TopM Quick User Guide

ERP Solutions net7

for Version 07.02

A demo version can be downloaded from the Internet website www.topm.de, by clicking on the "ASP Client Download" button in the "Demo Version" tab or it can also be sent on request by TopM through DVD.
For further queries, the TopM team is always available by telephone.

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1. Introduction

For over 25 years, we have been developing ERP software with steady input and constant feedback from our customers spanning a wide range of industry sectors. net7 develops a complete and integrated solution for manufacturing companies, in which the functional diversity of the following 10 areas is incorporated.

- WWS; Merchandise Management
- PPS; Production planning and control
- BDE; Data Acquisition
- CRM; Customer Relationship Management
- DMS; Document management system
- Workflow; Business organisation
- Fibu; Certified financial management
- Personell; Employee time management – Personell Management
- MIS; Management Information System
- QM; Quality Management

The aim of this short manual is to provide the user with an overview of the featured functions of net7. Based on the topics selected, you can familiarize yourself with the program and execute your first business process.

2. Basic Operation

Despite a high and complex variety of functions, net7 is very convincing with a "tidy user interface" and a flexible process model. In the following sections, basic functions, structure and special functions of the program are explained.

2.1 To create a new record

Click the "New" button in the toolbar on the right and use it to create a new, empty record which can later be edited.

2.2 To search for an existing record

With the "Search" button in the righthand toolbar, you can search for data records that have already been created. With ?, all data records which have been created so far, will be displayed to the user.

2.3 To save a record

The data will be automatically saved in the background, once it has been created or modified.

2.4 Programme Structure

Menu Bar

Index Cards

Buttons

Register

Toolbar containing module related functions

Toolbar containing general purpose functions

3. Special Functions

3.1 The mouse wheel click

A link is used to switch to another index card via the mouse wheel. A link exists and can be easily seen, when the field description and the field contents are underlined. To change to another tab, the mouse pointer must be moved to the corresponding field. By clicking on the mouse wheel, the data in the other index card is retrieved, e.g. addresses or articles in the case of bids/offers.

3.2 Programme functions in the context menu

When in an input field, the context menu can be opened by using the right click on the mouse. For fields with a blue background, the context menu contains special program functions in addition to the Windows standard functions.

3.3 Keyboard Shortcuts

- Ctrl+ U → Actual Date + Time + Current User (only with user-defined texts)
- Ctrl+ D → Actual Date (when user-defined texts are used)
- Ctrl + N → Insert a line
- Ctrl + Y → Delete a line
- F8 → Menu
- F7 → Search

4. Address (Tab „Address")

In the index card Address, you can manage and administrate all addresses - regardless of the type (customer, supplier, employee, interested party, etc.). You can receive information on the company turnover, address history, sales activities, CRM related information and terms of payment, notes, country codes, individual print templates, customer prices, differential prices, commissions and bonuses.

4.1 How to create a new address

Subject	Operation in net7	Description
Create a new address	- Select the tab „Address" - Click on the button "New" - Choose the type of address - Choose the desired address class - Enter the keyword (search criterion) - Enter the name of the company - Fill in the address details - Choose the country	• The address types and address classes can be defined by the administrator in the program settings
Adding a contact person	- Select the register „Communication" - Enter the name, telephone number, function of the contact person - By clicking on the arrow next to the key of the contact person, you can access the contact person details	• Via the context menu "Call contact person (protocolled)" you can enter detailed information about the contact person and communicate with the the same
Terms of payment	- Select the tab "Terms of Payment " - Click on the button in the Number column - Choose payment condition	• The terms of payment can be defined by the administrator

4.2 Define alternative billing addresses

Subject	Operation in net7	Description
Create an invoice address	- Select the tab „Address" - Click the on „New" button - Select the type of billing address - Choose the class of billing address - Enter key (search word) - Enter the company name - Enter the address - Choose country	- The invoice address is maintained separately from the main address - The address class can be used to further subdivide the address types

| Associate the billing address with the customer address | - Toolbar right - Click the Search button (or F7)
 - Select customer
 - Bottom toolbar - Click the Shipping button
 - Select invoice address from database by clicking the button | |

4.3 Define alternative shipping addresses

Subject	Operation in net7	Description
Create a shipping address	- Select tab „Address" - Click on the „New" button - Select type of shipping address - Select the address class of shipping address - Enter key (search word) - Enter the company name - Enter the address - Choose country	- The delivery address will be listed separately from the main address - Based on the address class a further subdivision of the address types is possible.
Associate the shipping address with the customer address	- Click the Search button in the toolbar on the right - Choose an existing customer - Click on the shipping button in the bottom toolbar - Select the register „Shipping Address" - Select the shipping address from database by clicking the button	- Multiple delivery addresses can be assigned to each customer. When the process is created, a prompt appears asking to which address the delivery should be made.

5. Article

All articles (sales items, materials, packaging etc.) are listed in this section. It is a part of the mer-
chandise management (MMS) in your company.

5.1 Create an article

Subject	Operation in net7	Description
Creating an article	- Select the tab „Article" - Click on the New button - Choose the type of article - Enter the component number - Enter description - Define measuring unit	• The component number will be automatically assigned by right-clicking on the field Component Number -> Select automatic allocation of Component number (Query: Automatic increment of part number -> Select Yes) • More details regarding this article can be added below the other tabs

6. Components (Tab "Products")

In this tab, you can manage the component lists and production schedules for your products. Using
the predefined data, the manufacturing costs can be calculated and a sales recommendation can be
made.

6.1 Create a product

Subject	Operation in net7	Description
Creating an article	- Select tab „Article" - Click the New button - Choose the article type as „Product" - Enter component number - Enter description - Define measuring unit	
Create a product from an existing article	- Click on the product button in the right toolbar - Answer each inquiry with "Yes"	• By clicking on Product, you can access the tab "Products"

6.2 How to create a component list

Subject	Operation in net7	Description
Define bill of material positions	- Select tab „Components List" - Click on the button in the field - Component number - Select article from database (with ?, all articles are displayed) - Enter quantity	• The relevant information from the article database will be loaded into the respective bill of material position. • By clicking on the button Load Workplan, it is possible to load a component list template • Via the menu option Others -> Import component lists from Excel, component lists can be imported from Excel

6.3 To create a workplan

Subject	Operation in net7	Description
Create a workplan	- Select the tab „Workplan" - Click on the button in the field Process - Select processes from database - Enter the planned times in the column "Time/te/m - Enter the preparation time in the column " Preparation time"	- The work processes can be stored by the administrator - This data is included in the calculation and in the production planning

6.4 Pre-calculation of the assembly group

Subject	Operation in net7	Description
Specify calculation mode	- Select the tab „Calculation" - Click on the Calculation Mode button - 2 subassemblies: Please select "Insert material and manufacturing separately in the product"	- Material / Production costs are taken directly from the bill of materials and work plan - The calculation mode determines if the subassembly groups have to be resolved for the calculation
Determine the base of calculation	- Click on the "Calculation Basis" button - Select „0-on-EK" price	• Via the calculation basis, the product can be calculated with different EK prices

Choose overhead costs	- Click on the "Overheads Costs" button - Choose with sales commission	• By choosing the overhead costs, the surcharge rates are automatically entered, but can still be manually modified
Production costs transfer	- Click the button in the field "Manufacturing costs 2"	• The manufacturing costs 2 are included in the basic purchase price of the product
Transfer of the sales price	- Enter VK price in field - Click the button in the VK Price field	- The programme calculates a recommendation VK in the calculation. The VK price is determined by the user - The VK price will be transferred to the basic VK price of the main article. - By entering the calculated quantity, it is possible to determine differential prices as well.

7. Offers and orders (Tab "Orders")

The tab "Orders" is used to process quotations and sales orders. Here you can also carry out inventory planning, create manufacturing orders and transfer sales orders to the invoicing department.

7.1 Creating an offer

Subject	Operation in net7	Description
Creating an order	- Select the tab „Orders" - Click the New button - Choose the desired address (with ?, all the addresses can be displayed)	• The choice of order class has an impact on whether a production order is automatically created in the system
Specify order positions	- Select the tab „Positions" - Enter the quantity - Click on the button in the field Component Number - Select article from database (in case - there is no user-defined article, search for the article number 002/11301 or display all articles using ?)	

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Create an offer	- Select menu item Print/Process Offer	- The status will be set to "Offer"

7.2 Creating a new customer order

Your offer will be converted into a customer order:

Subject	Operation in net7	Description
Creating a customer order	- Select menu item Print/Process Order confirmation - Query: Order placed -> Select yes	- The status will be set to "Order"

7.3 Graphical order planning

You can find the graphical order planning in the index card "Planning". The overview shows an Illustration of the positions of all your orders, in the individual rows. The start and end of a column each determine the start date and planning date of the individual items in your order. It is necessary to enter both of these schedules in the Order tab page in advance.

Subject	Operation in net7	Description
Capturing Order Schedules	- Select index card „Order", register „Positions" - Mouse wheel click on position number in order - Select start date by clicking on the button - Select planning date by clicking on the button - Select the tab „Planning" - Click the button above "Status: xx" once to update	The orders can be rescheduled by dragging them in the graphical order planning.

7.4 Order for delivery and invoicing

Subject	Operation in net7	Description
Transfer to invoice	- Select the tab „Order" - Click on the "Orders" button in the toolbar on the right to search for the order - Select the toolbar on the bottom of the invoice. - Query: Order template in invoice -> Select yes	• Once agreed to transfer the existing order to invoice, the programme automatically switches to the invoice file tab and copies all data from the order into the invoice

8. Dispatch and invoicing of customer orders (Tab "Invoice")

The tab "Invoice" enables you to create invoices and shipping documents, manage pending issues and perform (sales) evaluations.

8.1 Creating a delivery receipt

Subject	Operation in net7	Description
Create a delivery receipt	- Select tab „Invoice" - By clicking on the Open button in the toolbar on the right, it is possible to display the remaining open transactions that are to be delivered - Select menu item Print/Process - Delivery receipt	- The status will be changed to Delivery

8.2 Creating an invoice

Subject	Operation in net7	Description
Generate an invoice	- Select tab „Invoice" - Click on the Delivered button in the toolbar on the right to view the items that have been delivered, but not yet invoiced - Select menu item Print/Process - Invoice	- The status will be set to invoice

8.3 Managing open positions

Subject	Operation in net7	Description
Credit incoming payments	- Select the tab „Invoice" - By clicking on the Invoice button in the toolbar on the right, all unpaid invoices can be viewed - Click on the "Paid" button in the toolbar below - Enter payment date, discount, payment amount - Select bank account by clicking on the button - Click on the OK button	
Start an overdue notice	- Select menu item Print/Process-Warning notices - Click the Update button - Query: delete data from warning and reconstruct -> Select Yes	• All due items are automatically warned by the warning • Since no printout can be made in the demo version, you receive the following

	- Click the Run Warning button - Query Start warning -> Select yes - Enter date -> Select OK - Query: Enter reminders -> Select Yes	information during the warning procedure: "Demo version limits reached". Please ignore this and confirm the query several times with OK.

9. Production (Tab „Production")

The tab "Production" represents the technical processing of (commercial) customer orders. This is where it is possible to carry out material planning, enter the current costs (actual material consumption, actual working time, good and defective quantities, and additional costs), and use these to carry out the subsequent cost estimate. From the production department, production orders for external manufacturers can be transferred with (extended workbench) or without supply of materials.

9.1 Transferring a customer order to production

Subject	Operation in net7	Description
Perform inventory planning	- Select the tab „Order" - By clicking on the Orders button in the toolbar on the right, it is possible to search for the order - Select the toolbar below for Inventory Planning - Click the" Prepare" button - Query: Update inventory planning -> Select Yes - Right click on a field in the table -> Choose the option set start dates - Enter date of start -> select OK	- The inventory planning shows the warehouse stock and the available stock - Warehouse Stock: Actual Warehouse Stock - Available stock: Warehouse level +/- planned outgoing and incoming goods

Creating a production order	- Click the „Procure" button - Query: Procure article -> Select yes	• Procurement leads to the creation of production orders, whereby the production order number is entered in the Source of Supply field • Only articles of type "In-house Production" can be transferred to Production.
Load a production order	- Mouse wheel click on transaction number in the source of supply	• You can switch to the Production tab by clicking the mouse wheel

9.2 Planning of materials for production orders

Subject	Operation in net7	Description
Change Status	- tab „Production" - Change the status from "1-released" to "3-prepared" in the upper right corner of the programme. - For an assembly structure: Query: Set status of underproduction orders as well -> Select Yes	• In order to carry out material planning, the status must be at least "3-prepared"
Perform material planning	- Select the toolbar below Material Planning - Click the „Prepare" button - Select article type: Material - If necessary, enter additional selection criteria -> choose OK - Check source of supply	• The inventory planning shows the warehouse level and the available stock • If no warehouse stock is available, Purchase (E-xxxx) is proposed as the source of supply
Creating purchase orders	- Click the Procure button - Query: Procure article -> Select yes - Close window	• Through procurement, open order proposals are created in the Purchasing department. The purchase order number is entered in the Source of Supply field

9.3 Scheduling of production orders

Subject	Operation in net7	Description
Scheduled planning of production	- Tab „Resources" - Register Machines - Toolbar right „Pa. Order" - Select production order - Click on the start day in the desired machine row, keep the left mouse button pressed and drag to the right until the day of completion. - The orders can be planned later by clicking and dragging them to other machines or time frames	• The system can also calculate these schedules automatically. The prerequisite for this is that all resources are available with capacities
Utilization of production capacity	- Register APM and APM Utilization - The utilization of various sectors is calculated here on the basis of planning among machines	

9.4 Manufacturing documents

Subject	Operation in net7	Description
Printing the work documents	- Tab „Production" - Select menu item Print "Work plan - Print button	• Several templates related to work documents can be stored

10. Purchase order system (Tab "Purchasing")

The Purchasing index card processes all orders and monitors incoming goods.

10.1 Create and manage purchase orders

Subject	Operation in net7	Description
Create new purchase orders	- Click on the New button in the toolbar on the right - Select order process - Choose supplier - Enter quantity - Click on the button in the field Component number - Select article from database - Select delivery date via button - Select menu item Print / Print Purchase Order - Choose print/language - Query: Book transaction - Select yes	
Management of purchase order proposals	- Select tab „Purchasing" - Click the "Open" button on the right toolbar - Select operation - Select menu item Print / Print order - Choose print/language - Query: Book transaction -> Select yes	• The button "Open" shows an overview of orders that have been created but not yet booked. These are automatically created by the system if minimum quantities in the warehouse are not reached or if material requirements arise due to an order. • The status is set to "Ordered" once the order is printed • You will find an overview of your booked orders in the toolbar on the right under the button "Ordered"

10.2 Booking incoming goods

Subject	Operation in net7	Description
Book incoming goods in the purchasing module	- Select the tab „Purchasing" - Click on the Ordered button in the right toolbar - Select order - Enter the quantity received for the individual items in the Quantity field - Select the toolbar at the bottom of the screen and click on the "Book WE" button	• This alternative is preferred if the incoming goods are booked by the buyer. • When all outstanding items have been received, the entry is deleted from Ordered and the status is set to Closed
Booking incoming goods in the inventory booking screen	- Select tab „Article" - Click on the Book button in the toolbar below - Use the Order button in the upper section of the program to select the order (all orders are displayed with ? in the search) - All included items of the order are displayed - You can change quantities, warehouse locations, items, etc. - Choose the toolbar below the Book button	• This alternative is preferred if the warehouse bookings are carried out in production or by a warehouse clerk.

10.3 Registering incoming invoices

Subject	Operation in net7	Description
Register incoming invoices	- Select tab „Purchasing" - Select "Invoice Pr." button in the toolbar below - Click the New button - Query: Create new incoming invoice -> Select Yes - Choose supplier - Enter delivery receipt date/number, invoice date/number	• NOTE: The individual items can be assigned to customer orders and production orders for subsequent calculation. • The cost price of the article can be updated via the invoice position
Load incoming goods	- Select "Incoming Goods" button in the toolbar below - Select invoice items with a tick -> click the Select button	

Verify data and complete the process	- Verify prices, revise if necessary - Click on the button 'Process checked' in the toolbar below - Sign electronically by entering user name 'Demo' and password Demo	• The status will be changed to 'checked' • After verification of the invoice, it is forwarded to financial accounting (either to TopM's own financial accounting department or to an external source like Datev).
Execute Payment	- Toolbar at the bottom - Click on the Run Payment button - All due invoices are displayed - Click on the "Create DTAUS" button in the toolbar below	• A file with all payment information such as bank details, amount, invoice number etc. will be exported, which can be imported into the online banking program

11. Employee attendance and production data acquisition (Tab "Terminal")

The Terminal tab is the software terminal for recording PZE and BDE values. These can be entered manually or via barcode. It is also possible to use hardware terminals.

11.1 Acquisition of attendance (PZE)

Subject	Operation in net7	Description
Employee Login	- Choose the Terminal tab. - Click on the button 'Employee Login' by pressing F7 - Select employees	
Employee " Comes " booking	- Click the F9-Coming button - Query: Start of attendance booking -> Select yes	• With the F5-Break button (query: Book break -> Select yes) you can book a previously defined time factor as a break
Booking of employee "Goes"	- Click the F12-Go button - Query: Book end of attendance -> Select yes	

11.2 Acquisition of order schedules (BDE)

Subject	Operation in net7	Description
Employee Login	- Select the „Terminal" tab - Click on the button 'Employee Login' by pressing F7 - Select employees	
Book the beginning	- Click the F10 Start button - Select order - Select working cycle - Query: Book work commencement -> Select yes	• Alternatively, the order number can be selected by scanning a barcode from the production documents.
Book the End	- Click the F11-End button - Select the processed order	• Furthermore, good and defective production quantities can be entered for the production orders.

12. Personnel (Tab "Personnel")

This tab contains the employee management board (graphical representation, attendance and absence schedules), the employee database, the employee hours and the handing over to payroll accounting.

12.1 Planning vacation / absence

Subject	Operation in net7	Description
Plan a vacation/absence	- Select the Personnel tab - Under the bar in the middle part of the program, click on the button to select the type of absence - Click on the day of start in the desired employee section, keep left mouse button pressed and drag to the right until the day of end. - Confirm absence time in window -> Select OK	• The employees of the chosen departments are displayed on the personnel board • The types of absence (for example: business trip, sick) can be defined by the administrator.

13. Service orders (Tab "Service")

On the Service index card, it is possible to create service orders. These are specially designed for services in relation to customer orders.

13.1 Create a cost estimate

Subject	Operation in net7	Description
Create a service order	- Select tab ‚Service' - Click the New button - Query: Create a new service order -> Select Yes - Choose the class of service - Select customer by clicking the button - Choose the serial number by clicking on the button Serial no.	- For a successful test run, please use the customer name Solia Palmer GmbH Küchentec. - A serial number is stored in the database for this customer.
Adding spare parts	- Select the tab ''Spare Parts'' - Enter quantity - Click on the button in the field Component Number - Select the Module Artikel - Choose an article from database - In column " M", mark the article positions by clicking on the button with "+"	• It is also possible to select an article from the component list • Non-selected items are not included in the invoice (for example, warranty claims)
Determine the work plan	- Selecting the tab work plan - Click on the button in the field Process - Select work process from database - Mark operations with "+" in the M column by clicking on the button	• Non selected items will not be included in the invoice (for example, warranty claims)
Create a billing statement	- Select the tab for billing. - Right click on the input box -> Select ''Create billing''	
Estimation of costs	- Menu list Print/ Choose quotation - Select print/language	- The status is later set to ''KV Created''

13.2 Transfer of service order to delivery and invoicing

Subject	Operation in net7	Description
Get a cost estimate	- Select menu item Print / KV is-sued - Query: Cost estimate approved -> Select yes	• The status is set to KV approved
Change Status	- In the upper right program sec-tion, click on Label Status 6-In Work	
Transfer to invoice	- Click on the toolbar below the invoice - Query: Create delivery receipt and transfer service order to in-voice -> Select Yes - Query: Booking of non booked spare parts -> select yes -> select yes - Query: Print delivery receipt -> Select Yes - Select print/language - Query: Enter order in invoice -> Select yes - Switch query to invoice -> Select Yes	• Transfer to the invoicing is only then possible, when the status is 6-In work • After confirming all queries, the program automatically switches to the tab Invoice.

14. Correspondence (Tab Addresses and Orga)

In addition to address management, you can find your correspondence by telephone, letter and e-mail as well as the optical archive (DMS) in the "Address" tab.

14.1 Creating a telephonic memo

Subject	Operation in net7	Description
Entering a telephonic memo	- Select index tab ''Orga'' - Click on the New button in the toolbar on the right - Select the Type of procedure: „Call" - Select the address (and contact person, if applicable) by clicking the button - Enter topic, task, action or choose the button. - Input field "through": Select employee. By selecting the "by"	• In addition to manual work-flows, automated work-flows with release requests can also be depicted with this Orga module

	field, the telephone memo is transferred to the corresponding responsible employee	
Complete the telephonic memo	- Click the Done button in the toolbar below - Query: Orga done -> Select Yes	

14.2 Creating a letter

Subject	Operation in net7	Description
Create a letter	- Tab Address - Select the "Letter" button in the toolbar below - Click on the ''New'' button in the toolbar on the right - Query: Create new letter -> Select yes - Select the address (and contact person, if necessary) by clicking the button - Select the responsible employee by clicking on the button in the field - Enter subject and text	• An overview of all the conducted correspondence can be found in the "Address" tab under the Process button
Printing a letter	- Click the ''Print'' button - Choose print/language	

14.3 Creating an e-mail

Subject	Operation in net7	Description
Create an email	- Select the "E-mail" button in the toolbar below - Click on the ''New'' button in the toolbar on the right - Query: Create new email -> Select yes - Choose the sender by clicking on the button - Select recipient by clicking the button - Enter subject and text	• For an overview of your correspondence, please refer to the tab ''Address'' under the button "Process"
Send an email	- Click the ''F10 Send'' Button - Query: Send Email -> Select Yes	