BizE

User guide for BizE from Virtual Worlds.
Version 2.0, February 2011
For support email: support@VirtualWorlds.co.nz
Visit our web site: www.VirtualWorlds.co.nz

What is it?
BizE is an Enterprise Resource Planning (ERP) system for small and home businesses. It has been designed to be easy-to-use and configurable. Features include:

- Financial control with a very flexible general Ledger (GL) system
- Sales ordering, payment and invoicing
- Customer management
- Integrated stock control
- Purchasing, payment
- Product categories and product information
- Multi-tax capable – handles GST (Goods Services Tax) or VAT (Value Added Tax) and automatically generates government returns

How do I start?
After installation you will have a new entry on your start button menu:

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Start > Programs > Virtual Worlds > BizE > BizE
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Choose that option and BizE will run. It will start in trial mode until you decide to buy and enter your license key. For more detail see the next section on getting started.

Support?
BizE comes with a FREE 7 day trial after you have installed it. It will perform the same as a registered version.

If you like the software you can buy online – we will send you your license key and provide email support. For more details, please visit us at www.VirtualWorlds.co.nz.

Overview
The purpose of BizE is to provide a small yet comprehensive management system for small businesses. It has many of the features you would expect from a larger, expensive system.

One design feature was for users to be able to easily tailor the system to meet their individual business needs. We recognise all businesses are different – to change the way BizE works simply use the BizE Administration program. This provides a simple drag-and-drop interface that allows you to:

- Add new menus, change existing ones
- Add and change lists of items
- Modify the process flow of your business
- Add and change icons and colors

Another major design area for BizE was reporting. We wanted a simple and easy way for users to design reports while not having to learn another editor.

- Report design is done using MS-Word
- A report designer window allows you to drag-and-drop fields as required
- Reports can be emailed in text, as attachments or HTML format

BizE will run on Microsoft operating systems Windows NT, ME, 2000 or XP.

QUICK START

Once you have installed BizE you are ready to use it. This section takes you through simple steps to ensure you get started with BizE.

BizE comes with an MS-Access database that is pre-configured with a standard business process map. This means you just need to add your own customers, suppliers and products and away you go.

Step 1 – Logon: logon to the BizE system.
Step 2 – Company details: set up your company details.
Step 3 – General Ledger: Set up general ledger accounts.
Step 4 – Products: create new products in product categories.
Step 5 – Stores: manage your stores.
Step 6 – Stock: manage the stock in your stores.
Step 7 – Customers: add customers and manage their details.
Step 8 – Orders: take orders for your products.
Step 9 – Invoices: send invoices for orders to customers.
Step 10 – Suppliers: add suppliers and manage their details.
Step 11 – Purchasing: purchase items from suppliers.
Step 12 – Financial periods: review periods and finances.
Step 13 – Taxation (GST, VAT): review taxation periods and finances.
Step 14 – Reporting: how to report.

Step 1 – Logon
When you start BizE you see a logon dialog screen. This lets you connect to the database. It will be configure for the 'test' database. Username Administrator, no password.

Click on Logon. You then see the license dialog, you have 7 days to evaluate BizE to see if it meets your needs. When you purchase a license you no longer see this screen.

Step 2 – Company details
You now can set up your own company details. Click on the Administration button and the administration menu appears. Click on the companies button and you see a list of companies comprising the one default company 'My Company'. Double click this item and the edit company screen will appear.

Change the details to your company. You can include your company logo and colours so it appears when you logon. Decide how your company finances should behave – do you want monthly accounting periods etc. You also can set your taxation regime here.

Advance the period by closing periods until you get to the current finance period. You may need to do this several times.

Step 3 – General Ledger
You should create several General Ledger (GL) accounts to use with your sales and purchases. These ledgers allow you to group items together so you can tell how much you spent on certain items or how much you sold in different areas and hence your profit margins.

You can set ledger accounts with different tax ratings.

Once you are happy with your GL settings click 'active' and then on the 'create for periods in this year'.

Step 4 – Products
You can manage your product categories by clicking on the product categories menu button. You will see a list of preset categories. Add new ones as you require, they allow you to group your products and set tax rates.

Next, go to the products list. Create new products as you require. Add these to an appropriate category. You can also add product details such as photographs and web page links.

Step 5 – Stores
Click on the stores button to see your store list. You can add, remove and modify stores. Stores contain stock. This may be physical stock like shirts and shoes or it may be people in the form of hours worked.

Step 6 – Stock
From the store, click on the edit stock button. It you want to add new products click on the view products button and drag the new items into the store. You can double click on the store quantity to change the amount held.

Step 7 – Customers
Click on the shop menu button on the main form to add customers and manage their details. This takes you to the shop menu, from here click the customer button to list the customers and then add a new customer or edit an existing one.

Change the customer details as required. Add discount for the customer and their preferred method of invoicing. You are now ready to take orders.

Step 8 – Orders

The simplest way to take orders for your products is selecting the customer and then creating an order. The order will have a default store (set up in company). Click on the edit order items button and the items screen appears. Click on the store button and the store product list appears. You can drag-and-drop products from the store to your order.

Each order goes through a cycle from creation to completion. At some point in that cycle an invoice is automatically generated and the order frozen. Stock is also decremented from the store as goods are shipped to the customer.

Step 9 – Invoices
The invoice is created automatically. It can be printed or sent directly to the customers using email. The invoice also goes through a life cycle from creation to payment completed. At some stage in its like cycle the invoice amount is placed into the company ledger and rolled up to the company totals.

Step 10 – Suppliers
You can add suppliers and manage their details in much the same way as customers. From the main form select the purchasing menu. Select the suppliers' button to view the suppliers list. Add, edit and remove suppliers using the menu buttons.

Step 11 – Purchasing
From the purchasing menu, select a supplier and create a purchase order. Click on the edit purchase items button and the purchase order items list appears. You can drag and drop products from the products list. In addition, however, you can not only adjust the quantity and price but override the product description as well. This allows you to purchase 'non-standard' items as well as standard ones.

The purchase order also progresses through a cycle and is added to the company ledger at a certain point.

Step 12 – Financial periods

The general ledger accounts are divided into accounting periods as defined by your company profile. When you come to the end of the financial period you close that period. The system actomatically rolls onto the next period until the end of the year. It automatically produces an end-of-period report.

At the end of the financial year a similar event occurs and the system closes the ledgers and recreates all the ledgers and periods for the next financial year.

Step 13 – Taxation (GST, VAT)
Taxation follows a similar pattern but is independent of the financial periods. This will depend on your agreements with your tax department and may change in the financial year. A tax report can be run when you close the books for the tax period.

NOTE: This is the calculation for Goods and Services Tax (GST) or Value Added Tax (VAT) not your annual company tax returns.

Step 14 – Reporting
Reporting is done at any screen by clicking the report button. This shows the report select screen. You will be given a list of reports relevant to that data. You select the report then click View Report. BizE runs up MS-Word and the report will appear, you can then print or save the report.

You can create and manage your own reports from the administrators' menu. Click on the report button, select the report from the list or create a new one. Click on the report designer to help you design reports directly in MS-Word.

NOTE: You need to have a version of MS-Word installed.

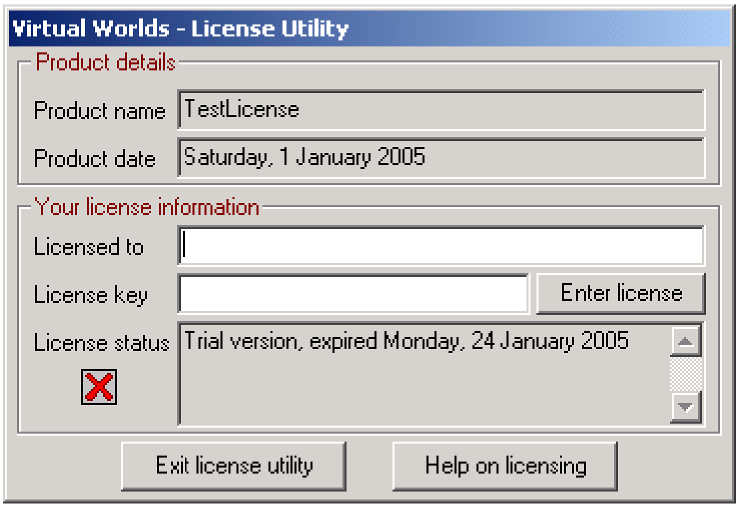
Summary
This quick start guide should have given you an idea of how to use BizE to manage your business. There is much more detail to learn in the following chapters.

LICENSE

The program is licensed and requires a key to unlock it once the initial trial period has finished. The license key is coded to your identification (normally your personal email address).

Free trial
When you install using the installation package the license utility is also installed. This lets you use the software for free for a limited time. We believe in letting you try our software before you buy it!

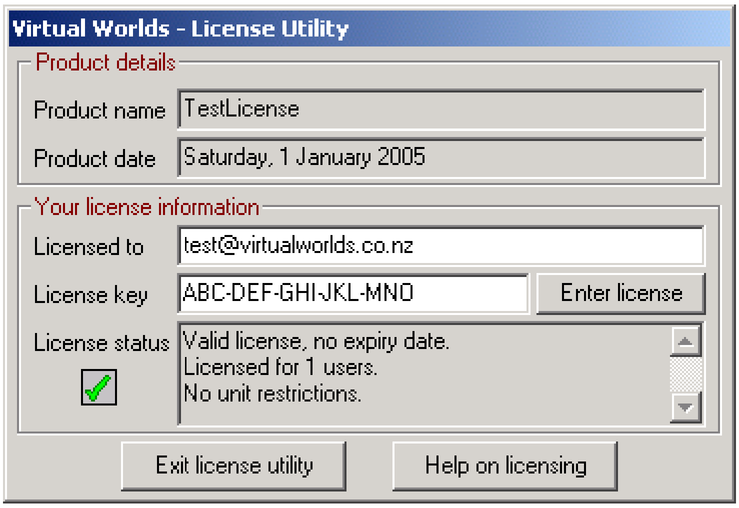
Note: when you use the control as part of the free trial, the license dialog appears each time you start and stop your program. This annoying behaviour is to encourage you to buy a valid license. This behaviour stops with a valid license.



Register and buy online
Once you have evaluated the software then visit the link to register and order online. You can pay by credit card. Once registered you will receive by return email your own unique key that will unlock the software permanently.

Want more time to evaluate?
In addition, we can extend your trial period by giving you a key that will expire at a certain date.

License key
This key will be required when you use the software (by dropping a control onto a Visual Basic form for example) for the first time. You will see the following dialog box:



Once you have obtained your license key by registering and buying online you will be sent a key string that is coded to your email address. Enter those details and click enter license. The license status will change to valid license.

Corruption
The license utility is protected again corruption or hacker intervention. This stops people inserting potentially damaging code into our controls. If the license utility detects any corruption or tampering you are informed with a message box.

Help
Clicking the help button shows the following help screen. From here you can obtain more information about the product, buy the product online or contract support by email.

The version is the version of the license utility (VWlicense4.dll).

CONCEPTS

ERP concepts...

This section discusses the use of the graphical editor to manage business processes.

```
' replace any of the following strings
T = Replace(T, "<MyCompanyName>", MyContext.CompanyName)
T = Replace(T, "<MyCompanyID>", MyContext.CompanyID)
T = Replace(T, "<MyCompany>", MyContext.CompanyID)
T = Replace(T, "<Company>", MyContext.CompanyID)
T = Replace(T, "<Year>", rsTemp.Fields("CurrentYear"))
T = Replace(T, "<Period>", rsTemp.Fields("CurrentPeriod"))

' replace the itemID if present
If IsMissing(ItemID) = False Then
   T = Replace(T, "<MyID>", ItemID)
   T = Replace(T, "<ID>", ItemID)
   T = Replace(T, "<ItemID>", ItemID)
   T = Replace(T, "<Item>", ItemID)
End If
```

Administration Menu

Setting Up Company Details

Taxation Policy and Settings information is used for GST calculations.

Setting Up Ledger

Recommendation
Set-up a separate ledger for the following:

- receivables with GST
- receivables without GST
- payable with GST
- payables without GST

Setting Up Branches

Stocks are allocated to a branch using the Setting Up Branches menu. Stocks in store menu is also used to consolidate system information versus year end inventory

Setting Up Product Category

Setting Up Products

Setting Up Users

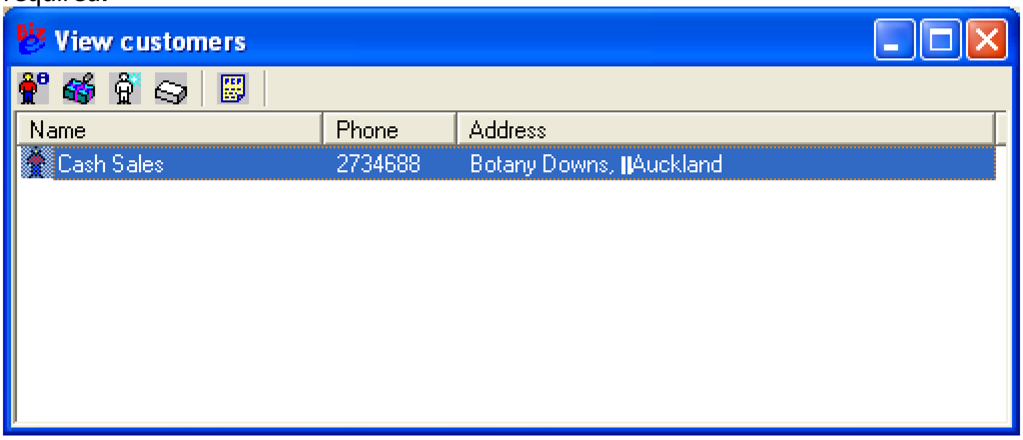
Setting Up Reports

Calculating GST

Shop Menu

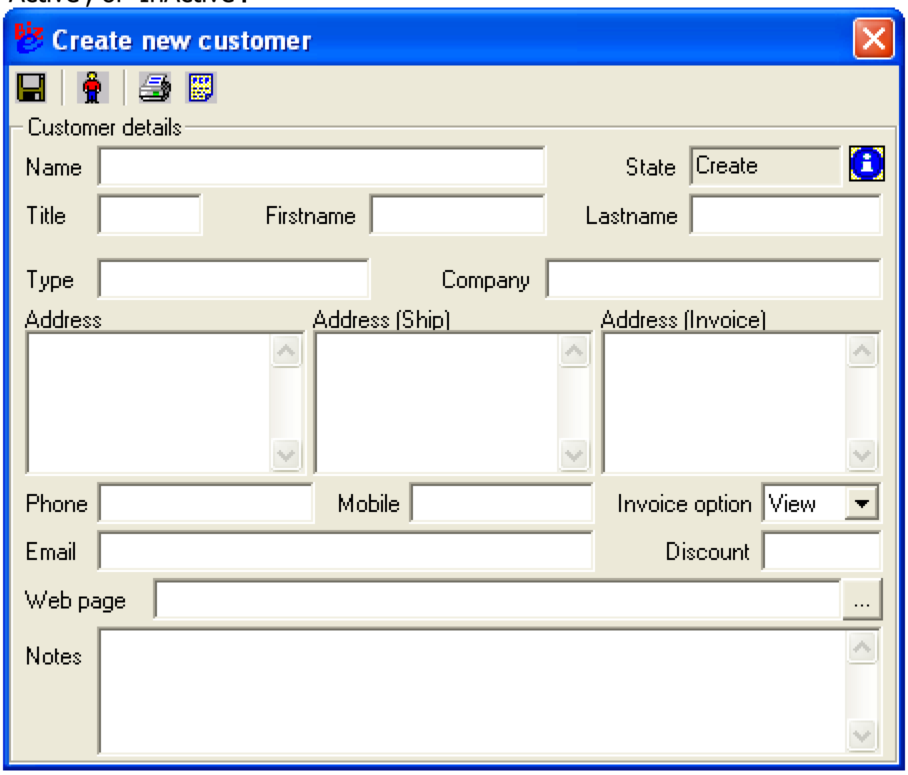
View Customers Window

This menu displays the customer records. Information shown on the screen can be customised as required.



Create Customer Record

This menu option creates a customer record in BizE. A customer record can have a state of 'Create', 'Active', or 'InActive'.



Customer Record State

State	Icon	Description
Create		Initial state of a customer record
Active		Changes the state of a customer record to Active
InActive		Changes the state of a customer record to InActive

Name – This field is automatically populated as a concatenation from the information entered on the Title, Firstname, and Last Name fields.
Invoice Option – There are 4 ways of generating an invoice for a customer.

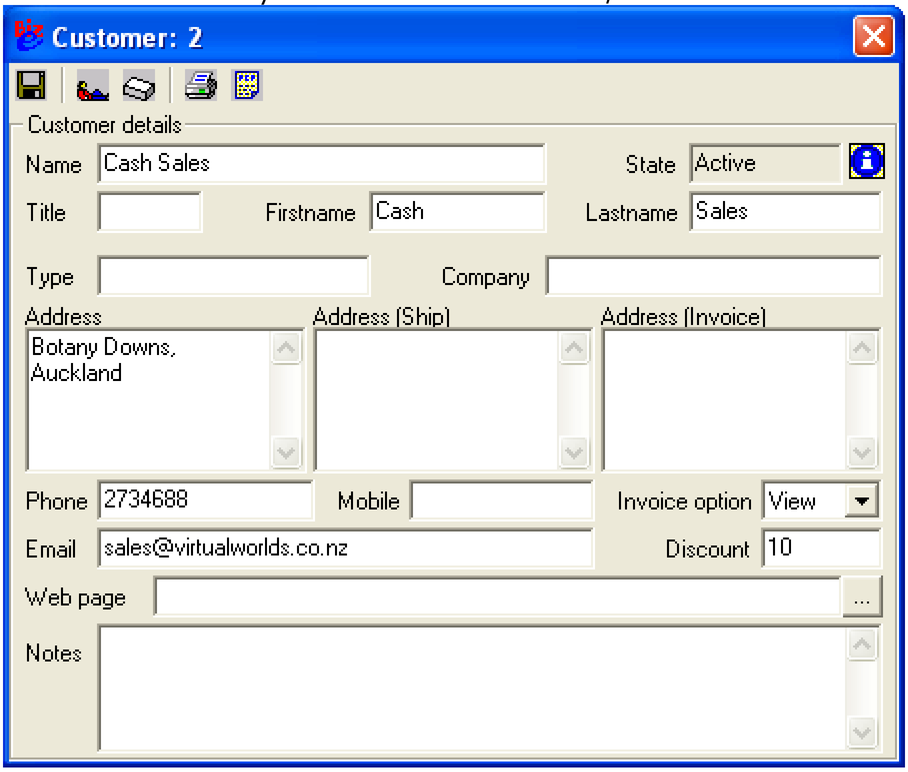
State	Description

None	No invoice will be generated
Email	BiZE will automatically send a copy of the invoice to the email address entered in the email field. If email field is empty, no mail will be sent. ???
Print	BizE will automatically print a copy of the invoice to the default printer.
View	BizE will open a copy of the invoice on screen.

Discount – Enter any number from 1 to 100 without the '%' sign. Any invoice generated for the customer will automatically deduct the discount stated.

View Customer Details

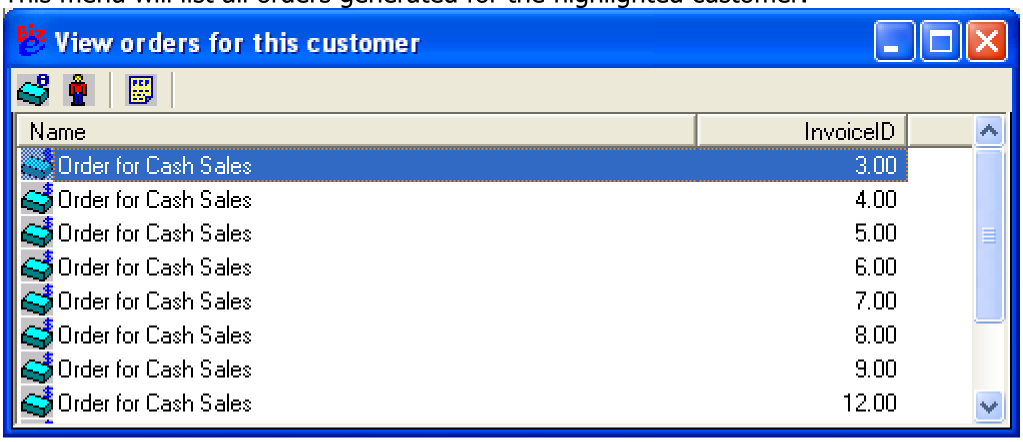
This menu option enables the user to view and modify any details of the customer record. This screen can also modify the state of a customer and/or delete a customer record.



Note: Deleting a customer record will permanently delete the customer from the database.

View orders for a specific customer

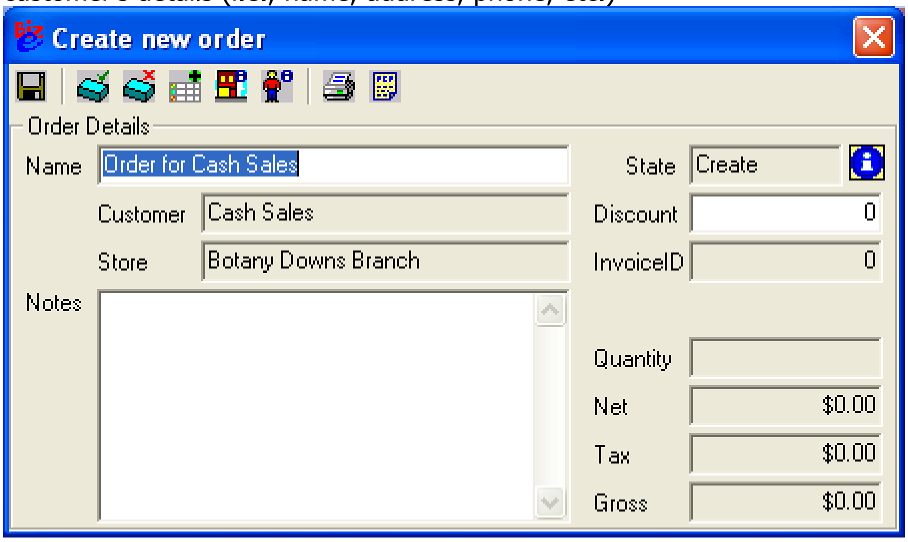
This menu will list all orders generated for the highlighted customer.



Note: Information shown on screen can be customised as required.

Create customer order

This menu will create an order for the highlighted customer. BizE will create an order using the customer's details (i.e., name, address, phone, etc.)



Choose a Store

Choose a store enables the user to change order's default store or assign a store to an order.

View Customer Details

View customer details displays the customer information.

Confirm the Order

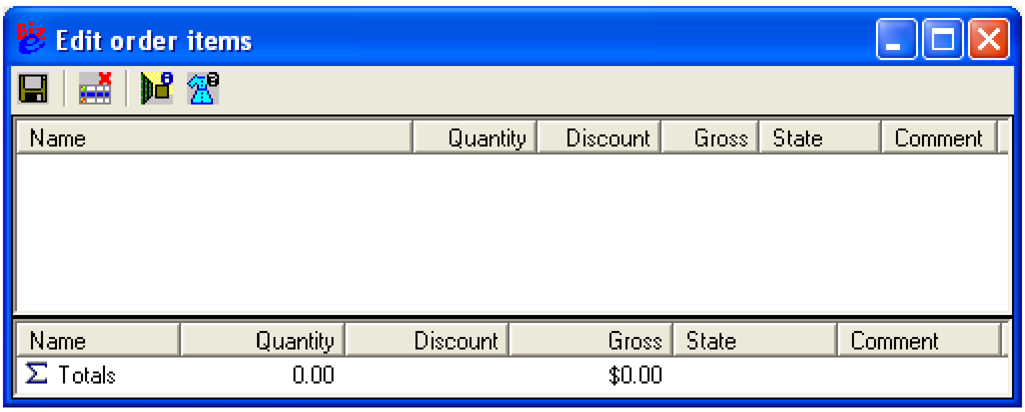
Confirming an order will save the order details. Order details are not modifiable upon order confirmation.

Cancel the Order

Cancel an order changes the state of an order to 'Cancel'. Cancelled state orders can be permanently deleted from the system through Delete an Order menu. Cancelled state orders can be reinstated (change state back to 'Create') through Renew Cancelled Order menu.

Add Items to Order

Add items to order menu enable the user modify the details of an order.



View Stocks In Store

Update Availability of Items