Table of Contents

Downloading and Installing the Catering Central Program

Catering Central Office – How To Install

Follow these three steps to install the program on your Windows computer.

Step 1. The first process will be to download the setup file from the **www.is2software.com** website.

Download your file to a directory on your machine and please remember the directory in which you stored the setup file. A good practice is to setup a Download folder (directory) on your machine for all downloads and create subdirectories for the different programs, etc. that are downloaded.

Step 2. The second process will be to run the program setup executable (Setup_Catering_Central.exe) on your workstation to install the software.

The application software should be installed on each workstation in your office that needs access to the Catering calendar. The Catering Central program connects to either our hosted site or in your office to where your data is stored.

If you are signed up for the hosted version, the program will attach to our application server here in Dallas, Texas. If you are running the onsite version, the program will attach to data stored on your own server, provided the database server and application server have been installed.

Step 3. After installation, once you start the program a login screen will be presented.

If you have purchased a hosted account, you will be sent your login information by email.

If running a trial download, the login parameters are:

User Information

User Name: cateringguest
User Password: cateringguest

Place checkmarks on both Save Passwords and Check for Update.

Connection Information

Host Address: is2.netmass.com
Host Port: 12000

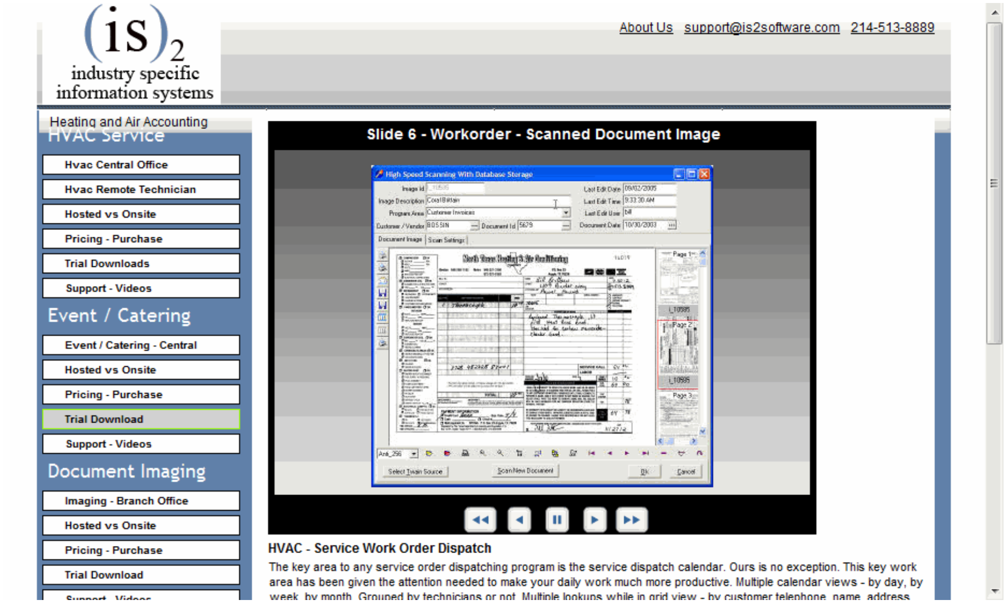
Company Information

Leave fields blank. Make sure Hosted Account is unchecked.

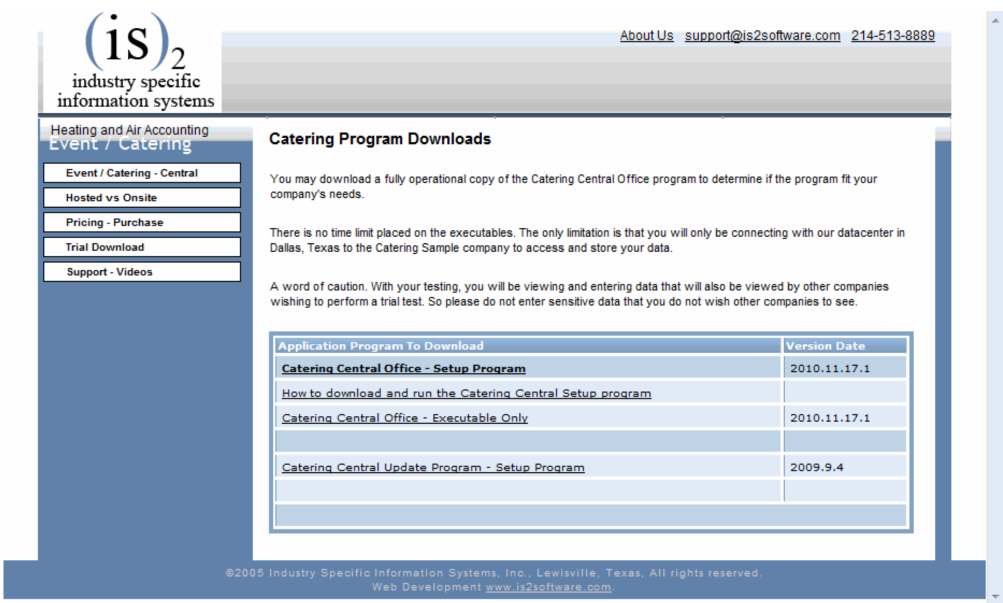
Updates for the program are periodically made available as modifications and additions to the program take place. An update availability screen is shown when first entering the program if a new update is available.

Step 1. Download the Catering Central Office software:

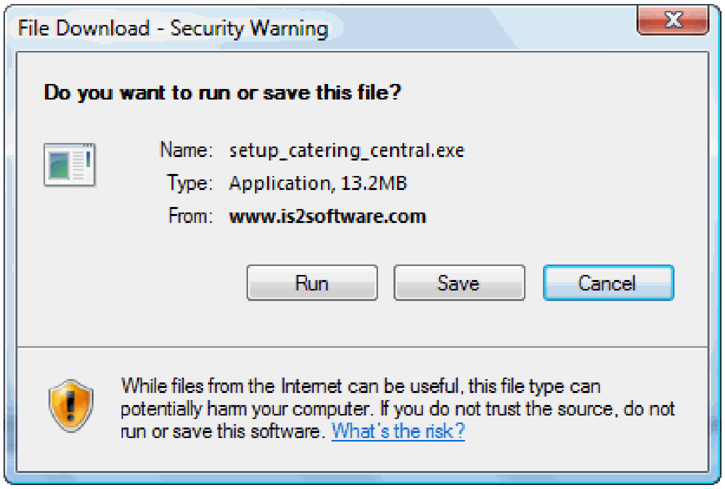
1. Download the Catering Central setup program from the **www.is2software.com website**. At the homepage, on the left side of the page, choose the **Trial Downloads** link under **Events / Catering**.



2. You will be directed to the Catering Accounting downloads screen.
Click on the **Catering Central Office - Setup Program** link.

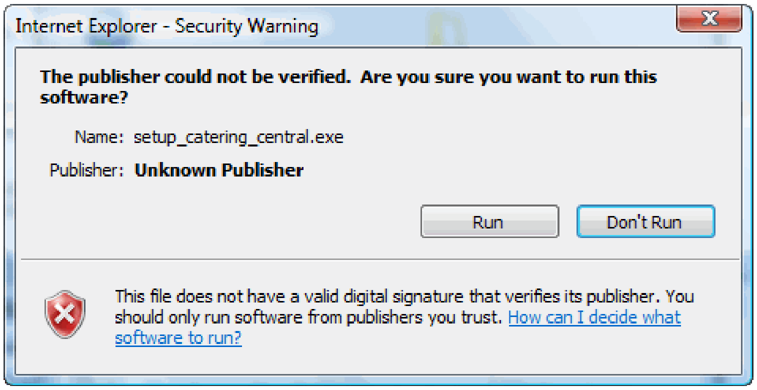


3. Choose the Run option on the File Download dialog. This will start an immediate download to a temporary file area where and then begin the installation setup.

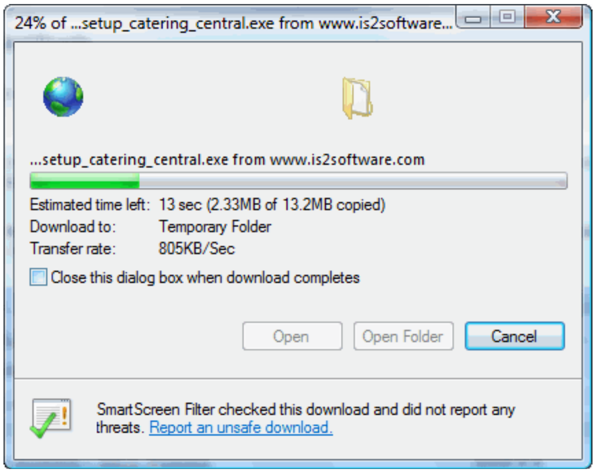


If you choose the Save This Program to Disk option on the File Download dialog. Follow the onscreen directions to download the program setup file. The options shown are different between the multiple versions of Windows. Choose the Save option. Do not check the option to close the dialog box after the download completes if this option is available. If it is checked, you will not be able to continue without finding the downloaded file on your drive. Remember where you download the setup file. Best practice is to create a \Downloads directory on your Drive C or Drive D and download all install setup programs into that directory where you willl know where to find them. Do not save setup files onto the computer desktop.

You may be shown a screen that says that the publisher cannot be verified because we have not associated a digitial certificate with this install. Please choose **Run** to proceed with the install.



5. The transfer screen will show the progress of the file download. While transferring, make sure the "Close this dialog box when download completes" is not checked, if this dialog box shows on your screen. It makes the install simpler if you can run the setup program immediately after you download.

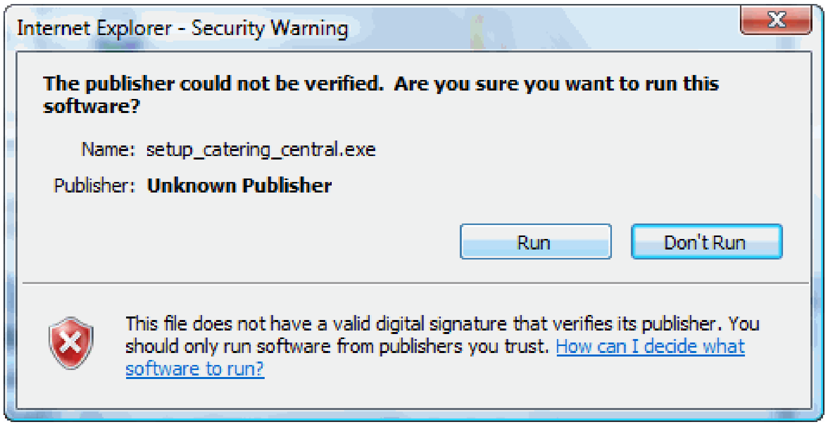


When the download completes, you will be ready to begin running the Setup program that will install the Catering Central program.

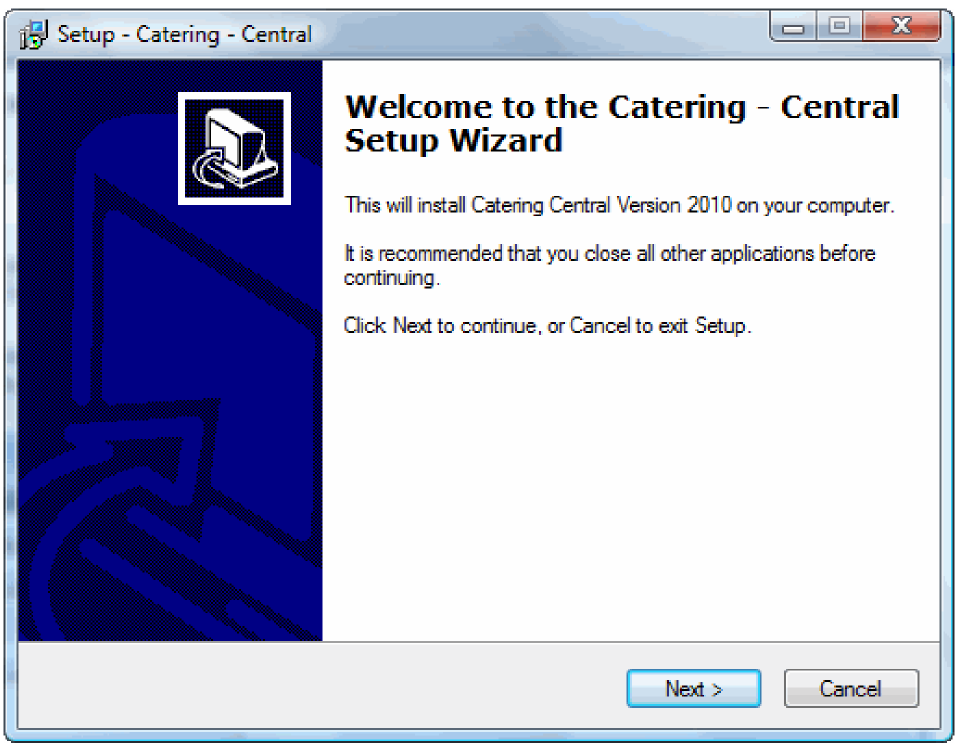
To install the Catering Central software:

When the download of the setup program is complete, click on the Run button to start the installation program.

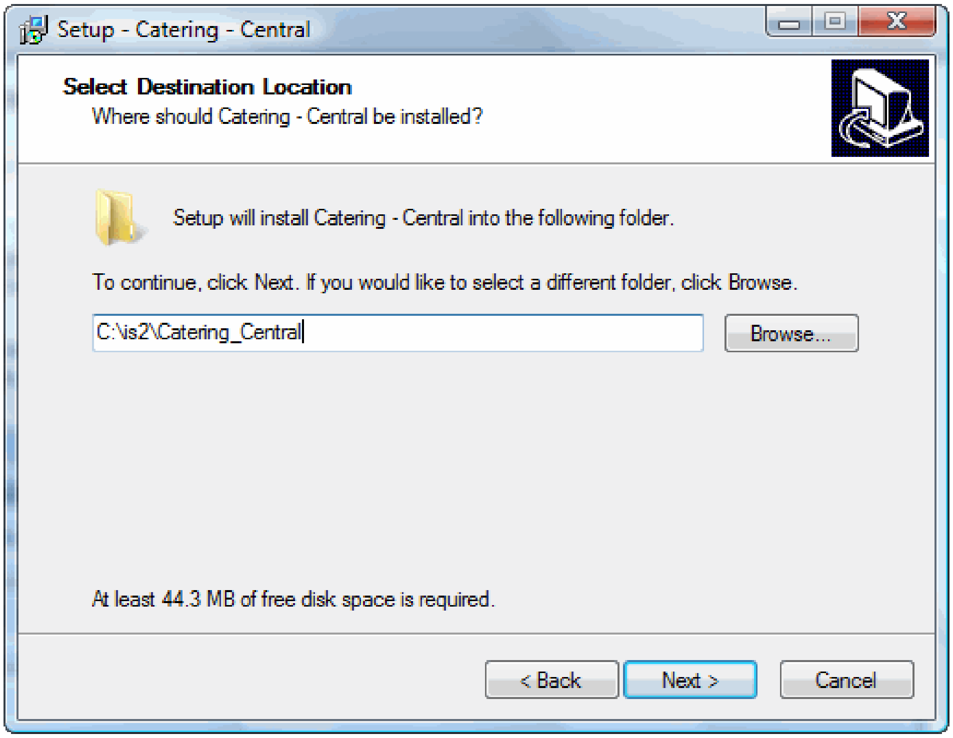
Some browser download dialogs do not show the Run button, if you have checked the checkbox to close the dialog automatically. If the Open button is not shown, remember where you downloaded the setup file, and then go to that directory to run the setup executable.



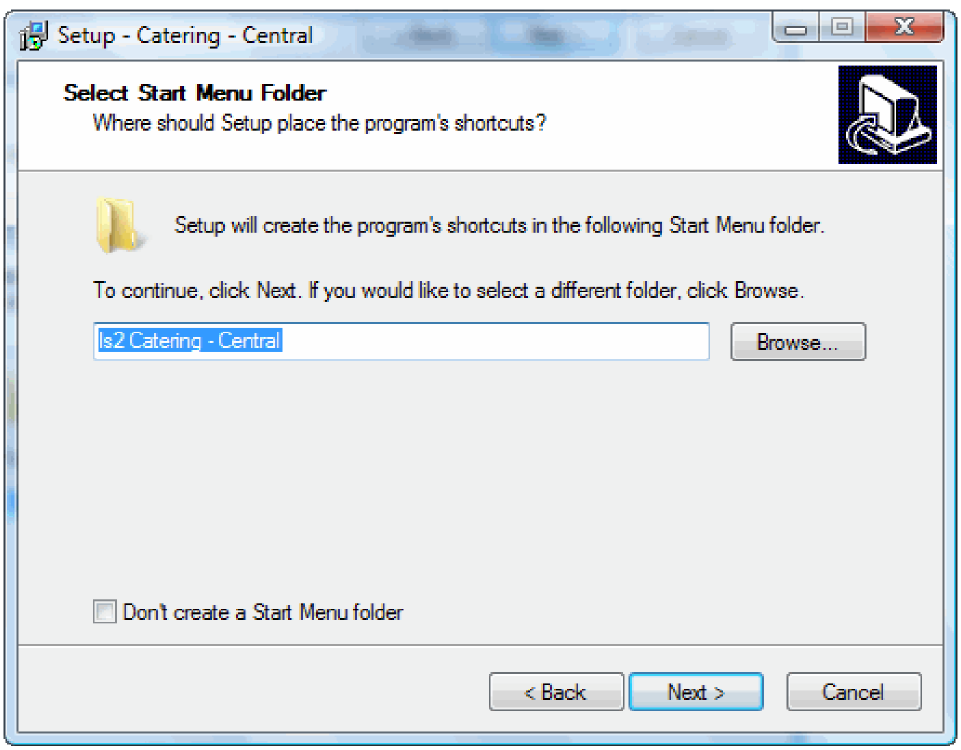
1. The install program will now start and guide you along the software setup process.

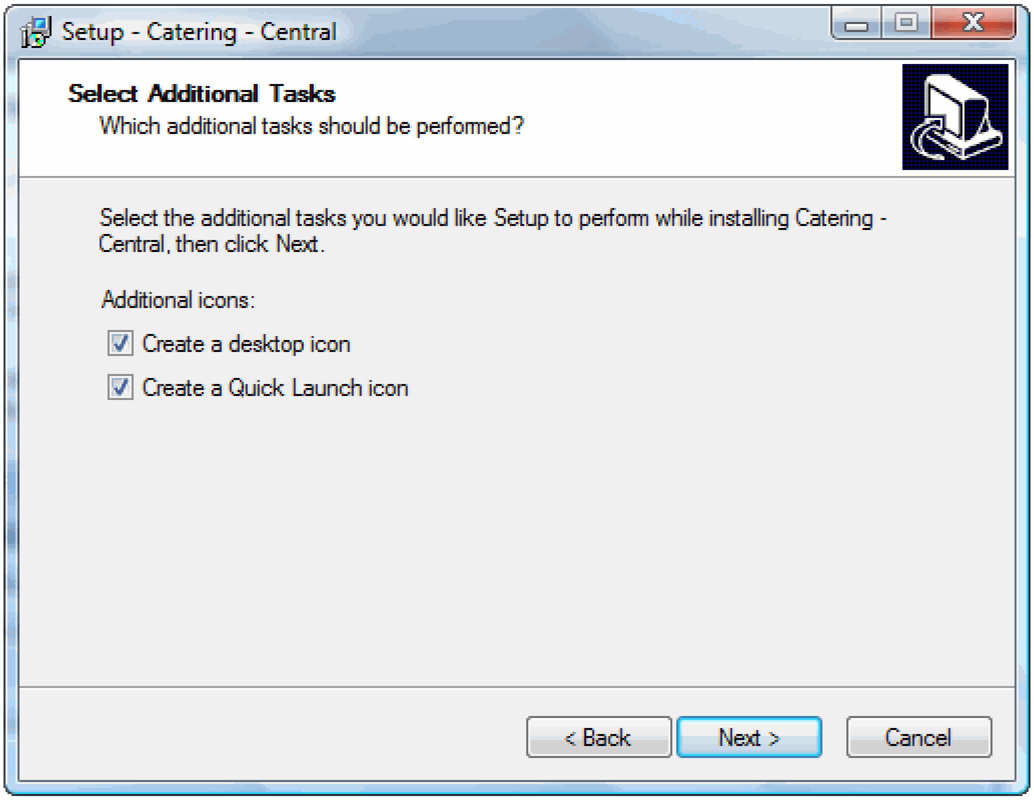


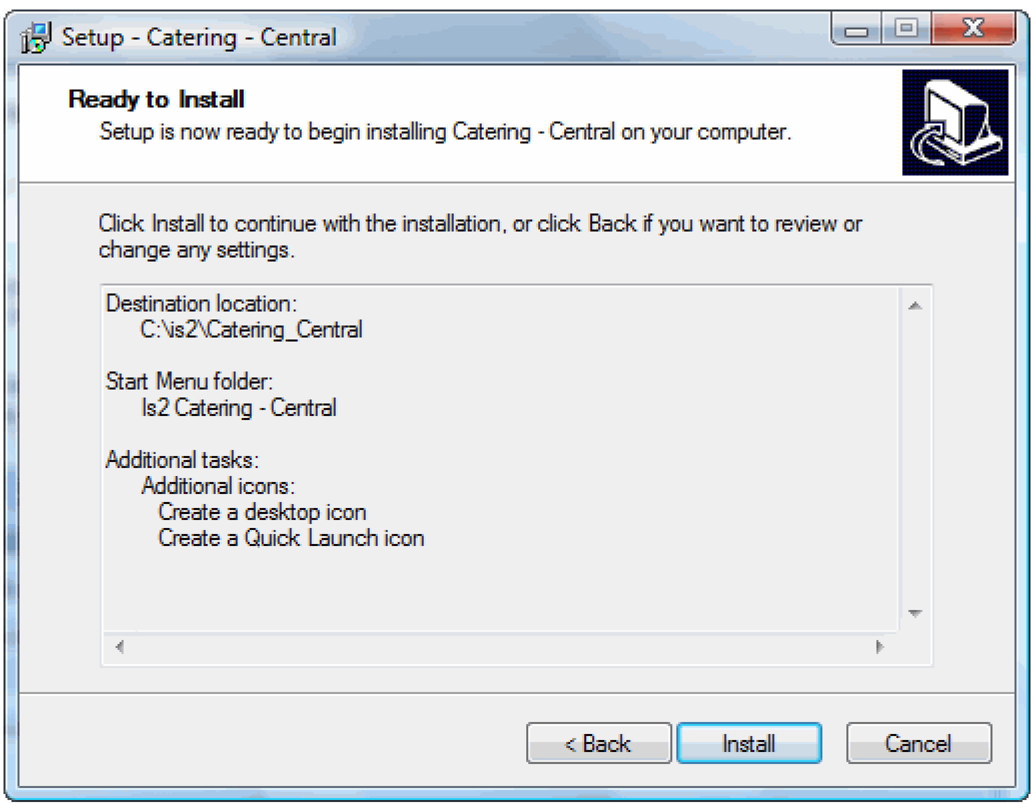
2. Choose where you wish the Catering Central software to be installed. The default is "C:\Is2\Catering_Central" directory.



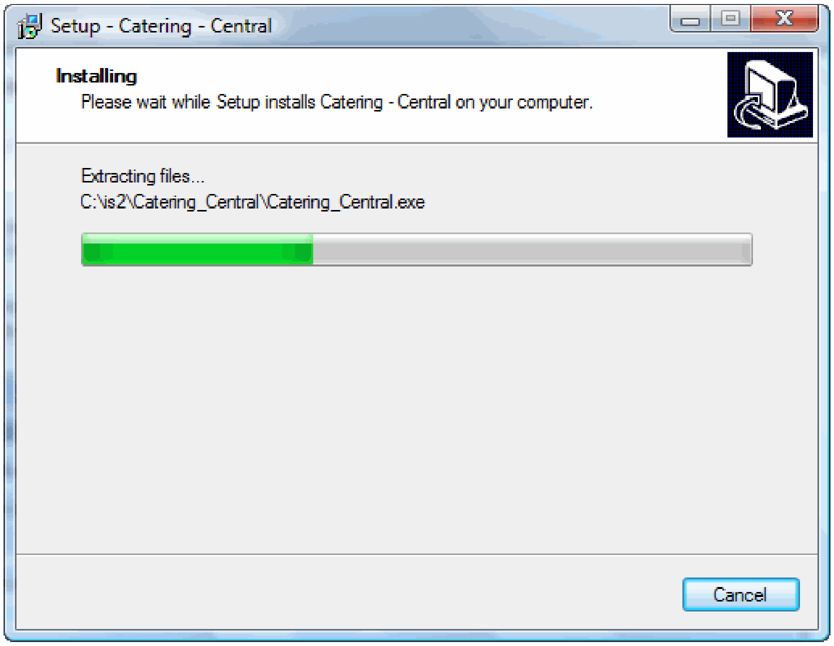
3. Once the install directory has been chosen, the install is ready to begin.



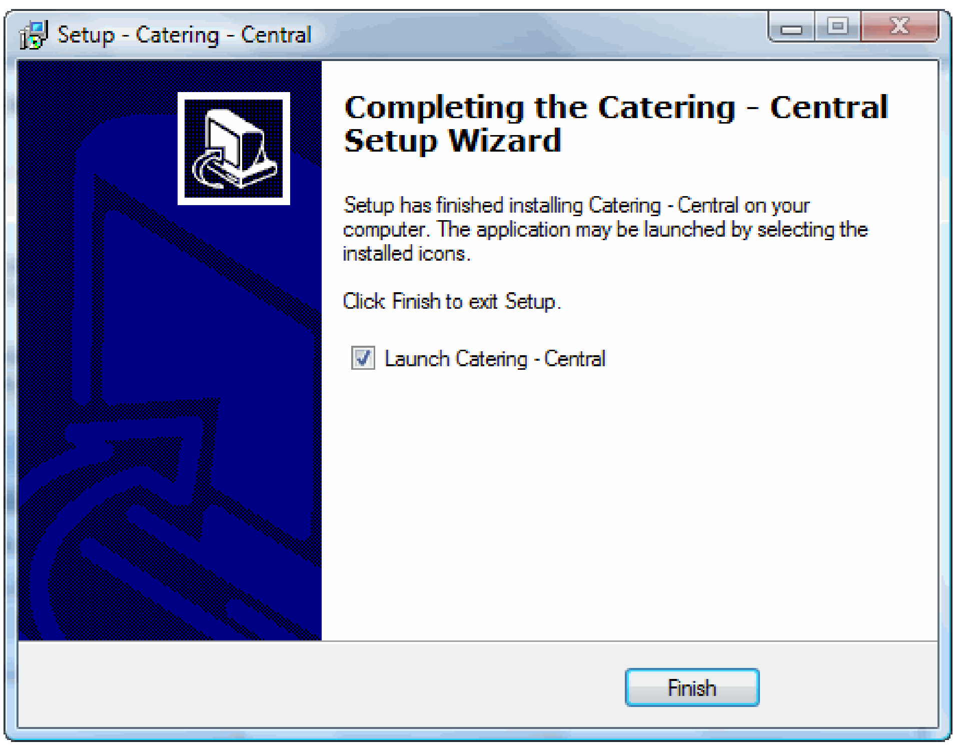




4. The files for the program will now be installed to the designated directory.



5. When finished, a completion screen will appear. You may start the Catering Central program from here if you wish.

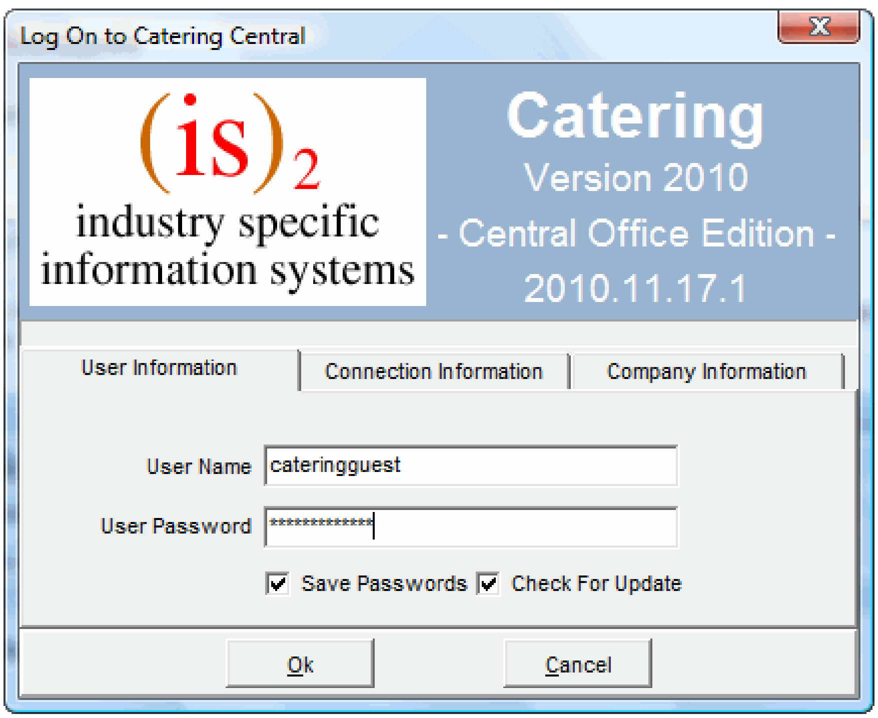


Starting the Program

1. From your computer's Start button, select the Programs menu, go to Is2 Software, and then choose the Catering Central. Or just choose the desktop shortcut that was created.

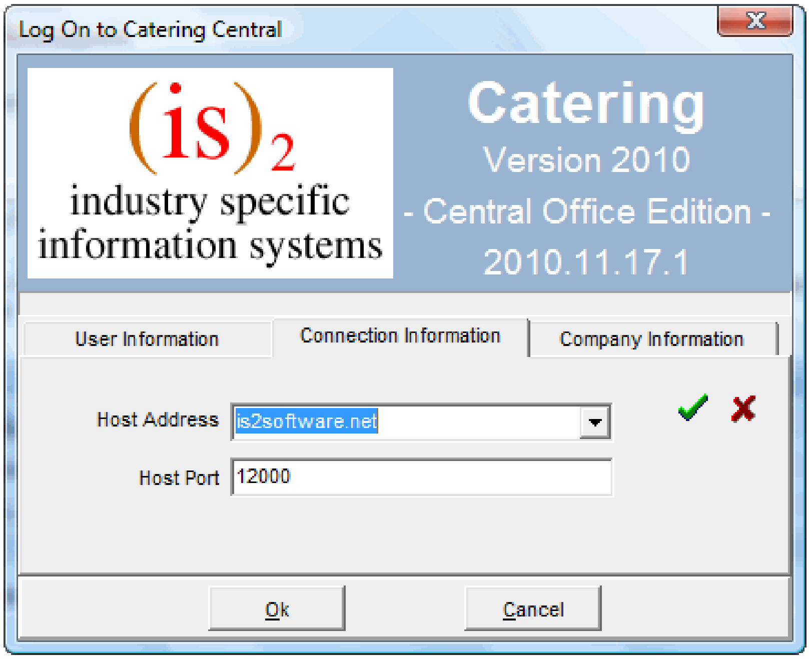
2. When starting, you will see the login screen appear first. There are three tabs on the login screen which are for entering User login information, Connection login information, and if your company is being hosted by Is2 Software, the Company login information.

You may also check to save the password you entered for your next login and also for the program to check each time you login for new updates to the program.



The User Name and the User Password are entries that are verified against your company database entries for each user.   The administrator for your company will have entered individual entries for each user.

User activity is tracked within the company database each time a user logs in and when they log off the system.



The Host Address is the ip address or domain address for the server that is providing access to your company data.

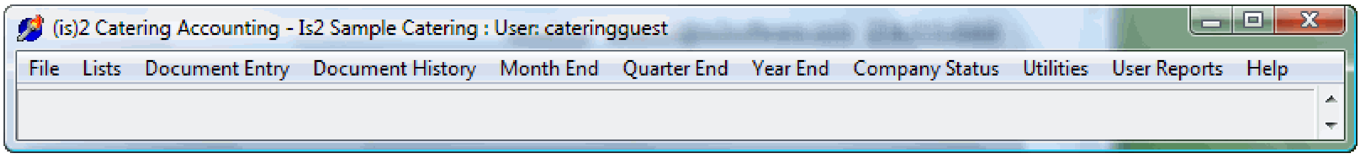
The Host Port is the router port that will be providing access for this server connection.

For hosted accounts, this address will be is2software.net and the host port will be 12000.

The hosted company login information will be emailed out for the company after signing up for the hosted accounts.

3. If the login information has been correctly, click on the Ok button at the bottom of the login screen to proceed with the login verification.

4. If your login is verified correct, the main menu will appear for the Catering Central program.

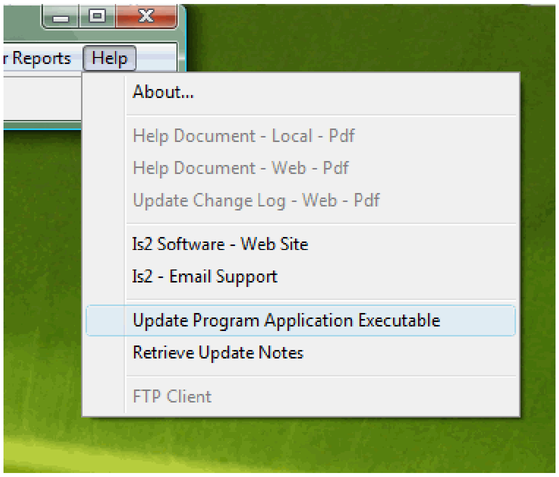


5. If the main menu appears, the program should be functioning properly.

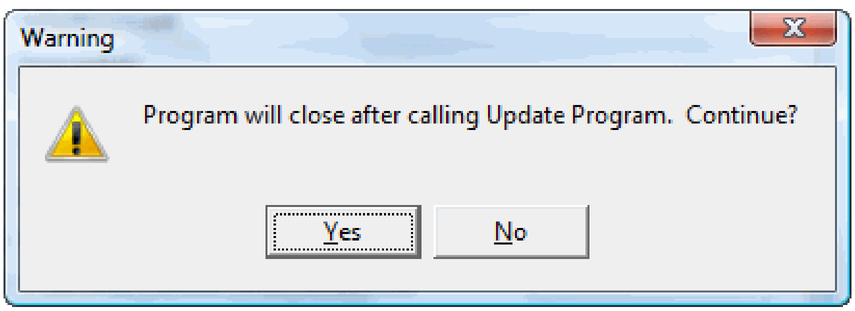
6. You are now ready to get started. Proceed now to setting up your Central parameters. There you will enter the parameters needed to run your company entry, posting processes, and company printing information.

Instructions for updating the Catering Central program.

1. You may update the Catering Central program either by choosing the Help – Update Program Application Executable or by running the Update Program from the Catering Central directory where it is installed.



2. A question dialog screen will appear asking if you wish to run the Update program.   Click on the Yes to continue with program update.

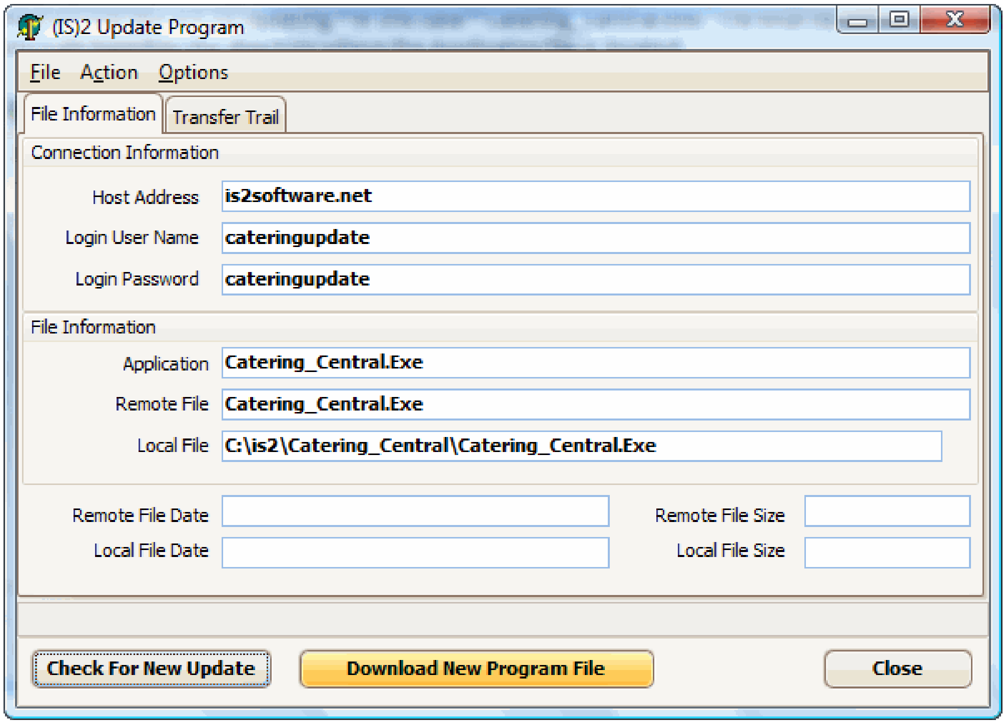


3. The Update Program screen will appear.

Please fill out the Host Address, Login User Name, and Login Password to be the same as appears below.

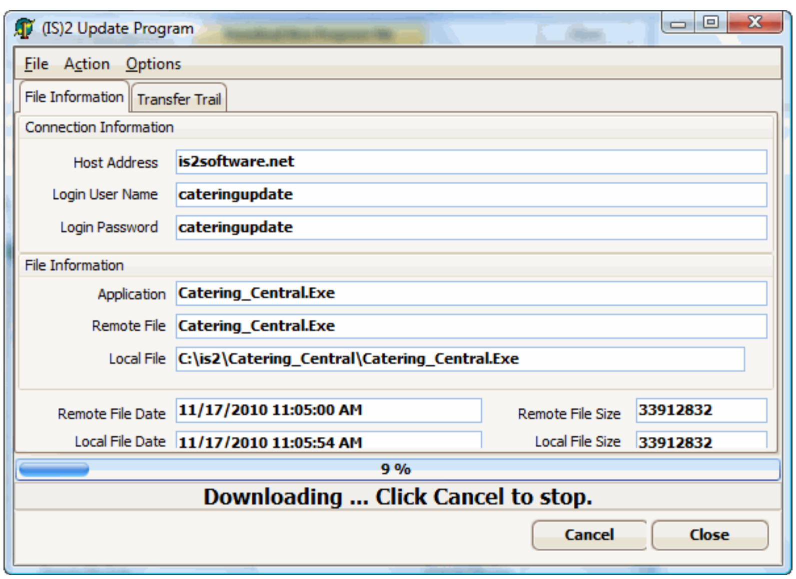
The Application and Central File name should match the program that you will be updating – in this case – Catering_Central.Exe.

The local file will be generated internally based on the directory where the Application file is located.



3. Click on the Download new Program File button to start the download of the newest update. On the first run, you may need to answer to the question from Windows to Un-Block the application to allow the transfer to occur. The application executable file will be overwritten with the new file.

4. A progress bar will show at the bottom of the screen as the download occurs.

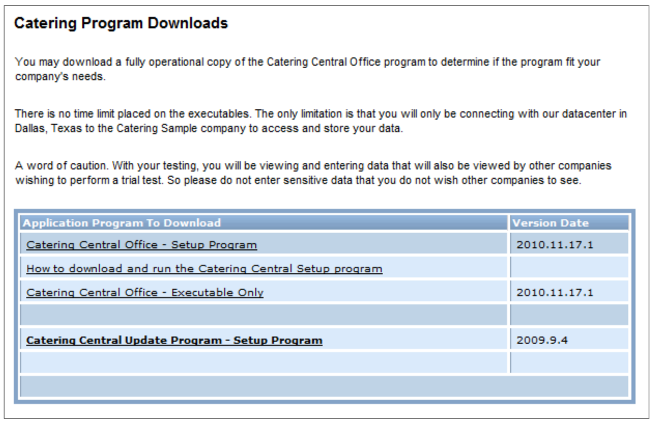


5. Close the update program and click on the Catering Central icon to start the application with the new update.

Instructions for downloading and installing the new Update Program.

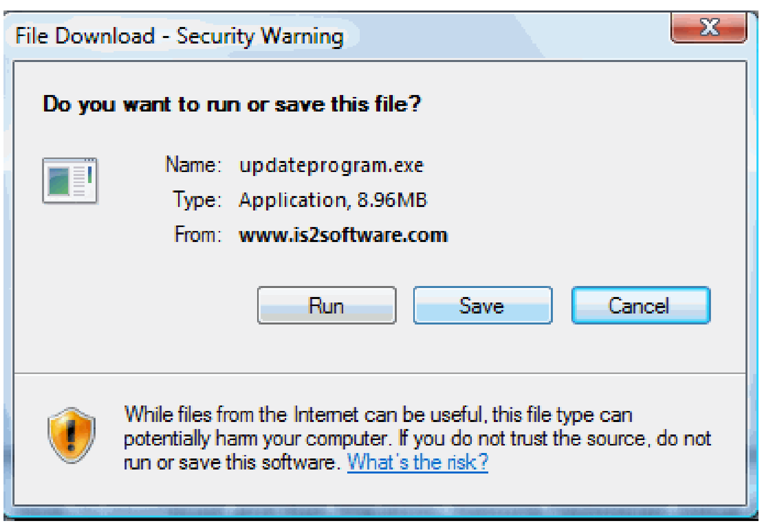
If your install is an older install, there is a new update program which uses a ftp transfer protocol instead of http so we do not have to deal with the http security measures enacted with the latest Windows update service packs.

1. Go to the website. www.is2software.com
2. Choose the Catering – Trial Downloads page.



3. On the Catering Downloads page, click on the Update Program – Executable Only which is at the bottom of the page.

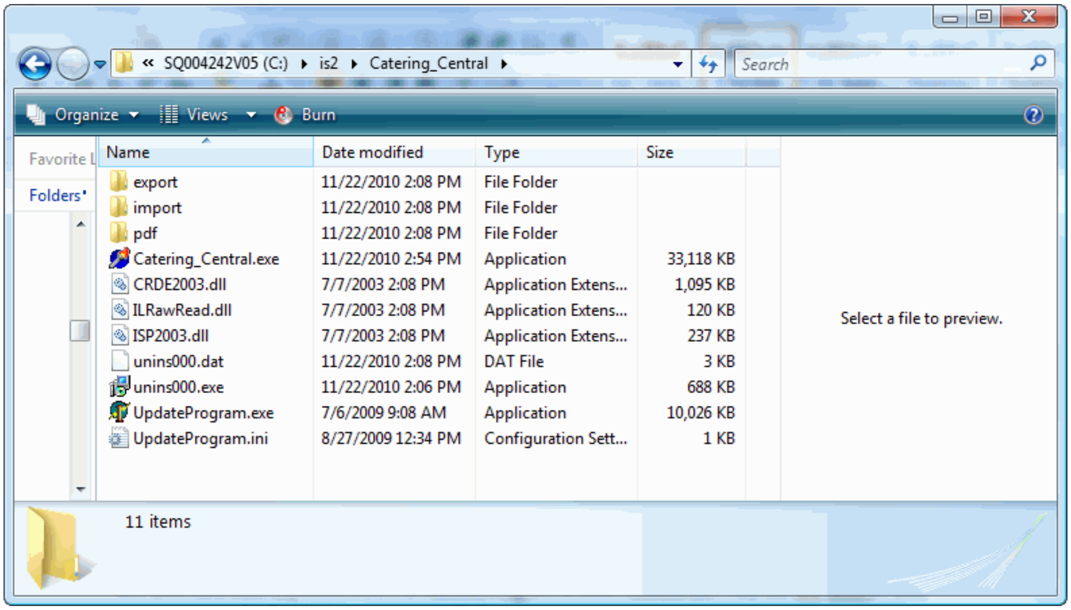
4. A run or save file dialog box will appear. Choose the Save button to save the file to your local drive.



5. You will need to save the file to the directory where the Catering Central was installed.

Normally, this is in the \Is2\Catering_Central for the Central program.

You may need to overwrite the existing program with the new one. Answer Yes if the overwrite is needed.



The Update Program is normally run from the Help – Run Update Program menu option but it can also be run by itself.

For each program, the Update Program uses a different set of parameters for the downloading of the appropriate updates.

Getting Started – Entering Your Company Parameters

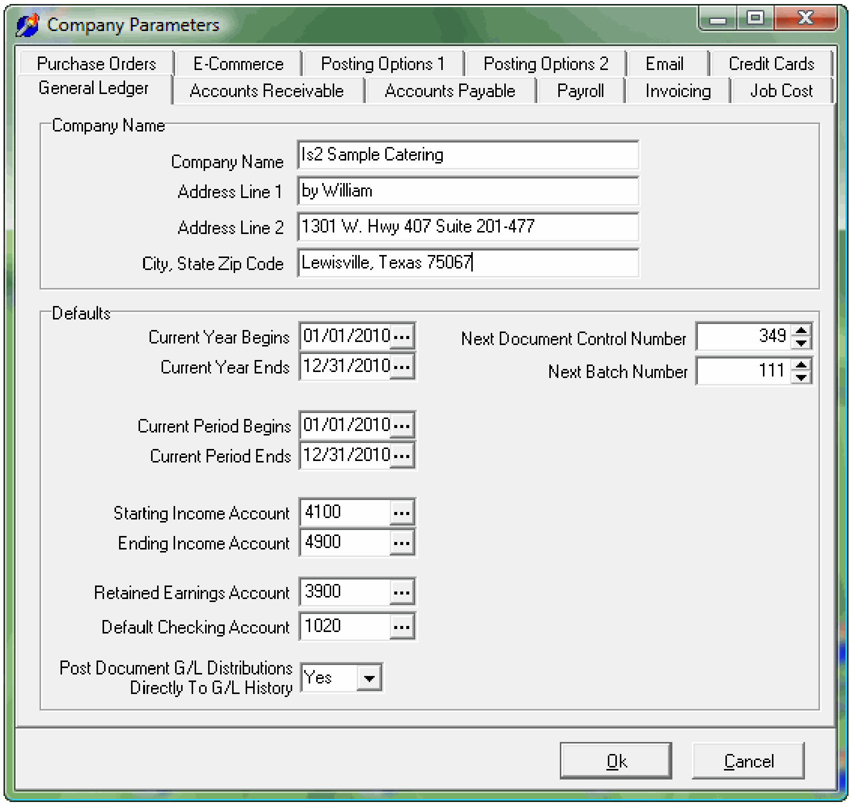
The most important step of starting this accounting system will be the entry of the company parameters. These fields control all aspects of the accounting system from the company name that is printed on each report to the general ledger accounts used for distribution for all the posting operations.

Take your time and make sure your entries will correspond with your General Ledger Chart of Accounts, the next invoice number to use, etc. Careful entry and decision making now will save time and avoid problems later.

To enter / edit the Company Parameters:

1. From the main menu, choose the File menu option.
2. From the File menu, choose the Company Parameters menu option.
3. Edit the company information filled out in each program section:
    - General Ledger
    - Accounts Receivable
    - Accounts Payable
    - Payroll
    - Invoicing
    - Job Cost
    - Purchase Orders
4. Choose the Ok button to save all your changes and to return to the main menu.

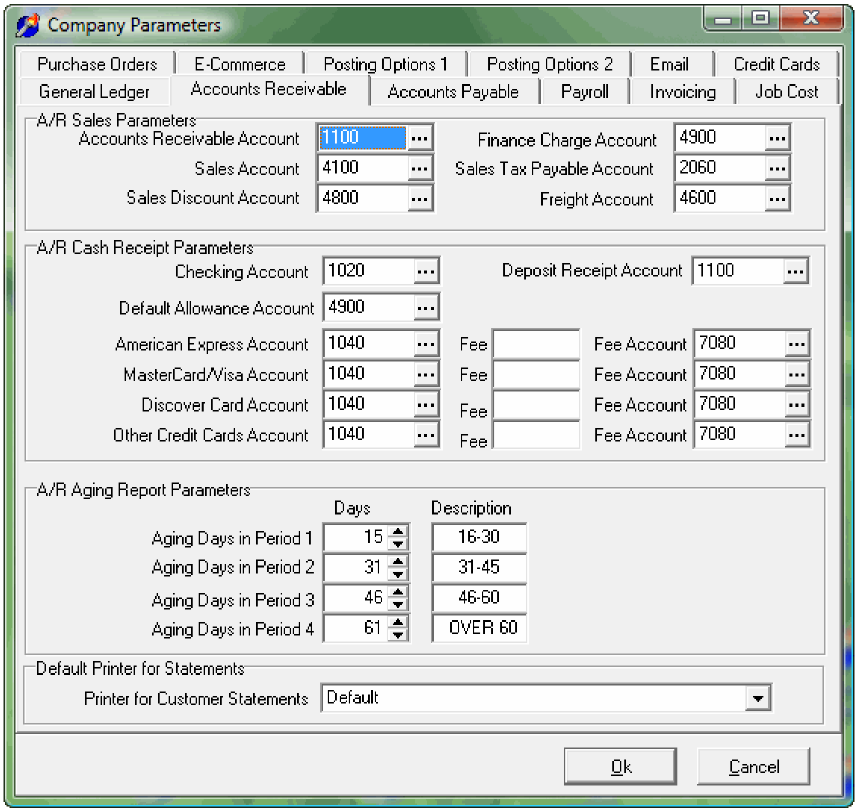
General Ledger Options



Company Name: The company name and address will be used by all portions of the system for display on reports, invoices, statements, etc.

- **Current Year Begins**: The beginning date of your company's current fiscal year.
- **Current Year Ends**: The ending date of your company's current fiscal year.
- **Starting Income Account**: The first general ledger account on the chart of accounts list. The system uses this account when income statements are generated.
- **Ending Income Account**: The last general ledger account on the chart of accounts list. The system uses this account when income statements are generated
- **Default Checking/Cash Account**: The account used by the business status screen to determine cash on hand.

Accounts Receivable Options

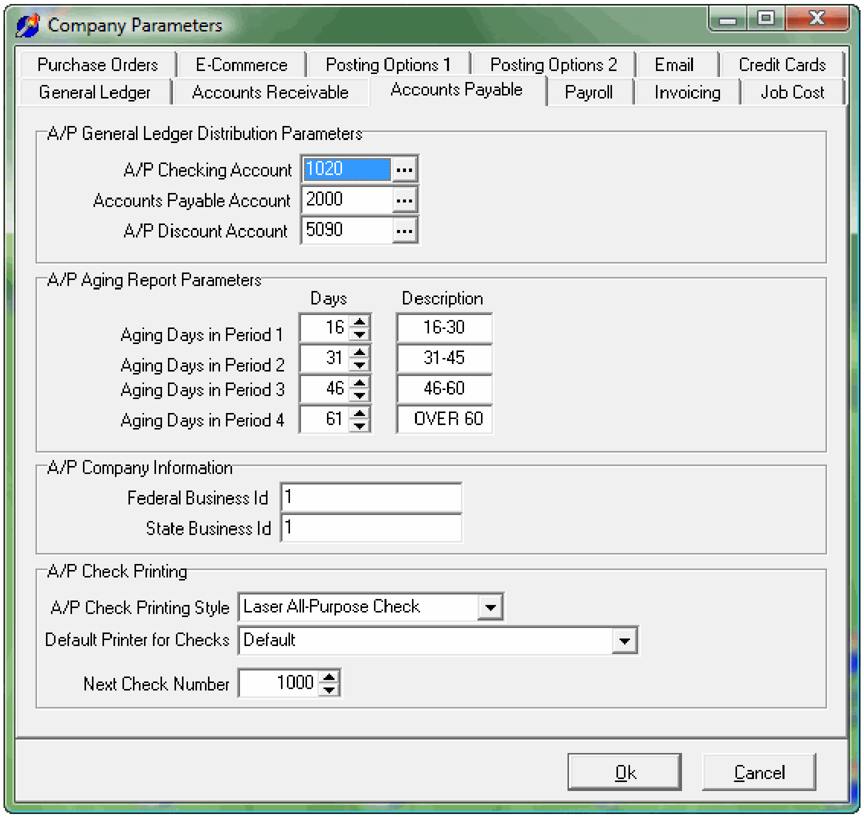


A/R Sales Parameters:

- **Accounts Receivable Account**: The GL Account for Accounts Receivable.
- **Sales Account**: The default GL account for sales. This can be overridden for an individual item basis in invoicing or inventory/billing codes.
- **Sales Discount Account**: The default GL Account for discounts given to customers during the cash receipts process.
- **Finance Charge Account**: The default GL account for finance charges on customer past due balances.
- **Sales Tax Payable Account**: The liability account for sales taxes payable based on sales taxes charged and the invoice.
- **Freight Account:** The default GL account for freight charged on the customer invoice.
- **A/R Cash Receipts Parameters:**
- **Checking Account:** The default GL account for receipt of Check Deposits.
- **Cash Account:** The default GL Account for receipt of Cash Deposits.
- **Default Allowance Account:** The default GL Account for allowances given to customers during the receipt process.
- **American Express Account:** The default GL Account for deposits from American Express. If you wish a fee to be deducted from the deposit amount enter the fee percentage under 'FEE' and enter the account number you wish the fees recorded in under Fee Account.
- **MasterCard/Visa Account:** The default GL Account for deposits from MasterCard and Visa. If you wish a fee to be deducted from the deposit amount enter the fee percentage under 'FEE' and enter the account number you wish the fees recorded in under Fee Account.
- **Discover Card Account:** The default GL Account for deposits from Discover Card. If you wish a fee to be deducted from the deposit amount enter the fee percentage under 'FEE' and enter the account number you wish the fees recorded in under Fee Account.
- **Other Credit Cards Account:** The default GL Account for deposits from Other Credit Cards. If you wish a fee to be deducted from the deposit amount enter the fee percentage under 'FEE' and enter the account number you wish the fees recorded in under Fee Account.

- **A/R Aging Report Parameters:**
- **Aging Days / Description:** The Accounts Receivable System allows the current period plus four (4) aging periods. These aging periods are then reflected on the Accounts Receivable Aging Reports and the Customer Statements. Each aging period is specified by entering the number of days to start the aging and the related aging period description.
- **Default Printer for Statements:** The default network or local printer name for the printing of Customer Statements if other than the default printer set up for the machine as the Windows default.
-

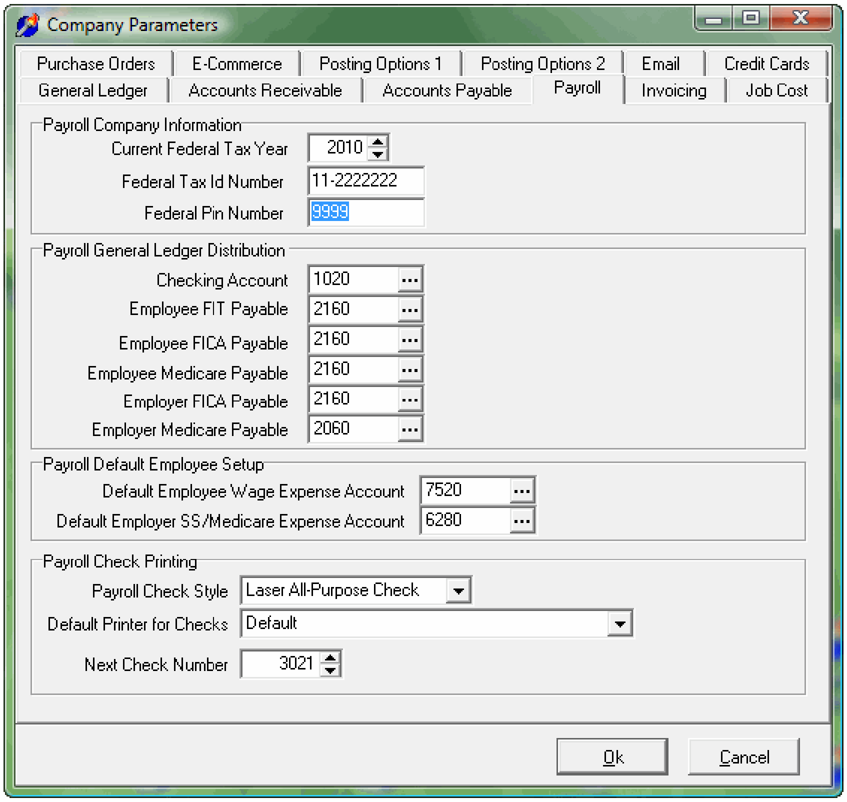
Accounts Payable Options



A/P General Ledger Distribution Parameters:

- **A/P Checking Account**: The default GL Cash Account used when cutting A/P Checks..
- **Accounts Payable Account**: The default GL Account for accounts payable. This account is increased when a vendor invoice is posted and decreased when a check is cut to a vendor.
- **A/P Discount Account**: The default GL Account used when you take a discount while paying a vendor invoice..
- **Aging Days / Description**: The Accounts Payable System allows the current period plus four (4) aging periods. These aging periods are then reflected on the Accounts Payable Aging Reports. Each aging period is specified by entering the number of days to start the aging and the related aging period description.
-
- **A/P Company Information:**
- **Federal Business ID**: The federal identification number for the business.
- **State Business ID**: The state identification number for the business.
-
- **A/P Check Printing:**
- **A/P Check Style:** The default style of check used by the company for A/P Checks.
- **Default Printer for Checks:** The default network or local printer name for the printing of A/P Checks if other than the default printer set up for the machine as the Windows default
- **Next Check Number**: The check number to be printed on the next A/P Check. This value may be overridden at the time of check posting.

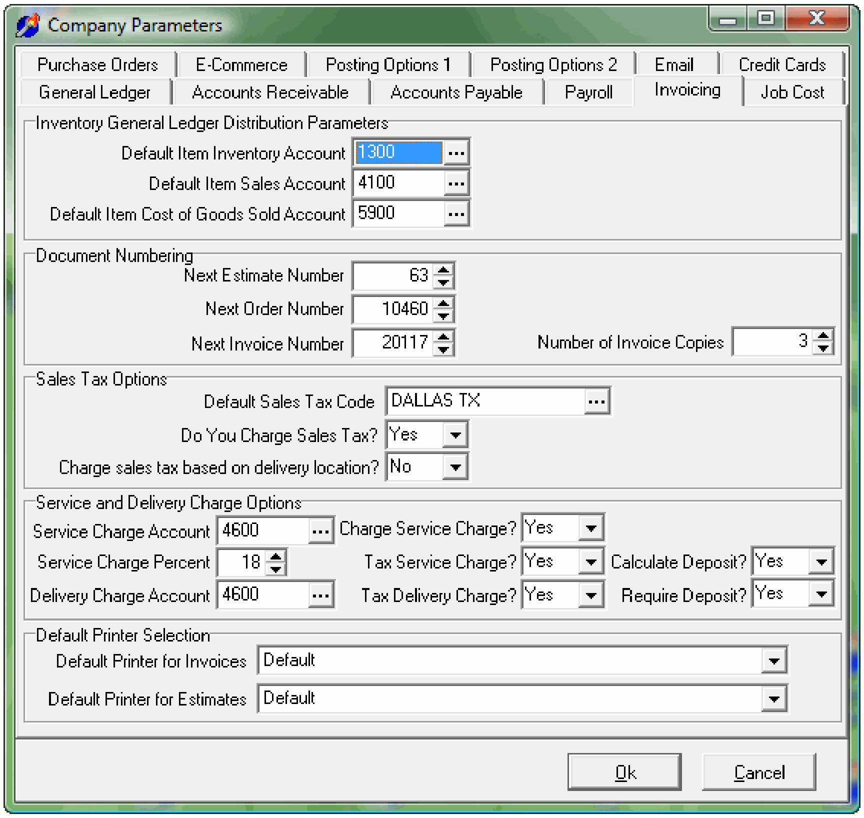
Payroll Options



Payroll Company Information:

- **Current Federal Tax Year:**: The current year for federal payroll taxes..
- **Federal Tax ID Number**: Federal Tax ID Number for printing on reports and W2's.
- **Federal PIN Number**: The federal PIN number for Payroll Tax Deposits.
- **Payroll General Ledger Distribution:**
- **Checking Account**: The GL account number for the payroll cash/checking account.
- **Employee FIT Payable**: The GL account number for the federal withholding payable account.
- **Employee FICA Payable**: The GL account number for the Employee FICA payable account.
- **Employee Medicare Payable**: The GL account number for the Employee Medicare payable account.
- **Employer FICA Payable**: The GL account number for the Employer FICA payable account.
- **Employer Medicare Payable**: The GL account number for the Employer Medicare payable account.
- **Payroll Default Employee Setup:**
- **Default Employee Wage Expense Account**: The default GL account number for the Employee Wages or Salaries. This account can be overridden at the employee entry level..
- **Default Employer FICA/Medicare Expense Account**: The default GL account number for the Employer FICA and Medicare Expense.. This account can be overridden at the employee entry level..
-
- **Payroll Check Printing:**
- **Payroll Check Style:** The default style of check used by the company for Payroll Checks.
- **Default Printer for Checks:** The default network or local printer name for the printing of Payroll Checks if other than the default printer set up for the machine as the Windows default
- **Next Check Number**: The check number to be printed on the next Payroll Check. This value may be overridden at the time of check posting..

Invoice Options



Inventory General Ledger Distribution Parameters:

- **Default Item Inventory Account**: The default GL account for inventory. This account may be overridden on an item by item basis in the inventory area, or it may be overridden at the line item level of the invoice.
- **Default Item Sales Account** The default GL account for sales. This account may be overridden on an item by item basis in the inventory area, or it may be overridden at the line item level of the invoice.
- **Default Item Cost of Goods Sold Account** The default GL account for cost of goods sold. This account may be overridden on an item by item basis in the inventory area, or it may be overridden at the line item level of the invoice.
- **Document Numbering:**
- **Next Estimate Number**: The number to be assigned to the next estimate during estimate entry.
- **Next Order Number**: The number to be assigned to the next order during order/invoice entry.
- **Next Invoice Number**: The number to be assigned to the next invoice during invoice posting..
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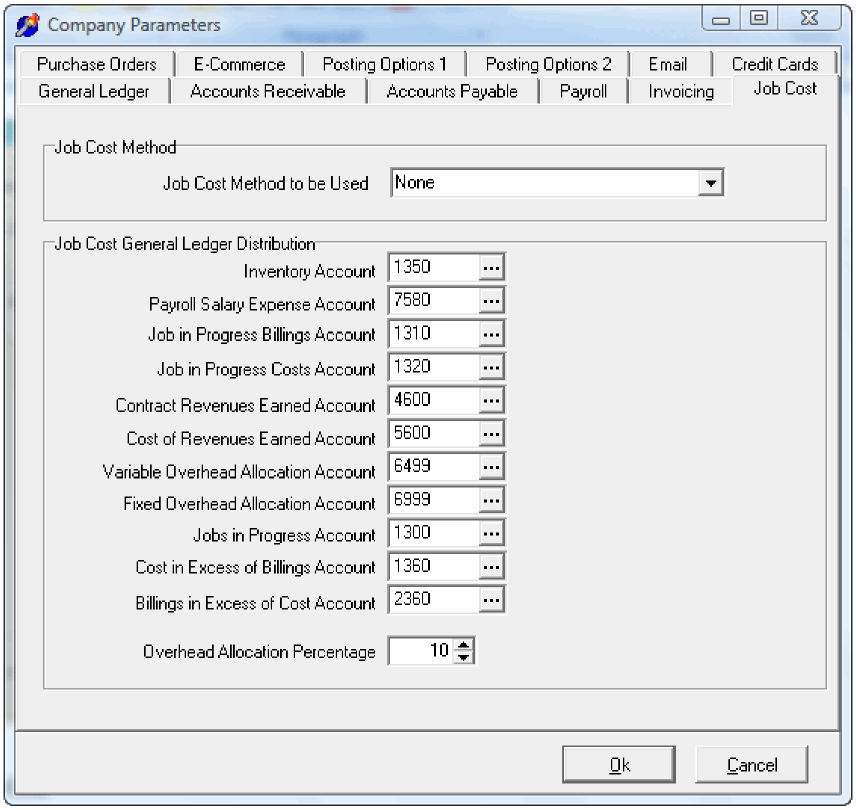
- **Sales Tax Options:**
- **Default Sales Tax Code**: The default sales tax code if no code is specifically assigned to a customer..
- **Do you Charge Sales Tax**: Used to determine if sales tax is charges.
- **Charge Sales Tax Based on Delivery location**: Used to determine if sales tax is charged based on the customer billing information or the customer ship to location information.
-
- **Default Printer Selection:**
- **Default Printer for Invoices:** The default network or local printer name for the printing of Customer Invoices if other than the default printer set up for the machine as the Windows default
- **Default Printer for Estimates:** The default network or local printer name for the printing of Customer Estimates if other than the default printer set up for the machine as the Windows default .

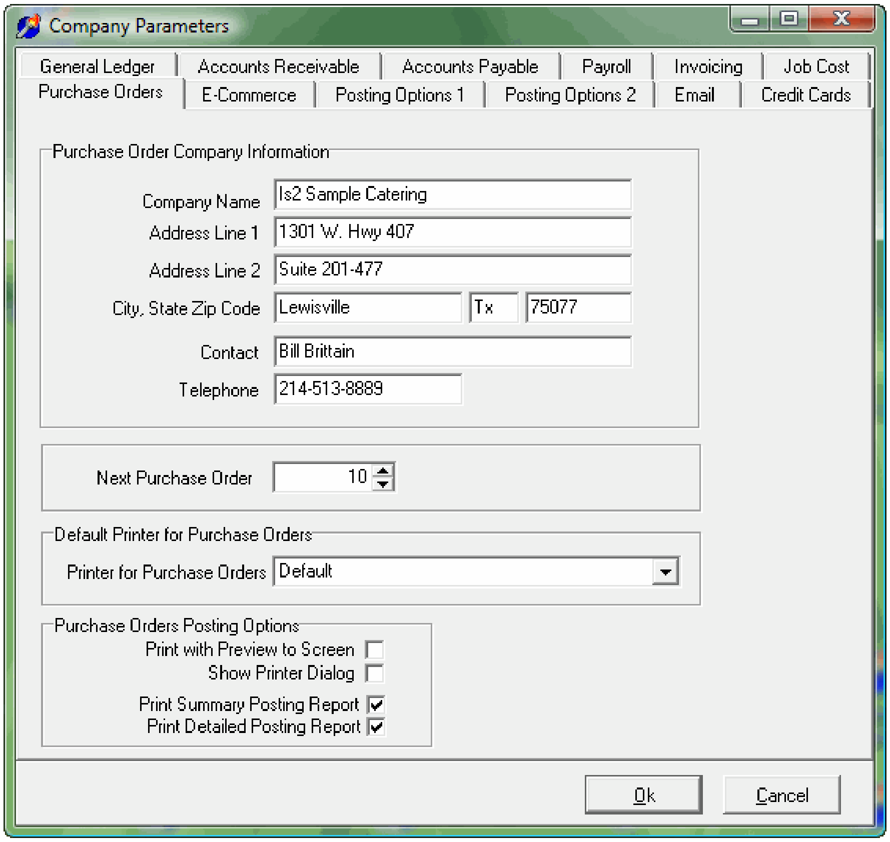
Job Cost Options



Job Cost Method:

- **Job Cost Method to be Used**: The job cost methodology used by your company for job costing. You should consult your accountant when making this choice. The job cost methods are:
  - **C** – Completed Contract Method.
  - **P** – Percentage of Completion Method
  - **N** – None with No General Ledger distribution
- **Job Cost General Ledger Distribution:**
- **You must enter the corresponding GL account for each of the following items:**
  - Inventory Account
  - Payroll Salary Expense Account
  - Jobs in Progress Billing Account
  - Jobs in Progress Costs Account
  - Contract Revenues Earned Account
  - Cost of Revenues Earned Account
  - Variable Overhead Allocation Account
  - Fixed Overhead Allocation Account
  - Jobs in Progress Account
  - Cost in Excess of Billings Account
  - Billings in Excess of Cost Account
- **Overhead Allocation Percentage**: The percentage to be used in calculating variable overhead allocation.

Purchase Order Options



Purchase Order Company Information: The company name, address, and contact information to be used as the default company information on the purchase order.

- **Default Printer for Purchase Orders:** The default network or local printer name for the printing of Customer Invoices if other than the default printer set up for the machine as the Windows default
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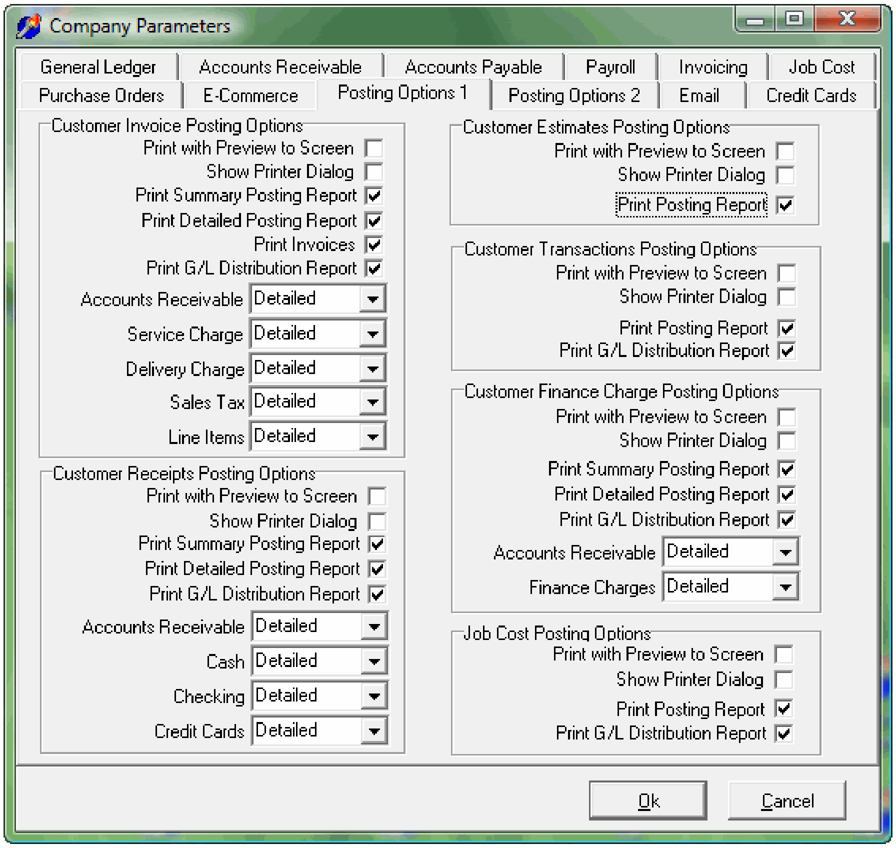
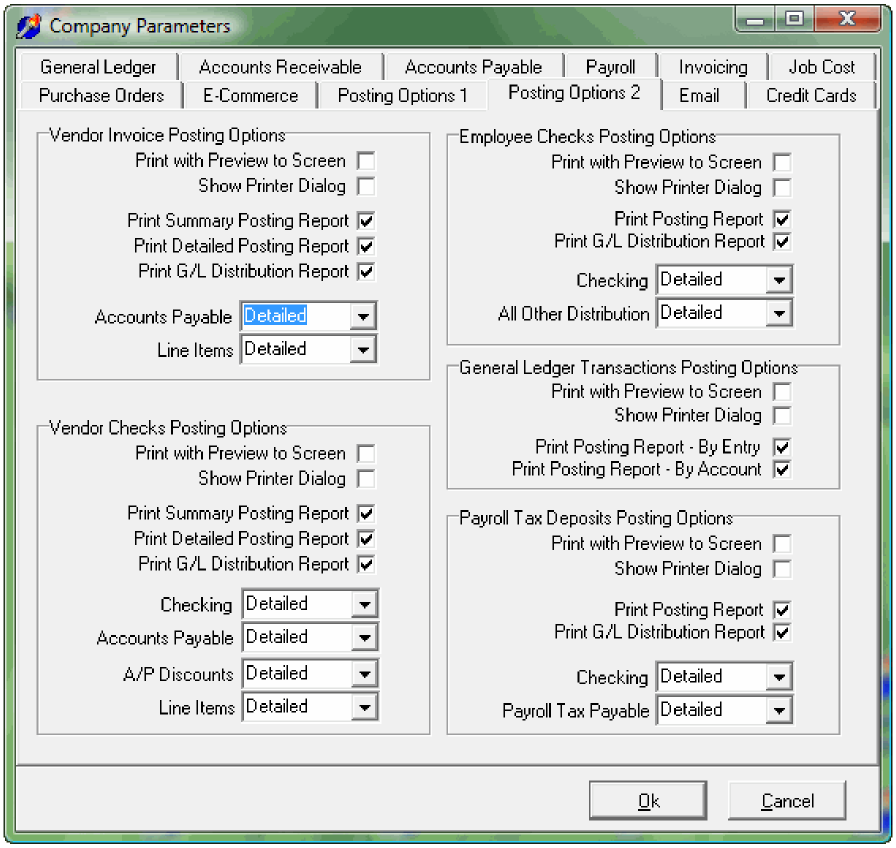
Posting Options - 1

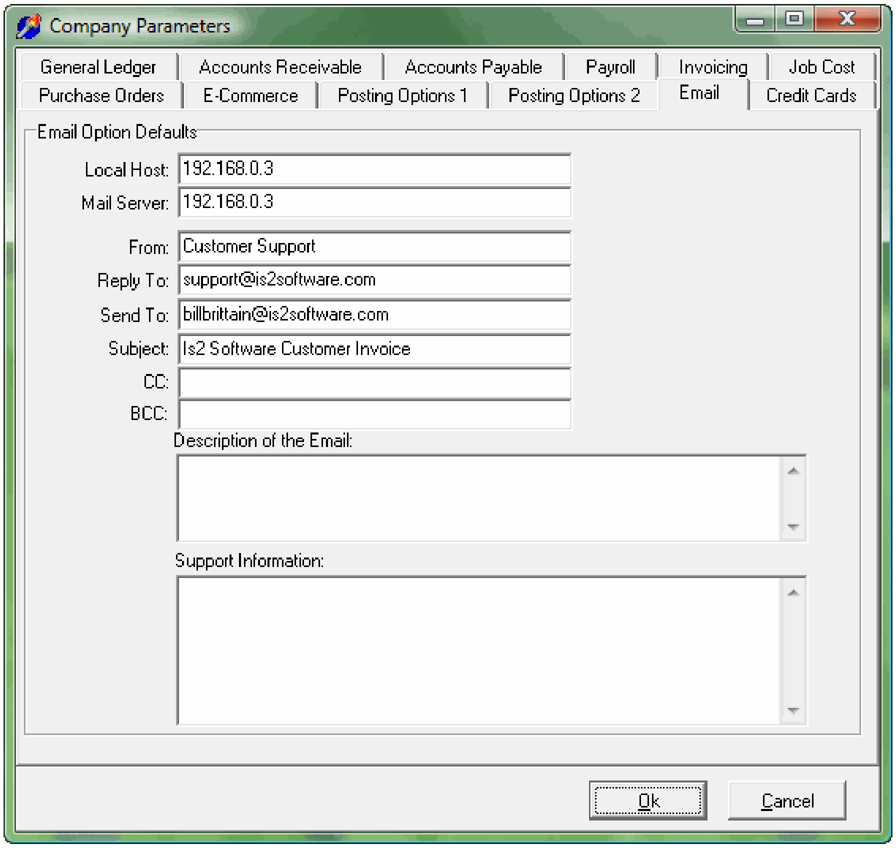


Posting Options

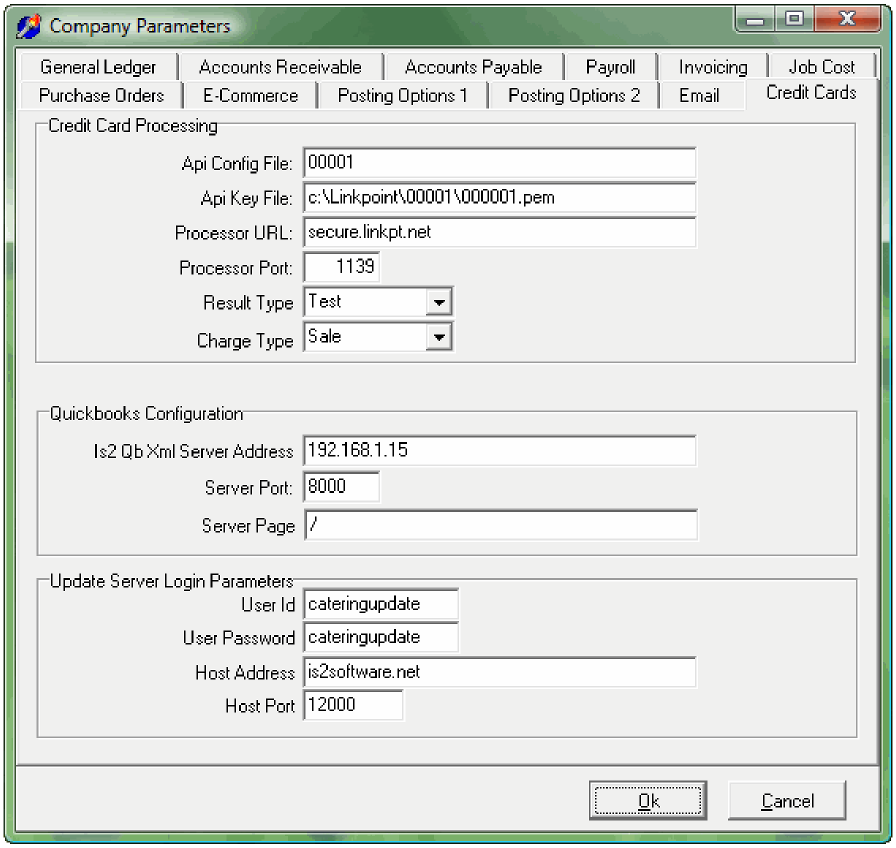
Posting Options - 2



Email Options



Quickbooks and Credit Card Processing Options



Users – Adding New Users

The Users entry area under File is used to enter login information for users accessing the system. Here you enter the user id and full name, login password, and set the access rights for the user. A user may have access to all parts of the systems such as an administrator or restricted to only the dispatch area if a technician.

A user may be able to lookup information such as an inventory item, but based on access rights, they may not be able to add new items or edit the inventory item information in the master files.

We use the menu structure of the system to allocate the user access rights. Each menu item generates a corresponding user access rights item list. The access rights item has a name which corresponds to the main menu item and the submenu item. Example: Document Entry - Customer Invoices corresponds to Document Entry on the main menu, and then Customer Invoices as the submenu.

On each menu access item, there are multiple options: Allow Access, Insert, Edit, Delete, Reports, Post, Other 1, Other 2, Other 3, Other 4, and Other 5.

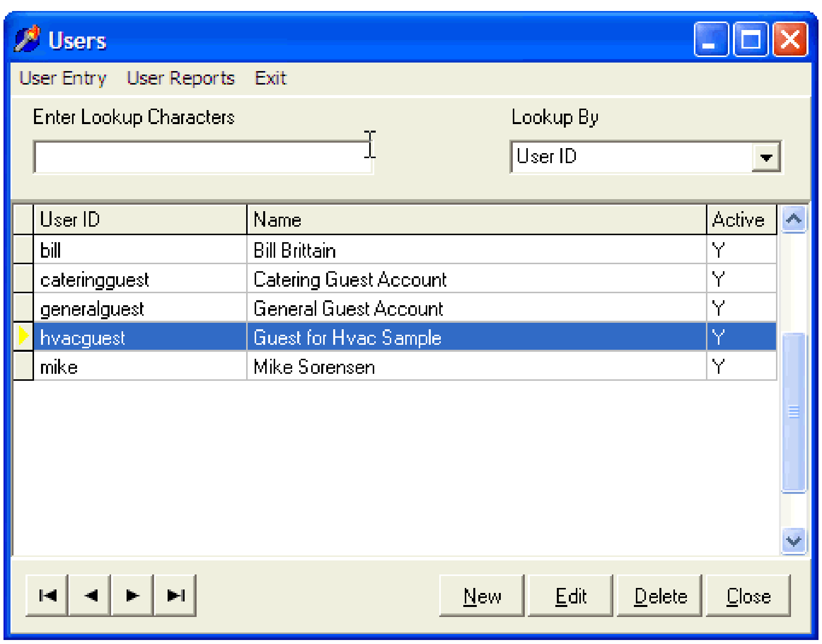
Note: Not all options are used for all areas and not all options have been implemented at this time.

Example 1: If you do not wish the user to be able to access any customer information other than lookups such as within a customer invoice or work order, then you would uncheck the Customers menu item which is named Lists_Customers.

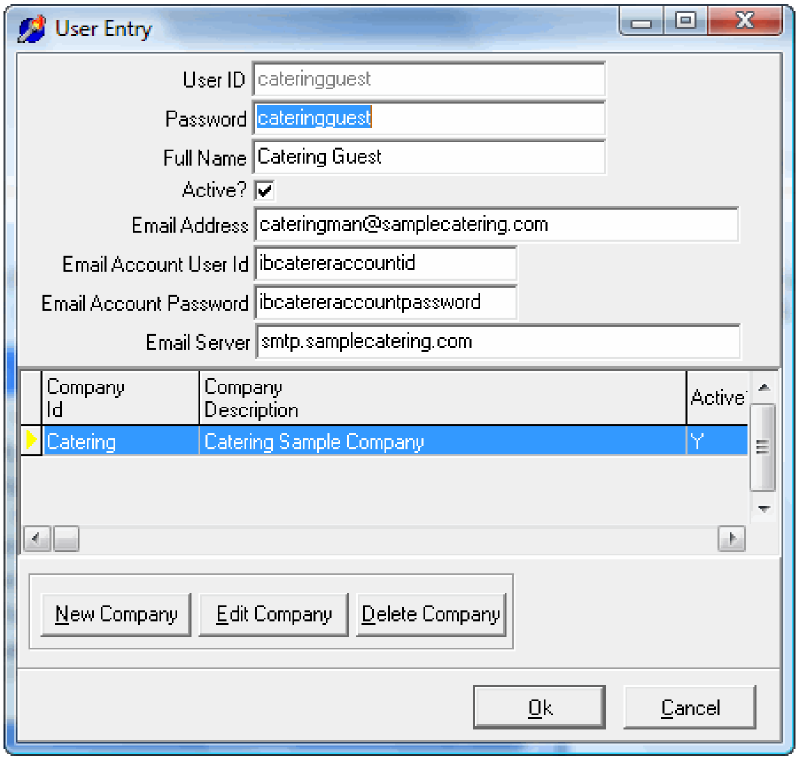
Example 2: If you wanted to grant the user access to enter new customers, edit customers, and delete customers but not print a customer report, you would check the Allow Access but uncheck the Reports checkbox. Checking the Reports checkbox will allow the user to print the report. In the case of the customer reports, when new users are added, the Reports checkbox is defaulted to unchecked.

To add new users to the system and set their menu access rights.

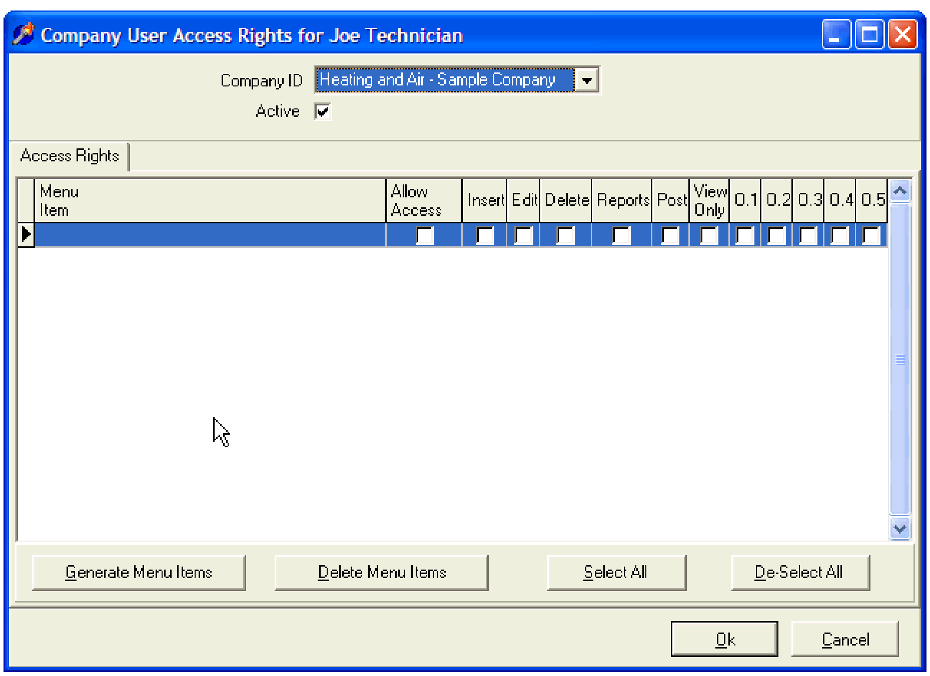
1. Under the File menu, choose Users.



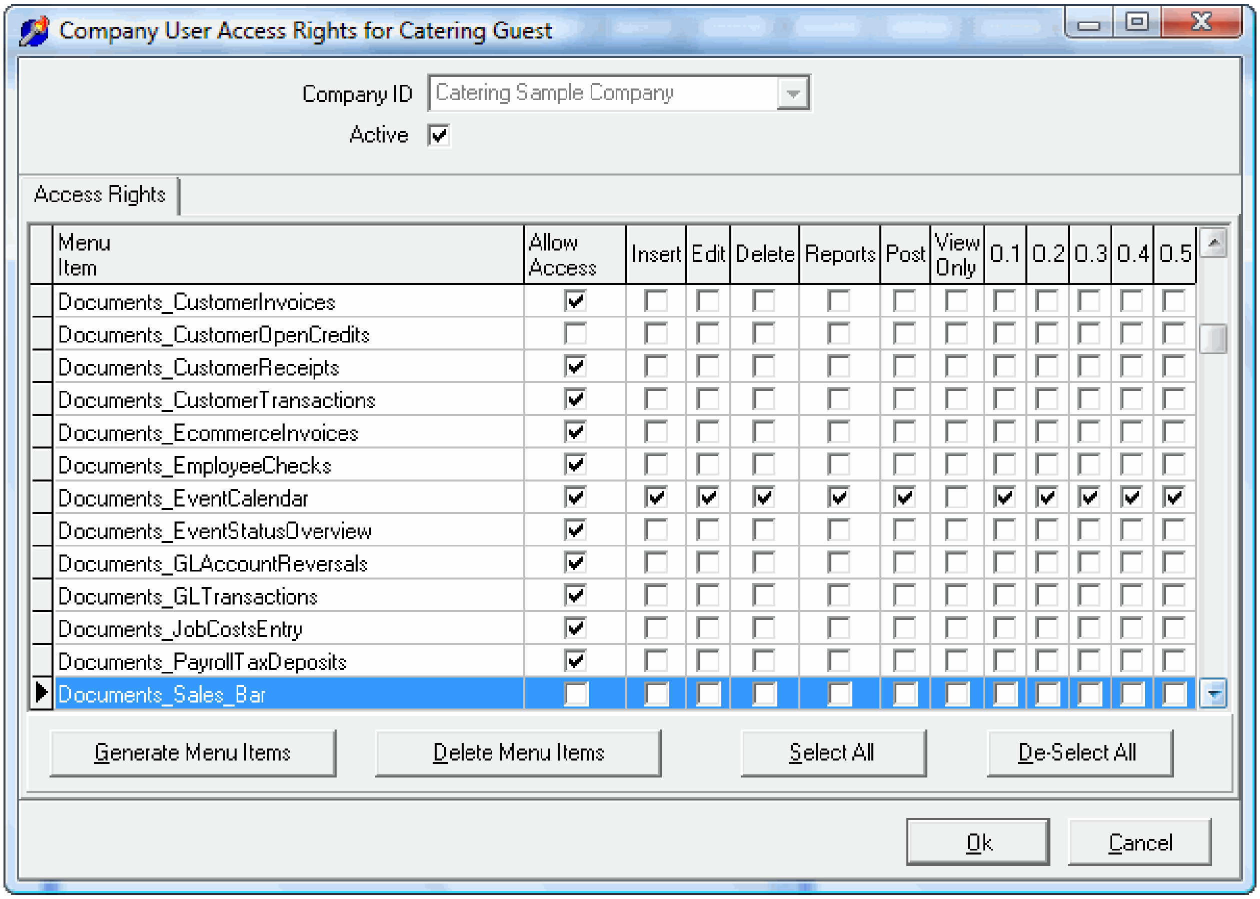
2. Click on the New button at the bottom right to add a new user. Enter the user id and password to be used to log in. Then, type in their full name along with their email account information if needed.



4. Add a company for the user to have access to. You may choose the company from the drop down list.

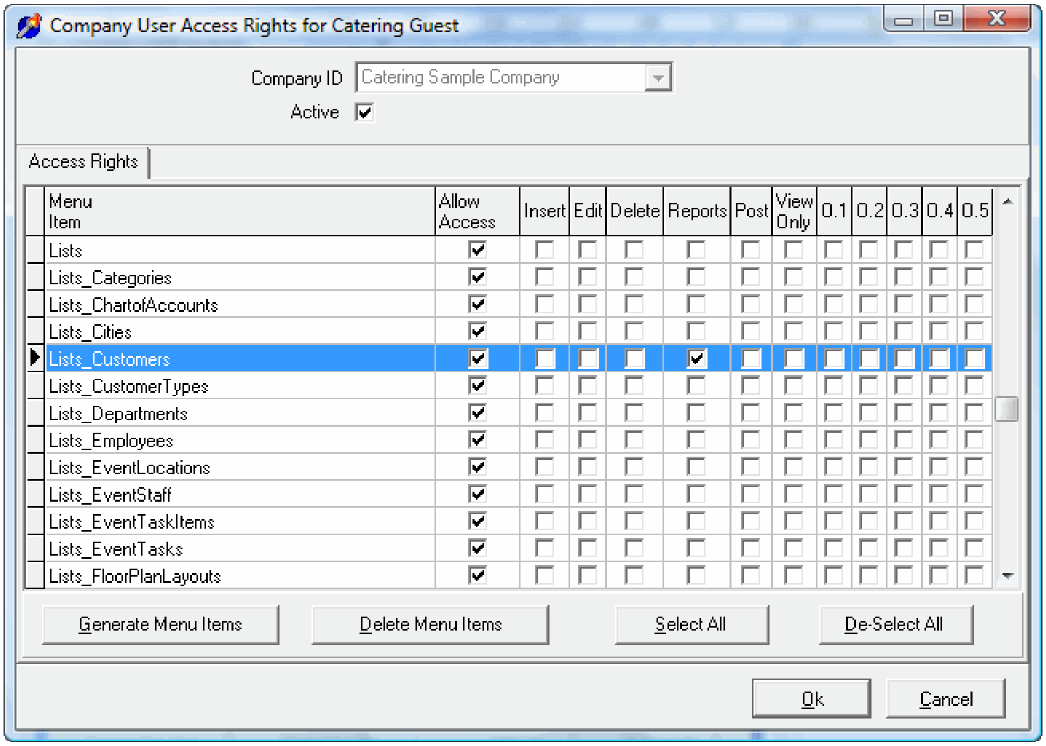


4. Click on the Generate Menu Items button to generate the menu access rights listing for this user. You may uncheck the areas you do not wish the user to be able to access.

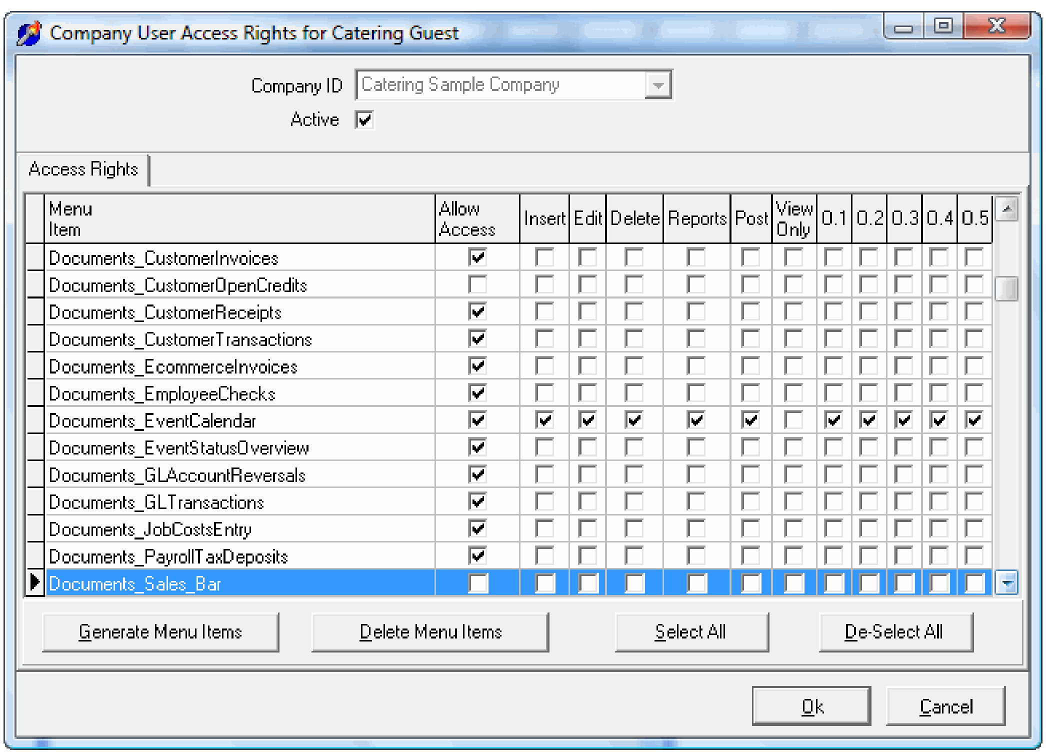


5. You may change the access rights either now or edit them later.

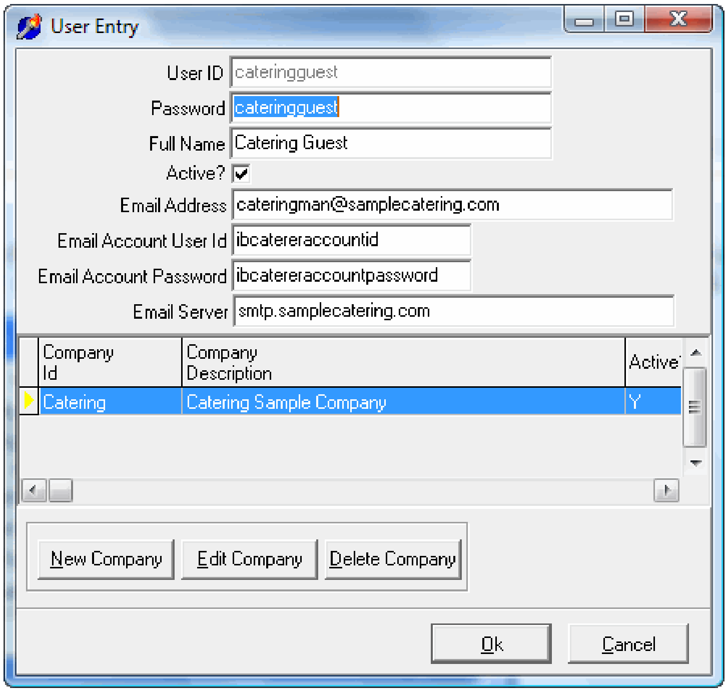
This shows the example of giving the user access to the customer area and allowing the user to print the customer report. If the Reports checkbox for Lists_Customers is unchecked, the user will not be able to print the customer report.



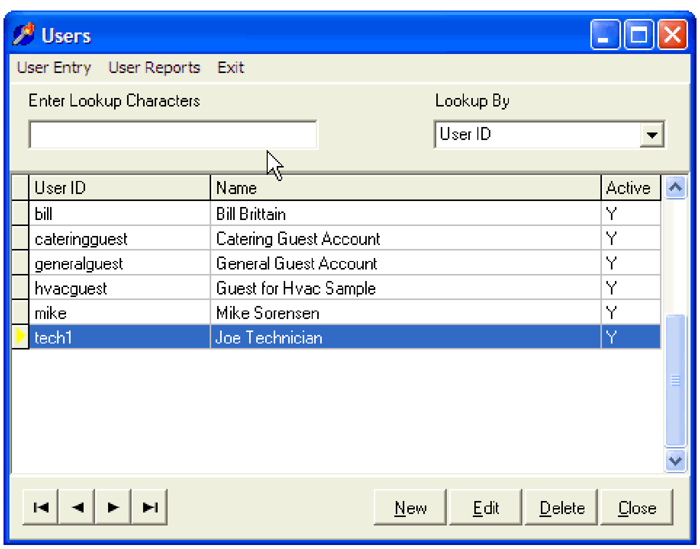
This example shows giving rights to enter, edit, delete, print reports to the user for the Event Calendar.



6. Once the areas have been defined, click on the Ok button and save. The user screen will show the new company added.



7. Click on Ok to save the user information and return to the Users browse screen.



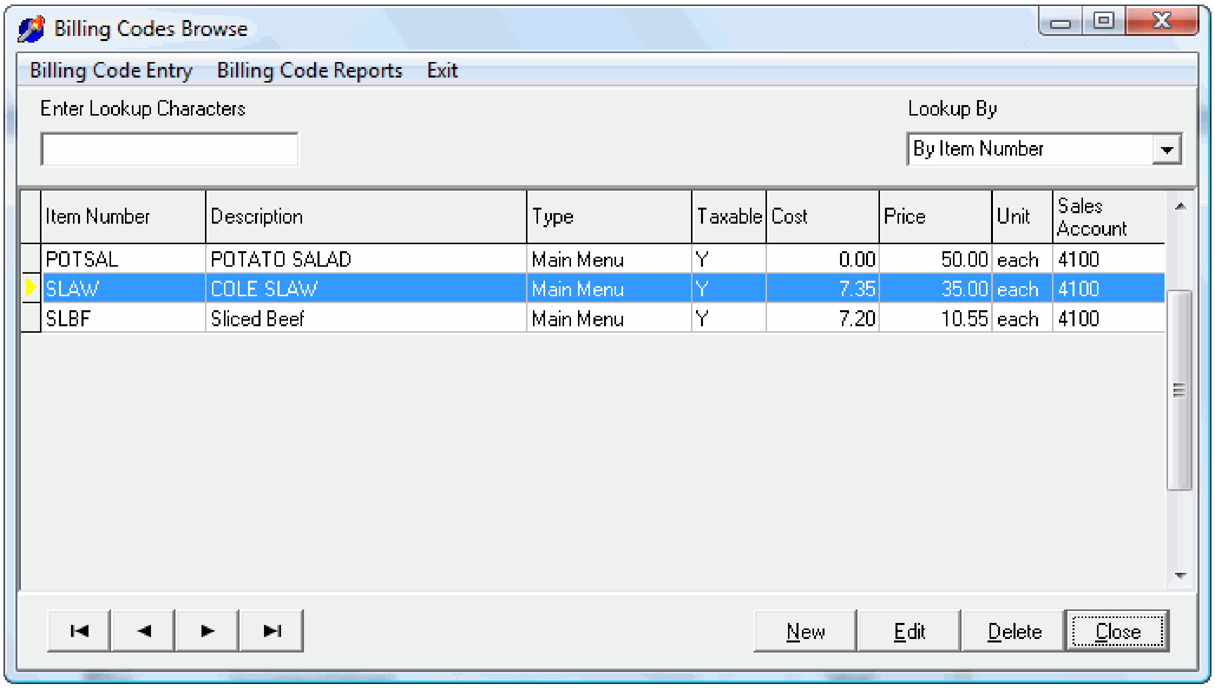
8. There is no limit to the number of users that may be added. User information can be edited by choosing the Edit button and users may be deleted by choosing the Delete button.

9. Once the system is installed and an administrator is assigned, it is best to change the main administrator password from its default value.

Please be sure to record the new password once it is changed.

Billing Codes – Entering New Billing Codes

To enter, edit, or delete billing codes, choose the Billing Codes menu option under Lists.



To enter a new inventory/billing item:

1. From the Lists menu, choose Billing Codes

2. In the Billing Codes Browse window, choose the New button at the bottom right.

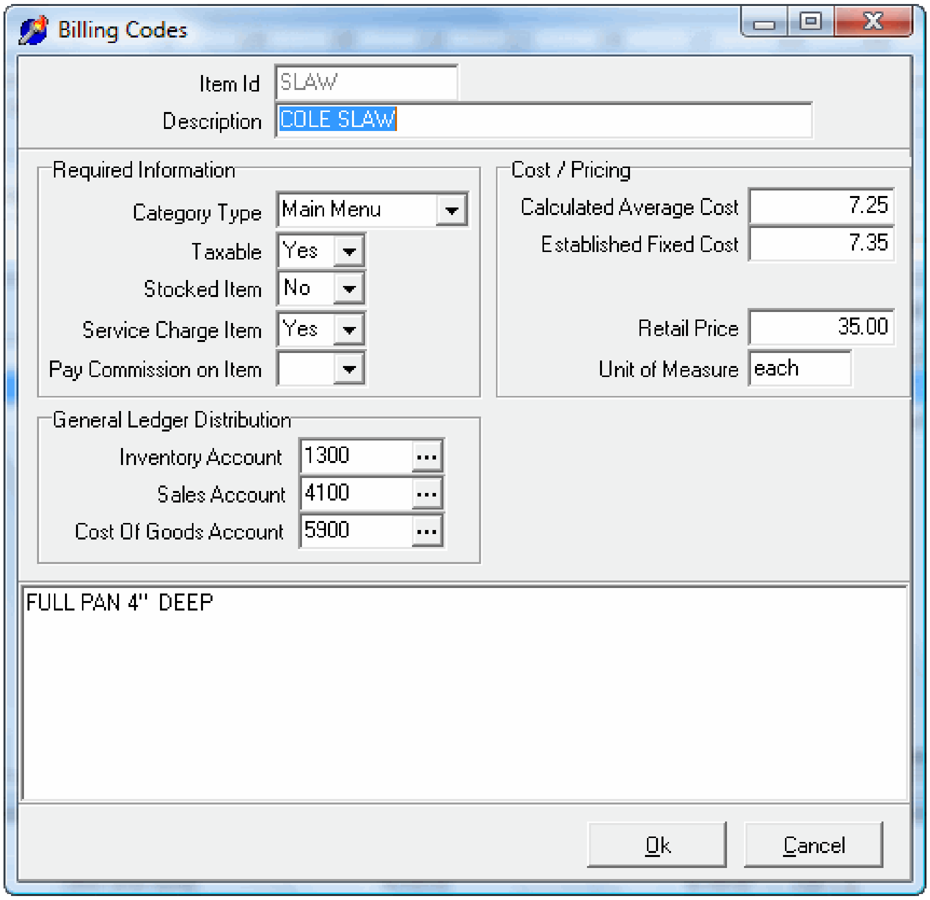
3. Enter a unique billing item Id for this new item. The item number may be up to 15 characters in length either alpha or numeric. Create a number that is easy for your company to assign and remember. Since the numbers can be looked up by description, the primary use of the unique id. is for internal system processes. If the number has been already used by the system, a caution window will appear explaining that another number should be chosen.

4. Fill in the remainder of the item screen with the appropriate information for this item. For explanations about the inventory/billing item screen refer to the item data section.

5. When you have completed your entries, choose the Ok button to save the information.

6. Choose the Cancel button if you wish to cancel the item entry.

The Billing Code Entry Screen



Inventory/Billing Item Data

- **Billing Item Id:** Each billing item has an unique billing item number up to 15 characters in length, alpha/numeric.
- **Short Description:** The item description that will appear on event and billing documents.
- **Long Description:** The item description that will appear on event contract documents.
- **Category Type Classification:** The item type category for determining whether the item is either Materials or Labor.
- **Quantity on Hand:** The quantity of the item currently on hand, if applicable.
- **Taxable:** Is this item taxable, Yes or No.
- **Stocked Item:** Is this item regularly stocked by your company. Stocked items are reduced from the inventory when invoicing occurs to maintain the correct quantity on hand.
- **Service Charge Item:** Use item price in calculating the service charge amount.
- **Pay Commission:** Use item price in calculating the commission paid for the event.
- **Average Cost:** The average calculated cost of this item when receiving inventory. This is calculated by taking inventory that is received and multiplying by the cost when receiving plus the current quantity on hand times the then current average cost and then dividing by the resulting quantity on hand.
- **Fixed Cost:** A company designated fixed cost for this item. This cost is not calculated.
- **Unit of Measure:** Typical sales unit for this part. Example 'Each', 'Dozen', 'Foot', etc.
- **Retail Price**: The price to be used when billing the item on quotes or invoices. Can be calculated using the retail price multiplier or specified without a multiplier.
- **Inventory Account:** The general ledger account for the inventory value when bought or sold of this item.
- **Sales Account:** The general ledger account for sales revenue generated by this item.
- **Cost of Goods Account:** The general ledger account for the cost per sale of this item.

Using the Event Calendar - Grid View and Calendar View

The Event Calendar browse screen is the entry point for entering new events, editing existing events, and deleting unneeded events. It is also the primary area in which to view and report on the event entries.

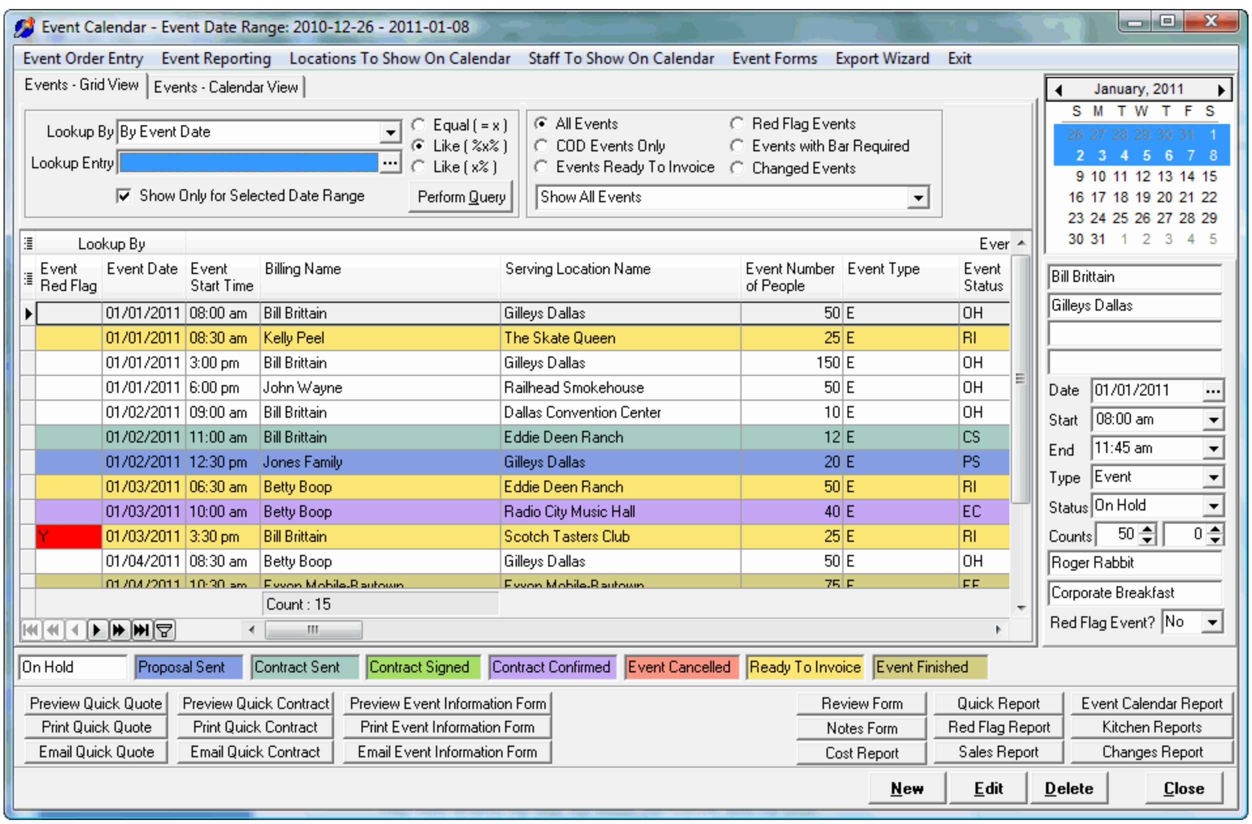
To enter a new event, click on the **New** button at the bottom right of the screen.
To edit an existing event, click on the **Edit** button at the bottom right of the screen.

If you are unable to access the entry or report buttons, then you have not been give user access rights for these options. Please consult with your system administrator to obtain your needed user rights.

Events entries are viewed either in the grid view or the calendar view.

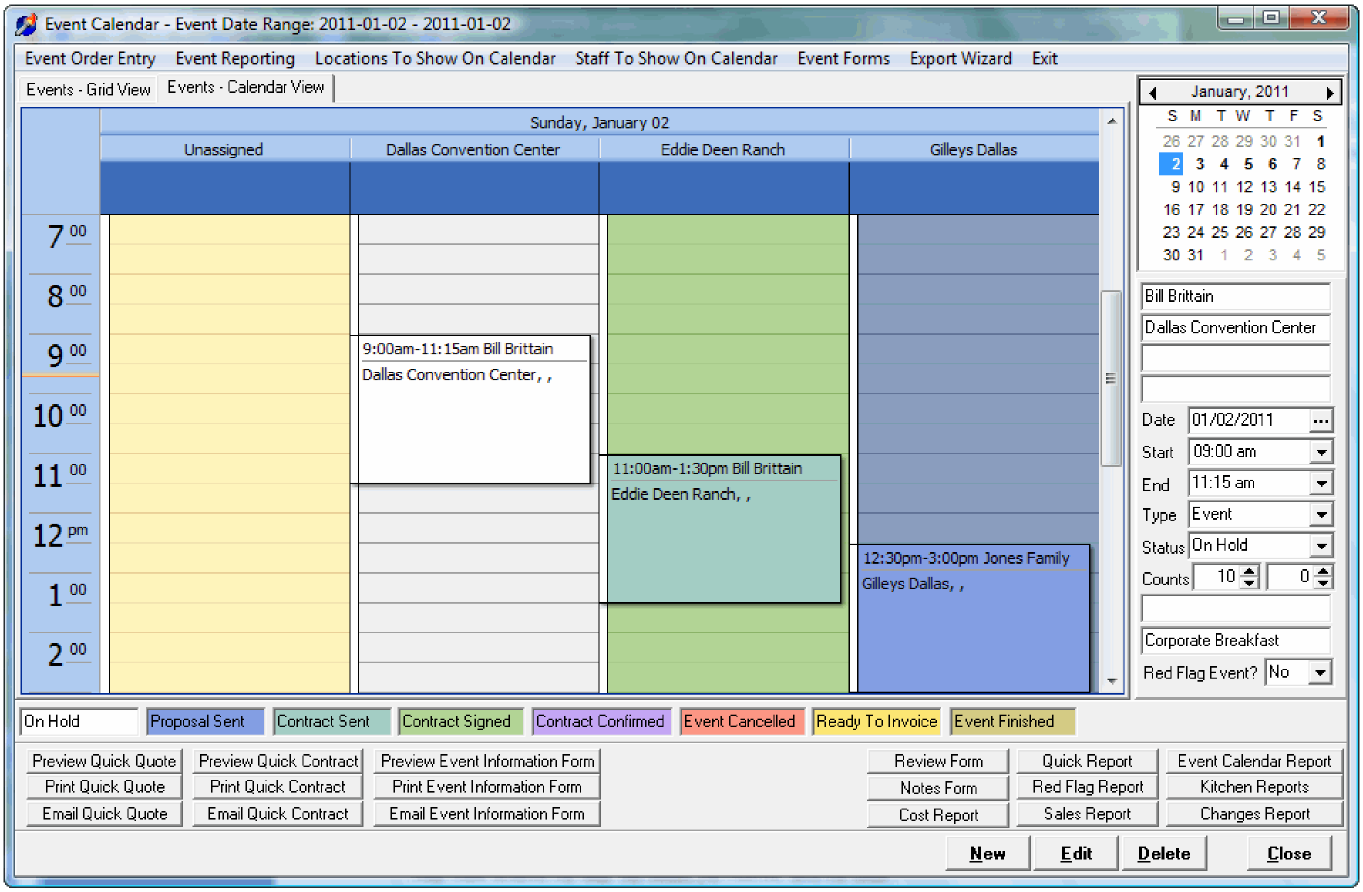
The event grid view presents the event entries in a columnar, table like fashion. You can sort the events by event date, event billing name, event job number, last event update date, event location name, and by event location address. Information shown on the grid are the event date, event time, billing name, location name, number of people, event order type, event order status, salesman id, occasion description, event order total, terms, event job number, last update date and time and user, red flag tag, and red flag description. The screen shows only a portion of these fields upon initialization of this area but the screen can be expanded to show and scroll more fields.

Event Calendar – In Grid View

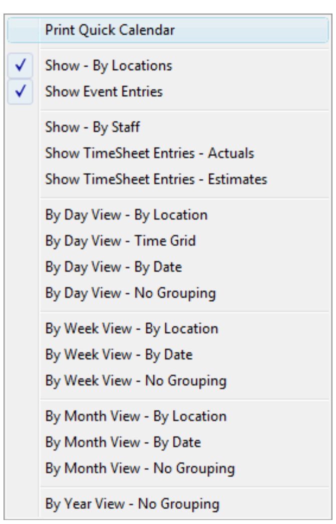


The event calendar view presents an alternative Outlook calendar style view of the events entered. You may view events by day, by week, by month, and by year.

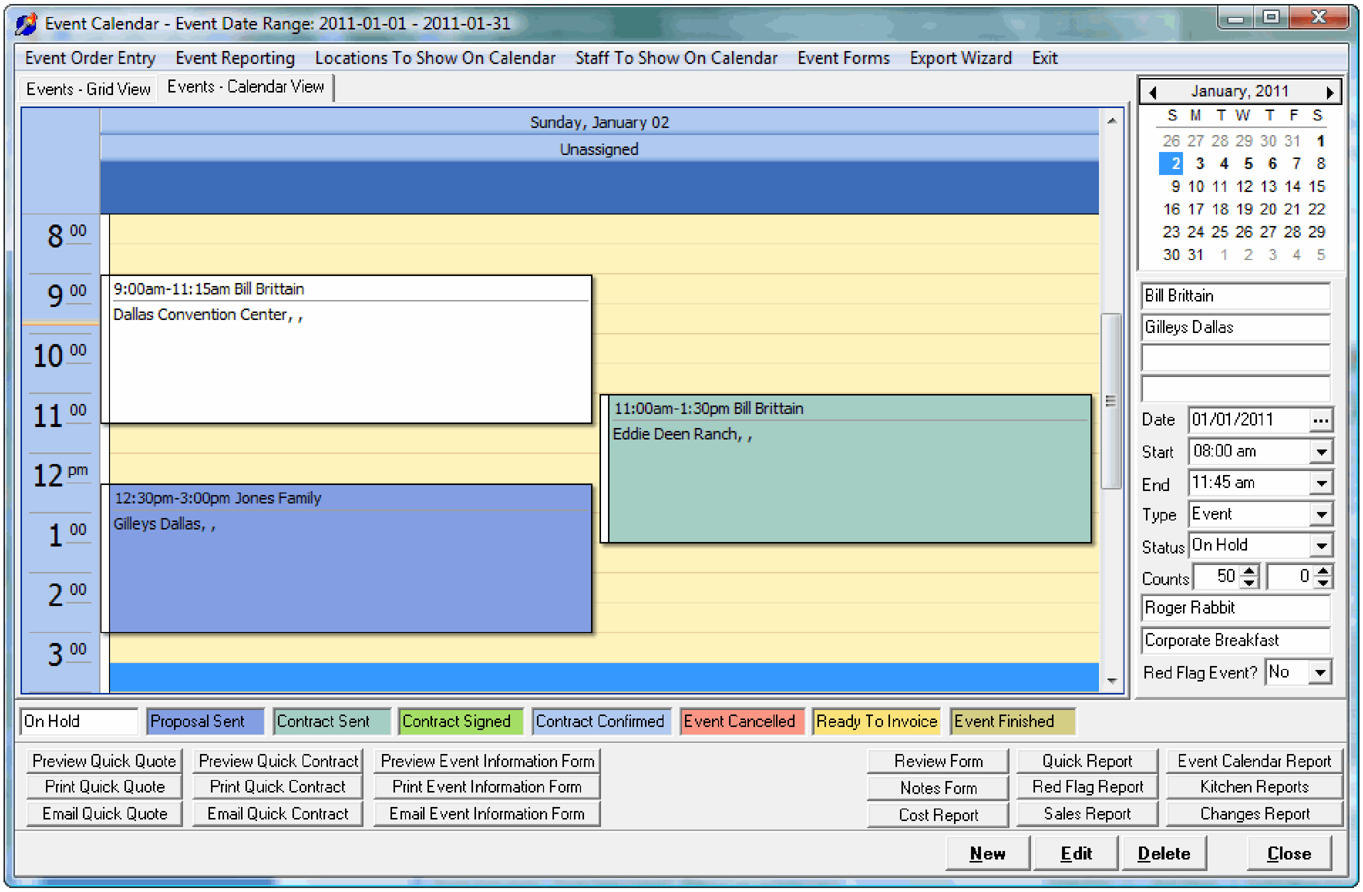
Event Calendar - Calendar View - By Day – By Location



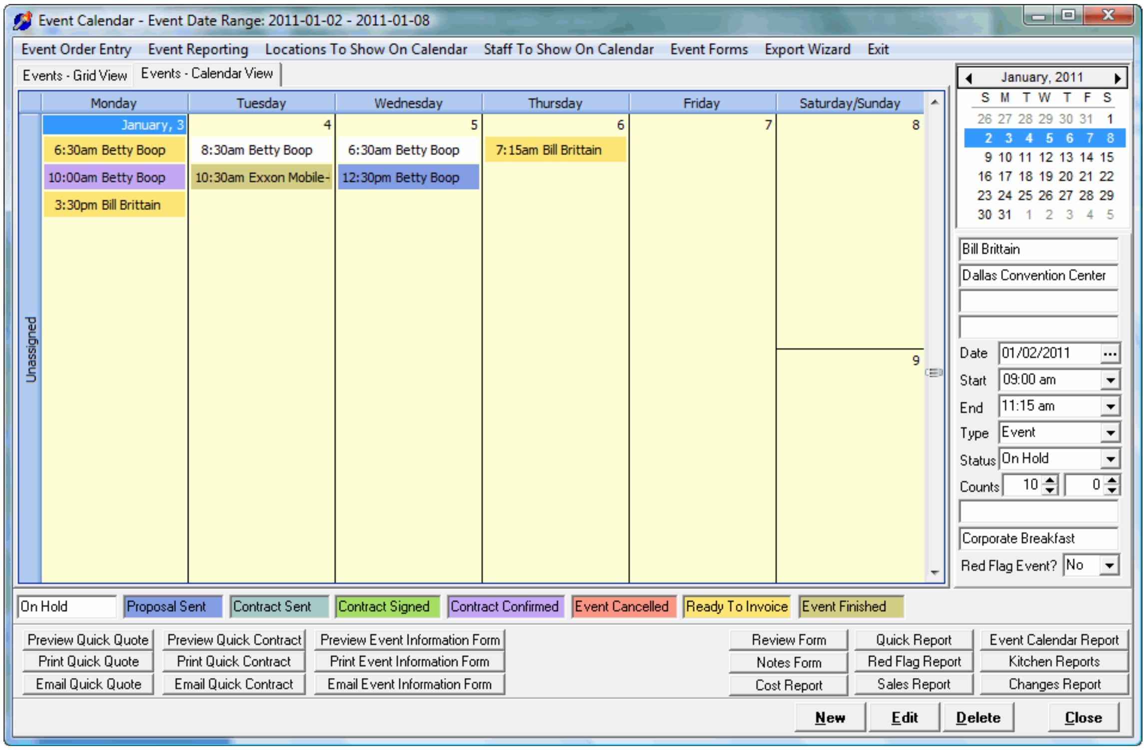
The day view shows the calendar by the date selected and also by location. The By Locations can be removed from this view by right-clicking on the calendar and clicking on the By Locations to uncheck this option.



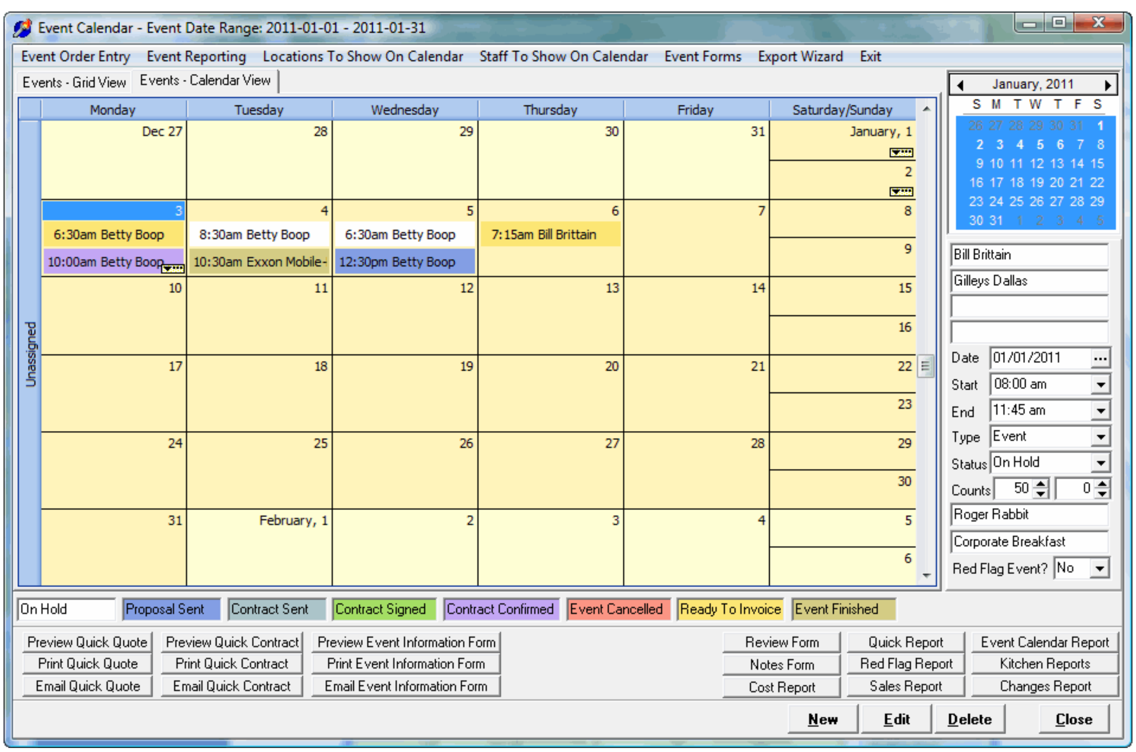
Event Calendar - Calendar View - By Day – With By Location Unchecked



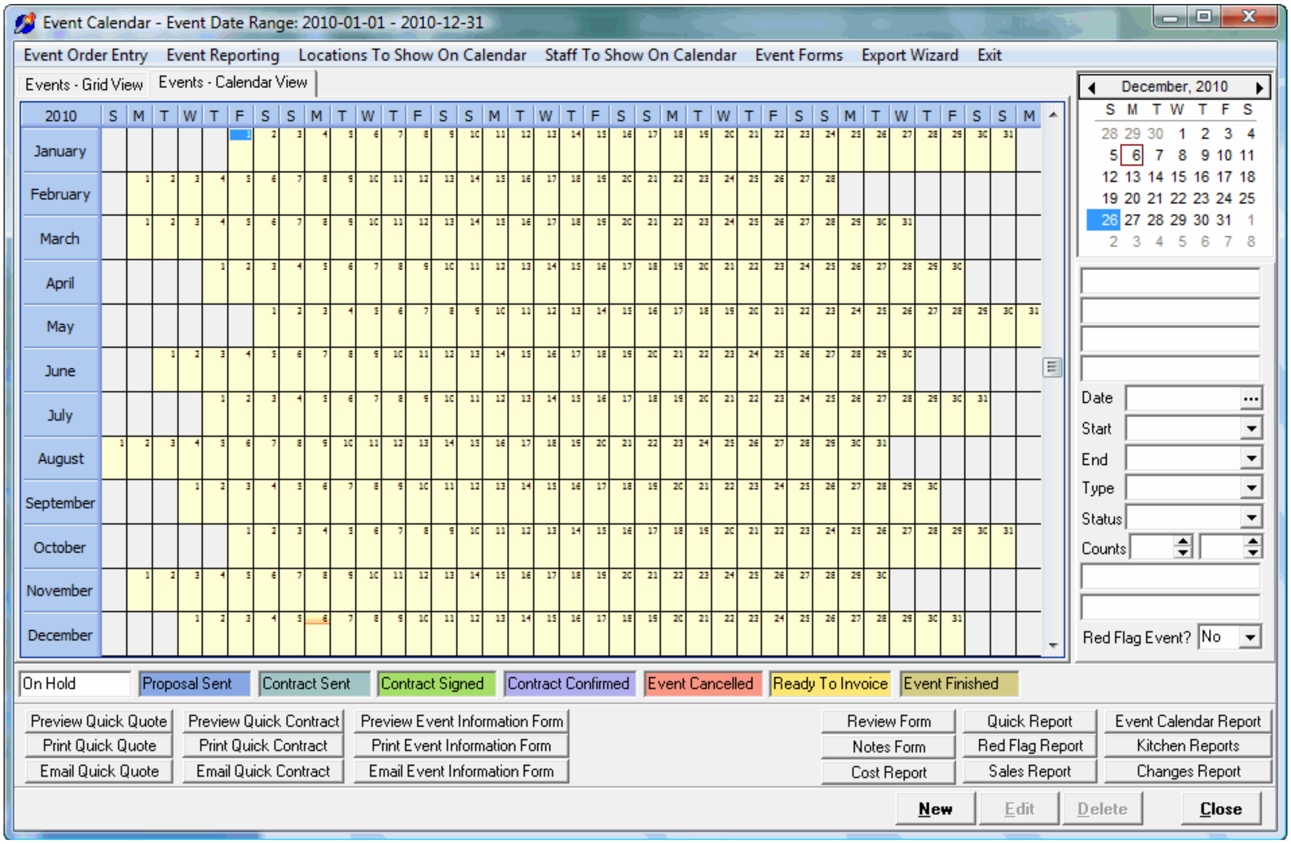
Events - Calendar View - By Week



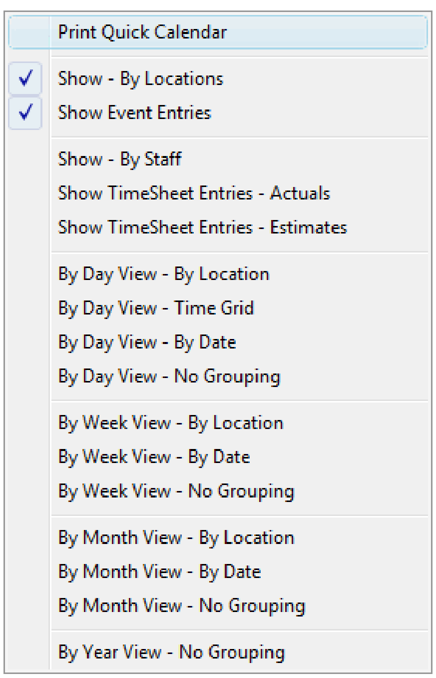
Events - Calendar View - By Month



Events - Calendar View - By Year



The different views within the calendar are accessed by right-clicking on the calendar and then choosing the view you wish.

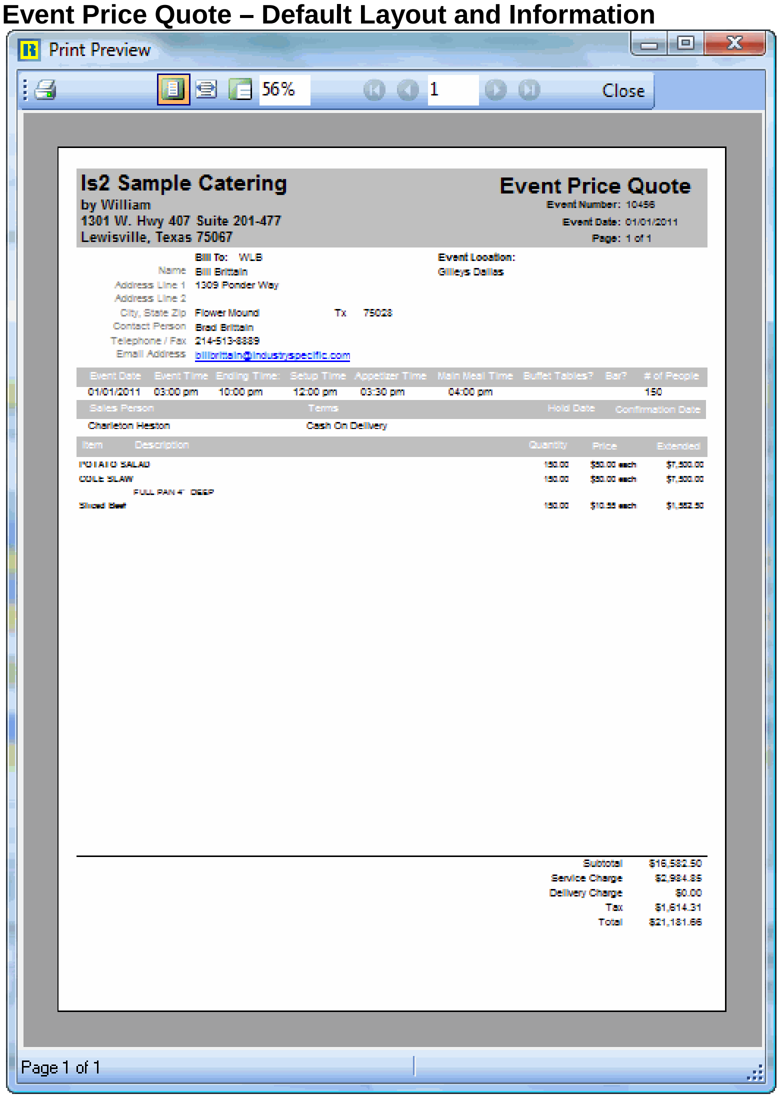


Printing the Quote, the Contract, and the Information Form

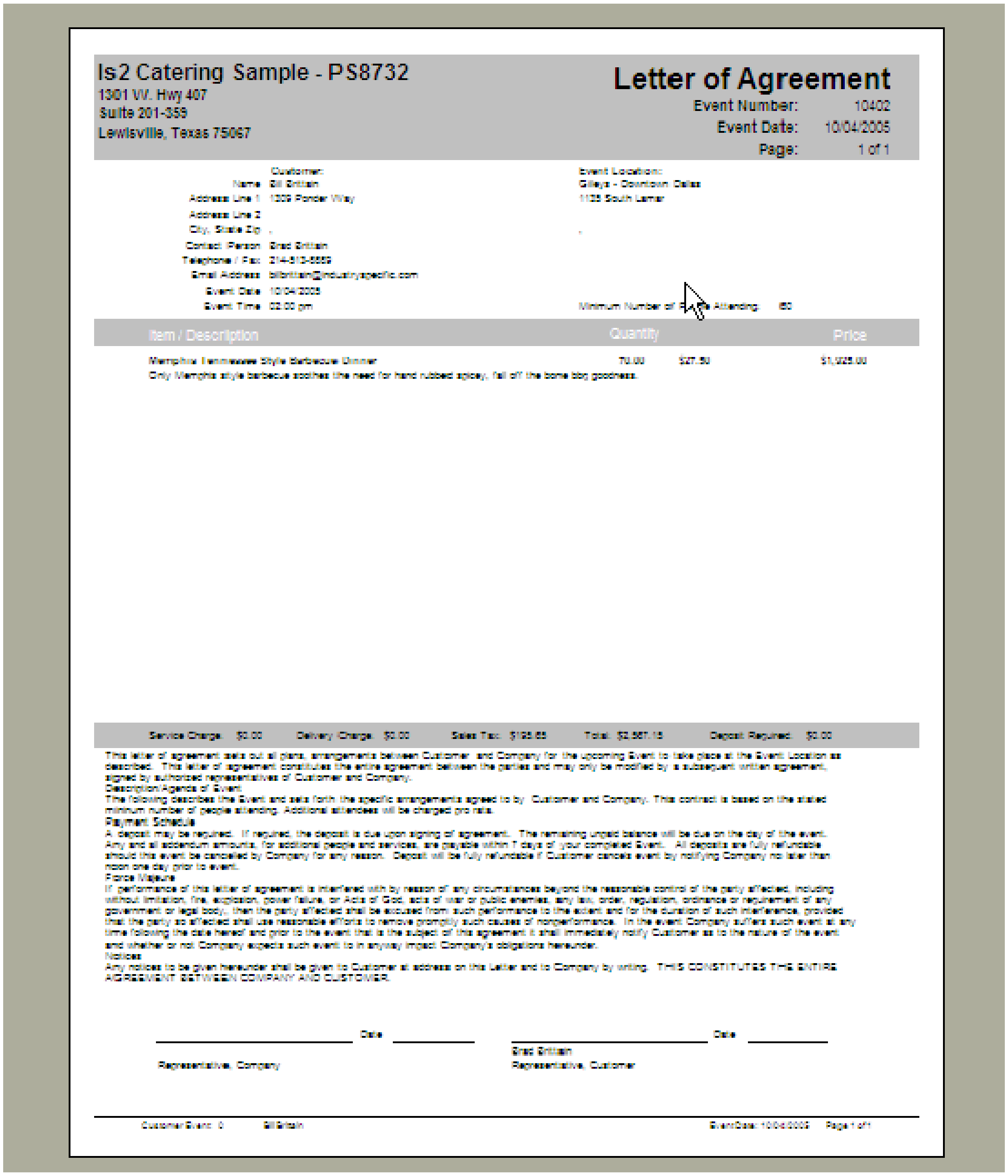
From the event calendar browse screen, you may print preview on screen, print to the printer, or email an event quote/proposal, an event contract, and/or the event information form.

The price quote, contract, and information report forms **may be modified** to fit your company's needs by using the report designer built into the software.

Event Price Quote – Default Layout and Information



Event Contract



Is2 Catering Sample - PS8732
1301 W. Hwy 407
Suite 201-359
Lewisville, Texas 75067

Letter of Agreement
Event Number: 10402
Event Date: 10/04/2005
Page: 1 of 1

Customer:
Name: Bill Brittain
Address Line 1: 1309 Ponder Way
Address Line 2:
City, State Zip: ,
Contact Person: Brad Brittain
Telephone / Fax: 214-513-5559
Email Address: billbrittain@industryspecific.com
Event Date: 10/04/2005
Event Time: 02:00 pm

Event Location:
Gilleys - Downtown Dallas
1135 South Lamar
,

Minimum Number of People Attending: 80

Item / Description	Quantity		Price
Memphis Tennessee Style Barbecue Dinner Only Memphis style barbecue soothes the need for hand rubbed spicey, fall off the bone bbq goodness.	70.00	$27.50	$1,925.00

Service Charge: $0.00 Delivery Charge: $0.00 Sales Tax: $195.65 Total: $2,587.15 Deposit Required: $0.00

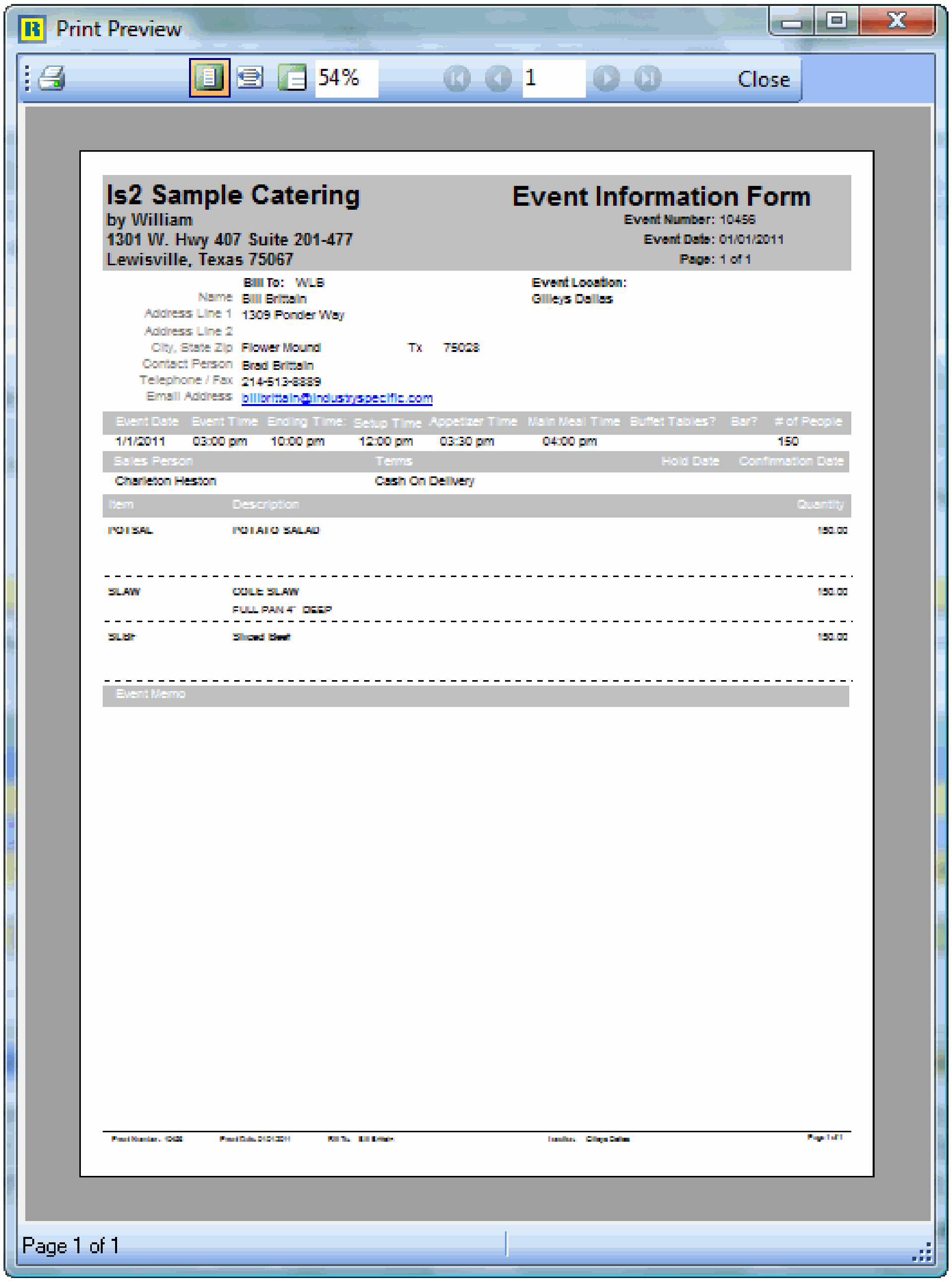
This letter of agreement sets out all plans, arrangements between Customer and Company for the upcoming Event to take place at the Event Location as described. This letter of agreement constitutes the entire agreement between the parties and may only be modified by a subsequent written agreement, signed by authorized representatives of Customer and Company.
Description/Agenda of Event
The following describes the Event and sets forth the specific arrangements agreed to by Customer and Company. This contract is based on the stated minimum number of people attending. Additional attendees will be charged pro rata.
Payment Schedule
A deposit may be required. If required, the deposit is due upon signing of agreement. The remaining unpaid balance will be due on the day of the event. Any and all addendum amounts, for additional people and services, are payable within 7 days of your completed Event. All deposits are fully refundable should this event be cancelled by Company for any reason. Deposit will be fully refundable if Customer cancels event by notifying Company no later than noon one day prior to event.
Force Majeure
If performance of this letter of agreement is interfered with by reason of any circumstances beyond the reasonable control of the party affected, including without limitation, fire, explosion, power failure, or Acts of God, acts of war or public enemies, any law, order, regulation, ordinance or requirement of any government or legal body, then the party affected shall be excused from such performance to the extent and for the duration of such interference, provided that the party so affected shall use reasonable efforts to remove promptly such causes of nonperformance. In the event Company suffers such event at any time following the date hereof and prior to the event that is the subject of this agreement it shall immediately notify Customer as to the nature of the event and whether or not Company expects such event to in anyway impact Company's obligations hereunder.
Notices
Any notices to be given hereunder shall be given to Customer at address on this Letter and to Company by writing. THIS CONSTITUTES THE ENTIRE AGREEMENT BETWEEN COMPANY AND CUSTOMER.

________________ Date ________
Representative, Company

________________ Date ________
Brad Brittain
Representative, Customer

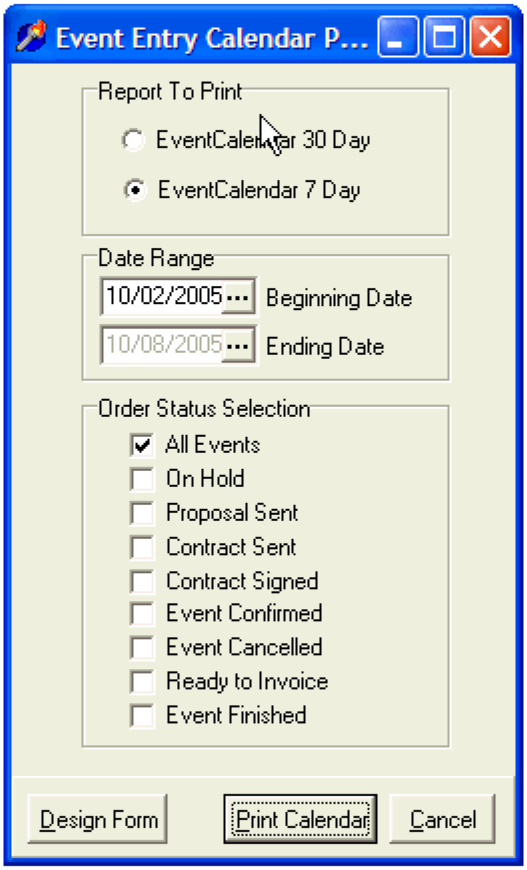
Customer Event: 0 Bill Brittain EventDate: 10/04/2005 Page 1 of 1

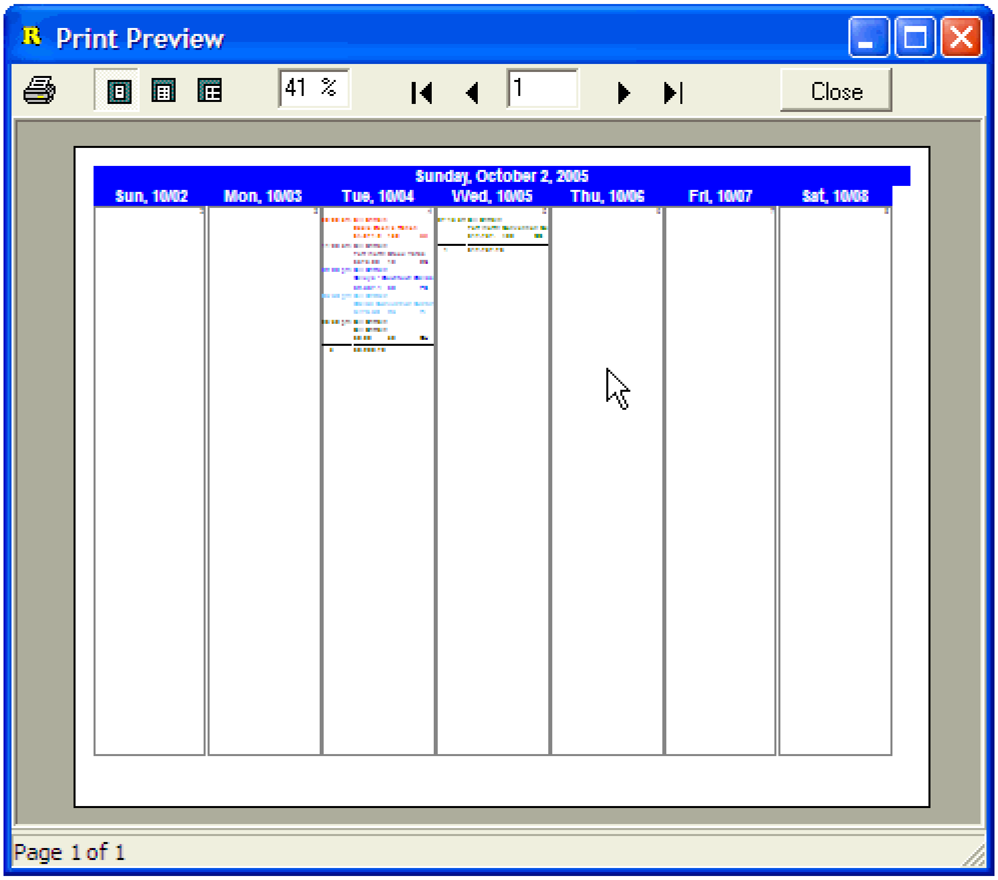
Event Information Form



There are many reports that can be printed from the event browse screen, the event quick report, the event review report, event notes report, event costs report, the event red flag report, the event sales report, the event kitchen cutsheet report, the event changes report, plus a 7 day and 30 day calendar report.

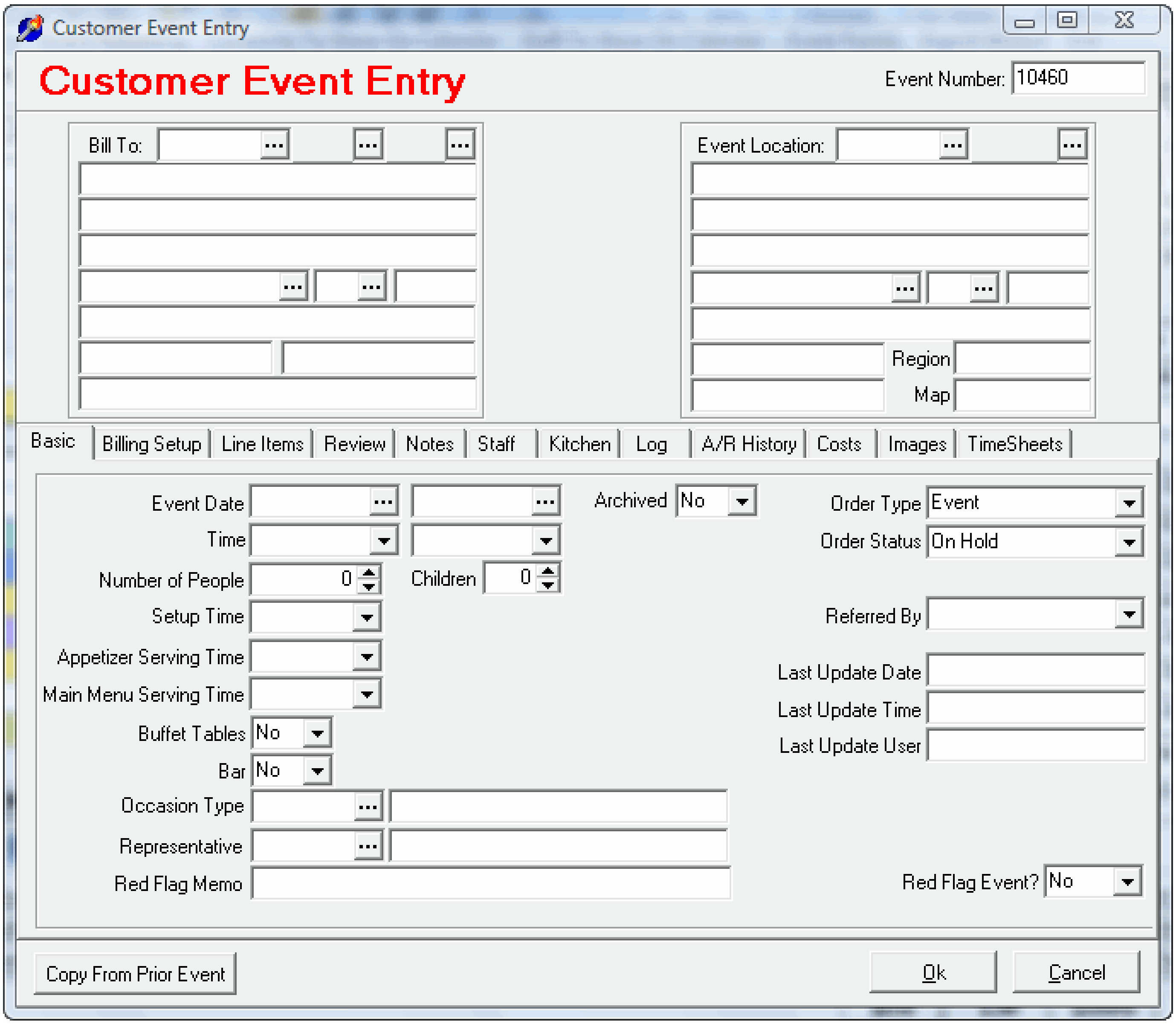
Example of accessing the 7 day Calendar Report. Choose the report parameters you wish for the report. Choose whether a 7 day or 30 day calendar.


Event Entry Calendar P...
Report To Print
EventCalendar 30 Day
EventCalendar 7 Day
Date Range
10/02/2005
Beginning Date
10/08/2005
Ending Date
Order Status Selection
All Events
On Hold
Proposal Sent
Contract Sent
Contract Signed
Event Confirmed
Event Cancelled
Ready to Invoice
Event Finished
Design Form
Print Calendar
Cancel


Print Preview
41 %
1
Close
Sunday, October 2, 2005
Sun, 10/02
Mon, 10/03
Tue, 10/04
Wed, 10/05
Thu, 10/06
Fri, 10/07
Sat, 10/08
Page 1 of 1

Entering a New Event

You may enter a new event by clicking on the New button at the bottom right hand side of the Events browse screen. This will take you to the event entry screen.

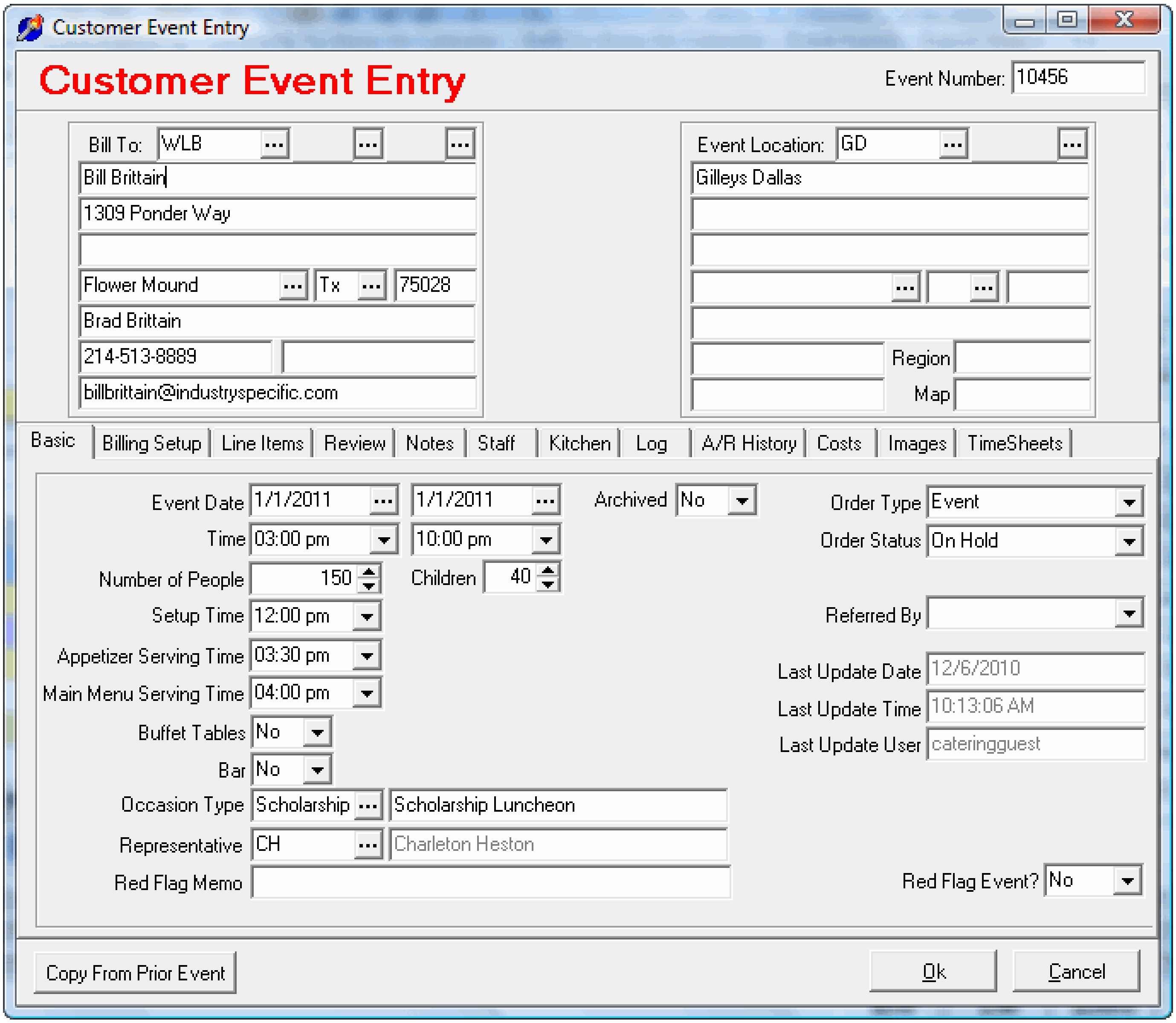


Entering an event is usually covered by the following operations.

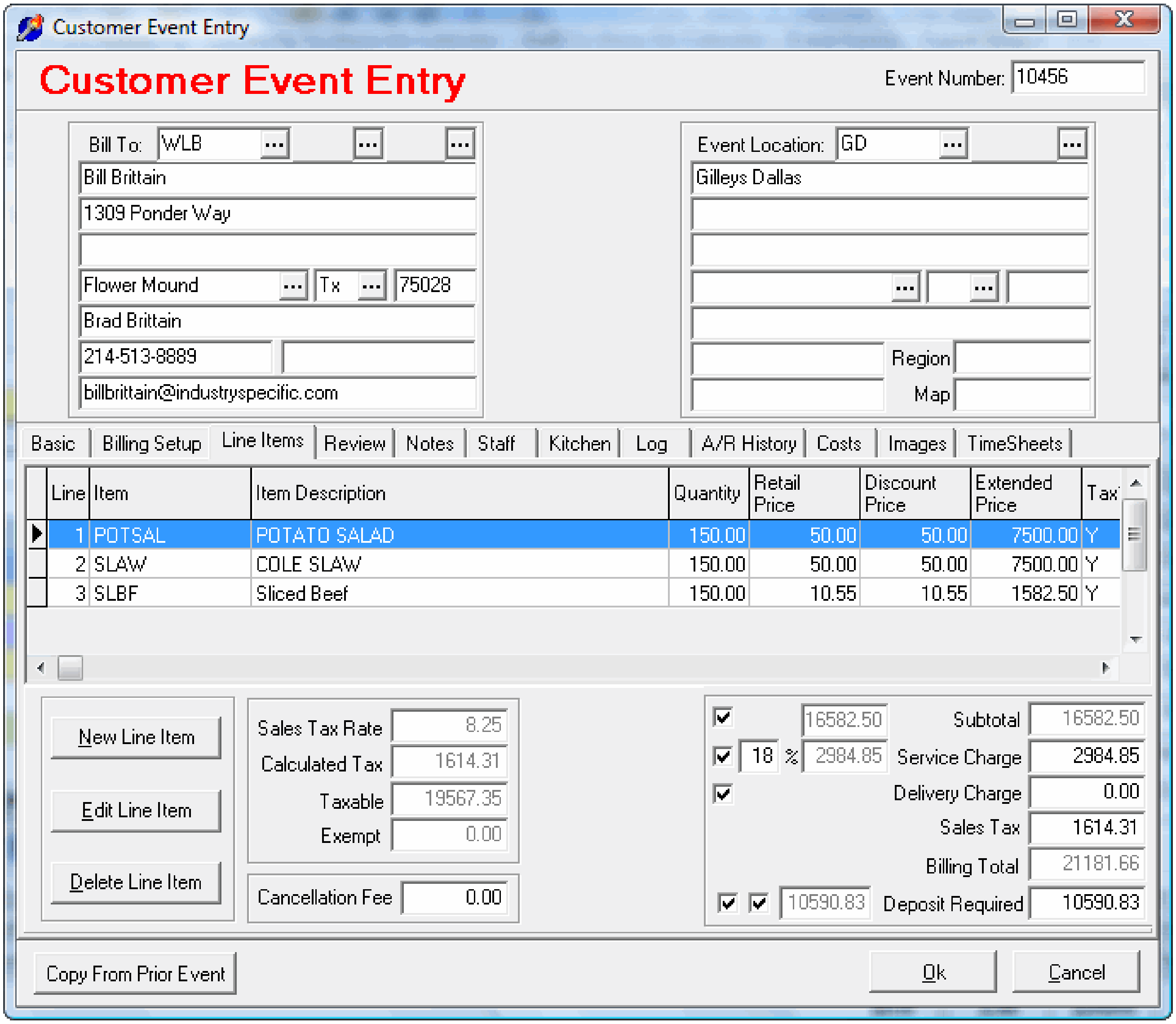
1. Enter the basic event information such as the company you will be billing for the event, the event location - either in your building or the location name and address, the event date and time, how many people will be served, the salesman for the event, and what type of event will it be. Specific notes can be recorded in the notes area.

The customer billing id does not have to be filled in at this time. It is only required when you create the event invoice from this screen. But it is advisable to enter customers in the customer area or from the customer lookup if you feel your customer will be a repeat customer.

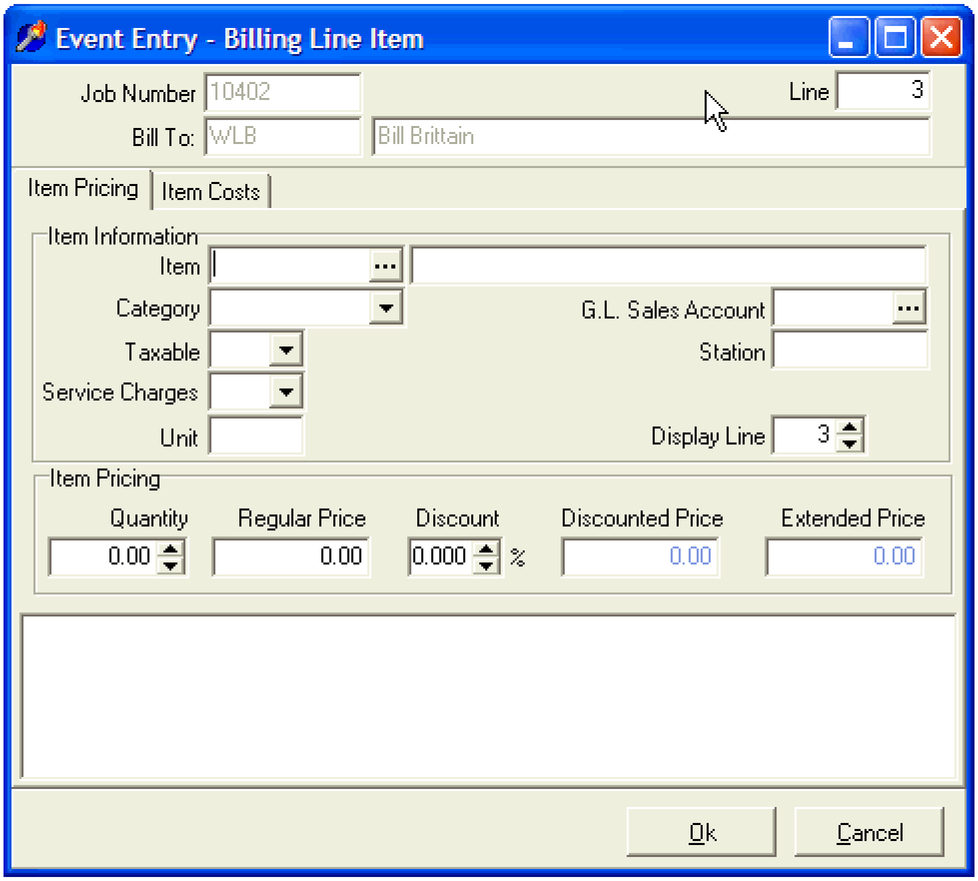
2. Enter the billing setup information to establish the proper sales tax code so your sales tax will be calculated correctly. If your sales tax code does not change, it may be entered in the company parameters area. Then the sales tax code will be retrieved each time a new event is created. Enter the terms you wish for the event. Terms are usually loaded into the terms table to be used continuously. A customer purchase order can be recorded in the billing setup area. If the customer is tax exempt, enter their tax exempt id here so that no sales tax will be calculated.



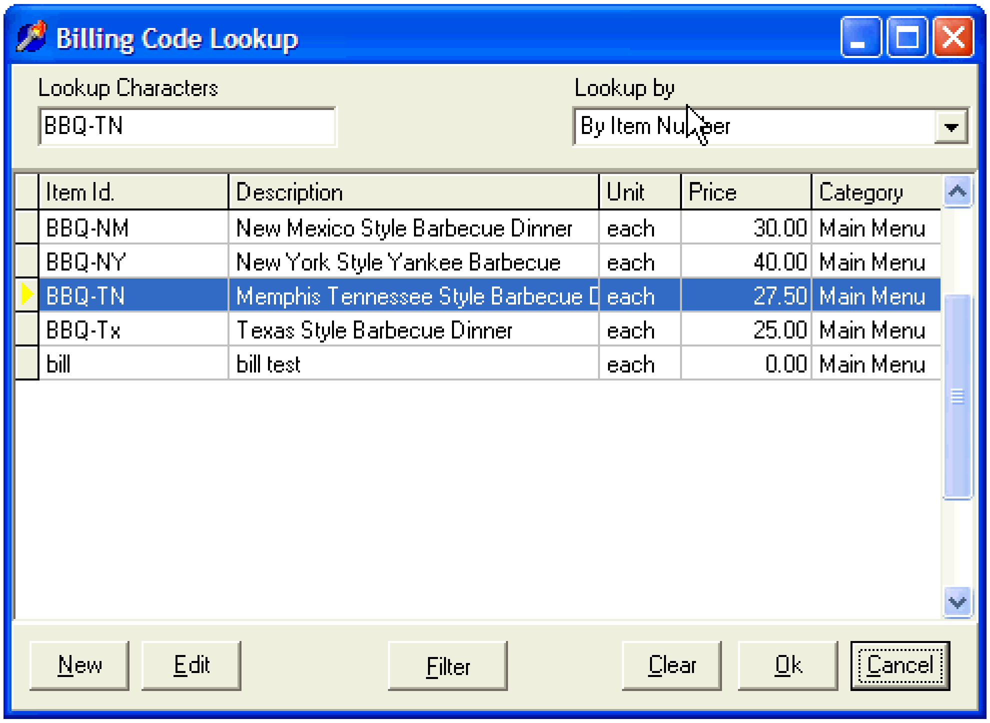
3. Enter the needed services or food options for the event in the Line Items area. These items will comprise the event quote and billing that will be used for calculating the quoted price for the event. A service charge can be allowed or not allowed calculated and charged. Delivery charges can be allowed or not allowed. A deposit amount for the event can be required and calculated here. Sales taxes are calculated based on which lines are taxable or not taxable and on the sales tax code and its percentage that was chosen for the event. A cancellation fee used on the contract can be entered here.



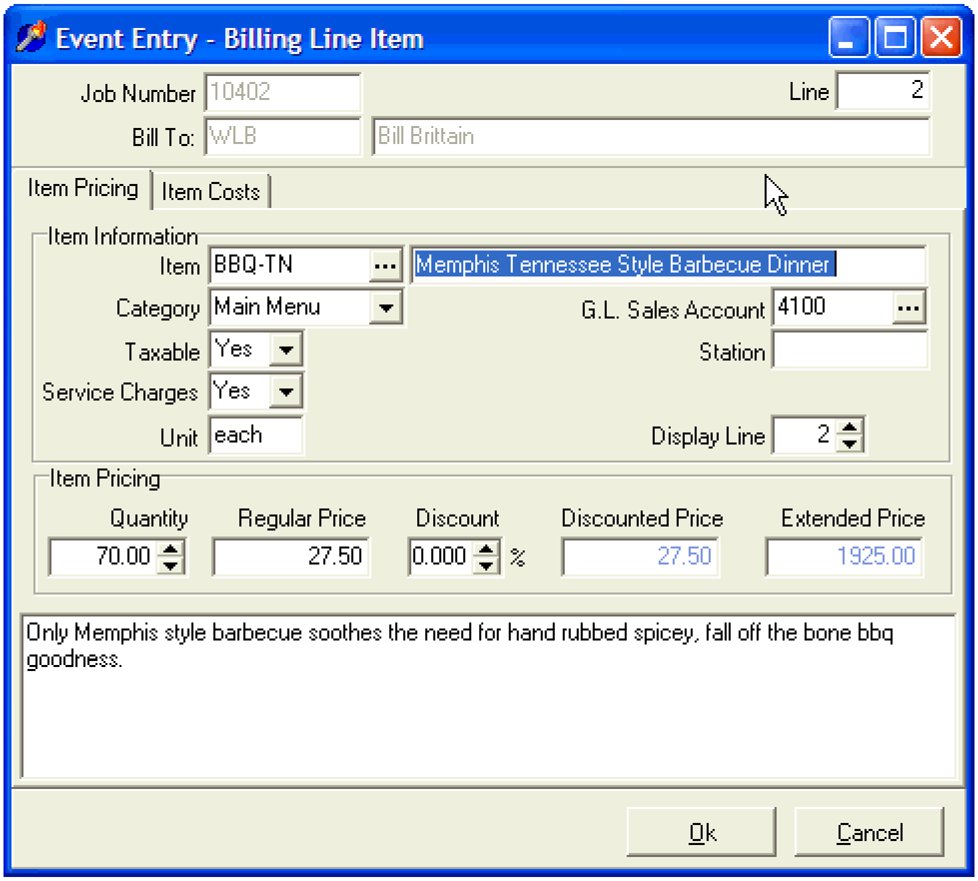
A new line item is entered by clicking on the New Line Item button at the bottom left of the screen. The line item entry screen will appear. Choose the needed item from your item lookup using the three-dot item lookup button.



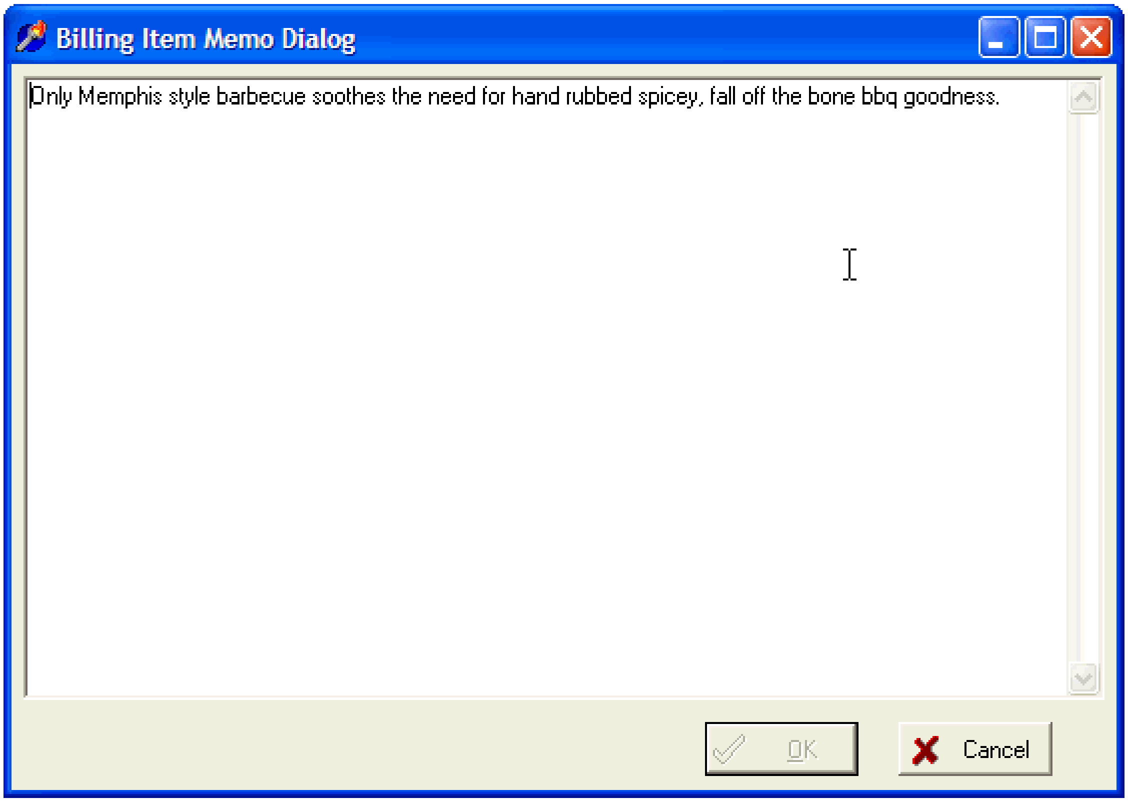
The item lookup screen will appear. Choose the item wanted and click on the Ok button. If needed, add a new billing code from the item lookup screen.



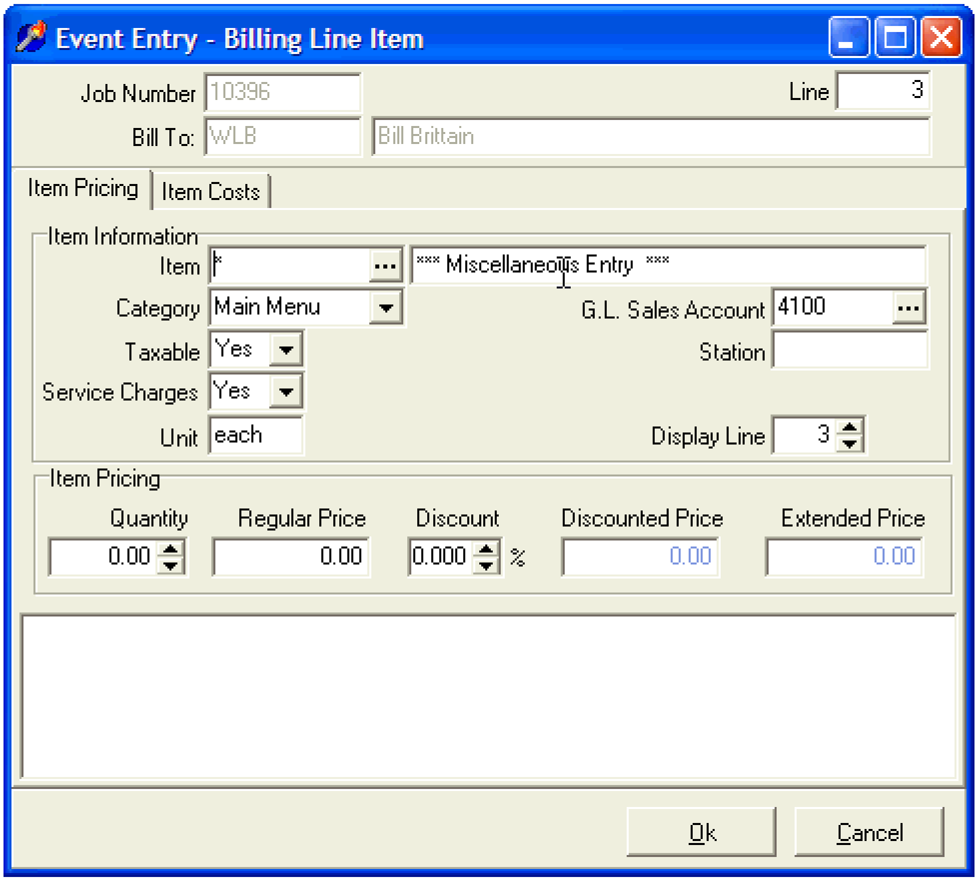
The information from the billing codes will populate the line item entry screen. You may make changes the information if needed.



If the billing code memo description is used and needs changing, either type in the information on screen or double-click on the memo area to show the Billing Item Memo dialog screen. You may cut and paste the information within this memo dialog.

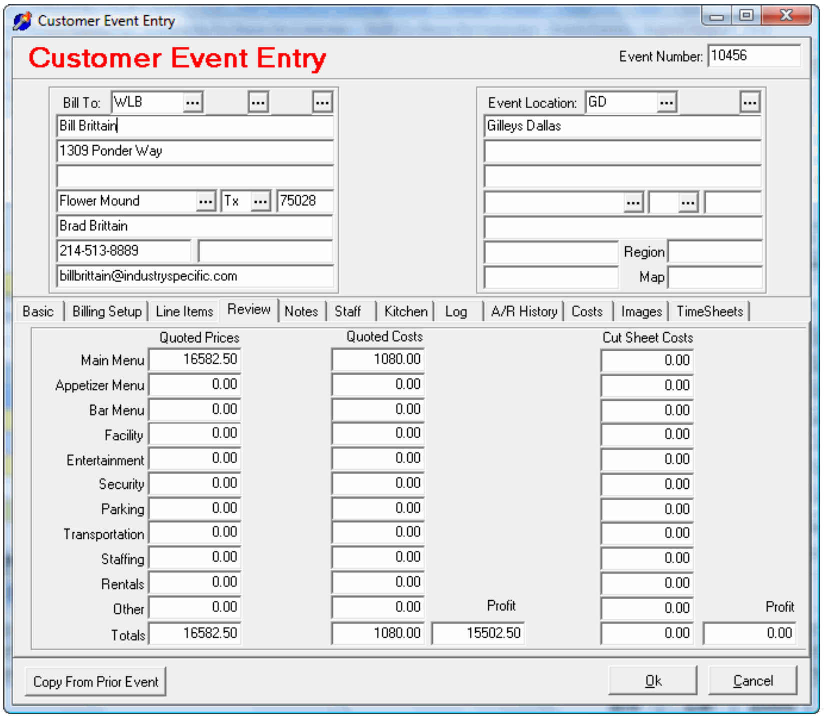


If you have entries that are not common, set up a billing code that can be used over and over for whatever entry you wish - a user defined entry at the point of the event entry. An example of this is shown below, using the asterisk as the billing code. Often people use this billing code to add memo lines to the line items.

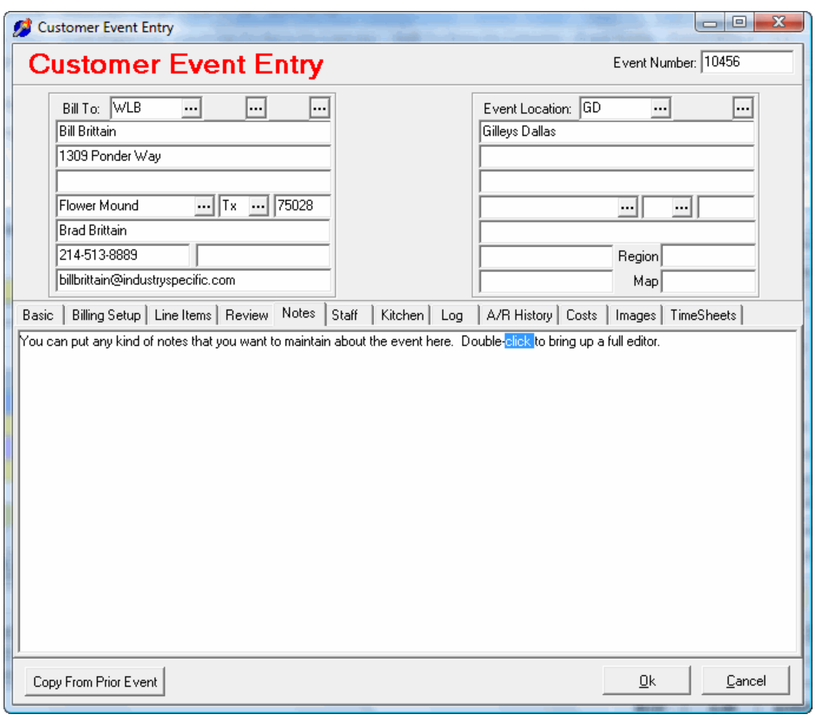

Event Entry - Billing Line Item
Job Number 10396
Line 3
Bill To: WLB
Bill Brittain
Item Pricing
Item Costs
Item Information
Item *
*** Miscellaneous Entry ***
Category Main Menu
G.L. Sales Account 4100
Taxable Yes
Station
Service Charges Yes
Unit each
Display Line 3
Item Pricing
Quantity
Regular Price
Discount
Discounted Price
Extended Price
0.00
0.00
0.000 %
0.00
0.00
Ok
Cancel

Other Screens in Event Entry

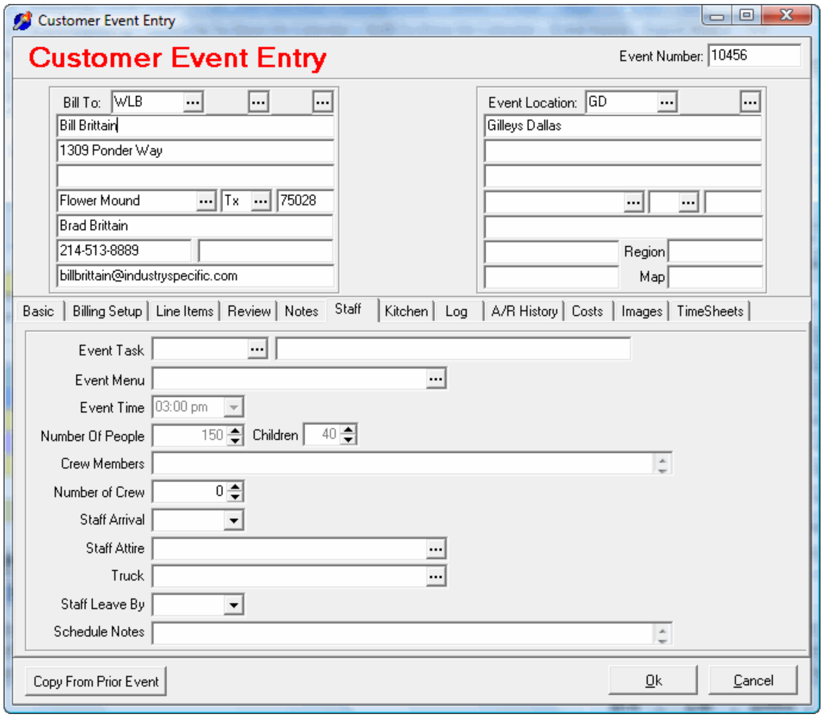
Review Screen



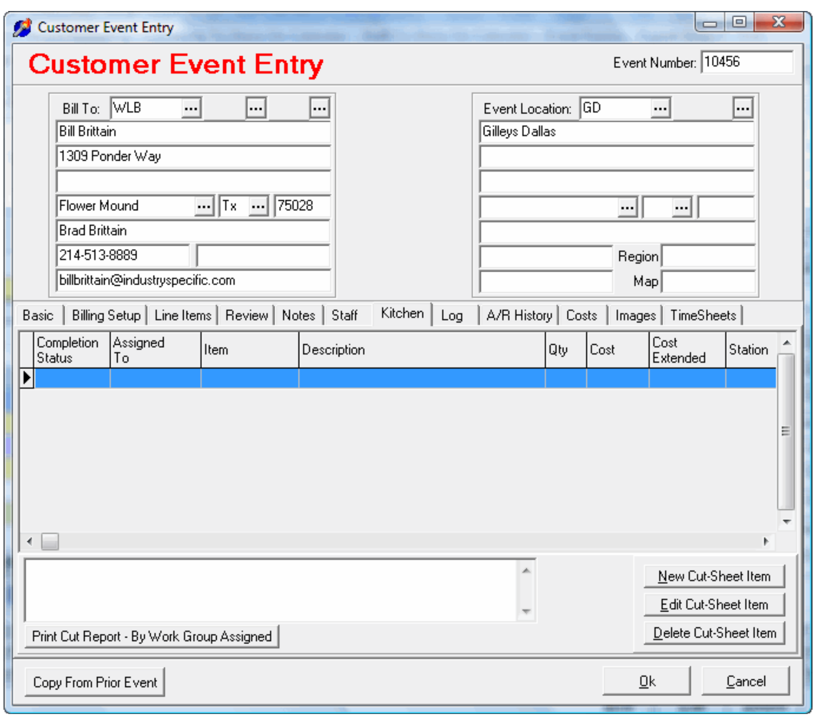
Notes Screen



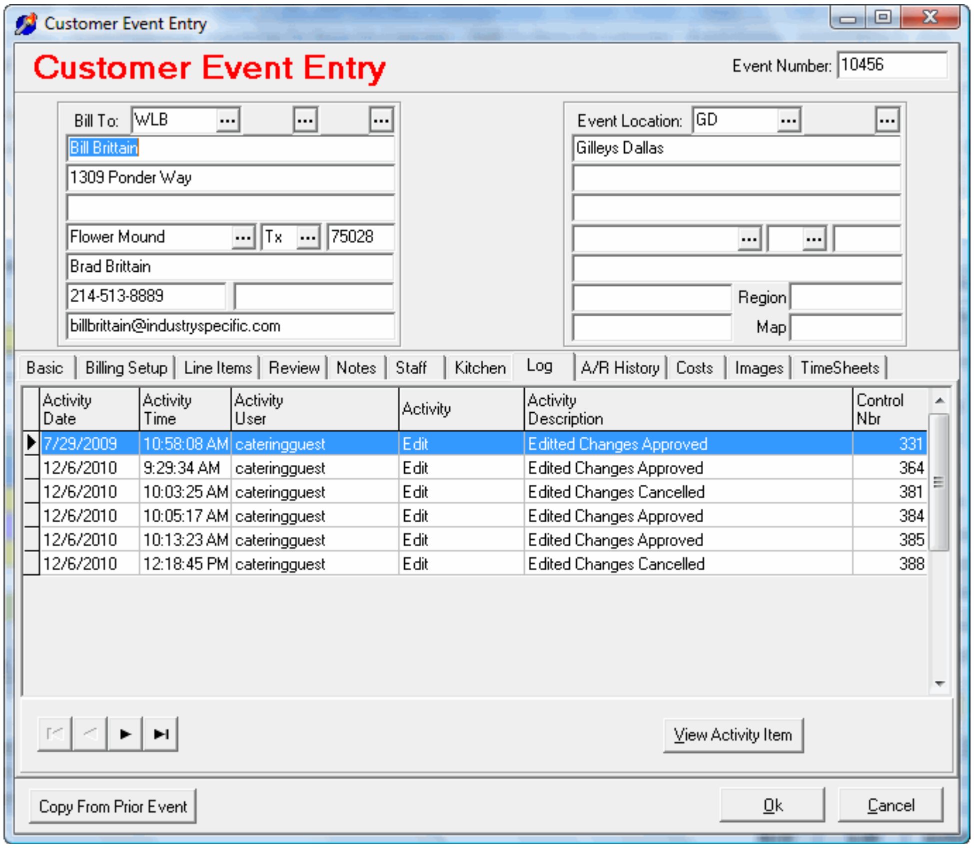
Staff Screen



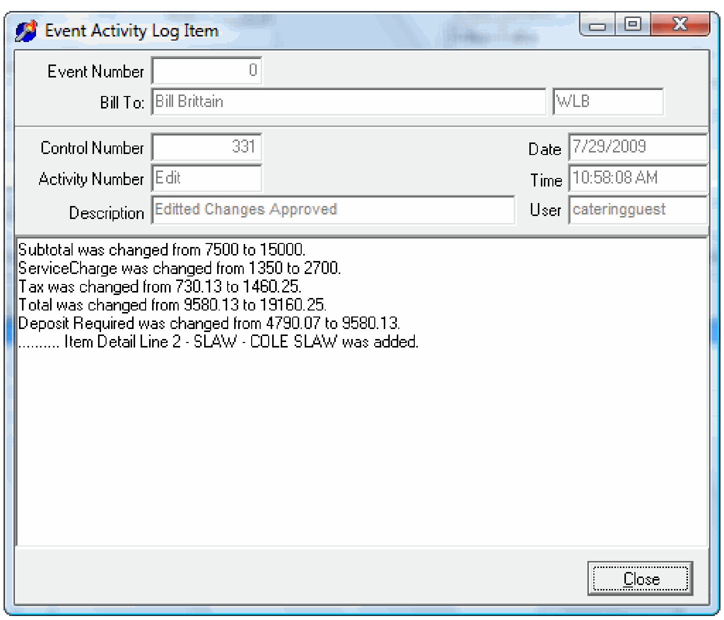
Kitchen Screen



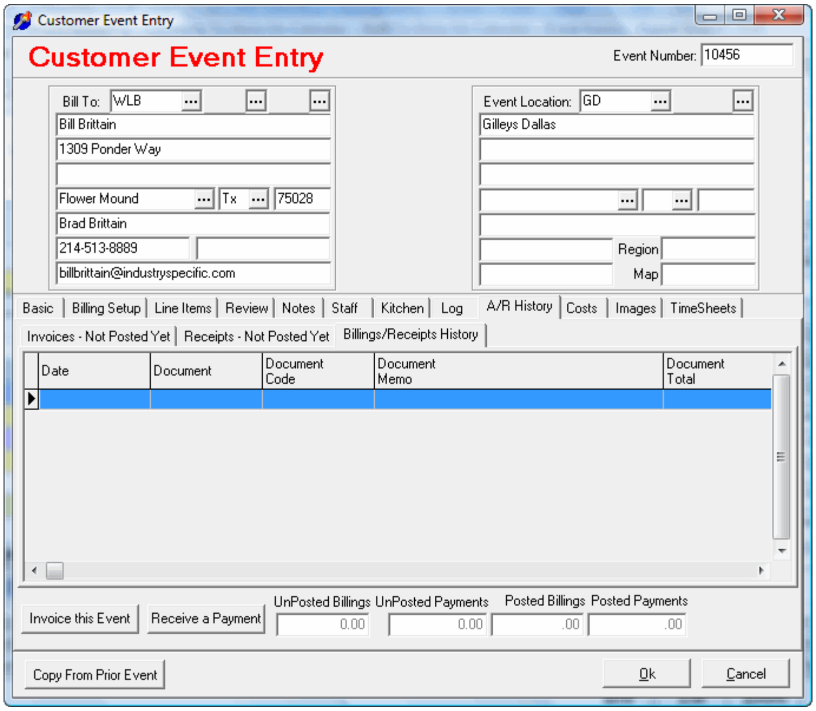
Log Screen – changes made to the Event



There is a detail screen that can be seen by double-clicking on the logged entry selected or clicking on the View Activity Item button. Changes to the master event record and line items are recorded.

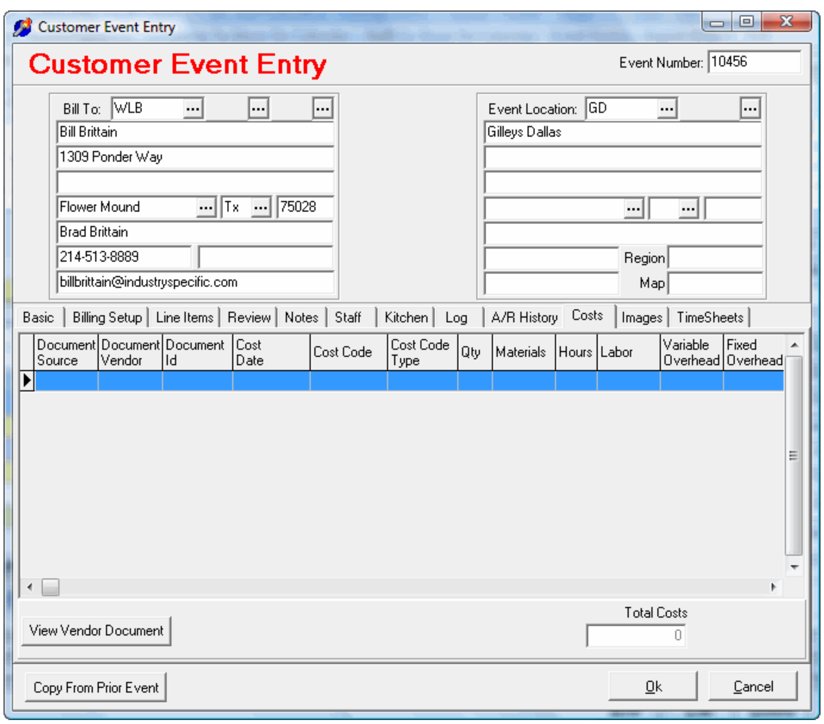


A/R History Screen – invoice and receipts assigned to the event

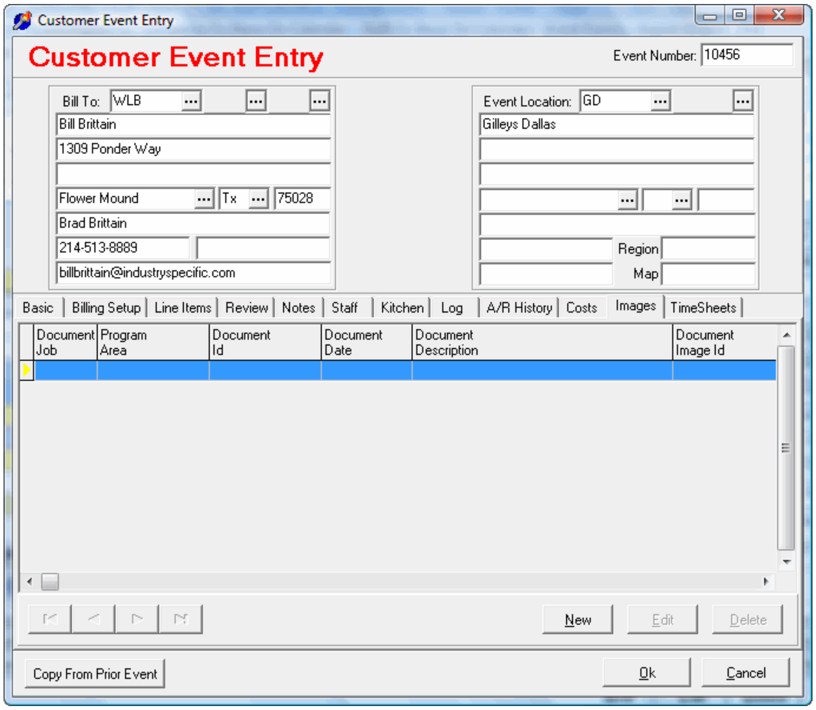


You can create an invoice and record receipts from this screen for the event.

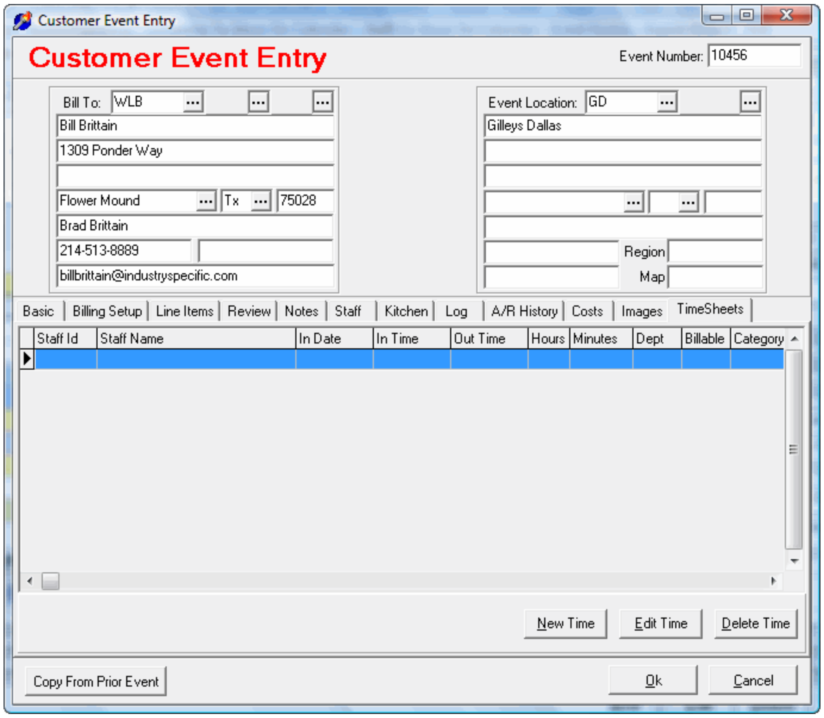
Costs Screen – payable invoice entries assigned



Images Screen – scanned in document assigned to the event



Time Sheets Screen – time sheet entries assigned to this event



When you have finished with your line item entry, click on the Ok button. The information will be saved and the event pricing totals will be calculated.

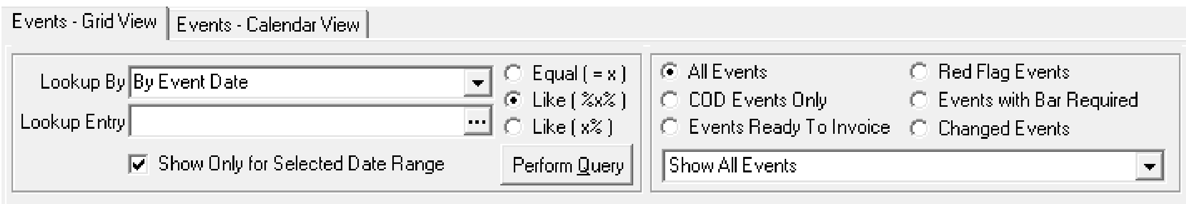
Repeat entering all the services and menu items needed for the event. When your entries are completed, you must save entered information.

Save your event information by clicking on the Ok button on the Event Entry screen. If you cancel by mistake a dialog will warn you that you are cancelling. If you cancel, no event information entered will be saved.

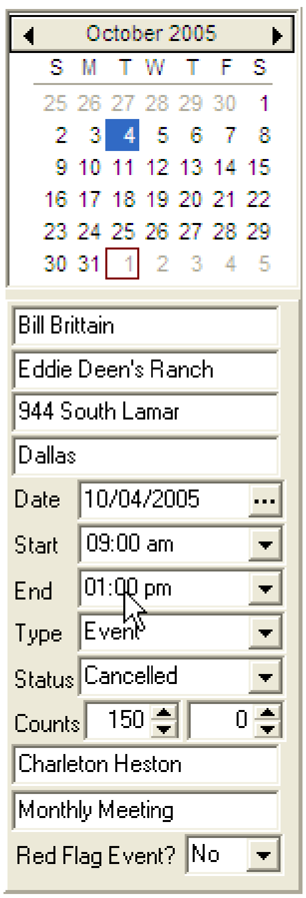
Using the Event Calendar - Grid View and Calendar View - Part 2

In the grid view, you can locate specific events by the event date, billing name, location name or address, etc. You may also filter the events to show only COD events, only events ready to invoice, only red flag events, only events with bar required, and show events which had a field changed by someone. The lookup by changes the sort order of the selected events. You may use the lookup entry field to search for a specific entry within the selected events.

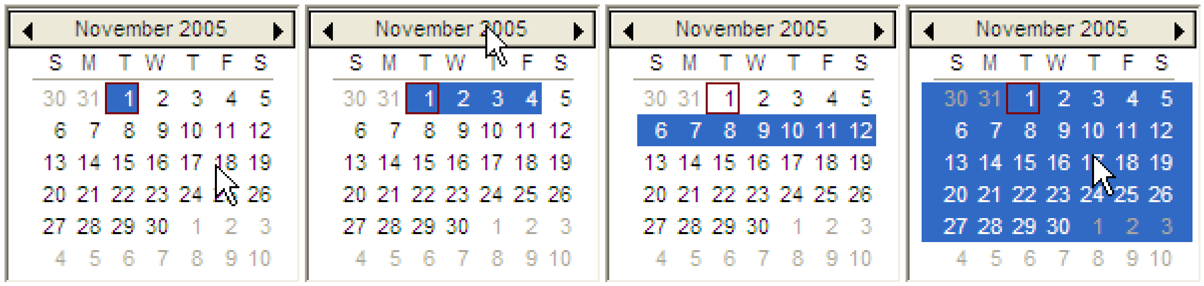
The Show Only for Selected Date Range allows you view only the events for the date range chosen on the calendar navigator.



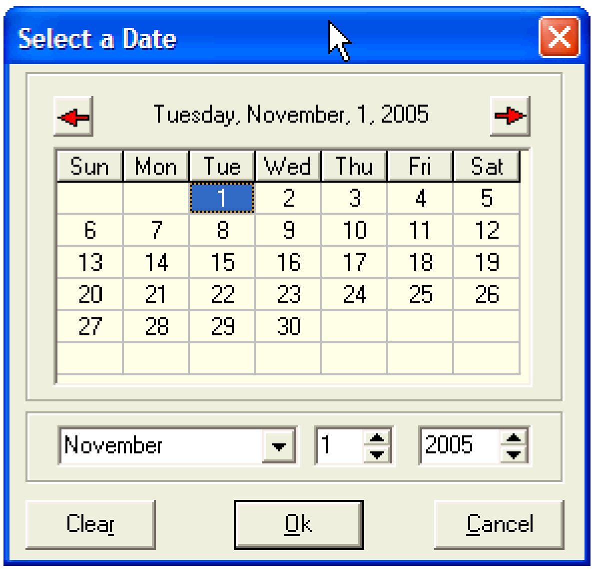
The right-side panel on the calendar browse screen has the calendar navigator and event information shown read-only. The information includes the billing name, location name, location address, location city, event date, event start time, event ending time, event type, event status, number of people, number of children, salesman, event category description, and whether or not this is a red flag event.



The calendar navigator can be used to select a single date, two days, a week, or an entire month.



If you double-click on the date navigator, a second date lookup selection tool will be presented to choose a specific date. The second navigator allows easy changing of the month, day, and year.



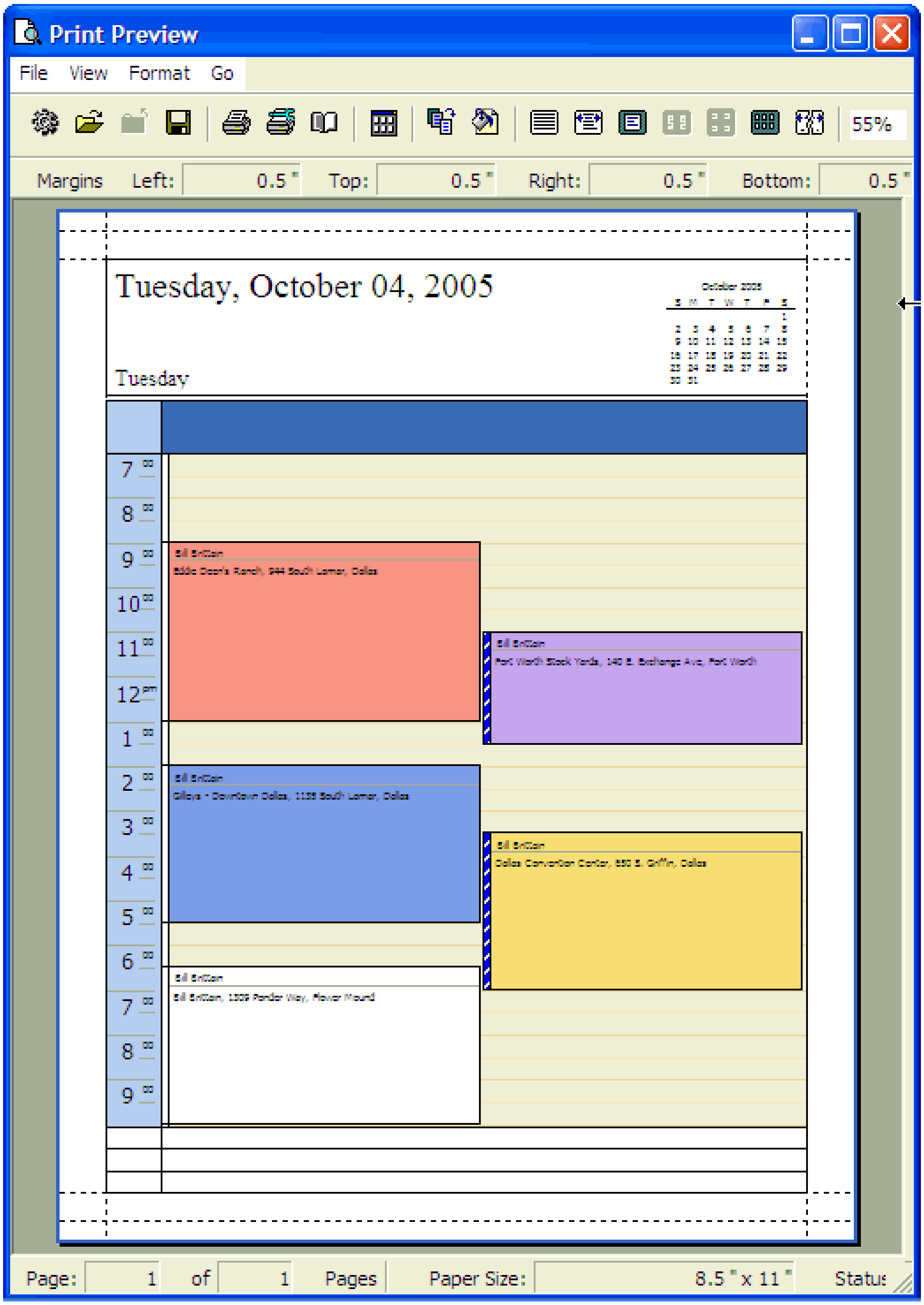
The event status field on the event entry screen determines the color shown onscreen and in reports of the event.

The statuses and their colors are:

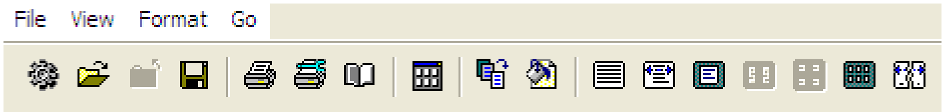
1. On Hold (White)
2. Proposal Sent (Light Blue)
3. Contract Sent (Cyan)
4. Contract Signed (Light Green)
5. Contract Confirmed (Light Purple)
6. Event Cancelled (Light Red)
7. Event Ready To Invoice (Light Tan)

8. Event - All Work Finished (Light Brown)

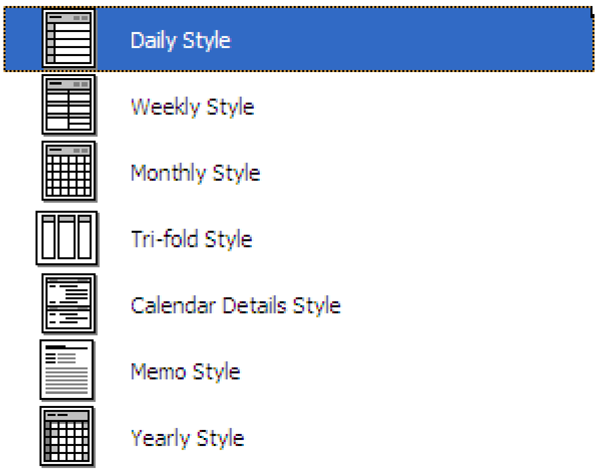
The quick calendar printout can be accessed by right-clicking on the calendar when in the calendar view. The default report is a day view printout.



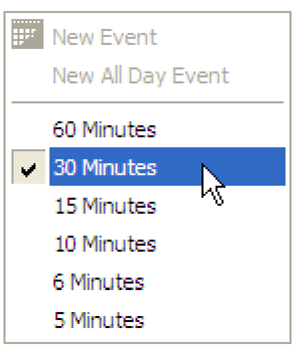
Different calendar printout views can be chosen from the report designer which looks like a rotating cog (far left on the report design change panel).



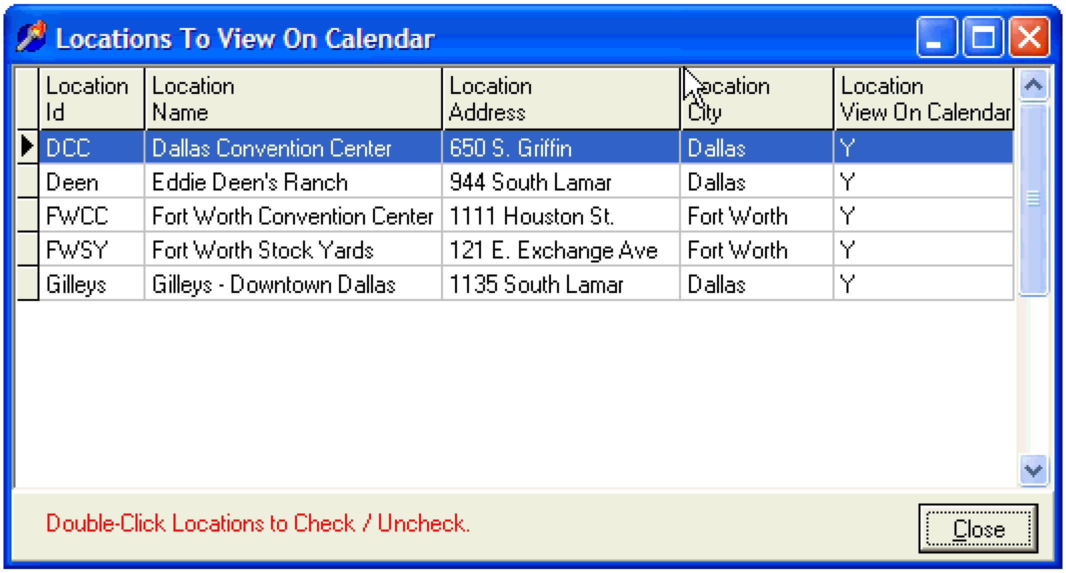
A calendar report may have a daily style, a weekly style, a monthly style, a tri-fold style, a calendar details style, a memo style, or a year style.



You may change the time grid interval on the calendar by right-clicking on the time slots on the left side of the calendar. Then choose either 60 minutes, 30 minutes, 15 minutes, 10 minutes, 6 minutes, or 5 minute interval as desired.

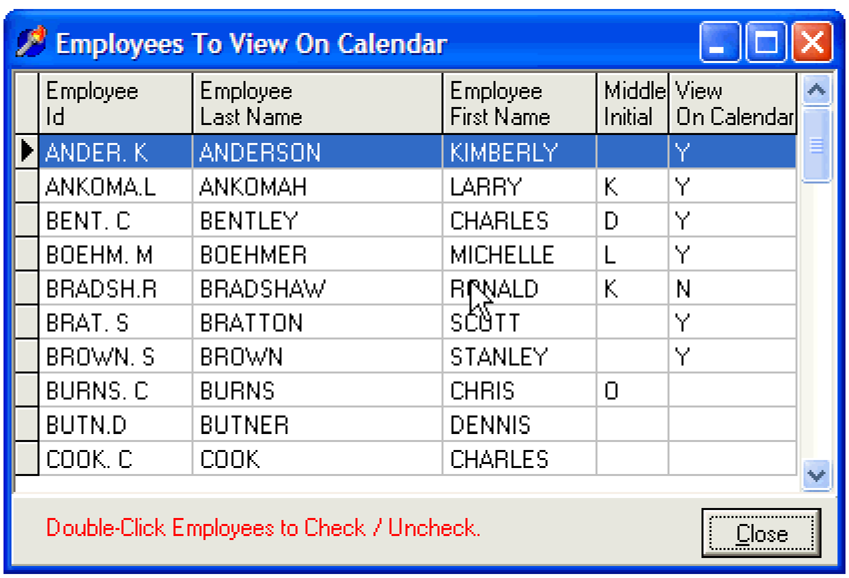


To select which locations show on the calendar, use the Locations Shown Dialog. Double-click on a location to check or uncheck the location to show or not show on the calendar view by location.



Location Id	Location Name	Location Address	Location City	Location View On Calendar
DCC	Dallas Convention Center	650 S. Griffin	Dallas	Y
Deen	Eddie Deen's Ranch	944 South Lamar	Dallas	Y
FWCC	Fort Worth Convention Center	1111 Houston St.	Fort Worth	Y
FWSY	Fort Worth Stock Yards	121 E. Exchange Ave	Fort Worth	Y
Gilleys	Gilleys - Downtown Dallas	1135 South Lamar	Dallas	Y

To select which employees shown timesheet entries on the calendar, use the Employees Shown Dialog. Double-click on a employee to check or uncheck the location to show or not show on the calendar view by employee.



Employee Id	Employee Last Name	Employee First Name	Middle Initial	View On Calendar
ANDER. K	ANDERSON	KIMBERLY		Y
ANKOMA.L	ANKOMAH	LARRY	K	Y
BENT. C	BENTLEY	CHARLES	D	Y
BOEHM. M	BOEHMER	MICHELLE	L	Y
BRADSH.R	BRADSHAW	RONALD	K	N
BRAT. S	BRATTON	SCOTT		Y
BROWN. S	BROWN	STANLEY		Y
BURNS. C	BURNS	CHRIS	O	
BUTN.D	BUTNER	DENNIS		
COOK. C	COOK	CHARLES		

Events - How to Email a Quote, Contract, or Information Form

In the Event Calendar, you may email an event price quote, an event contract, or an event information form in the same manner as you can print preview or print to a printer.

When emailing these documents, a pdf file (Adobe Portable Document Format) is created and added as an attachment to the email that is sent. The customer can then view and print the document by opening the attachment.

The customer will need to have Adobe Reader installed on his computer. Currently, it is estimated that over 90% of the world's computers have Adobe Reader installed.

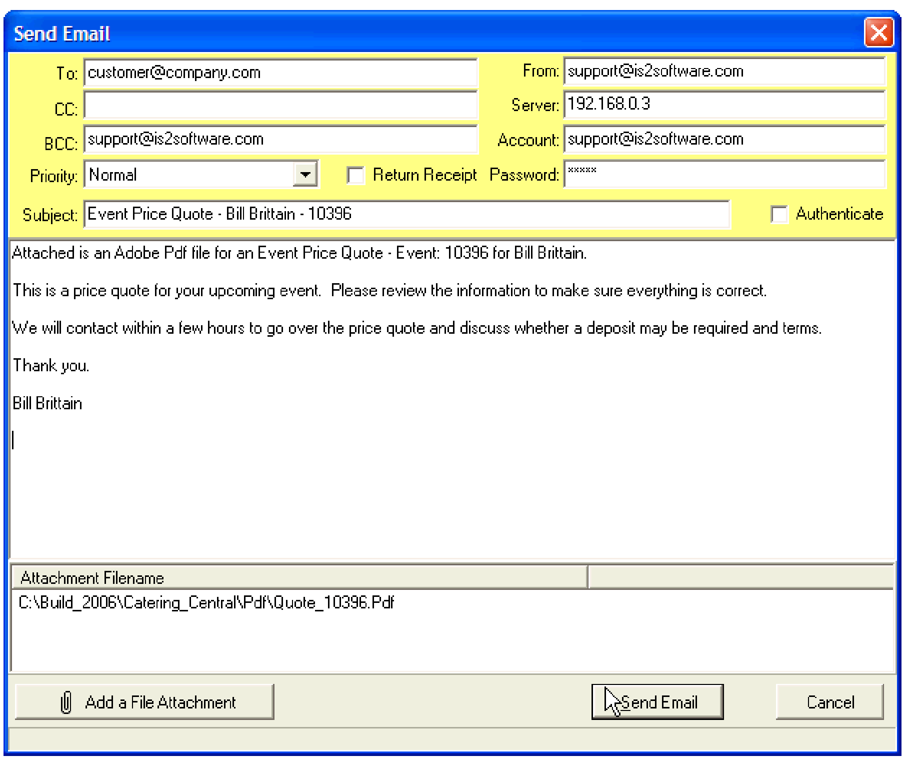
To email a quote, contract, or information form:

1. Click on Email Quick Quote, Email Quick Contract, or the Email Event Information Form button to begin the email process.

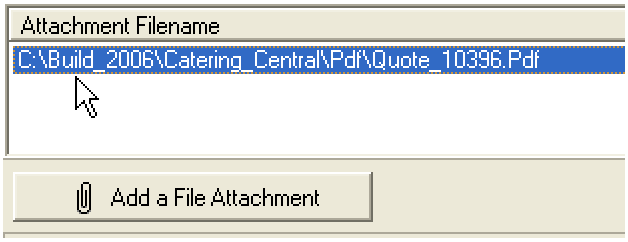
2. The email screen will appear. Make sure your email send information is correct. This information is derived from the email server and email account data filled out in your user profile. Your system administrator may have to change this information if correct. You may override the information at this screen. If your system uses Email Server login authentication, make sure the the Authenticate checkbox is checked.

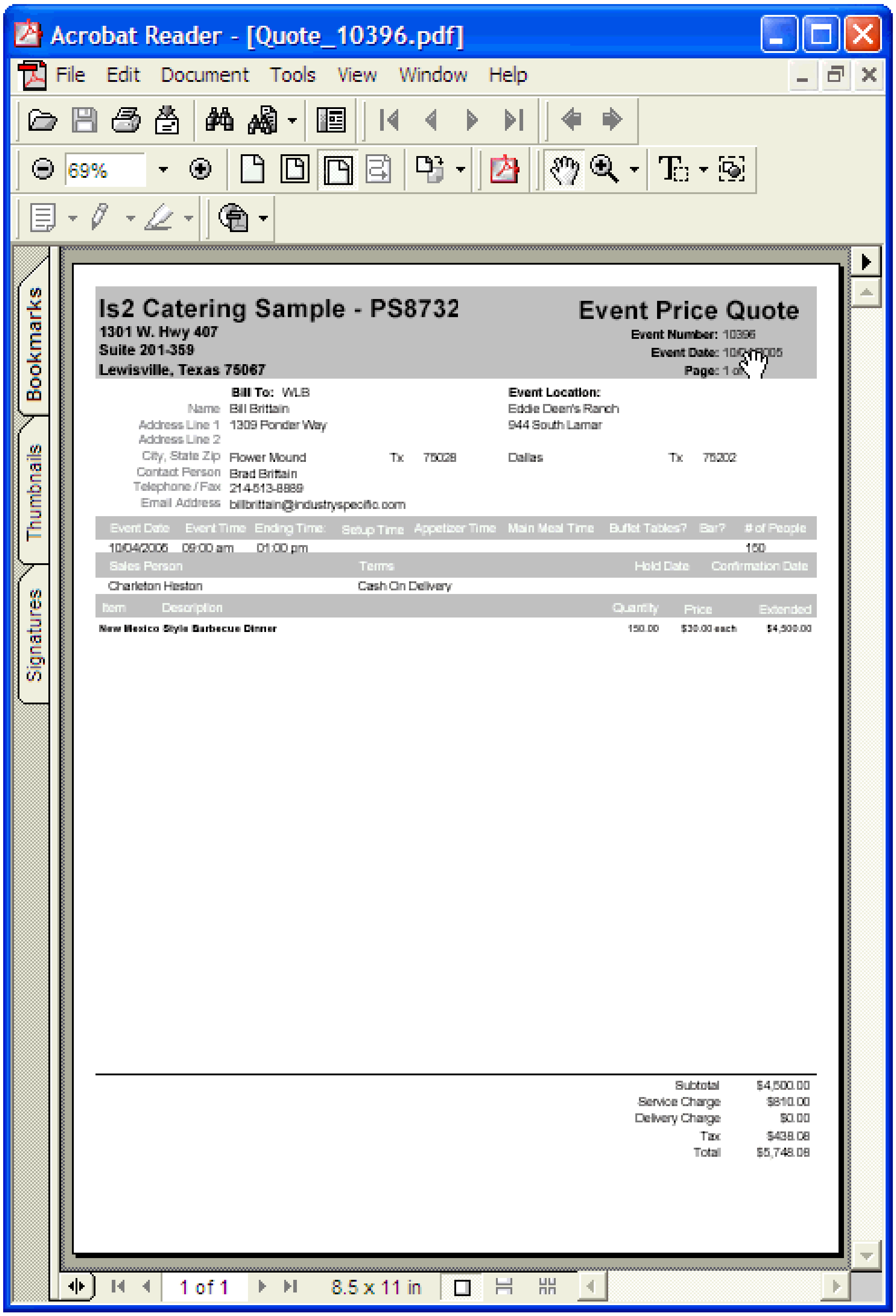
Make sure that the customer email address is correct. You may send a carbon copy to another address. You may send a blind carbon copy to yourself to maintain a copy of the email that was sent.

Fill out the subject line and the memo to be sent to the customer.



3. Before sending the email, you may view the Pdf file that is attached by double-clicking on the pdf file attachment. This will open the document using the Adobe Reader program.   Adobe Reader must be installed on your computer for this to work.


Attachment Filename
C:\Build_2006\Catering_Central\Pdf\Quote_10396.Pdf
Add a File Attachment


Acrobat Reader - [Quote_10396.pdf]
File Edit Document Tools View Window Help
69%
Bookmarks
Thumbnails
Signatures
Is2 Catering Sample - PS8732
1301 W. Hwy 407
Suite 201-359
Lewisville, Texas 75067
Event Price Quote
Event Number: 10396
Page: 1
Bill To: WLB
Name Bill Brittain
Address Line 1 1309 Ponder Way
Address Line 2
City, State Zip Flower Mound Tx 75028
Contact Person Brad Brittain
Telephone / Fax 214-513-8889
Email Address billbrittain@industryspecific.com
Event Location:
Eddie Deen's Ranch
944 South Lamar
Dallas Tx 75202
Event Date Event Time Ending Time Setup Time Appetizer Time Main Meal Time Buffet Tables? Bar? # of People
10/04/2006 09:00 am 01:00 pm 150
Sales Person Terms Hold Date Confirmation Date
Charleton Heston Cash On Delivery
Item Description Quantity Price Extended
New Mexico Style Barbecue Dinner 150.00 $30.00 each $4,500.00
Subtotal $4,500.00
Service Charge $810.00
Delivery Charge $0.00
Tax $438.08
Total $5,748.08
1 of 1
8.5 x 11 in

4. To send the email, click on the Send Email button located at the bottom right of the Email screen.

5. If Email is sent successfully, a message box will appear.

6. If an error occurs, an error box will appear explaining the email send error.

Events - How to Image A Signed Document

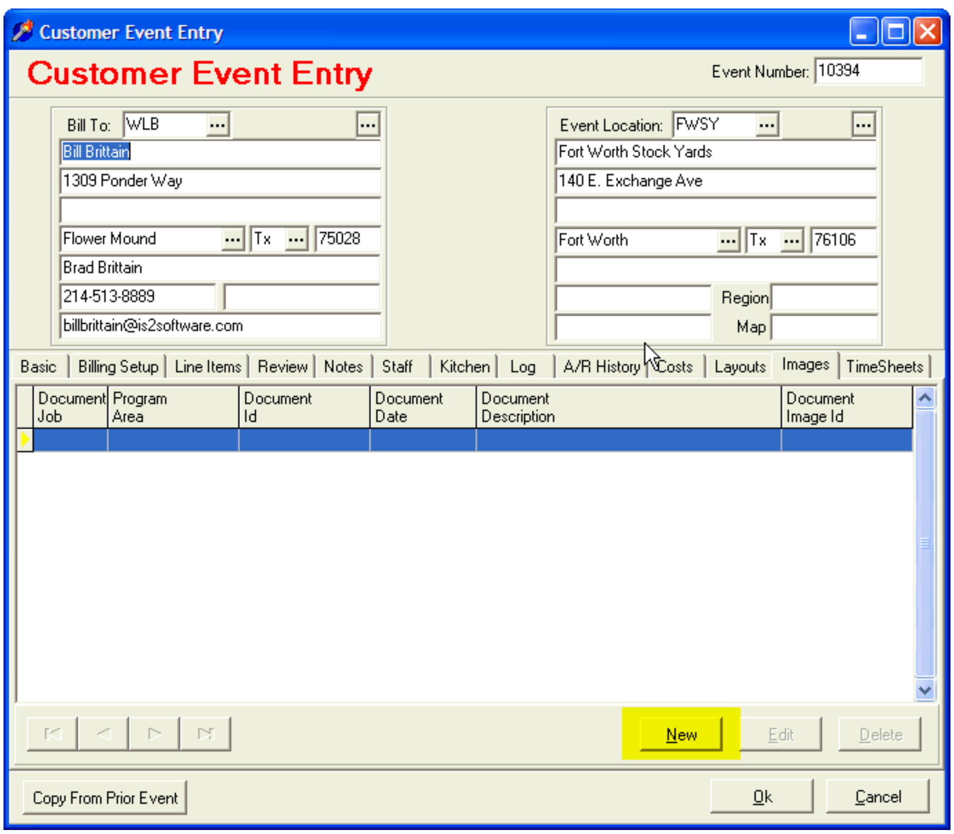
In the Event Calendar Event Entry screen, you have the capability to scan and save a document image of a signed paper document. To do this will require that you have a scanner attached to your computer with a Twain interface. The program supports any Twain compliant scanner, from $50 Canoscans to $9000 75 page a minute Fujitsu scanners.

Multiple documents can be scanned for each event. This could be check receipts, signed contracts, printed quotes, maps, floor plan layouts, etc. An individual scan can include multiple document pages in the same stored document.

The documents will be stored within the Catering database in the Document Images table. Therefore they may be scanned from offsite and viewed onsite and also scanned onsite and then viewed offsite if you have users operating remotely.

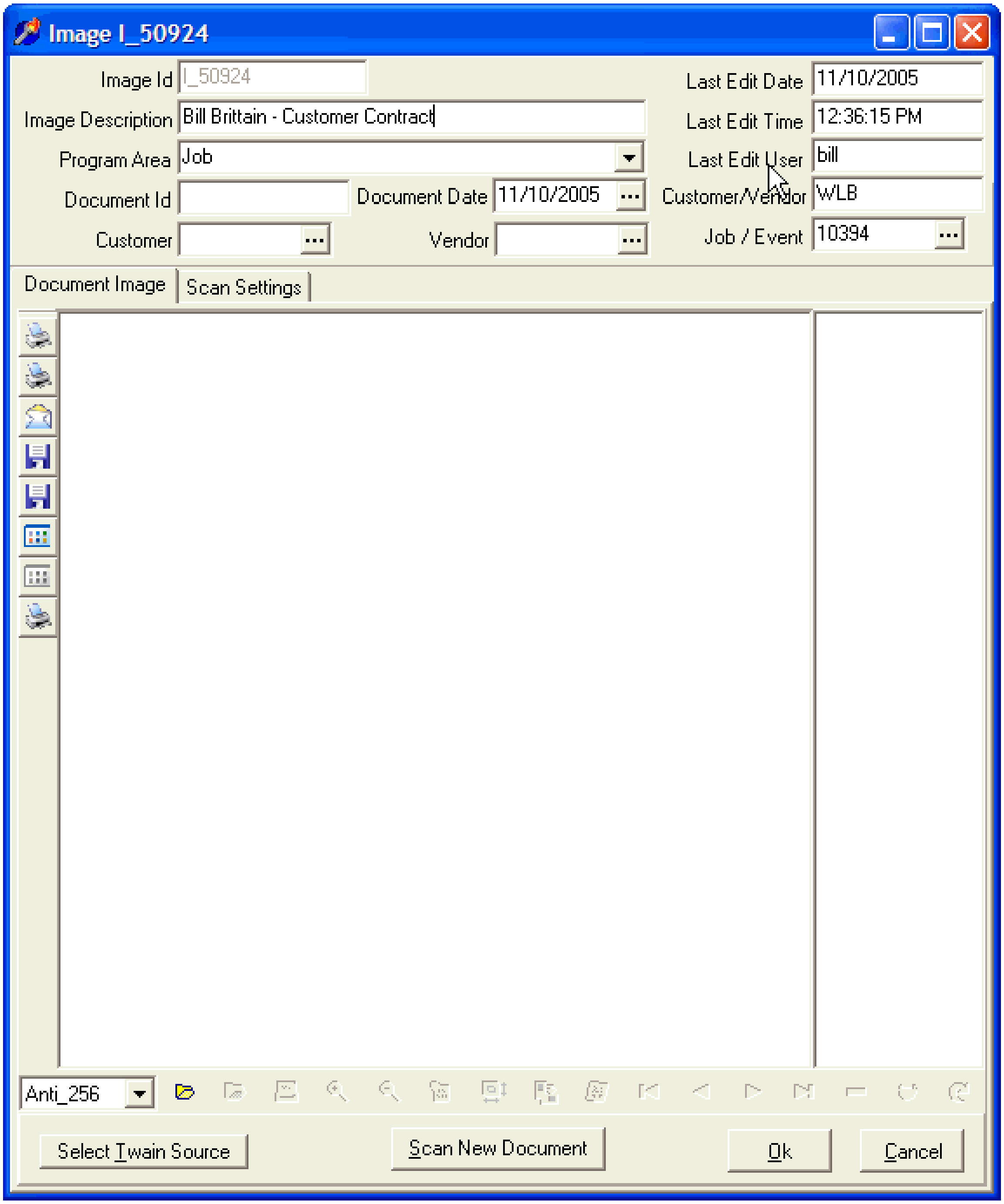
To image and save a document in Event Entry:

1. Go to the Event Entry screen for the event you have documents to scan. Go to the Images tab and click on the New button at the bottom right to begin the imaging process.

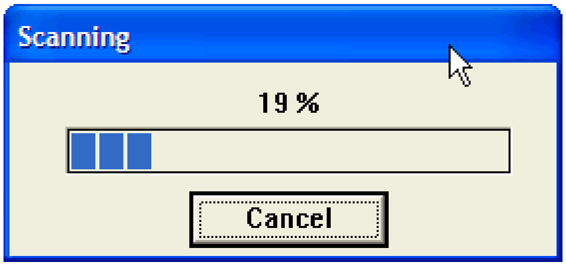


2. The document imaging screen will be brought up. The event job number will be automatically placed on the document image record. Please fill in the description that would be best for your document.

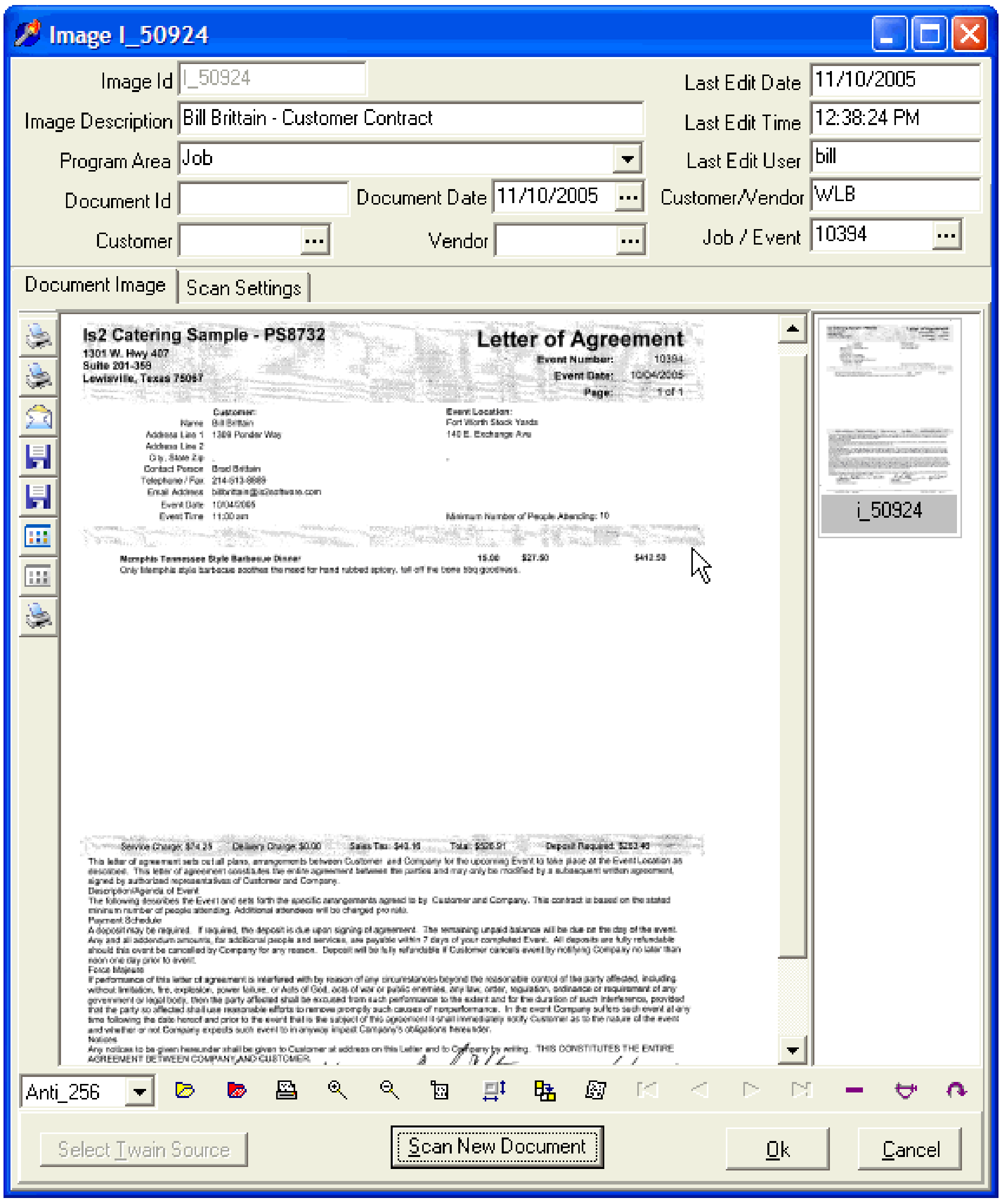
Place your printed document in the scanner. Click on the Scan New Document button to begin the document scanning.



3. Scanning progress will be shown.

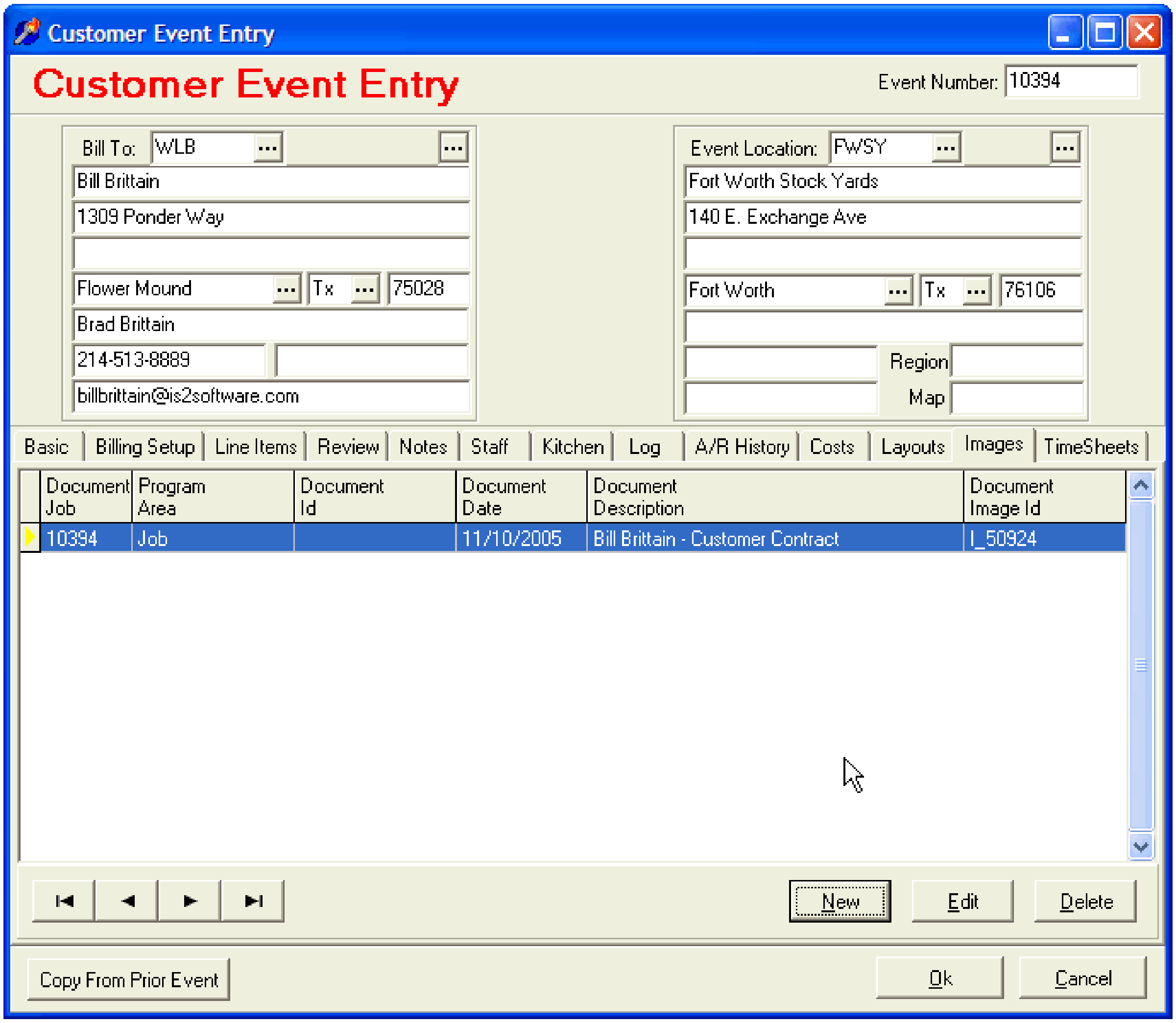


4. When completed, the scanned document will show in the Scan Preview window.



You may increase the document view size by left clicking with your mouse. To reduce the view size, right-click your mouse.

5. When finished with your scanning for this document, click on the Ok to save and return to the Event Entry screen. The scanned document description should now show in the Images tab.



6. You may continue scanning other documents by clicking on the New button or view the existing documents by clicking on the Edit button. You may delete a saved image by using the Delete button.

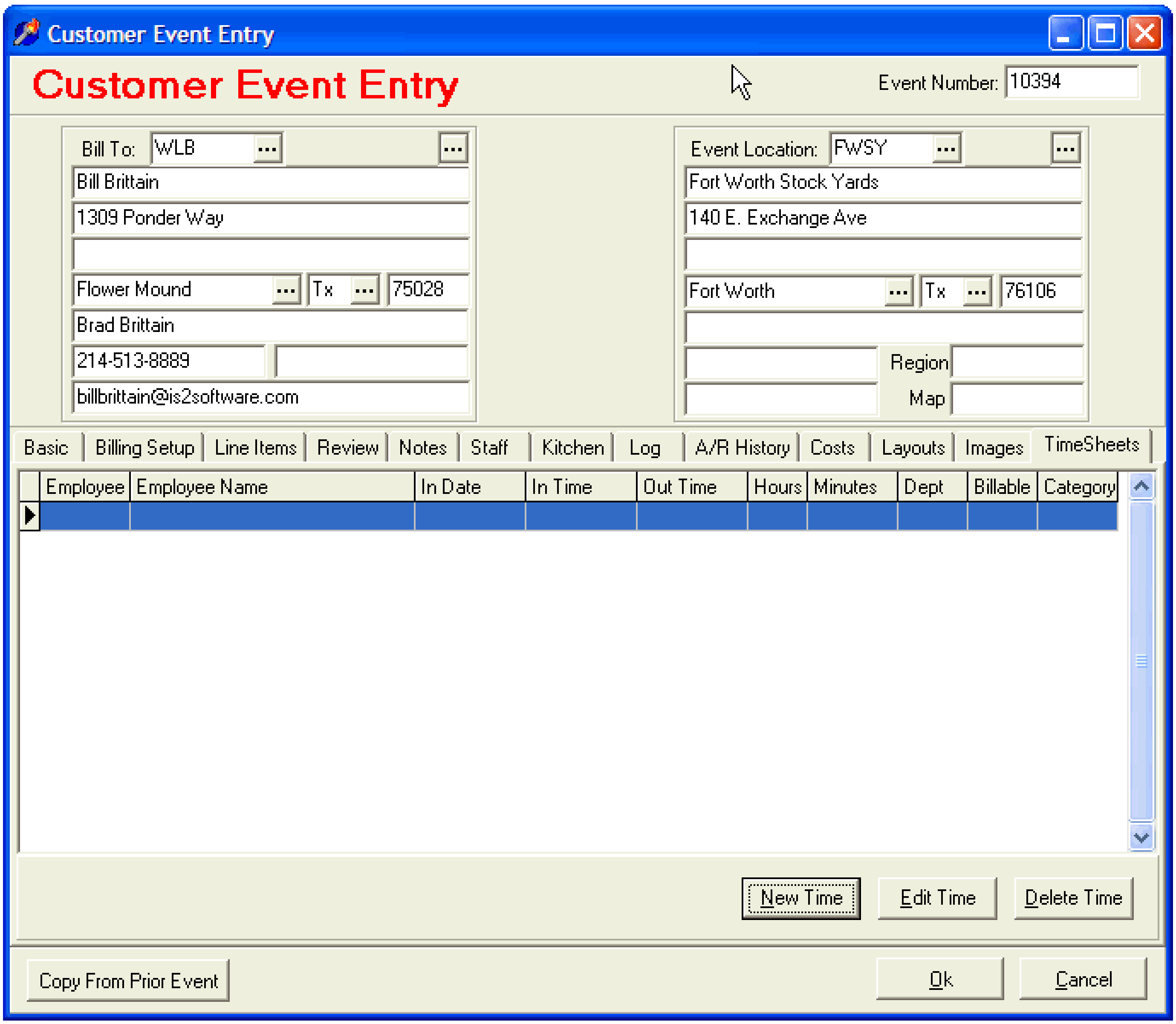
All documents that have been imaged can also be viewed in the Document Images area under Utilities on the main menu.

Events – Entering Timesheet Entries

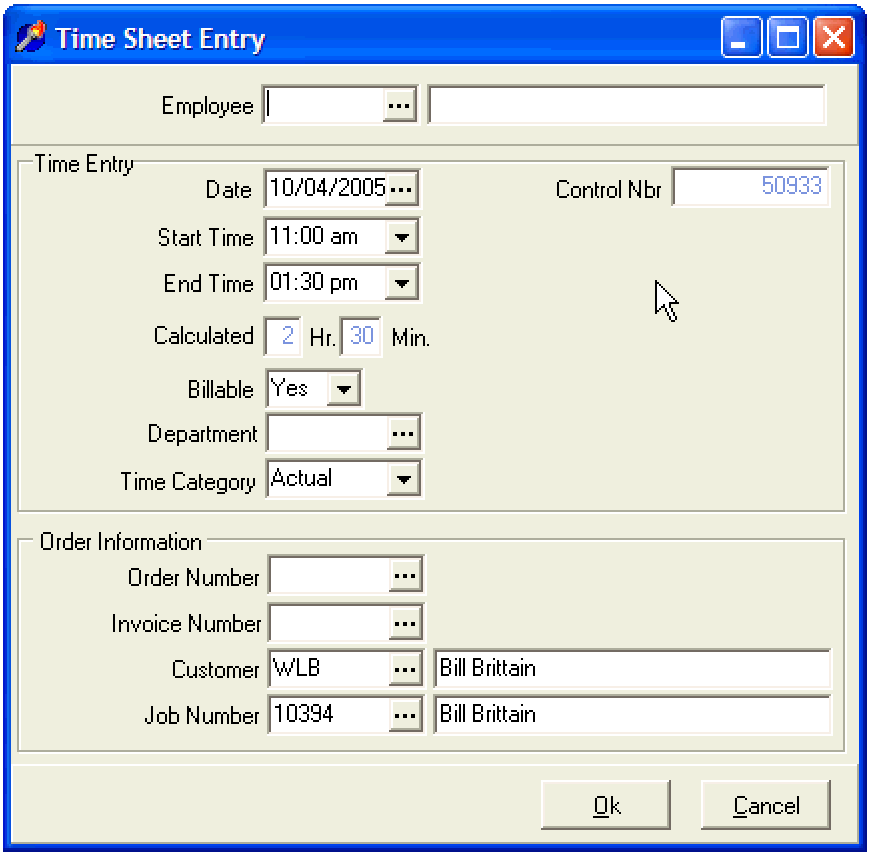
In the Event Calendar Event Entry area, you may record timesheet entries for labor expended on an event. Timesheets may be marked as either Estimated Time or Actual Time and then shown with the Event on the Event Calendar view to represent the labor time usage per employee.

To enter a timesheet on an event:

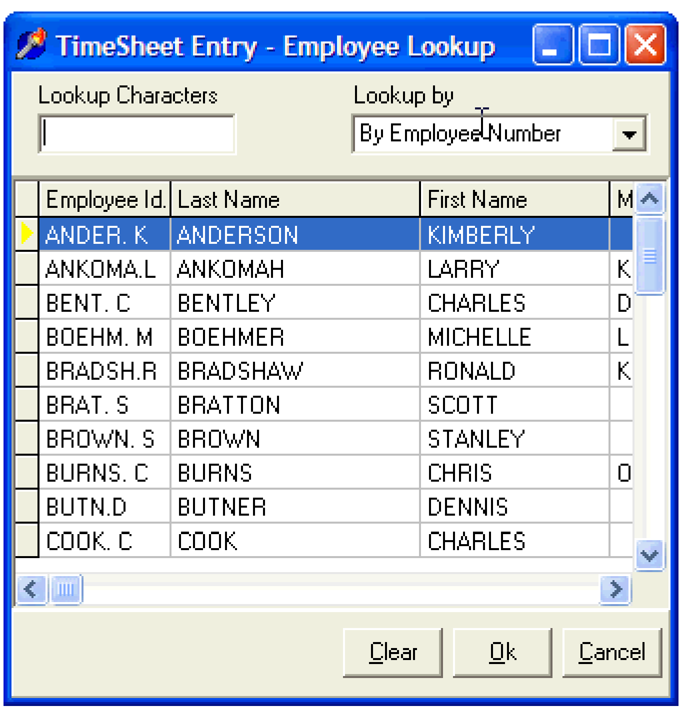
1. In the Event Calendar, go to the Event needed, edit the Event, then go to the Timesheet tab. Click on the New button at the bottom right to enter a new timesheet.



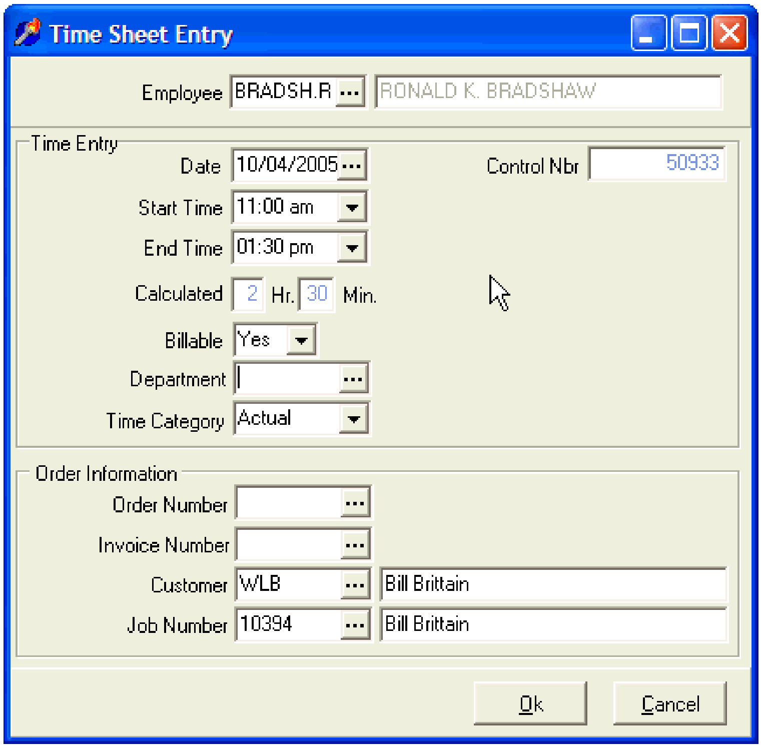
2. The timesheet entry screen will appear. Times for the entry will be defaulted to the event start and end times and the numbers of work hours calculated.



3. Choose the employee for the timesheet using the Employee Id lookup.

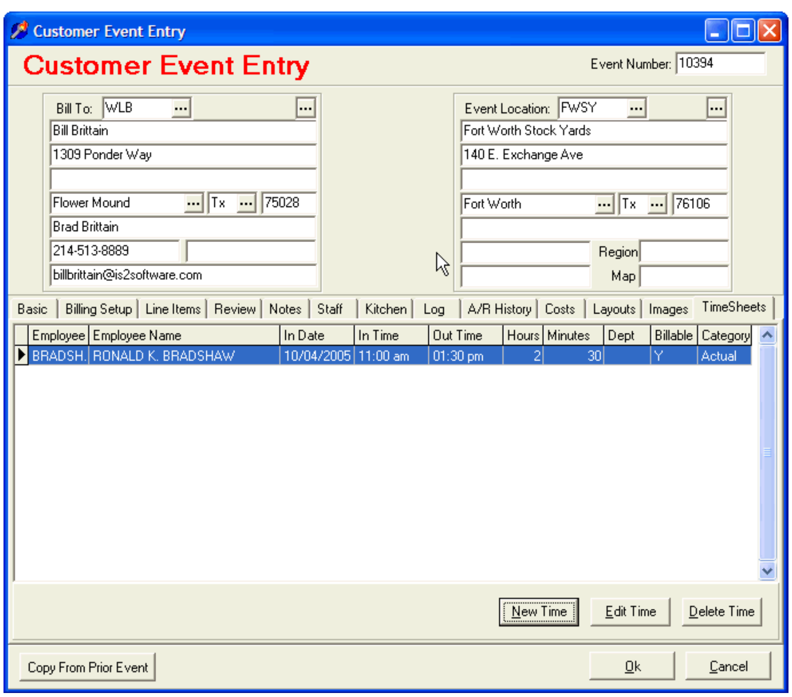


3. Make the changes needed for this timesheet. When your timesheet entries are completed, click on the Ok button on the Timesheet entry to save.



.

4. The timesheet entries made will show in the Timesheets tab. You may edit and delete entries if needed. Make sure you also click on the Ok button for the event to save all the timesheet and other entries that were made.

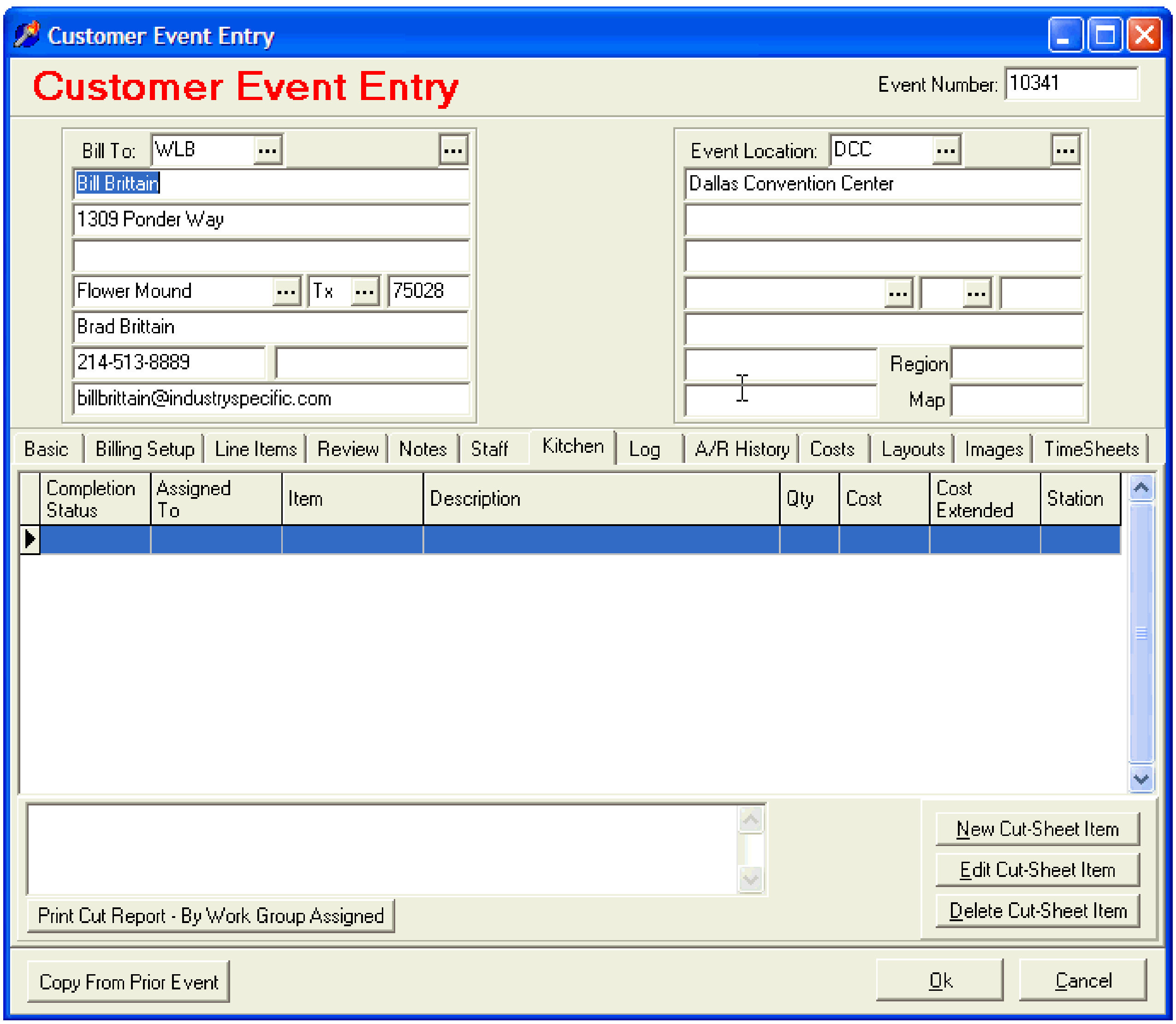


Events - How To Enter Cut-Sheet Entries One At A Time

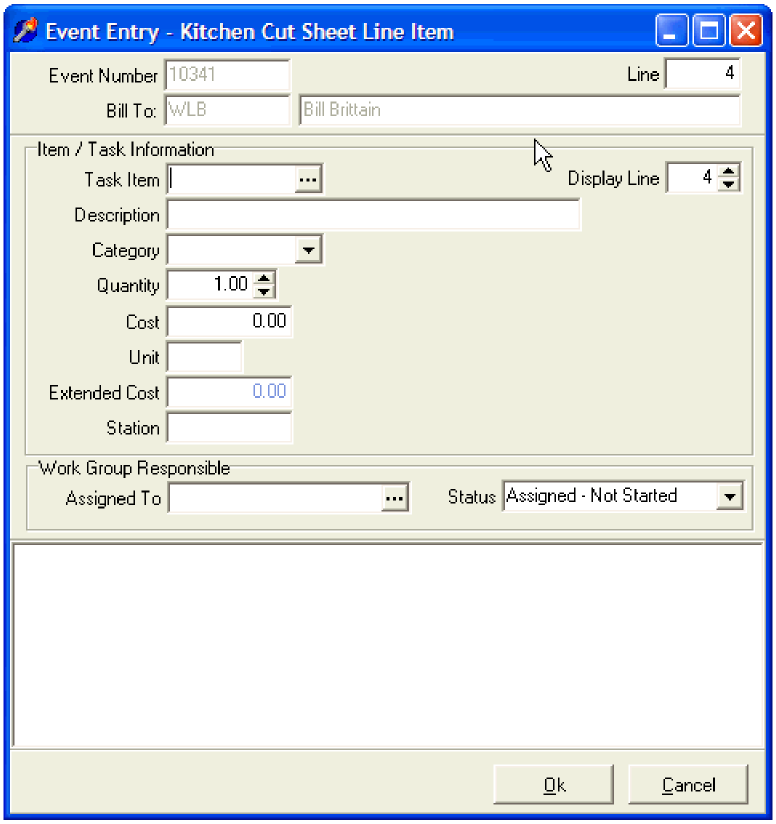
In the Event Calendar Event Entry area, you can enter items for use on the kitchen cut-sheet report for each event. The kitchen cut-sheet is a listing of all items or tasks needed to actually perform the catering event. This may include the actual food amounts to be taken along with stoves, tables, or any other accessory needed. It is a list of materials for the catered event used by the staff to prepare for the event.

To enter Kitchen Cut-Sheet Items manually:

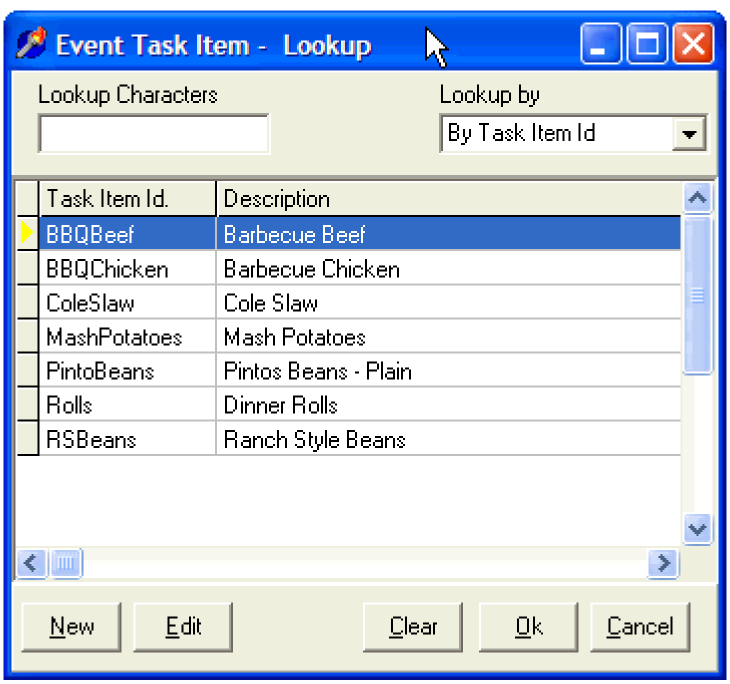
1. In the Event Entry area, go to the Kitchen tab. Click on the New button located at the bottom right to enter a new cutsheet item.



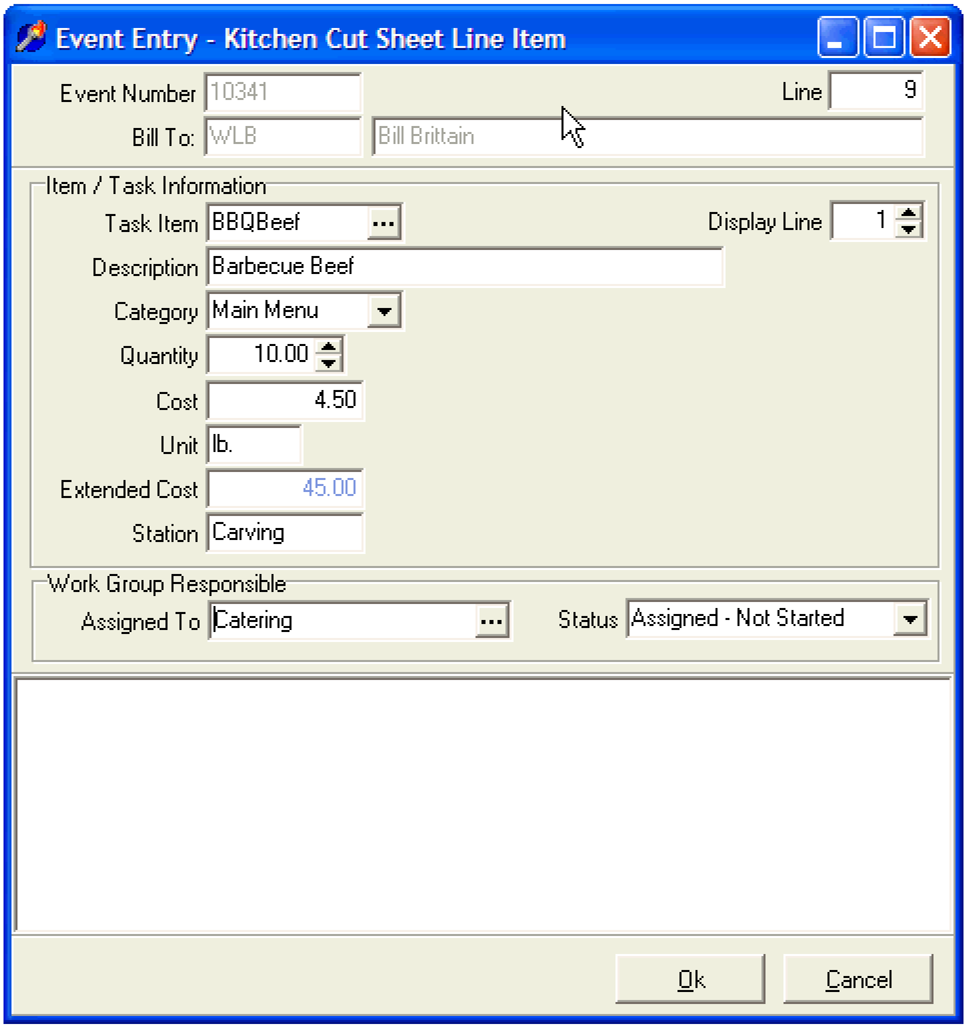
2. The cut-sheet item entry screen will appear.



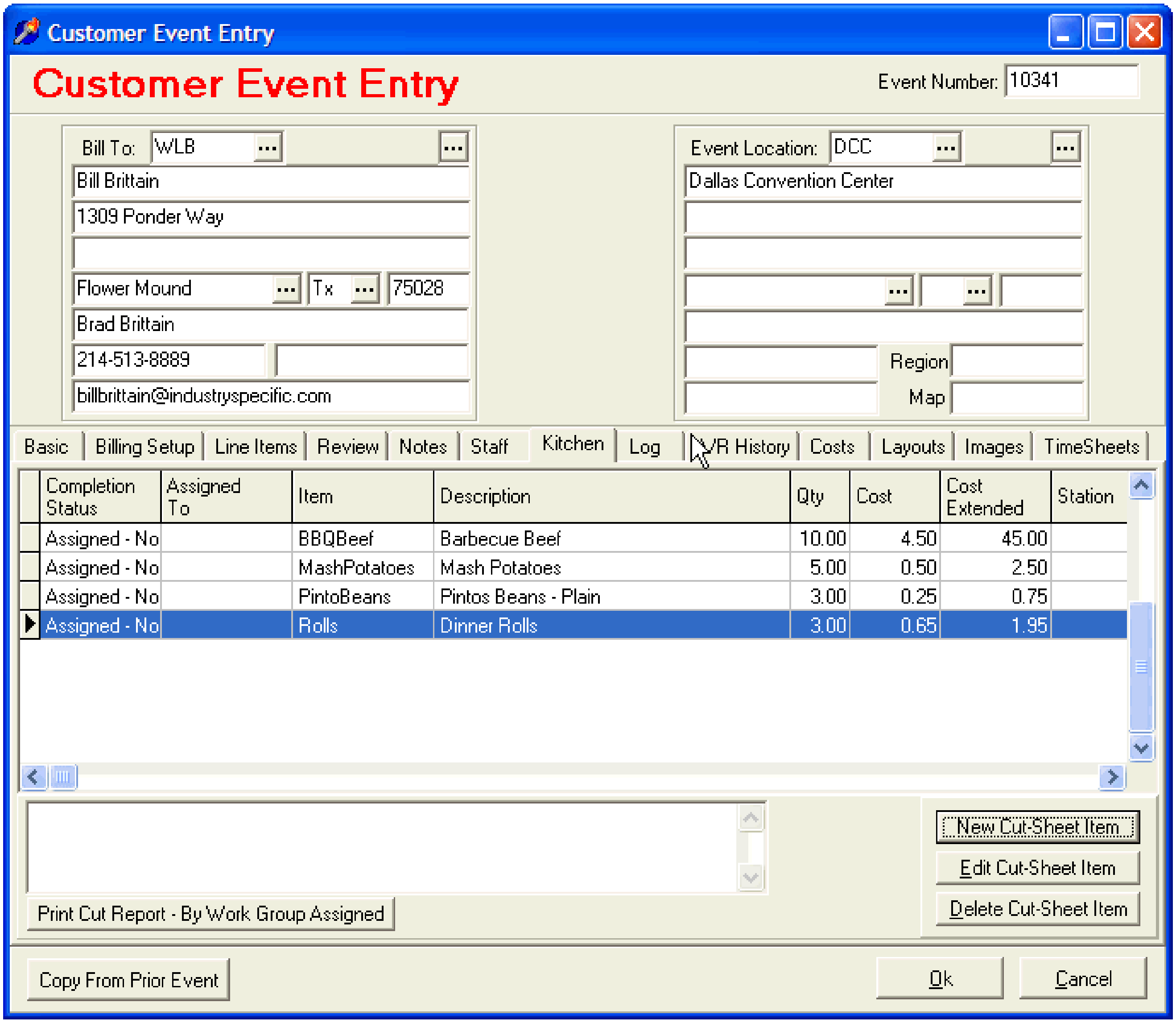
3. Either fill in the item, description, cost, and unit manually or choose the item lookup to pick from the Task Item listing.



4. Fill in any other needed information you wish to record about the cut-sheet item. A memo area is provided to enter extended instructions to the staff.



5. The cut-sheet entries will be shown in the Kitchen tab area. Use the Print Cut-Sheet Report located at the bottom left of the Kitchen tab area to print a report of the cut-sheet items for just this event.

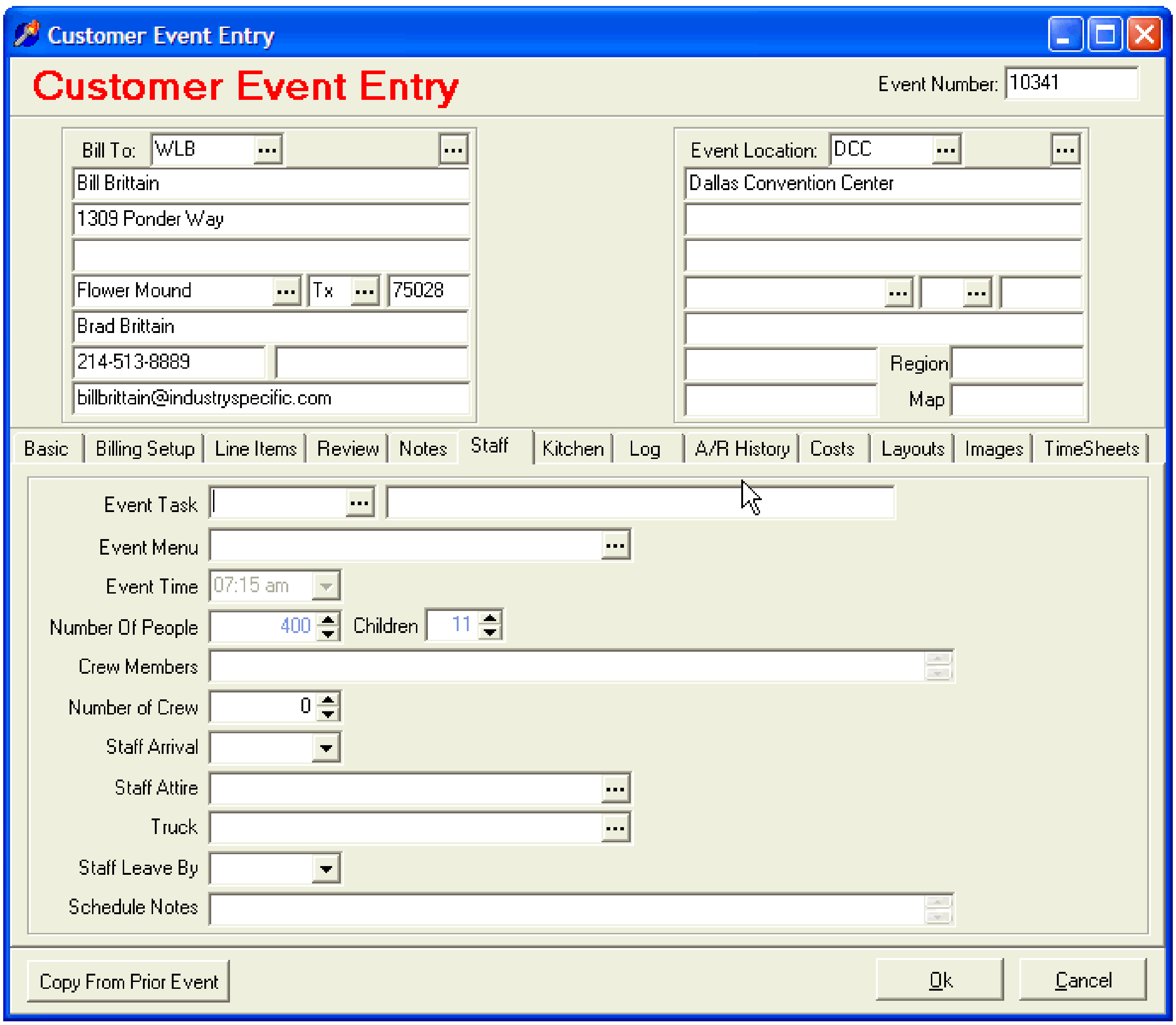

Customer Event Entry
Customer Event Entry
Event Number: 10341
Bill To: WLB
Bill Brittain
1309 Ponder Way
Flower Mound
Tx
75028
Brad Brittain
214-513-8889
billbrittain@industryspecific.com
Event Location: DCC
Dallas Convention Center
Region
Map
Basic
Billing Setup
Line Items
Review
Notes
Staff
Kitchen
Log
VR History
Costs
Layouts
Images
TimeSheets
Completion Status
Assigned To
Item
Description
Qty
Cost
Cost Extended
Station
Assigned - No BBQBeef Barbecue Beef 10.00 4.50 45.00
Assigned - No MashPotatoes Mash Potatoes 5.00 0.50 2.50
Assigned - No PintoBeans Pintos Beans - Plain 3.00 0.25 0.75
Assigned - No Rolls Dinner Rolls 3.00 0.65 1.95
New Cut-Sheet Item
Edit Cut-Sheet Item
Delete Cut-Sheet Item
Print Cut Report - By Work Group Assigned
Copy From Prior Event
Ok
Cancel

Events - How To Pull Task Sets Of Cut-Sheet Entries

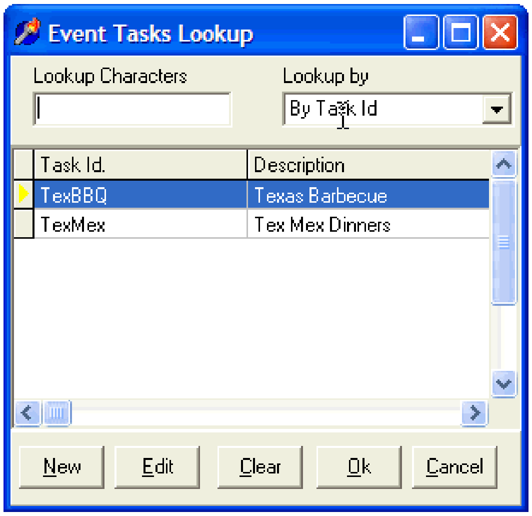
In the Event Calendar Event Entry area, you can specify a task set for use on the kitchen cut-sheet report for each event. The kitchen cut-sheet task set is a listing of all items or tasks needed to actually perform the catering event. You pull the task set of items and then modify the list for the actual quantities needed for the event. This may include the actual food amounts to be taken along with stoves, tables, or any other accessory needed. It is a list of materials for the catered event used by the staff to prepare for the event.

To pull a task set of kitchen cut-sheet items automatically:

1. In the Event Entry area, go to the Staff tab. Click on the Event Task field lookup button located at the top left of the Staff to choose the Task Set needed.

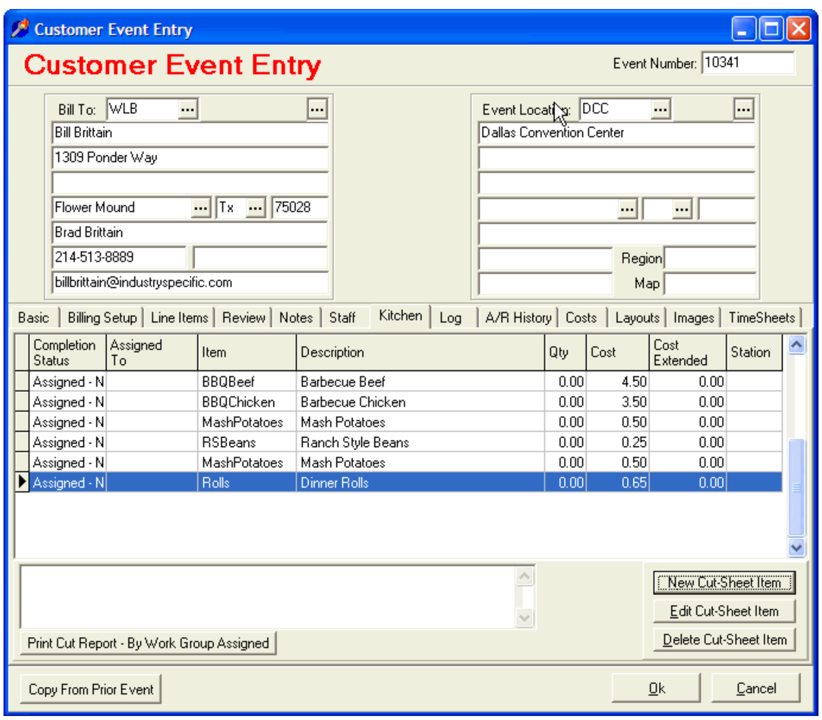


2. The Task Set Lookup dialog will appear. Choose the task set needed for this event.



3. The task set id and name will be populated on the Staff tab.

4. If you now go to the Kitchen tab, you will see that all the items for the task set specified will have been copied to the event.



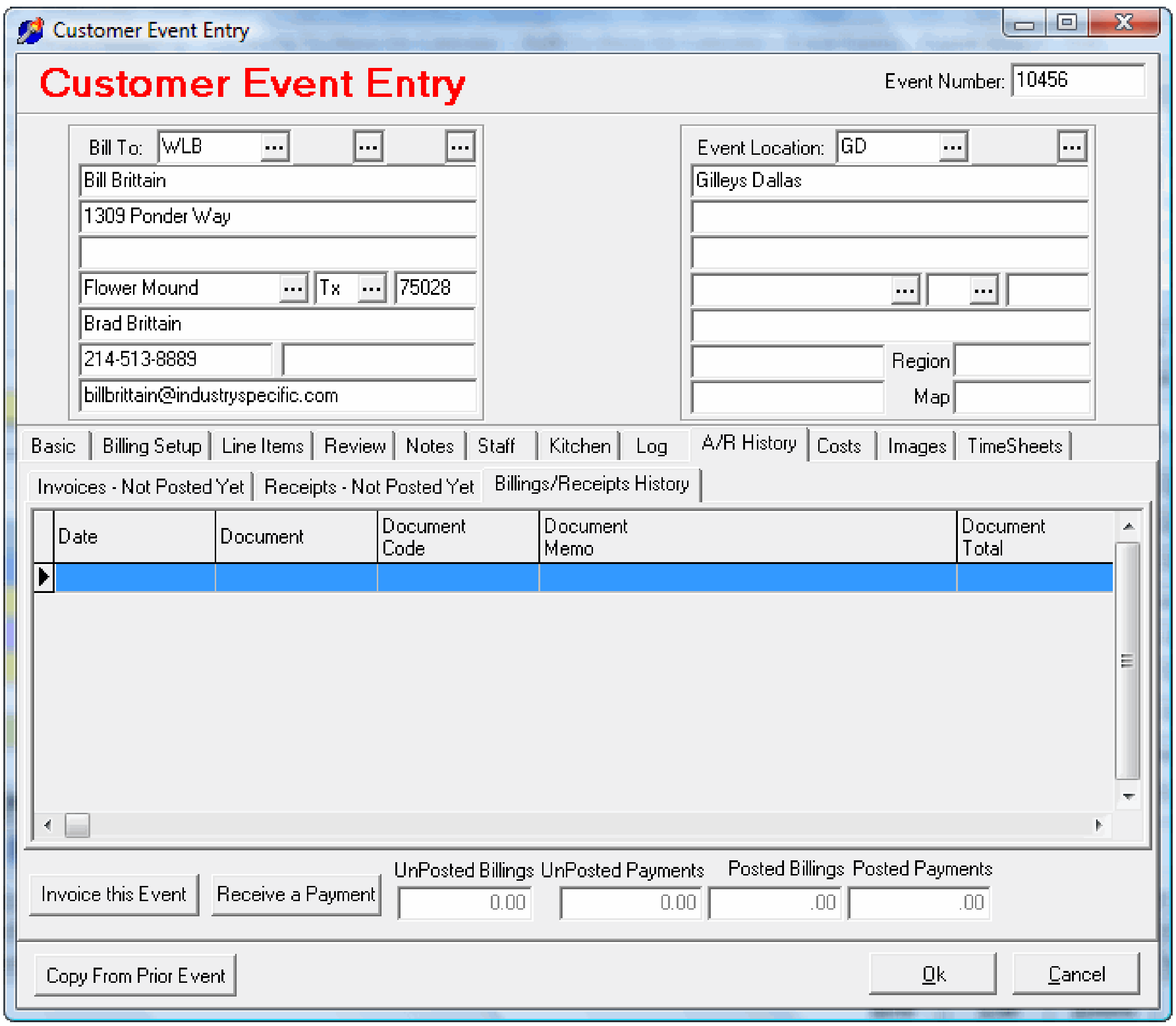
5. Now go into each kitchen cut-sheet item and enter the quantity needed, change the cost if necessary and add the station and workgroup that should be assigned.

Creating a Customer Invoice from the Event Entry Area

The easiest way to create billing invoices for your customer event is from the A/R History area of the event entry screen.

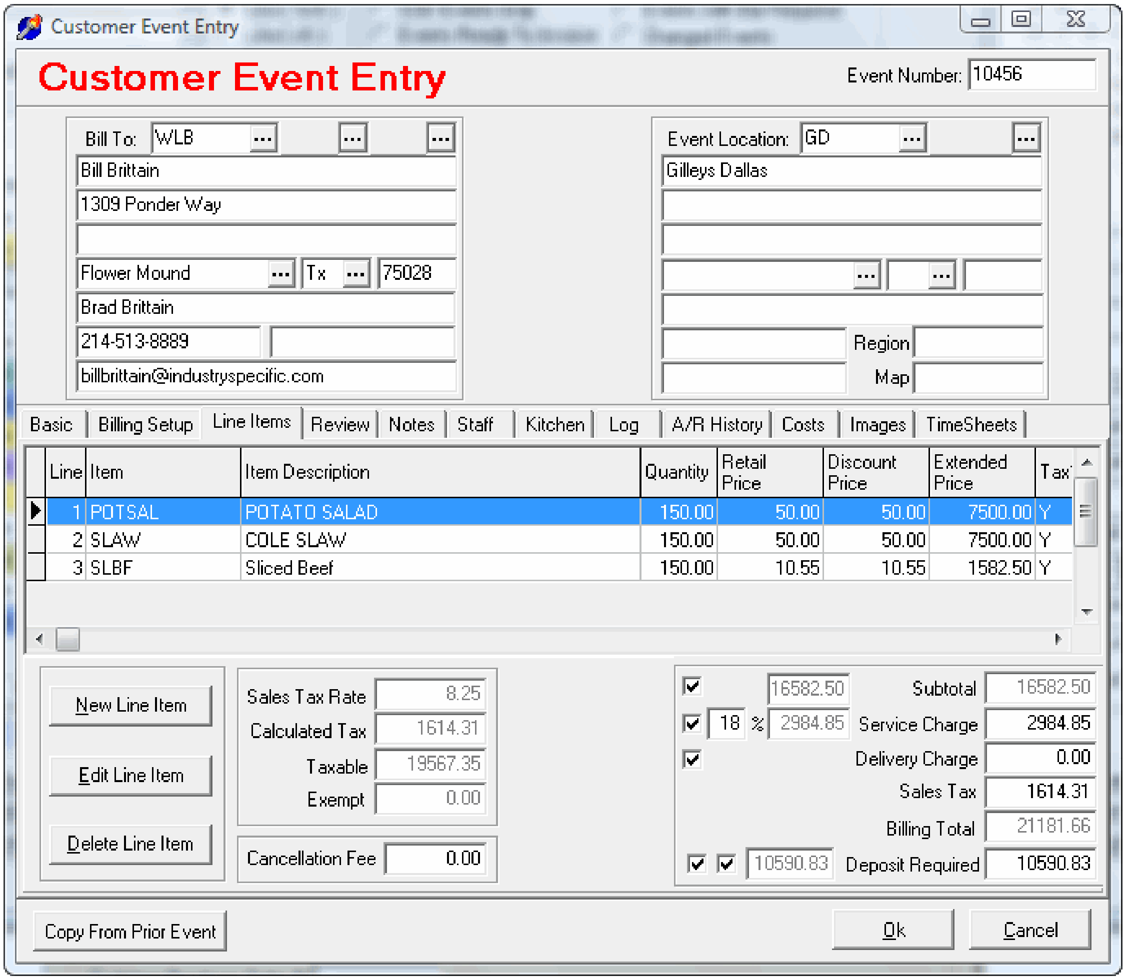
The customer invoice will be created from the line items entered for the event and using the customer billing information.

From within the event entry screen, navigate to the A/R History tab.

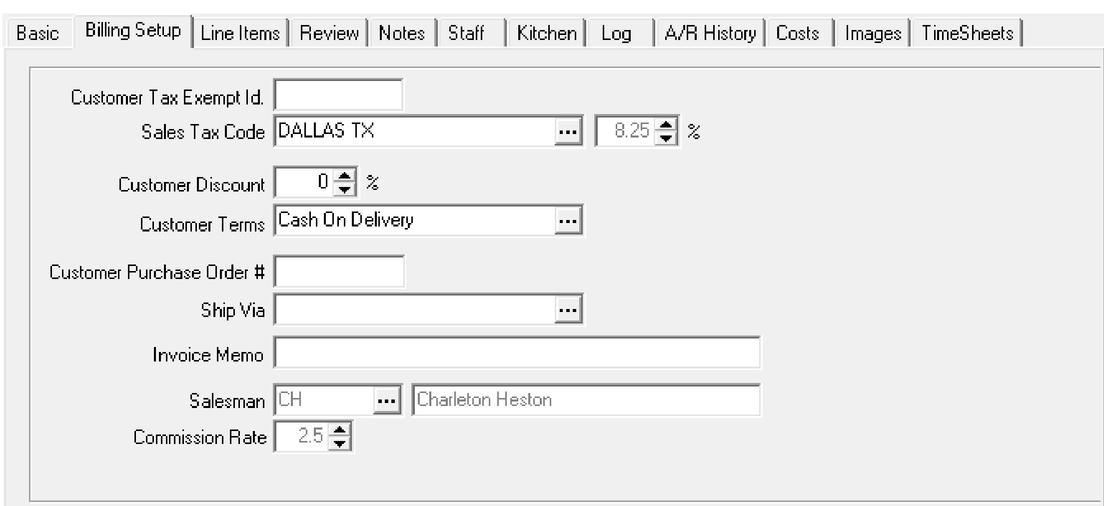


Click on the **Invoice This Event** button at the bottom left.

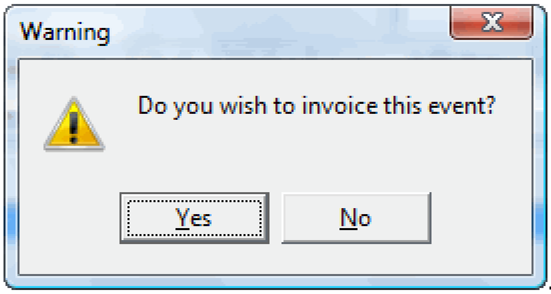
The information used to create the invoice will come from the line items entered for the event and the customer billing information, and the billing setup information.



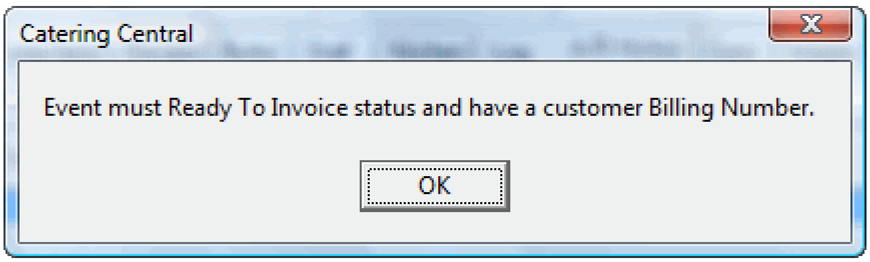
The Billing Setup screen area of the event entry.



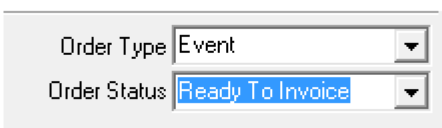
When the **Invoice This Event** button is clicked, this message will appear asking if you wish to invoice the event. Click on the Yes button to proceed.



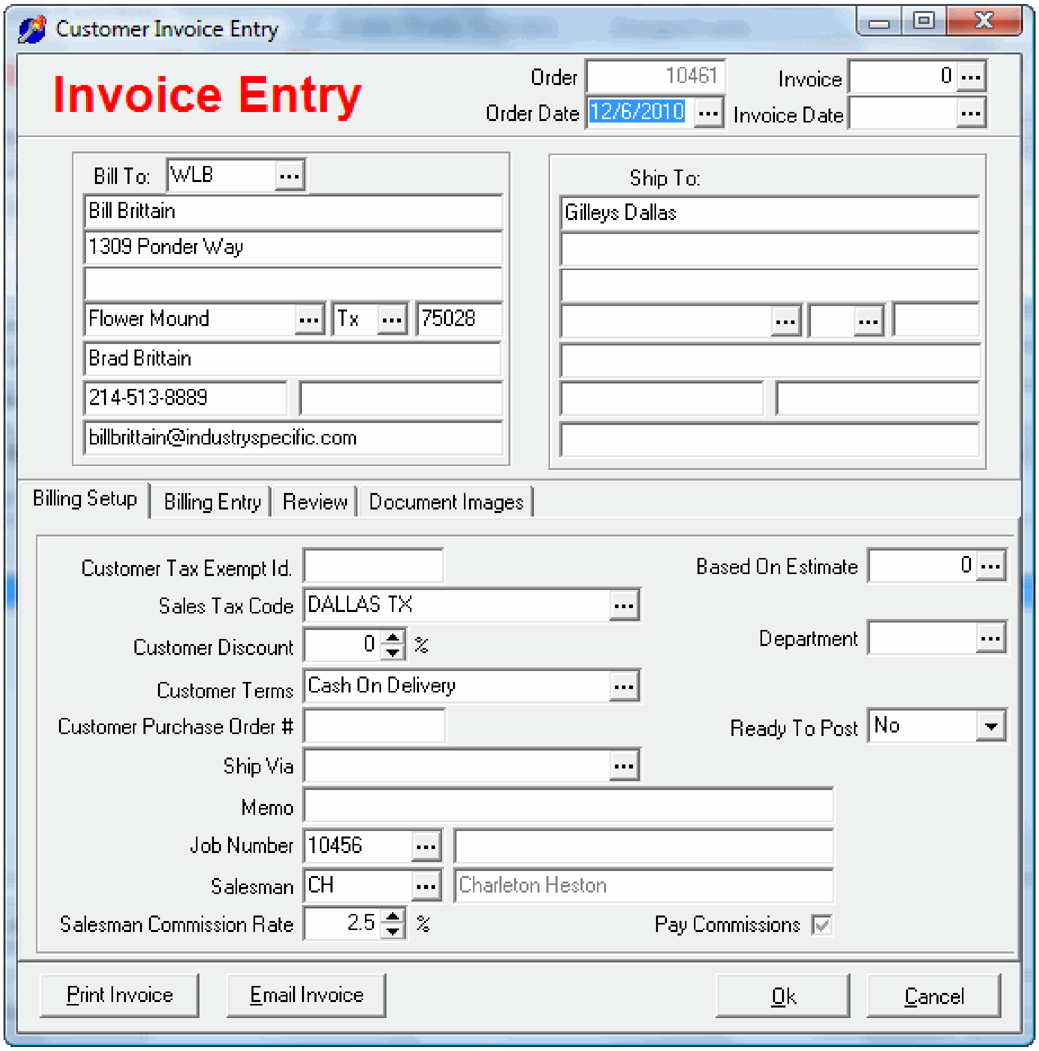
If the event status is not ready to be invoiced, this message will appear.

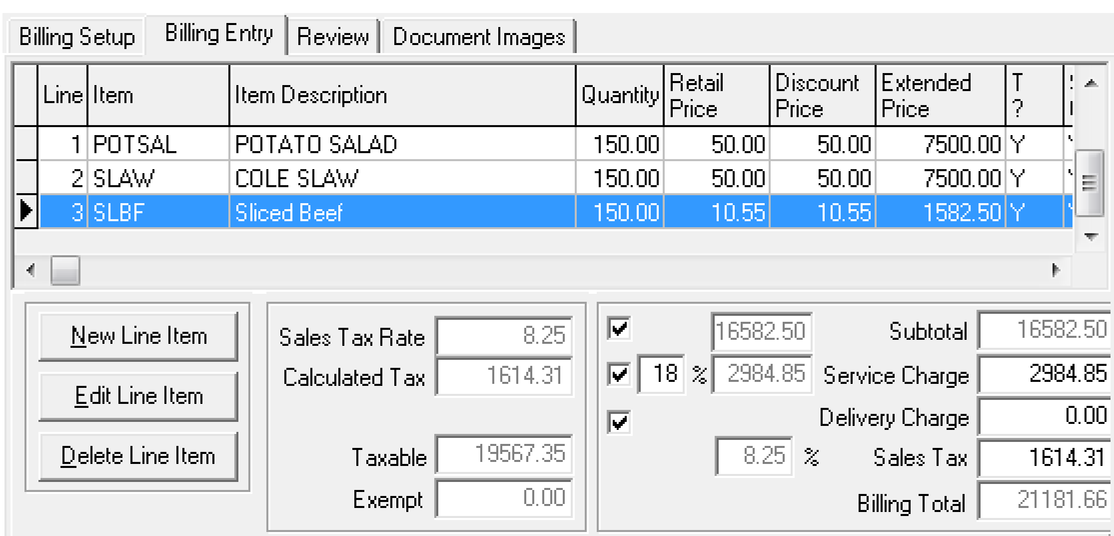


Make sure your event has a customer billing number (a customer has been created) and the event status is Ready to Invoice.



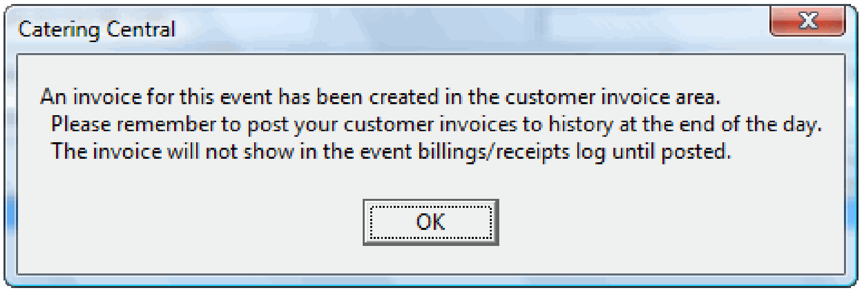
The customer invoice entry screen will appear and will be populated by the information from the event.



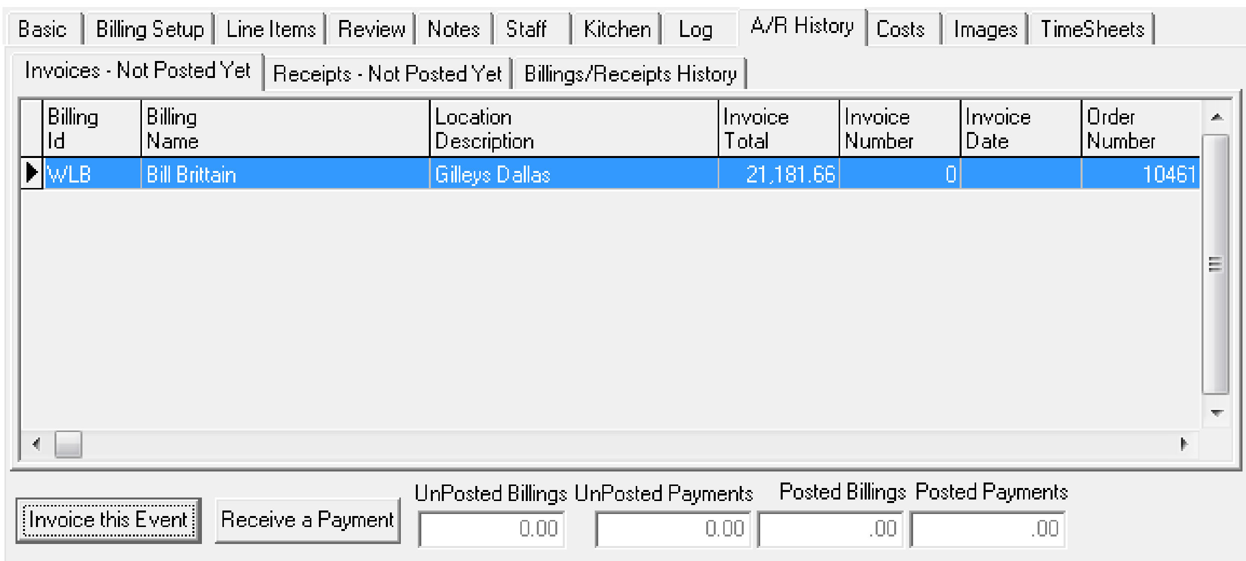


Check to make sure this is equal to the amount you wish to bill and that the information on the invoice is correct.

Make any changes necessary and then click Ok to save the invoice.



By creating the invoice from the event area, the invoice will be associated with the event job number.

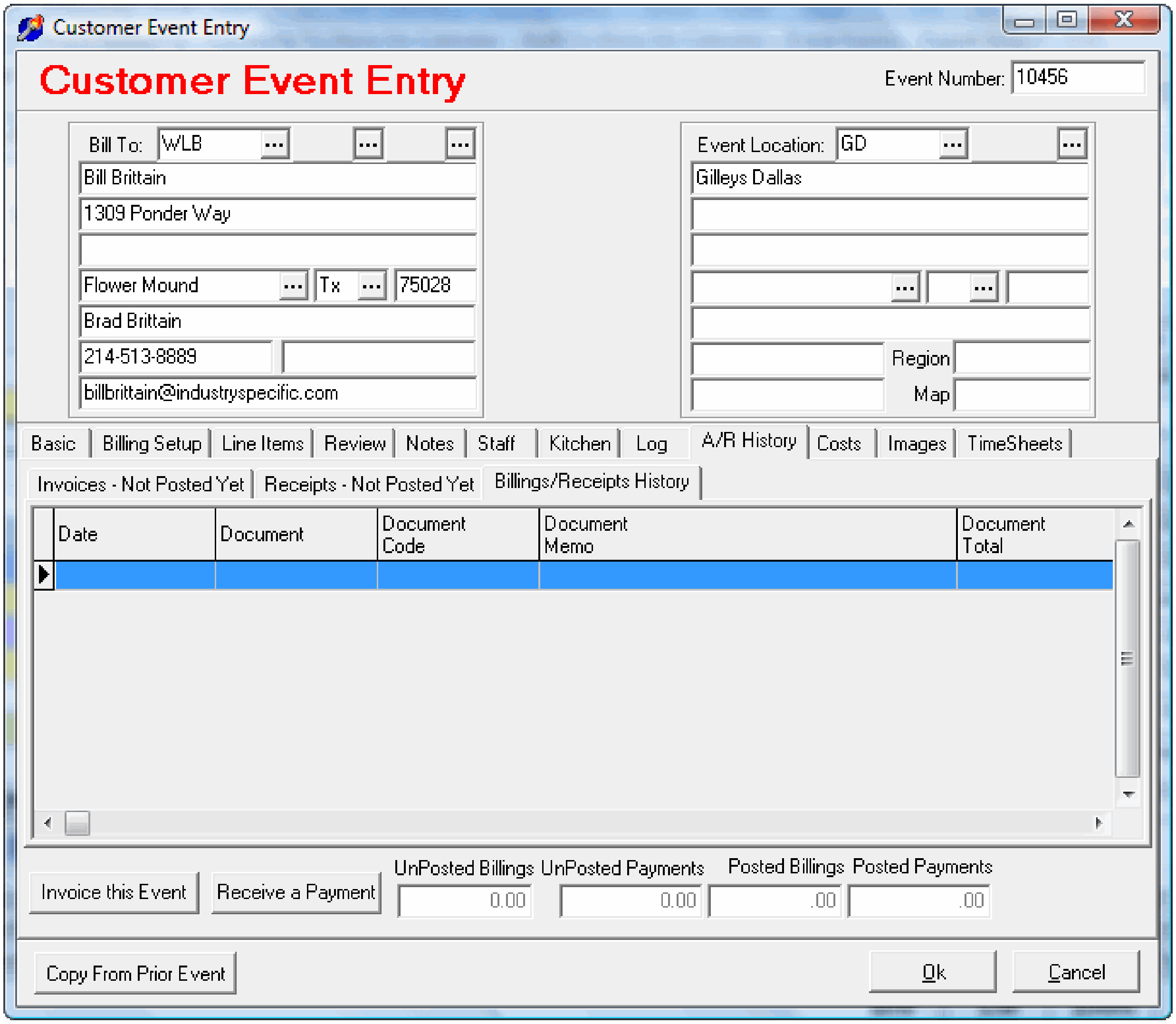


Creating a Customer Receipt from the Event Entry Area

The easiest way to create customer receipts for your customer event is from the A/R History area of the event entry screen.

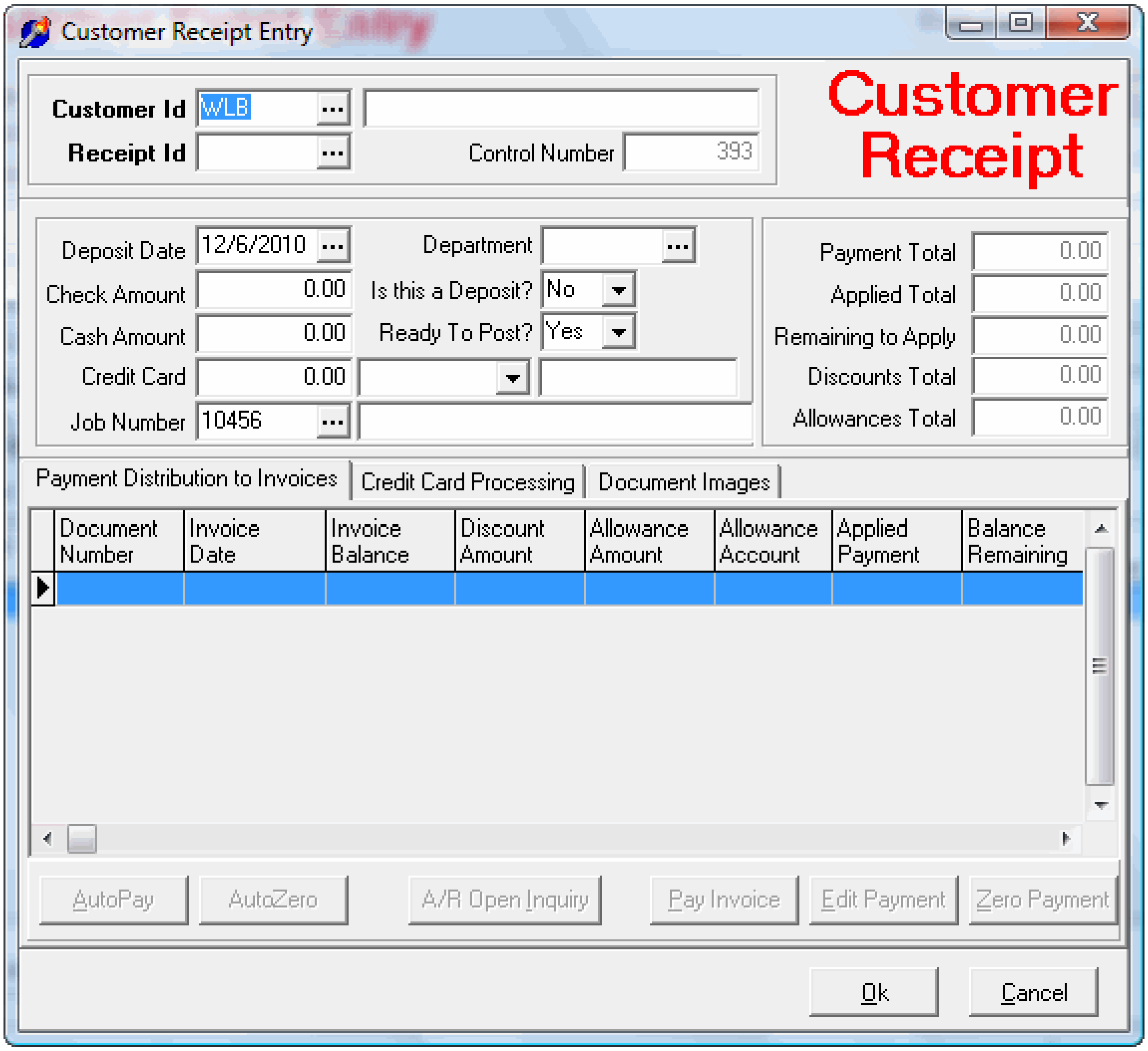
The customer payment will be created and assigned to the event.

From within the event entry screen, navigate to the A/R History tab.



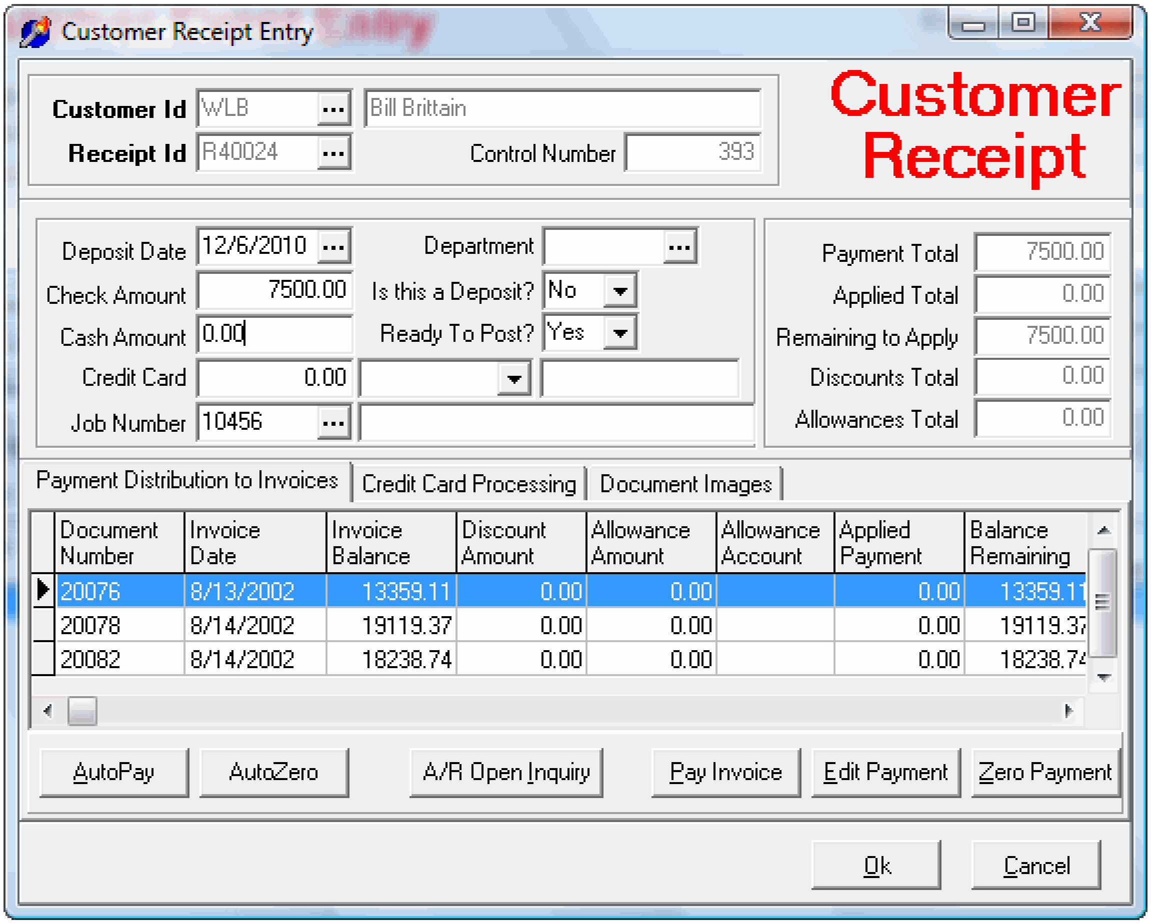
Click on the **Receive a Payment** button at the bottom left.

Make sure the receipt billing id is correct for the receipt.



Then enter the check number if the customer has given you a check or click on the receipt number lookup to get the next receipt id number automatically.

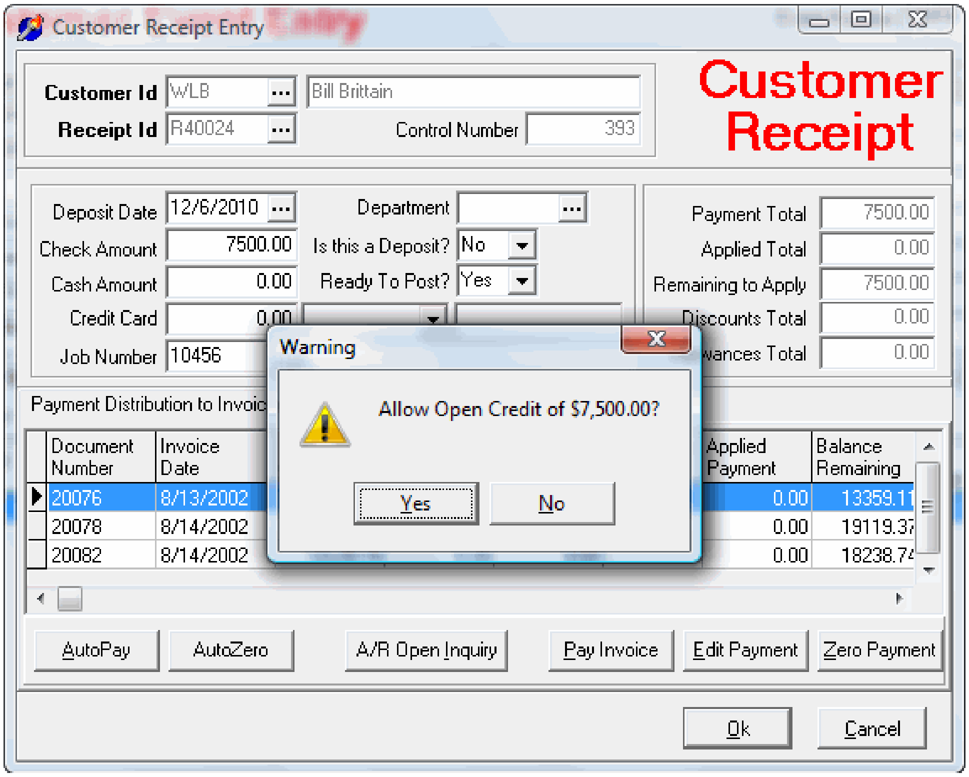
Enter the correct receipt deposit date and enter the amount of the payment received.



You can also designate if this payment was a deposit amount for the event.

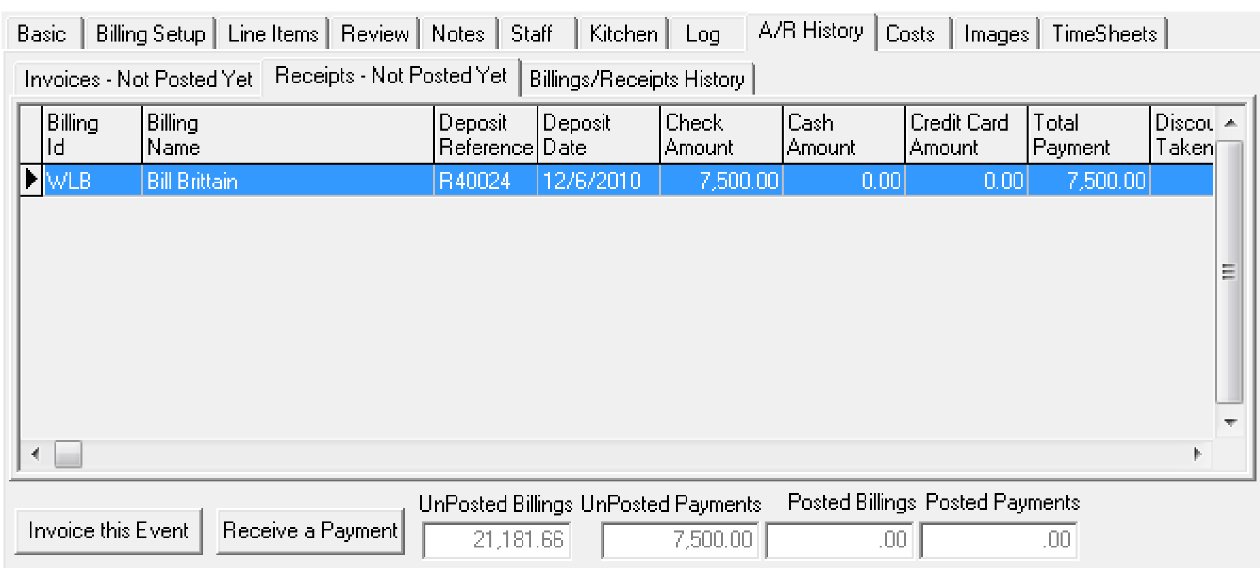
Documents will be shown in the lower panel for invoices that were posted. You may choose to designate when invoice this payment is applied to or not.

Click the Ok button to save the receipt.



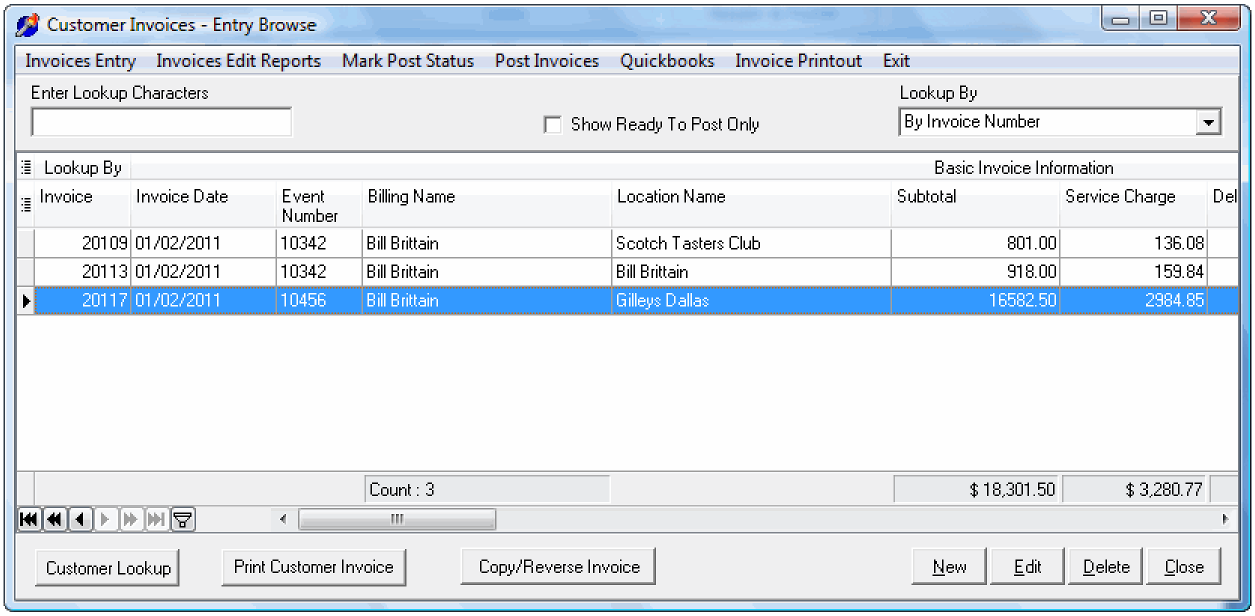
If an open credit amount is remaining on the receipt, this message will appear. Click Yes to proceed and save the receipt.

The receipt will be shown in the list for the event under the Receipts – Not Yet Posted tab for the event.



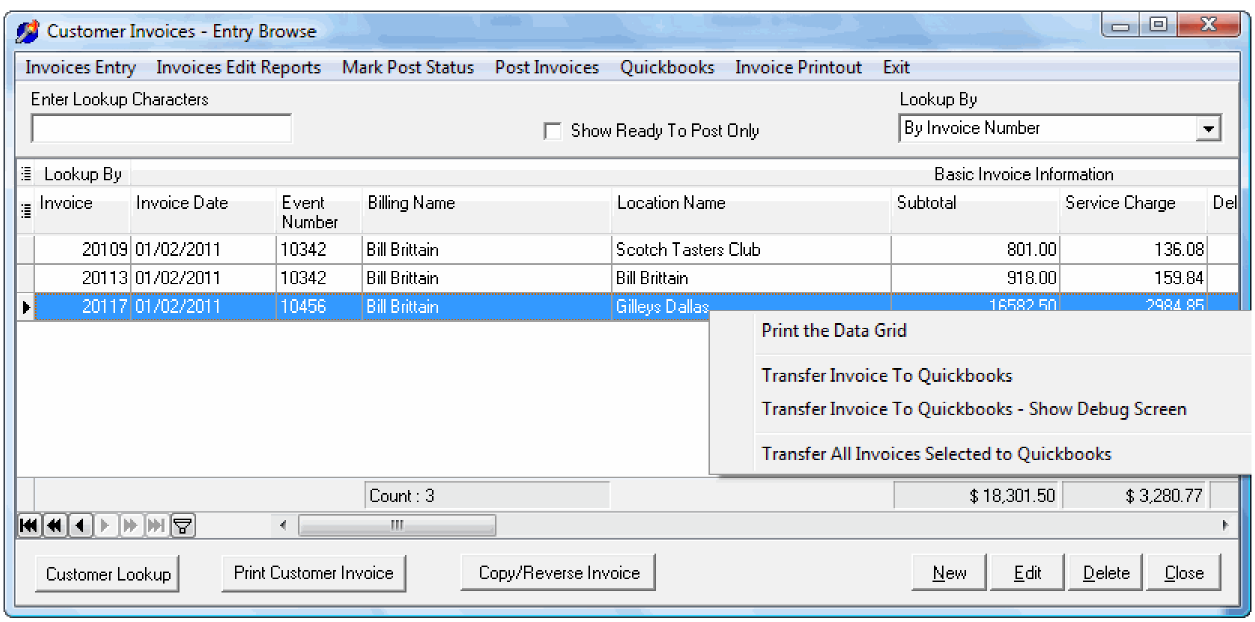
Transferring a Customer Invoice To Quickbooks

From the Customer Invoice Browse screen, customer invoices may be transferred to your QuickBooks company database file.



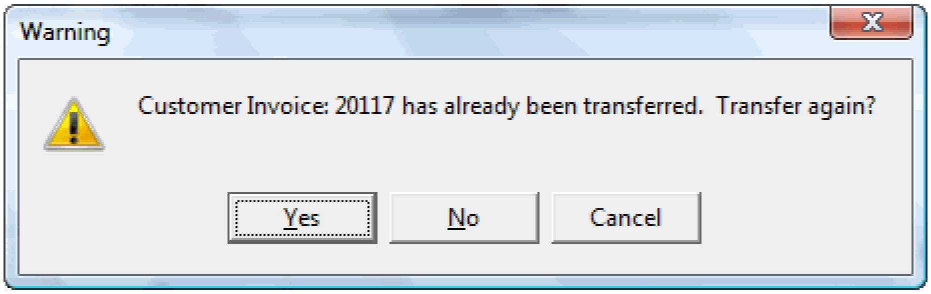
First, select the invoice you wish to transfer.

Then right-click on the data grid within the customer invoice browse screen to show the popup menu.

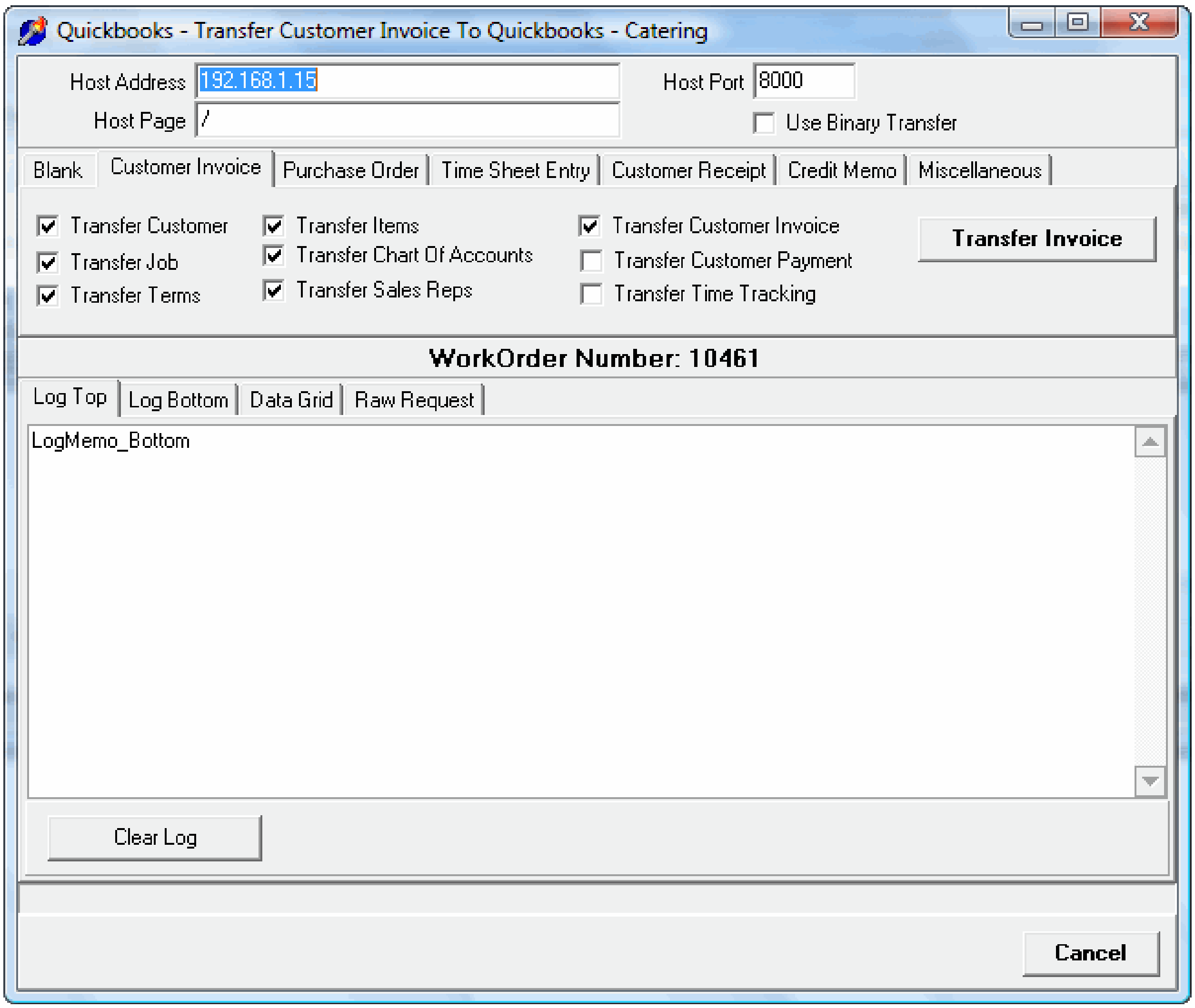


Choose either the Transfer to QuickBooks or Transfer to QuickBooks – Show Debug Screen to begin the transfer.

If the invoice has been transferred previously, a warning message will appear.

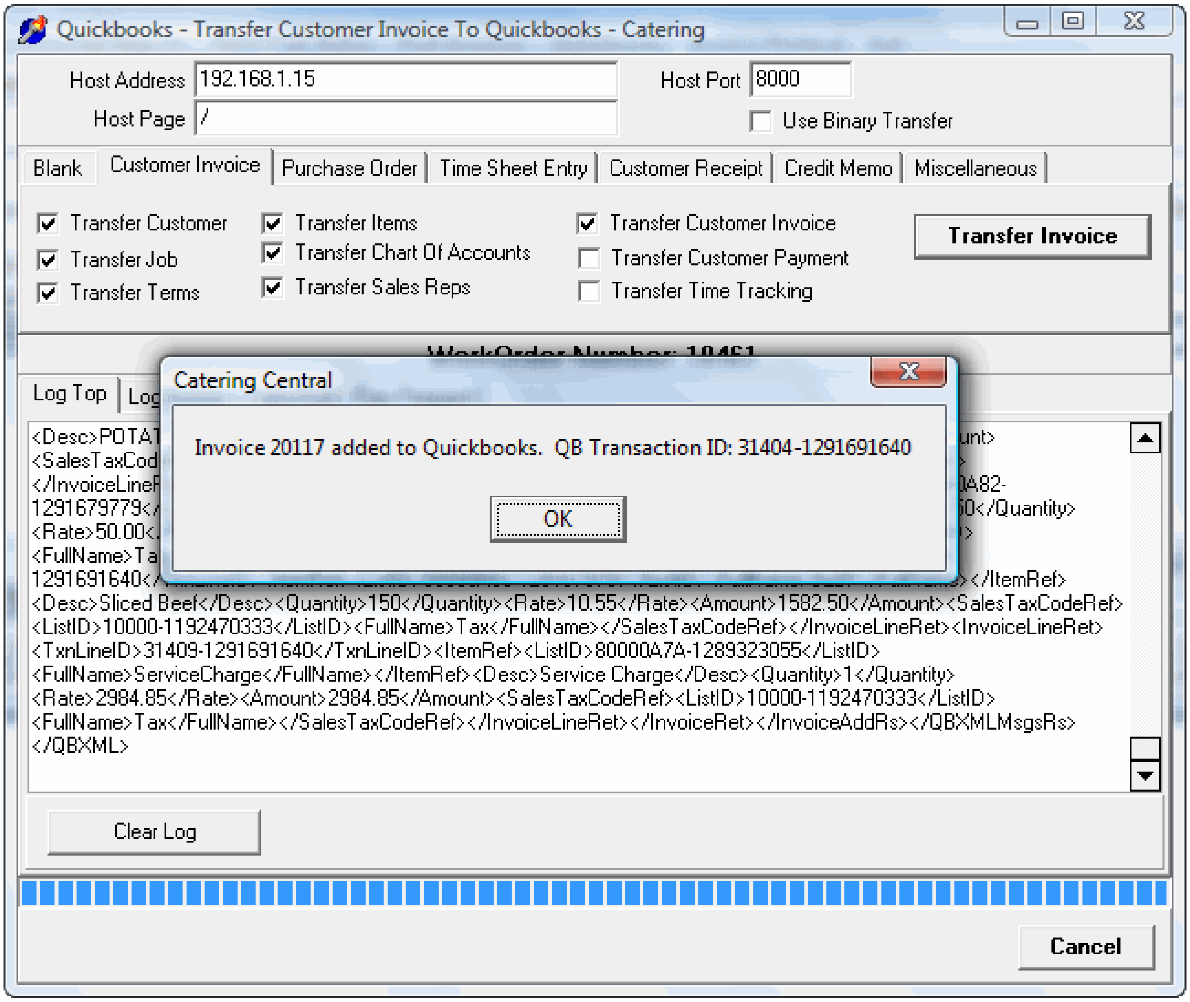


If the Transfer to QuickBooks – Show Debug Screen option is chosen, the following screen will appear. This options allows you to see the workings of the QB transfer as each list and document items are verified, and added to Quickbooks.



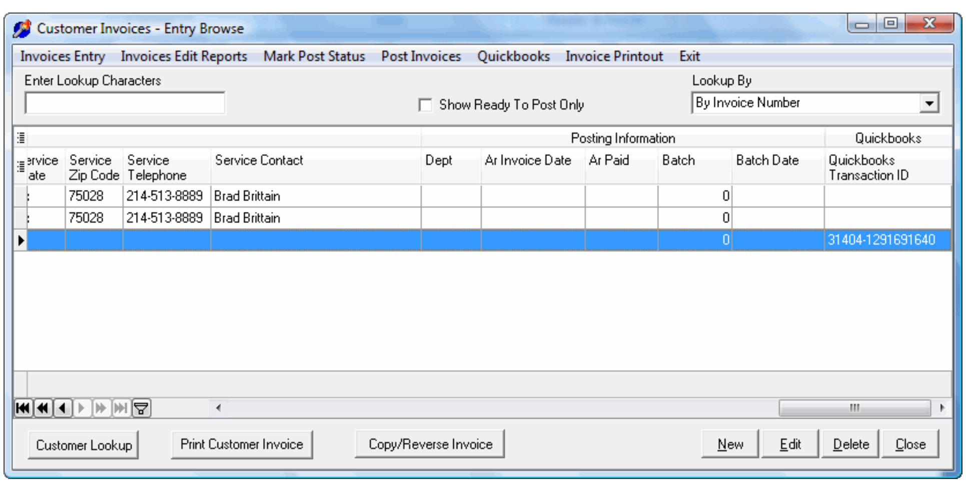
Click on the Transfer Invoice button at the top right to begin the invoice transfer to QuickBooks.

If the customer invoice transfers without problem, it will transfer and a transaction id will be returned that will be the QuickBooks Transaction ID for this document.



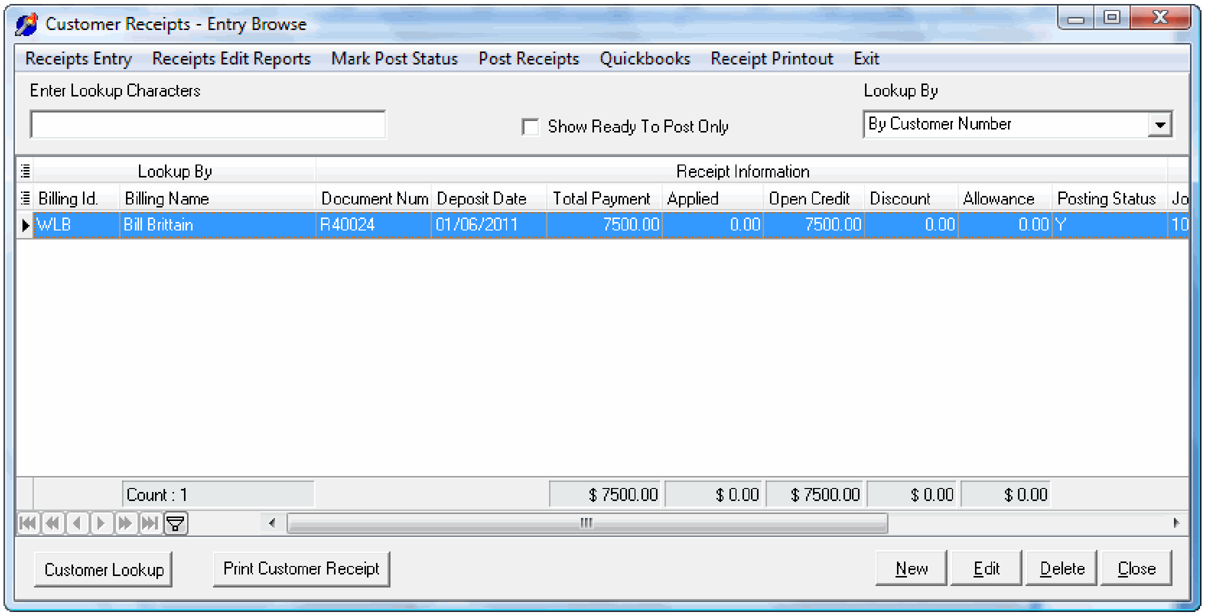
You may click on the Cancel button to return to the Customer Invoice Browse screen.

By scrolling the screen to the right, you can determine if a customer invoice has been transferred. The QuickBooks Transaction ID that was stored off is shown as the last data column.



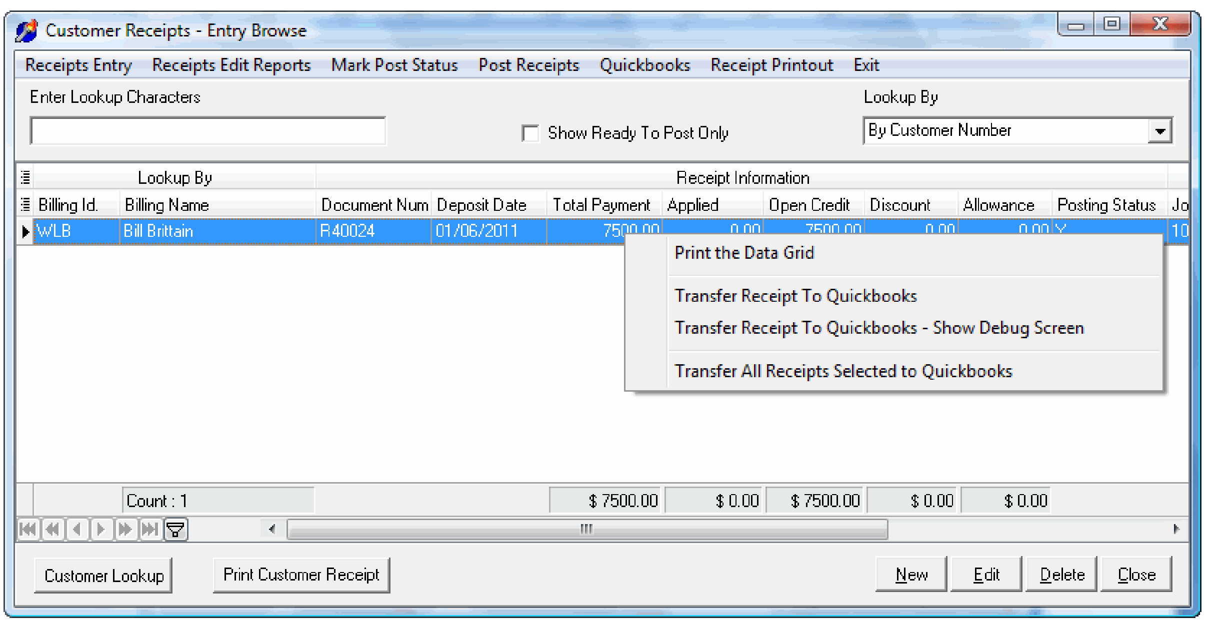
Transferring a Customer Receipt To Quickbooks

From the Customer Receipts Browse screen, customer payments may be transferred to your QuickBooks company database file.



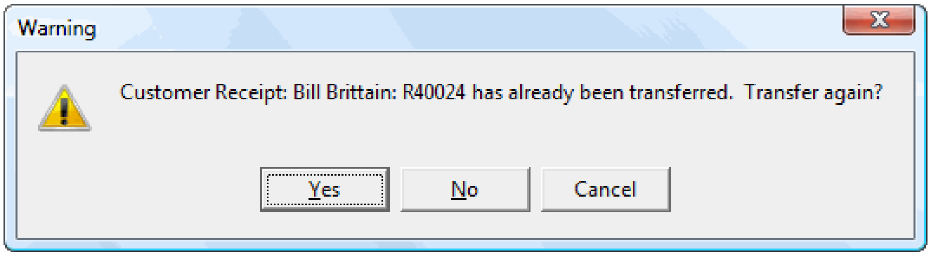
First, select the invoice you wish to transfer.

Then right-click on the data grid within the customer invoice browse screen to show the popup menu.



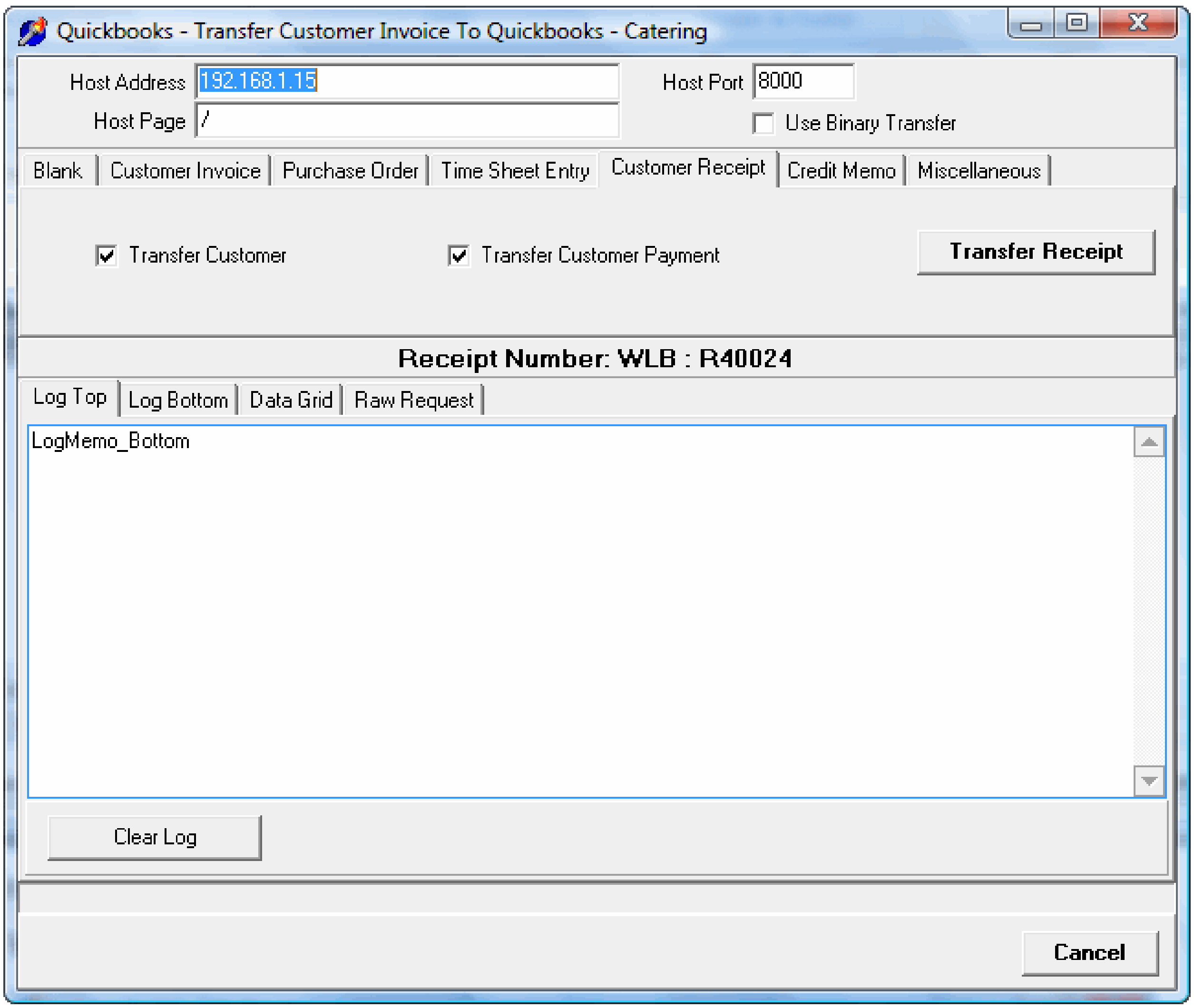
Choose either the Transfer to QuickBooks or Transfer to QuickBooks – Show Debug Screen to begin the transfer.

If the payment has been transferred previously, a warning message will appear.



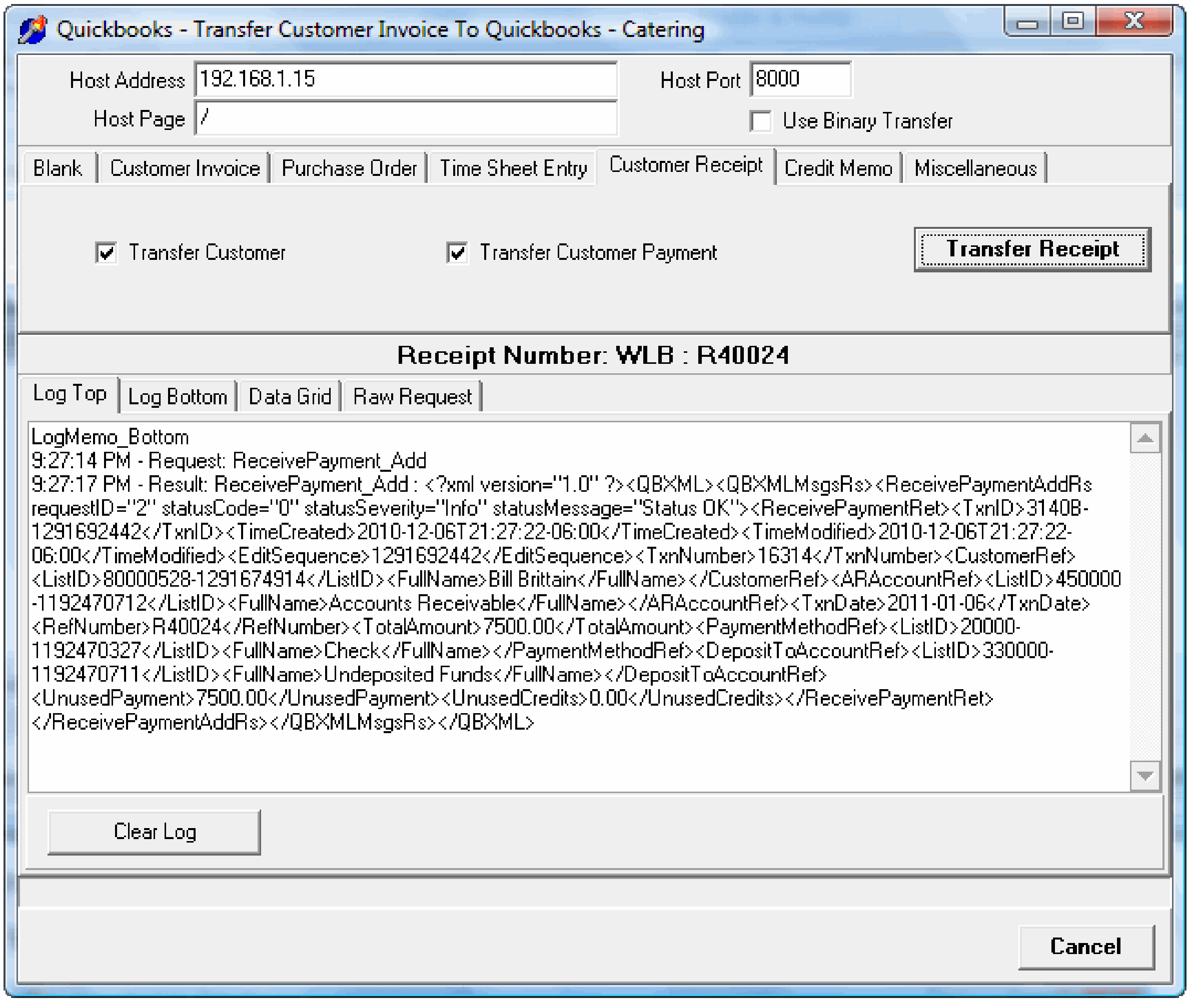
If the Transfer to QuickBooks – Show Debug Screen option is chosen, the following screen will appear.

This options allows you to see the workings of the QB transfer as each list and document items are verified, and added to Quickbooks.



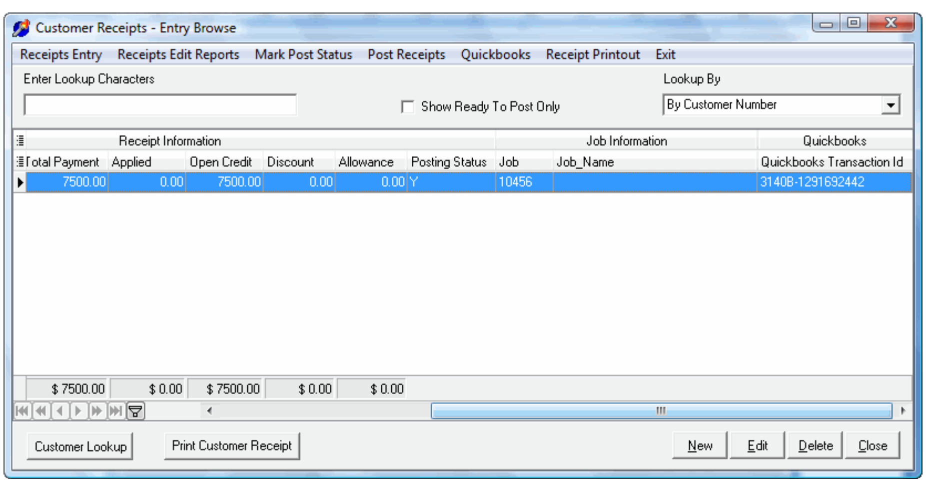
Click on the Transfer Receipt button at the top right to begin the payment transfer to QuickBooks.

If the customer receipt transfers without problem, it will transfer and a transaction id will be returned that will be the QuickBooks Transaction ID for this document.



You may click on the Cancel button to return to the Customer Receipt Browse screen.

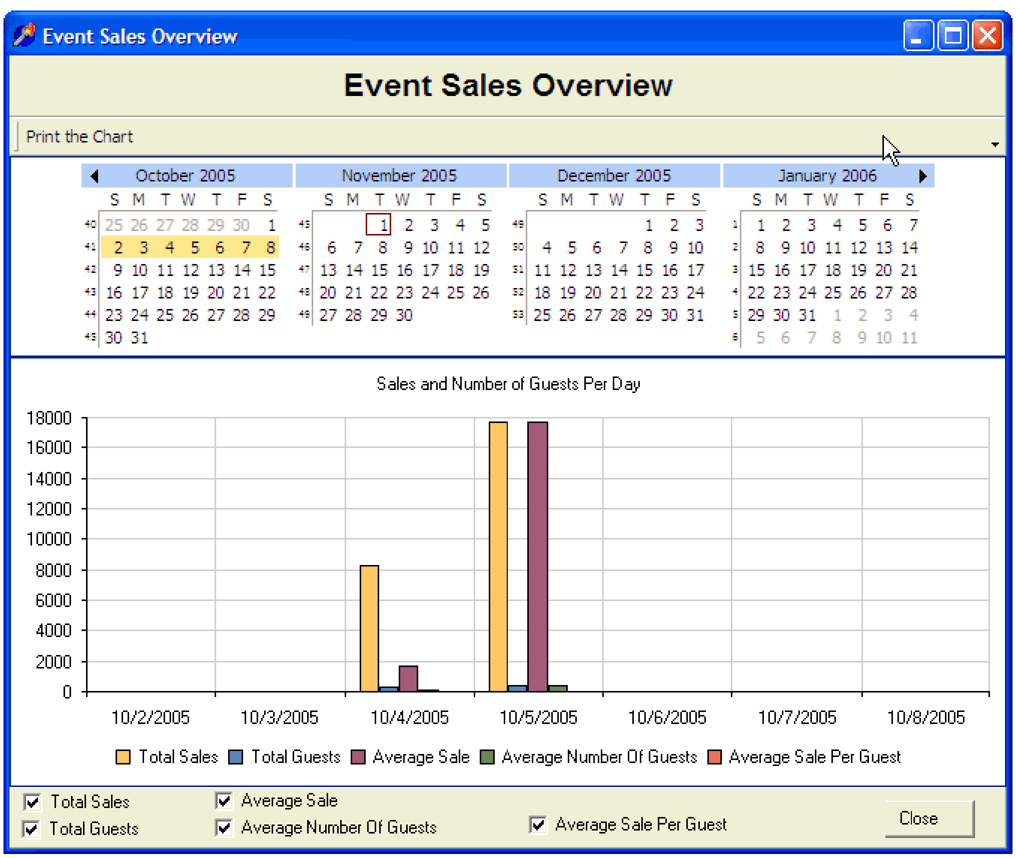
By scrolling the screen to the right, you can determine if a customer receipt has been transferred. The QuickBooks Transaction ID that was stored off is shown as the last data column.



Using the Executive Summary Tool

The event sales overview area will give company executives a quick graphical overview of event operations. Access this area by clicking the Event Sales Overview menu option under Document Entry off the main menu.

The event sales overview screen will appear. To view sales for a specific date range, choose the date range on the calendar navigator located at the top of the screen. You may choose individual days, weeks, or months, and / or combinations of weeks and months.



You may check or uncheck the graphed items at the bottom of the screen to view only certain items at a time. For example: if you uncheck all but Average Sale you would only see the graphing of the average event sale per day.

A calendar report of the event overview screen can be printed. As with all the calendar reports, you may adjust the report printout in the print preview design pane.