Customer	Customer Name
Order Date	Order Date
Sub Total:	\$ 0.00
GST:	\$ 0.00
PST:	\$ 0.00
Discount:	\$ 0.00
Prepaid:	\$ 0.00
Total:	\$ 0.00

SHIPPING	
Shipper Name	Shipper Name
Shipping Co.	Shipping Co.
Shipping #	0
Invoice #	73
Tracking #	Tracking #
Total Weight	0.000 Kg
Freight Chg	\$ 0.00
Freight PST	\$ 0.00
Freight GST	\$ 0.00
Total Freight	\$ 0.00
Invoice Amnt.	\$ 0.00

Buttons: Invoice, Exit

What could be easier? Select an order from the list, choose a shipper and add freight charges as necessary.

The Order list will only show orders that are tagged for invoicing. You cannot ship an order that is still active, or pending. The Shipper Name here is actually the employee responsible for shipping this order. The tracking number can be manually edited for later follow up and is intended to be used for the shippers way-bill number.

Clicking on **INVOICE** will set the order as invoiced, and will give you the opportunity to print an invoice. If you choose not to print, the order will still be available to print from this window.

Receiving

Non P.O. Item Bill # Date 9/10/98 Freight Cost 0

Part Number Units Amnt. Received Cost Per Unit Total Cost

Part Number Each 0 0 0

Receive

Exit

Part #	Description	Units	Req'd	Cost Each	Extended \$

When you receive stock, use this window to add it to your inventory. You can select from a list of issued Purchase Orders and receive items for specific way-bills. The amount and cost-per-unit entered here updates the inventory directly and will change the average cost figure and in-stock count.

Inventory

The screenshot shows a software window titled "Inventory" with a red header bar. The window contains a form for creating a new inventory item. The form fields are as follows:

Part Description	New Part		
Your Part #	0		
Supplier Part #			
Bin Location			
Units	Each	In Stock	0
		On Order	0
Avg. Cost	0	Last Cost	0
		Retail Price	0
Type	Hardware	Weight	0
		Customer	
Lead Time	0	Days	
		Min Level	0
Supplier			

At the bottom of the window, there are four buttons: Delete, Save, New, and EXIT.

When you press NEW to create a new inventory item, you can select (or create) up to 5 categories of part definition to generate a name. The structure is from least significant to most significant, IE: Steel, Plate, Stainless, 8'x4', 1/4" Gauge OR Bolt, Course, Carriage, 1"OD, 4"Shaft. You can store your own in-house part# and bin location as well as the suppliers # for quick reference and ordering. The in-stock and on-order fields will show up to 3 decimal places for items ordered by the Kilo, or Liter, but sold or used in smaller quantities. The weight field is used to calculate the total weight of finished assemblies or to calculate shipping weight and freight cost. Entering the lead time will help to forecast delivery dates for orders.

Purchase Orders

Purchase Orders [Window Title Bar]

P.O. # Date Supplier Status

Part Number Required Average Cost

Part #	Description	Units	Req'd	Cost Each	Extended \$

Order Entry

Orders

Customer: Order #: Order Date: Required By: Contract Price: Status:

Bill To:

Ship To:

Pt #	Description	Each	Qty	Total

Date	Hours	Rate	Name	Description	Total

Client P.O. Number:

notes:

Sub Total: Exempt
GST:
PST:
Discount:
Prepaid:
Total:
Terms:

Retail Point of Sale

MANIX P.O.S.

Customer: HOU001 Order #: 74 Order Date: 9/10/98

Bill To:
Cash Sale

Ship To:

Pt #	Description	Each	Qty	Total

Date	Hours	Rate	Name	Description	Total

notes:

Sub Total: 0 Exempt

GST: 0

PST: 0

Discount: 0

Total: 0

Client P.O. Number:

CANCEL

SALE

Quotes

Reports

The screenshot shows a window titled "Reports" with a red header bar. The window contains a search interface with the following elements:

- Search For:** A dropdown menu with "Select Source" selected.
- Field:** A dropdown menu with "Search Field" selected.
- Operator:** A dropdown menu with "=" selected.
- Search Criteria:** A text input field.
- Filter Buttons:** A vertical column of buttons on the right side: Customers, Employees, Suppliers, Shippers, Inventory, Sales, and Invoiced.
- Action Buttons:** A vertical column of buttons in the center: Print, Clear, Search, and Exit.
- Table:** A small table at the bottom left with two columns and two rows. The bottom-right cell is highlighted in red.

Accounting

MANIX Accounting (2.5)

A.R. A.P. G.L. Exit

MANIX General Ledger

MANIX Accounts Payable

Date	Client Name	Net	GST	PST	Total

MANIX Accounts Receivable

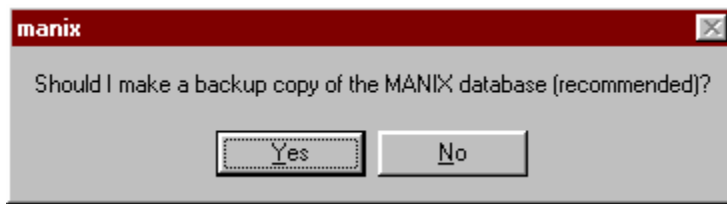
Date	Client Name	Net	GST	PST	Total

Aging (Gross)

New	30 Days	60 Days	90 Days	120 Days +	Total Receivable
0	0	0	0	0	0

Exit

Exit



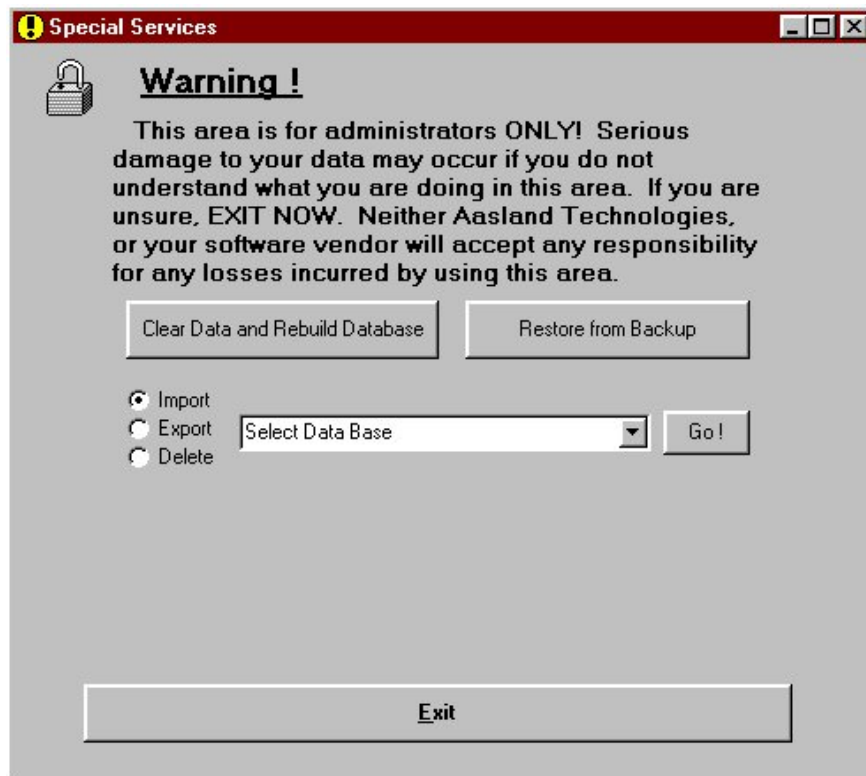
When you close MANIX it will always ask you if you want a backup of the database. Unless you are not sure about your previous session, or you think the current database is corrupt, always choose yes. This will create a current backup of the database for recovery if you inadvertently destroy, delete, or otherwise disable the working version.

Backing up your work

Regardless of this convenient feature, it is important to make regular backups of your system. If you already have a backup system in place, make sure that the MANIX database (c:\program files\manix25\manix.mdb) is part of the backup.

If you do not have a backup system now, call your computer support people and have a system installed.

Importing and Exporting Data



In the Special Services window, you can import, export, or delete entire database tables. You can also delete the entire database with one button. There are actually several levels of safeguard against this, but it *is possible* to do, so be careful.

The import/export functions use standard .csv (comma delimited) files that are common to many software packages.