

# Required System Setup

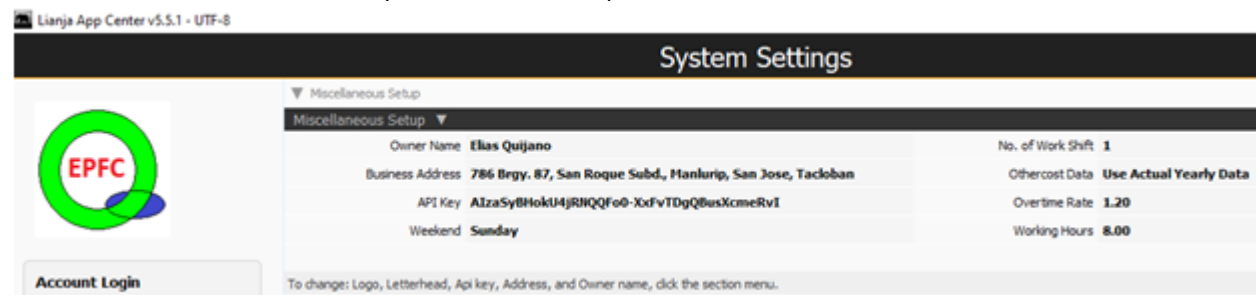
## Initial System Setup

### 1. Miscellaneous Setup

Purpose:

- a. To change the logo and letterhead
  - b. To edit the owner's name
  - c. To edit the business address
  - d. To input or edit the API key. The API key allows the system to access the Google Maps. As you know, Google Maps monetized the use of their resources.
  - e. To input the number of shifts you have in your WRS business (default=1)
  - f. To input overtime rate (default=1.20)
  - g. To input working hours (default=8)
  - h. To input the name of the day for weekend (default=Sunday)
- For additional help, click '?' icon from the section header of the form.

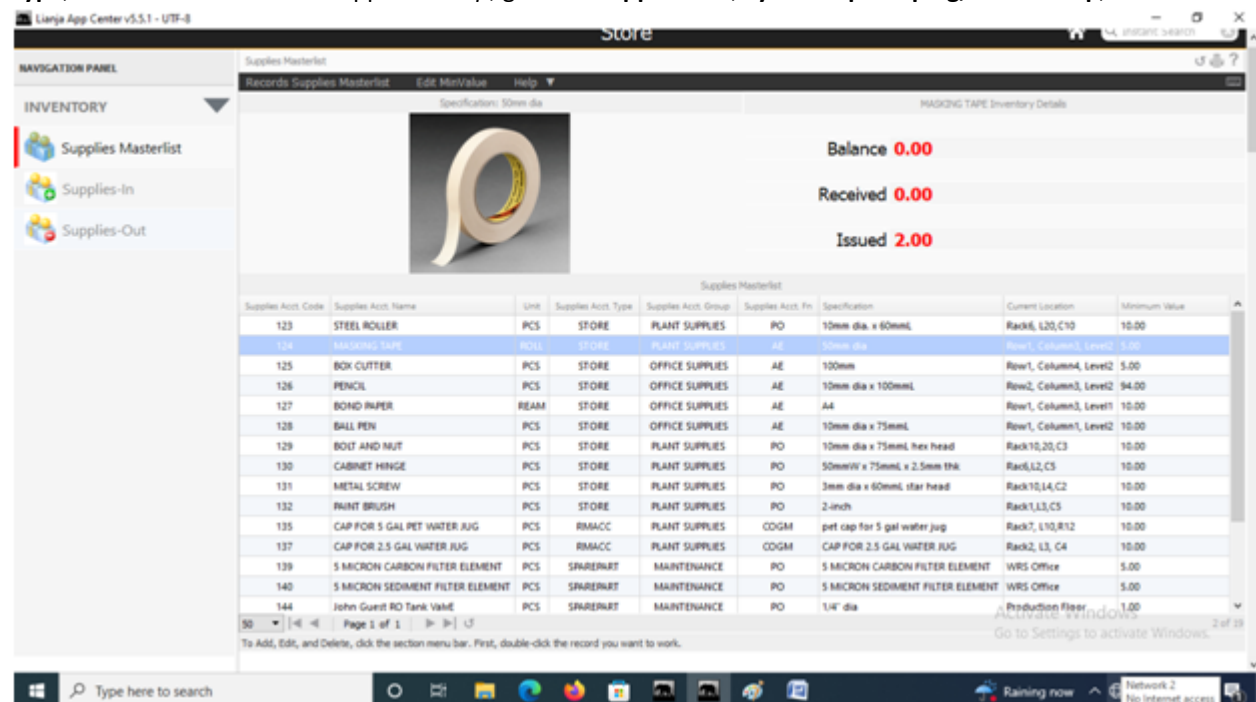
To access the *Miscellaneous Setup* form, from the **App Center**, go to **System Settings, Miscellaneous Setup**, then click **Edit** from the section menu bar. If you need further help, click the '?' icon from the section header of that form.



### 2. Create the Supplies Masterlist

Purpose:

- a. To organize the *Store* inventory list. To access the data-entry form, from the **App Center**, go to **Store app, Supplies Masterlist**, then click **Add**. For specific help, click the '?' located at the section header of the form.
- b. To define the supplies **TYPE** and **GROUP**. Upon installation, the system has pre-installed list definition for **TYPE** and **GROUP**. You can insert new TYPE and GROUP definition but you cannot delete or edit any of the pre-defined ones.. This list will populate the combobox for *Supplies Type* and *Supplies Group* when the data-entry form opens for *Supplies Masterlist form*. To Add new item for the *Supplies Type* or *Group*, go to the **App Center, System Up-Keeping, Item Type**, then click **Add**. For the *Supplies Group*, go to the **App Center, System Up-Keeping, Item Group**, then click **Add**.



### 3. Create the Suppliers List

Purpose:

a. To organize your business suppliers list. To access your suppliers data-entry form, go to the **App Center, System Up-Keeping, Suppliers List**, then click **Add**.

Supplier's List				
Company Name	Contact Title	Address	City	
1 ACE HARDWARE	MANAGER	REAL ST., TACLOBAN CITY	TACLOBAN	
2 BNT WRS EQUIPMENT & SUPPLIES	MR. BEN DEL ROSARIO	214 REAL ST.,	TACLOBAN CITY	
3 EVRMC LABORATORIES	Ms.	San Juanico, Tacloban	Tacloban	

### 4. Create the Issued To List

Purpose:

a. To organize the *Issued To* list. Once in this list, whenever you issue any store supplies, the **Issued To** combobox of the Supplies-out form, populates the choices from this list To access the data-entry form, go to the **App Center, System Up-Keeping, Issued To**, then click **Add**

Issued To	
Name	
1 CARBON TANK	
2 ION-EXCHANGE TANK	
3 PRE-FILTER	
4 QC SECTION	

To Add, Edit, and Delete click the section menu. For help, click ? icon at the section header.

### 5. Create the Chart of Accounts

Purpose: To maintain your business chart of accounts. The system upon installation has its chart of accounts already created. You can insert new one but cannot edit or delete pre-created items in the chart of accounts. The numbering is made with intervals of 10 to allow the insertion of accounts that posses similar properties. To access the data-entry form, go to the **App Center, System Up-Keeping, Chart of Accounts**, then click **Add**

Chart of Accounts						
Account No.	Account Name	Account Type	Account Function	Label	Designation	Account Sub-Type
100	Cash	ASSET		CASH		CURRENT
110	Accounts Receivables	ASSET		ACRECEIVABLES		CURRENT
120	Notes Receivable	ASSET		NORECEIVABLES		CURRENT
130	Insurance	ASSET		INSURANCE		CURRENT
140	Raw Materials and Accessories Supplies	ASSET	INVENTORY	RMAAS		CURRENT
150	Withdrawals	ASSET	CONTRA	WITHDRAWALS		CURRENT
160	Finished Goods (FG)	ASSET	COGS	FGOODS		CURRENT
170	Goods-in-Process (GIP)	ASSET	COGM	GOINPROC		CURRENT
180	Machineries, Eqpmt, Tools, Instruments	ASSET	CAPITALIZED	METI		NON-CURRENT
190	Capital Assets	ASSET	CAPITALIZED	CAPITALIZED		NON-CURRENT

50 Page 1 of 1

The Chart of Accounts should be kept as it is! Avoid unnecessary editing and deleting. Click the ? icon for help.

### 6. Create Asset List

Purpose: **ASSET** list, as its name suggest, is a list of your business non-current assets, shown in this screen shot.

▼ Assets

Assets ▼								
	Date Acquired	Asset Description	Supplier	Value	Quantity	Unit of Measure	Amount	Depreciation Rate
1	06/02/2022	TDS METER	ACE HARDWARE	P3,000.00	2.00	PCS	P6,000.00	0.500
2	06/02/2022	KOLONG-KOLONG DELIVERY TRIKE	ACE HARDWARE	P50,000.00	1.00	UNIT	P50,000.00	0.200
3	06/01/2022	5-GAL ROUND PLASTIC JUG	ACE HARDWARE	P108.00	250.00	PCS	P27,000.00	1.000
4	06/01/2022	PH METER	ACE HARDWARE	P2,800.00	1.00	PCS	P2,800.00	0.500

<

To Add, Edit, and Delete, click the section menu bar at upper left-hand.