

Mirror Streamline User's Guide



Mirror ERP – Enterprise Resource Planning and Management Software
INFORMATION TECHNOLOGY PLATFORM FOR THE STREAMLINED BUSINESS

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Introduction

Welcome to Mirror Streamline – the **comprehensive business management software solution** for the *streamlined* enterprise. Streamline integrates most functional areas of the business, ranging from Payroll and HR, Accounting and Inventory, to specialized, custom-made modules that seamlessly integrate with the generic modules.

This guide's aim is to help you getting started with the software. The main aspects of the system are explained, and where required, more details can be found in Streamline's context-sensitive on-line help files. Our consultants can also assist on-site, or via a remote log-on with TeamViewer technology.

One of Streamline's design goals was to **optimize simplicity**. We trust you will enjoy your Streamline computing experience!

SECTION 1 – USER-INTERFACE BASICS

Log-on Screen

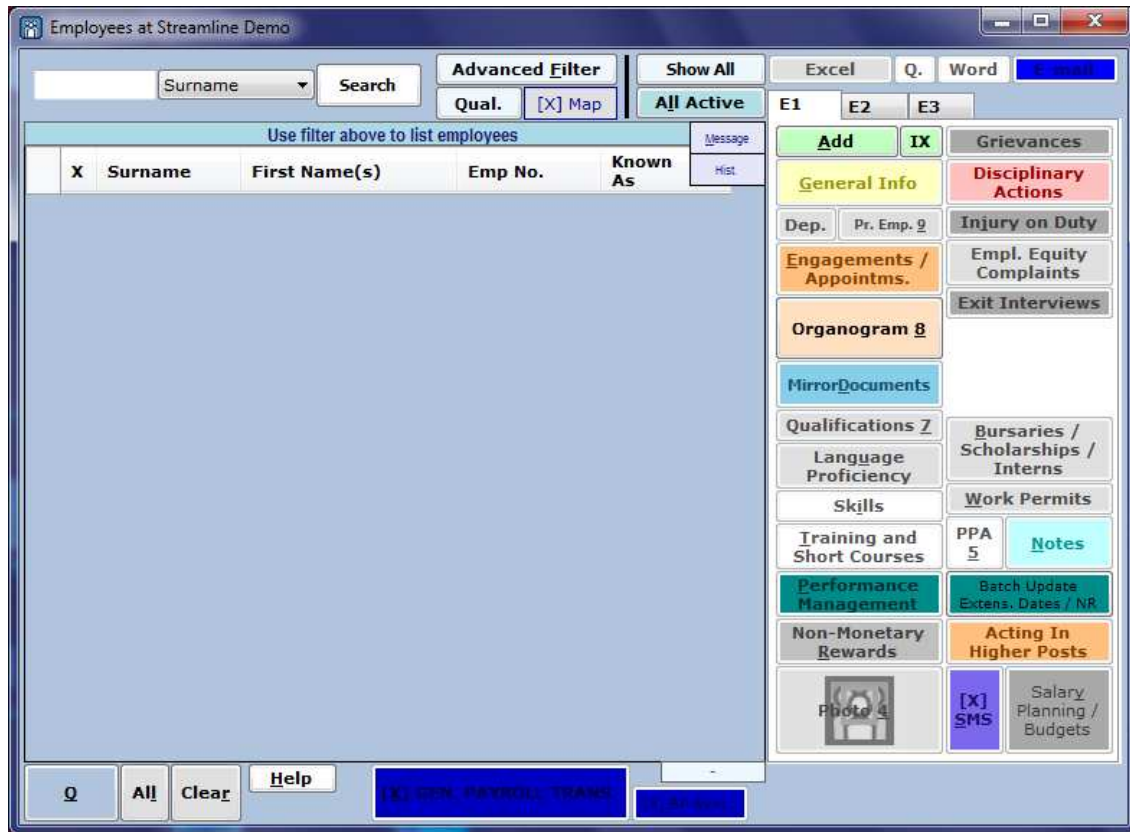
A Mirror consultant will assist you to set up a database for your company. Normally, each user will have his/her own User Name and cryptic PIN Code. For the purpose of this tutorial, we will use **Mirror User1** and PIN Code **123**. After logging on, the Main Menu appears:

Main Menu



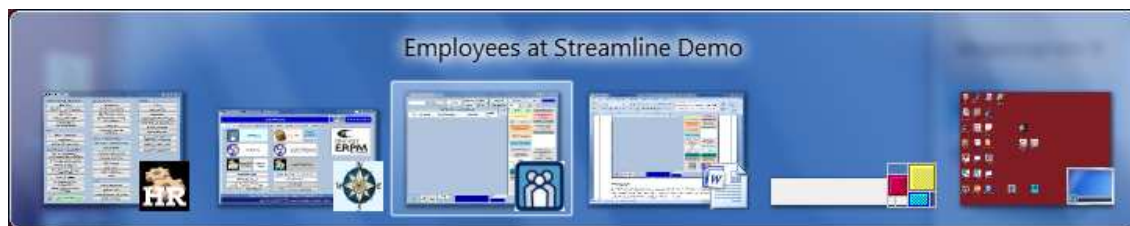
In this manual, we will refer to the Main Menu pages via a short-hand convention. For instance MM5 (Main Menu - Page 5 - System), followed by >> and the next action(s) to take.

From the Main Menu, you can just click on a button, or you can use the Alt-(underlined letter) keyboard equivalent. For instance, Alt-E opens the Employees master screen (MM1 >> Employees) :



The Q Button

Screens that contain a **Q Button** at the bottom-left, such as the Employees master screen shown above, are called **free-roam screens**, meaning you can freely navigate to other free-roam screens or the main menu. Alt-Q takes you back to the main menu, or you can press Alt-Tab to navigate. Windows 7 example when pressing Alt-Tab:

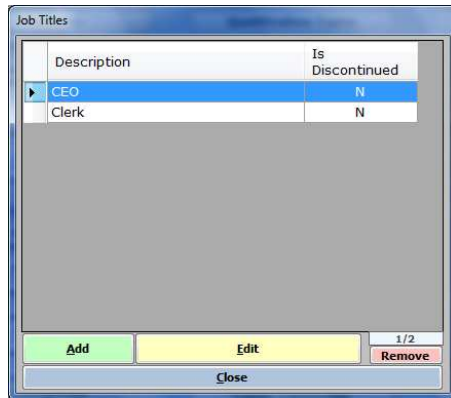


You can also navigate by clicking on the icons in the Windows task bar. Windows 7 example:



Interface-locking Screens

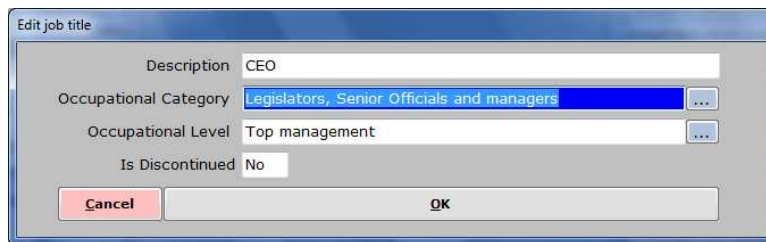
Interface-locking screens, such as MM1 >> HR Global Settings >> Job Titles, require the user to first close such screen before you can navigate freely again. These screens normally have a grey background color, and obviously will not contain the “Q” button.



In the example above, first click “Close” (or Alt-C or Escape on the keyboard) before you can freely navigate again.

F4 Drill-Down

Data capture screens often contain pick-lists or date pickers. For example:



Use Tab or Shift-Tab to navigate between fields. The field that has the current focus, will be colored blue. When you reach a field with a ... button, press F4 to open the list.

After a while, you may know the various options in the list, then you can just type the first few letters and Tab to the next field. The system will then auto-complete the field.

More keyboard short-cuts can be found in Streamline’s on-line help files. Go MM7 >> Help >> Index >> Time Sheets, MirrorDocuments, Workflow and General >> Navigation and Keyboard Short-cuts.

SECTION 2 – PAYROLL AND HR

When you implement payroll, you need year-to-date (YTD) figures per employee. In this example, we will load an employee who earns a salary of R10,000 per month. Let's say we implement Streamline in January 2011, then we would need YTD figures from March 2010 to December 2010, for example:

Transaction frequency: Monthly		
Tax calculation formula: [End-Feb 2011] Annual tables		
	Income	Taxable
Earnings	R 10 000.00	R 10 000.00
Base Salary (RF IND N) IRP5 Code 3601	R 10 000.00	R 10 000.00
	Own contrib.	Deductible
Deductions	R 100.00	R -
UIF	R 100.00	R -
	Comp. contr.	Taxable
Company Contributions	R 200.00	R -
UIF	R 100.00	R -
SDL	R 100.00	R -
Per-period Tax Deducted	R 945.00	
Per-period Net Payment	R 8 955.00	

So for the period March 2010 to December 2010, the YTD figures would be the monthly figures above * 10.

Note: You can still implement Streamline even if you don't have the YTD figures available. The key thing to remember is to then perform the tax calculations on "Per-Period" formulas. Only after the YTD figures have been captured, can you switch over to "Average" tax calculation formulas. Of course you also will not be able to generate IRP5s at year-end unless the YTD figures have been captured.

We will now go through the steps to load the employee, link him/her to the organogram, set up a tax period and define the base package. Then we will capture the YTD figures, and proceed with the processing for the rest of the financial year, including the issuing of End-Feb IRP5 Certificates via SARS' e@syFile system.

General Biographical Details

MM1 >> Employees >> E1 >> Add:

Add employee

Page 1 | Page 2 | Page 3 | Page 4 | Custom Fields

Employee No. D01 Service Start Date 01-Mar-2010 ...

Title Mr ... Line Manager

ESS Line Manager:

Surname Smith Unit No. Complex

First Name(s) John Street No. 10 Street / Farm Name Church

Maiden Name Suburb / District Hatfield

Initials J City / Town Pretoria

Known As John (F4) Postal Code 0001 Postal Code

Work Tel No. Postal Code *Pre-SARS 2010

Extention Postal Address Same as res.

Office Number PO Box 1234567

Cell Number 083 287 1234 Pretoria

Email Address john@demo.co.za (Line 4 not SARS 2010)

Home Tel No. 012 333 1234 Postal Code 0001 Postal Code

Cancel Help Q OK

Whenever you press **OK**, the system will automatically save the information to the database. If a field is mandatory, the system will notify you of such, and take the cursor focus to the required field. Then type in the required information, and re-try the OK button.

When you press **Cancel**, the system will ignore changes and **not** make any changes to the database.

Please make use of the various **context-sensitive Help** buttons. They often contain useful tips!

Link Employee to the Organogram via a new Engagement

Go MM1 >> Employees >> (Select specific employee) >> E1 >> Engagements >> Add:

Add engagement for Smith, John (D01)

Date Started 01-Mar-2010 ...

Post No: CEO/01, CEO, DIV: Division 1 ...

Nature Of Appointment Permanent ...

Movement Type New Recruitment (EEA2 Section C3) ...

Within Group No

Salary Package 10/1 Normal (R 0.00) ...

Date Processed by HR Admin 01-Jan-2011 ...

Termination Reason (Leave Blank if still with company) ...

Details

Within Group No

Job Title If Not Same As Post's (e.g. Acting) ...

Notes Non-permanent appointment scheduled end date ...

Cancel Help OK

The engagement record becomes a history of the employee's movements within the company. For instance, say the employee gets promoted, then one would edit and end (provide Date Ended) the current engagement, and then add another engagement that points to the new post.

Set up Tax Period

On page E2, add a new tax period:

Add tax period

Standard Tax Tables

Transaction Frequency Monthly

Period Employed From 01-Mar-2010 ...

Period Employed To 28-Feb-2011 ...

Date Of Next Transaction 31-Dec-2010 ...

Pay Periods In Tax Year 12

Calculate Number of Pay Periods

Manual over-ride if starting after 1st

Directive Options

Fixed Rate Income No

Directive Number % ...

Dont Show Directive Number On IRP5 No

Reason For Non-Deduction

General

Voluntary Over-Deduction No

Voluntary Amount ...

Apply Voluntary Tax To Last Period / Don't zero YTD on Last-Period Calc. No

Notes TAX 4115 R

Don't Roll Over No

Show Salary As Wages No

Cancel Help OK

"Date of Next Transaction" is an important concept in the system – it defines the date of the next payslip to be generated. In the above example, we want to generate a payslip for the purpose of capturing opening balances on 31-Dec-2010.

Set up Base Package

Before we can generate a payslip transaction, the employee's "base package" has to be set up. A "base package" defines the employee's normal income per pay period; in our example, the monthly income:

Earning Type	Given / Payslip Amount	Taxable	IRP5 Code	IRP5 Amount	RF1
Base Salary	10 000.00	10 000.00	3601	10 000.00	N

Total Earnings: 10 000.00

Contribution Type	Payee	Ref / Policy No.	Amount	Taxable	IRP5 Code	RF1
-------------------	-------	------------------	--------	---------	-----------	-----

Total Company Contributions: 0.00

Deduction Type	Payee	Ref / Policy No.	Amount	Tax Deductible	IRP5 Code
----------------	-------	------------------	--------	----------------	-----------

Total Deductions: 0.00

Generate Payroll Transaction

Now we can "generate" a payroll transaction. Effectively, when you "generate", the system copies the base package amounts as defaults for the new payslip. *Therefore, if you have increases or any changes on base packages, ensure to update the base package BEFORE generating the payslips.*

Go back to MM1 >> Employees >> All Active, and then Click "[X] GEN. PAYROLL TRANS.":

Generate Payslip Transactions

Generate transactions where the date of next transaction is on 31-Dec-2010

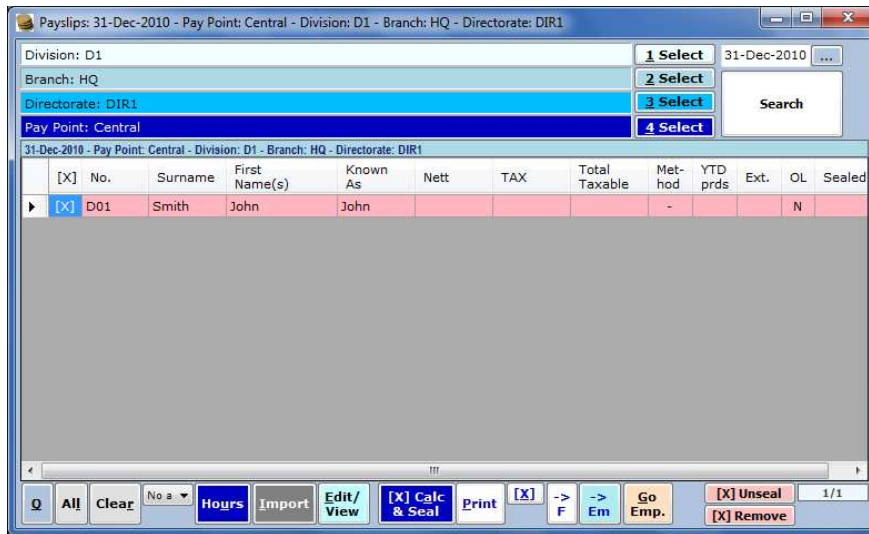
Skip Automatic Staff Loan Deductions

Flag Transaction(s) as "On Leave"

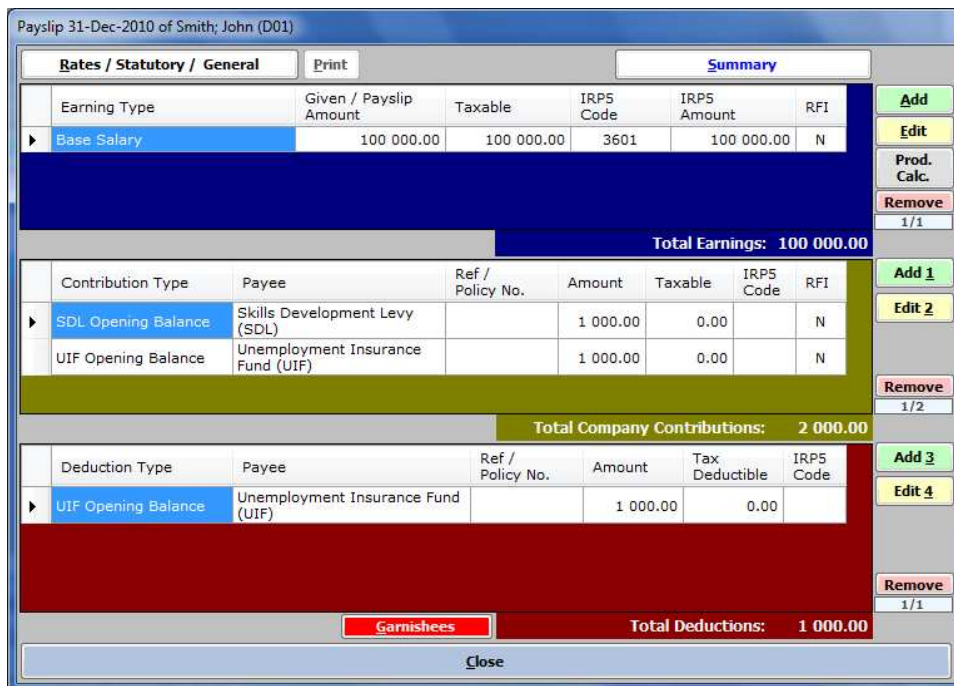
1 employee selected for transaction generation.

Cancel Help Proceed with selected employee(s)

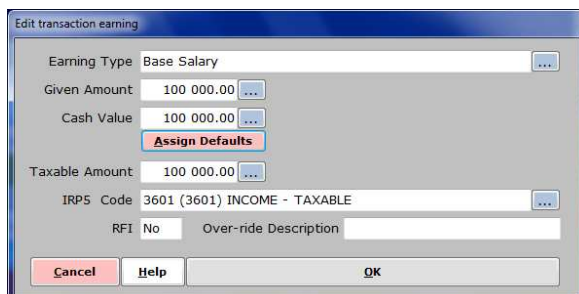
Then click "Proceed with selected employee(s)", after which the payslips screen will open:



This payslip now contains the figures as copied from the base package. 31-Dec-2010 is our opening balance transaction, so click “Edit/View” and modify the amounts to be YTD figures: *(Note: UIF and SDL opening balances have special types you must use.)*



NB: Whenever you modify earnings, company contributions or deductions on either the base package or a specific payslip, ALWAYS ensure to press “Assign Defaults”:



Now click "Summary":

Transaction Date: 31-Dec-2010
Payment Advice Serial Number: 10
Tax Deducted: 9 450.00 (Over-ride)
Voluntary: []
TAX Calculated: []
Tax Calc. Method: [] AVG YTD: []
Tax Year: 0
Normal hrs: 0.00
OT1 hrs: 0.00
OT2 hrs: 0.00
OT3 hrs: 0.00
PR1 hrs: []
PR2 hrs: []
Shifts: []
Total Taxable (Emp 10 Net Remun.): []
Periods Extended: []
Nett Payment: 89 550.00 (<- Calc./Verify OB Net)
"On Leave": No
Skip % Auto Calcs: No
Notes For Payslip: []
Internal Notes: []
Pay Point: Central (Is Opening Balance Transaction: Yes)
Sealed: []
Buttons: Cancel, Help, OK

Firstly, set "Is Opening Balance Transaction" to "Yes". Then slot in the YTD tax, and then click "<- Calc./Verify OB Net". In the above example, the YTD net is R89,550.00. The opening balances were captured correctly if the calculated net YTD tallies with your pre-Streamline net YTD figure.

We now have to seal the opening balance transaction. Click "[X] Calc & Seal":

Calculate %Based, UIF, SDL and Employees Tax
Transaction Date: 31-Dec-2010
Radio buttons: PER-PERIOD (selected), AVERAGE, LAST-PERIOD
Status: *** DONE: 0 transactions have been processed.
Log: D01, Smith.....Opening Balance...and sealed
1 transaction selected for calculation and seal.
Buttons: Close, Help

Ensure to select "PER-PERIOD" before sealing the OB transaction.

After each transaction generation, the system automatically sets forward “Date of Next Transaction”. Now let’s generate for 31-Jan-2011, add a commission of R4000, then Calc and Seal, but this time, use the “AVERAGE” formulas. You should get the same as shown below:

31-Jan-2011 - Pay Point: Central - Division: D1 - Branch: HQ - Directorate: DIR1										
	[X]	No.	Surname	First Name(s)	Known As	Nett	TAX	Total Taxable	Method	YTD prds
▶	[X]	D01	Smith	John	John	12 235.00	1 665.00	14 000.00	AVG	11.0

End-Feb Procedures

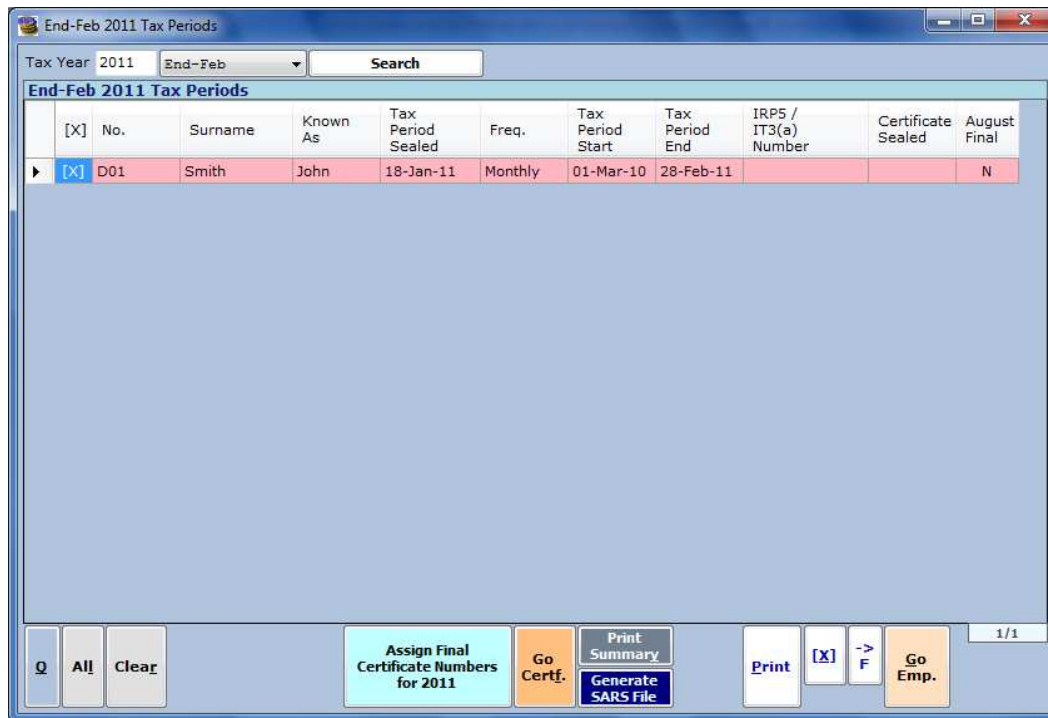
End-Feb is similar to a normal payrun. You would generate, calc and seal as normal. Then we just have to perform a few extra steps. After completing the payrun for 28-Feb-2011, perform the following steps:

Go MM1 >> Tax Periods >> specify 2011 Tax Year >> Search:



Then click “[X] Prepare for Last-Period”, and thereafter, click “[X] Calc SITE & PAYE & Seal”. The SITE and PAYE split will be performed, and you must ensure that “Over+ / Under-” is zero. If not zero, it could be that you had voluntary tax deductions, or that the tax period was set up incorrectly. Please consult Streamline’s on-line help files for more details if you don’t get zeros, or contact a Mirror consultant.

Now go MM1 >> IRP5 / IT3(a) Certificates, specify Tax Year 2011 End-Feb, and click Search:



Now click “Assign Final Certificate Numbers for 2011”. Then click “Generate SARS File”. The system will then create a CSV file that can be uploaded into SARS’ e@syFile. First generate the CSV file as a TEST, and see if e@syFile’s validations are passed. If fine, then re-create the CSV file as LIVE, import again into e@syFile, and complete the process in e@syFile.

After completing the End-Feb procedures, you need to create new tax periods on Streamline. Go MM1 >> Tax Periods for 2011, and then click “Roll Over”. You are then set for the next financial year.

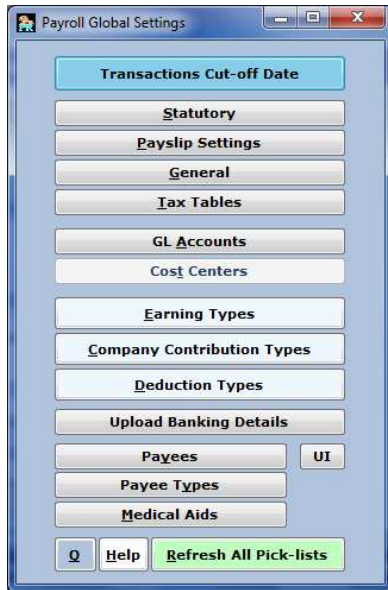
Annual Tax Tables Updates

The new tax tables are normally published by SARS in the middle of February each year, and we make a new release of the software available within a few days after the publication. So you should be able to upload the new tax tables before you do your first payrun in the new financial year. Even if you don’t have the new tax tables uploaded, you can still proceed with the earlier year’s tables. Later, when you do upload the latest tax tables, the system will automatically make any corrections, either an over- or under-deduction on the first payrun(s).

To upload the new tables, just go MM1 >> Payroll Settings >> Tax Tables.

Earning Types and Other Payroll Global Settings

MM1 >> Payroll Settings:



The system comes with pre-defined earning types, and you can add more as required. Same applies to company contributions and deductions:

Description: Wages
Default GL Expense Account: 440/000 Salaries / Wages
Default IRP 5 Code: 3601 INCOME - TAXABLE
% of Cash Value As Taxable Amount: 100 %
IRP 5 Amount Given Amount or Cash Value: Given Amount
PAYE-Specific Taxable: No
Exempt From UIF: No
Exempt From SDL: No
Is Annual: No
Is Base Packagable: Yes
Is Used By Company: Yes
Is Percentage Linked (A): Yes
Is Percentage Linked (B): No
Is Leave Liability: Yes
Display Order: 4
Buttons: Cancel, Help, OK

Description: MIBFA Pension Fund (Voluntary)
Default GL Expense Acc.: 418/000 Pension / Provident Fund Social Costs
Default IRP5 Code: 4472 PENSION FUND CONTRIBUTIONS
% Taxable: 0 %
PAYE-Specific Taxable: No
Exempt From UIF: No
Exempt From SDL: No
Is Used By Company: Yes
Is Medical Aid: No
Is Leave Liability: No
MIBFA Type: Pension Fund (Voluntary)
Auto-Extend: No
Display Order: 7
Buttons: Cancel, Help, OK

Earnings and company contributions represent cost-to-company items, and as such these amounts are debited to employee expense accounts in the **income statement**. Company contributions are also linked to Payees, and for each Payee, a GL account is specified in the **balance sheet**. For instance, if the company contributes R20 to UIF, the UIF expense account is debited with R20, and the UIF Clearing Account is credited with R20.

Deductions are monies either deducted and paid over to a payee such as UIF, or it could be deductions that the company keeps, such as staff loan paybacks. If the deduction is towards a payee, the amount is credited to the payee's GL account, for instance, the R20 UIF deduction will also be credited to the UIF Clearing Account.

For earnings, the concept of Given Amount and Cash Value needs clarification. Mostly the two amounts will be the same. Given amount will only be zero in cases where you have to increase the employee's taxable income, without actually paying the benefit over to him/her in cash. Such is the case with Right of Use of Motor Vehicle. Say the value of the vehicle is R100,000, then 2.5% of the value is deemed taxable. Given Amount will be zero, and Cash Value (and Taxable Amount) will be R2,500. (Note: the 2.5% is just used as example. Current legislation prescribes a higher rate.)

NB: Sometimes you need to make a deduction that may be a correction on earlier earnings, for instance, you overpaid the employee. This implies that the employee's IRP5 Income Sources must also be decreased. Because deductions cannot be linked to IRP5 Income Sources, such transactions must be logged as *negative-amount* earnings.

Upload Payroll Month-End Journal to Accounting

For the sake of demonstration, go MM1 >> Payroll Reports and Electronic Payments >> Page 2, and draw the **General Ledger Journal** report for 01-Jan-2011 to 31-Jan-2011:

Gen. Ledger Account			Debit	Credit
All Pay Points - Earnings				
440	000	Salaries / Wages	R 10 000.00	
442	000	Commissions	R 4 000.00	
All Pay Points - Company Contributions				
470	000	Unemployment Insurance Fund	R 100.00	
475	000	Skills Development Levy	R 140.00	
SARS and Payees				
960	000	PAYE Clearing Account		R 1 665.00
962	000	SDL Clearing Account		R 140.00
961	000	UIF Clearing Account		R 200.00
Salary/Wages Clearing Account				
920	000	Salary / Wages Clearing Account		R 12 235.00
Totals			R 14 240.00	R 14 240.00

We see that the total cost-to-company is R14 240.00, and that those amounts are due to SARS, SDL, UIF, and the net payments to the employees. Therefore, when payments are made from the company's bank account, those **cash book transactions** should not be posted to expense accounts, but to the various clearing accounts. The benefits of using the month-end journal and clearing accounts, are that expenses are reported in the correct accounting period, and that you can easily monitor if all due payments have been made (when the clearings accounts are back on zero).

The month-end journal that comes in Excel format, can be saved and imported into the General Ledger:

The screenshot shows a 'New transaction' window with the following data:

No.	Name	Debit	Description	No.	Name	Credit	Description
440/000	Salaries / Wages	10 000.00		960/000	PAYE Clearing Account	1 665.00	
442/000	Commissions	4 000.00		962/000	SDL Clearing Account	140.00	
470/000	Unemployment Insurance Fund	100.00		961/000	UIF Clearing Account	200.00	
475/000	Skills Development Levy	140.00		920/000	Salary / Wages Clearing Account	12 235.00	

Summary: Add Debit Amount 1: 14 240.00; Add Credit Amount 2: 14 240.00

Leave

Under MM1 >> HR Global Settings >> LEAVE, you can set up leave types, roll-over cycle lengths and accrual policies:

Implementation details of Normal Employee

Leave Type	0 (just started)	1	2	3	4	5
Annual Leave	15	15	15	15	15	20
Sick Leave	30	30	30	30	30	30
Family Responsibility Leave	3	3	3	3	3	3

Buttons: Add, Edit, Remove, Close

Normally leave cycles run from January to December. To set up new leave cycles, go to page E2 of the employees screen, click "Leave", specify the leave accrual calculation date as 31-Dec-2010, press "Refresh", and then "Roll-Over": (31-Dec-2010 signals we want to set up leave cycles for the next year.)

Roll-over for Smith, John (D01) - Leave qualifying date: 01-Mar-2010

New Leave Cycles starting 01-Jan-2011

Type	Start	End	Brought Forward	Additional Accrual	Reason for exclusion
Annual Leave	01-Jan-2011	31-Dec-2011	0.00	15.00	Fine
Sick Leave	01-Jan-2011	31-Dec-2013	0.00	30.00	Fine
Family Responsibility Leave	01-Jan-2011	31-Dec-2011	0.00	3.00	Fine

Years service at start of cycle: 0.84

Leave taken is then logged against the appropriate leave cycle. If ESS (Employee Self-Service) is used, leave requested by the employee is logged when the request is made. When the leave form arrives at the payroll administrator after being approved or rejected by the employee's manager, the only remaining task is to verify the manager's action, and to flag the entry as "filed".

The company's leave liability is calculated as follows: Base package earnings annual equivalent / 260 working days per year * days due. Leave liability reports are available under MM1 >> HR Reports >> "J - Leave Cycle Summary / Liabilities":

Leave Cycles Summary / Liabilities

Division: D1 Select

Leave accrual calculation date: 28-Feb-2011 ...

For leave cycles from: 01-Jan-2011 ... to: 31-Dec-2011 ...

Show All Approved Leave Taken

Landscape

Portrait

Leave Liability Report
Working Days per Year: 260

Skip In-Process Exceptions

Proceed

Help Close

Staff Loans and Garnishee Orders

In accounting, staff loans are recorded as payments from petty cash or bank against a staff loan account. The loan amount must also be logged against the employee:

When you generate the next payroll transactions, the system will scan all outstanding loans and automatically add appropriate deductions. (NB: Ensure you load staff loans BEFORE generating payroll transactions.)

Payslip sample:

28	Deductions	R 1 028.80	R 1 115.20
29	Staff Loans	R 1 000.00	R 1 000.00
30	UIF - Unemployment Insurance Fund	R 28.80	R 115.20
31			
32		Comp. contr.	YTD
33			
34	Company Contributions	R 78.80	R 442.70
35	UIF - Unemployment Insurance Fund	R 28.80	R 115.20
36	Skills Development Levy	R 50.00	R 327.50
37			
38		Own contrib.	YTD
39			
40	Employees Tax Deducted	R 979.42	R 8 380.19
41			
42			
43	NET Payment	R 2 991.78	R 23 254.61
44			
45			
46			
47	Outstanding Balances of Staff Loans as on 25-Apr-2008		
48	Loan to fix car Loan Amount: 2 000.00 Outs: 1 000.00		
49	TOTAL OUTSTANDING 1 000.00		

Garnishee deductions can be linked to garnishee accounts, with the system maintaining a balance on the garnishee's account. Once the account has been settled, the garnishee deductions will stop automatically.

Batch-Update Base Packages via Microsoft Excel

On the Employee screen, click [X] BP Sync:

Select the Extended Report option, and proceed to Excel:

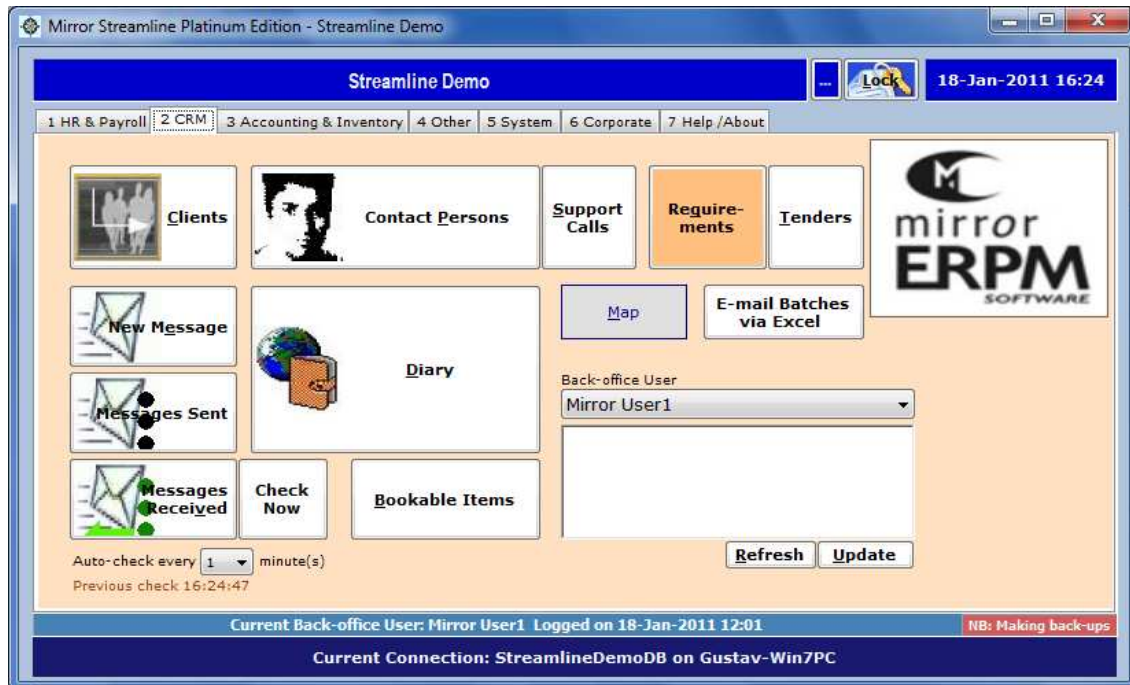
	A	B	H	I	J	K	L	M	N	O	P	Q
1	StationaryCall (P											
2												
3	Extended B											
5	Generated: 27-Apr-2008 10:48											
7	EARNINGS:					COMP. CONTRIB.:			DEDUCTIONS:			
	Emp No.	Surname	Normal hours R/h	Prem. 1 R/h	Prem. 2 R/h	Wages	Parameters	MIBFA Pension Fund	Parameters			
9	SC010	Marias	125.00	0.00	0.00	5 000.00	{RFN}	7.50	{RFN}{PercentageA}{payee_MIBFA}{7}			
10						5 000.00		7.50				

With Excel's powerful copying-and-pasting and formulas, you can quickly make changes, save the spreadsheet, and then sync the changes back to Streamline.

Upload Payroll Data via Excel

In similar fashion, payroll transactions contained in a spreadsheet, can be imported against an open payroll transaction batch. Hours worked can also be imported via Excel, meaning that Streamline can easily interface with any time and attendance system that can produce hourly information in Excel format.

SECTION 3 – CRM Customer Relationship Management and Accounting



Client Records, Contact Persons and Google Maps

The CRM process starts with capturing basic client info:

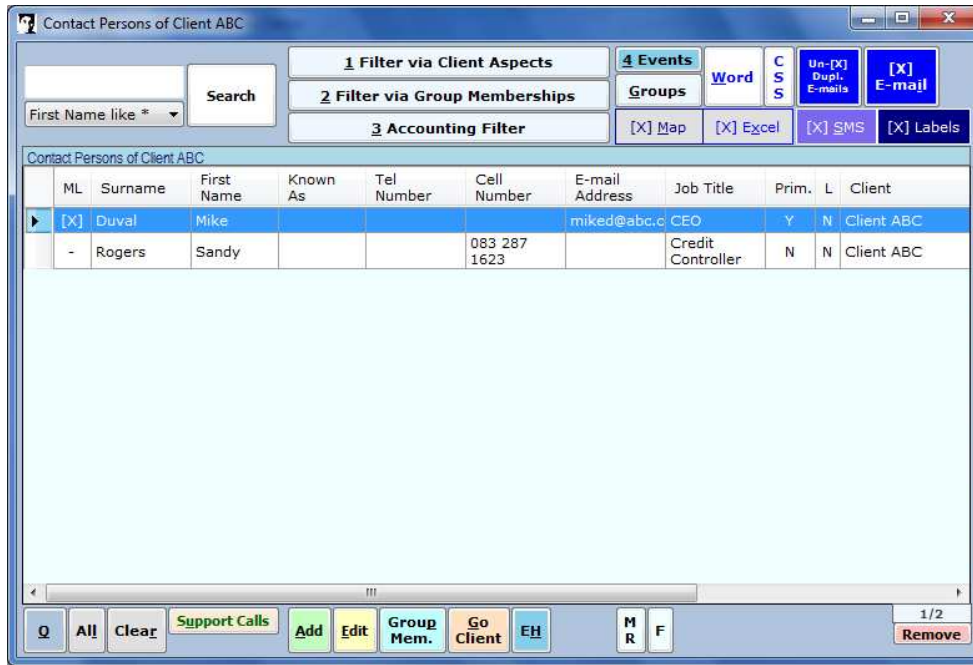
The screenshot shows the "Add client" form. The form is titled "Add client" and contains the following fields and controls:

- Name: Client ABC
- Trading as: [Empty field]
- Alternative / Over-ride Name for Documents: [Empty field]
- Tel Number: 012 347 5595
- Cell Number: [Empty field]
- Fax Number: 012 347 9412
- E-mail Address: [Empty field]
- www Address: [Empty field]
- Company-wide/central contact details, e.g. Switchboard No.: [Empty field]
- Postal Address 1: PO Box 123
- Physical Address 1: 10 Church Street
- Pretoria
- PTA: [Empty field]
- Code: 0001
- Code: [Empty field]
- Is Closed: No
- DMS: [Empty field]
- Lat: [Empty field] Long: [Empty field]
- Date Logged: 18-Jan-2011
- Geographical Area: [Empty field]

Buttons at the bottom: Cancel, Help, Q, OK.

Note: You can also link the client to Google Maps!

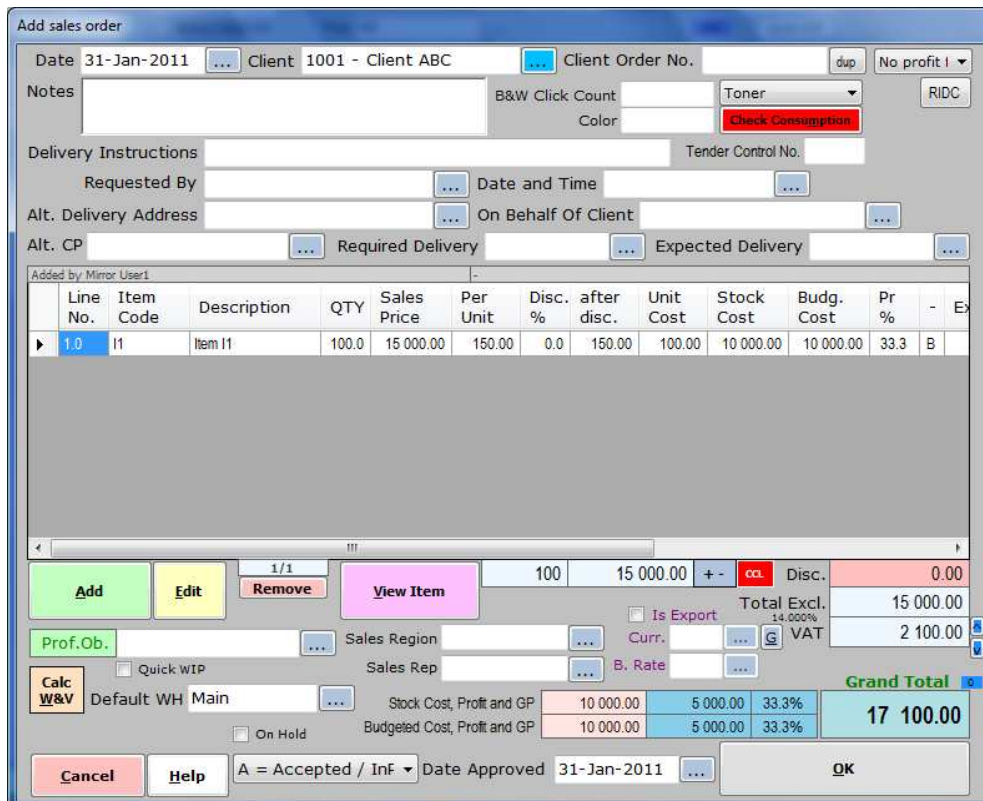
With explicit contact person records:



From here you can apply various filters, and perform tasks such Word merges, e-mail automation, or sending SMSs.

Quotes and Sales Orders

A quote is just a sales order having the status of "Quote". To convert the quote to a sales order, you simply change the status to "Accepted":



Invoicing with All GL Transactions Posted in Real-Time

Invoicing then takes place against the sales order, with all GL transactions posted in real-time:

View posted transaction (Batch Ref.2)

Date: 31-Jan-2011 Description: 1001 - Client ABC Doc Ref: 7001

No.	Name	Debit	Description
900/000	Customer Control Account	17 100.00	
200/000	Cost of Sales	10 000.00	

No.	Name	Credit	Description
950/000	VAT Control Account	2 100.00	
100/000	Sales	15 000.00	
750/000	Stock	10 000.00	

27 100.00 27 100.00

Notes: 100 items

View Details

Posted: 31-Jan-2011 User: Mirror User1

Cancel Help Import (Excel) OK RIDC

Note: Streamline also supports “straight invoicing” (invoice without a sales order), as well as a Point-of-Sale functionality.

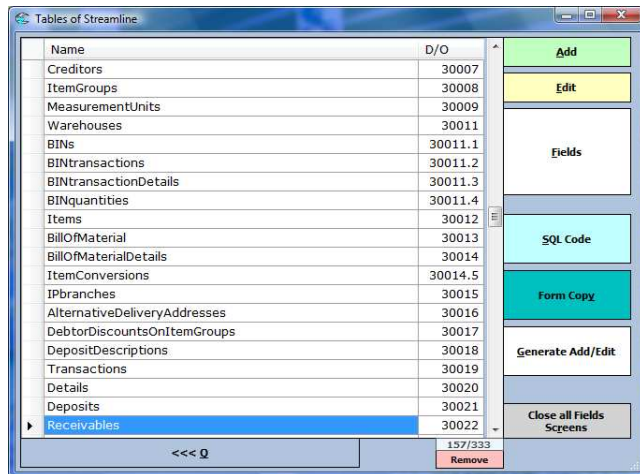
Implementing accounting with stock control over many branches is not a simple task. It involves extensive training and change management; also, data take-on and the timing of going live should be carefully planned. This manual therefore attempted not to provide complete guidelines in terms of accounting and stock control, but rather to highlight this capability in *Streamline*. To implement *Streamline* accounting for many users and branches, a company-specific manual should be developed after a thorough investigation of how the company’s business processes will fit into the accounting and other capabilities of *Streamline*.

Use TOOL to Customize Streamline

Mirror TOOL compliments Streamline, and the idea is to offer users with programming skills the opportunity to relative easily develop add-on features to Streamline, or even to develop completely independent systems. We also develop custom-made solutions for clients who do not have in-house programming skills.

TOOL encapsulates a simplistic, standardized programming technique based on Microsoft's .NET 2.0 technology. Just as Streamline simplifies and automates many tasks within business administration, TOOL simplifies and automates many programming tasks.

Streamline's complete database design is available in TOOL:



With source code automation for database and user-interface creation/modification:

