

## SIMS DOCS RSA - FLOWCHART LAYOUT - PART 1 OF 2

### *SIMSRSA Welcome -*

- |----- About Sims
- |----- Product Disclosure
- |----- Employee Clock in / Out
- |----- Log on
- |----- Exit

### *SIMSRSA Register -*

- |----- **Product Registration**
- |----- Import Utilities for customer, vendor, inventory  
and employees
- |----- Application Utilities - Upload, Unload **and Erase**

### *Main Menu -----*

- |----- Store Operations [F10]
- |----- Inventory [F11]
- |----- Vendor [F3]
- |----- Customer Sales [F5]
- |----- **End of Day Closing**

### *Store Operations ----*

- |----- **Edit Owner's Profile**
- |----- **Associate Properties**
- |.....Associate Create
- |.....Associate Edit
- |.....Edit / Create Access - Level - Department
- |.....Associate Master Report
- |.....Associate Short List
- |----- **Associate Clock in / Clock out [F2]**

|.....Name and Employee Photo for Associate Id.  
 |.....Time Keeping Editor  
 |.....Employee Hour's Work Listing  
 |.....Employee Time Sheet  
 |.....Employee Hours Worked By Department  
 |.....Employee Raído Gross Wage percentage of Income.

**|----- Bookkeeping Functions**

|.....Check Book  
 |.....Post Associate's Commission Payment  
 |.....Associates's (Sales) Commission Report  
 |.....Return Check / Customer (Cash only) Report  
 |.....Financial Relational Summary - For your accountant -  
 your financial position

**|----- Associate Time Management**

|.....Edit Time Sheet  
 |.....Time Sheet by Date

***Inventory -----***

**|----- Create Inventory Item**

**|----- Edit Inventory Item with Unique item break  
 down showing a net profit of each item**

**|----- Built Product (Combining Inventory Items)**

**|----- Product Audit**

|.....Print Inventory Audit Form (Blank form to fill in Floor  
 Count)  
 |.....Enter Inventory Audit Count (Corrections if negative or  
 positive)  
 |.....Print Inventory Audit Variance  
 |.....Inventory Reports and Summaries

**|----- Inventory Reports and Summaries**

|.....Inventory Master Report  
 |.....Inventory Cost Position Report  
 |.....Sales Floor List  
 |.....Manager's Market Report  
 |.....Return Item (RMA) Report  
 |.....Product Pop Up (Inventory dialogue box to find and  
 view items)

***Vendor -----***

**|.....Create Vendor**

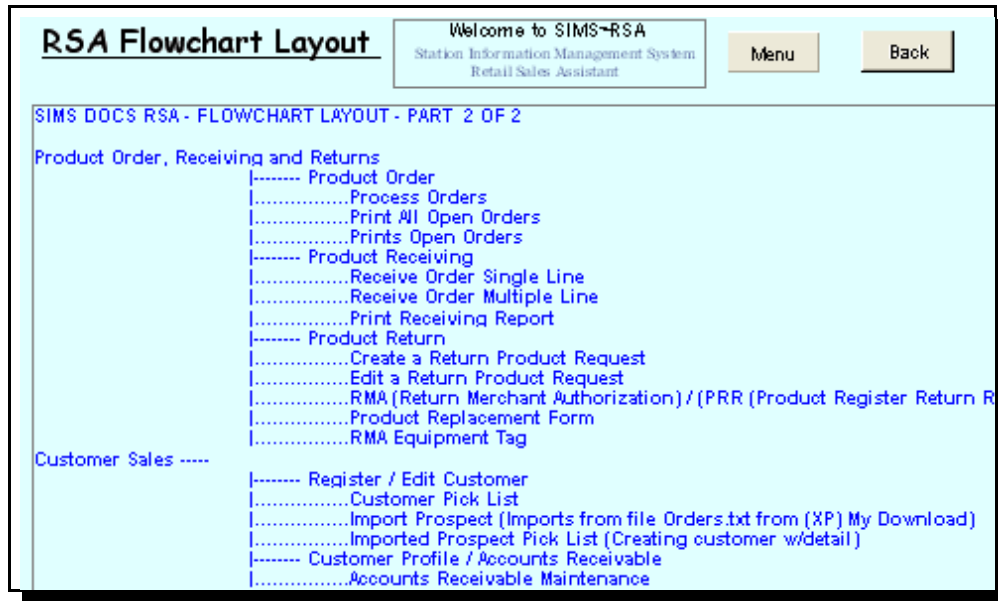
|.....Edit Vendor including addresses for Vendor, AP,  
 Shipping, and Product Returns(RMA)  
 |.....Automatic Product Replacement (Quick table to  
 receive items on order)  
 |.....Product Order and Receiving (Ordering and Receiving)

**|----- Checkbook**

|.....Checkbook, Withdrawal (Vendor Payment), Transfer,  
 Deposit, Withdrawal Misc.  
 |.....Check Register Report

**|----- Vendor Summaries and Reports**

- |.....Vendor Master Report
- |.....Inventory Order Report
- |.....Inventory Receiving Report
- |.....Purchase Order (current and prior)



## SIMS DOCS RSA - FLOWCHART LAYOUT - PART 2 OF 2

### *Product Order, Receiving and Returns*

- |----- **Product Order**
- |.....Process Orders
- |.....Print All Open Orders
- |.....Prints Open Orders
- |----- **Product Receiving**
- |.....Receive Order Single Line
- |.....Receive Order Multiple Line
- |.....Print Receiving Report
- |----- **Product Return**
- |.....Create a Return Product Request
- |.....Edit a Return Product Request
- |.....RMA (Return Merchant Authorization) / (PRR  
(Product Register Return Report))
- |.....Product Replacement Form
- |.....RMA Equipment Tag

### *Customer Sales -----*

- |----- **Register / Edit Customer**
- |.....Customer Pick List
- |.....Import Prospect (Imports from file Orders.txt from (XP)  
My Download)

- |.....Imported Prospect Pick List (Creating customer w/detail)
- |----- **Customer Profile / Accounts Receivable**
- |.....Accounts Receivable Maintenance
- |.....Accounts Receivable Transaction Journal
- |.....Accounts Receivable Statement
- |----- **Prepare Customer Order (POS - Point of Sale)**
- |.....General POS - (Quick generic sales - simple but detailed form)
- |.....Detailed POS - (Includes, RMA return, address editing, item creation)
- |.....Three different invoice print formats (Ticket , Line invoice and Detail Invoice)
- |----- **Customer Service Order - Equipment Repair**
- |.....Create Service Order
- |.....Edit Service Order
- |.....Add Replacement Parts
- |.....Status of Service Order
- |.....Close Service Order
- |.....Open CSO Report
- |.....CSO Complete Report
- |.....**Reports**
- |.....Customer Service Order - Office Copy
- |.....Customer Service Order - Customer's Copy
- |.....Equipment Tag
- |.....Customer Service Close Order (detail report for actions taken and costs included). All CSCO's are entered at the POS and posted as a sale.