Showroom 9.5

Getting Started

Guide

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View digital copy 2 pages at a time

Table of Contents

Table of Contents

Introduction

This getting stared guide provides a general overview of the different modules in the software. Anyone can use this software. It's easy if you own a showroom and it's easy if you need to teach your staff how to support the showroom you manage. If you have to do both, then this might just be the solution you've been looking for to save both time and money.

Showroom 9.5 is specific to the design trade and can be used as a stand-alone accounting software system for small and mid-sized Showrooms looking to streamline operations, manage catalogs, inventory, fabric samples, quotes, orders and billing all under one roof. This the ideal system for a manufacturer's rep, a buy & sell line showroom with just a few vendors or a full multi-line showroom with both buy & sell lines and commissioned based sales from represented manufacturers. Each quoted 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 shipping, delivery and final billing. General purpose accounting software packages are not well suited for trade showrooms catering to the interior design industry.

Much of the time spent working in a showroom is wasted trying to find and sort through payment details, shipping information, changes made by sales reps, trade vendors and other staff as well as changes made by the designers and architects themselves. Showroom managers, sales staff and back office bookkeeping and accounting support staff must pull valuable accounting information from each other at the firm, which can limit the owner's time to be more creative and generate new business. Luckily this system is comprehensive enough to limit redundancy and duplication of work.

Each vendor's line of products can be tracked and billed out properly. Vendors are paid, employees and owners are paid and clients are presented with professional looking quotes, reserves, acknowledgements, orders, invoices and statements. With monthly accounting duties completed on time, your firm's CPA can have accurate reports for commissions due, 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 Quote and Order creation, payments, PO 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 is recommended. If choosing a server, Windows Server 2019 is recommended or choose Windows Server 2016. If you use a single Apple iMac or MacBook Pro you'll need a Virtual PC installed as single user or go with the cloud solution. A more elaborate setup involving a hybrid network of both PCs and Macs is possible. Hosted cloud solutions are also available through the wonder of application publishing.
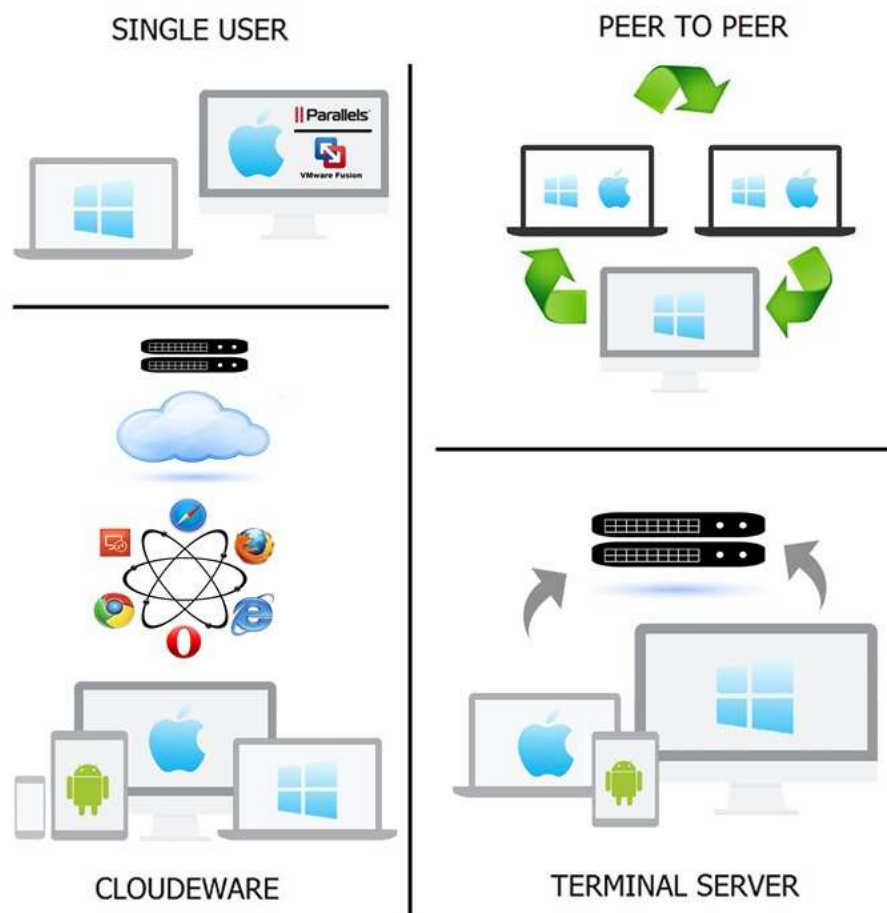
Network diagrams

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 Showroom Process Flow

The Showroom 9.5 system was designed to automate those tasks that take up so much time every day as a sales associate, back office staff or showroom manager. This guide will help you see through some of the basic business related activities that are performed on a daily basis such as:

1- Creating Quotes and Orders for your clients' design projects

2- Entering client deposit payments on those quotes and orders

2- Sending the purchase orders to the vendors

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

4- Follow up and expediting the shipped goods.

6- Updating order costs and client selling prices on the items

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

8- Receiving and applying the final payments for items on invoices sent to your clients

9- Posting the final payments to vendors.

10- Receiving or exchanging vendor commission payments.

While performing these tasks, Showroom 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, and the rest will take care of itself. The easiest way to discover the power of this software is to use the demo. This getting started guide will assist you in accomplishing this. Log in and get started.
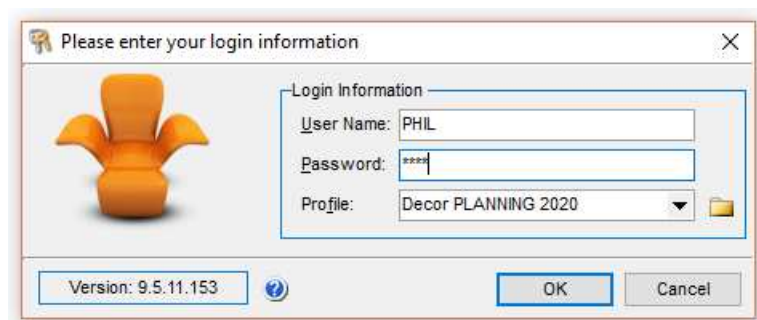
The Showroom Process Flow

Manufacturer Billed Lines

The Showroom 9.5 system tracks vendor commissions on every MBL Purchase Order. The Vendor will bill the client and pay your showroom a commission for the sale. Should your client accidentally pay you for the order, you can exchange the payment with the vendor automatically.
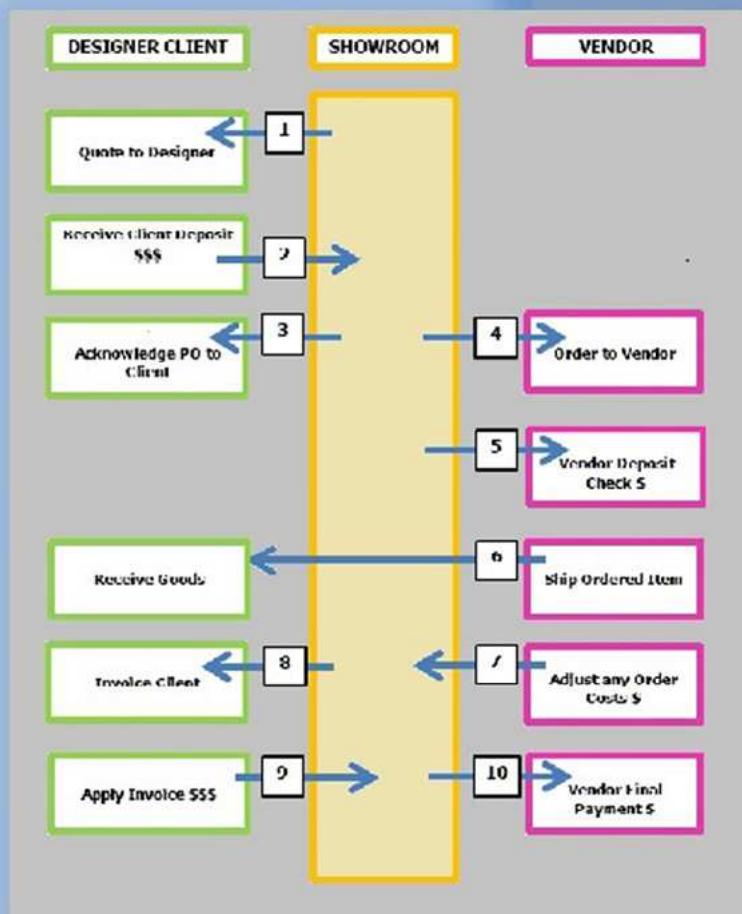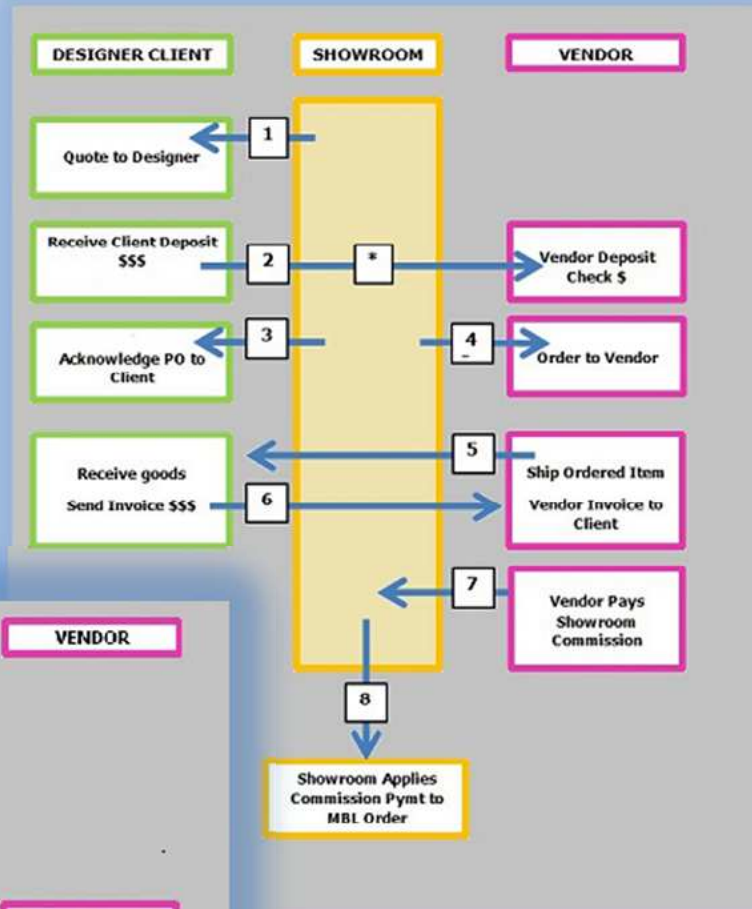
Showroom Billed lines

The Showroom 9.5 system also lets you buy and sell from the vendors you represent. Being able to represent both types of vendors, is ideal and this software makes that possible without a lot of extra accounting work on the side.

Showroom Today

Showroom 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. QUOTES

When a quote is created by sales staff for a client, those quotes will appear in the list on the left showing quotes 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 showroom 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 a quote or an invoice 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.

Showroom Today

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

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 for the 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

1.   2.   3.   4.

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 is now created 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 barcode 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.**

Projects / Sample Trak

Showroom 9.5 allows your showroom, once you've created your catalogs, to check out fabric samples to designers as well as check in the samples on loan. The use of a small bar code scanner makes it all that much easier once you've printed the tags to place on your sample stock.

1. Check Out samples that are taken by designers to show their clients.

2. Check in samples that are returned.

3. Adjust your sample inventory when your manufacturers replenish your supplies or make your showroom buy new ones.

4. Print Statements for for clients who have checked samples out, returned samples as well as print a list of aged checked out samples over a given time frame.

Projects / Sample Trak

Projects / Contacts

The Project module consists of the CONTACTS involved in the showroom business

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

1. TRADE VENDORS

Trade vendors are the businesses that the Showroom represents. Discounts from designer net pricing or commission amounts are set as defaults here per vendor.

2. CLIENTS

The client is the designer, architect, decorator or the end user of the purchased products. Terms can be setup between these clients and the vendors directly or client terms can be setup directly with the showroom. In many cases it's both, especially with multi-line showrooms. Clients can also be set to buy at list or net prices. Net being designer net prices.

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. VENDOR TERMS

Once the vendor is created select the Terms/Misc. tab to enter either a commission % for an MBL vendor or a discount % to set the purchase cost for the SBL vendor.

Projects / Contacts
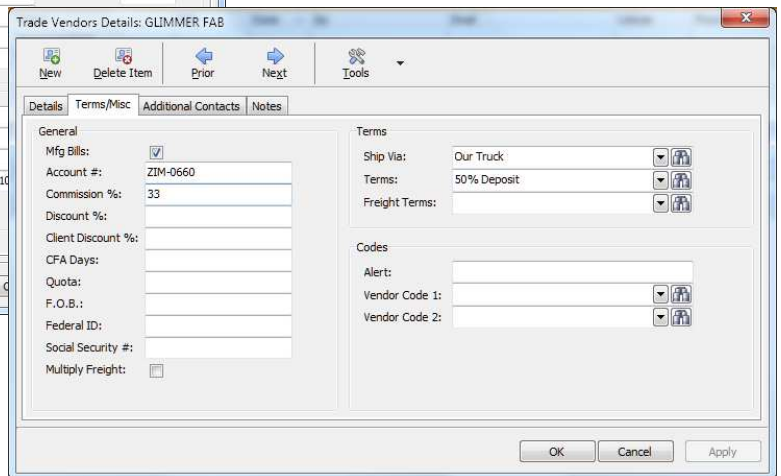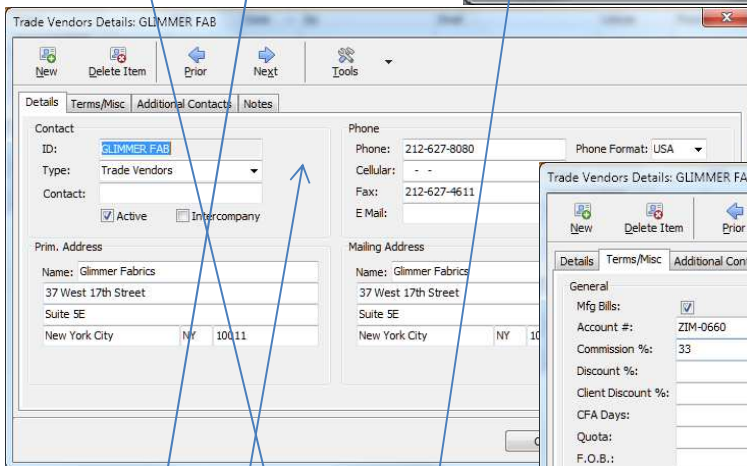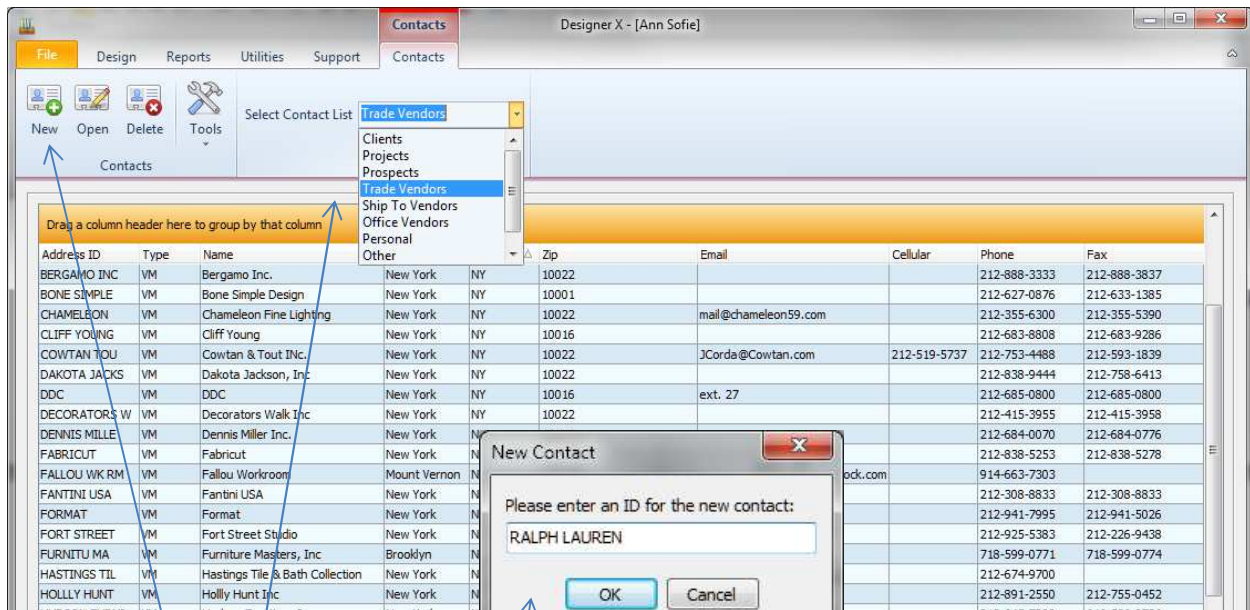
1. 2. 3. 4.

Projects / Quick Quote

The fastest way to record what your prospective showroom clients are interested in buying is to create a Quick Quote for them. Unlike a more formal Quote or Fabric Reserve, the Quick Quote can be created by grouping items from multiple vendors and/or inventory pieces. Sales staff can accompany the designer through the showroom with a bar code scanner, scan the tags on the items of interest then create the Quick Quote from the scanner. Follow up can be done very easily afterwards as every item of interest has been recorded.

1. **SELECT** the client who will receive the quick quote.

2. **CREATE** a new quick quote.

3. **DOWNLOAD BARCODE SCANNER** with the items scanned throughout the showroom.

4. **CHOOSE THE INVENTORY ID** from your inventory list. Quick Quote commits an item but does not reduce the quantity on hand.

5. **CHOOSE THE VENDOR**

6. **CHOOSE THE PRODUCT #** if you've managed to create the catalog, otherwise just write it in and describe what you want to sell on the fly.
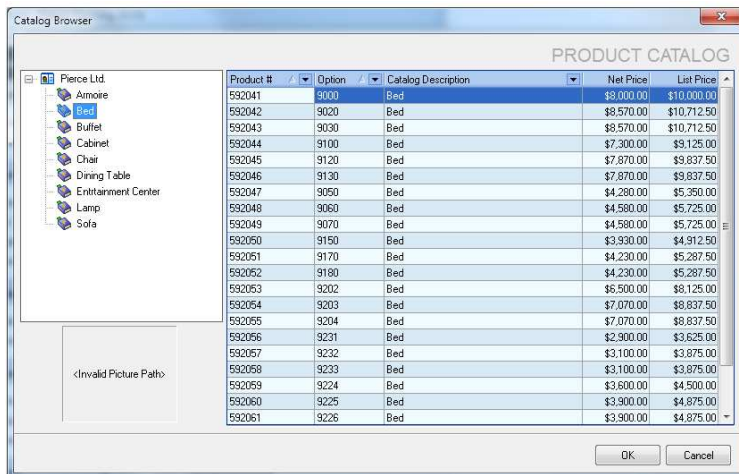
7. **PRINT** or make pdf file or email right out to MS Outllook mail client.

 8. **PRVIEW** The Quick Quote or make a Merchandize Loan for Inventory leaving the showroom on approval.

Projects / Quick Quote

1.　**2.**　**3.**　　　**4.**　**5.**　**6.**　　**7.**　　**8.**

Projects / Quotes

Quotes are usually created for clients with a single vendor when the system is setup that way. The only way to group multiple vendors on a Quote (not a Quick Quote) is if your showroom is only a buy and sell line showroom.

1. **SELECT** the client who will receive the quote.

2. **CREATE** the quote.

3. **Select** the vendor.

4. **CHOOSE** the vendor's product number from the catalog. If you have not created your vendors product catalog from within the software, you can reference other sources and simply create quotes on the fly. Custom quotes are often. Freight can be added as a single line item or added to an item on the quote.

5. **PRINT** the Quote, Estimate or Reserve. Quote with Photo etc.

6. **PREVIEW** the Quote, **Print** it, **E-Mail** it or **Save** it on a shared drive as an Adobe **PDF** file.

Projects / Quotes

1. 2. 3. 4. 5.

Projects / Purchase Orders

Once the client has accepted the Quote or Quick Quote from a vendor, (if it's Inventory, then the showroom is the vendor and the PO has already been placed by the showroom and received) you can now make the Orders very quickly. If a regular client calls up and simply needs to make a PO, no need to make a Quote first simply create the PO and acknowledge their payment. The PO goes to your vendor, the Acknowledgement goes to the client at their client list price or the designer net price. The PO is at the Manufacturer's price. 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. You can hide lines of product descriptions from either the client or vendor.

1. SELECT the client and view the default client item list.

2. CHECK OFF the cell with a red check mark.

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

4. SIDEMARK is ready for you to edit using whatever conventions you want for that PO.

5. SHIP TO must be selected. Use "will advise" if you are not sure yet. Orders do not always ship to the designer, many times another vendor is receiving on behalf of the Design firm like a drapery room or upholsterer. Make sure to ask your designer where they want the goods on the PO to ship.

6. CLIENT ORDER PAYMENTS are recorded here when an MBL order is placed, otherwise hit the F9 key and the client payment window will appear to receive a payment in the showroom's checking account for SBL orders.

7. EXPEDIING TAB will track all shipment dates, account numbers, special instructions and vendor billing info. Set the estimated ship date to pop up on the SHOWROOM TODAY screen.

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

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

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

Projects / Purchase Orders

Projects / Acknowledgments

The word ORDER means a Purchase Order to the vendor but we have to acknowledge the client who placed the order at their price not the vendor price.

1. VIEW the client prices for the Acknowledgment or the vendor prices on the Order.

5. ORDER PAYMENTS are logged here and up to three payments are possible. Each payment will appear on the Acknowledgment form with the date and check number of the client payment.

3. PRINT options allow for both the vendor Order and the Acknowledgment to print from the same place. If your showroom has images of the various items being sold, they can be included on the Acknowledgment with Photo.

4. WHICH REPORT should I export? Both the order to the vendor and the acknowledgment to the client print from the same place. If your showroom has images of the various items being sold, they can be included on the acknowledgment with photo. The order notes can be printed from here too if many employees add notes over the life cycle of the sale.

5. CUSTOM LAYOUT will give your forms a unique flavor, familiarizing your clients with your sense of branding.

On a cash general ledger, no journal entries are created when the PO is created in the current fiscal year, all cost of goods sold expenses are realized when the vendor payments are made.

On an accrual general ledger, for the SBL Order an accounts payable (AP) liability is recognized right away along with an asset called work in progress (WIP), because in the world of interior design, most orders are non-cancelable. The work in progress will eventually convert to expense once the items on the orders are invoiced and the cost of goods sold is recognized on the P & L statements.   We lower AP with a vendor payment. For the MBL Orders, the purchase journal recognizes an accounts receivable (AR) Commission asset along with the income for the sale.   Once the vendor commission is received, the payment would debit cash and credit AR Commission.   Should the client accidentally pay the showroom for an MBL order, receive it as an SBL order payment and the offsetting entry will post to a Payment Exchange liability account. Once the showroom writes a check to the vendor as a replacement for this erroneous order payment, we credit cash and debit the Payment Exchange account automatically.

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

Projects / Acknowledgments

1.   2.   3.   4.   5.

Projects / Invoices

If your Acknowledgements still show a balance due for SBL items, add any final shipping costs, then you are ready to create the final invoices. If your Acknowledgements do not show a balance due, they should be invoiced anyway to reduce the work in progress as well as relieve any client deposits which will recognize the income and expense on your P&L in that fiscal period. MBL lines are not invoiced in Showroom 9.5, that is the vendor's responsibility.

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. PRINT

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

5. SPECIAL INSTRUCTIONS

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

Groups of invoiced items can be presented to the client on an open invoice statement showing deposit payments and the total balance due. Similarly, invoice reports from the clients and receivable section of the reports can combine paid and un paid invoices together.

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

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 Quote, Order deposits or client invoice payments. Also apply your vendor commission checks here for each MBL vendor. 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 Quote, Order or Invoice.

6. TIME & MISC. BILLING INVOICE The TIME BILLING tab next to the CLIENT ITEMS tab reveals the time & misc. 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 Quote or Order deposit, or an Invoice payment.

On an accrual general ledger, client cash receipts accrue in a client deposit liability account when a Quote or Order is paid, until the items are invoiced. With an invoice payment the offsetting entry to cash lowers accounts receivable. Vendor commission receipts lower the AR Commission asset and increase the cash balance.

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 PURCHASE ORDER 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 Showrooms 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 check number 881123 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 Showroom 9.5 software will determine your firm's level of commitment to fully utilize all the financial reporting options available. Reconciliation is quite sensitive to the dates when deposits enter the bank and checks and electronic withdrawals clear from your office and trade vendors. 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.**

Tools / Reports

There are over 120 standard reports that are part of Showroom 9.5 Software package. Report customization is possible as a light version of the report editor is also included with the software. 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. Sales Order Analysis reports are what really make this software unique. View your sales by client, by sales code, by employee, we even throw in a Top Client list to see who is spending the most at your showroom. Many filtering criteria are used to eliminate or include the data you need to see in order to manage your showroom better.

8. TASKS & 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. Track your vendor commissions due here as well.

Tools / Reports
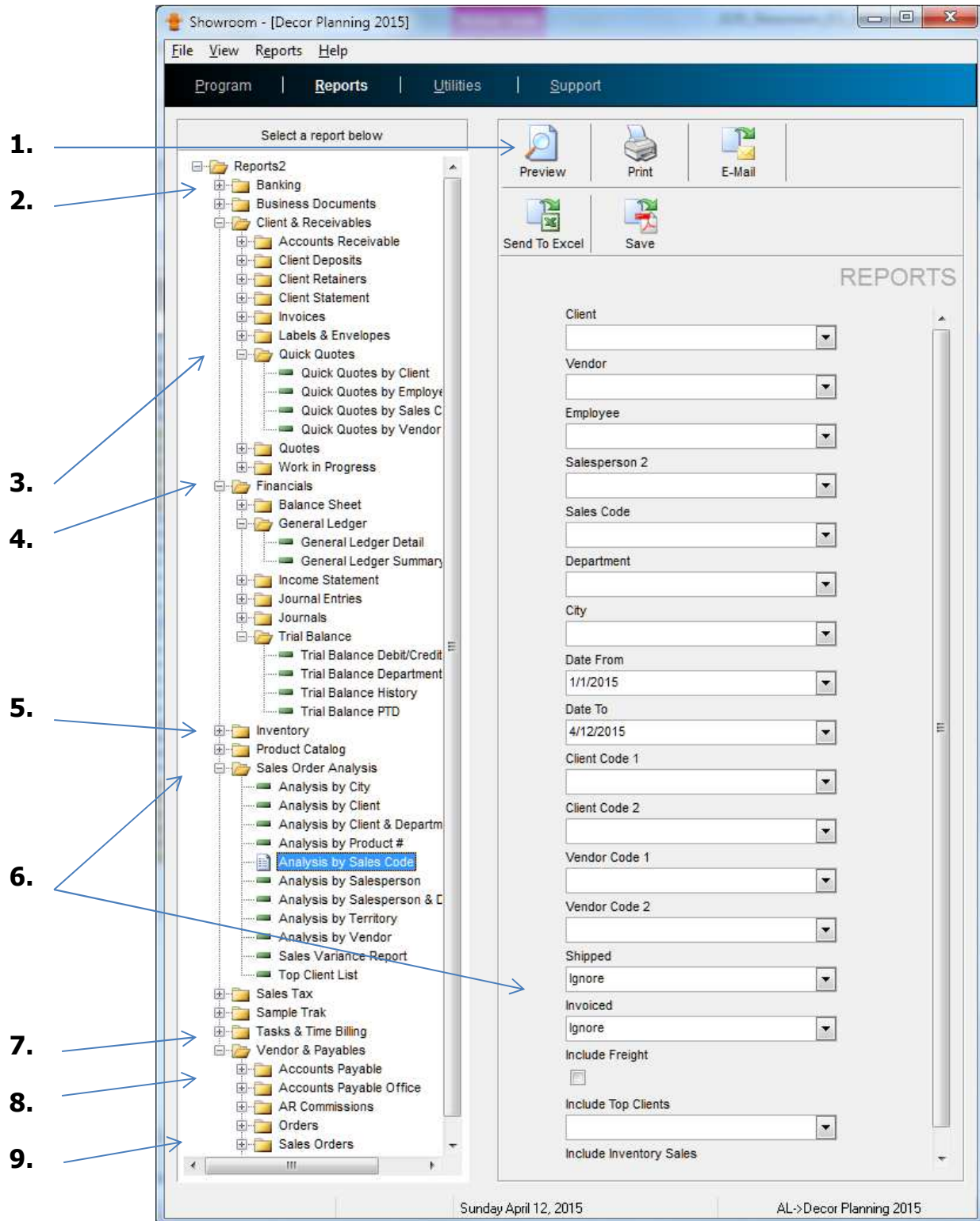
File / Company Setup

Showroom 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 Quote, Order & Invoice documents.

3. First Period of the fiscal year. Period 1 is July if your fiscal year starts in July. Change the current date 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 Quick Quote & Quote, One Invoice per Vendor, One Vendor per Quote, Invoice non Billable Time, Quote Commits Inventory are all yes or no settings.

5. Quote Leading 0's, Quote Prefix, Purchase Cost default 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. This feature is used more in the Designer 9.5 software but is available in the Showroom 9..5 software as well to make Time & Misc. Billing Invoices.

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.

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10.

NOTES

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Document Revision History

Document Ver.	Software Ver.		Location	Last Edited	
Version 1.0	9.5.9		Montreal QC CDN	04-2015	
Version 1.1	9.5.11		Montreal QC CDN	07-2016	