

Installation:

So you have downloaded **Dynamic 3i Free Edition** Now What?

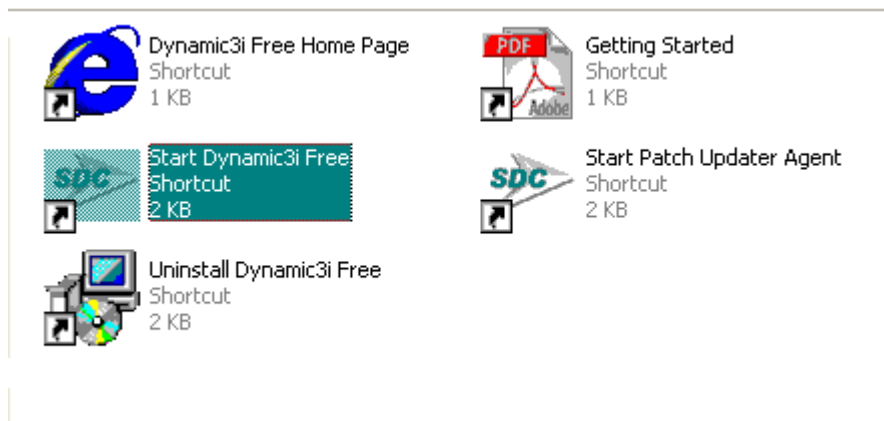
Lets get it installed and start using it! This is most likely what you are saying at this point. So lets get this done ...

Use Windows Explorer to find the file you downloaded to your system ("**sdcfree.exe**"). Click on this file and it will expand into the required installation files and automatically start the install process for Dynamic 3i Free Edition. Follow any instructions that may be asked (Its that Simple).

At conclusion of install, the D3i Patch Updater window will display listing available patches. Click on the Install All and patches will automatically download/install from SDC's website. It is highly recommended you continue to run the D3i Patch Updater Agent on a regular basis.

Running Dynamic 3i:

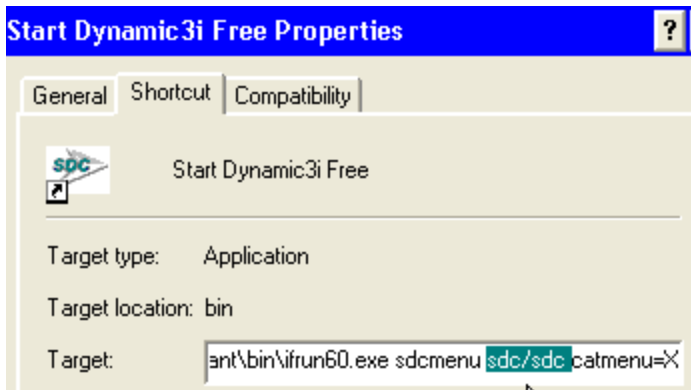
On your desktop you will now see a folder labeled '**SDC Dynamic 3i Free**'. This desktop folder holds all the shortcuts for Dynamic3i.



The '**Start Dynamic 3i Free**' shortcut is the one that starts Dynamic3i.

The default Dynamic3i logon is sdc, password sdc This is the administrator user for the application, which has already been set-up for you. You will learn later how to add and configure an additional 4 users to the D3i Free edition.

To enable the user/password logon window, modify the Start D3i Free shortcut command line by right-clicking and selecting Properties. Remove the sdc/sdc string.



You have now successfully installed and “logged” into Dynamic3i Free Edition.

If this is the **first time** that Dynamic 3i has been run a ‘Setup’ wizard will be executed **automatically**. This will enable you to configure and maintain some of the most commonly used attributes of Dynamic 3i. As Dynamic 3i comes pre-configured you do not have to change anything if you do not want to.

Also, this can be run at anytime via Dynamic 3i Setup Wizard shortcut. After applying any changes the Dynamic 3i menu will start automatically.

Assuming there are no networking or computer issues with your installation you should now be at a menu presenting you with all the various functions that Dynamic 3i Free Edition henceforth known as D3i in this document offers.

There are 2 menu modes. The default is called category / task mode and it's recommended for new users. The expert mode has many more choices and is directed to more experienced users. See Switch to Expert mode link in lower section of Dynamic 3i menu window.

 Dynamic 3i Menu

Pick a category

Manage Inventory

Manage Sales Orders

Manage Purchasing and Receiving

Manage Production

Manage Financials and General Ledger

[Switch to Expert View](#)

This leads you to next step/question:

I have it installed; now how do I use it? Where do I start?

Lets begin with General Navigation.

General Navigation:

Navigation throughout the package is based on the Windows® platform. Your installation may have a customized version of the standard Dynamic 3i Solutions menu but navigation is carried out in the same manner.

All examples in this document assume a standard installation.

Menu navigation can be broken down into two main areas :

- Menu Navigation
- Form/Application Navigation

Within ORACLE® there are approximately 20 special function key options which will be referred to throughout the training and documentation material. At any point in time, the particular key mapping that is available on the system can be viewed by selecting the help menu from the title bar and then selecting the appropriate key sub menu.

Any user logged into the Dynamic 3i application is considered an active user. In the event that the maximum number of users allowed on the system has been reached, the system will deny access to the next user wanting access to the system. Therefore, it is important that inactive users log-off the system when not utilizing the software.

The user once in the system will have access to the menu items that have been permitted him/her. In some cases, the menu items that are not accessible will be dimly lit. Transactions entered into the system will have the username attached to the transaction. Master table audits, which record changes to master table information, will also tag the username to the transaction.

Logging off of the system is also essential in order to prevent unauthorized access to the system and decrease the number of active users

Menu Review

Dynamic 3i offers two modes of menu execution explained below: 'Category View' and 'Expert View'.

'Category View' : is the default mode for the FREE edition. This mode consists of a pick a category and/or function that you would like to do within Dynamic3i. After the first selection is made a grouping of secondary selections will be entered based upon first selection. Similar to a question and answer progression as to what you would like to do within Dynamic 3i

Example:

Pick a category

- Manage Inventory
- Manage Sales Orders
- Manage Purchasing and Receiving
- Manage Production
- Manage Financials and General Ledger
- Data File Uploads / Downloads

Selecting 'Manage Inventory' will present:

Manage Inventory

Pick a task...

- Setup Inventory Data
- Non Purchase Order Receipts
- Inventory Adjustments
- Physical Inventory
- Inter-Warehouse Transfers
- View Inventory Movement
- Stock Inquiry

The selecting 'Set-up Inventory Data will present:

Setup Inventory Data

Pick a task...

- Maintain Product Classes
- Maintain Product Groups
- Maintain Unit of Measures
- Setup Products
- Setup Warehouses
- Setup Stock Records
- Setup Product Standard Costs
- Standard Cost Change by Percentage
- Standard Cost Update

And then selecting 'Setup Product' will enter into the product master maintenance application to actually define the product to Dynamic 3i.

'Expert View' : Dynamic 3i menus are organized by functional capabilities. The following is an explanation of the typical menu topics within each module:

Maintenance This menu item will highlight the specific maintenance programs for the module. Maintenance includes the additions, changes and deletions to master tables within the system. An example of a maintenance menu item would be the Vendor Table Maintenance on the Accounts Payable menu.

Listings To report on master table data entered via the Maintenance area of the menu. This menu will provide reports (on screen or hard copy) of the master table data. This menu item will not include any transactional type data. All listings can be viewed on screen or printed on hard copy.

Processing The processing area is where the transactions are recorded and processed through the system. The items within this menu are organized in the typical steps of execution for ease of understanding the process. This does not preclude the user from altering the steps of execution to meet the business process.

Inquiries This area focuses on inquiries into the transaction data and often provides a 'drill-down' capability to access further detailed information. Access to current and prior period data is combined for ease of use.

Reporting The reporting area focuses mainly on the transactional data processed. Future, current and prior period reporting is available on most menu items.

Closings This area focuses on the closing routine for the module. If a closing menu item does not exist, the system does not require a formal close procedure for that module. Closings for period end and year end are listed where applicable.

Menus allow movement through the system; to quickly switch from one place to another, and select named items. Each Dynamic 3i icon could represent a group of application modules that are installed at your site.

At this time the user may be confronted with a site-specific login screen. Upon successfully entering the required information, the user will be presented with a menu similar to the one shown below. The user simply decides upon the function they wish to perform and [click] the mouse on their choice. The system will automatically display the next level of options available to the user for further selection.

Selecting the application to run is as easy as selecting the correct sub menu choice and 'clicking' on the application.

‘Quick Links’ and ‘Right Click’ Functional Application Menus

From within an application Dynamic3i also offers the ability to navigate to other related applications and to control the functionality of the application you are in.

Upon entry in into an application there is a ‘Quick Links’ pull down menu along the top tool bar display. This menu will contain other useful applications or commonly used applications that are related to the one you are currently using. This list is also available by simply right-clicking with the mouse. The defined available quick links will be listed in order and can simply be executed by selecting.

Note. You can also add to these menus by utilizing ‘Quick Links Maintenance’ – gb1230

General System Terms and Concepts

The following is a brief listing of the terms utilized within the system and throughout the Dynamic 3i documentation.

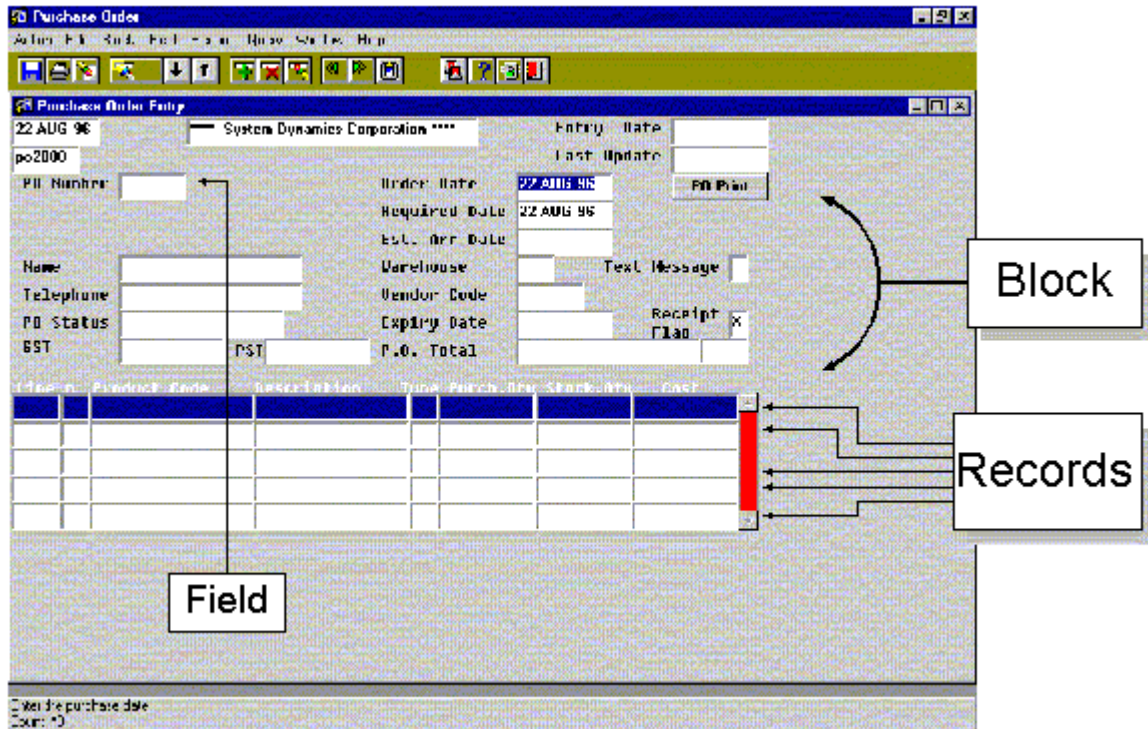
Form A “fill-in-the-blanks” arrangement that allows easy data entry, update and query facilities.

Page The portion of a form that is displayed on one screen. Note: a form could consist of one or more pages

Block A section of a form that corresponds to a table in the database and could display one or more records. Note: a block could appear on several pages, and more than one block can appear on a page.

Record Data from one row in the database.

Field An area on the screen that can display a value or accept inputted values. Note: fields are parts of the record.



The Dynamic 3i application is written in a fourth generation language called ORACLE®. ORACLE® provides a multitude of functions that allows data to be entered and viewed in an efficient manner.

When an application / form is entered, the interaction is **automatically** set to one of the following modes depending upon the application purpose.

Data Entry

Data Query

The data entry mode is used when the user enters a program that typically is used to perform input functions. For instance, the order entry and customer master file maintenance programs would both default to data entry mode.

Data Query mode is used when entering inquiry menu items. The system will indicate that it is in query mode by displaying 'ENTER QUERY' in the center of the bottom of the screen. The hint line will also communicate to the user to enter the query criteria and to press the execute query function when done.

Query mode is the typical mode to extract data from within the system and can be activated in any screen available on the system. Each mode will now be discussed in detail.

Data Entry Mode

Data entry is the usual mode for input and report screens. In this mode new information can be keyed and saved into the database. The button bar at the top of each of the Dynamic 3i applications will help to facilitate the user in doing most functions. The user will also have a full complement of functions by way of the top drop down menu bar (see example below).

SDC DYNAMIC*2000 - Accounts Receivable

Action Edit Block Field Record Query Window Help

Version : 2.4

A/R Screen Inquiry

98-01-15

ar1100

Customer

Telephone

Dynamics Corp. ****

Currency

Prov

Salesperson

0-30 Days 3

61-90 Days

91-120 Days

Over 120

Total

Invoice Number	Invoice Date	Ship To type	Purchase Order	Ref. adj Number	Original Amount	Unpaid Amount	Disp.

Payment Details

Sales Details

Next

Count: *0

Data Query Mode

To view information or to recall previously entered information, the application must be put into 'query' mode. Some programs within Dynamic 3i have by default been placed into query mode (typically inquiry style programs). In this mode, all enterable fields on the screen can be used to match data from the database. Some examples of data retrieval include :

Field Search : The user can populate search criteria in one or multiple data fields on the screen. When the query is executed the system will search for all

matching records in the database. For example, entering a state/province and the postal/zip code.

Operand Search : The user has the ability to enter a '>' or '<' sign in all queryable fields. The user can search the customer file, for example, where the credit limit is > 5000. This will return all customers with credit greater than \$5,000.00.

':' function : For advanced users who require more specific query functionality, the user can enter a colon ':' in any field on the screen while in query mode. Upon executing the query, the system will display a window titled 'Query/Where' and the user can enter simple SQL statements to alter the query. For example, to retrieve all customers within a postal code range, the user would type the following in the window :

```
postal_code > 'M1T 0A0' and postal_code < 'M1S 0Z0'
```

The user would follow the command by hitting the 'OK' button and the query would be executed. Note : notice that the character field was enclosed in single quotes and that the data field wasn't.

SDC Toolbar

Each Dynamic 3i form allows you to get certain functions from the icon button bar (located near the top of each form).

Each of these icons will be described here :



[commit / accept]

Enters into the database all changes made since the last [commit] or [clear form].



[Print Screen]

An SDC icon to copy to the clipboard the screen's contents.




[clear form]

Clears all the blocks of the current form, reversing all uncommitted inserts, updates and deletes posted to the database. [clear form] might prompt you to commit your changes. Note that [clear form] does not delete records from the database; it will only remove records from the workspace.



[enter query]

Clears the current block and allows entry of query criteria. The SDC query button will then split into two smaller buttons when the [enter query] button is pressed.

The  or [execute query] button will retrieve all the records that will meet the query criteria.

The  or deny button will cancel the query.



[next record]

The next record button will retrieve the next record in the current block based on the query criteria. If there is no more records to be found, some programs in the system will create a new blank record.



[previous record]

The previous record button will retrieve the previous record in the current block.



[insert record]

The insert record button will append a new record to the database.



[delete record]

The delete record button will delete a record from the screen and from the database. Note that records are not permanently deleted until you commit your changes to the database.



[clear record]

Removes the current record from the screen reversing any uncommitted changes made to that record.



[next block]

This button will move the cursor to the next block in that form. The order of blocks was determined by SDC.



[previous block]

The double arrow pointing left will move the cursor to the previous block in the form. The order of blocks was determined by SDC.



[page]

This button will navigate you through the different pages or pop-up windows that are set up in the form.



[list of values]

Invokes a list of values, if available for that field (button will appear). If a pop-up window appears, the window will display all possible values for a particular field. Within that list you can navigate the values shown or enter further selection criteria. Press the OK button to choose the selection, or the cancel button to leave the list window without selecting. If nothing pops-up after you press list, you will notice that the field will be filled automatically with the only selection available.



[function keys]

The button that looks like some keys off of your keyboard, will display the function and the keys that are assigned to it.



[application help]

The system will display a table of contents assisted help document for the form/application that you are in. Referred to as application help



[field level help]

The system will display help that is for the field in the form/application that you are in.



[video tutorial help]

A listing of online video tutorial that pertains to the application will be displayed.



[fasttrack]

The Fasttrack button will allow SDC users to “jump” to another application form within Dynamic 3i. Please consult with your SDC Account Manager for more details.



[exit]

Exits the current form. Please note that exiting the form will NOT save any information to the database.

Default Required Definitions:

Dynamic3i comes pre-configured with a 'Starter Database'. As with any system there are certain mandatory items that must exist prior to creating or defining additional information. As an example customers defined to Dynamic3i require that a country be supplied. Dynamic3i comes pre-defined with all "International Country" codes pre-defined. In fact in the case of any pre-defined requirements we have supplied at least one generic definition for it. Even a complete General Ledger chart of accounts (115 Accounts) for financial purposes has been defined and can be used if so desired. A Default Branch has been set-up with 'us' (United States) and 'ca' (Canadian) currency records defined using this chart of accounts.

If you are prompted within an application for a required field you can use the "List of Values" (LOV) (See General Navigation) for a pop-up display listing all of the pre-defined entries that can be made.

Basic Business Transaction Destinations:

The best way to learn how to use Dynamic3i is to actually use it for simple day-to-day transactions. This is one of the reasons why the FREE edition comes pre-defined with a starter database. The following will use the starter database General Ledger chart of accounts, branch and warehouse set-ups.

Lets look at the steps required to do some basic business transactions:

- Entering a Sales Order
- Shipping the Sales Order
- Invoicing the Sales Order
- Updating the Sales Order (Creating an Accounts Receivable)
- Receiving Payment For the Sales Order

- Enter a Purchase Order
- Receiving a Purchase Order
- Entering the Accounts Payable Invoice from the Vendor for the Purchase Order
- Paying the Accounts Payable Invoice (Matching it to the Purchase).

Entering a Sales Order:

In order to enter a Sales Order you must have at least two things: a product and a customer to sell the product to.

As stated Dynamic3i FREE Edition comes with some pre-configured data.

At any time if you feel you need help use the On-Line Help (in the tool bar) to get a complete explanation of the application or field you are in.

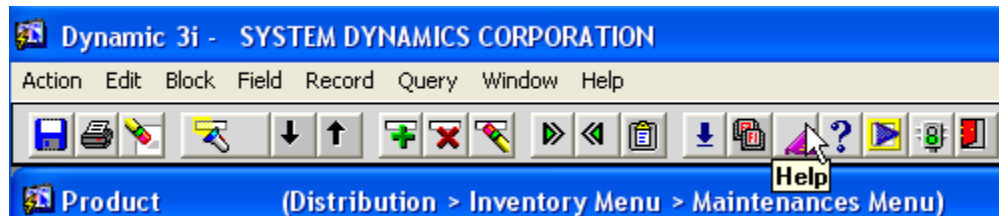
If you wish, you can use the default product, price and customer to enter your first order. If you would like to do this, then skip this section of the quick start guide and go directly to [‘Entering My first Order’](#).

If you would like to **start from scratch** and set-up your own product, price and customer follow the steps below: (This is the best process to see the steps involved in creating your inventory items and their attributes).

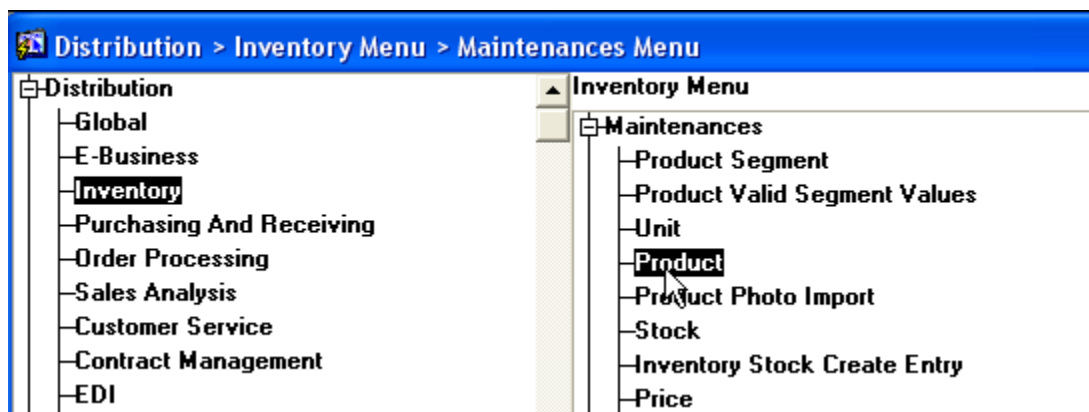
The following steps will be done:

- Define a product to Dynamic3i.
- Define stock for the item.
- Define the cost of the item.
- Define the selling price of the item
- Create stock quantity for the item by purchasing and receiving it on a Purchase Order.

Lets jump right in and create a product!



As products are part of “Inventory” Navigate to and double click on the Product Maintenance Application under the Distribution, Inventory, Maintenances menu:



Now just enter all required fields and create your product. The application will tell you if you must enter a field. Simply hit the 'Enter' or 'Return key' to navigate to the next field and if Dynamic3i requires the field the application will tell you. **TIP: If you try and save your record and Dynamic3i is missing information that it requires, the application will automatically position itself on the field required and ask you for the information.** In some fields you will be able to choose from a pop-list or list of Values (LOV).



Lets enter your first product:

- Enter a product ID or number
- Give your product a description
- Cost centre will be defaulted by the system
- Choose a product class
- Choose a product group
- Choose a stocking unit of measure (UOM)
- Choose a sales reporting unit of measure

Save your record! You have just created your first product within Dynamic3i. The application will say 'Transaction complete: 1 records applied and saved.' in the hint line at the bottom of the screen.

Dynamic 3i - SYSTEM DYNAMICS CORPORATION

Action Edit Block Field Record Query Window Help

Save Changes

Product (Distribution > Inventory Menu > Maintenances Menu)

Product	13875	
Description	Product 13875	
Alternate Product		
UPC Code		
Cost Centre	100	ADMINISTRATION
Product Class	goods	CLASS - GOODS
Product Group	1	HARDWARE
Units Per Case		
Stocking Unit of Measure		ea
Sales Reporting Unit Of Measure		ea
Purchasing Unit Of Measure		ea
Sales Reporting / Stock Factor		1
Purchase / Stock Factor		1

You are now done defining a product to Dynamic3i. All of the other 'Buttons' in the application are for further refinement of the attributes of a product as it relates to Dynamic3i (See online Help). Some actually take you to other applications to set-up additional requirements for the item.

This leads to the next step in setting up an item. As Dynamic3i is capable of operating under a multi-warehouse environment an item must be assigned to a particular warehouse location before it can be used in the order entry process.

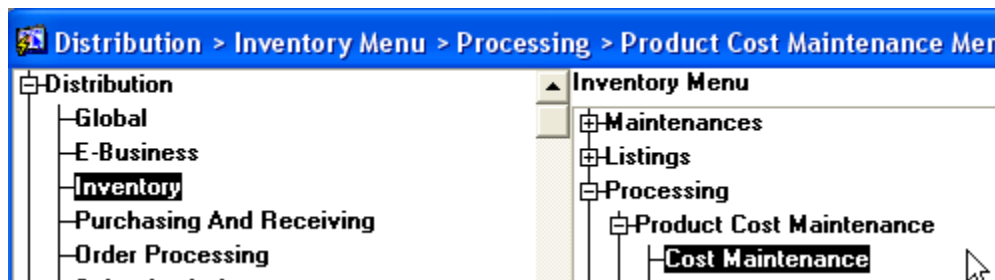
- With your item still displayed on the screen select the 'Stock Master' button in the bottom portion of the screen.
- You will be taken to the 'Stock Master Maintenance' application as if you selected it from the main menu as you did originally with the 'Product Master Maintenance'.
- Most of the fields will pre-populate with the product information you entered.
- The 'Warehouse' will default to the System defined default warehouse
- The 'Product Type' will default to the System defined default product type
- Choose a Vendor (use list of values)

Save your record! You have just created your first Stock item within Dynamic3i

Product creation is now complete within Dynamic3i.

We now need to set-up the cost of the item and then the selling price.

The cost set-up is done in the Inventory Module under Processing – Product Cost Maintenance. This is a process of defining the cost and then updating it to the stock record you previously created. Navigate to the Cost Maintenance under the Inventory Module.

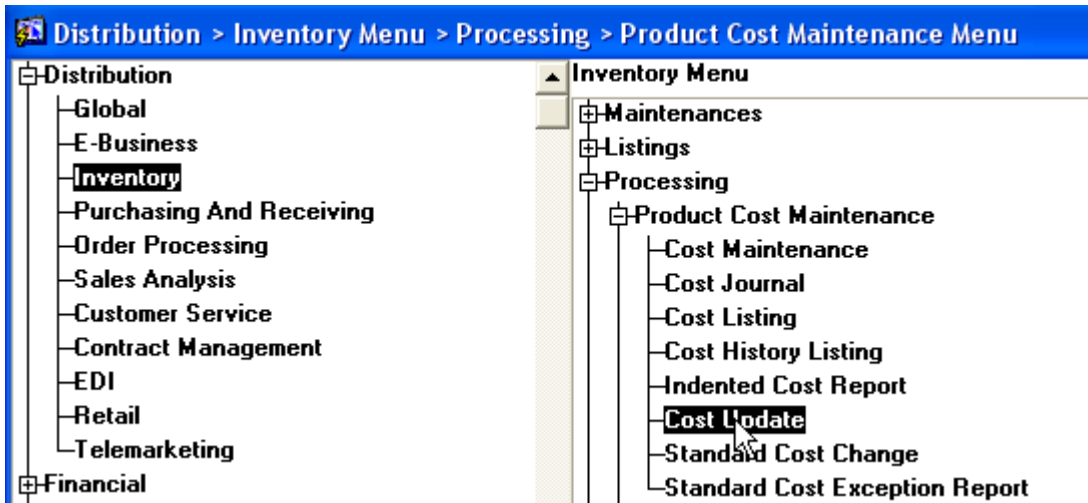


- Accept the default warehouse of '1'
- Enter your product number
- Enter a currency for the cost ('ca' (Canadian) and 'us' (USA) are the only ones with proper G/L so select one of these)
- Accept default effective date and proceed to 'Standard Cost' elements.
- Enter 10 in the New Cost field.

The system will default the exchange to 1 and calculate the standard cost to 10.00.

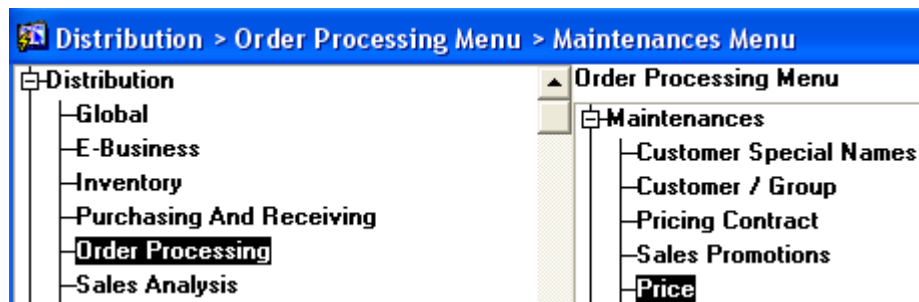
Save your record! You have just created cost for your item within Dynamic3i

Now we need to update this cost to the stock file. Navigate to and execute, accepting all screen defaults, the 'Cost Update' under the Processing Menu.



You have just updated the cost for your item within Dynamic3i.

Now we need a selling price. With Dynamic3i there are many levels for setting up a selling price. You could have product class, product group, customer pricing to name a few. The lowest level product pricing is the currency. We will set up a cost for the item at this level. Navigate to and select Pricing under the Order Entry – Maintenance Menu.

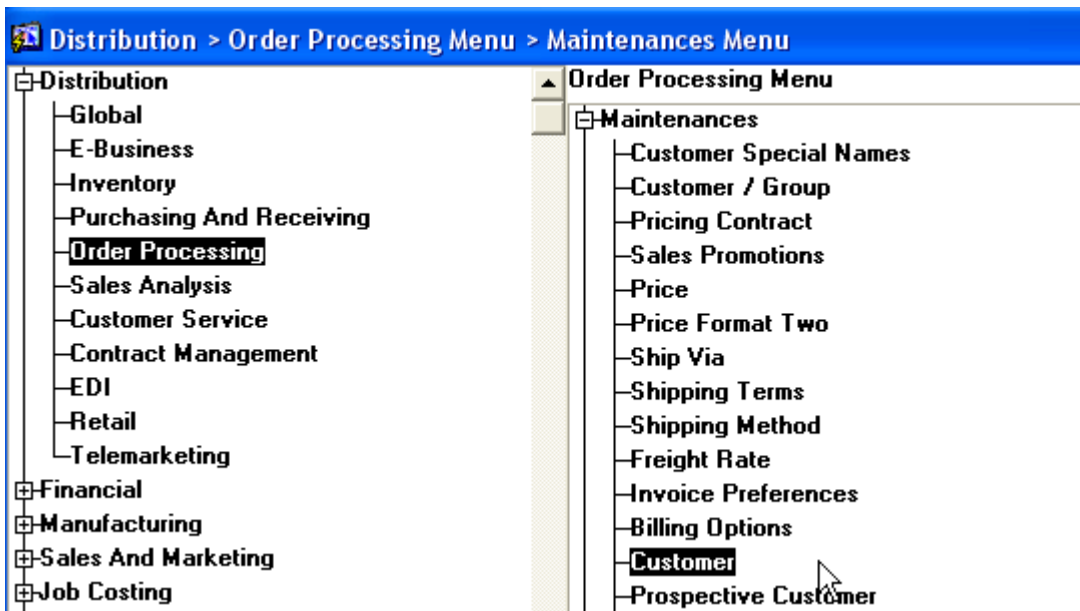


Tab through all fields and enter 'ca' for currency. Continue to tab through fields, accepting the defaults and then enter 12.95 (or any cost your would like) for your item. This is the price that the Sales order will default to.

Save your record! You have just created a selling price for your item within Dynamic3i

Lets set-up a customer to sell this item to.

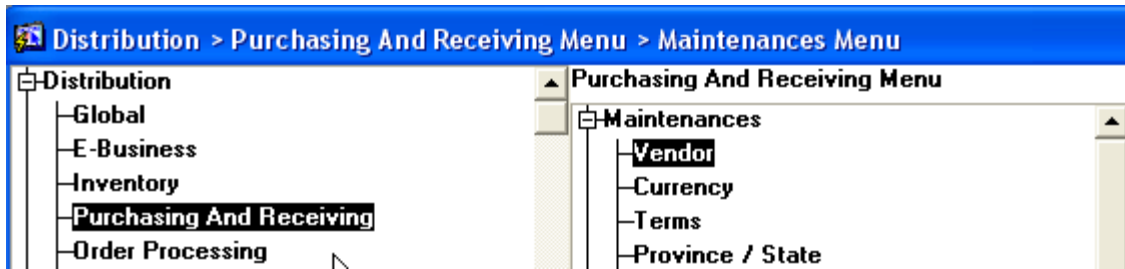
Navigate to and double click on the Customer Maintenance under the Distribution, Order Processing, Maintenances menu.



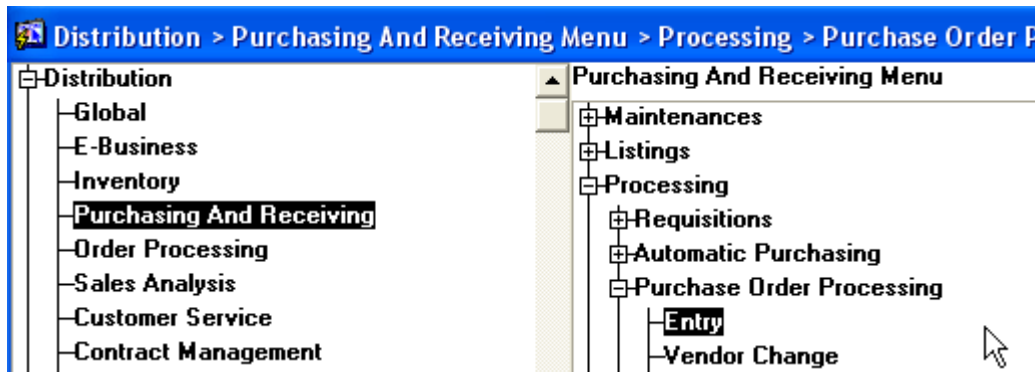
- Enter your customer number OR leave blank to have the system auto generate the next customer number sequence (this number will appear at the end of the entry).
- Enter a Name
- Choose a country
- Choose a province
- Choose a Sales person (District and Region will default)
- Choose a Category
- Choose a Trade Class
- Choose Terms

Save your record! You just created your first customer!

Before you can sell your product and avoid a back-order situation, you must have a quantity of the product you set-up in-stock. Lets use this opportunity to enter a Purchase Order (PO) for this item and receive it into stock. For this purpose we will use the default vendor (vendor: 1). If you wish, you can set-up your own Vendor in the same manner as you set-up your customer using Vendor Master Maintenance. Navigate to and use the Vendor Maintenance under the Purchasing And Receiving Menu.



Using Vendor 1: navigate to Purchase Order Entry under the Purchasing And Receiving Module – Processing – Purchase Order Processing.



Enter Vendor '1'. All other fields will default based upon the Vendor settings. Enter the product you defined in the detail block and a quantity of 50.

Purchase Order Entry (Distribution > Inventory Menu > Maintenances Menu)

Purchase Order	7	Order Date	10-JUL-06	Ship To	
Status	Enter	Ship Date	10-JUL-06	Vendor	
Vendor	1 Office Supply Vendor	Required Date	12-JUL-06	Other	
	(416) 555-1900	Expiry Date		Message	
Warehouse	1 Head Office	Receipt Flag	<input checked="" type="checkbox"/>	Print	
				Detail	
				Dates	
				Details	

Line	M	Product	Description	Purchase Quantity	Unit	Stock Quantity	Unit	Cost
1		1	Product 1	50	ea	50	ea	10.000

Save the record and you will get a Purchase Number created and displayed. Select the print button to print the PO and run the print report.

Beginning Purchase Order

Ending Purchase Order

Beginning Vendor

Ending Vendor

Branch

Warehouse

Buyer

Print / Reprint

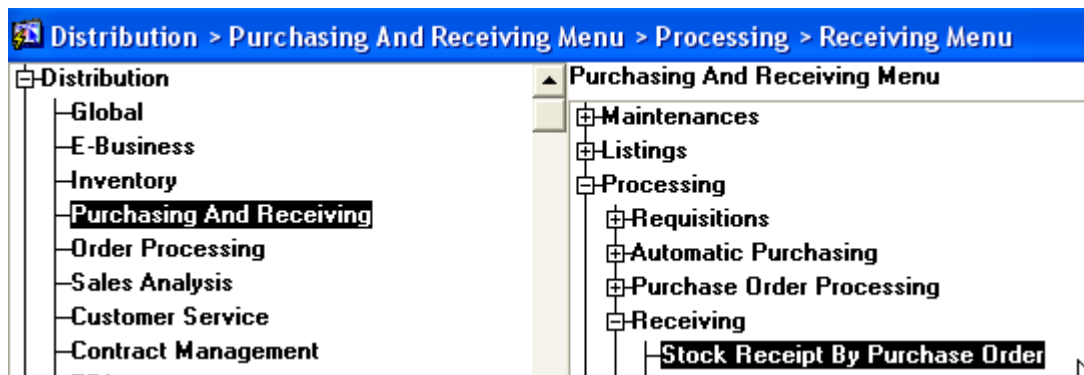
- Print Print Purchase Order
 Create Electronic Data Interchange
 Email Purchase Order



This will print your PO to the screen

You just created and printed your first Purchase Order in Dynamic3i!

Upon completion exit the report and the application and navigate to the Stock Receipt By Purchase Order.



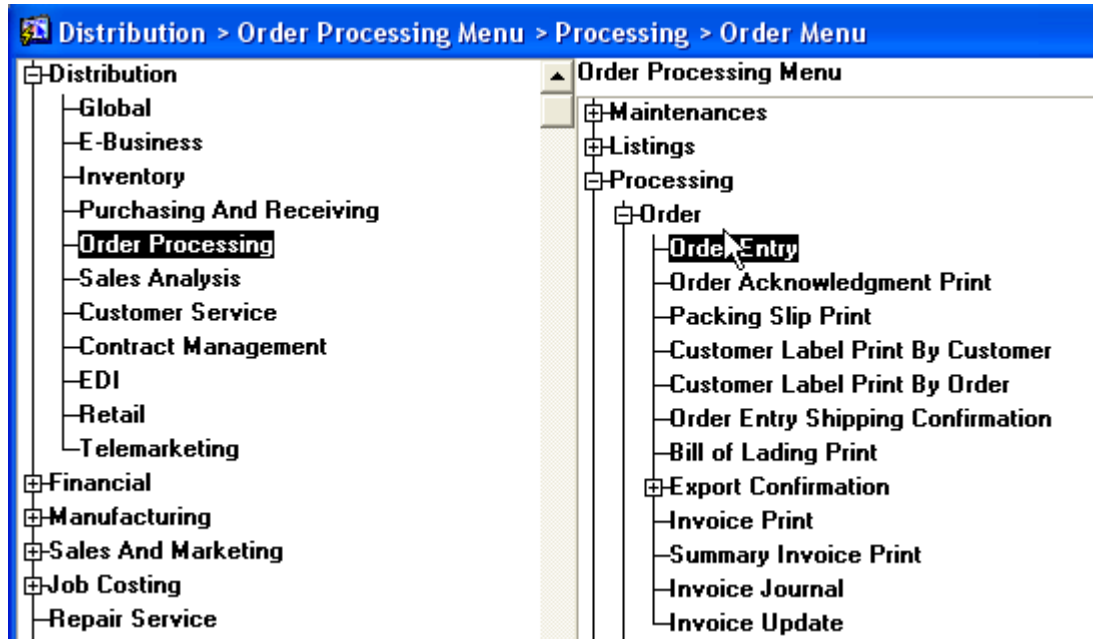
Receiving could not be simpler. Just enter the purchase Order number you created, execute the query and then hit the 'Receive outstanding' and save the record.

You just received your first Purchase Order in Dynamic3i!

Entering My First Order

Now that we have a product with stock and a customer, lets place a Sales Order.

Navigate to and double click on the Order Entry under the Distribution, Order Processing, Processing, Order menu.



- Enter the 'Ship To' customer number you just created or use the list of values (LOV) to choose it. (Application will default the Bill to and the order type as set in the customer maintenance).
- Enter a purchase order reference for this order
- Enter or choose a product on the detail line entry
- Enter an order unit of measure
- Enter an order to stock factor
- Enter the order quantity for this item
- Enter the Price you are selling this item for. (If pricing has been set up for this item then the application will default this price. To see how to set-up pricing see Product pricing)
- Save you record and you will get a 'Pre-Payment pop-up window. Invoice should be selected. So simply save your record again.

Save your record! You just created your first Sales Order in Dynamic3i and will have an order number displayed in the 'Order' field located at the top left of the screen.

Next step in the Sales cycle is to ship the goods to the customer. The process for this is to run Packing Slip Print and then Order Entry Shipping Confirmation.

With you order still on the screen select the 'Print Packing slip' button. If you have gone back to the menu navigate to and select the 'Packing Slip Print' under Order Processing.

The screenshot shows the 'Order Entry' window with the following details:

Order	3 0	Status	Stock Allocated	HOLD
Ship to	1	Type	Normal Order	New Customer
Bill to	1	Customer1	Contacts	Dates
Purchase Order	11211	Template	Order Text	Header
Warehouse	1	Head Office	Branch	Charges
Promotion		Order Amount	148.93 CAD	Prepayment
				Customer Text
				Packing Slip

Execute the print to print to screen and update the status of the order to make it available for shipping.

Beginning Order

Ending Order

Expected Date

Branch

Warehouse

Print / Reprint Print Reprint

Create ASCII

The 'Run Program' dialog box shows:

- Destination: screen
- Destination Format: PDF
- Buttons: Run, Online (selected), Batch

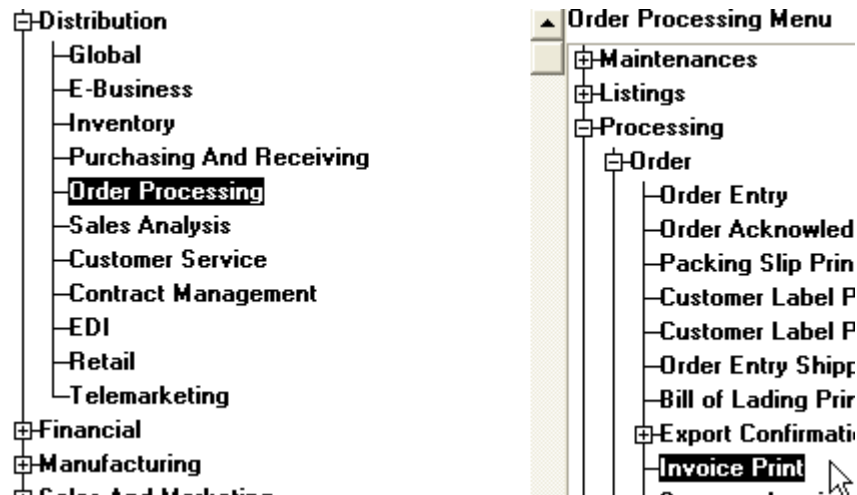
You just printed your first packing slip in Dynamic3i!

Actual shipping confirmation could not be simpler in Dynamic3i. Navigate to and select 'Order Entry Shipping Confirmation'. Enter the order number you created and execute the query. The application will default the quantity shipped for each detail line so all you have to do is save you record or you can change the quantity shipped and then save.

You just shipped your first Order in Dynamic3i!

Let's invoice the Customer for their Order.

Navigate to and select the invoice print under Order Processing – Processing – Order menu



Enter Warehouse '1', Branch '1' and execute the print.

You just invoiced your first Order in Dynamic3i!

From the Distribution side of the application, the Sales Order is complete. In order to create Account Receivables and process customer payments, Dynamic3i requires that the order invoices be journalized and updated to the general ledger. This is a two-step process. Navigate to, select and execute the Invoice journal and then the invoice update. Accept all application defaults in both executions. Warehouse and branch can be left blank in the invoice journal. It will then process all available records in all warehouses and branches.

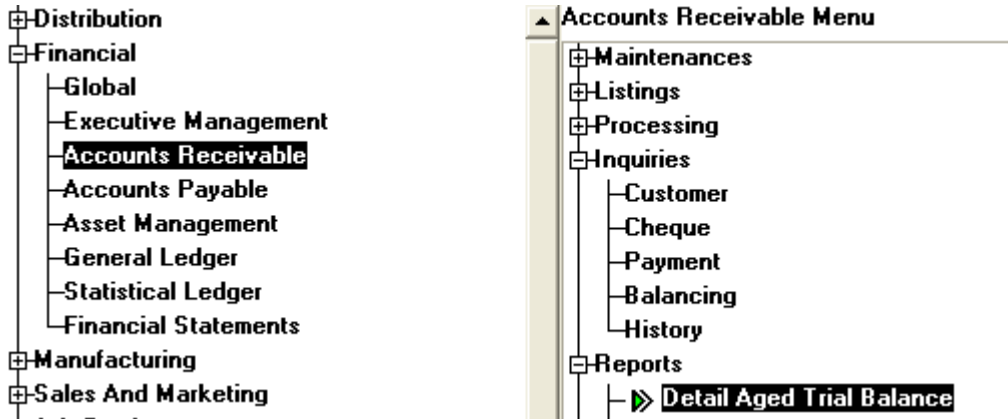
Complete! Your Order is now in the financial modules as a receivable. It has also been removed from the Order Entry module and updated to the Sales Analysis module.

We can now branch into two directions to begin to close the cycles that have been put into motion:

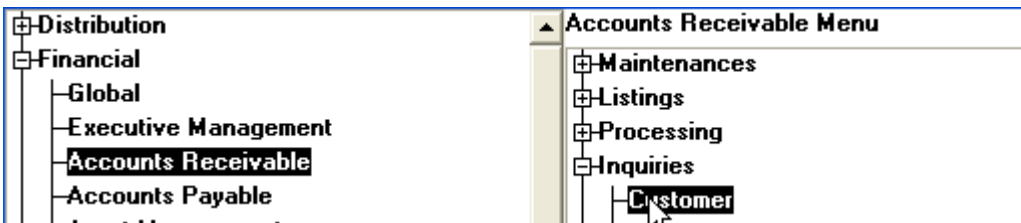
- 1) [To process a customer payment for the sales order \(Account Receivable\).](#)
- 2) [To enter and process the vendor invoice for the purchase of the goods that supplied the order \(Accounts Payable\).](#)

Processing a Customer Payment (Accounts Receivable A/R)

To verify your invoice above is in the Accounts Receivable module, you can run an A/R Detail Aged trial Balance.



Another option is to view the online Customer inquiry.



Using the customer you created or the Dynamic3i installed customer number '1', navigate to and select the Customer inquiry under the Financial – Accounts Receivable – Inquiries. Enter the customer number in the customer field and execute the query.

You should see the invoice for the order you entered as outstanding for this customer.

Sort By Ascending Date Display Open Invoices Only

Customer: 1 Customer1 Currency: ca

Telephone:

Salesperson: 1 Employee1, Salespe Customer Text

0-30 Days	31-60 Days	61-90 Days	91-120 Days	Over 120	Total
148.93					148.93

Invoice Number	Invoice Date	Type	Ship To	Purchase Order	Reference	Original Amount	Unpaid Amount	Adjustmen	Dispute
2	10-JUL-06	Invoice	1	11211		148.93	148.93	<input type="checkbox"/>	<input type="checkbox"/>

The cycle to process payment for this invoice for the customer starts with 'Cheque File Entry'. Under the Financial – Accounts Receivable – Processing – Cash Application, chose 'Cheque File Entry'.

The screenshot shows a software window titled 'Cheque Entry' with a breadcrumb path '(Financial > Accounts Receivable Menu > Processing > ...)'. The form contains the following fields and values:

Transaction Date	14-JUL-06
Customer	1 Customer1
Cheque	112233
General Ledger Branch	1
Bank	1 Bank of Commerce
Cheque Amount	148.93 CAD
Name	Customer1
Accounts Receivable Cheque Flag	<input checked="" type="checkbox"/>
Deposit Date	14-JUL-06
Electronic Funds Cheque	<input type="checkbox"/>
Not Sufficient Funds Fee Charged	<input type="checkbox"/>
Cheque Status	Cheque Entered

At the bottom of the form, there are two buttons: 'Electronic Funds' and 'Apply Cheque'.

- Enter the customer number
- Enter the Cheque id or reference number to identify the cheque.
- Enter the Cheque amount

Save your record. You just entered your first Customer Payment in the Accounts Receivable module!

With the record still displayed you can apply the cheque/payment to any outstanding invoices the customer may have simply by selecting the 'Apply Cheque' button on the bottom of the application. This will take you to the Accounts Receivable Cash Application and auto query the customer for whom the payment is entered.

Accounts Receivable Cash Application (Financial > Accounts Receivable Menu > Processing > ...)

Transaction Date: 14-JUL-06

Credit Customer: 1 Customer1

Cheque: 112233 Bank 1 Credit Note

Customer Account: 1 Customer1

Credit Amount: 148.93 More To Apply 148.93

Blanket:

Customer	Invoice	Type	Original Amount	Outstanding Amount	Date	Payment	Discount	Adjustment
1	2	Invoice	148.93	148.93	10-JUL-06			<input type="checkbox"/>

The cursor will sit in the 'Blanket' option in the header information of the application. This is the easiest and simplest way to apply your cheque to the customer's invoices. If selected the application will use the 'Credit Amount' and start applying it to the oldest invoice displayed in the detail block (detail block is ordered by oldest to most recent invoices).

To apply the payment you created simply check this box and hit 'commit'.

You just applied your first Accounts Receivable customer payment and completed the full cycle in Dynamic3i from customer order entry to invoice order payment!

Processing a Vendor Invoice (Accounts Payable A/P)

Navigate to and select the 'Invoice Entry' under the Accounts Payable – Processing – Invoice Entry and Updates menu.

Financial > Accounts Payable Menu > Processing > Invoice Entry And Updates Menu

- [-] Distribution
 - [-] Financial
 - Global
 - Executive Management
 - Accounts Receivable
 - Accounts Payable
 - Asset Management

- [-] Accounts Payable Menu
 - Maintenances
 - Listings
 - [-] Processing
 - [-] Invoice Entry And Updates
 - Invoice Entry
 - Repetitive Invoice Update

Invoice Entry (Financial > Accounts Payable Menu > Processing > ...)

Transaction Date	14-JUL-06	Batch	1	Outstanding	
Invoice Type	Purchase Order	Purchase Order	7	Paid	
Consignment				Status	5
Vendor	1	Office Supply Vendor		Suspended	
Invoice	112233	Invoice Amount	575.00	Other Amounts	
Branch	1	Non Discount Amount		Vendor Information	
Transaction Type		Reference		Message	
Invoice Date	14-JUL-06	Due Date	13-AUG-06	Payment Details	
Bank	1	Comment		Variance	
Terms	d1 2% Disc. 10 Days / Net 30				
Exchange	Fixed	1	Job		Sub Job
			Job Description		

As this was an invoice for a Purchase Order, Dynamic3i allows you to match the PO to the invoice. If it was not an invoice from a purchase order you would leave the invoice type blank. This example will assume matching.

- Select Purchase Order for the Invoice Type from the pull down menu
- Enter the Purchase Order or choose from LOV
- Enter the Invoice (Vendors invoice sent to you)
- Enter the Invoice Date (**notice and remember the 'Due Date'.** *This date will be required for the Cash Requirements later on. It is calculated based upon the defined Vendors terms when they were set-up.*)
- Enter the Invoiced Amount

After the amount is entered information about the Purchase Order (PO) will appear.

Variance

Invoice	112233	Purchase Order	7	Miscellaneous Information
Product	1	Product 1		
Receipt	2	Received	Quantity	50
		Cost	10	
		Extension	500	
		Actual	Quantity	50
		Cost	10	
		Invoice	Extension	500
		Variance	Amount	0
			Quantity	0

Enter the quantity received on the PO and the invoice extension. This is where any variance will be produced between the Vendors invoice and what was actual received. Either a quantity or extension mismatch will product a variance. For this example, no variance was created as the entry of 50 and invoice extension of 500 (calculated via cost of 10 per item) were entered.

Upon exiting the matching screen the distribution of the amount is automatically created in the detail block of the invoice.

Account	Description	Amount	Explanation
1 203	Accrued Liabilities	500.00	

The remaining 75.00 in the example can be distributed to any valid G/L account (ie. broken down into taxes etc).

For this example use the following Starter database accounts 1-288 and 1-276 as below for the detail distribution of the invoice.

Account	Description	Amount	Explanation
1 203	Accrued Liabilities	500.00	
1 288	Goods & Services Tax - Payab	35.00	
1 276	Prov. Corp Tax Payable	40.00	

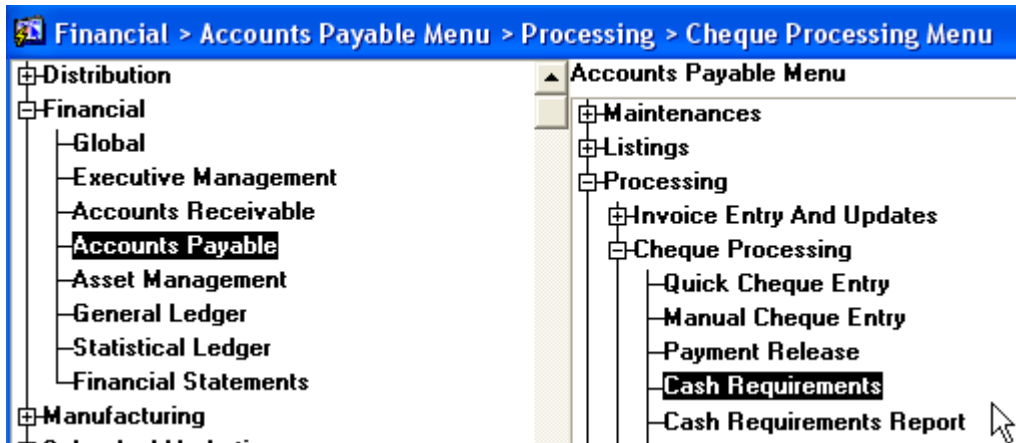
Save your record. You have just entered your first Accounts Payable Invoice!

By saving the record an automatic payment entry was also made for the due date calculated. This makes the Accounts Payable invoice available for a cash requirements run.

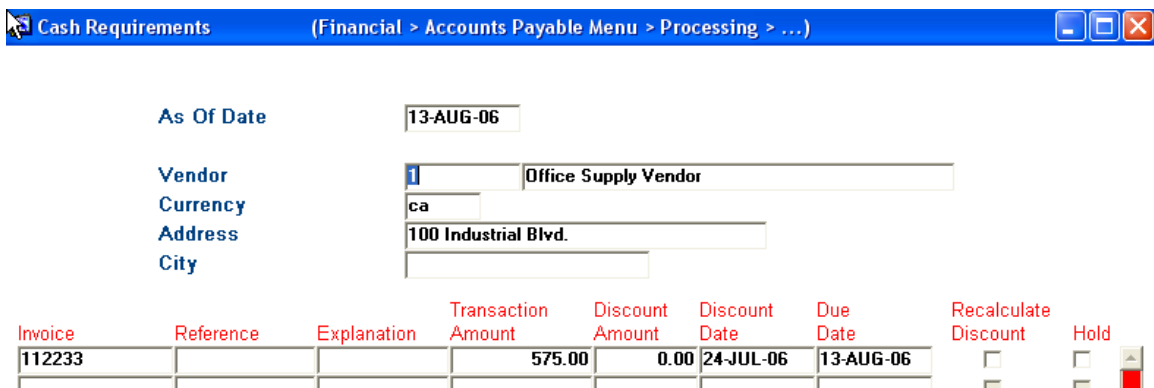
A Cash Requirements must be done in order to print a cheque for the payment. Navigate to and run either the Cash Requirements or the Cash Requirements Report under Financials – Accounts Payable – Processing – Cheque Processing

(On-line shown below)

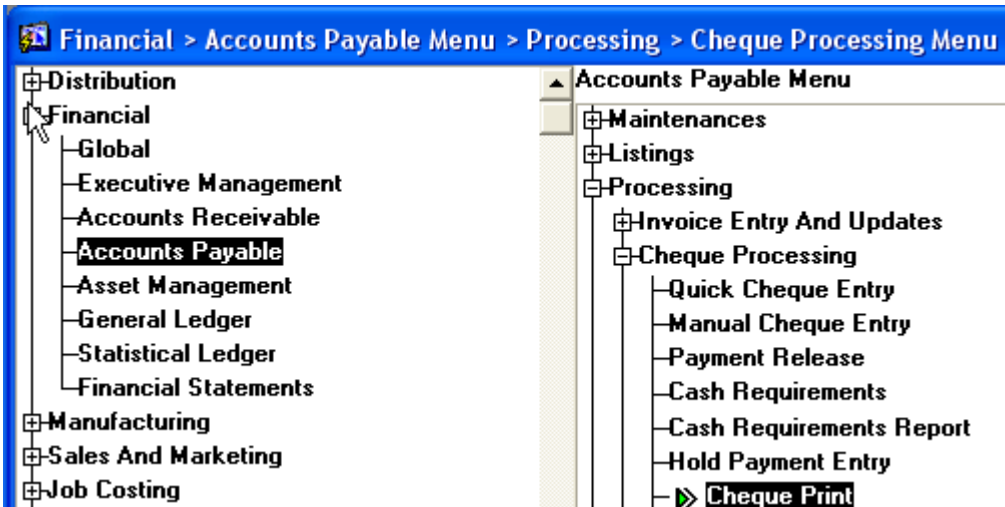
Make sure you enter the 'Due Date' in the 'As of date' fields or the applications will not find any requirements..



After entering the 'As of Date'. Enter the vendor and execute the query. The invoice you entered should appear. Simply save the record and the status of the payment will be available for a cheque to be printed.



Navigate to and select the Cheque Print under Financials – Accounts Payable – Processing – Cheque Print.



- Enter the Bank
- Enter the Beginning Vendor (in this example enter '1')
- Enter the Ending Vendor (in this example enter '1')

Execute the application.

The screenshot shows the 'Cheque Print' application window with the following fields and options:

Field/Option	Value
Report To Run	<input checked="" type="radio"/> Regular Vendor <input type="radio"/> Miscellaneous <input type="radio"/> Both
Cheque Print Type	<input checked="" type="radio"/> Print Cheque <input type="radio"/> Create Electronic Data Interchange <input type="radio"/> Both
Cheque Print Date	14-JUL-06
Bank	1
Beginning Vendor	1
Ending Vendor	1
Beginning Payment Type	0
Ending Payment Type	zzz
Print Option	<input checked="" type="radio"/> Print <input type="radio"/> Reprint

The cheque should be seen in the previewer as follows:

100000



Five Hundred Seventy-Five Only*

14-JUL-06

\$575.00

Canadian Dollars

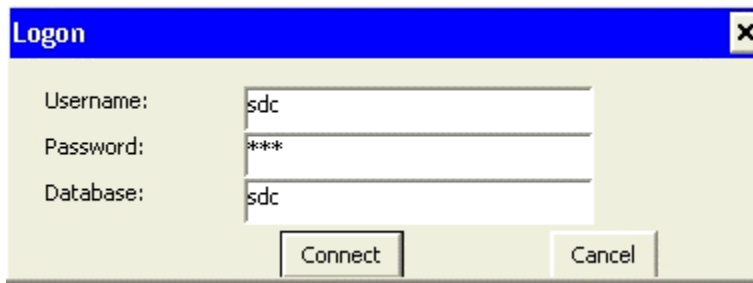
Office Supplies Ltd.
100 Industrial Blvd.
Toronto, ON Canada L9P 1J7

**Congratulations, you have just printed and paid your first
Accounts Payable Invoice to a Vendor from Dynamic3i!**

**You also completed the cycle of purchasing and paying for an
item within Dynamic3i.**

Deploying D3i Free in Multi-User Mode using Peer to Peer Network

- 1) Install D3i Free to each workstation on peer to peer network.
- 2) Designate one pc as the SDC Master. This PC should have a static IP address. Or at a minimum it's NetBios PC name should be accessible by other PC's in peer group. To verify this have slaves ping the master PC name.
- 3) Set OracleXETNSListener service to auto startup (Master only). Right-click on My Computer, select Manage. Now select Services. Scroll down to OracleXETNSListener and right-click. Select Properties then change startup type from manual to automatic. Start the service if not already started.
- 4) Designate all other SDC pc's as Slaves. Go to each slave and modify the c:\sdc\orant\net80\admin\tnsnames.ora file. Find the SDC alias section (lines 28-40). Change 127.0.0.1 IP address to be Master PC name or it's IP address.
- 5) Run SDC from Slave. At slave, click on Start Dynamic 3i shortcut. At Logon window, enter sdc as user, sdc as password, and sdc as the database. If Logon window does not appear edit shortcut properties. Remove sdc/sdc from command line.



Deploying D3i Free in Multi-User Mode using Windows 2003 Terminal Server

- 1) Install D3i Free to Windows 2003 Server.
- 2) On Win2003 server, use Windows Explorer to copy Dynamic 3i Free folder to All Users Desktop.
- 3) Go to Windows client and log into Win2003 server using Remote Desktop program. User should see D3i Free folder on desktop.
- 4) Click on Dynamic3i Free shortcut to start application.

Uninstall:

To uninstall Dynamic 3i simply select the '**Uninstall Dynamic3i Free**' – shortcut from within the 'SDC Dynamic3i' folder created with the initial install on the desktop. You can also use Microsoft Windows standard Add/Remove Programs located in the Control Panel.

Navigate to the Control Panel and choose "Add/Remove Programs".

Remove the following entries in the following sequence:

SDC Dynamic 3i Patch Update (setup3).

SDC Dynamic 3i (setup2).

SDC OracleXE (setup1).