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## 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](http://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

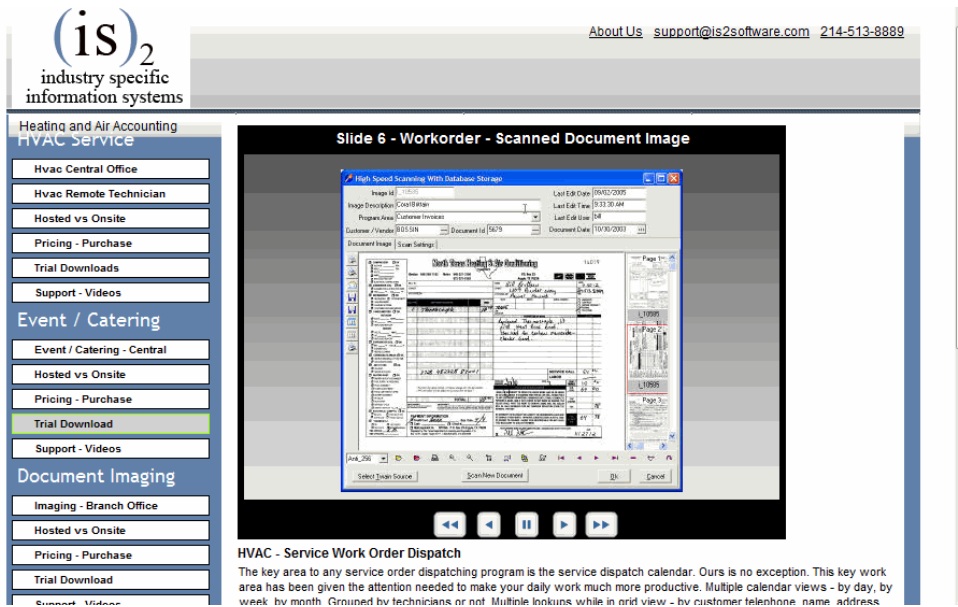
#### **Company Information**

Leave fields blank. Make sure Hosted Account is unchecked.

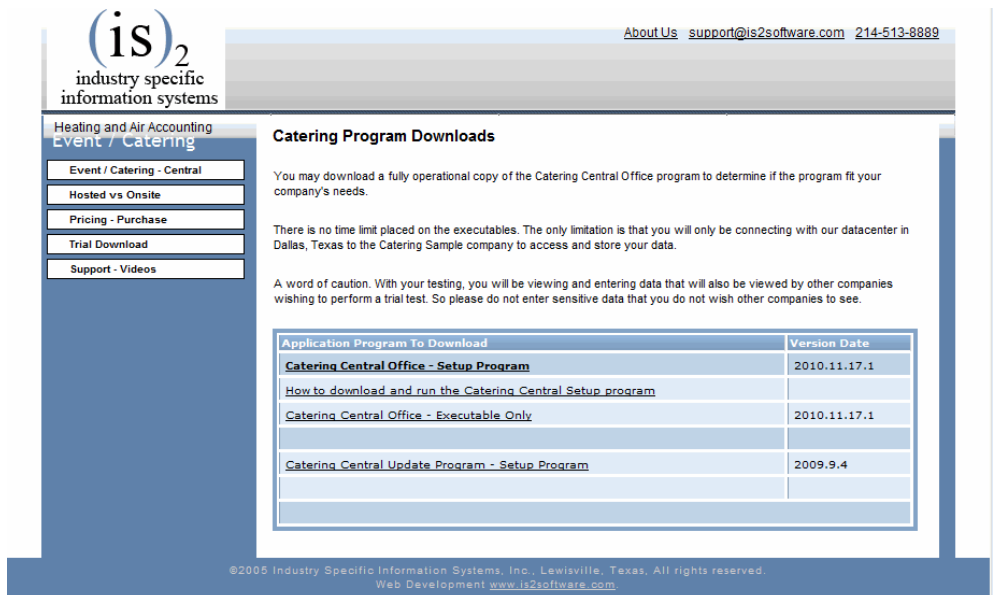
Updates for the program are periodically made available as modifications and additions to the program take place. An update availability screen is shown when first entering the program if a new update is available.

## Step 1. Download the Catering Central Office software:

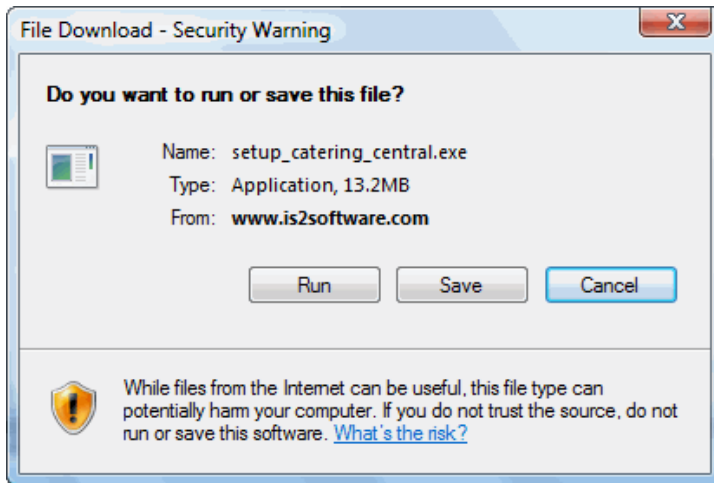
1. Download the Catering Central setup program from the [www.is2software.com](http://www.is2software.com) website. At the homepage, on the left side of the page, choose the **Trial Downloads** link under **Events / Catering**.



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

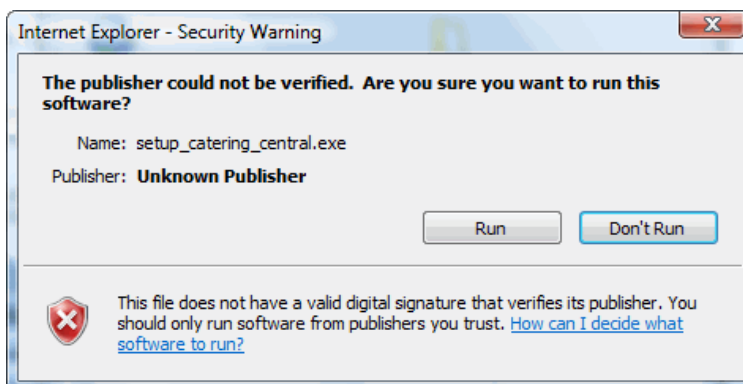


3. Choose the Run option on the File Download dialog. This will start an immediate download to a temporary file area where and then begin the installation setup.

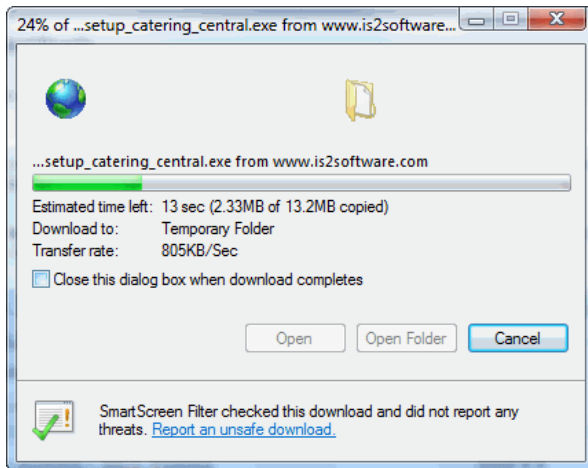


*If you choose the Save This Program to Disk option on the File Download dialog. Follow the onscreen directions to download the program setup file. The options shown are different between the multiple versions of Windows. Choose the Save option. Do not check the option to close the dialog box after the 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 will 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 digital 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.

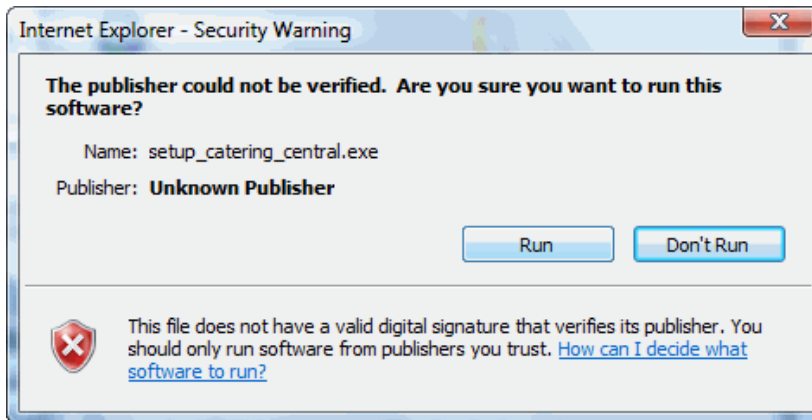


When the download completes, you will be ready to begin running the Setup program that will install the Catering Central program.

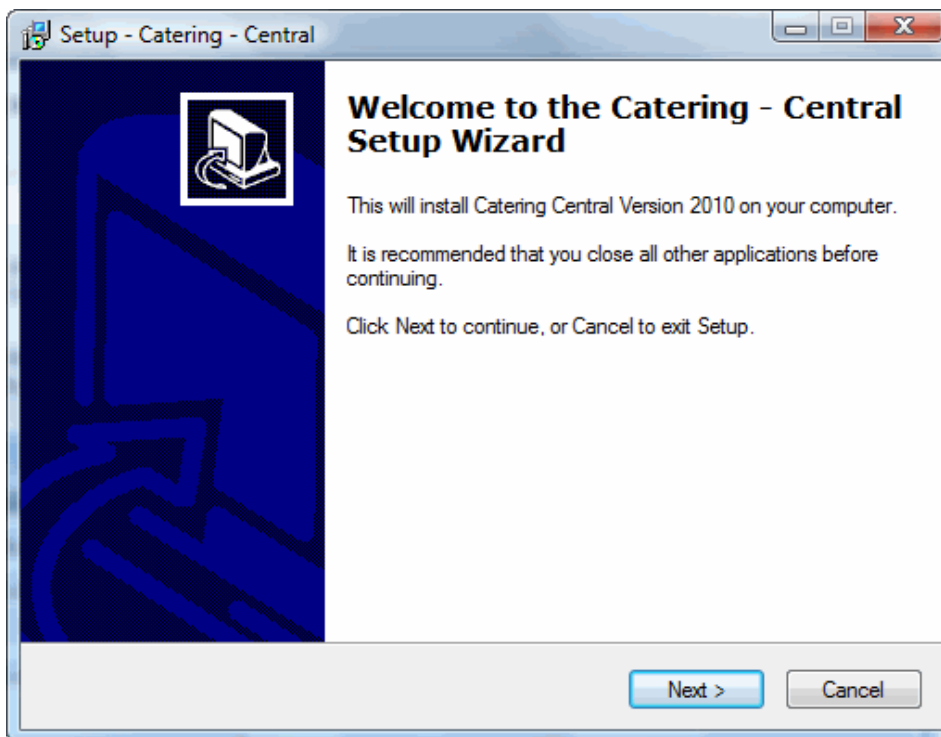
## To install the Catering Central software:

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

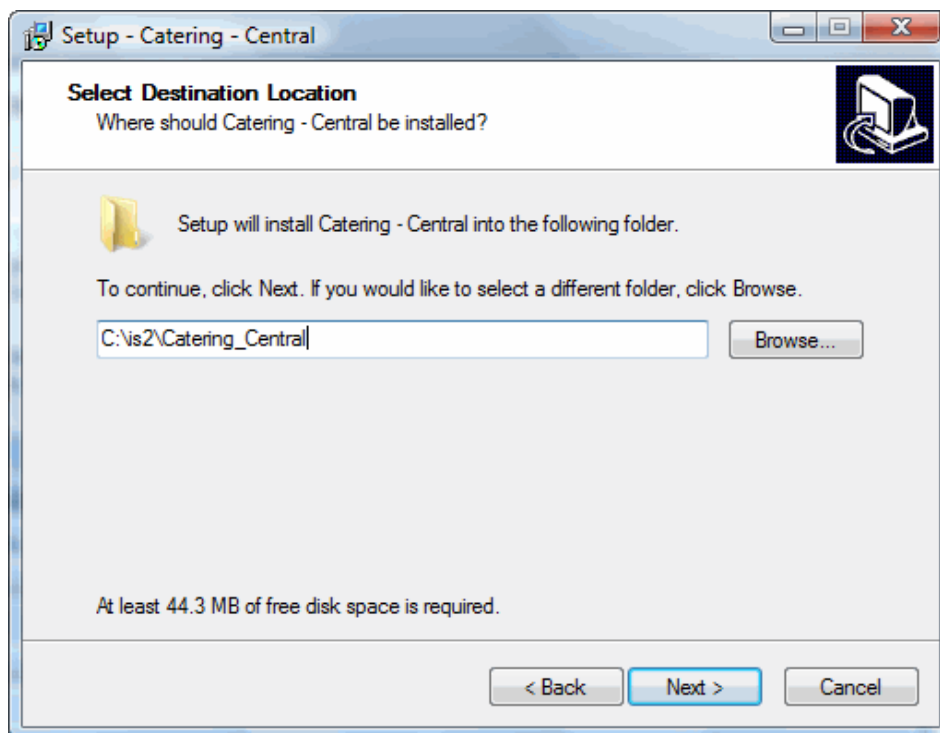
Some browser download dialogs do not show the Run button, if you have checked the checkbox to close the dialog automatically. If the Open button is not shown, remember where you downloaded the setup file, and then go to that directory to run the setup executable.



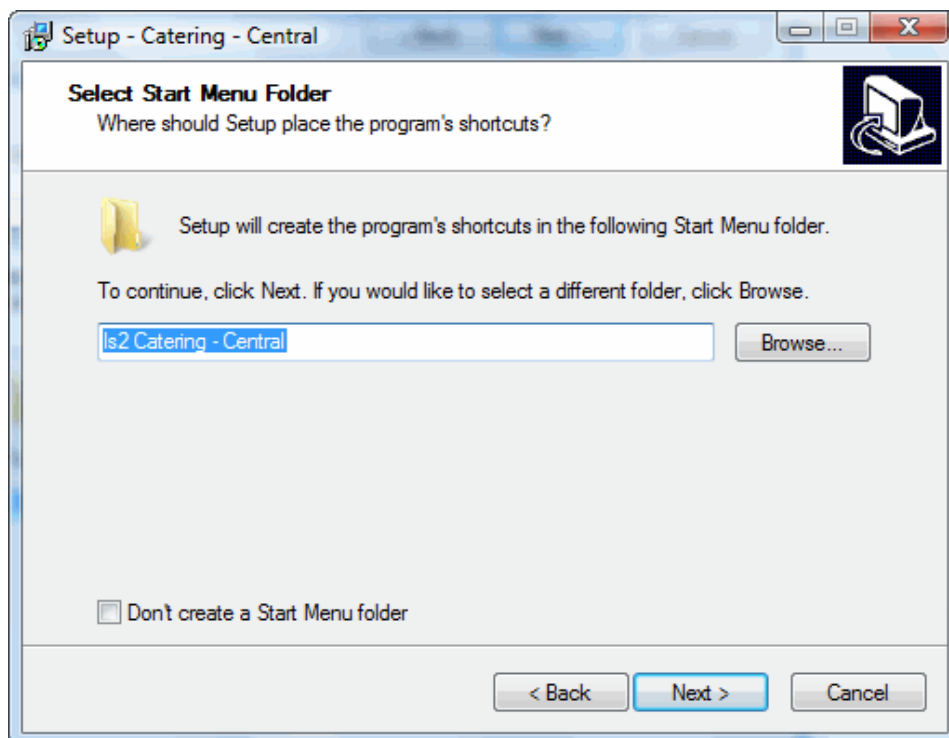
1. The install program will now start and guide you along the software setup process.

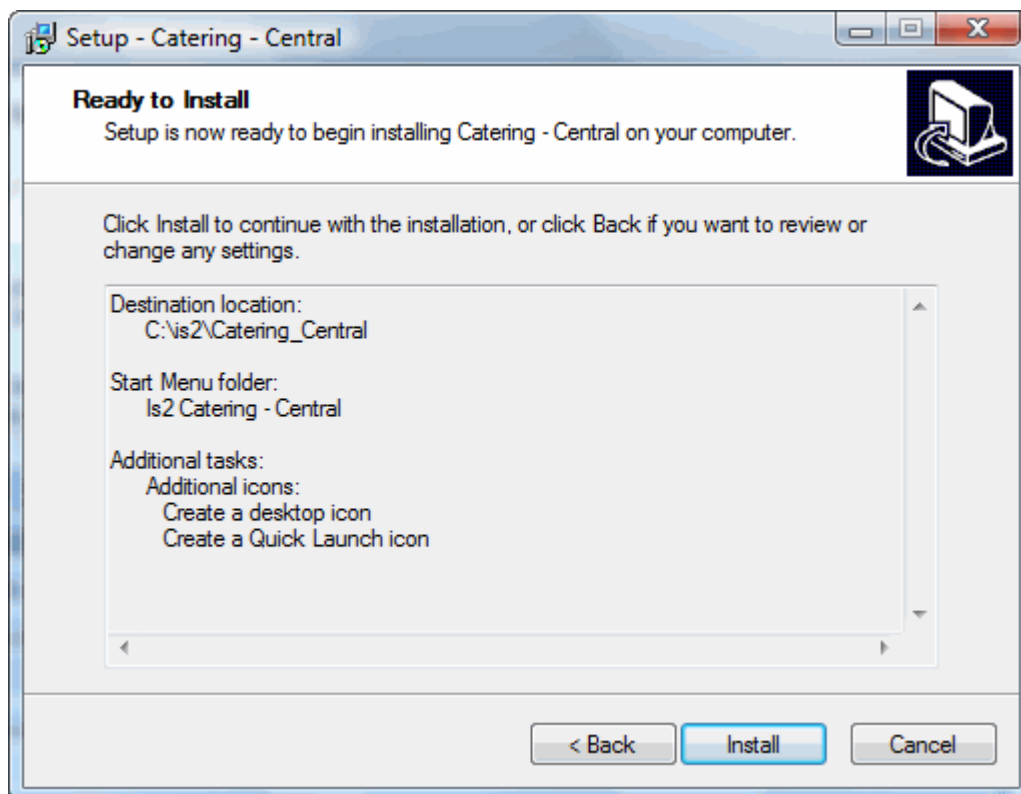
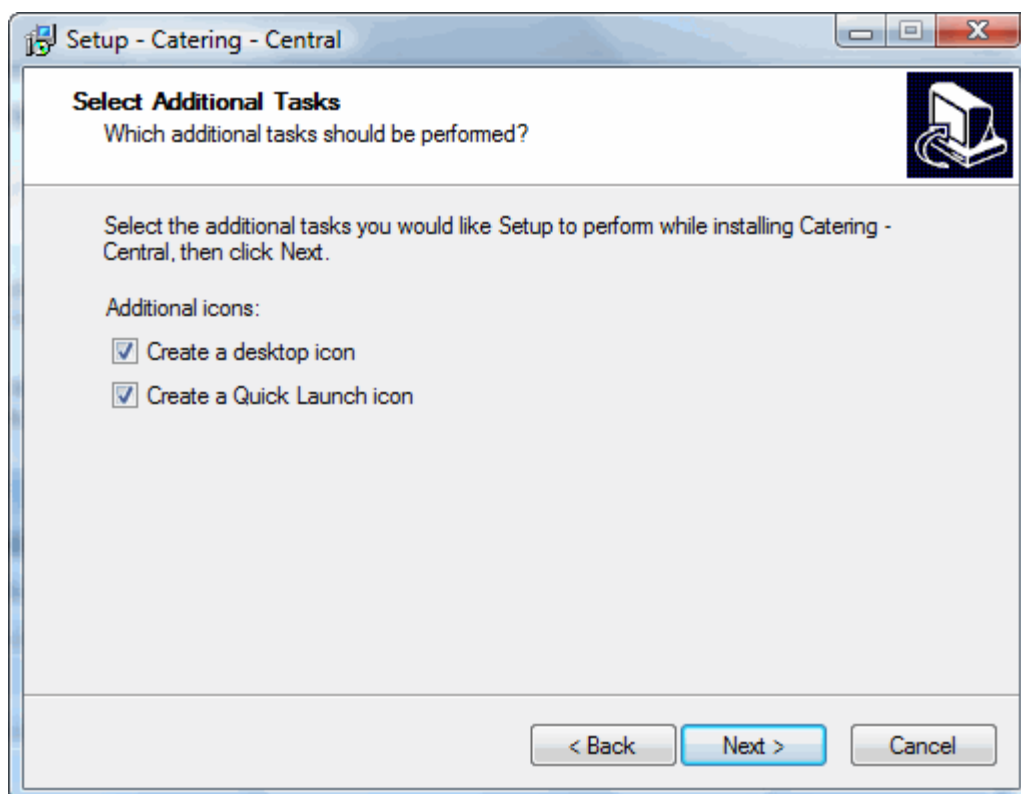


2. Choose where you wish the Catering Central software to be installed. The default is "C:\Is2\Catering\_Central" directory.

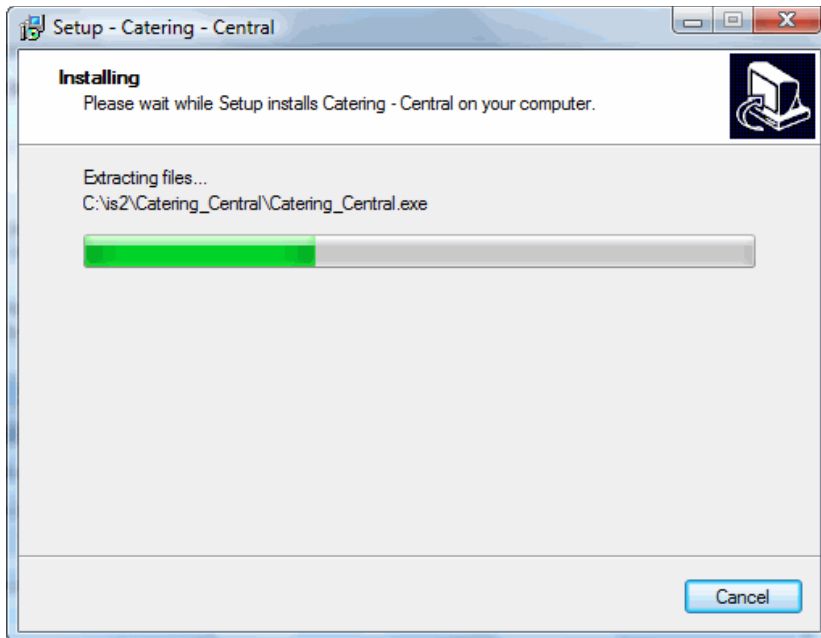


3. Once the install directory has been chosen, the install is ready to begin.

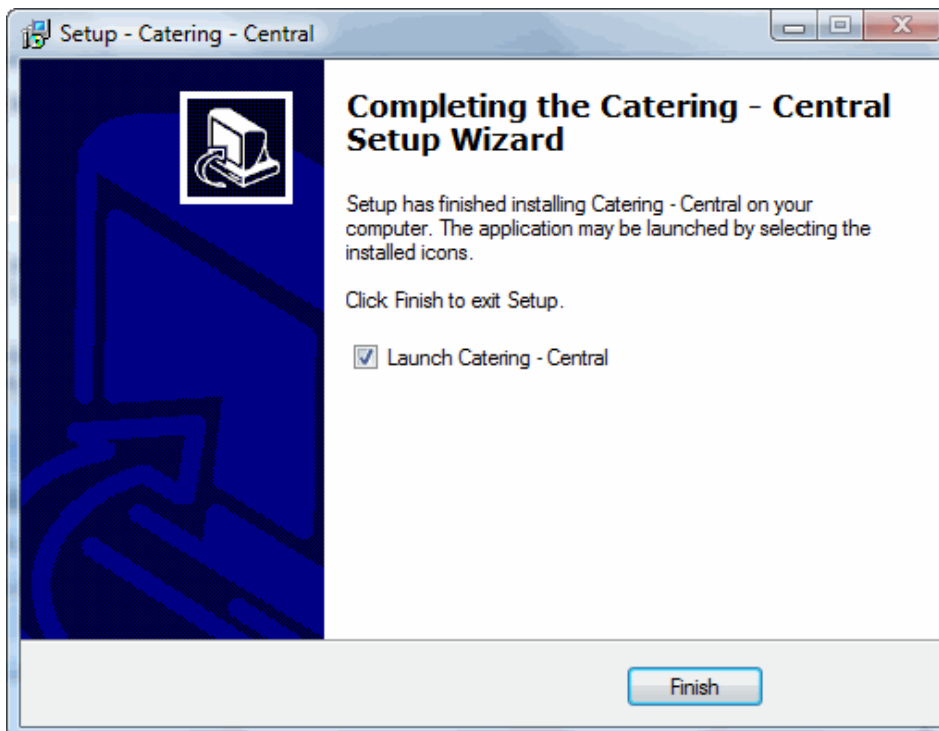




4. The files for the program will now be installed to the designated directory.

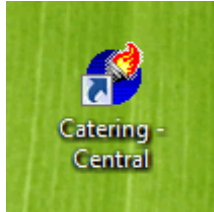


5. When finished, a completion screen will appear. You may start the Catering Central program from here if you wish.



## 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.

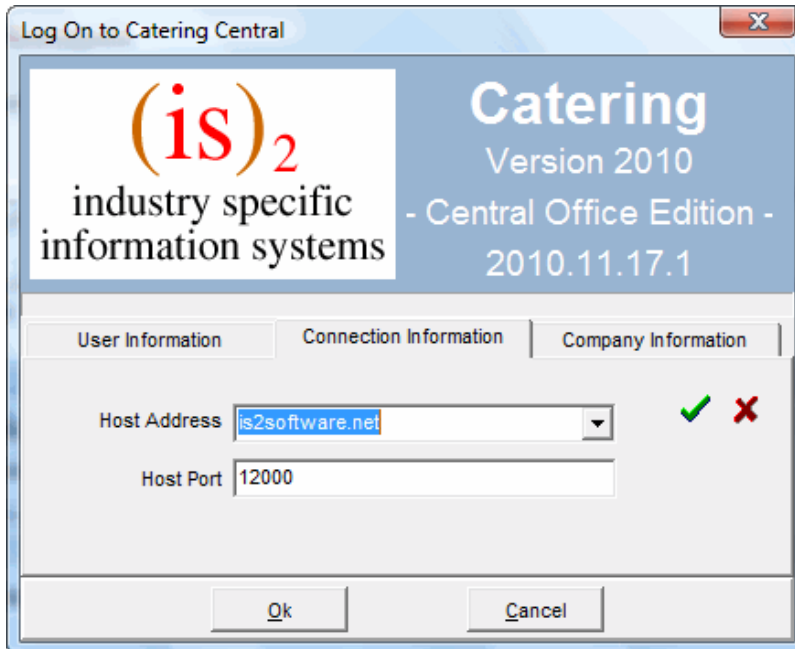
You may also check to save the password you entered for your next login and also for the program to check each time you login for new updates to the program.

A screenshot of the "Log On to Catering Central" dialog box. The window title is "Log On to Catering Central". The dialog box is divided into three tabs: "User Information", "Connection Information", and "Company Information". The "User Information" tab is selected. The dialog box displays the following information:

- Logo: (is)<sub>2</sub> industry specific information systems
- Text: Catering Version 2010 - Central Office Edition - 2010.11.17.1
- User Name: cateringguest
- User Password: [masked with asterisks]
- Checkboxes:  Save Passwords,  Check For Update
- Buttons: Ok, Cancel

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 screenshot shows a dialog box titled "Log On to Catering Central". The header area contains the (iS)<sub>2</sub> logo and the text "industry specific information systems" on the left, and "Catering Version 2010 - Central Office Edition - 2010.11.17.1" on the right. Below the header are three tabs: "User Information", "Connection Information" (which is selected), and "Company Information". In the "Connection Information" tab, there are two input fields: "Host Address" with a dropdown menu showing "is2software.net" and a green checkmark icon to its right, and "Host Port" with a text box containing "12000" and a red X icon to its right. At the bottom are "Ok" and "Cancel" buttons.

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.

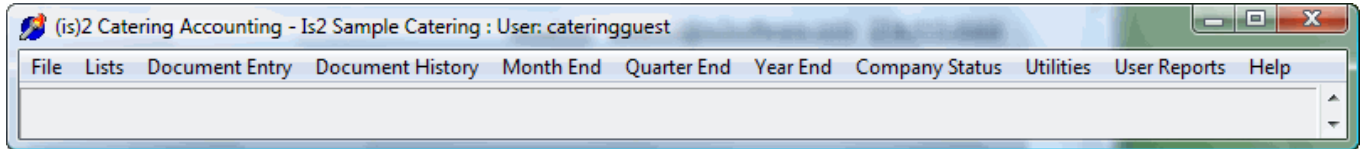


The screenshot shows the same dialog box, but with the "Company Information" tab selected. The header area is identical to the previous screenshot. The "Company Information" tab contains two input fields: "Company Login Id" and "Company Login Password". Below these fields is a checkbox labeled "Hosted Account" which is currently unchecked. At the bottom are "Ok" and "Cancel" buttons.

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.

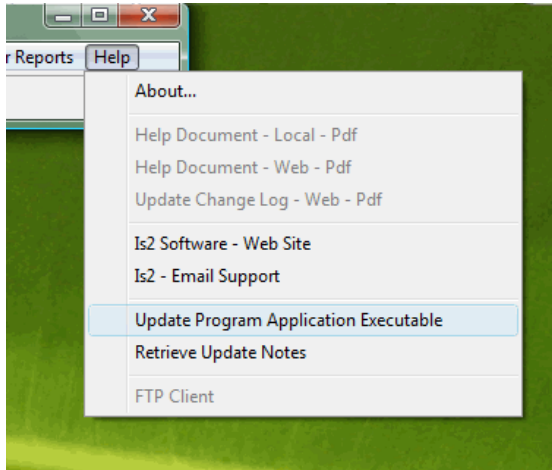


5. If the main menu appears, the program should be functioning properly.

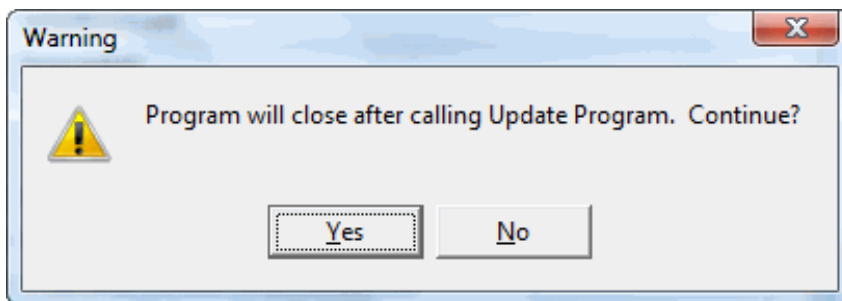
6. You are now ready to get started. Proceed now to setting up your Central parameters. There you will enter the parameters needed to run your company entry, posting processes, and company printing information.

## 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.

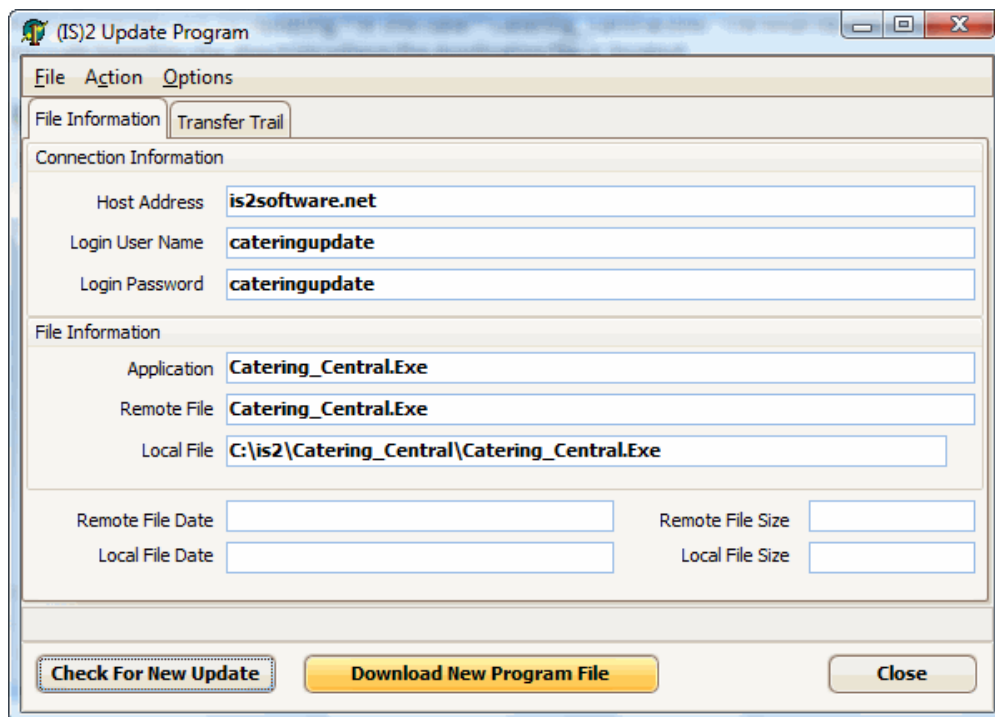


3. The Update Program screen will appear.

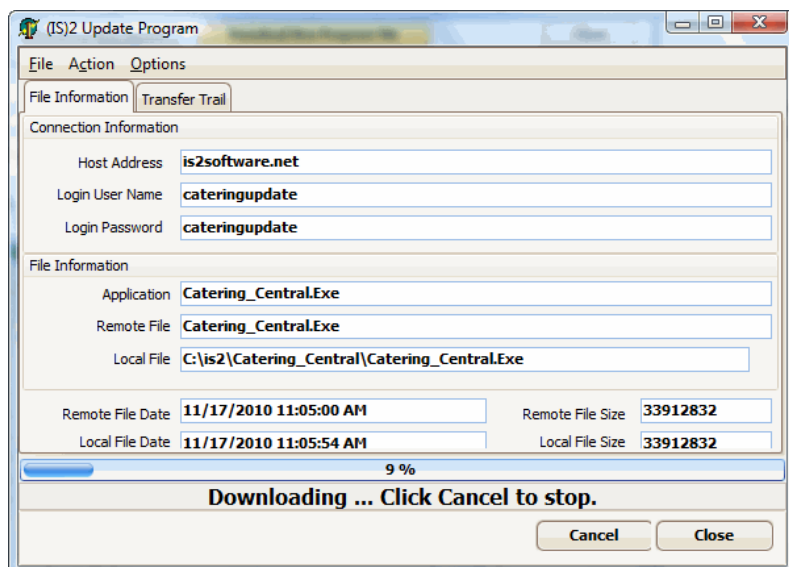
Please fill out the Host Address, Login User Name, and Login Password to be the same as appears below.

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](http://www.is2software.com)
2. Choose the Catering – Trial Downloads page.

**Catering Program Downloads**

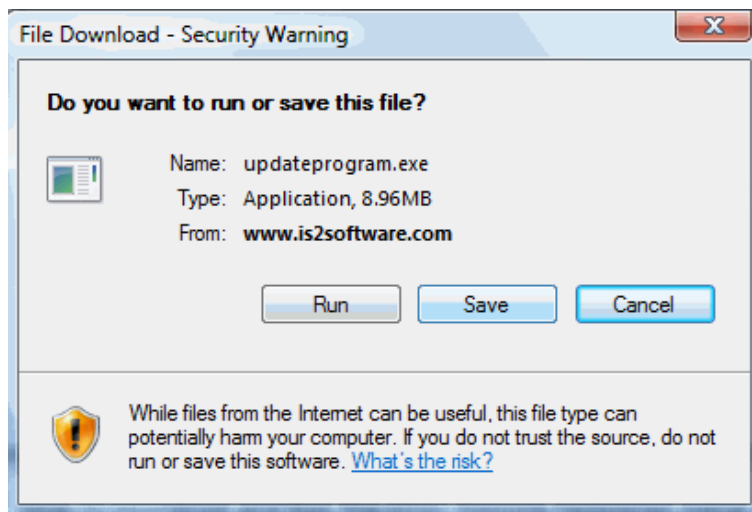
You may download a fully operational copy of the Catering Central Office program to determine if the program fit your company's needs.

There is no time limit placed on the executables. The only limitation is that you will only be connecting with our datacenter in Dallas, Texas to the Catering Sample company to access and store your data.

A word of caution. With your testing, you will be viewing and entering data that will also be viewed by other companies wishing to perform a trial test. So please do not enter sensitive data that you do not wish other companies to see.

Application Program To Download	Version Date
<a href="#">Catering Central Office - Setup Program</a>	2010.11.17.1
<a href="#">How to download and run the Catering Central Setup program</a>	
<a href="#">Catering Central Office - Executable Only</a>	2010.11.17.1
<a href="#">Catering Central Update Program - Setup Program</a>	2009.9.4

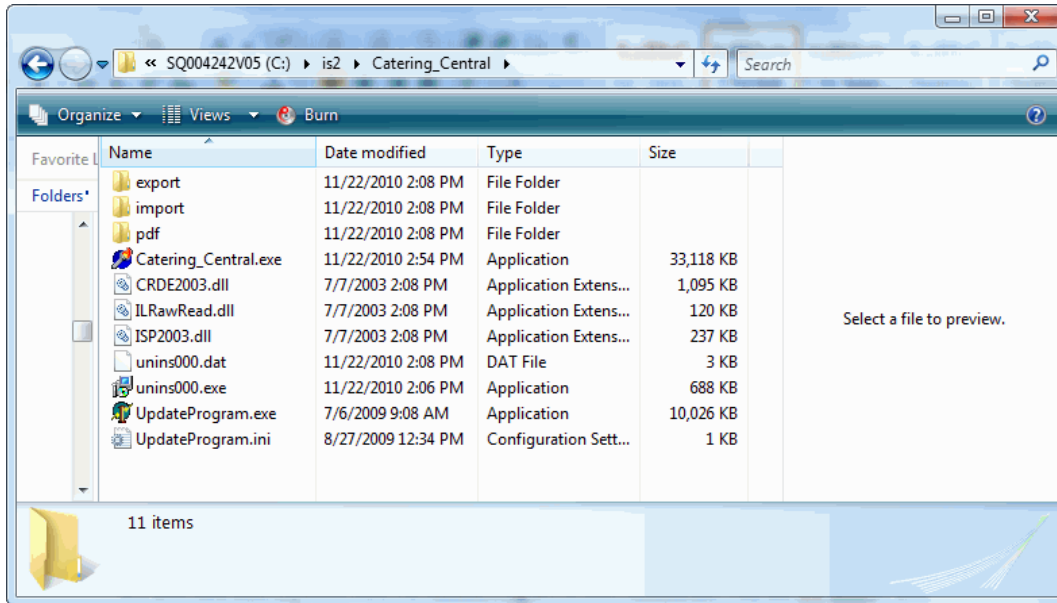
3. On the Catering Downloads page, click on the Update Program – Executable Only which is at the bottom of the page.
4. A run or save file dialog box will appear. Choose the Save button to save the file to your local drive.



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

The screenshot shows the 'Company Parameters' dialog box with the 'Accounts Receivable' tab selected. The window is titled 'Company Parameters' and has a standard Windows interface with minimize, maximize, and close buttons. The 'Accounts Receivable' tab is active, showing several sections of parameters:

- A/R Sales Parameters:**
  - Accounts Receivable Account: 1100
  - Sales Account: 4100
  - Sales Discount Account: 4800
  - Finance Charge Account: 4900
  - Sales Tax Payable Account: 2060
  - Freight Account: 4600
- A/R Cash Receipt Parameters:**
  - Checking Account: 1020
  - Default Allowance Account: 4900
  - American Express Account: 1040
  - MasterCard/Visa Account: 1040
  - Discover Card Account: 1040
  - Other Credit Cards Account: 1040
  - Deposit Receipt Account: 1100
  - Fee Account: 7080 (for all card types)
- A/R Aging Report Parameters:**

	Days	Description
Aging Days in Period 1	15	16-30
Aging Days in Period 2	31	31-45
Aging Days in Period 3	46	46-60
Aging Days in Period 4	61	OVER 60
- Default Printer for Statements:**
  - Printer for Customer Statements: Default

Buttons for 'Ok' and 'Cancel' are located at the bottom right of the dialog box.

### 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

**Company Parameters**

Purchase Orders | E-Commerce | Posting Options 1 | Posting Options 2 | Email | Credit Cards  
 General Ledger | Accounts Receivable | Accounts Payable | Payroll | Invoicing | Job Cost

**A/P General Ledger Distribution Parameters**

A/P Checking Account: 1020 ...  
 Accounts Payable Account: 2000 ...  
 A/P Discount Account: 5090 ...

**A/P Aging Report Parameters**

	Days	Description
Aging Days in Period 1	16	16-30
Aging Days in Period 2	31	31-45
Aging Days in Period 3	46	46-60
Aging Days in Period 4	61	OVER 60

**A/P Company Information**

Federal Business Id: 1  
 State Business Id: 1

**A/P Check Printing**

A/P Check Printing Style: Laser All-Purpose Check  
 Default Printer for Checks: Default  
 Next Check Number: 1000

Ok Cancel

### 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

The screenshot shows the 'Company Parameters' dialog box with the 'Payroll' tab selected. The dialog is divided into several sections:

- Payroll Company Information:**
  - Current Federal Tax Year: 2010
  - Federal Tax Id Number: 11-2222222
  - Federal Pin Number: 9999
- Payroll General Ledger Distribution:**
  - Checking Account: 1020
  - Employee FIT Payable: 2160
  - Employee FICA Payable: 2160
  - Employee Medicare Payable: 2160
  - Employer FICA Payable: 2160
  - Employer Medicare Payable: 2060
- Payroll Default Employee Setup:**
  - Default Employee Wage Expense Account: 7520
  - Default Employer SS/Medicare Expense Account: 6280
- Payroll Check Printing:**
  - Payroll Check Style: Laser All-Purpose Check
  - Default Printer for Checks: Default
  - Next Check Number: 3021

Buttons for 'Ok' and 'Cancel' are located at the bottom of the dialog.

### 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.
- 
- **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

Company Parameters

Purchase Orders | E-Commerce | Posting Options 1 | Posting Options 2 | Email | Credit Cards  
 General Ledger | Accounts Receivable | Accounts Payable | Payroll | Invoicing | Job Cost

Job Cost Method

Job Cost Method to be Used: None

Job Cost General Ledger Distribution

Inventory Account	1350	...
Payroll Salary Expense Account	7580	...
Job in Progress Billings Account	1310	...
Job in Progress Costs Account	1320	...
Contract Revenues Earned Account	4600	...
Cost of Revenues Earned Account	5600	...
Variable Overhead Allocation Account	6499	...
Fixed Overhead Allocation Account	6999	...
Jobs in Progress Account	1300	...
Cost in Excess of Billings Account	1360	...
Billings in Excess of Cost Account	2360	...
Overhead Allocation Percentage	10	

Ok Cancel

### 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

**Company Parameters**

General Ledger | Accounts Receivable | Accounts Payable | Payroll | Invoicing | Job Cost  
Purchase Orders | E-Commerce | Posting Options 1 | Posting Options 2 | Email | Credit Cards

**Purchase Order Company Information**

Company Name: Is2 Sample Catering  
Address Line 1: 1301 W. Hwy 407  
Address Line 2: Suite 201-477  
City, State Zip Code: Lewisville Tx 75077  
Contact: Bill Brittain  
Telephone: 214-513-8889

Next Purchase Order: 10

**Default Printer for Purchase Orders**

Printer for Purchase Orders: Default

**Purchase Orders Posting Options**

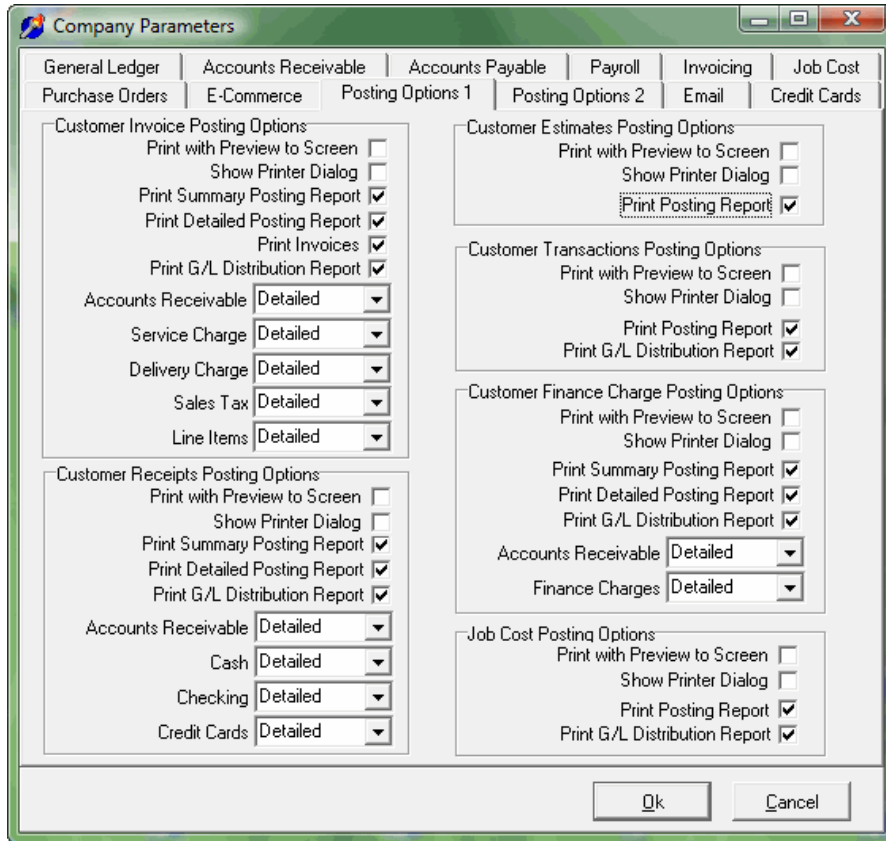
Print with Preview to Screen   
Show Printer Dialog   
Print Summary Posting Report   
Print Detailed Posting Report

Ok Cancel

**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
- .

Posting Options - 1



Posting Options

Posting Options - 2

The screenshot shows the 'Company Parameters' dialog box with the 'Posting Options 1' tab selected. The dialog is organized into several sections, each with a title and a list of options:

- Vendor Invoice Posting Options:**
  - Print with Preview to Screen
  - Show Printer Dialog
  - Print Summary Posting Report
  - Print Detailed Posting Report
  - Print G/L Distribution Report
  - Accounts Payable: Detailed (dropdown)
  - Line Items: Detailed (dropdown)
- Vendor Checks Posting Options:**
  - Print with Preview to Screen
  - Show Printer Dialog
  - Print Summary Posting Report
  - Print Detailed Posting Report
  - Print G/L Distribution Report
  - Checking: Detailed (dropdown)
  - Accounts Payable: Detailed (dropdown)
  - A/P Discounts: Detailed (dropdown)
  - Line Items: Detailed (dropdown)
- Employee Checks Posting Options:**
  - Print with Preview to Screen
  - Show Printer Dialog
  - Print Posting Report
  - Print G/L Distribution Report
  - Checking: Detailed (dropdown)
  - All Other Distribution: Detailed (dropdown)
- General Ledger Transactions Posting Options:**
  - Print with Preview to Screen
  - Show Printer Dialog
  - Print Posting Report - By Entry
  - Print Posting Report - By Account
- Payroll Tax Deposits Posting Options:**
  - Print with Preview to Screen
  - Show Printer Dialog
  - Print Posting Report
  - Print G/L Distribution Report
  - Checking: Detailed (dropdown)
  - Payroll Tax Payable: Detailed (dropdown)

At the bottom of the dialog are 'Ok' and 'Cancel' buttons.

## Email Options

The screenshot shows the 'Company Parameters' dialog box with the 'Email' tab selected. The 'Email Option Defaults' section is expanded, showing the following fields:

Local Host:	192.168.0.3
Mail Server:	192.168.0.3
From:	Customer Support
Reply To:	support@is2software.com
Send To:	billbrittain@is2software.com
Subject:	Is2 Software Customer Invoice
CC:	
BCC:	

Below the fields are two text areas:

- Description of the Email:
- Support Information:

At the bottom of the dialog are 'Ok' and 'Cancel' buttons.

### Quickbooks and Credit Card Processing Options

**Company Parameters**

General Ledger | Accounts Receivable | Accounts Payable | Payroll | Invoicing | Job Cost  
Purchase Orders | E-Commerce | Posting Options 1 | Posting Options 2 | Email | **Credit Cards**

**Credit Card Processing**

Api Config File: 00001  
Api Key File: c:\Linkpoint\00001\000001.pem  
Processor URL: secure.linkpt.net  
Processor Port: 1139  
Result Type: Test  
Charge Type: Sale

**Quickbooks Configuration**

Is2 Qb Xml Server Address: 192.168.1.15  
Server Port: 8000  
Server Page: /

**Update Server Login Parameters**

User Id: cateringupdate  
User Password: cateringupdate  
Host Address: is2software.net  
Host Port: 12000

Ok Cancel

## 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.

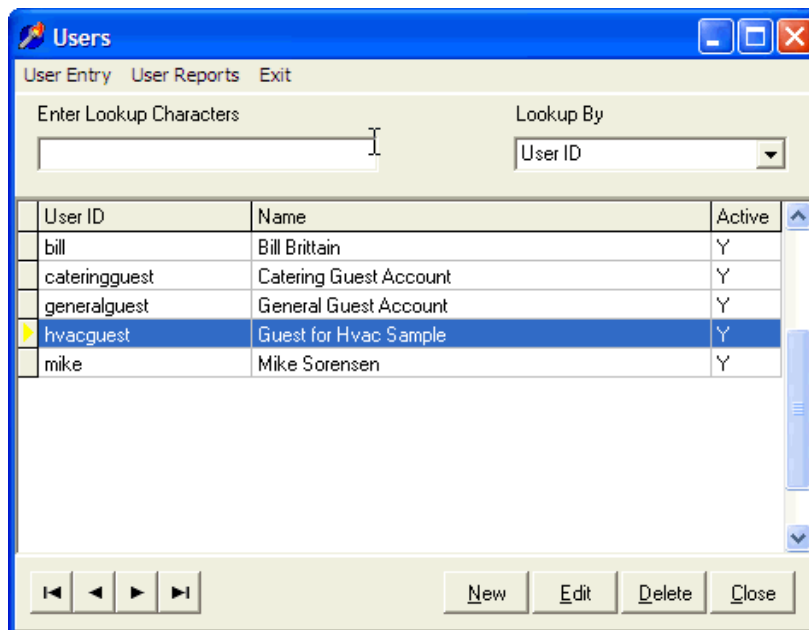
Note: Not all options are used for all areas and not all options have been implemented at this time.

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.

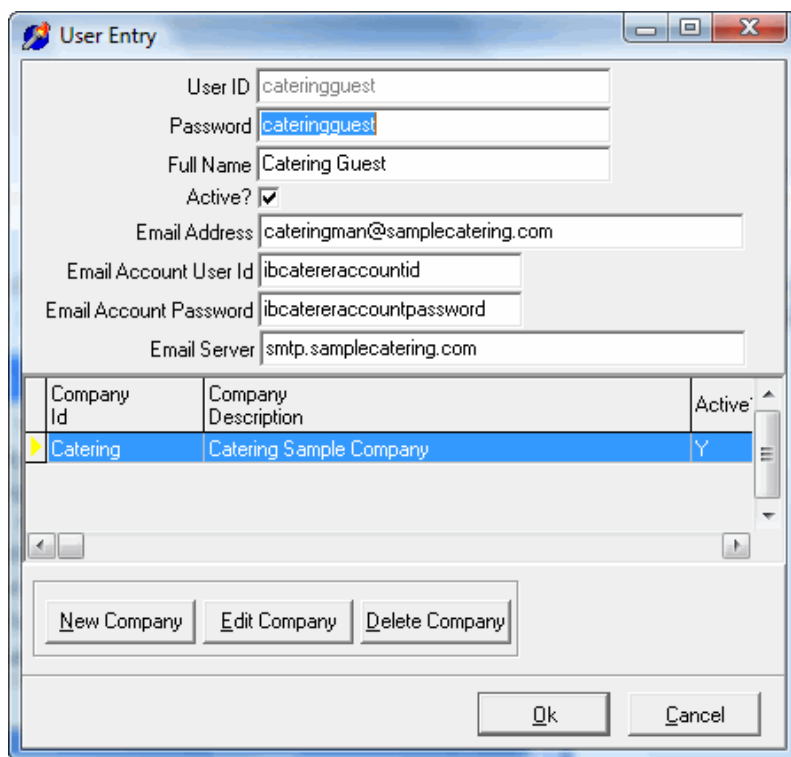
Example 2: If you wanted to grant the user access to enter new customers, edit customers, and delete customers but not print a customer report, you would check the Allow Access but uncheck the Reports checkbox. Checking the Reports checkbox will allow the user to print the report. In the case of the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

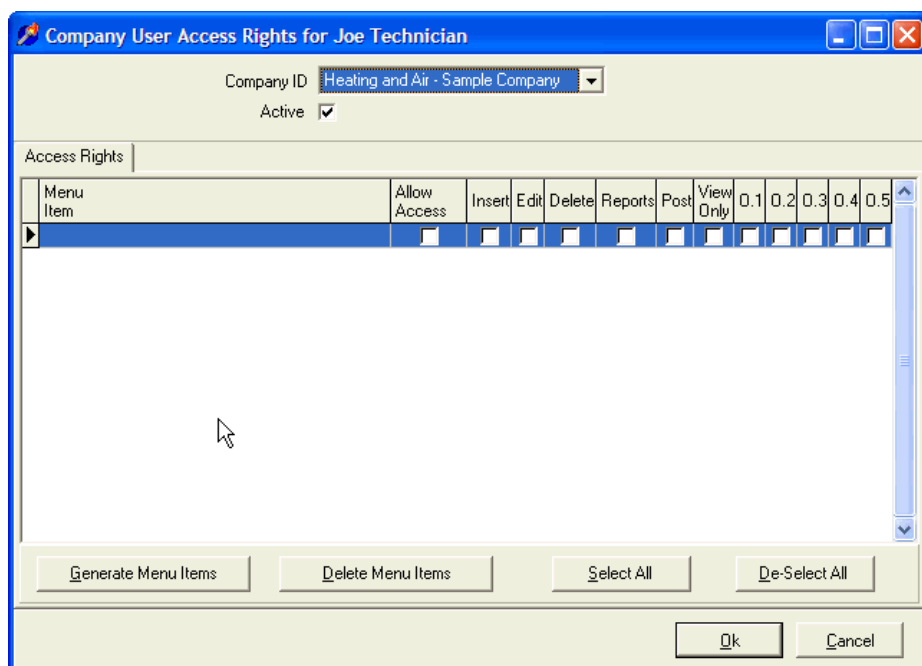
1. Under the File menu, choose Users.



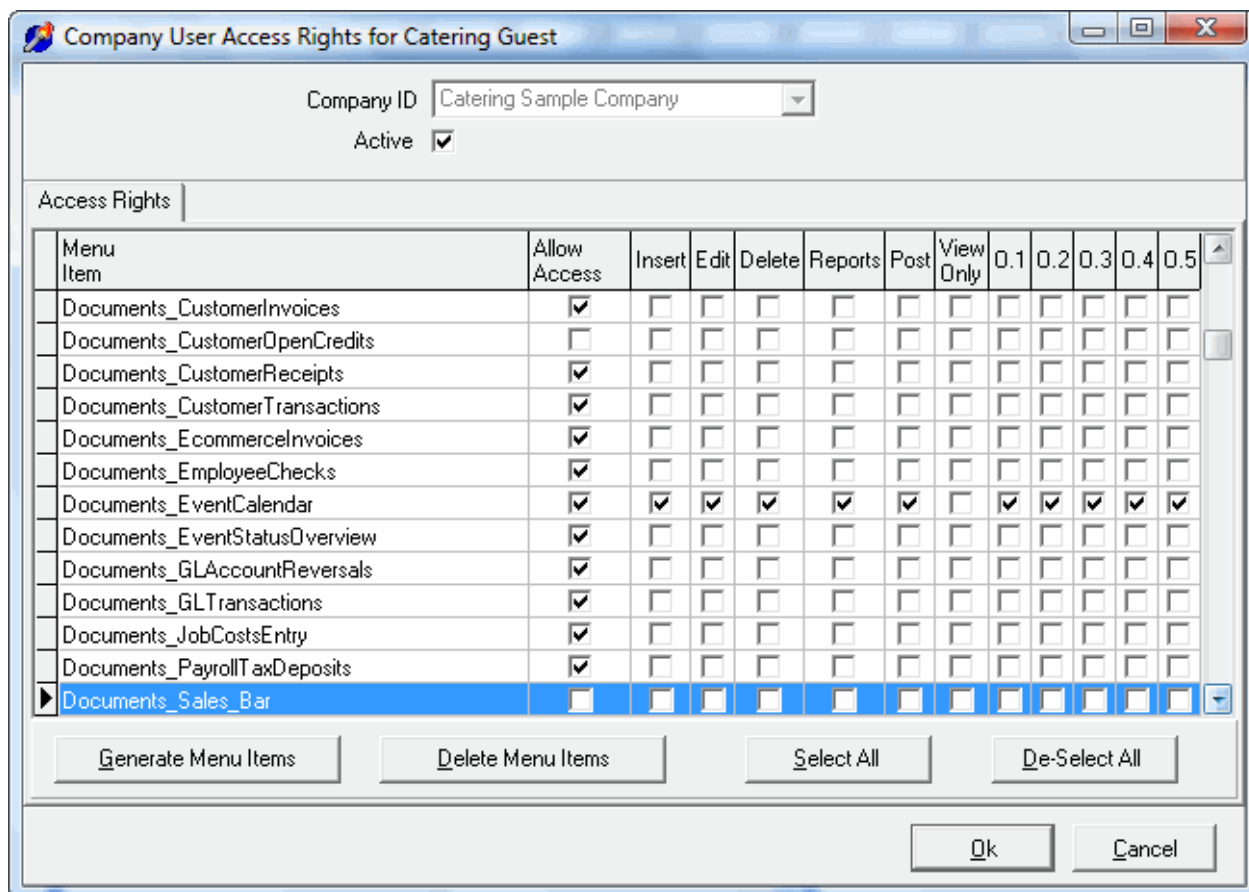
2. Click on the New button at the bottom right to add a new user. Enter the user id and password to be used to log in. Then, type in their full name along with their email account information if needed.



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

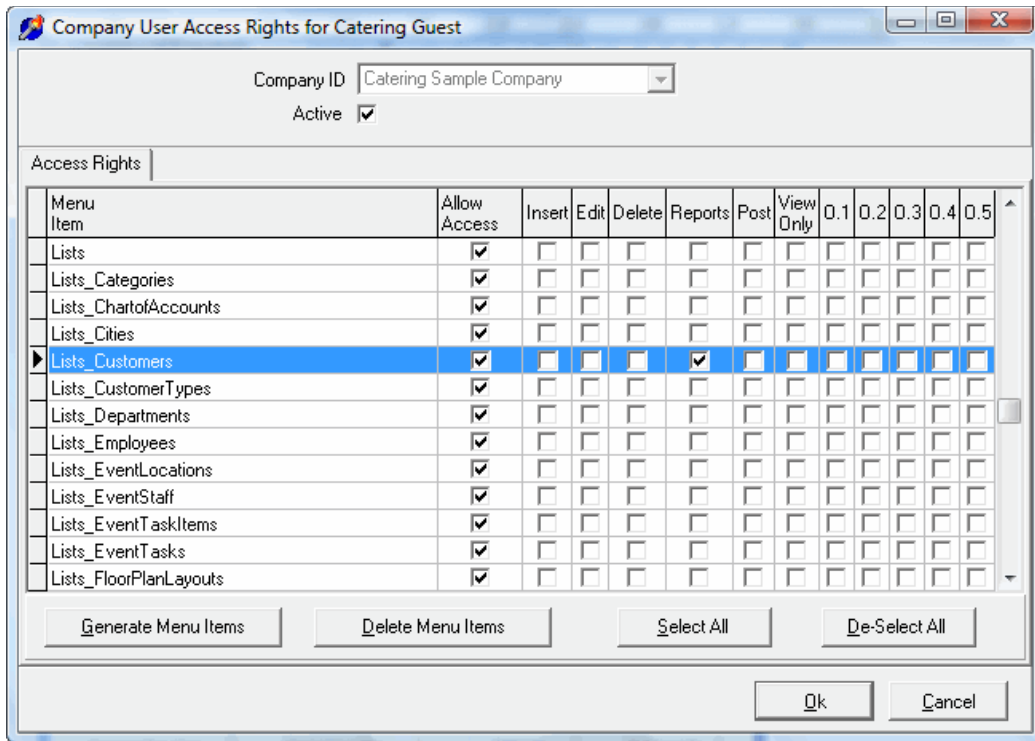


4. Click on the Generate Menu Items button to generate the menu access rights listing for this user. You may uncheck the areas you do not wish the user to be able to access.

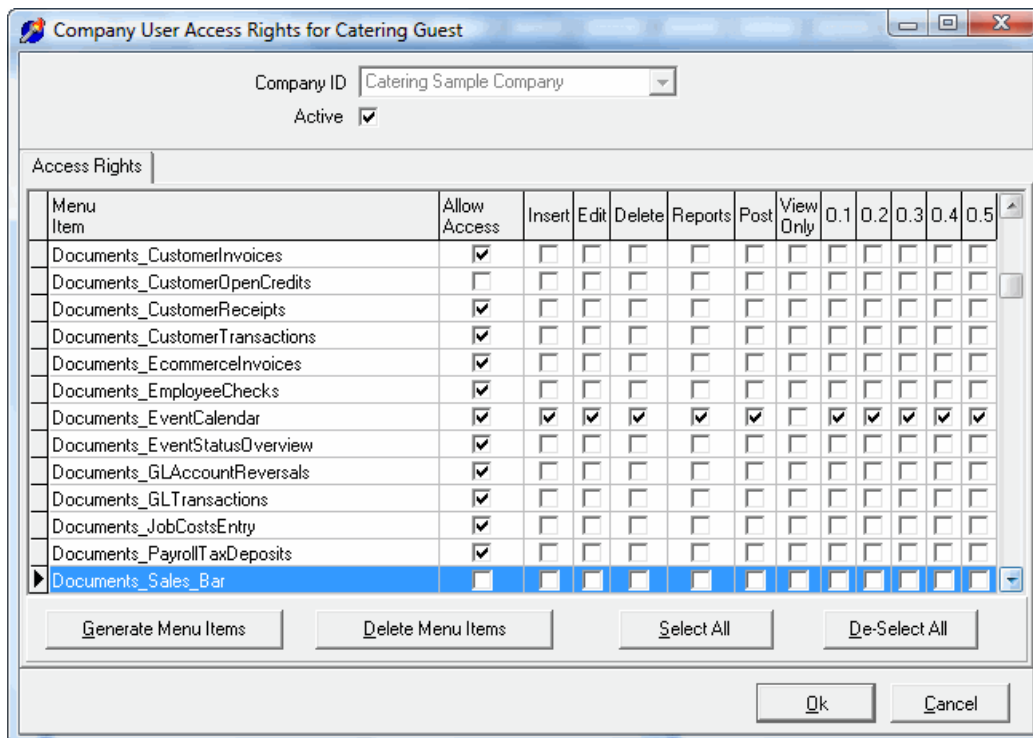


5. You may change the access rights either now or edit them later.

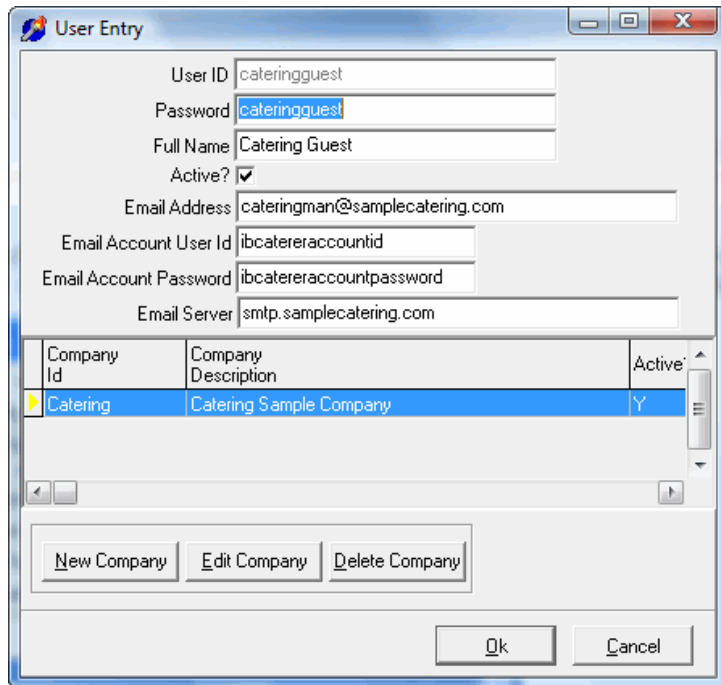
This shows the example of giving the user access to the customer area and allowing the user to print the customer report. If the Reports checkbox for Lists\_Customers is unchecked, the user will not be able to print the customer report.



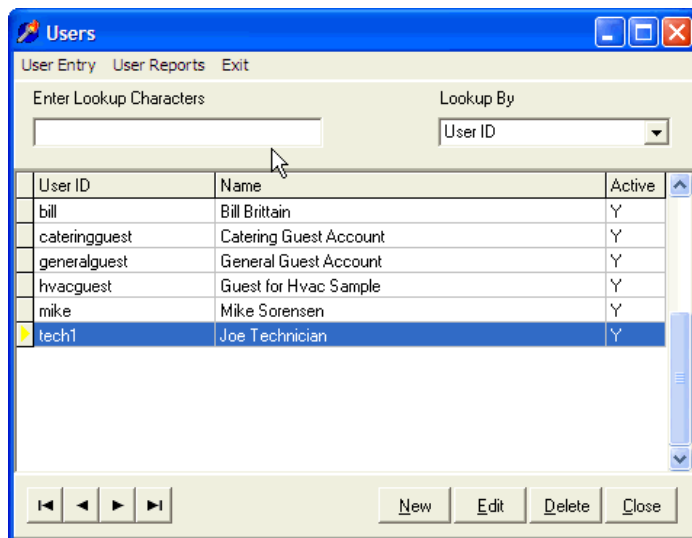
This example shows giving rights to enter, edit, delete, print reports to the user for the Event Calendar.



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.



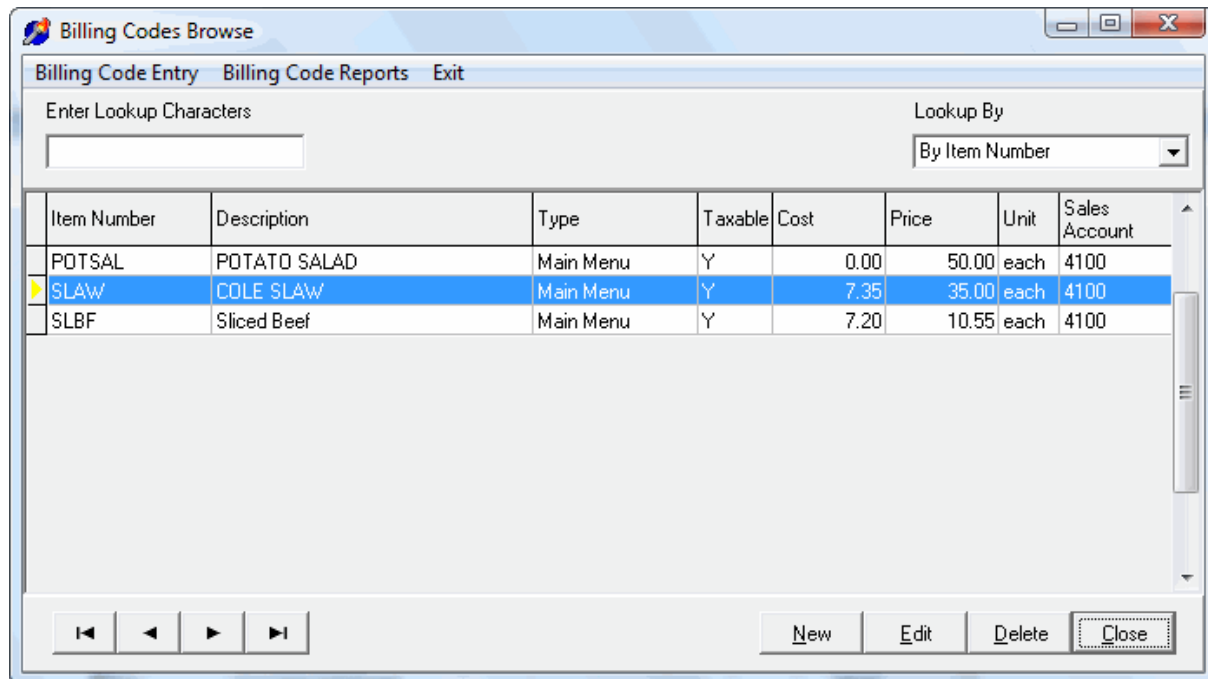
8. There is no limit to the number of users that may be added. User information can be edited by choosing the Edit button and users may be deleted by choosing the Delete button.

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 a 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.

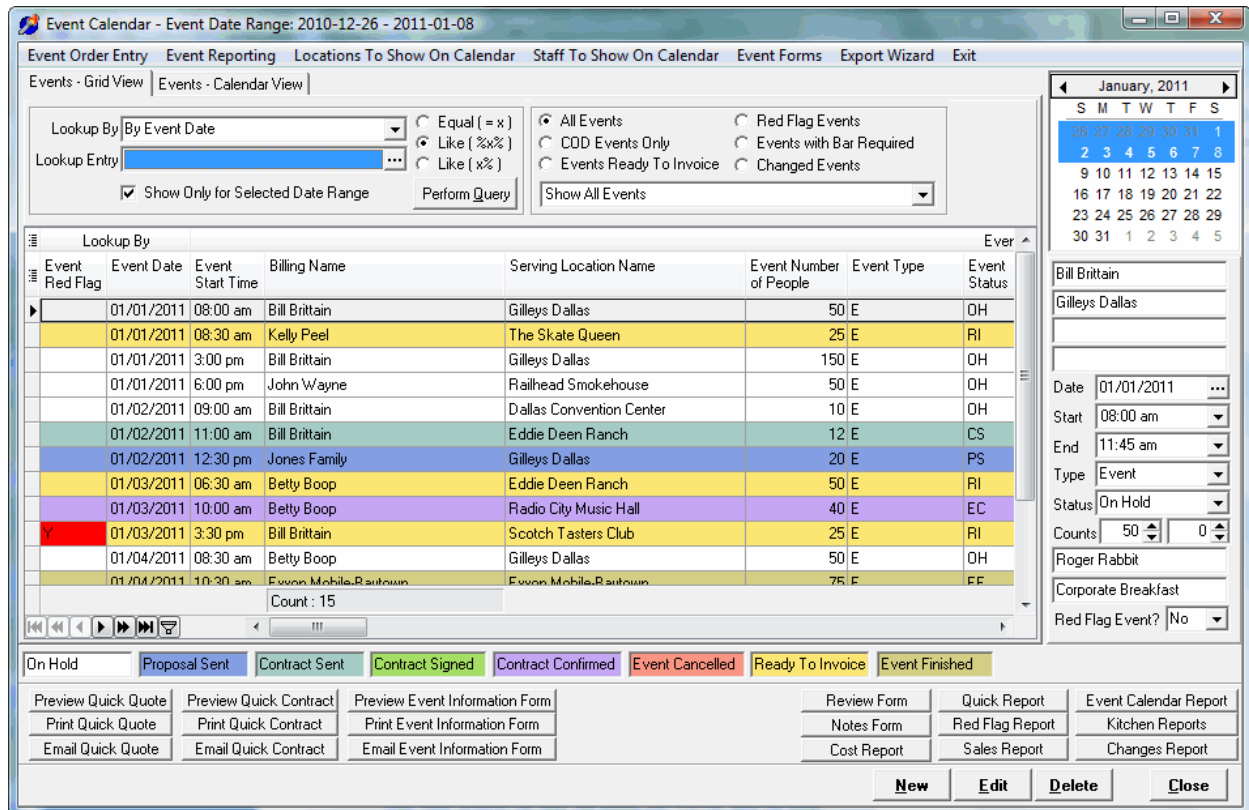


*If you are unable to access the entry or report buttons, then you have not been give user access rights for these options. Please consult with your system administrator to obtain your needed user rights.*

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

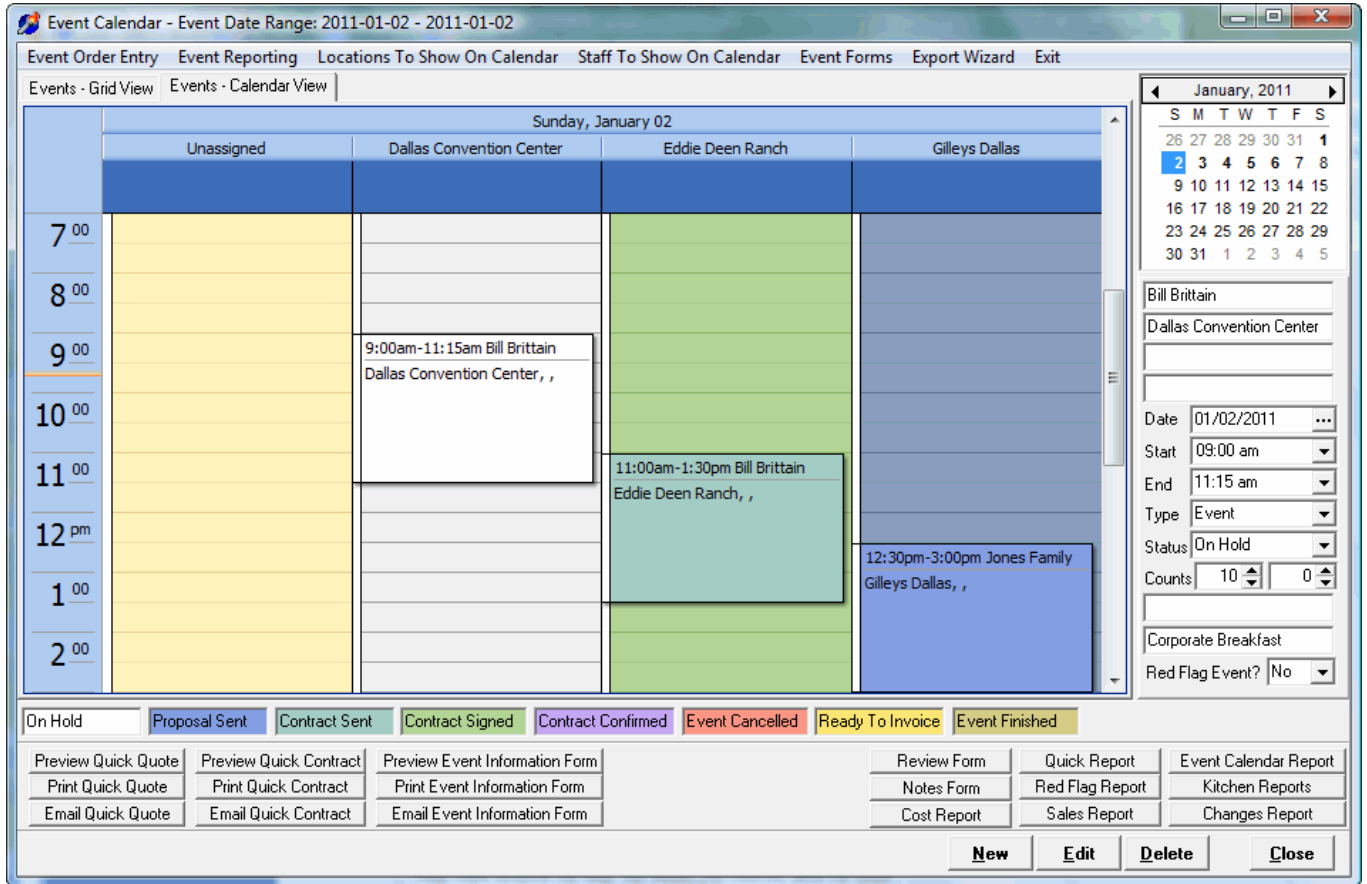
The event grid view presents the event entries in a columnar, table like fashion. You can sort the events by event date, event billing name, event job number, last event update date, event location name, and by event location address. Information shown on the grid are the event date, event time, billing 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

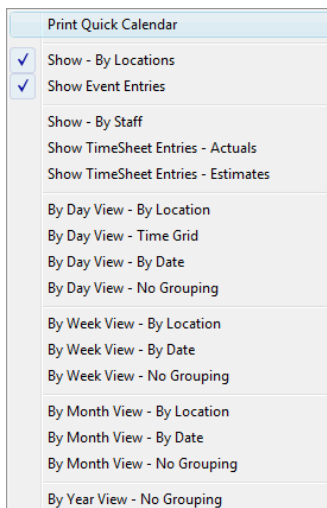


The event calendar view presents an alternative Outlook calendar style view of the events entered. You may view events by day, by week, by month, and by year.

## 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

**Event Calendar - Event Date Range: 2011-01-01 - 2011-01-31**

Event Order Entry | Event Reporting | Locations To Show On Calendar | Staff To Show On Calendar | Event Forms | Export Wizard | Exit

Events - Grid View | Events - Calendar View

Sunday, January 02  
Unassigned

8:00  
9:00 9:00am-11:15am Bill Brittain  
Dallas Convention Center, ,

10:00  
11:00 11:00am-1:30pm Bill Brittain  
Eddie Deen Ranch, ,

12:00 pm  
1:00 12:30pm-3:00pm Jones Family  
Gilleys Dallas, ,

2:00  
3:00

January, 2011

S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Bill Brittain  
Gilleys Dallas

Date: 01/01/2011 ...  
Start: 08:00 am  
End: 11:45 am  
Type: Event  
Status: On Hold  
Counts: 50 | 0  
Roger Rabbit  
Corporate Breakfast  
Red Flag Event?: No

On Hold | Proposal Sent | Contract Sent | Contract Signed | Contract Confirmed | Event Cancelled | Ready To Invoice | Event Finished

Preview Quick Quote	Preview Quick Contract	Preview Event Information Form	Review Form	Quick Report	Event Calendar Report
Print Quick Quote	Print Quick Contract	Print Event Information Form	Notes Form	Red Flag Report	Kitchen Reports
Email Quick Quote	Email Quick Contract	Email Event Information Form	Cost Report	Sales Report	Changes Report

New | Edit | Delete | Close

## Events - Calendar View - By Week

**Event Calendar - Event Date Range: 2011-01-02 - 2011-01-08**

Event Order Entry | Event Reporting | Locations To Show On Calendar | Staff To Show On Calendar | Event Forms | Export Wizard | Exit

Events - Grid View | Events - Calendar View

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday/Sunday
January, 3	4	5	6	7	8
6:30am Betty Boop 10:00am Betty Boop 3:30pm Bill Brittain	8:30am Betty Boop 10:30am Exxon Mobile-	6:30am Betty Boop 12:30pm Betty Boop	7:15am Bill Brittain		

Unassigned

Bill Brittain  
Dallas Convention Center

Date: 01/02/2011  
Start: 09:00 am  
End: 11:15 am  
Type: Event  
Status: On Hold  
Counts: 10, 0  
Corporate Breakfast  
Red Flag Event?: No

On Hold | Proposal Sent | Contract Sent | Contract Signed | Contract Confirmed | Event Cancelled | Ready To Invoice | Event Finished

Preview Quick Quote | Print Quick Quote | Email Quick Quote | Preview Quick Contract | Print Quick Contract | Email Quick Contract | Preview Event Information Form | Print Event Information Form | Email Event Information Form | Review Form | Notes Form | Cost Report | Quick Report | Red Flag Report | Sales Report | Event Calendar Report | Kitchen Reports | Changes Report

New | Edit | Delete | Close

## Events - Calendar View - By Month

**Event Calendar - Event Date Range: 2011-01-01 - 2011-01-31**

Event Order Entry | Event Reporting | Locations To Show On Calendar | Staff To Show On Calendar | Event Forms | Export Wizard | Exit

Events - Grid View | Events - Calendar View

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday/Sunday
Dec 27	28	29	30	31	January, 1
3	4	5	6	7	8
6:30am Betty Boop 10:00am Betty Boop	8:30am Betty Boop 10:30am Exxon Mobile-	6:30am Betty Boop 12:30pm Betty Boop	7:15am Bill Brittain		

Unassigned

Gilleys Dallas

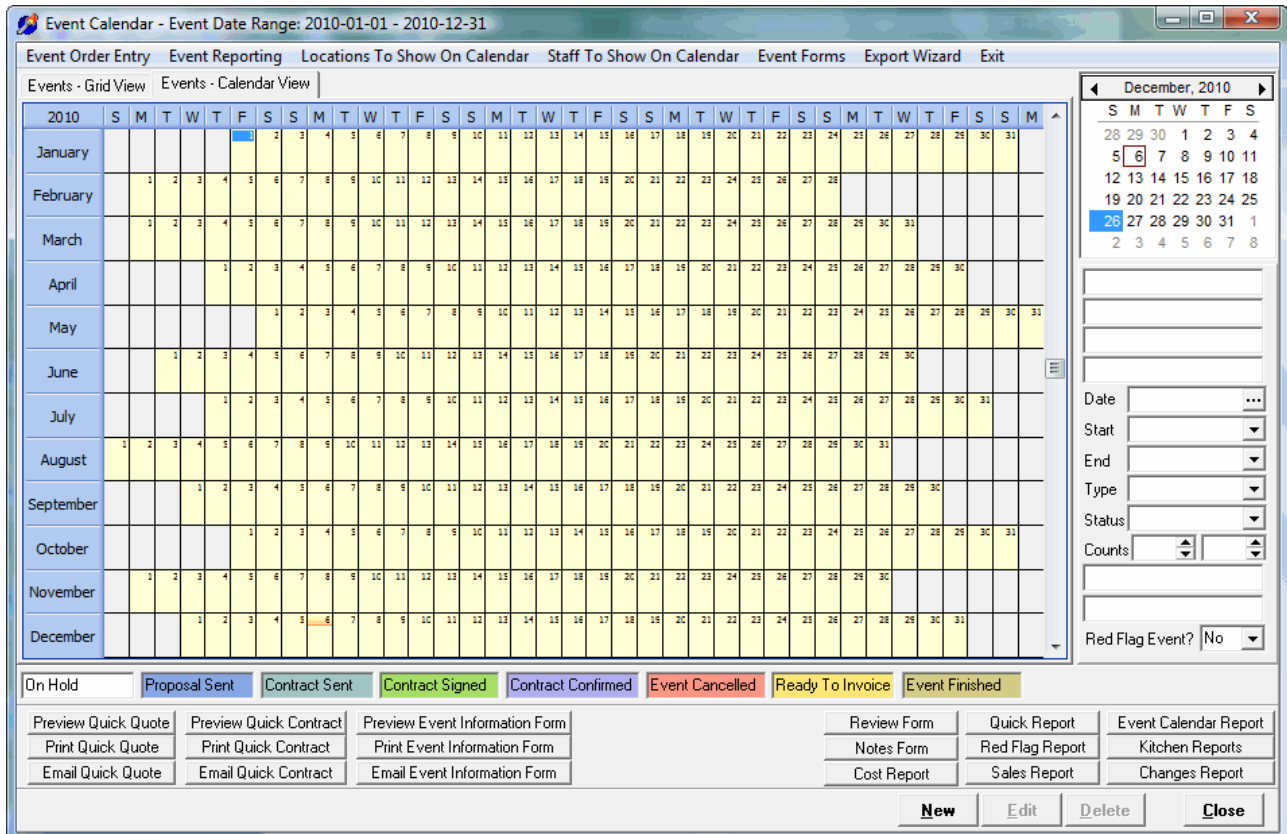
Date: 01/01/2011  
Start: 08:00 am  
End: 11:45 am  
Type: Event  
Status: On Hold  
Counts: 50, 0  
Roger Rabbit  
Corporate Breakfast  
Red Flag Event?: No

On Hold | Proposal Sent | Contract Sent | Contract Signed | Contract Confirmed | Event Cancelled | Ready To Invoice | Event Finished

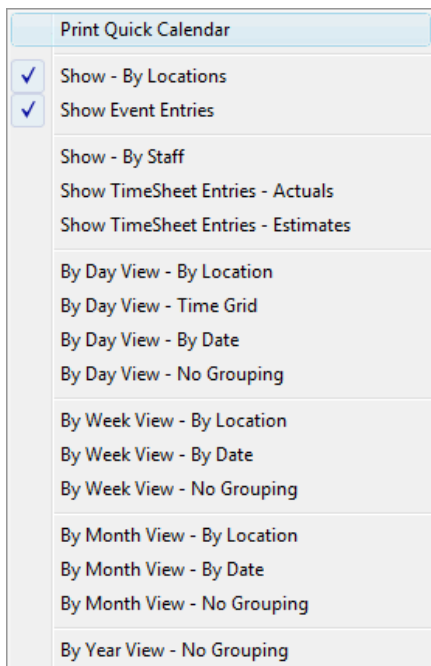
Preview Quick Quote | Print Quick Quote | Email Quick Quote | Preview Quick Contract | Print Quick Contract | Email Quick Contract | Preview Event Information Form | Print Event Information Form | Email Event Information Form | Review Form | Notes Form | Cost Report | Quick Report | Red Flag Report | Sales Report | Event Calendar Report | Kitchen Reports | Changes Report

New | Edit | Delete | Close

## Events - Calendar View - By Year



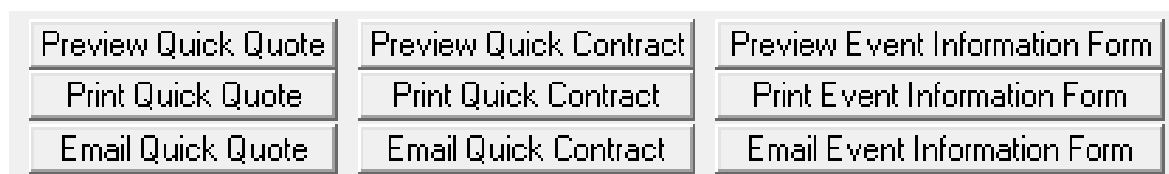
The different views within the calendar are accessed by right-clicking on the calendar and then choosing the view you wish.



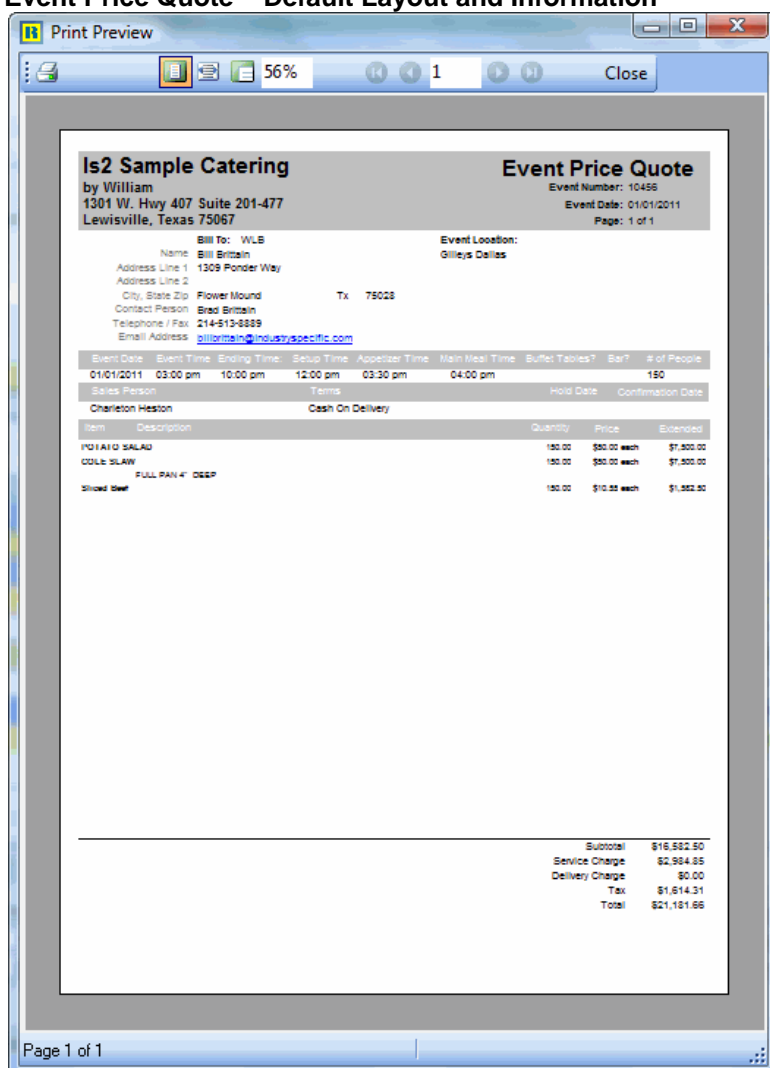
### Printing the Quote, the Contract, and the Information Form

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.



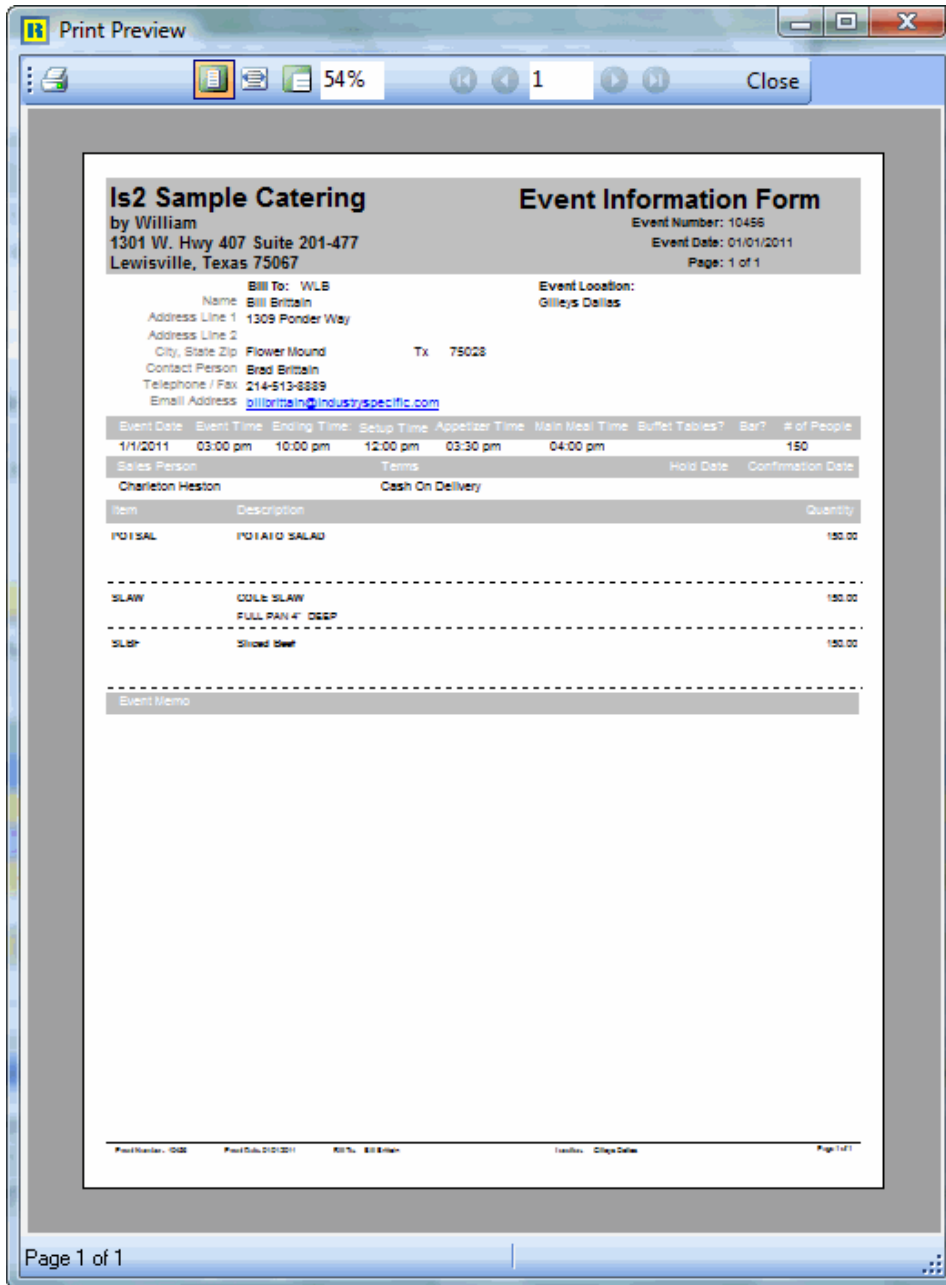
### Event Price Quote – Default Layout and Information



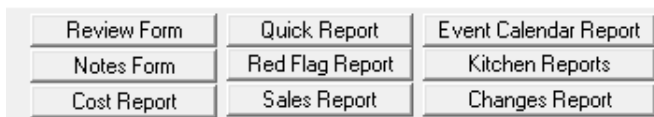
Event Contract

<b>Is2 Catering Sample - PS8732</b> 1301 W. Hwy 407 Suite 201-359 Lewisville, Texas 75067		<b>Letter of Agreement</b> Event Number: 10402 Event Date: 10/04/2008 Page: 1 of 1	
Customer Name: <b>Bill Brittan</b> Address Line 1: 1209 Ponder Way Address Line 2: City, State Zip: Contact Person: <b>Brad Brittan</b> Telephone / Fax: 214-512-5555 Email Address: <b>bbrittan@industry-specific.com</b> Event Date: 10/04/2008 Event Time: 02:00 pm	Event Location: <b>Gikeys - Downtown Dallas</b> 1125 South Lamar -	Minimum Number of People Attending: <b>50</b>	
Item / Description	Quantity	Unit Price	Price
Memphis Tennessee Style Barbecue Dinner Only Memphis style barbecue satisfies the need for hard rubbed spiky, fall off the bone big goodness.	70.00	\$27.50	\$1,925.00
Service Charge: \$0.00    Delivery Charge: \$0.00    Sales Tax: \$125.00    Total: \$2,500.00    Deposit Required: \$0.00			
<p>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.</p> <p><b>Description/Agenda of Event:</b>                  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.</p> <p><b>Payment Schedule:</b>                  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 the event be cancelled by Company for any reason. Deposits will be fully refundable if Customer cancels event by notifying Company no later than noon one day prior to event.</p> <p><b>Force Majeure:</b>                  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.</p> <p><b>Notices:</b>                  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.</p>			
_____ Date _____	_____ Date _____		
Representative, Company	<b>Brad Brittan</b> Representative, Customer		
Customer/Event: 0    Bill Brittan	Event/Date: 10/04/2008	Page 1 of 1	

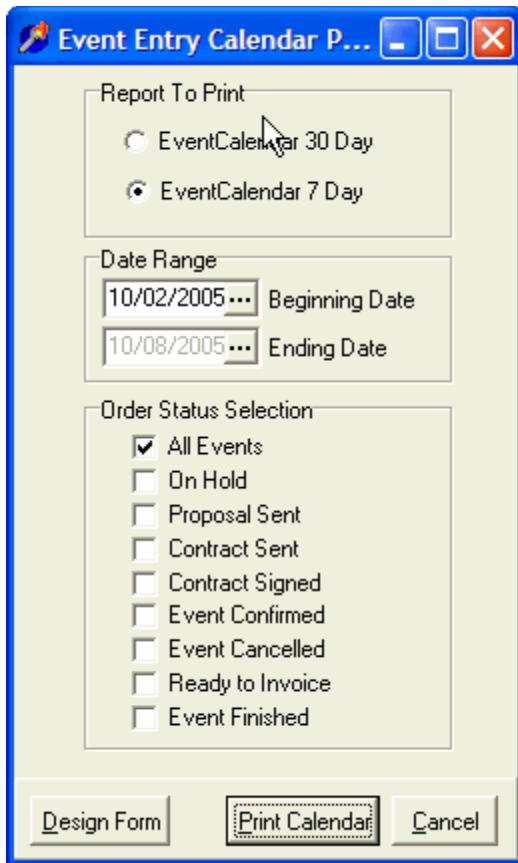
Event Information Form

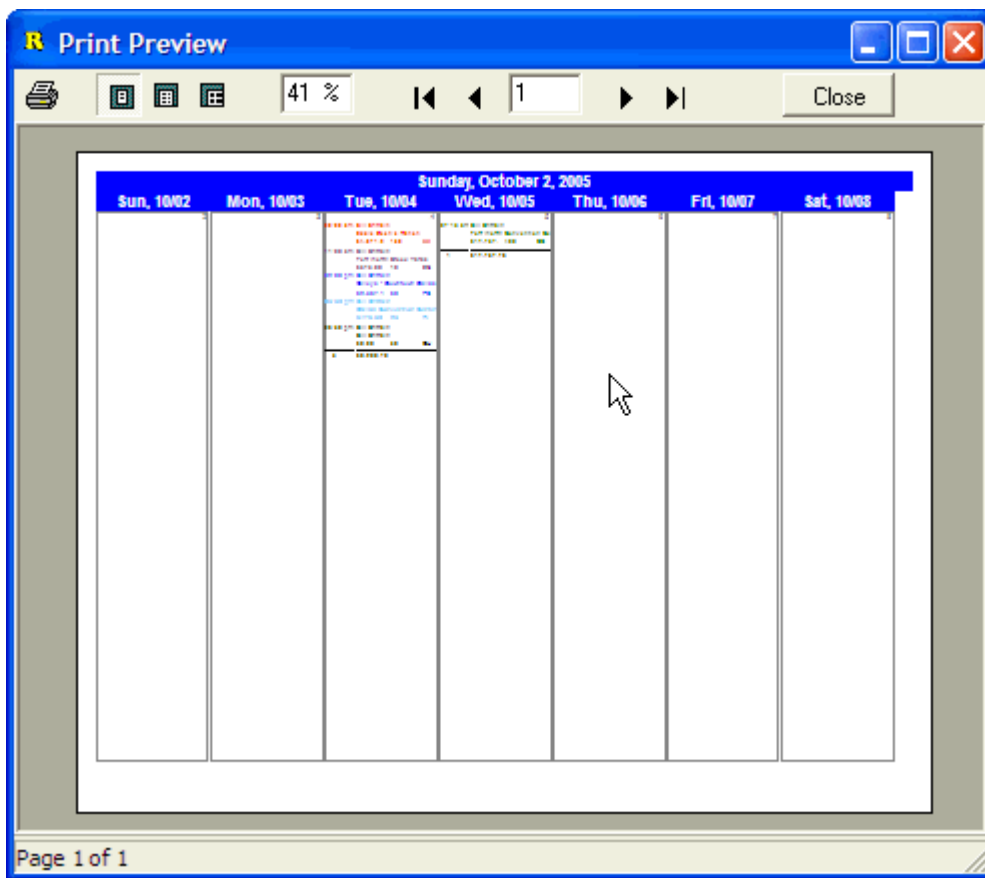


There are many reports that can be printed from the event browse screen, the event quick report, the event review report, event notes report, event costs report, the event red flag report, the event sales report, the event kitchen cutsheet report, the event changes report, plus a 7 day and 30 day calendar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





## 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.

**Customer Event Entry** Event Number: 10456

**Bill To:** WLB ...  
 Bill Brittain  
 1309 Ponder Way  
 Flower Mound ... Tx ... 75028  
 Brad Brittain  
 214-513-8889  
 billbrittain@industryspecific.com

**Event Location:** GD ...  
 Gilleys Dallas

Region  
 Map

Basic | **Billing Setup** | Line Items | Review | Notes | Staff | Kitchen | Log | A/R History | Costs | Images | TimeSheets

Event Date: 1/1/2011 ... 1/1/2011 ... Archived: No  
 Time: 03:00 pm ... 10:00 pm  
 Number of People: 150 Children: 40  
 Setup Time: 12:00 pm  
 Appetizer Serving Time: 03:30 pm  
 Main Menu Serving Time: 04:00 pm  
 Buffet Tables: No  
 Bar: No  
 Occasion Type: Scholarship ... Scholarship Luncheon  
 Representative: CH ... Charleton Heston  
 Red Flag Memo:   
 Order Type: Event  
 Order Status: On Hold  
 Referred By:   
 Last Update Date: 12/6/2010  
 Last Update Time: 10:13:06 AM  
 Last Update User: cateringguest  
 Red Flag Event?: No

Copy From Prior Event Ok Cancel

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.

**Customer Event Entry** Event Number: 10456

---

Bill To: WLB ... ..

Bill Britain  
1309 Ponder Way  
Flower Mound ... Tx ... 75028  
Brad Brittain  
214-513-8889  
billbrittain@industryspecific.com

Event Location: GD ... ..

Gilleys Dallas  
Region  
Map

---

Basic | Billing Setup | Line Items | Review | Notes | Staff | Kitchen | Log | A/R History | Costs | Images | TimeSheets

Line	Item	Item Description	Quantity	Retail Price	Discount Price	Extended Price	Tax
▶ 1	POTSAL	POTATO SALAD	150.00	50.00	50.00	7500.00	Y
2	SLAW	COLE SLAW	150.00	50.00	50.00	7500.00	Y
3	SLBF	Sliced Beef	150.00	10.55	10.55	1582.50	Y

---

Sales Tax Rate: 8.25

Calculated Tax: 1614.31

Taxable: 19567.35

Exempt: 0.00

Cancellation Fee: 0.00

16582.50 Subtotal: 16582.50

18 % 2984.85 Service Charge: 2984.85

Delivery Charge: 0.00

Sales Tax: 1614.31

Billing Total: 21181.66

10590.83 Deposit Required: 10590.83

---

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.

Event Entry - Billing Line Item

Job Number: 10402      Line: 3

Bill To: WLB      Bill Britain

Item Pricing | Item Costs

Item Information

Item: [ ] ...

Category: [ ]      G.L. Sales Account: [ ] ...

Taxable: [ ]      Station: [ ]

Service Charges: [ ]

Unit: [ ]      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

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.

Item Id.	Description	Unit	Price	Category
BBQ-NM	New Mexico Style Barbecue Dinner	each	30.00	Main Menu
BBQ-NY	New York Style Yankee Barbecue	each	40.00	Main Menu
BBQ-TN	Memphis Tennessee Style Barbecue	each	27.50	Main Menu
BBQ-Tx	Texas Style Barbecue Dinner	each	25.00	Main Menu
bill	bill test	each	0.00	Main Menu

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

Event Entry - Billing Line Item

Job Number: 10402 Line: 2

Bill To: WLB Bill Britain

Item Pricing | Item Costs

Item Information

Item: BBQ-TN Memphis Tennessee Style Barbecue Dinner

Category: Main Menu G.L. Sales Account: 4100

Taxable: Yes Station:

Service Charges: Yes

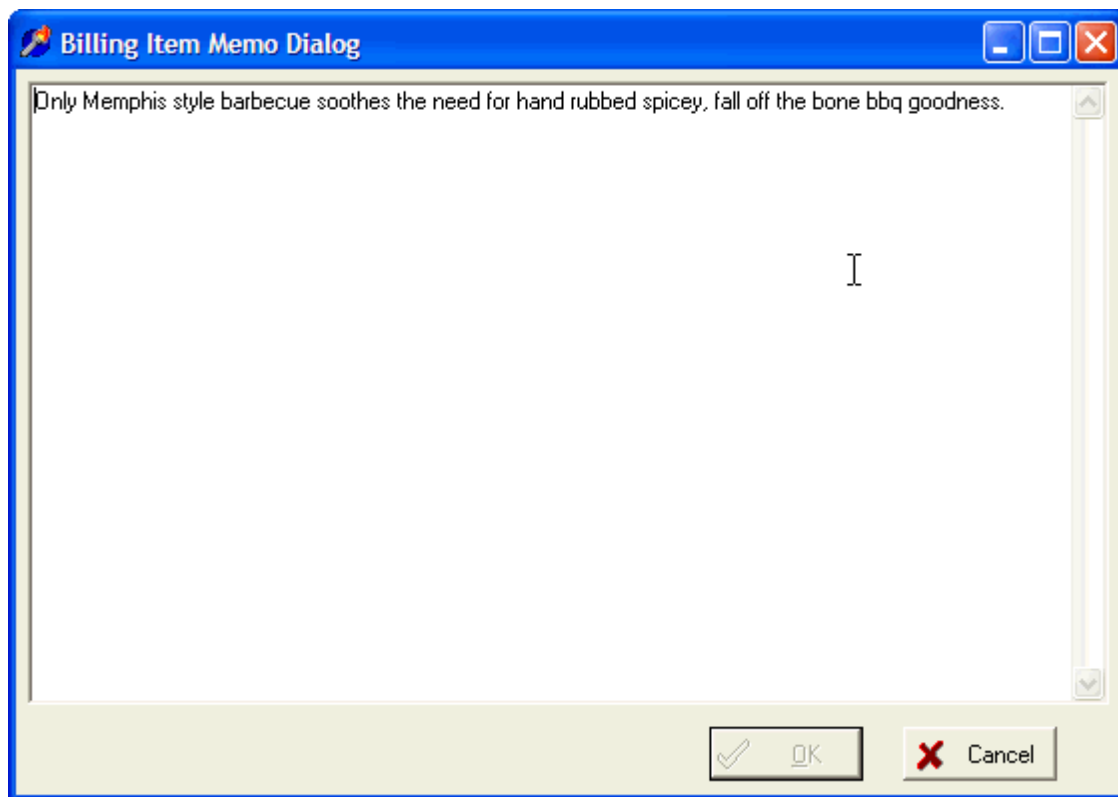
Unit: each Display Line: 2

Quantity	Regular Price	Discount	Discounted Price	Extended Price
70.00	27.50	0.000 %	27.50	1925.00

Only Memphis style barbecue soothes the need for hand rubbed spicy, fall off the bone bbq goodness.

Ok Cancel

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 Britain

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

Customer Event Entry Event Number: 10456

Bill To: WLB ... ..  
 Bill Britain  
 1309 Ponder Way  
 Flower Mound ... Tx ... 75028  
 Brad Britain  
 214-513-8889  
 billbrittain@industyspecific.com

Event Location: GD ... ..  
 Gilleys Dallas  
 ... ..  
 ... ..  
 Region  
 Map

Basic | Billing Setup | Line Items | Review | Notes | Staff | Kitchen | Log | A/R History | Costs | Images | TimeSheets

	Quoted Prices	Quoted Costs		Cut Sheet Costs	
Main Menu	16582.50	1080.00		0.00	
Appetizer Menu	0.00	0.00		0.00	
Bar Menu	0.00	0.00		0.00	
Facility	0.00	0.00		0.00	
Entertainment	0.00	0.00		0.00	
Security	0.00	0.00		0.00	
Parking	0.00	0.00		0.00	
Transportation	0.00	0.00		0.00	
Staffing	0.00	0.00		0.00	
Rentals	0.00	0.00		0.00	
Other	0.00	0.00	Profit	0.00	Profit
Totals	16582.50	1080.00	15502.50	0.00	0.00

Copy From Prior Event Ok Cancel

### Notes Screen

Customer Event Entry Event Number: 10456

Bill To: WLB ... ..  
 Bill Britain  
 1309 Ponder Way  
 Flower Mound ... Tx ... 75028  
 Brad Britain  
 214-513-8889  
 billbrittain@industyspecific.com

Event Location: GD ... ..  
 Gilleys Dallas  
 ... ..  
 ... ..  
 Region  
 Map

Basic | Billing Setup | Line Items | Review | Notes | Staff | Kitchen | Log | A/R History | Costs | Images | TimeSheets

You can put any kind of notes that you want to maintain about the event here. Double-click to bring up a full editor.

Copy From Prior Event Ok Cancel

### Staff Screen

### Kitchen Screen

Completion Status	Assigned To	Item	Description	Qty	Cost	Cost Extended	Station

## Log Screen – changes made to the Event

**Customer Event Entry** Event Number: 10456

Bill To: WLB  
 Bill Brittain  
 1309 Ponder Way  
 Flower Mound Tx 75028  
 Brad Brittain  
 214-513-8889  
 billbrittain@industryspecific.com

Event Location: GD  
 Gilleys Dallas

Region  
 Map

Basic | Billing Setup | Line Items | Review | Notes | Staff | Kitchen | Log | A/R History | Costs | Images | TimeSheets

Activity Date	Activity Time	Activity User	Activity	Activity Description	Control Nbr
7/29/2009	10:58:08 AM	cateringguest	Edit	Edited Changes Approved	331
12/6/2010	9:29:34 AM	cateringguest	Edit	Edited Changes Approved	364
12/6/2010	10:03:25 AM	cateringguest	Edit	Edited Changes Cancelled	381
12/6/2010	10:05:17 AM	cateringguest	Edit	Edited Changes Approved	384
12/6/2010	10:13:23 AM	cateringguest	Edit	Edited Changes Approved	385
12/6/2010	12:18:45 PM	cateringguest	Edit	Edited Changes Cancelled	388

View Activity Item

Copy From Prior Event

Ok Cancel

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.

**Event Activity Log Item**

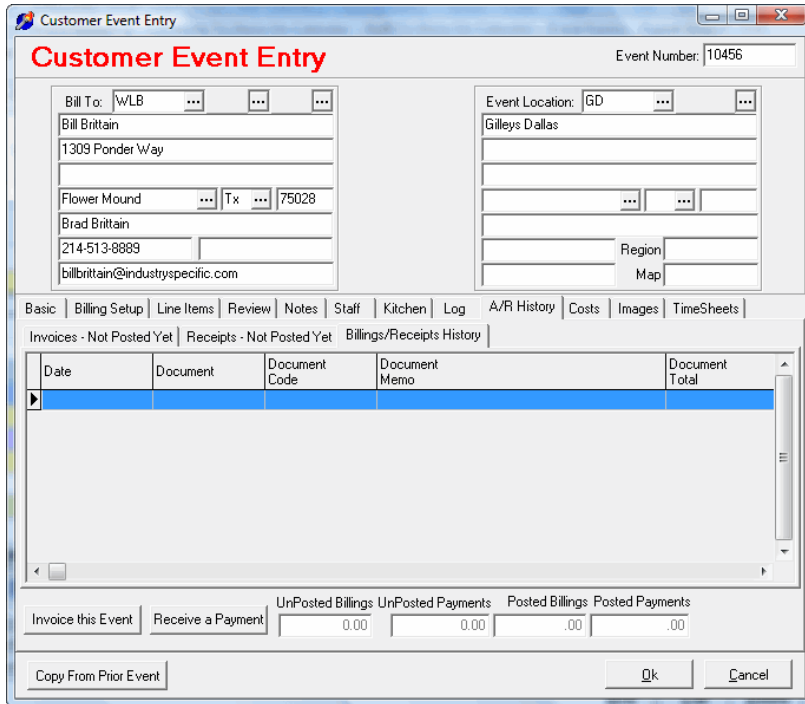
Event Number: 0  
 Bill To: Bill Brittain WLB

Control Number: 331 Date: 7/29/2009  
 Activity Number: Edit Time: 10:58:08 AM  
 Description: Edited Changes Approved User: cateringguest

Subtotal was changed from 7500 to 15000.  
 ServiceCharge was changed from 1350 to 2700.  
 Tax was changed from 730.13 to 1460.25.  
 Total was changed from 9580.13 to 19160.25.  
 Deposit Required was changed from 4790.07 to 9580.13.  
 ..... Item Detail Line 2 - SLAW - COLE SLAW was added.

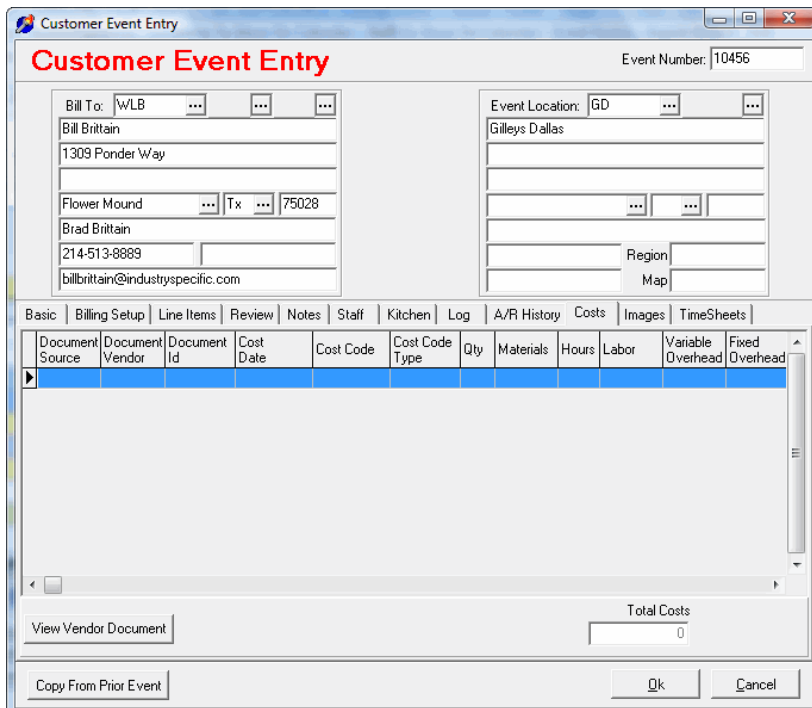
Close

**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

The screenshot shows the 'Customer Event Entry' window. At the top, the title bar reads 'Customer Event Entry' and the window title is 'Customer Event Entry'. The 'Event Number' is 10456. The form is divided into two main sections: 'Bill To' and 'Event Location'. The 'Bill To' section includes fields for 'Bill To' (WLB), 'Bill Britain', '1309 Ponder Way', 'Flower Mound', 'Tx', '75028', 'Brad Britain', '214-513-8889', and 'billbritain@industyspecific.com'. The 'Event Location' section includes 'Event Location' (GD), 'Gilleys Dallas', and 'Region' and 'Map' buttons. Below these sections is a menu bar with options: Basic, Billing Setup, Line Items, Review, Notes, Staff, Kitchen, Log, A/R History, Costs, Images, and TimeSheets. The main area contains a table with the following columns: Document Job, Program Area, Document Id, Document Date, Document Description, and Document Image Id. The table is currently empty. At the bottom of the window, there are navigation buttons (Back, Forward, Home, Refresh) and action buttons: 'New', 'Edit', 'Delete', 'Copy From Prior Event', 'Ok', and 'Cancel'.

**Time Sheets Screen** – time sheet entries assigned to this event

Customer Event Entry

Event Number: 10456

Bill To: WLB ... ..  
 Bill Britain  
 1309 Ponder Way  
 Flower Mound ... Tx ... 75028  
 Brad Britain  
 214-513-8889  
 billbritain@industriesspecific.com

Event Location: GD ... ..  
 Gilleys Dallas  
 Region  
 Map

Basic | Billing Setup | Line Items | Review | Notes | Staff | Kitchen | Log | A/R History | Costs | Images | TimeSheets

Staff Id	Staff Name	In Date	In Time	Out Time	Hours	Minutes	Dept	Billable	Category

New Time Edit Time Delete Time

Copy From Prior Event Ok Cancel

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.



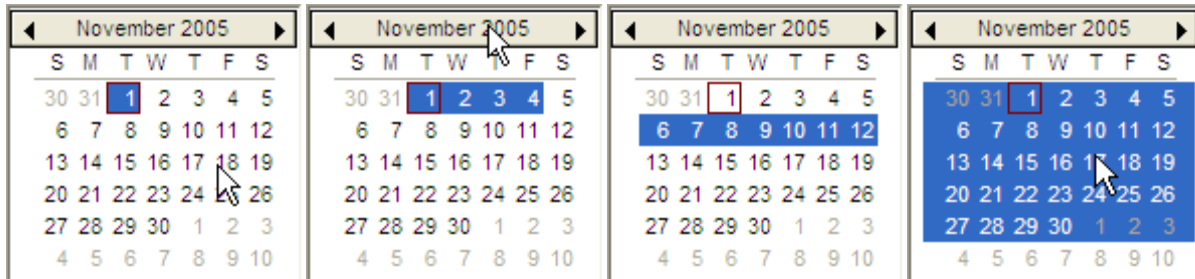
## Using the Event Calendar - Grid View and Calendar View - Part 2

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.

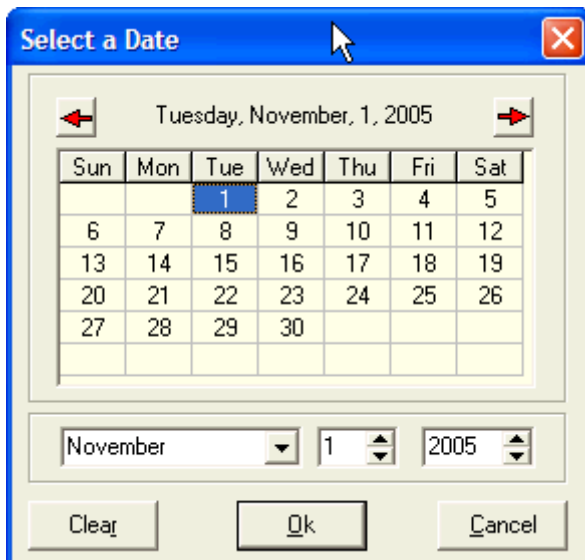
The Show Only for Selected Date Range allows you view only the events for the date range chosen on the calendar navigator.

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.

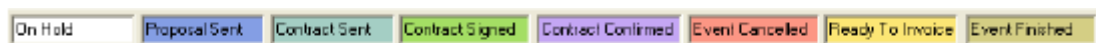
The calendar navigator can be used to select a single date, two days, a week, or an entire month.



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.

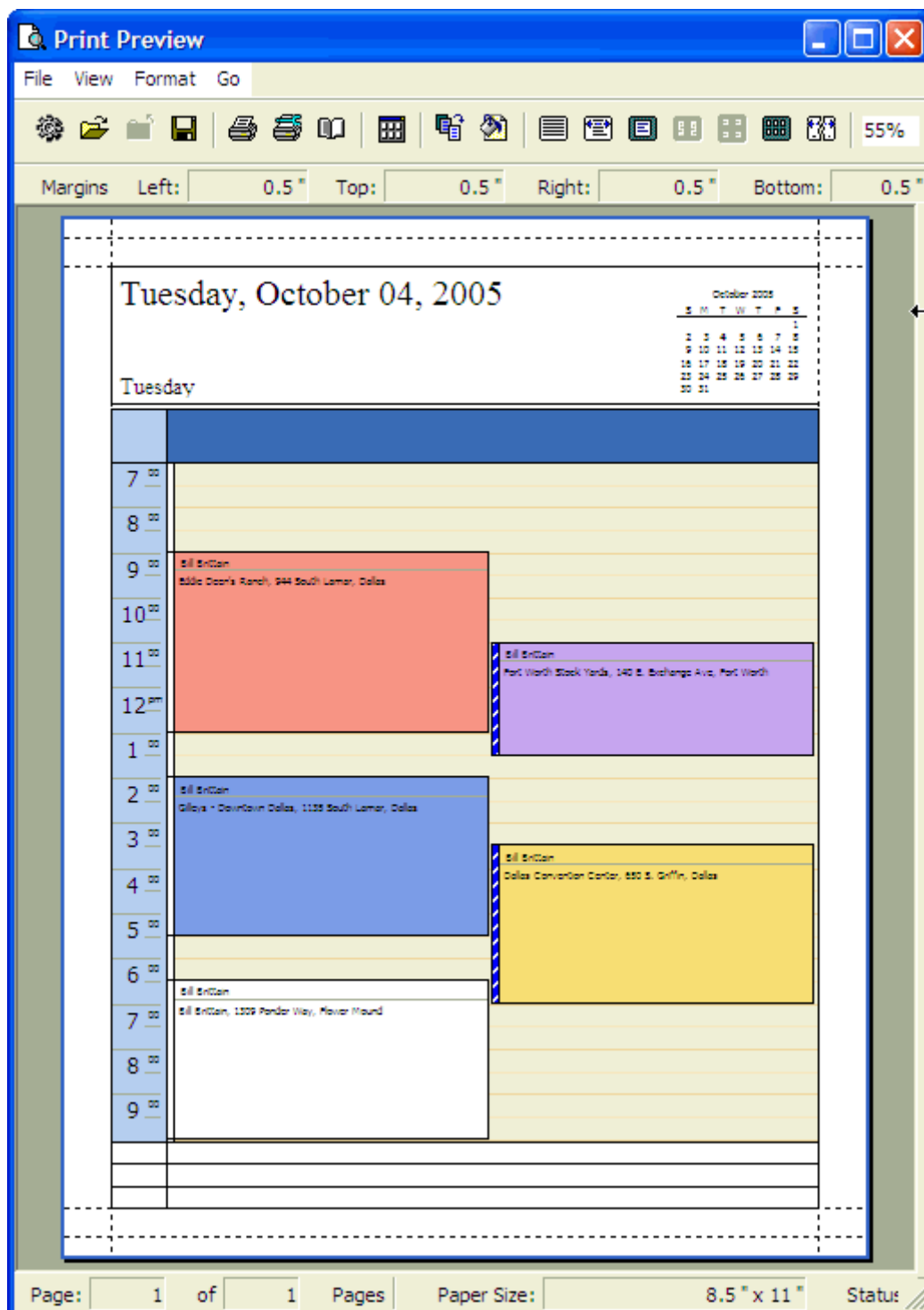


The statuses and their colors are:

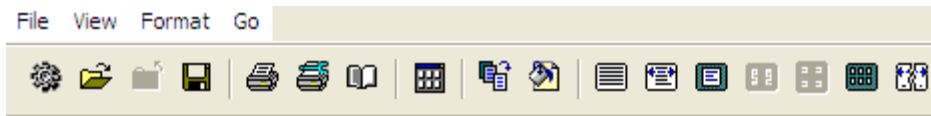
1. On Hold (White)
2. Proposal Sent ( Light Blue )
3. Contract Sent ( Cyan )
4. Contract Signed ( Light Green )
5. Contract Confirmed ( Light Purple )
6. Event Cancelled ( Light Red )
7. Event Ready To Invoice ( Light Tan )

8. Event - All Work Finished ( Light Brown )

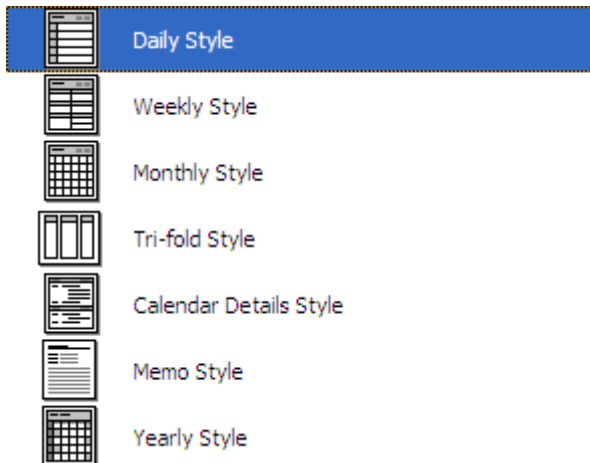
The quick calendar printout can be accessed by right-clicking on the calendar when in the calendar view. The default report is a day view printout.



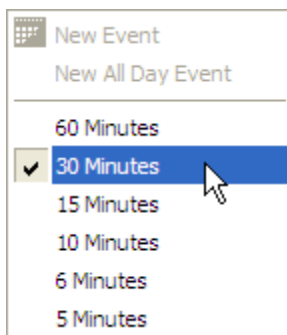
Different calendar printout views can be chosen from the report designer which looks like a rotating cog ( far left on the report design change panel ).



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

Double-Click Locations to Check / Uncheck.

Close

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		

Double-Click Employees to Check / Uncheck.

Close

## 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.

**Send Email**

To: customer@company.com From: support@is2software.com

CC: Server: 192.168.0.3

BCC: support@is2software.com Account: support@is2software.com

Priority: Normal  Return Receipt Password: \*\*\*\*\*

Subject: Event Price Quote - Bill Britain - 10396  Authenticate

Attached is an Adobe Pdf file for an Event Price Quote - Event: 10396 for Bill Britain.

This is a price quote for your upcoming event. Please review the information to make sure everything is correct.

We will contact within a few hours to go over the price quote and discuss whether a deposit may be required and terms.


Thank you.

Bill Britain

Attachment Filename  
C:\Build\_2006\Catering\_Central\Pdf\Quote\_10396.Pdf

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%

**Is2 Catering Sample - PS8732** **Event Price Quote**

1301 W. Hwy 407  
 Suite 201-359  
 Lewisville, Texas 75067

Event Number: 10396  
 Event Date: 10/04/2006  
 Page: 1 of 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@industryspective.com

**Event Location:**  
 Eddie Dean'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						100

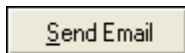
Sales Person: Charleton Heston      Terms: Cash On Delivery      Hold Date:      Confirmation Date:

Item	Description	Quantity	Price	Extended
	New Mexico Style Barbecue Dinner	150.00	\$30.00 each	\$4,500.00

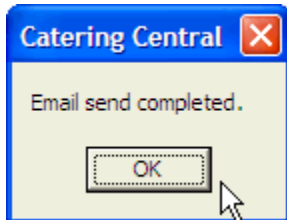
Subtotal: \$4,500.00  
 Service Charge: \$810.00  
 Delivery Charge: \$0.00  
 Tax: \$438.08  
**Total: \$5,748.08**

1 of 1      8.5 x 11 in

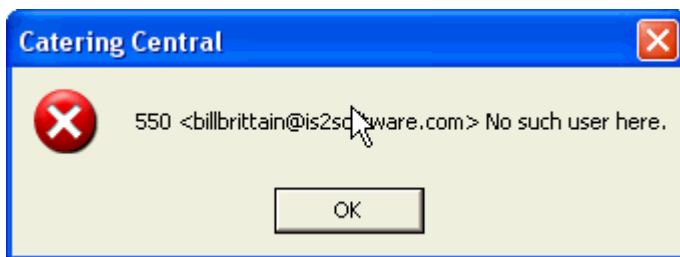
4. To send the email, click on the Send Email button located at the bottom right of the Email screen.



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.

Customer Event Entry

Event Number: 10394

Bill To: WLB ...

Bill Brittain  
1309 Ponder Way  
Flower Mound ... Tx ... 75028  
Brad Brittain  
214-513-8889  
billbrittain@is2software.com

Event Location: FWSY ...

Fort Worth Stock Yards  
140 E. Exchange Ave  
Fort Worth ... Tx ... 76106

Region  
Map

Basic | Billing Setup | Line Items | Review | Notes | Staff | Kitchen | Log | A/R History | Costs | Layouts | Images | TimeSheets

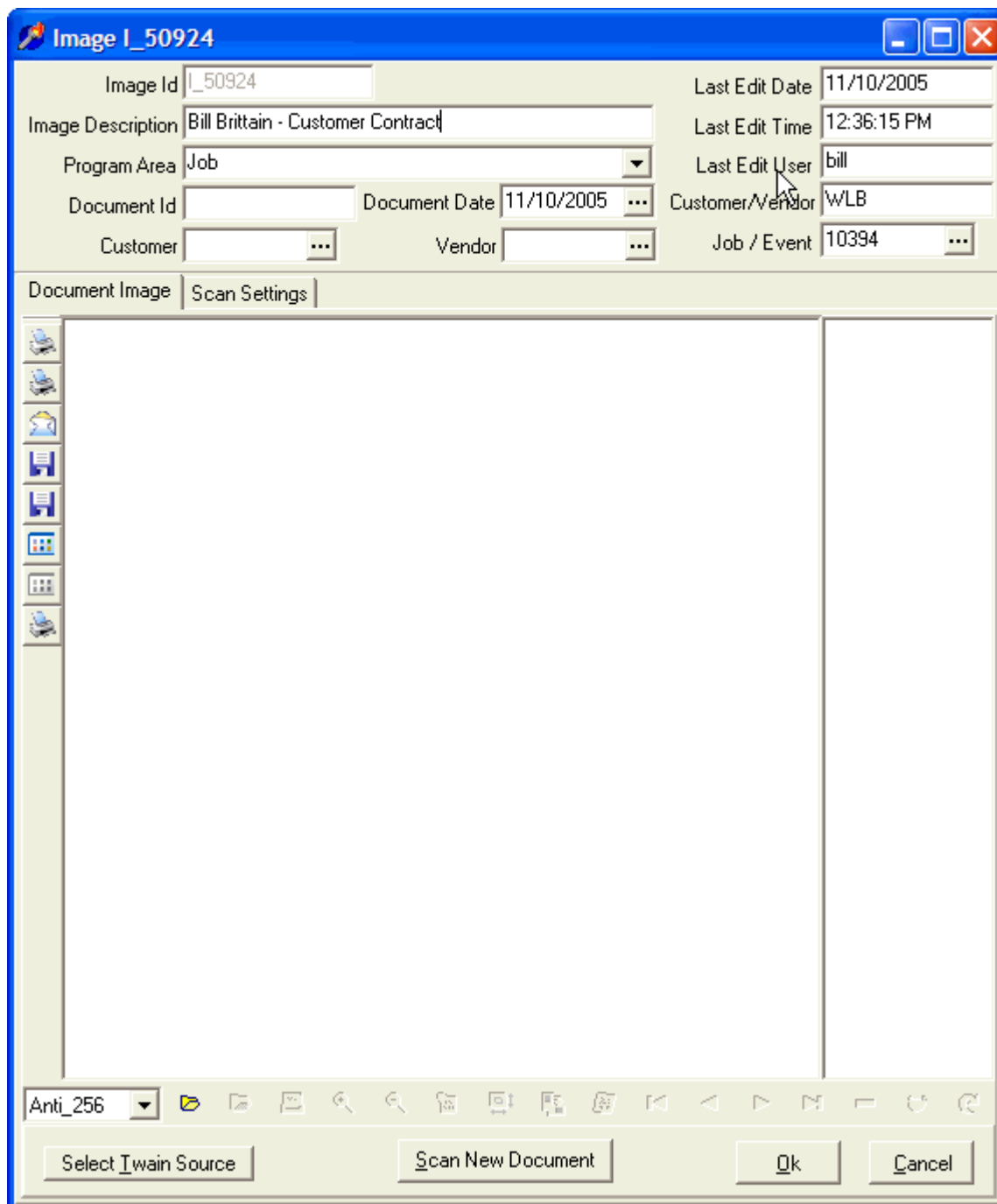
Document Job	Program Area	Document Id	Document Date	Document Description	Document Image Id

Navigation: [Previous] [Next] [New] [Edit] [Delete]

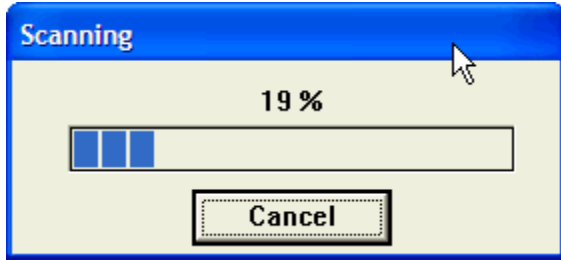
Copy From Prior Event [Ok] [Cancel]

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.

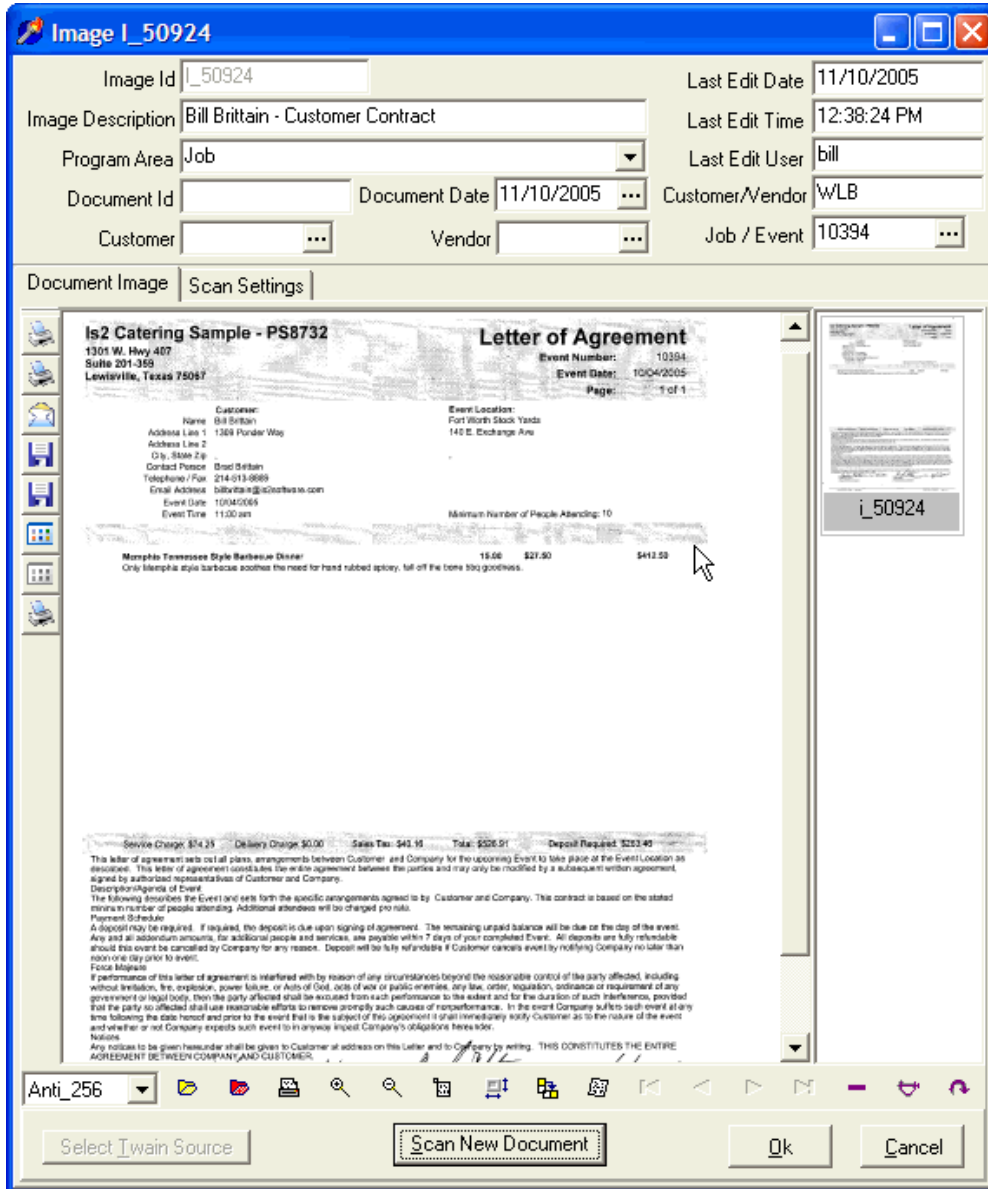
Place your printed document in the scanner. Click on the Scan New Document button to begin the document scanning.



3. Scanning progress will be shown.

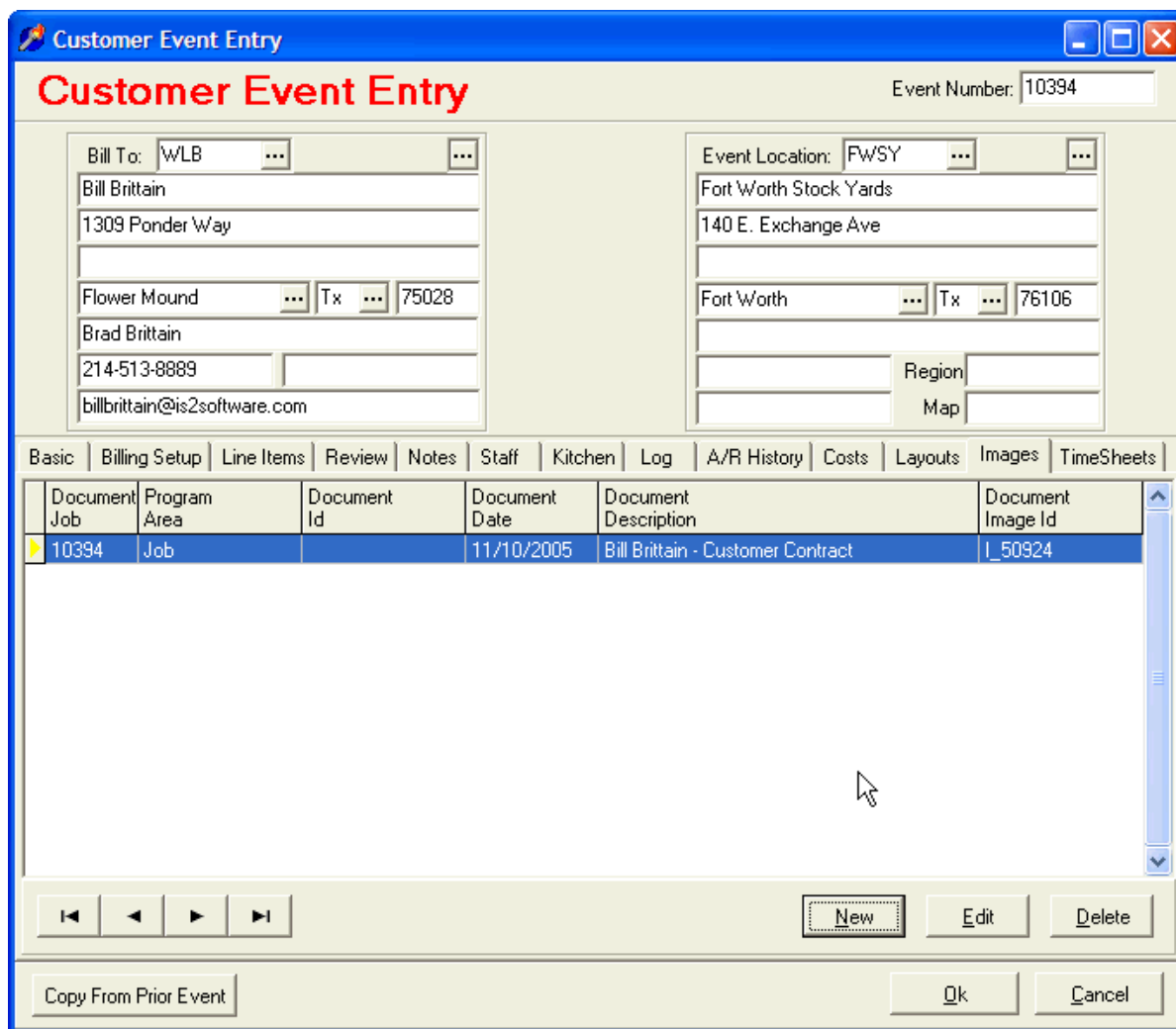


4. When completed, the scanned document will show in the Scan Preview window.



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.

Customer Event Entry

Event Number: 10394

Bill To: WLB  
 Bill Britain  
 1309 Ponder Way  
 Flower Mound Tx 75028  
 Brad Britain  
 214-513-8889  
 billbrittain@is2software.com

Event Location: FWSY  
 Fort Worth Stock Yards  
 140 E. Exchange Ave  
 Fort Worth Tx 76106  
 Region  
 Map

Basic | Billing Setup | Line Items | Review | Notes | Staff | Kitchen | Log | A/R History | Costs | Layouts | Images | TimeSheets

Employee	Employee Name	In Date	In Time	Out Time	Hours	Minutes	Dept	Billable	Category

New Time Edit Time Delete Time

Copy From Prior Event Ok Cancel

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.

**Time Sheet Entry**

Employee [ ]

**Time Entry**

Date: 10/04/2005... Control Nbr: 50933

Start Time: 11:00 am

End Time: 01:30 pm

Calculated: 2 Hr, 30 Min.

Billable: Yes

Department: [ ]

Time Category: Actual

**Order Information**

Order Number: [ ]

Invoice Number: [ ]

Customer: WLB Bill Brittain

Job Number: 10394 Bill Brittain

Ok Cancel

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

**TimeSheet Entry - Employee Lookup**

Lookup Characters: [ ]

Lookup by: By Employee Number

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

Clear Ok Cancel

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.

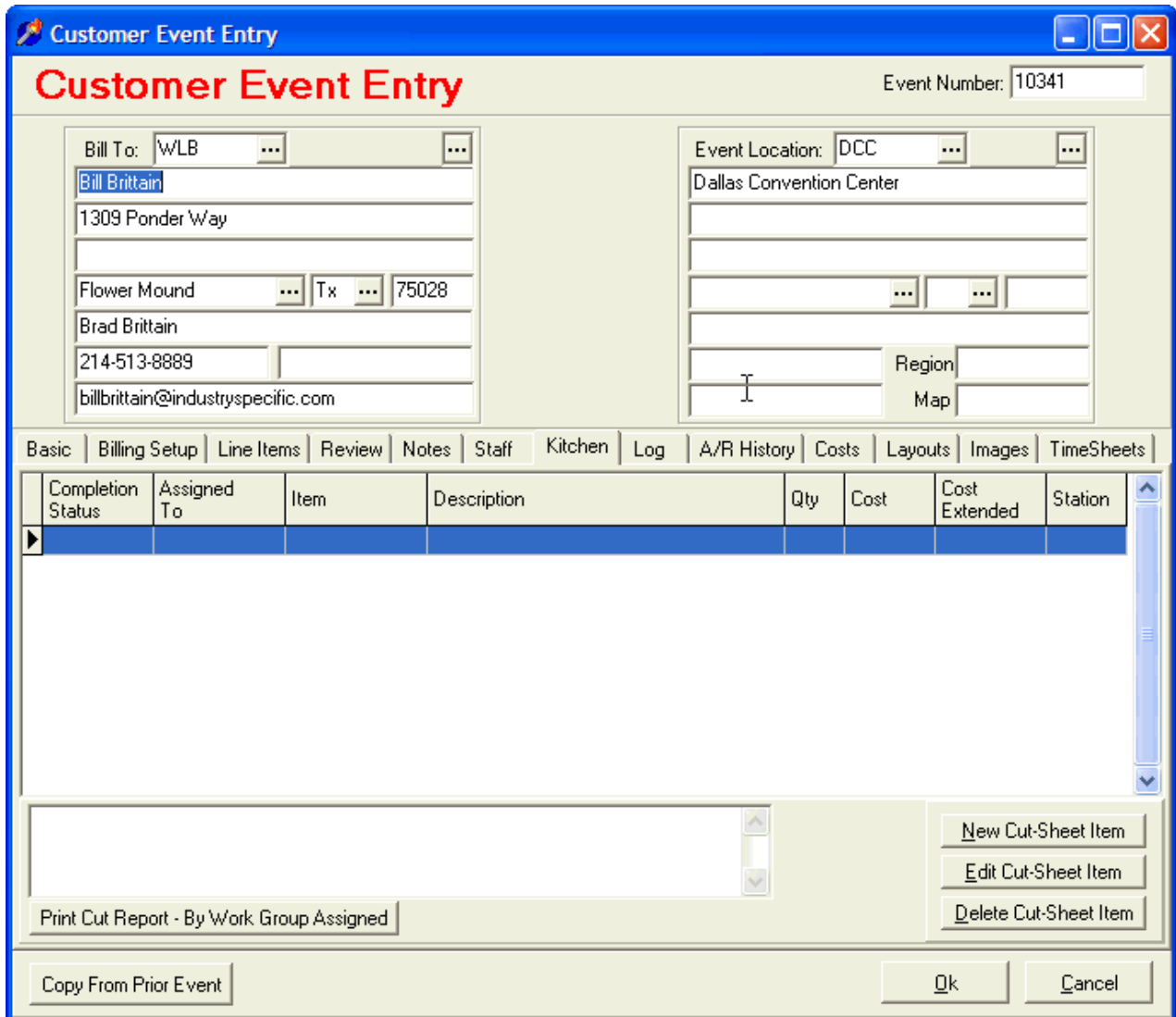
Employee	Employee Name	In Date	In Time	Out Time	Hours	Minutes	Dept	Billable	Category
BRADSH,	RONALD K. BRADSHAW	10/04/2005	11:00 am	01:30 pm	2	30	Y		Actual

### 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.

**Event Entry - Kitchen Cut Sheet Line Item**

Event Number: 10341 Line: 4  
 Bill To: w/LB Bill: Bill Britain

**Item / Task Information**

Task Item: [Lookup] Display Line: 4  
 Description: [Text]  
 Category: [Dropdown]  
 Quantity: 1.00  
 Cost: 0.00  
 Unit: [Text]  
 Extended Cost: 0.00  
 Station: [Text]

**Work Group Responsible**

Assigned To: [Lookup] Status: Assigned - Not Started

Ok Cancel

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

**Event Task Item - Lookup**

Lookup Characters: [Text] Lookup by: By Task Item Id

Task Item Id.	Description
BBQBeef	Barbecue Beef
BBQChicken	Barbecue Chicken
ColeSlaw	Cole Slaw
MashPotatoes	Mash Potatoes
PintoBeans	Pintos Beans - Plain
Rolls	Dinner Rolls
RSBeans	Ranch Style Beans

New Edit Clear Ok Cancel

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** 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	

---

Print Cut Report - By Work Group Assigned

New Cut-Sheet Item

Edit Cut-Sheet Item

Delete Cut-Sheet Item

---

Copy From Prior Event Ok Cancel

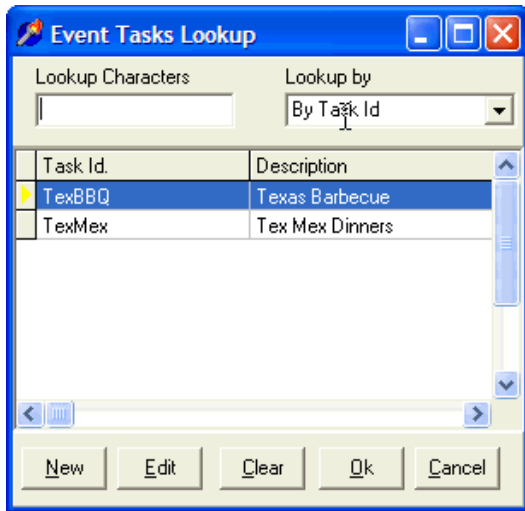
## Events - How To Pull Task Sets Of Cut-Sheet Entries

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.

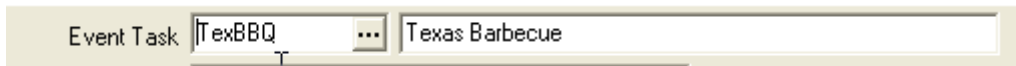
### To pull a task set of kitchen cut-sheet items automatically:

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.

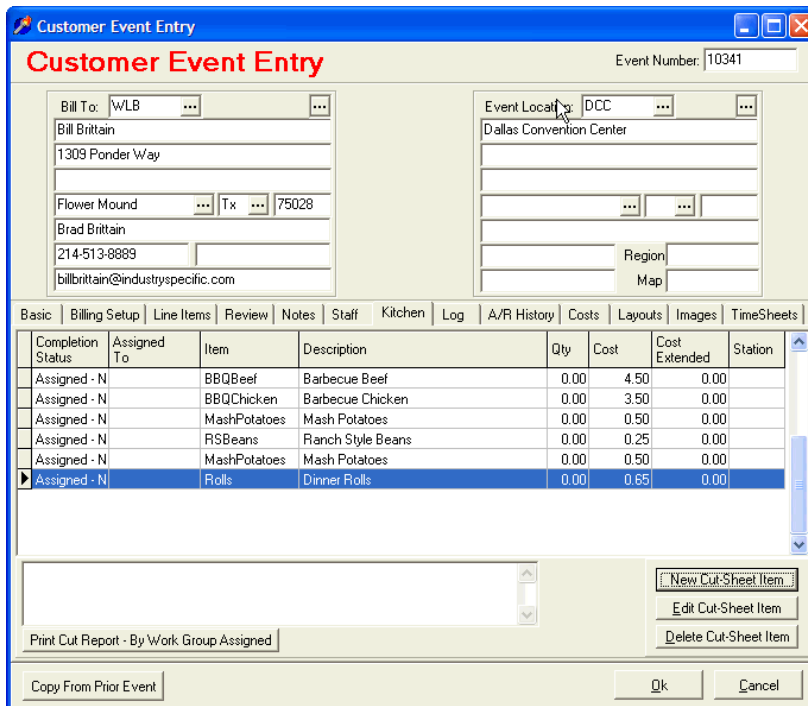
2. The Task Set Lookup dialog will appear. Choose the task set needed for this event.



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.



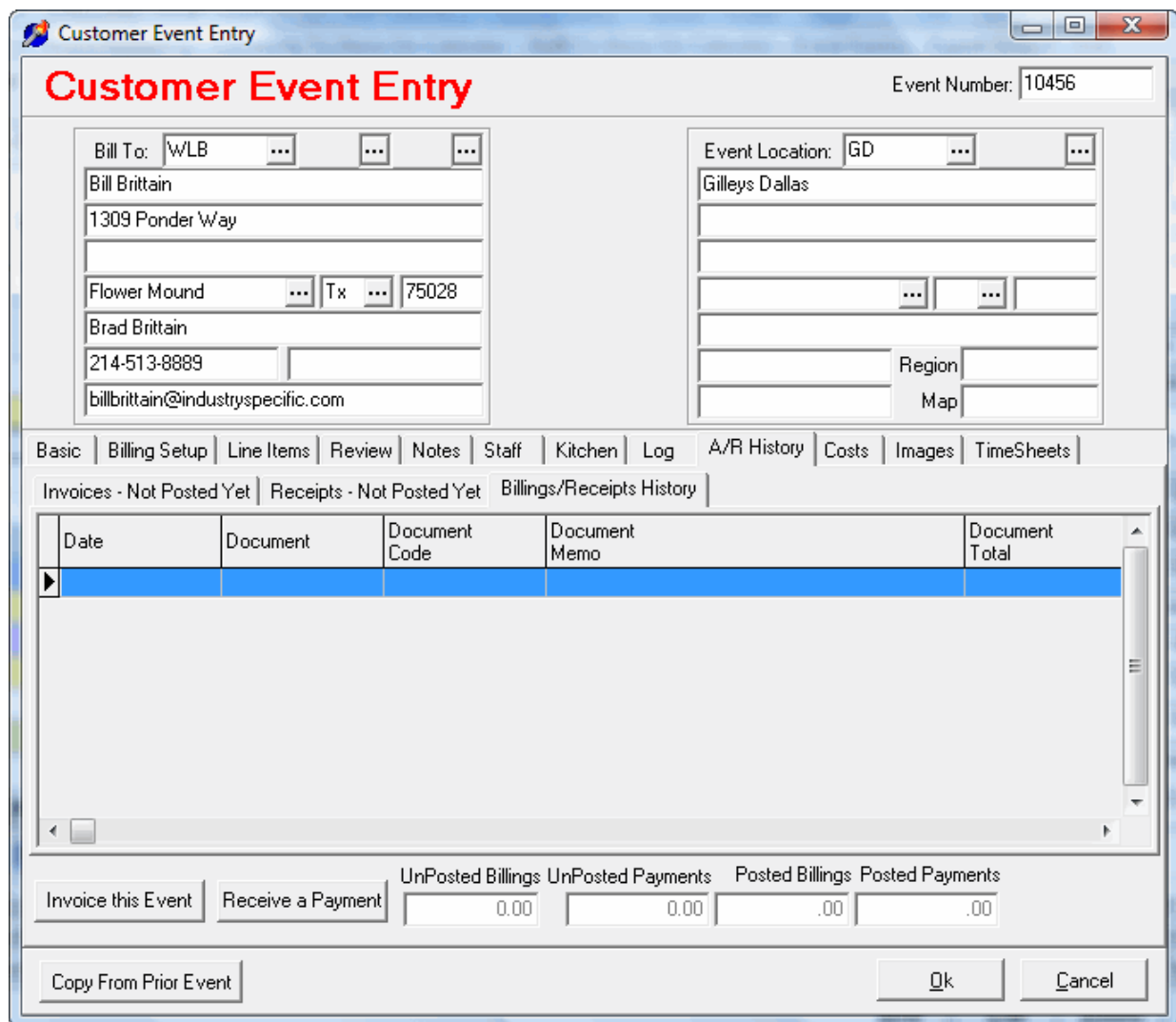
5. Now go into each kitchen cut-sheet item and enter the quantity needed, change the cost if necessary and add the station and workgroup that should be assigned.

## Creating a Customer Invoice from the Event Entry Area

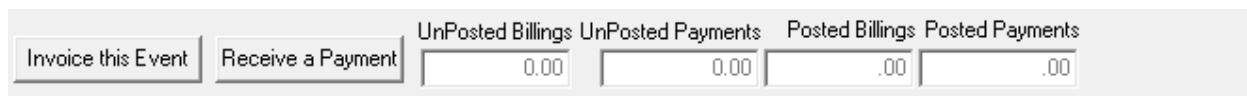
The easiest way to create billing invoices for your customer event is from the A/R History area of the event entry screen.

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.

**Customer Event Entry** Event Number: 10456

**Bill To:** WLB  
 Bill Brittain  
 1309 Ponder Way  
 Flower Mound, Tx 75028  
 Brad Brittain  
 214-513-8889  
 billbrittain@industryspecific.com

**Event Location:** GD  
 Gilleys Dallas

Line	Item	Item Description	Quantity	Retail Price	Discount Price	Extended Price	Tax
1	POTSAL	POTATO SALAD	150.00	50.00	50.00	7500.00	Y
2	SLAW	COLE SLAW	150.00	50.00	50.00	7500.00	Y
3	SLBF	Sliced Beef	150.00	10.55	10.55	1582.50	Y

**Summary:**  
 Subtotal: 16582.50  
 Service Charge (18%): 2984.85  
 Delivery Charge: 0.00  
 Sales Tax: 1614.31  
 Billing Total: 21181.66  
 Deposit Required: 10590.83

The Billing Setup screen area of the event entry.

**Billing Setup**

Customer Tax Exempt Id.

Sales Tax Code: DALLAS TX  8.25 %

Customer Discount: 0 %

Customer Terms: Cash On Delivery

Customer Purchase Order #

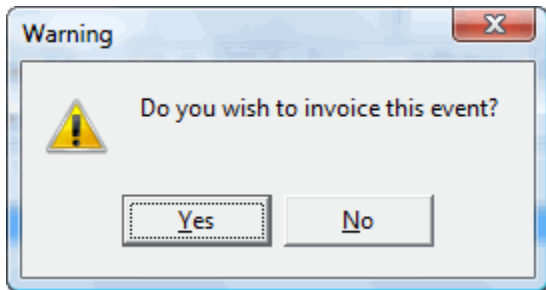
Ship Via

Invoice Memo

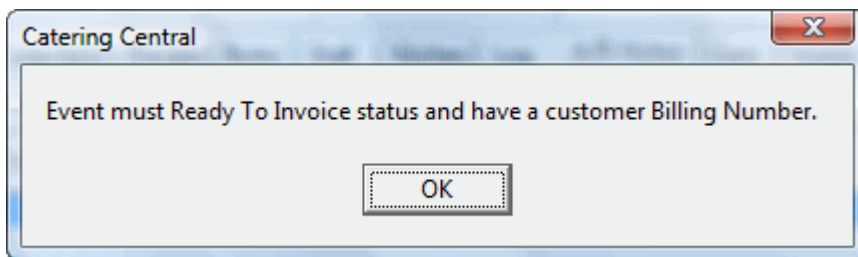
Salesman: CH  Charleton Heston

Commission Rate: 2.5 %

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.



Order Type	Event
Order Status	On Hold

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

Order Type	Event
Order Status	Ready To Invoice

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

**Customer Invoice Entry**
Order  Invoice

Order Date  ...
Invoice Date  ...

**Bill To:**  ...

Bill Brittain  
1309 Ponder Way  
  
Flower Mound  ... Tx  ... 75028  
Brad Brittain  
214-513-8889  
billbrittain@industryspecific.com

**Ship To:**

Gilleys Dallas

Billing Setup | **Billing Entry** | Review | Document Images

Customer Tax Exempt Id.

Sales Tax Code  ...

Customer Discount  %

Customer Terms  ...

Customer Purchase Order #

Ship Via  ...

Memo

Job Number  ...

Salesman  ... Charleton Heston

Salesman Commission Rate  %

Based On Estimate  ...

Department  ...

Ready To Post  ...

Pay Commissions

Billing Setup | **Billing Entry** | Review | Document Images

Line	Item	Item Description	Quantity	Retail Price	Discount Price	Extended Price	T
1	POTSAL	POTATO SALAD	150.00	50.00	50.00	7500.00	Y
2	SLAW	COLE SLAW	150.00	50.00	50.00	7500.00	Y
3	SLBF	Sliced Beef	150.00	10.55	10.55	1582.50	Y

Sales Tax Rate

Calculated Tax

Taxable

Exempt

Subtotal

%  Service Charge

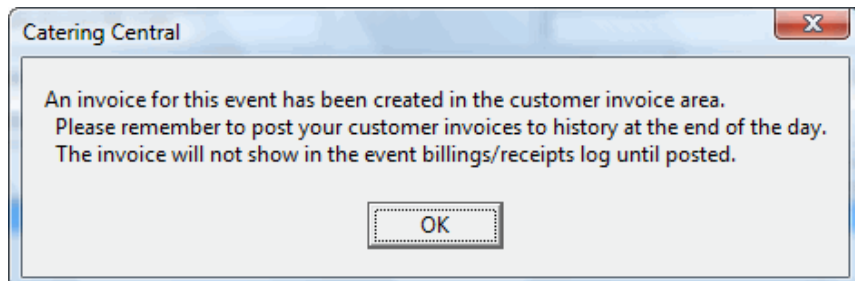
Delivery Charge

% Sales Tax

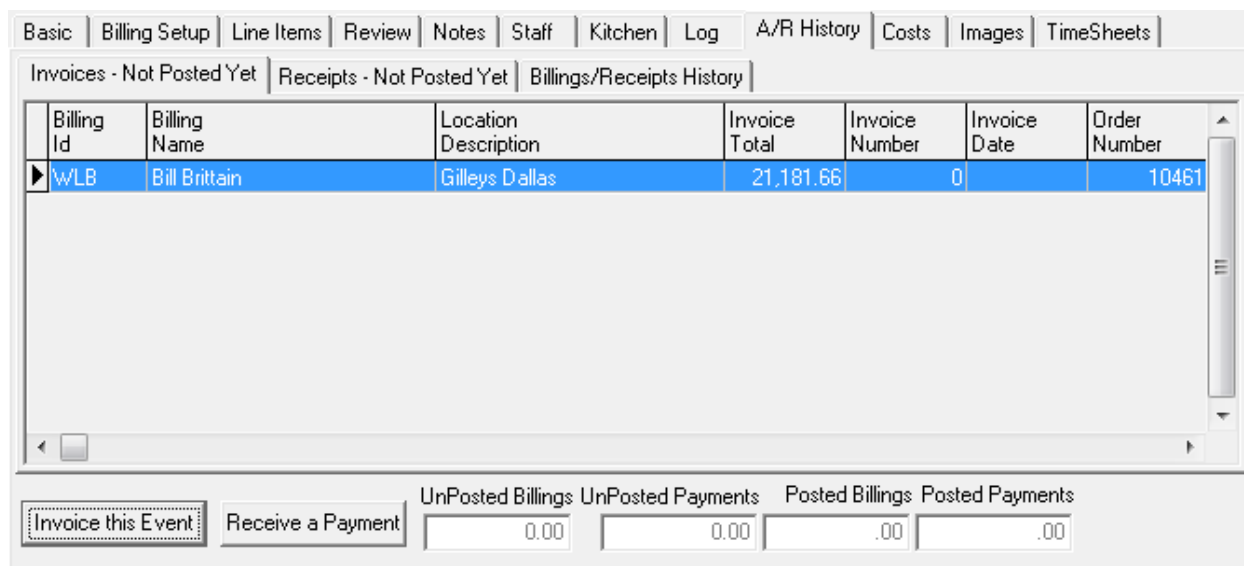
Billing Total

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.

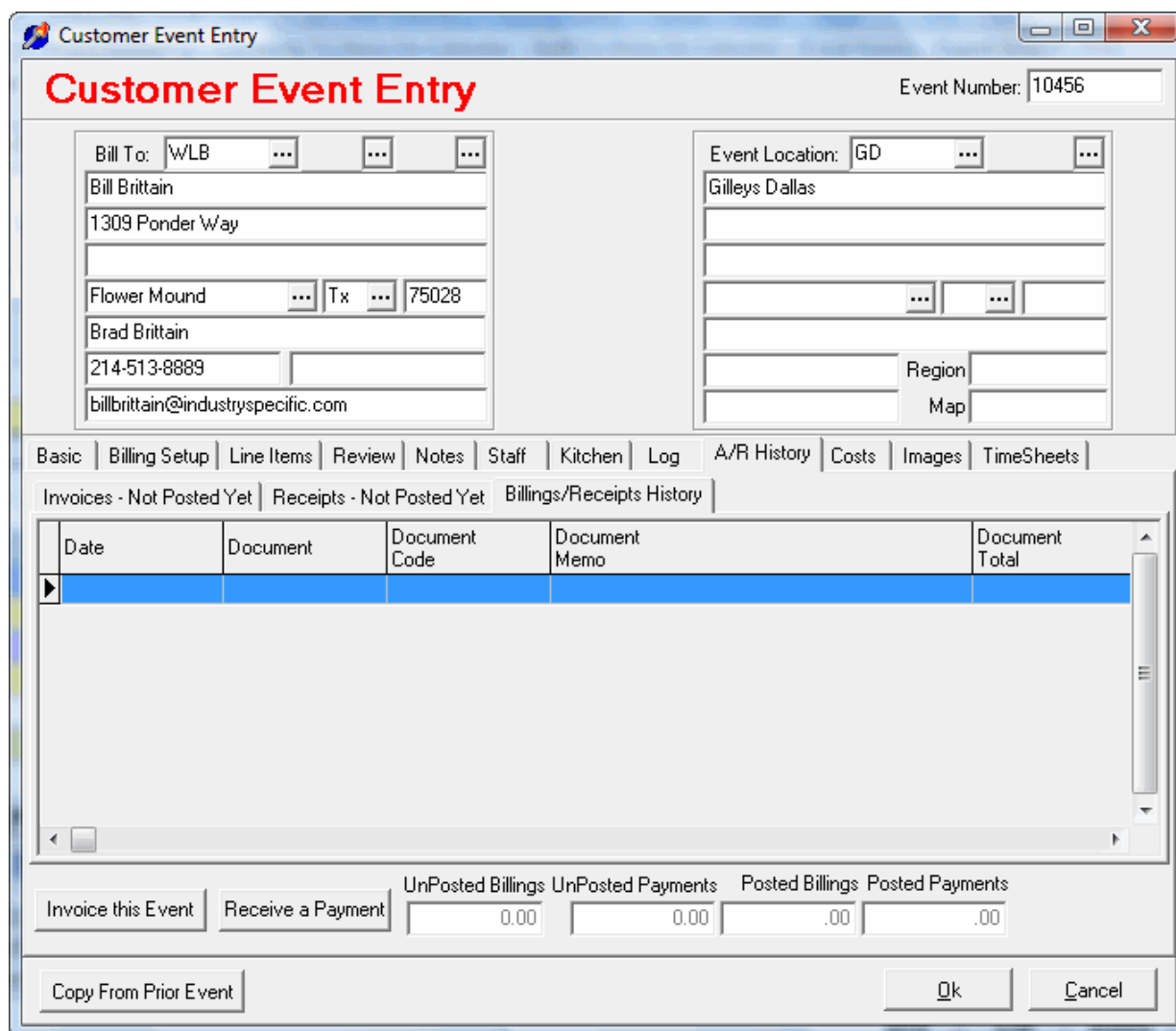


## Creating a Customer Receipt from the Event Entry Area

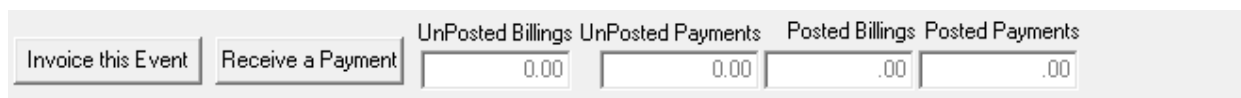
The easiest way to create customer receipts for your customer event is from the A/R History area of the event entry screen.

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.

**Customer Receipt Entry**

**Customer Receipt**

Customer Id: WLB Bill Brittain  
 Receipt Id: R40024 Control Number: 393  
 Job Number: 10456

Deposit Date: 12/6/2010  
 Check Amount: 7500.00  
 Cash Amount: 0.00  
 Credit Card: 0.00

Department:   
 Is this a Deposit?: No  
 Ready To Post?: Yes

Payment Total: 7500.00  
 Applied Total: 0.00  
 Remaining to Apply: 7500.00  
 Discounts Total: 0.00  
 Allowances Total: 0.00

Payment Distribution to Invoices

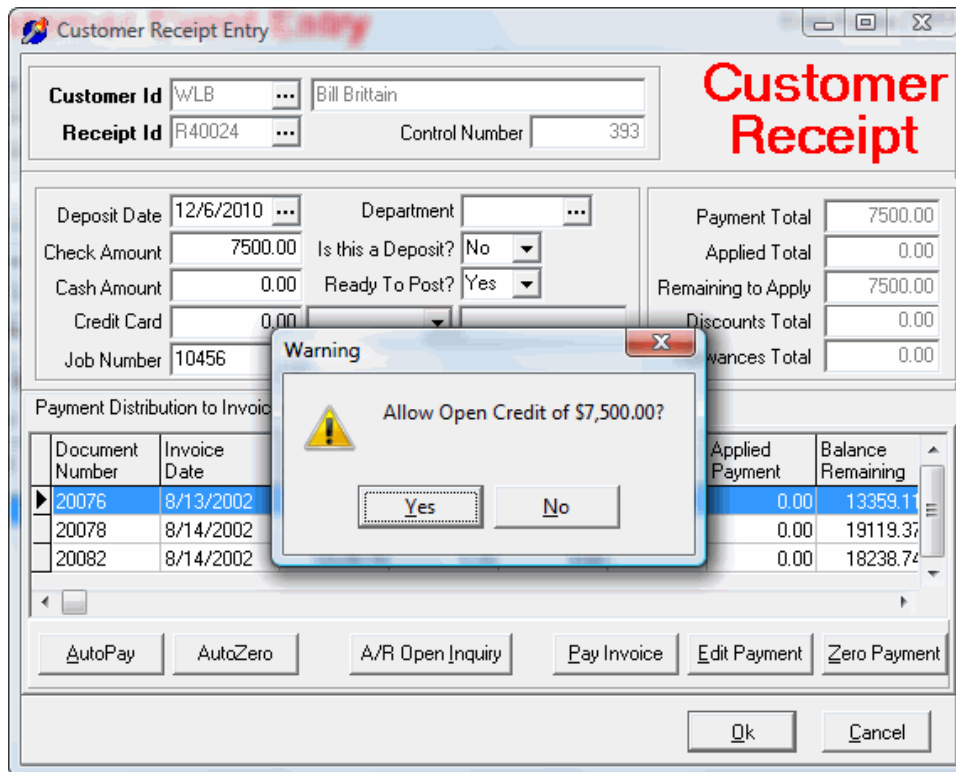
Document Number	Invoice Date	Invoice Balance	Discount Amount	Allowance Amount	Allowance Account	Applied Payment	Balance Remaining
20076	8/13/2002	13359.11	0.00	0.00		0.00	13359.11
20078	8/14/2002	19119.37	0.00	0.00		0.00	19119.37
20082	8/14/2002	18238.74	0.00	0.00		0.00	18238.74

Buttons: AutoPay, AutoZero, A/R Open Inquiry, Pay Invoice, Edit Payment, Zero Payment, Ok, Cancel

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

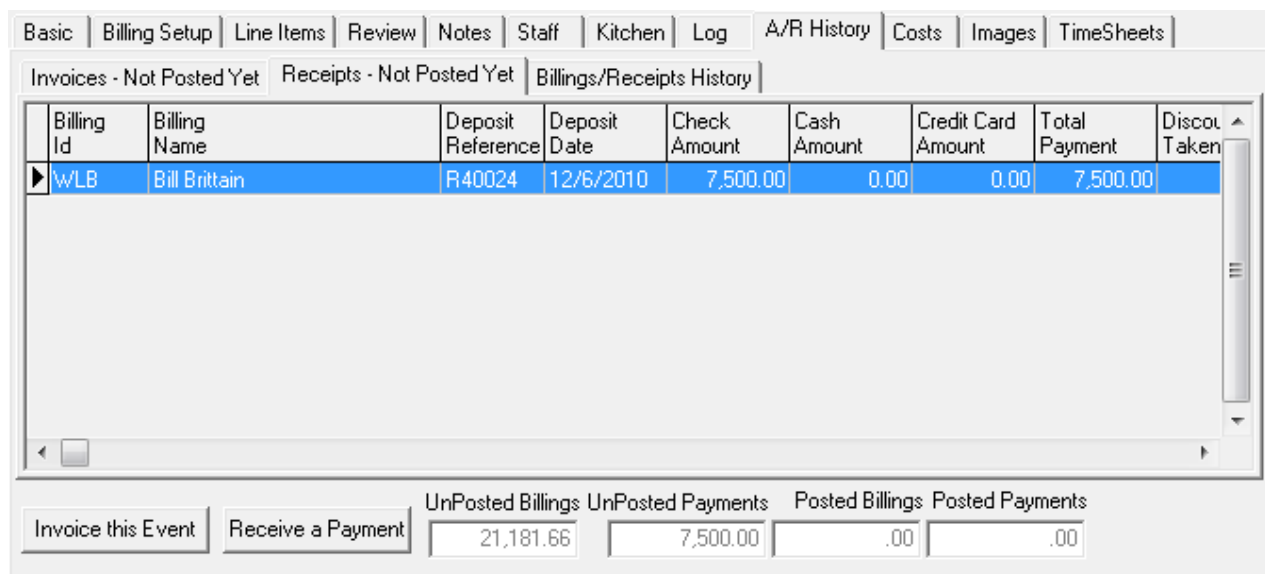
Documents will be shown in the lower panel for invoices that were posted. You may choose to designate when invoice this payment is applied to or not.

Click the Ok button to save the receipt.



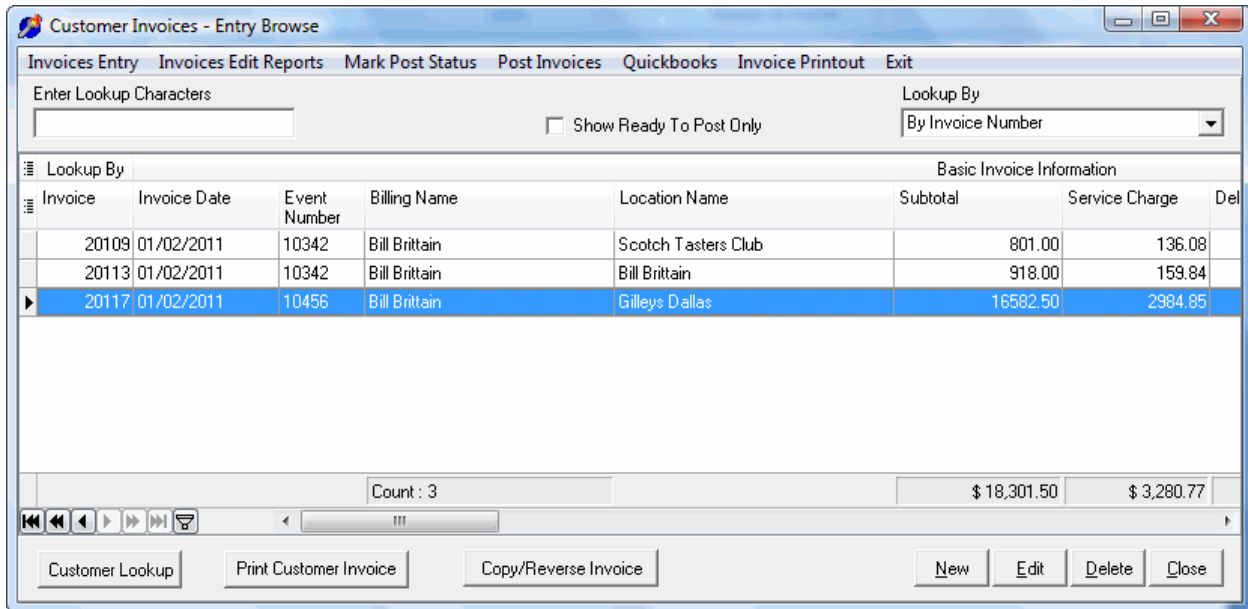
If an open credit amount is remaining on the receipt, this message will appear. Click Yes to proceed and save the receipt.

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



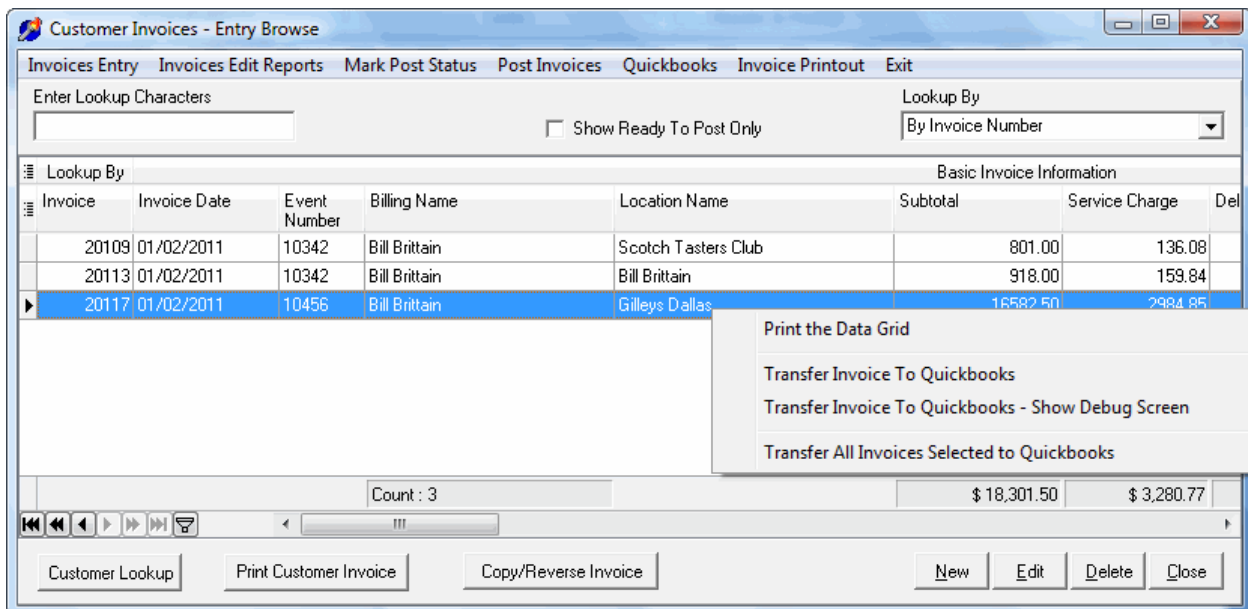
## Transferring a Customer Invoice To Quickbooks

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



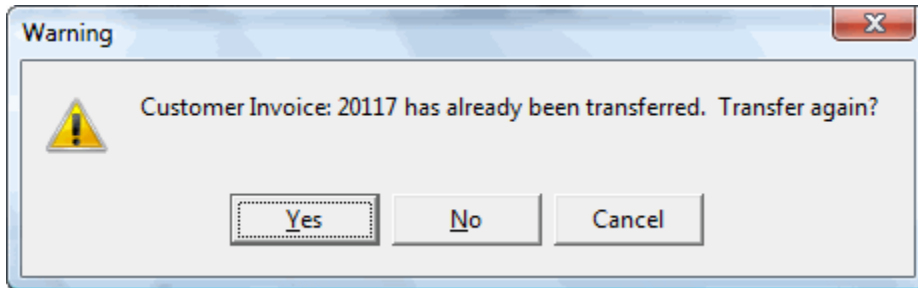
First, select the invoice you wish to transfer.

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

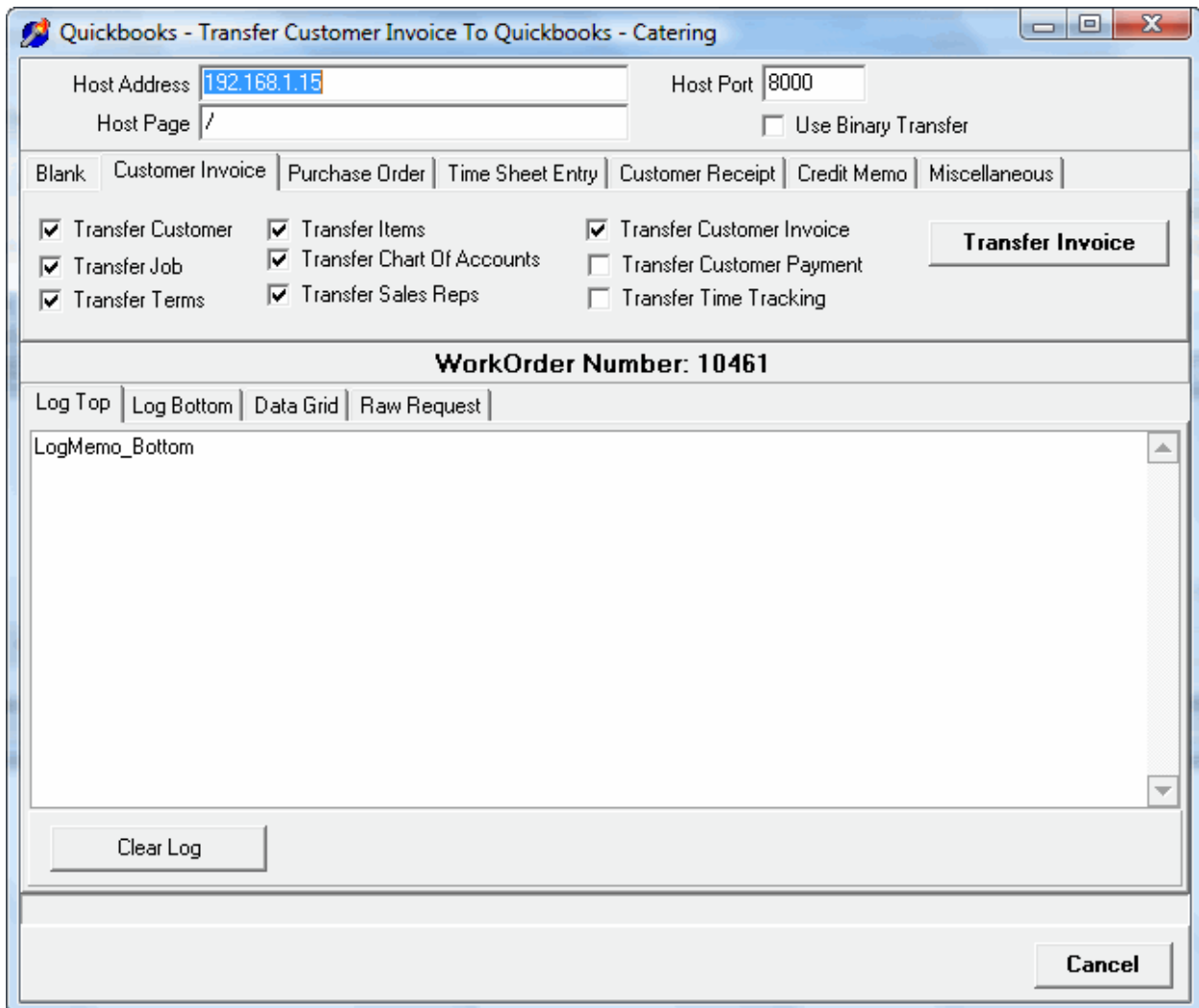


Choose either the Transfer to QuickBooks or Transfer to QuickBooks – Show Debug Screen to begin the transfer.

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

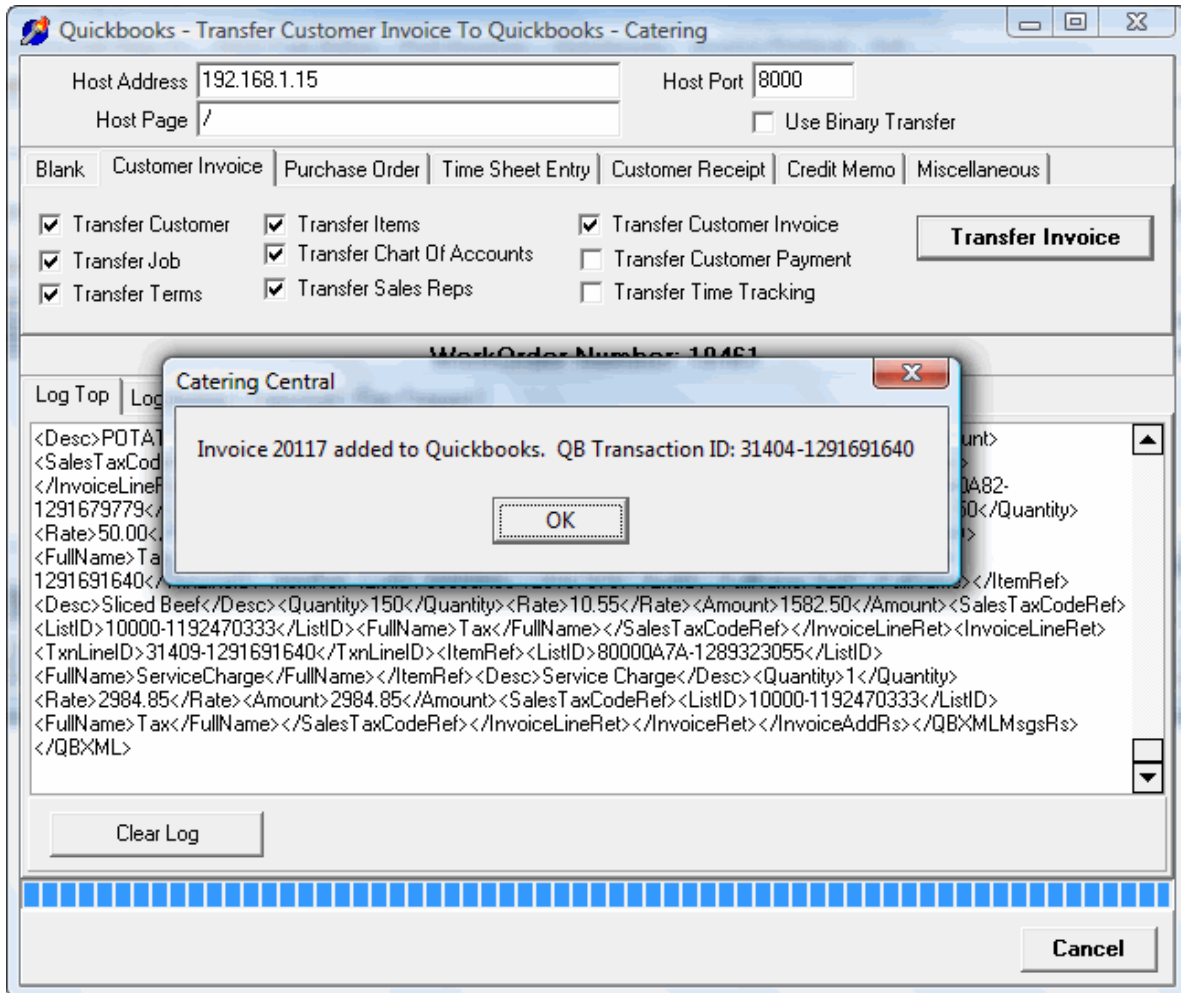


If the Transfer to QuickBooks – Show Debug Screen option is chosen, the following screen will appear. This options allows you to see the workings of the QB transfer as each list and document items are verified, and added to Quickbooks.



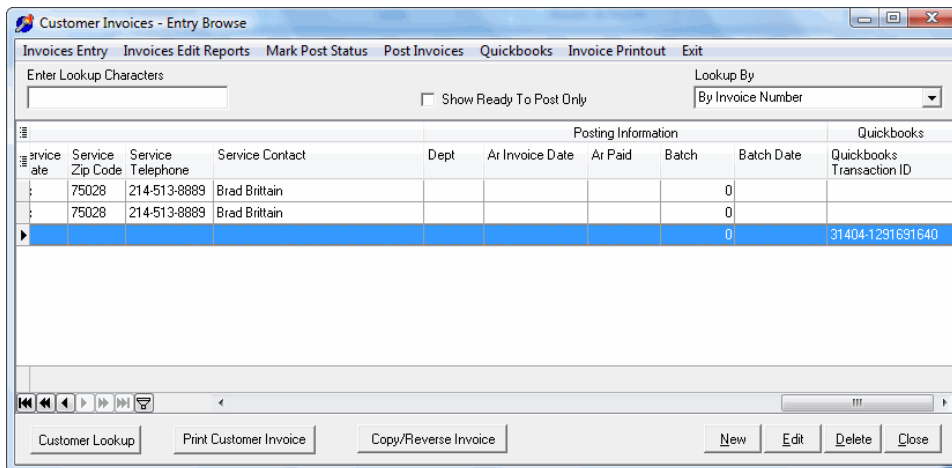
Click on the Transfer Invoice button at the top right to begin the invoice transfer to QuickBooks.

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.



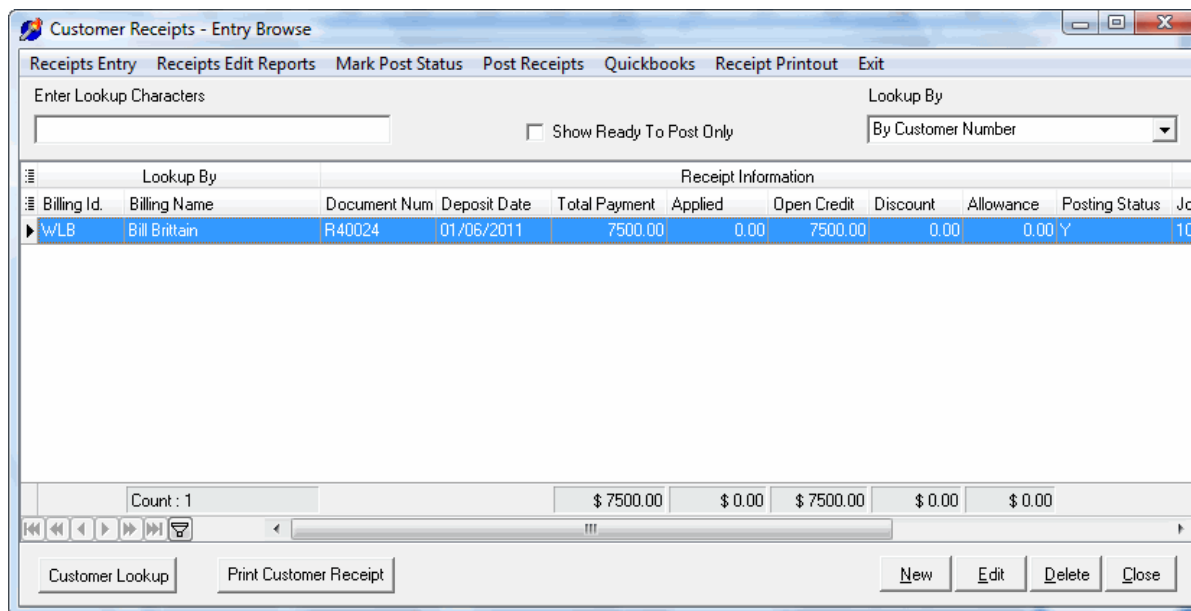
You may click on the Cancel button to return to the Customer Invoice Browse screen.

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.



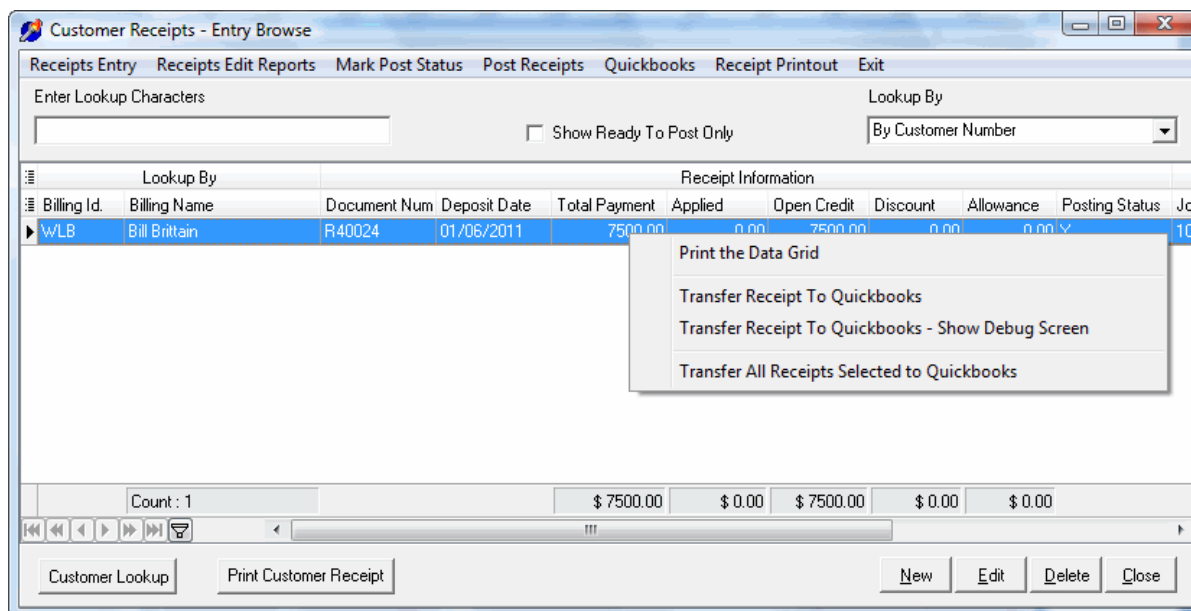
## Transferring a Customer Receipt To Quickbooks

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



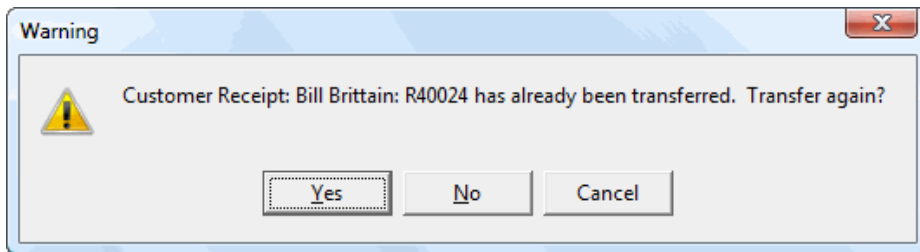
First, select the invoice you wish to transfer.

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



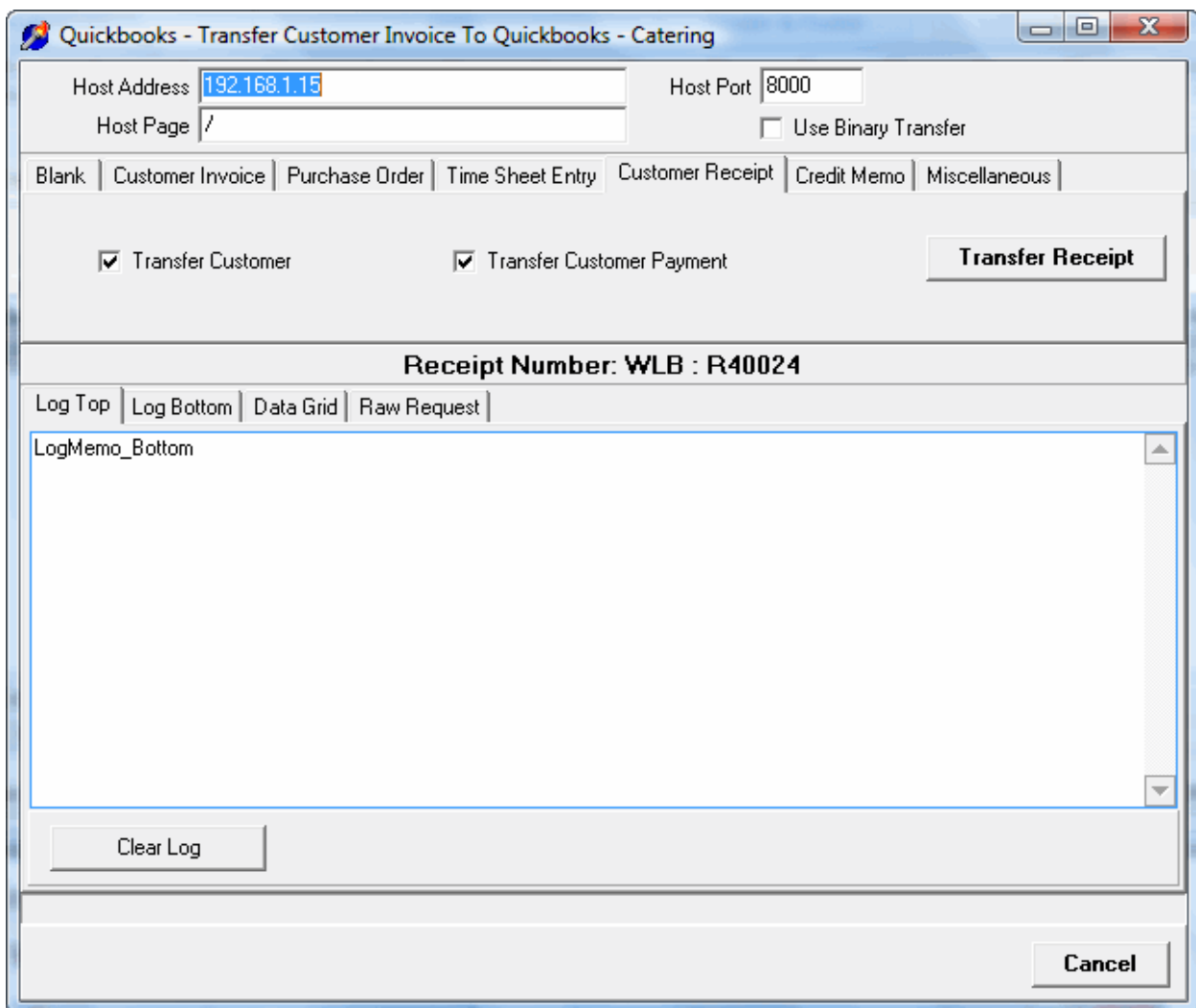
Choose either the Transfer to QuickBooks or Transfer to QuickBooks – Show Debug Screen to begin the transfer.

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



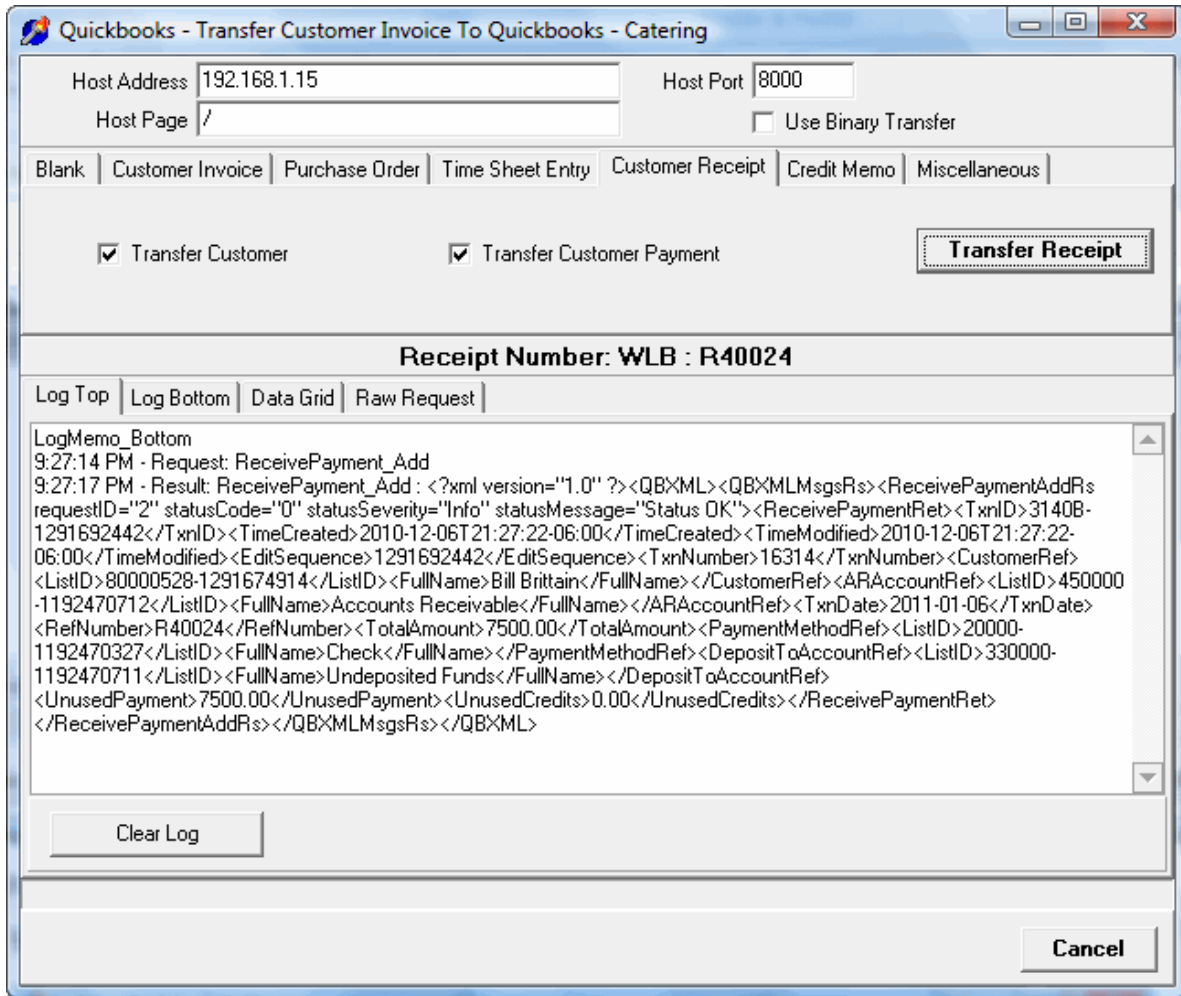
If the Transfer to QuickBooks – Show Debug Screen option is chosen, the following screen will appear.

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



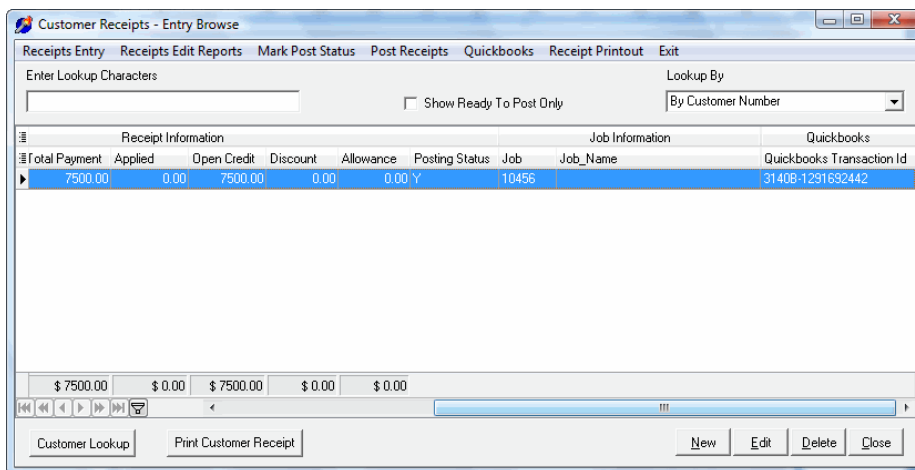
Click on the Transfer Receipt button at the top right to begin the payment transfer to QuickBooks.

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.

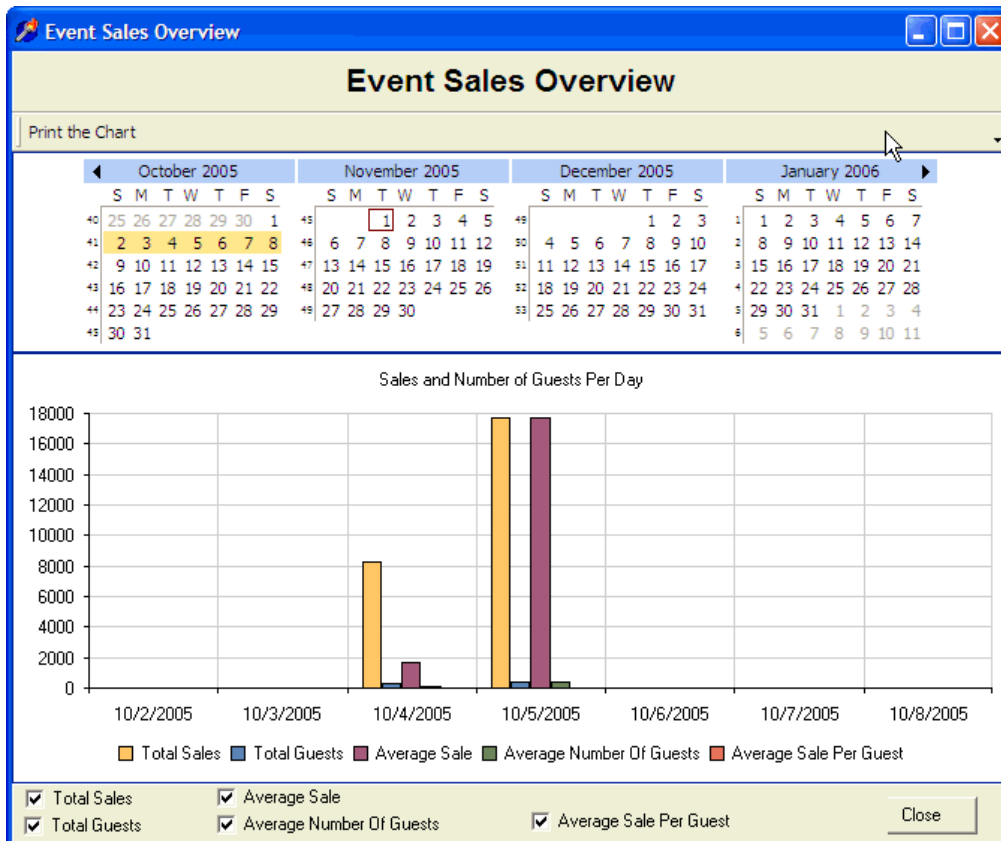


## Using the Executive Summary Tool

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.

