

Spotlight - Introduction Demo - part 1

Preparation before the demo

The attached Text backup from May 2025 is based on UK Sample data; which the following adjustments made:

1. Make sure you have a 2nd log in with different access rights - you can use Leila Dinnerplate, LD. Give her a new password (Sample88) you can log in with, in SY>>Registers>>Persons>>Browse window Operations menu "Change password".
2. Reporting Periods (old) setting should include all years from 2018 - current.
3. Make sure you have the Object, Item Group and Classification, "MISC" wrongly assigned to an item. (To discover the fault later during the demo). >> In Demo data assigned to Item 30104; 21 inch FST for Colour TV.
4. With this wrong item, create a quotation, order, delivery (fill in Ser.Nr.) and invoice, all in OKed format. Make it a 4 digits amount, so it stands out in the report later ("sell" 3 units).
5. Save window positions so that the windows for P&L report, NL Report, Transaction (make window smaller) and Invoice are not overlapping; and not overlapping fully with the Navigation centre.
6. Open the transaction. Create a note. Do not name the note, but paste this into the body of the note:
"The object and item group were incorrectly set to MISC when the item sold was a video item. Corrected for future on the item card and now correcting the incorrect NL transaction"

Benefits

Script

Introduction

Welcome to this demonstration where I will give you a quick overview of Standard ERP.

Access rights

First, we'll take a look at logging in and access rights. This is how a user accesses the system.

ACTION: Log in with SJ
Navigate to the module list
Explain the list of modules and briefly highlight the ones the customer is interested in

Here, we have the System module. One of the important settings located in this module is Access Groups. This is where role based access rights can be set up, saving time when adding many users.

ACTION: Log in with LD, PW: Sample88
Show that LD has only a few modules to choose from

Here, you can see that "Leila", our salesperson, only has a limited number of sales related modules to access. You can also restrict user access to limited information such as costs and gross profit.

ACTION: Log back in with SJ and show fact he has more access

You can see here that user SJ has more access.

Note that Standard ERP allows for multi window workflow.

ACTION: Open Module>Quotations>Register Quotations>New and open Module>Purchase Ledger>Register Purchase Invoices>New
Leave both of these open

From the Navigation Center, you also have access to email, workflow overview and personal desktop. Let's take a look at these.

Demonstrate Personal Desktop

The personal desktop allows you to put the tools and reports of your choice within easy reach, - just one click away.

ACTION: Drag the Purchase Invoice register to the Personal Desktop

Navigate to the Nominal Ledger Module

ACTION: Open Reports

Here is a list of reports in the Nominal Ledger. Overall there are over 400 standard reports that can be run in more than 6000 ways. You can also make your own reports using the report writing tools available in the system.

ACTION: Drag the Profit and Loss Report to the Personal Desktop and open it

This is one of my favourite management tools - the Profit & Loss report– it allows you to stay in control of your business.

ACTION: Show Profit and Loss report specification window.

You can run this report for various options, such as a specific period, - a budget period, - and a method of rounding.

If you run the Profit & Loss report by month, comparing to the previous result, it shows the month on the same report or against a budget.

There are several standard reports that can be modified to suit your needs. The report layout here will remain basic for demonstration purposes, but you have the option to design your own.

Demonstrate the search on the report

Standard ERP's reports are unique in the way that you can easily search through an extensive report and locate both amounts and text.

ACTION: Demonstrate this while talking: First search for a figure e.g 50.00 and then look for the word telephone and report will take you to the telephone account.

Do you see a useful purpose for this in your own business?

Now, when we go to sales accounts in the report,

ACTION: Search for the word "Sales" to jump to Sales section of the PL report, then point at the Sales Account 'Sales - Misc.

I notice that the sales by miscellaneous figure is too high. As we recently recategorised all inventory, there should be limited or no miscellaneous item sales. I want to know what's going on.

ACTION: Point at the blue underline while explaining

Data underlined in blue links to more data, - and by clicking on it, we can drill down to the next level from within the report, to see a list of transactions, all posting to the Misc sales account.

ACTION: Drill down into the Sales account for Miscellaneous (blue link)

Note that this is not a read-only drill-down to a screenshot, as with other systems.

In Standard ERP it is a quick and easy access to live system data, like in this case, transactions, allowing you to investigate details instantly. This value appears unusually high, so I'm drilling down further into the transaction record itself.

ACTION: Drill down by clicking on the transaction with the high value.

I can see on this transaction that the object type is MISC, - so far so good, - but I will need to investigate further and get to the source document to see if indeed a miscellaneous item was sold.

ACTION: Go to Operations menu 'Open Subsystem record'.

I open the record which caused the transaction - the original invoice. I notice that what we sold were 3 stands for our Colour TVs, ...

ACTION: With the cursor click into the Description field once to mark the item description, and while talking (see below) click on Flip D >> and into the Ser.Nr field.

... each with their unique Serial number. With a keyboard shortcut on the item listing, I can bring up the item card.

ACTION: Click on the Item Code and press Cmd-Shift-V (on Mac) or F2 (on WIN) to open the item record.

Here, I notice that the item group is incorrectly set up,

ACTION: Click in the 'Group' field to mark the Item group 'Misc', then click into the 'Tags/Objects' field

and the objects are as well. This explains the incorrect reporting in the Profit and Loss report. So, without closing any windows, I not only localised the problem, but I can quickly fix the problem right here and now.

ACTION: Change these by selecting the correct ones and update.

Note that I CAN change these fields because I have the necessary access rights to do so.

Now this will fix the issue for future transactions, but we still need to correct the problem with the report.

ACTION: Close the item card and go back to the invoice screen.

Before that, I want to show you that Standard ERP offers easy access to all related documents of your business transactions. Notice the invoice has a highlighted paperclip and links icon, indicating attachments. I'll select them to view.

ACTION: Click on the links to show that you can further see from the invoice that there was a delivery (open and close), and sales order (open)

We can see all related documents for this invoice, like the sales order and delivery. These records were automatically linked with the invoice when it was processed.

ACTION: Close the order again.

We can also check information such as gross profit and cost on the invoice to ensure we made a profit.

ACTION: Go to TAB C on the invoice screen and show the GP and cost.

This information is stored for every invoice, allowing us to run reports, checking gross profit percentage as well.

ACTION: Without closing any windows, bring forward the Navigation centre and show the reports available under Module>>Sales Ledger>>Reports.
Highlight the GP invoices report and open it's specification window.

You can see that any report in Standard ERP has a similar Report specification window where the report can be run in many different ways.

ACTION: Select Sales person SJ and run the report

We can see from this report that our salesman, Samuel Jackson, has sales with a profit of 89.88 percent for the period selected. It appears he really does deserve his bonus.

ACTION: Close the report window and reports list; Move the window aside and come back to the incorrect invoice

Getting back to our problem, let's correct the General Ledger entries to the Miscellaneous sales account, ...

ACTION: Close the invoice window. The transaction window is now at the front

... and put those amounts where they belong so that the report reflects the true situation.

ACTION: Create an update mark by going to the Operations Menu on the transactions window and click Update mark

We can log date and a snapshot of every change that is made in the system, while keeping a copy of the original record, using the update mark function.

ACTION: Mark and mention the date stamp and user ID of person doing the correction.

The system automatically records the person doing the change and the old transaction date.

ACTION: Below the update mark, add new rows, copy amounts from the faulty rows. DO NOT YET add the objects. Show what happens if you forget to add objects when trying to save

Now that we have created an update mark, I can quickly enter in the information. First, we choose the correct sales account - Video instead of Misc. Everything else we can copy from above, as the information is mostly correct, with exception to the Objects.

Then we proceed by removing the faulty rows. Except the system will not delete them. It will put a red line through it.

ACTION: Mark the faulty rows and delete (red line) them one by one, while talking the below:

So, at any time, I can easily review which transaction lines were changed and by whom. How many endless hours have you spent trying to reconcile mis-postings with correction upon correction? This functionality removes that headache.

I can now try to save the updated transaction, ...

ACTION: Show what happens if you forget to add objects when trying to save.

... but I notice the system does not allow this as I have forgotten to add some relevant information from the original line. I now realise I've forgotten to add back the object codes needed for detailed analysis of cost centres.

ACTION: Close the error message and add the objects including the correct item object and save.

In this case, the Objects are C1, Company SJ, sales person Victoria, and VIDEO. I will demonstrate how these Objects work in more detail in a moment.

ACTION: Then go to paperclip and add a note saying "Reason for correction."

We can also provide explanations for our General Ledger entries and Corrections, under the paperclip by adding notes.

ACTION: Open the paperclip, and point out the not-named note. Click on Operations and move the cursor over 'Create Note' but do not click on it. Instead, open the existing note, and give it the name 'Reason for the Correction'. Hover to the reason already pasted in there,

... and explaining what the reason was. I am certain this note will save time and money when the auditors come around.

You can add anything on the paperclip, including excel spreadsheets explaining how you calculated certain account postings. This is much easier than looking for information kept somewhere on your PC.

All information is stored in Standard ERP, making it more efficient and saving time. The attachments are stored on the server, meaning they are easy to retrieve from anywhere

You can see here that we track all changes made and they are easy to identify.

Now, lets re-run our profit and loss report to see what happened.

ACTION: Close the transaction and NL report. Via the Operations menu, recalculate the P&L report and show that the changes are instant.
Click on the line of 'Sales - Video' account which has the refreshed number.

The results have instantly changed, now being posted to the correct account. We can now either print the report and show the new report to the boss, ...

ACTION: Move to the print icon for a second, but don't click on it. Then open the Operations menu on the report and point out the options below while talking:

... - email it, - print to Excel and work on it, - or just call and ask the manager to view it on-screen.

Standard ERP offers you the tools to make accounting easier!

ACTION: Close all windows and come back to the Navigation Centre

Can you see the benefit in a system as easy to use as Standard ERP?

Your staff can work much faster and more efficiently, saving a lot of time and money to ultimately increase profitability.