IMPACT

Designer 9.5

Getting Started

Guide

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Keep to view digital copy 2 pages at a time

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Table of Contents

Introduction

This getting started guide provides a general overview of the different modules in the software. Anyone can use this software. It's easy if you are a designer and it's easy if you are a bookkeeper. If you have to do both, then this might just be the solution you've been looking for to save both time and money.

Designer 9.5 is an interior design specific project management and accounting software system for small and mid-sized design and architectural firms looking to streamline operations, manage client accounts, procurement and billing all under one roof. Film set designers and theatrical set designers will also find this software indispensable when planning and setting the stage. The fact that design projects are so detail oriented makes this the ideal system. Each item has its own vendor and client properties. These properties are governed by the item's life cycle from the inception and acquisition phases to installation and final billing. General purpose accounting software packages are not well suited for the interior design industry.

Much of the time spent working in a design firm is wasted trying to find and sort through payment details, shipping information, changes made by sub-contractors, trade vendors and clients as well as changes made by the designers and architects themselves. Bookkeepers, design assistants and accounting support staff must interact with the creative forces to pull valuable accounting information from these members of the firm, which can limit the designer's time to be more creative and generate new business. Luckily this system is comprehensive enough to limit redundancy and duplication of work.

Each item on a project and each part of a designer's day can be tracked and billed out properly. Vendors are paid, employees and owners are paid and clients are presented with professional looking estimates, orders, invoices and statements. With monthly accounting duties completed on time, your firm's CPA can have accurate reports for sales tax remittance, profit & loss as well as business forecasting because everyone in the firm inputs and participates in their own way.

This getting started guide will explore employee time billing, project purchase order creation, payments, job tracking and client billing. We'll explore if a cash or accrual based general ledger best suits your firm's accounting needs. We will also touch on the many reporting capabilities and the way data can be presented and shared.

Installation

Several options exist for various individual or network installations. Installation of the software and database is for PC. Windows 10 Pro is recommended. If choosing a server, Windows Server 2019 is recommended.   If you use a single Apple iMac or MacBook the cloud is probably your best bet. A more elaborate setup involving a hybrid network of both PCs and Macs is possible. Hosted cloud solutions are also available.
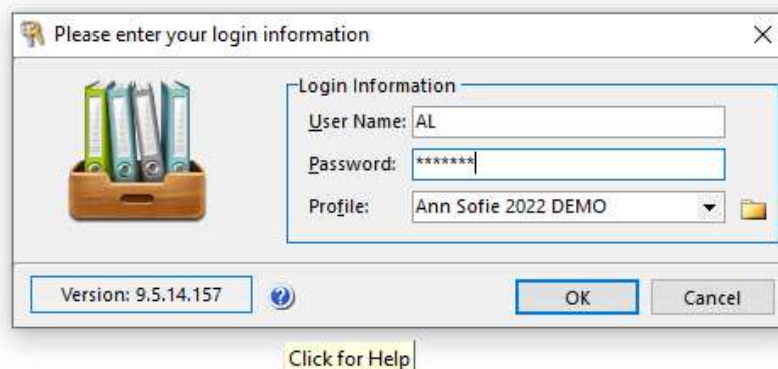
Network diagrams
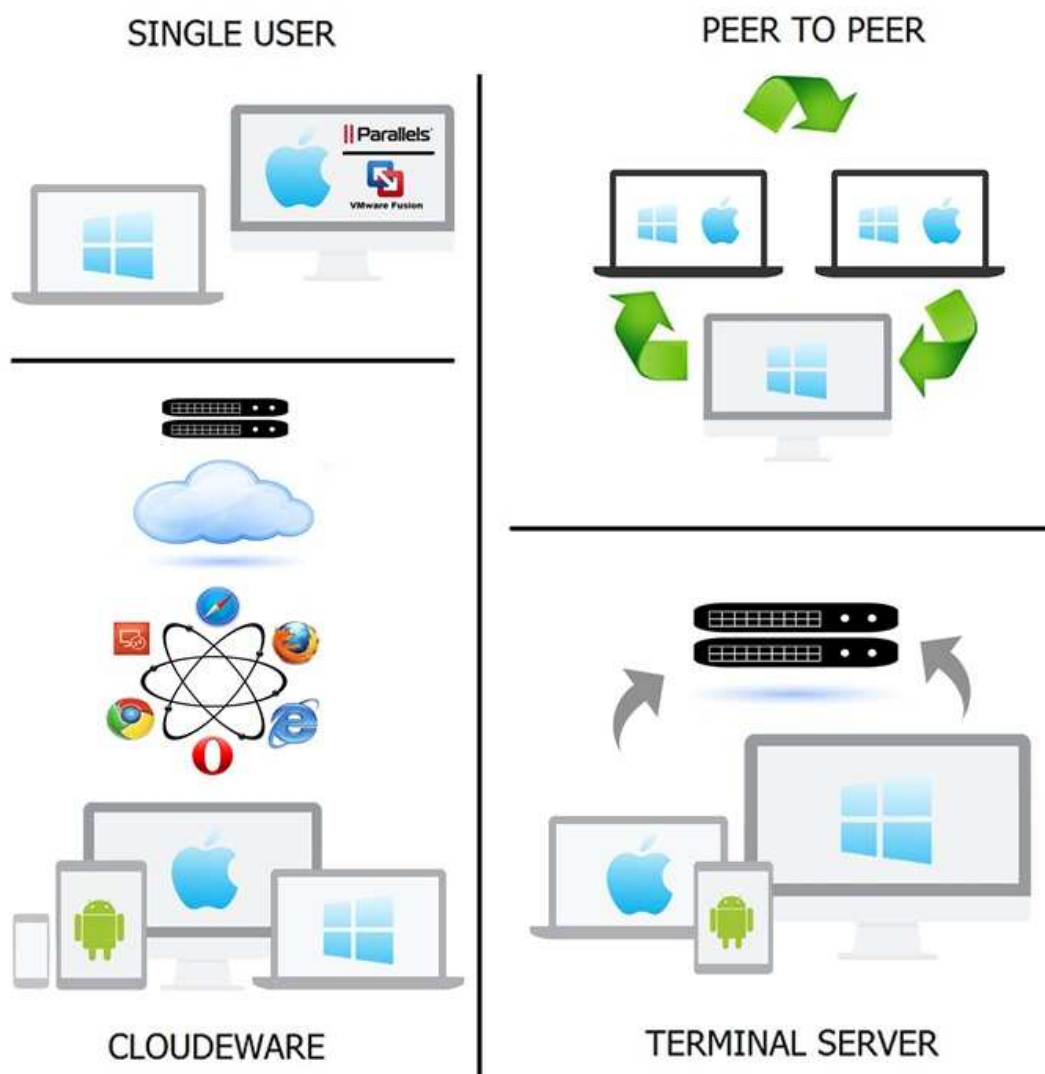
Download a trial or contact a reseller in your area to install the demo for you and go through a free needs evaluation. Keep the software until you are ready to commit.

The Design Process Flow

The Designer 9.5 system was designed to automate those tasks that take up so much of your time every day as a designer, assistant or office manager. This guide will help you see through some of the basic business related activities that designers perform on a daily basis such as:

1- Specifying the design items, tasks and labor in your interior design projects

2- Creating proposals for your clients for the items that will be used in their design projects

3- Entering client deposits after they have accepted and paid for part of your proposed items

4- Preparing and sending purchase orders to the vendors for the client approved items

5- Paying the deposits to your vendors of the ordered items

6- Receiving and inspecting the shipped goods

7- Updating order costs and client selling prices on the proposed items

8- Creating invoices to your clients for the remaining balances on the ordered items

9- Receiving and apply all the final payments for items on invoices sent to your clients

10- Posting the final payments to vendors.

While performing these tasks, Designer 9.5 automatically handles your bookkeeping. Your firm's financial data is being processed and maintained at the same time as the daily business activities are entered. Understand how to manage the steps on the right and the rest will take care of itself. The easiest way for you to discover the power of is to build a design project and progress through all the major steps in the demo. This getting started guide will assist you in accomplishing this. Log in and get started.

The Design Process Flow

CLIENT	DESIGNER	VENDOR

1 → Create Design Item

2 → Proposal to Client

3 → Receive Client Deposit $$$

4 → Order to Vendor

5 → Vendor Deposit Check $

6 → Accept Ordered Item

7 → Adjust any Order Costs $

8 → Invoice Client

9 → Apply Invoice $$$

10 → Vendor Final Payment $
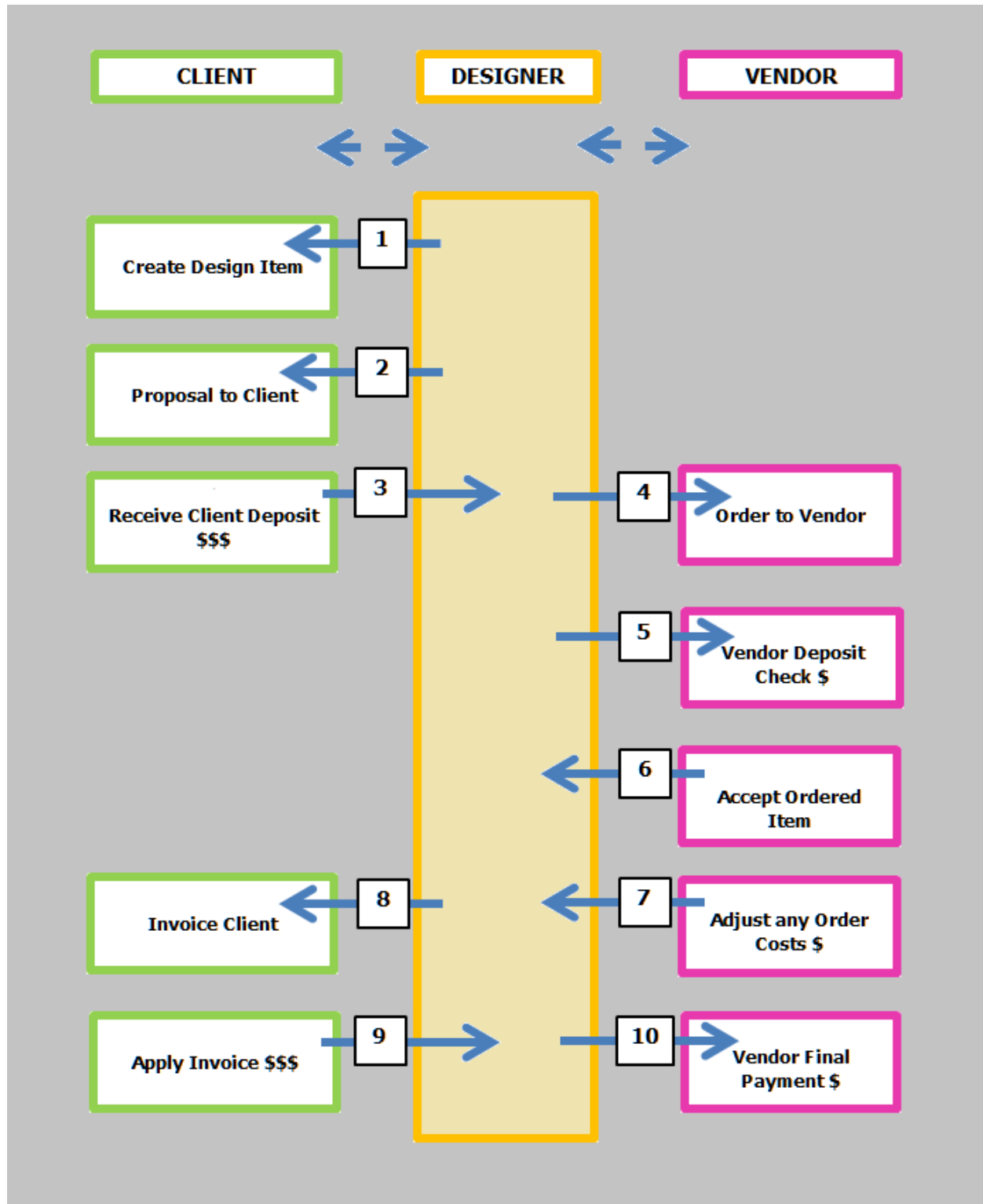
Designer Today

Designer today is the main screen one sees when starting the application. This dashboard allows one to quickly see and gain access to various parts of the application and provides a quick overview of recent work. It also allows for quick look up to various documents containing items and tasks set on those items which were generated in the past.

1. PROPOSALS CREATED

When a proposal is created by a designer for a client, those designers client proposals will appear in the list on the left showing proposals created this week, last week and the month prior.

2. ORDERS / ORDER DETAIL

Purchase orders (POs) are flagged and sorted by their estimated ship dates to appear chronologically as overdue, due this week or due to ship next month. One removes the orders from the ORDERS DUE list by setting the actual ship dates. Order details can be seen showing vendor purchase order payments and which client is associated to that order when hovering the mouse over the orders on the list.

3. TASKS

A list of tasks appears here. Overdue tasks are colored red. One can also view tasks due for the current day as well as upcoming tasks due this week and for the next month. Tasks can be assigned to a specific item called an item reminder or can be created independently from items.

4. QUICK TOOLS / SEARCH TOOLS

Quickly search here for design items, catalog items or inventory items.

5. QUICK TOOLS / FIND DOCUMENTS

Enter a document number, for instance when a vendor calls and wants to update you with the price, status, quantity or availability of a certain PO number. A client may call to go over the details of an invoice or proposal and a quick way to see what they are talking about is to open the document from here.

6. EMPLOYEE

Just one employee's dashboard is viewed from here. Employees with higher security options can see the dashboards for all other employees.

Designer Today

Designer - [AnnSofie2020Demo]

File   View   Reports   Help

Program | Reports | Utilities | Support

Designer
- Designer Today
- Dashboards

Projects
- Contacts
- Items
- Calendar

Products
- Catalogs
- Inventory

Accounting
- Banking
- Company

Order Detail
Date: 2/23/2020
Due Date: 2/23/2019
Client ID: SPECTOR
Vendor ID: DENNIS MILLE
Total: $210.00
Deposit Req.: $105.00
Payments: $0.00

Proposals
Proposals Created This Week (0...
Proposals Created Last Week (0...
Proposals Created Last Mont...
Jay & Assoc. PRIM (003)
Jay & Assoc. PRIM (005)

Orders
Overdue Orders
Dennis Miller Inc. (507)
Orders Due This Week (0)
Orders Due Next 30 Days (0...

Tasks
Overdue Tasks
Staff Meeting
Drawing Approved
Cutting for approval
Price Change
Cutting for approval
Tasks Due Today (0)
Tasks Due This Week (0)
Tasks Due Next Week (0)
Tasks Due Next Month
Cutting for approval

Quick Tools
Search Tools
Search Catalog
Search Contacts
Search Inventory
Search Items

Find Document

Employee
Al Backman

Saturday February 1, 2020   AL->AnnSofie2020Demo

1.   2.   3.   4.   5.   6.

Projects / Contacts

The Project module consists of the CONTACTS involved in the design projects, the specified vendor ITEMS for the client and the CALENDAR module where designers and team members track their time on and off different client projects.

CONTACTS consist mainly of clients, trade vendors and office vendors. Designer 9.5 also allows other contact types to be entered and saved such as ship to vendors, projects identifiers for specific clients, prospects, personal contacts and other contacts.

1. TRADE VENDORS

Trade vendors are the businesses that the design firm will purchase items from.

2. CLIENTS

The client is where all items on the design project are grouped together by room from each trade vendor.

3. CREATE A NEW CONTACT

Navigate to the top left and select the NEW button or press the insert key on your keyboard. Create an ID for the new contact. Then fill in the contact details. The mailing address will carry over from the primary address but can be edited to be different.

4. CLIENT PROPOSAL DEPOSIT PERCENT

After items are grouped or individually proposed to the client, a certain percentage of the total price on each item is requested for deposit. This deposit request will print out at the bottom of the client proposal document. If multiple items are grouped on the same proposal, then the deposit requested for each item will subtotal on the proposal document.

5. CLIENT MARKUP PERCENT

Items can be marked up from the vendor costs for each item. This is typically set on the client merchandise setup tab but could be preset on the sales code for the item. One can always override the markup once the item is created.

6. CLIENT SALES TAX

Sales tax percent is defined under each client, not each project for the same client. Sales tax is usually not requested on deposit but is typically saved for collection on final invoices.

Projects / Contacts

1.   2.   3.   4.   5.   6.

Projects / Items

Design ITEMS is the heart of the program. This is where each piece of the client's project is conceived and added to make a master client item list. Items contain both vendor and client prices and migrate from inception phase to proposal phase, then purchase order (PO) and final invoicing. From an accounting standpoint, Designer 9.5 is an item based system, not a document based system. When payments from clients and checks to vendors are processed, they are applied to each item.

1. CLIENT Select the client whose items you want to create and manage.

2. ITEM Select the NEW ITEM button to add a new item for your client.

3. ROOM can be setup per client or chosen from a default list.

4. VENDOR Chosen from the trade vendor defined earlier or imported through the module.

5. SALES CODE to track the income and expense. Edit codes in the company setup section.

6. SHIP TO VENDOR is where the item will ship, like a workroom or upholsterer.

7. IMAGES of items are optional and should not exceed 360 by 360 pixels.

8. PURCHASE COST from your vendor's showroom quote. Update freight, crating, installation, or other costs later if they are not yet known.

9. SELLING PRICE is calculated automatically with the client markup and can be overridden per item.

10. RIGHT CLICK in the description area to display the editing options.

11. SPELL CHECK cut and paste, highlight and hide lines from client in green so they only appear on the vendor PO or vise-versa, blue on the client proposal or red for internal use.

12. OK Select the APPLY button to save and keep editing or select OK to save and close. Cancel will revert back to the state of the item prior to opening it.

Key to the design process is the option to be able to increment prices and add in additional freight and other charges after a client has made their deposit and even after a vendor has been paid their deposit.

Projects / Items

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12.
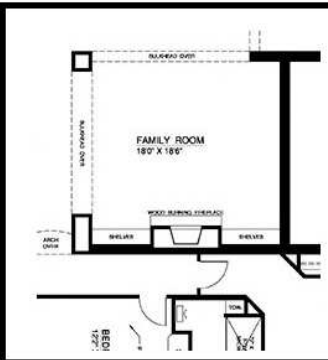
Projects / Proposals

Proposals are groups of items that belong together and are presented to the client with the client selling price and the deposit requested.   Proposals are sometimes called purchase agreements or PAs.

1. CHECK OFF the items you want to group onto the same proposal with red check marks.

2. CREATE the proposal from the create button.

3. PRINT preview first, edit then print, email through MS Outlook or save as an Adobe PDF file.

4. SPECIAL INSTRUCTIONS like payment method, information about shipping or sales tax.

5. BUDGET amount, actual amount and variances between both are displayed.

6. PROPOSAL format is with the company name and address at top left, letterhead format for your own office stationery or proposal with photo. Changes can be made easily to the layout and content with the report editor. It is sometimes referred to as a PA or Purchase Agreement.

7. PROPOSAL is either a standard 8.5 X 11 in. or A4 size outside North America.

Create proposals with fewer items on them and group them with a summary report rather than propose too many items on the same document. This is because lead times from vendors vary and may ship at different times thus making payments due at different times.   It is also recommended to produce one invoice per proposal so your client is clear about what they have paid already with each proposal deposit amount. Set this rule up in the company settings.

   No journal entries are created on a cash or accrual general ledger when a proposal is created.

Projects / Proposals

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Projects / Purchase Orders

Once the client has made their deposit from the proposals presented, you can now make the POs very quickly. No new description is required because the items created previously contain the "ship to" and a separate vendor purchase cost from the client selling price. The PO creation is a few simple clicks away.

1. CHECK OFF the items you want to order with a red check mark.

2. CREATE the order by selecting the CREATE button then select the middle ORDER option.

3. SPECIAL INSTRUCTIONS are available in a drop down list and can be added to each document type. They appear at the bottom left of the printed document.

4. SIDEMARK is automatically created on the PO with the following convention:

Company / Designer / Client / Room

5. TERMS TAB will carry over as much vendor information that was setup in the contacts module including payment terms, preferred shipping and your salesperson's contact info.

6. EXPEDIING TAB will track all shipment dates, account numbers, quick notes and vendor billing info. Set the estimated ship date here so it pops up on the DESIGNER TODAY screen.

7. VOID a PO using the VOID button. This will automatically reverse the journal entries posted in the purchase journal.

8. NOTES will help you keep track of which employees have changed the notes and on what day.

9. PRINT preview first, edit then print, email through MS Outlook or save as an Adobe PDF file.

On a cash general ledger, no journal entries are created when the PO is created in the current fiscal year, as expenses are realized when the vendor payments are made.   You can still see what is owed to your vendors from the project management reports on a cash basis.

On an accrual general ledger, an accounts payable (AP) liability is recognized right away along with an asset called work in progress, because in the world of interior design, most orders are non-cancelable. The work in progress will eventually convert to the expense once the items are invoiced and the cost of goods sold is recognized on the P & L statements.   We lower AP with a vendor payment.

Designer 9.5 is a dependable double entry generally accepted accounting principles (GAAP) system.

Projects / Purchase Order

Projects / Invoices

If you have an agreed upon time for invoicing with your client in the form of a business contract, invoice the balance due from all the completed items on the proposals. Another suitable time to invoice the client is when finished goods reach the freight consolidator prior to the install date.

1. CHECK OFF

Choose all the items you want to invoice by double clicking the mouse in the empty cell and making a red check mark.

2. CREATE

Select the CREATE button and choose INVOICE.

3. VOID

If you need to void the invoice, select the VOID button

4. SPECIAL INSTRUCTIONS

Add any special instruction you want to show the client on their document.

5. PRINT

Print preview first, edit then print, email through MS Outlook or save as an Adobe PDF file.

Groups of invoiced items can be presented to the client on an open invoice statement. The statement can either show just the design items, just the time billing items or both. Similarly, invoice reports from the clients and receivable section of the reports can combine or separate item billing from time billing.

On a cash general ledger, no journal entries are created in the current year when an invoice is created.

On an accrual general ledger, income, sales tax, and client deposits offset against accounts receivable (AR) in the sales journal when an invoice is created. Work in progress and cost of goods sold are posted to in the purchase journal when an invoice is created.

Projects / Invoices

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Projects / Calendar & Time Billing

The calendar module by default displays the 5 day work week and each hour is separated into 15 min blocks so they can be billed out for work performed over the course of the day on each client project.

This module also displays a TO-DO LIST where tasks can be viewed. Phone messages can be taken here and the option to view each time billing event in list form for all employees is also possible if you change the VIEW button and select VIEW BILLING.

1. CALENDAR

Choose the calendar button.

2. NEW APPOINTMENT

To create a new appointment, select and drag your mouse over the increments of time in the day to create an event. Right click then to create the new appointment.

3. THIS EVENT IS BILLABLE TO THE CLIENT

A check box should be checked off if the time will eventually be billed as a time billing invoice to the client. Non-billable office or personal time can also be entered here as well.

4. TIME BILLING RATE TABLE

Rates for time billing can be configured to populate for each client by each employee. Different rates for different clients can also be setup. A more complex billing scheme where rates are billed by group or employee or activity type can also be added. Make sure to set the rules you want for the rate table in the main company setup area of the program.

5. TO-DO LIST

Both tasks with and without an item reminder associated to them appear in list form. Simply open and check off the COMPLETED check box on the task to remove it from the list. Notice how the item reminder task will reference the proposal number, the vendor purchase order number and the client invoice number.

Projects / Calendar & Time Billing

Projects / Calendar & Time Billing

Now it is time to see all the appointments in list format so select VIEW billing to create the time & misc. billing invoice. Here is where you can sort by client or by date or add additional columns to the view. Designer 9.5 also allows for reimbursable miscellaneous expenses to be added here. Do so when an office check is cut to an office vendor and that expense is passed on to the client. Billing events and reimbursable expenses can be separated.

1. VIEW

Select the view billing option to see the list of events from the last 30 days.

2. SELECT ENTRIES TO CREATE INVOICE

Drag the mouse over a range of events and right click to mark them for billing. The select CREATE INVOICE. The option to preview the invoice as well is available from the TOOLS button prior to locking in all the events and reimbursable expenses.

3. TIME & MISC BILLING INVOICE

The invoice is created with the selected events and can now be printed.

4. PRINT

Print preview first, edit then print, email through MS Outlook or save as an Adobe PDF file.

5. INVOICE

Invoice layout has a standard sorting view by meeting date. Other options to customize the way events are grouped on the invoice are possible.

On a cash general ledger no journal entries are created in the current year when a time & miscellaneous billing invoice is created. Income is only recognized in the cash receipt journal when a deposit at the bank is made to pay the invoice.

On an accrual general ledger the sales journal picks up the accounts receivable asset and offsets to a sales income account (defined on the time billing item or in the rate table) and any applicable sales tax liability upon invoicing. The client payment only lowers the accounts receivable asset.

Projects / Calendar & Time Billing

1.   **2.**   **3.**   **4.**   **5.**

Banking / Cash Receipts

In the Banking Module there are 3 main sub modules for day-to-day bookkeeping duties, PAYMENTS, CHECKS and RECONCILE. Payments are for cash receipts where you receive and apply client proposal deposits and client invoice payments. Many times clients will pay off outstanding invoices from an open invoice statement at the same time as they will pay you for new items being proposed. A large retainer can also be received here and saved until the project is finished. These situations are easy to handle from this window.

1. BANKING Select the BANKING button

2. PAYMENTS Select the PAYMENTS button

3. RECEIVED FROM Chose the client from whom you are entering the payments.

4. CHECK DETAILS Enter the client check number, the amount and the date of your bank deposit. This date can be a different date than the current date. You can even receive on a date in the prior fiscal year.

5. APPLY – FILL ALL AMOUNTS Right click on the selected items and either apply the deposit requested or the balance due. Applying a single payment to every item on a document is also possible with the FILL ALL AMOUNTS option after filtering the grid on a single client proposal or invoice.

6. TIME BILLING INVOICE The TIME BILLING tab next to the CLIENT ITEMS tab reveals the time billing invoices created in the CALENDAR module.

7. RECEIVED – APPLIED – BALANCE Make sure you apply all the funds you receive. Some firms will work off a large deposit and later apply the funds from the client deposit balance for design items. Retainers can also be received and kept separate from deposits to pay time billing invoices.

On a cash general ledger income is only recognized with a cash receipt for either a proposal deposit or an invoice payment.

On an accrual general ledger, client cash receipts accrue in a client deposit liability account when a proposal is paid, until the items are invoiced. With an invoice payment the offsetting entry to cash lowers accounts receivable.

Banking / Cash Receipts

Banking / Cash Disbursements

The check section of the banking module is where electronic checks are setup and printed from. The software separates OFFICE checks from PO checks. Purchase order payments lower accounts payable on an accrual general ledger. They offset to expense on a cash general ledger. Similarly, office checks can be set to accrue and post by a due date can be expensed upon posting. Many design firms already using this software prefer to setup the office payables on a cash basis and the PO checks on an accrual basis.

1. NEW CHECK

Select the NEW button and choose either an office check or a PO check.

2. SELECT ACCOUNT NUMEBR

A list of POs from the last 6 months appears. Choose which checking account to use, select a credit card liability account if you wish to pay some POs by credit card.

3. REQUEST DEPOSIT – FINAL PAYMENT

Choose from the column on the right the PO number you wish to pay. By default, your vendor terms appear in the bottom half of the window and your deposit amount is calculated automatically. Partial payments, which are neither the deposit nor the total payment amount, are possible from the check's ITEM tab. One check per PO or payment with one check for multiple POs is also possible.

4. PRINT

Print right away if your check is well positioned in your printer tray.

5. THREE PART CHECK

Use the Deluxe Business Forms multi-purpose laser checks which provides 2 stubs and your vendor's check. Deluxe also sell windowed envelopes to mail your checks.

6. POST THE CHECK

Select YES to confirm after the check is printed and looks okay. This will post the payment to the cash disbursement journal and you can see the payment on the PO form as well as the item payment tab.

Posting a manual check when paying POs with a credit card or writing checks by hand is possible from the CHECK screen.

Banking / Cash Disbursements

1. 2. 3. 4. 5. 6.

Banking / Bank Reconciliation

The choice to reconcile or not reconcile your bank statements and credit cards in the Designer 9.5 software will determine your firm's level of commitment to fully utilize all the financial reporting options available. This reconciliation module is indispensable if you plan to produce an accurate income statement, trial balance and balance sheet for your accountant. Most accountants are used to dealing with many different accounting software packages, this one being no different in the end to producing the above mentioned statements.

1. RECONCILIATION

Select the RECONCILIATION button in the banking module

2. CLEARED TRANSACTIONS

Check off the deposits and the withdrawals that agree with you bank statement.

3. MISCELLANEOUS BANK CHARGE - JOURNAL ENTRY

To quickly add a bank charge or interest payment, open this window and choose the income or expense account associated with the deposit or withdrawal. This window is also commonly used to post transfers to other bank accounts or make quick journal entries to pay credit cards online.

4. UNRECONCILLED DIFFERENCE

Hover the mouse over the ending bank balance to see any un-reconciled difference. If you see red numbers, you have not yet finished clearing some of the checks or some of the deposits to complete the bank reconciliation.

5. PRINT

Print out the bank rec statement.

6. RECONCILIATION REPORT

Review which transactions have cleared and which have not. Compare with your bank statement to add what may still be missing.

Banking / Bank Reconciliation

1. **2.** **3.** **4.** **5.** **6.**

Products / Inventory

Designer 9.5 offers an intuitive inventory management module if you also own a small storefront or showroom to draw in clients for larger designs projects. Inventory items are created, then ordered and received. Once an inventory item is proposed to a client, its status is set to committed status until it is invoiced. Once invoiced, the quantity on hand drops.

1. NEW Inventory item.

2. INVENTORY ID must be unique for each item. Try to think about how you want to assign codes for each type of product in your storefront. An alpha numeric combination is recommended with ranges of numbers for different product types combined with a vendor abbreviation.

3. NEW INVENTORY ORDER creates the PO for the new inventory item.

4. INVENTORY PURCHASE ORDER lets you select the "ship to" vendor. Fill in the expediting tab. If more than one item is being ordered from the same vendor simply add those new items to the same PO. Create them first though with new IDs.

5. RECEIVE THE ORDERED ITEMS on the orders. Split shipments are common so it is possible to only receive some of the ordered item.

6. ON ORDER - ON HAND – COMMITED represents the status of the items.

7. LABELS with bar codes can be printed from the application and with the purchase of a small bar-code scanner you can make a proposal from the scanned tags.

Inventory POs will show an AP liability and an offsetting entry in the purchase journal will be an inventory asset account. Consigned inventory from artists or vendors you represent are also possible. An inventory item cannot be ordered from the client item list because we normally don't yet know who the client is when we make inventory orders.

Products / Inventory

1.   2.   3.   4.   5.   6.   7.

Products / Catalogs

Vendor catalog collections can be added in this module for each of the trade vendor. If you sell the same items over and over this may save time from having to recreate the item from scratch every time you want to sell it to a different client. This module also helps with ordering inventory items that you may want to stock the shelves and floor space with in your small storefront or showroom.

1. VENDOR NAME

Right click in the list of vendors on the list to add and edit a collection for that vendor.

2. NEW ITEM

Select the NEW ITEM button to open an item template for that new vendor collection piece. Describe the item and even add a picture if you wish.

3. IMPORT CATALOG

From the TOOLS button is a utility used to quickly bring in an entire spreadsheet from a vendor. You can request a spreadsheet from a vendor or simply edit your own spreadsheet prior to importing. Items can also be re-imported after a vendor has made price changes and your catalog items will then be updated as well with new pricing.

4. PRINT LABEL

Different options allow you print both large and small labels with bar codes as well as tear sheets and lists of all the items in a vendor's collection.

Products / Catalogs

Tools / Reports

There are over 120 standard reports that are part of Designer 9.5 Software package. Report customization is possible as a light version of the report editor is also included. Simply right click on any report to open its properties, see the report editor or edit the security level for different employees.

1. PRINT options are preview on screen, print to a printer send attached in an email synchronized with MS Outlook, export to MS Excel or save as a PDF file. RTF and HTML format can also be saved from the print preview screen. Filter the type of data you want to see on the right side of the screen.

2. BANKING reports show all the money in and money out in sorted, grouped and formatted in a variety of different layouts.

3. CLIENTS & RECEIVABLES reports will provide insight as to the accounts receivable, client deposits, retainers, open invoice statements, orders, detailed work in progress as well as summaries and details of both client proposals and invoice lists.

4. FINANCIALS is where the P&L, trial balance, general ledger detail and balance sheets are all pulled from by fiscal year and by accounting period. Journal details are available for each journal and different sub ledger account details can be pulled from multiple journals on the same reports.

5. INVENTORY reports display both summary and detailed formats

6. PROJECT MANAGEMENT View your projects grouped by room or by proposal to view client payments or only the vendor payments or both. Filter in or filter out any pertinent data for your status reports. Show profitability and budgeting by client project.

7. SALES TAX is grouped by invoice date range or by income account. Both summary and detailed reports are available in different groupings.

8. TIME BILLING reports are presented by client and by employee and various formats and sorting layouts exist.

9. VENDORS & PAYABLES hold information about the company payable amounts, vendor order reports and accounts payable summary & detail.

Tools / Reports

File / Company Setup

Designer 9.5 software comes with a set of pre-configured company default settings. Changing these settings is easy as long as you know what you want and what options are available.

1. Next Order and Invoice # follow in sequence throughout all clients in the database whereas proposal numbers start at # 001 for each client.

2. Company address info will appear on all your project documents.

3. First Period of the fiscal year. Period 1 is July if your fiscal year starts in July. Change the current to work on a different day or a different fiscal year. Only two years can be open at once, typically the prior year and the current year. You must close the prior year manually before you start the new year.

4. One check per PO, One Invoice per Proposal, First Component Only and **Invoice non billable Time** are all yes or no settings. A proposal or invoice may have several composite items from several vendors with an "A", a "B" and a "C" component. To add the selling price of all the sub components to the "A" component, check this off.

5. Proposal leading 0's, Prefix, Purchase Cost default, Create Orders, ITME Leading 0's can all be configured based on personal preference.

6. Purchase Cost Defaults to the selling price which is later marked up. This allows the existing selling price to either change or not change if the purchase cost amount of an item is changed.

7. Time Billing Rate dictates the rules used to bill rates by employees for clients, activities and so on.

8. Accounting Lists should be examined with a trainer, CPA or bookkeeper.

9. Item Lists let you add, remove or edit values on these lists.

10. Employees can be given access to control only some parts of the software or all sections.

File / Company Setup

1.　　**2.**　　**3.**　　　　　　　　　　　　　**4.**　**5.**　　**6.**　　**7.**

Designer - [AnnSofie2020Demo]　　　　　　　　　　　　　　　　　　　　　　　　　　　　　—　□　×

File　View　Reports　Help

Program　|　Reports　|　Utilities　|　Support

Designer
- Designer Today
- Dashboards

Projects　⌃
- Contacts
- Items
- Calendar

Products　⌃
- Catalogs
- Inventory

Accounting　⌃
- Banking
- Company

Open ▾　　Defaults

COMPANY

Name:　A S Interior Design
Address:　262 East 68th Ave.
City, State Zip:　New York　NY　10012
Phone:　212-876-2001　Fax:　212-876-1999
Federal Tax ID #:
Sidemark:　AS ID

☑ One Check per Purchase Order
☑ One Invoice per Proposal
☐ First Component Only
☑ Invoice Non Billable Time Billing
☐ Increment Item Number when duplicati

First Period:　January ▾
Current Date:　6/10/2020 ▾
Current Period:　Period 6-June
Current Year:　2020
☐ Prior Year Closed

Next Order #:　548
Next Invoice #:　1836

Proposal Leading 0's:　2 ▲▼
Proposal Prefix:　
Purchase Cost Default:　Only when Zero ▾
Create Orders:　One per Vendor ▾
Item Leading 0's:　2 ▲▼
Time Billing Rate:　Client,Employee ▾
Planner Days:　5 ▾
Default Department:　01 - Design Studio ▾
Default Image Directory:　　…

Apply　Cancel

Wednesday June 10, 2020　　AL->AnnSofie2020Demo

Open ▾　　Defaults

Accounting Lists	>	Account Codes...
Item Lists	>	Chart of Accounts...
Settings	>	Departments...
Employees...		Journals...
		Sales Codes...

Open ▾　　Defaults

Accounting Lists	>	
Item Lists	>	Locations...
Settings	>	Reminders...
Employees...		Rooms...
		Ship Via...
		Special Instructions...
		Tax Authorities...
		Terms...
		Item Status...

8.

9.

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NOTES

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Document Revision History

Document Ver.	Software Ver.		Location	Last Edited	
Version 1.0	9.5.9		Montreal QC CDN	11-2014	
Version 1.1	9.5.10		Montreal QC CDN	07-2015	
Version 2.0	9.5.12		Montreal QC CDN	06-2020	
Version 2.1	9.5.14		Montreal QC CDN	09-2022	