# **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 (deafult=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**.

IGATION PANEL	Supplies Masterist Records Supplie		Help 1	_					J	6		
VENTORY		Specification: 50	_	_			MASKING TAPE In	ventory Details				
Supplies Masterlist							Balance 0.00					
Supplies-In				Received 0.00								
Supplies-Out			-				Issued 2.00					
					Supplier	Masterlist						
	Supples Acct. Code	Supples Acct. Name	Unit	Supplies Acct. Type	Supplies Acct. Group	Supplies Acct. Pri	Specification	Current Location	Minimum Value			
	123	STEEL ROLLER	PCS	STORE	PLANT SUPPLIES	PO	10mm dia. x 60mmL	Rack6, L20,C10	10.00			
	124	MASKING TAPE	ROLL	\$7.04E	PLANT SUPPLIES		Street dia	Row1, Column3, Level2				
	125	BOX CUTTER	PCS	STORE	OFFICE SUPPLIES	AL	100mm	Row1, Column4, Level2	5.00			
	126	PENCIL	PCS	STORE	OFFICE SUPPLIES	AL	10mm dia x 100mmL	Row2, Column3, Level2				
	127	BOND RAPER	REAM	STORE	OFFICE SUPPLIES	AE	A4	Row1, Column3, Level1				
	128	BALL PEN	PCS	STORE	OFFICE SUPPLIES	AE	10mm dia x 75mm).	Row1, Column1, Level2				
	129	BOLT AND NUT	PCS	STORE	PLANT SUPPLIES	PO	10mm dia x 75mm), hex head	Rack10,20,C3	10.00			
	130	CABINET HINGE	PCS	STORE	PLANT SUPPLIES	PO	SomeWix 75mmL x 2.5mm thk	Rac6,L2,C5	10.00			
	131	METAL SCREW	PCS	STORE	PLANT SUPPLIES	PO	3mm dia x 60mml, star head	Rack10,14,C2	10.00			
	132	PAINT BRUSH	PCS	STORE	PLANT SUPPLIES	PO	2-inch	Rack1,L3,C5	10.00			
	135	CAP FOR 5 GAL PET WATER JUG	PCS	RIMACC	PLANT SUPPLIES	COGM	pet cap for 5-gal water jug	Rack7, L10,R12	10.00			
	137	CAP FOR 2.5 GAL WATER JUG	PCS	RIMACC	PLANT SUPPLIES	COGM	CAP FOR 2.5 GAL WATER JUG	Rack2, L3, C4	10.00			
	139	5 MICRON CARBON FILTER ELEMENT	PCS	SPAREPART	MAINTENANCE	PO	5 MICRON CARBON FILTER ELEMENT	WRS Office	5.00			
	140	5 MICRON SEDIMENT FILTER ELEMENT	PCS	SPARERART	MAINTENANCE	PO	5 MICRON SEDIMENT FILTER ELEMENT		5.00			
	144	John Guest RO Tank ValvE	PCS	SPAREPART	MAINTENANCE	PO	Ui' dia	Province Floorindo	1.90			
		Page 1 of 1								21		

### 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.

1	🕅 Supplier's List				
-	Supplier's List 🔻				
	Company Name	Contact Title	Address	City	F
1	ACE HARDWARE	MANAGER	REAL ST., TACLOBAN CITY	TACLOBAN	
2	BNT WRS EQUIPMENT & SUPPLIES	MR. BEN DEL ROSARIO	214 REAL ST.,	TACLOBAN CITY	
3					

## 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** 

1	Issued To List
1	Issued To 🔻
	Name
1	CARBON TANK
2	
3	PRE-FILTER
4	QC SECTION
Т	o 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		
+00	Paulas Meblata		CARTALITER	enimiere		HON CURRENT		

The Chart of Accounts should be kept as it is! Aovid 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.

ł	Assets 🔻							
	Date Acquired	Asset Description	Supplier	Value	Quantity	Unit of Measure	Amount	Depreciation Rate
	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
1	06/01/2022	5-GAL ROUND PLASTIC JUG	ACE HARDWARE	P108.00	250.00	PCS	P27,000.00	1.000
i)	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.