1.DIRECTORY STRUCTURES AND NETWORKING

\SERA   **Base directory**

Within the \SERA directory are the folowing subdirectories:

DATSTART	latest structures of databases
PARAMET	system parameters + variable forms
TEMP	temporarily files
DATEMPTY	directory used during conversion and installation
<USERS>	there is a sub directory for each user. These directories are the default for output to files.
HELP	help files
EXCEL	excel and customized reports

NOTE

The directories TEMP, DATEMPTY and <USERS> should have full read, write and delete options for each user.

2.COMPANY SETTINGS AND PARAMETERS

SERA0810 COMPANY DATA

COMPANY NAME

Several companies can be entered in the financial administration (general ledger, debtors, creditors). In the business administration (trade, production etc.) is only 1 company available. Others can be installed at other disks. The name of the main company has to be entered here.

BANK DATA

These data are called by tele banking.

COUNTRY

The description is checked by every external form. Only in case the country of the addressee is different from the company, the country is printed.

DEBITORS TERM

Default debtors term. It can be overwritten during customer and order input.

CREDITORS TERM

Default creditor term. It can be overwritten during supplier, order and invoice input.

LOG BOOK

A log book can be switched on. The system is recording the usage of programs per user, date and time. Switching on the log book, may slow down the system a little.

PASSWORDS

Logging into SERA can be secured by passwords. These passwords are saved in a scrambled form in the user file.

COMPANY CURRENCY

Once the currency is set, and entries with currency have been made, it's impossible to change this field.

COMPANY LANGUAGE

The default language for printing language related descriptions on external forms etc.

DEFAULT CUSTOMER CREDIT

It can be overwritten during customer entry or changed per customer afterwards.

LAST INVOICE etc.

This counter is increased during invoice, order entry etc. A new range of numbers can start by changing these fields into the number just before the required new number.
In case a new range contains numbers that were already used in the past, the system will skip those numbers automatically.
It is also possible to define special number ranges in a separate program.

ACCOUNTING COMPANY

This entry relates the business administration to a financial company. All postings from production, stock, invoicing etc. are booked into this company.

HOURS

Setting of time-entry in 100 units per hour or 60 minutes per hour. All reports and entries from the hours administration are working according this setting.
The rest of the production administration is using only 100 units per hour, independent of this setting.

ORDERS MIN.% DELIVERY

Picking lists for trade orders can be generated automatically by program A531. That program checks if there is enough value to deliver according the setting of this field. Only in case it's allowed according the order entry to do a partial delivery AND the cost price of the delivery is above the percentage from this field, a picking list is printed.

ORDERS MAX.% SHORT

Depending on the type of company and the of goods to be delivered, it is sometimes not possible to supply exactly the required quantities. In case the delivery was only a little to less, it's necessary to regard the whole TRADE-order as finished. This setting tells at what percentage that should be done.

PRINT RETAIL PRICES?

This parameter is only important in case no variable forms are used. The setting tells if retail prices and discounts are printed on trade quotations, orders and invoices.
In case variable forms are used, it's just a matter of using the required variables.

FREIGHT COST GROUP

The part group related to the freight costs as entered in program A532, invoicing. This group is used to calculate V.A.T. and to direct the financial postings to the correct accounts.

LOCK PICKING LISTS

By locking picking lists, a list is not printed in case a customer exceeded his credits. Program B361 will warn the user what picking lists are going to be locked.

STANDARD COST PRICE

Stock can be validated against a standard price from the part file or against an actual price per lot.
In case the standard cost price is used and the parts file is changed, the system will do automatically all financial posting involved.

DECIMALS WITH QUANTITIES

The number of decimals to register stock, order or production quantities.

EXTRA CURRENCY DECIMALS

Sometimes cost prices of small products are calculated in more decimals than the currency. Like a small bold will cost 1,25 dollar cent. This setting will tell the system how many extra decimals are used to register product prices.

AT PAYMENT WITHIN xx DAYS xx % DISCOUNT

In case a company know discount for fast payments, the default values can be entered in these fields. The information is presented during order or invoice entry. It can be overwritten. The date are only for information. No financial postings are involved.

ON LINE STOCK

By switching stock 'ON LINE' all stock mutations, invoices, finished production jobs and goods receipts are on line processed into the financial administration according the accounts and departments as mentioned in the part groups. Goods receipts are debited on a stock or cost account. The credit is posted on an account called 'invoices to receive'. This account is settled as soon as the actual invoice is received. That account and department has to be entered in case stock is switched to on line.
In case the system was already used before, program UTIL0850 will make the required postings to match the value of the stock and the goods receipts without an invoice with the general ledger. Stock differences are posted on the stock and the material usage account from the part group file. Differences in 'invoices to receive' are posted on the account

'invoices to receive' against the difference account from the company file. (See A212). Both types of differences are posted with a journal called 'L085'. It's recommended to analyze the differences before running UTIL0850.

ACCOUNTING STRUCTURE

The basic accounts used for handling goods receipts, accounts payable, receivable etc.

SERA0830 MODULE SETTING

Sera is always installed with all components. It reduces interfacing between different modules. It also speeds up the system, because none of the programs has to check if a module is purchased or not. On the other hand: having too many menu options is confusing for most of the users.
Program A083 controls what modules are required and what modules can be ignored. All programs are related to one or more modules. Only those programs that are related to a module that is required are shown in a standard user menu. See chapter, '*Users and menu's,* for more information.

SERA0830 PARAMETER SETTINGS

The Sera-program is a program that can prove its power in many different companies. Not every company is the same and therefore, Sera has introduced a number of parameters, that can make the program act according the user requirements.
Many parameters are not important in the beginning. For these parameters the default-value, as indicated by Sera, should be used.
A directory \SERA\PARAMET is created during the installation. Different *.PAR-files can be created in this directory to switch on or of certain options. Some parameter-files are just available or not, while others contain instructions for programs.
The standard parameters will be discussed in this chapter. Other parameters.
are special parameters, that were often specially created for 1 or more customers.
They are still part of the standard package to simplify the maintenance of the package.

A parameter can be created manually or (in most cases) by using program A083.

Standard parameters are:

Belgium vat rules   **BELGVAT.PAR**

While booking a purchase invoice, additional information is requested needed
to create a VAT-declaration as required in f.i. Belgium.

Brazil vat rules   **BRASIL.PAR**

The VAT-system will act according the Brazil rules.

Federal vat rules   **FEDERAL.PAR**

The VAT-system will act according a federal VAT-system like Canada or USA.

bar codes on work orders   **BARCOTYP.PAR**

This parameter contains an instructions for the type of barcode. Enter in the file a text line like:

BARCODE 5

Bar code types are:

1 = UPC-A
2 = UPC-E
3 = EAN/JAN-13

4 = EAN/JAN-8
5 = 3 of 9
6 = extended 3 of 9
7 = interleaved 2 of 5
8 = Code 128
9 = Codabar
10 = Zip+4 Postnet
11 = MSI Plessey
12 = Code 93
13 = Extended Code 93
14 = UCC-128

complete jobs together with hours   **HOURFINI.PAR**

The programs A811 / F811, B092 enter hours, will ask if a job is finished and how many pieces are completed.

complete jobs automatically with order   **AUTOFINI.PAR**

Jobs are automatically completed while finishing a production order.
The necessary bookings are made on the department of the planned job.

complete jobs manually with order   **SEMIFINI.PAR**

While finishing a production order the system will ask if the related jobs are also completed

don't overwrite production picking lists   **ORGILIST.PAR**

It's not allowed to commit stock to a production picking list, unless the original list is used to issue stock or to decommit all previous committed stock. Use Sera8450 to reprint a list or to change commitments.

description 2 on purchase order   **DESCR2.PAR**

The internal description of a part will be printed on variable purchase order forms as additional description while the instruction -PLDESCR2- is not required in the layout.

no cost lines in sales statistics   **COSTSTAT.PAR**

The sales statistics are not updated for cost lines on invoices. This can be useful for companies that always use part numbers. Cost lines are used to charge special costs such as freight.
Warning: The statistics will no longer match with the financial administration. Choose the part groups with care to make a comparison

register reasons for cancelling an order   **REASON.PAR**

This parameter determines whether a reason should be given when the total value of a sales order is lowered or when a sales order is cancelled

add production margin to statistics   **MARGIN.PAR**

Sales margin on serial production can be measured in 2 different ways:

1. The margin between the sales price and the total production price = cost prices. The value that is added by production is NOT added to the sales margin. This is the default setting with the parameter switched off.

2. The margin between the sales price and the basic material + subcontracting costs. The value that was added by production is added to the sales margin. This setting is active with the parameter switched on.

no extended descriptions on invoice   **NOEXTINV.PAR**

In case extended part descriptions are useful for quotations or confirmations, but not important on invoices or shipping lists.

no extended descriptions on sales orders   NOEXTORD.PAR

In case extended part descriptions are not printed on confirmations.

no extended descriptions on quotations   NOEXTQUO.PAR

In case extended part descriptions are not printed on quotations.

extended descriptions on picking lists   EXTPICKL.PAR

Extended part descriptions are printed on picking lists for trade orders. This parameter is only effective in case the picking lists are printed on order line sequence. (= no pickloca.par)

print picking list on location sequence   PICKLOCA.PAR

In case this parameter is switched of, picking lists are printed according the structure of the sales or work order. Structures of bills of material are clear and back order quantities can also be printed.
In case this parameter is switched on, a picking list is printed on location sequence. There is no longer any structure in the bills of material. Additional information like shortages / back orders is also not printed.

package information at shipment   PARTPACK.PAR

After making an invoice, the system will ask for packing- quantities, -units, -weight and number of pallets, insurance, amount for cash on delivery. This information can be printed on the shipping list and on the invoice. This parameter is also required to print transport labels and/ or to send the transport orders by EDIFACT to a transport company.

goods receipt at latest standard price   STPRGRN.PAR

In case stock is valued at lot-prices (LOT-number), there are two possibilities:

Parameter switched on: a goods receipt is registered against the actual standard cost price from the parts file.

Parameter switched off: a goods receipt is registered against the purchase price from the purchase order. In case the purchase price is zero, the standard cost price from the parts file is used.

print unplanned stock movements   STOCLOG.PAR

Unplanned stock issues or entries are printed on a report during processing.

print a form on every goods receipt   GRN.PAR

The system will print a receipt form at receipt of goods on purchase orders. In case the parameter is switched off, the form will only be printed in case the part is a quality-control part.

print lot numbers on invoice   INVLOT.PAR

When this parameter is present, the system will print lot-numbers on invoices. The chapter 'variable forms' will give more information.

print lot numbers on shipping list   SHPLOT.PAR

When this parameter is present, the system will print lot-numbers on shipping-lists. The chapter 'variable forms' will give more information.

unplanned receipts - oldest purchases   UPDPURCH.PAR

Sometimes are large purchase orders used to give a long term planning to a supplier by the purchase department. The actual smaller deliveries are managed by f.i. the production manager or the store manager on a day to day bases. When this parameter is switched on, it's possible to use register the receipts without mentioning the purchase order. The system will write off the received quantities from the oldest purchase order for that product / supplier combination.

use shelf lifes   **ISFOOD.PAR**

This parameter has to be switched on, in case some of the stock has a limited shelf life. It's possible to enter the default shelf life per part group.

location of executables   **ASP.PAR**

Create this parameter in case you want to use only on or different sets of executables for different databases. The content should be like D:\EXESET\ACTUAL or P:\SERA

change language during printing   **FORMCHAN.PAR**

In case external forms are used, the program will ask what language the output should have.

variable part seek columns   **PRTSEEK1.PAR**
                                                         PRTSEEK2.PAR

These parameters contain the fields that have to show up, during the selection of a part. Prtseek1.par is for seeking on number or the main description, while prtseek2.par is used for seeking on the internal description. A parameter has to be filled with the column numbers that are required.

Example

The required heading is   :   Number, Description, Barcode
The parameter will be   :   1,3,2

Available colums are:

1	NUMBER
2	BARCODE
3	DESCRIPTION
4	INTERNAL DESCRIPTION
5	FREE STOCK INCL. QUARANTINE STOCK
6	FREE STOCK EXCL. QUARANTINE STOCK
7	QUARANTINE STOCK
8	COMPANY UNIT
9	PART GROUP
10	PRICE LIST PART ?
11	MINIMUM STOCK LEVEL
12	MAXIMUM TO SELL FROM STOCK
13	RETAIL PRICE
14	DELIVERY TIME
15	PART NUMBER USED BY THE SUPPLIER
16	SOLD/USED QUANTITY THIS YEAR
17	SOLD/USED QUANTITY PREVIOUS YEAR

51-90   USER DEFINED FIELDS 1 - 40 FROM PARTS-CARD
         (See Serb2100)

This parameter can be place in a user directory too, in case of difference preferences per user.

change dates on purchase orders   **LEADTIME.PAR**

This parameter switches on an option in the suppliers file. It's then possible to add a number of days with SERA1020, change suppliers. This number of days is used while printing a purchase order. The delivery date is reduced with this

number of days. No other files are affected. This option can be used for those suppliers, who are always delivering a number of days too late.

print overtime hours   **OVERTIME.PAR**

All kinds over printed summaries from the hours administration are showing the hours per overtime percentage.

use formats in orders   **UNITLIST.PAR**

A purchase/sales-order/project can contain information for the supplier or customer how to format the delivery. For instance 100 meters of steel tube cutted as 10 pieces of 10 meter each. This parameter file has to contain those company units (from the parts file), where this additional information is required. Capitals are not important. Like:

Meter,KG,Liter

split lots per received quantity   **UNITLST2.PAR**

A purchase receipt has to be entered in separated quantities. The program will create for each quantity a lot number. This option can be used for products like coils with a certain length of wire or steel strips etc. This parameter file has to contain those company units (from the parts file), where this additional information is required. Capitals are not important. Like:

Meter,KG,Liter

combination picking lists   **COMBIPIC.PAR**

An extra picking list is printed that combines several picking lists of different orders per location. It offers the functionality to pick several orders at the same time without using several lists.

add transport information to project issues   **MOVETRAN.PAR**

Some companies are delivering goods on projects, while an invoice is made afterwards. It happens at companies where f.i. big trucks are loading bulk material during the day.

In case this parameter is available, program A843 will ask for transport information. This information can be printed on the invoice made by B875. The parameter contains also the layout for these extra invoice lines.

Fields are:

-SHNAME-   shipping address
-SHNAME2-
-SHADRESS1-
-SHADRESS2-
-SHCOUNTRY-

-SHSUPPL-   transporter number
-SHTRANSP-   transporter name (can be adjusted or changed with f.i. a truck number)

Extra text is available in

-SHTEXT1-
-SHTEXT2-
-SHTEXT3-

These fields can also be used in the head and bottom of the variable picking list.

Programs A843/A842 will also ask for the transport costs(= the amount to pay to the transport company). The system will post it as 'invoices to receive' and the costs will be charged to the project, as soon as the pickinglist is issued.

In case there is a cost line in the project with the word 'Transport' in the description or the standard freight part group (see A081) as part group, the costs and price unit from that line are used as default.
This option is also valid for direct invoicing (A751) and invoicing of sales orders (A533 / A532)

add short company name to program titles   TITLE.PAR

In case of a multiple company installation, it's sometime difficult to recognize, for which company a module is started. Windows shows only the program name in the task-bar. By adding a short company name things will become more clear:

PROD change parts   TRADE change parts

add container material to trade invoices   ADDPACKS.PAR

This parameters provides the possibility to add containers, boxes etc. to a trade invoice, while confirming the shipment (A532). Prices and discounts are calculated according the standard rules.

add freight instructions to trade invoices   ADDTRANS.PAR

This parameters provides the possibility to add transport information to a trade invoice, while confirming the shipment (A532) or with direct invoicing (A751). The parameter text file has to contain max. 5 instruction lines like:

Transporter
Load number
Driver
Weight
Extra info

These lines are shown on the screen during data entry. The entered information is printed on invoices or shipping lists by the codes -IVTRANSP1- till –IVTRANSP5-

calculate containers and/or transport   AUTOPACK.PAR

This parameters provides the possibility to add containers, boxes etc. to a trade invoice, while confirming the shipment (A532). If a transport price is connected to a container, the transport charges are calculated too. See program A276 for more detailed information. Stock files are not updated!

Extra invoice layouts are available to print subtotals for goods, packing and transport charges:

\sera\paramet\invgoods.<lan>	-	for goods
\sera\paramet\invfre.<lan>	-	for transport charges
\sera\paramet\invemb.<lan>	-	for packing material

Variables are:

-IVQNTGOODS-	-	total quantity for goods
-IVTOTGOODS-	-	total amount for goods (excl. tax)
-IVVATGOODS-	-	total vat for goods
-IVQNTFRE-	-	total quantity for transport
-IVTOTFRE-	-	total amount for transport (excl. tax)
-IVVATFRE-	-	total vat for transport
-IVQNTEMB-	-	total quantity for packing
-IVTOTEMB-	-	total amount for packing (excl. tax)
-IVVATEMB-	-	total vat for packing

switch on cash payment in A532   **CASH5320.PAR**

In case this parameters is available a cash payment during confirmation of a shipment (A532) can be registered.

switch on pincode for order entry acceptance   **USEPIN.PAR**

In case this parameters is available a screen will appear during order entry in case the customer is out of the credit limits. A code shows up and an answer is requested. This answer code has to be generated by an authorized person by using Sera1200.

3. USERS AND MENU'S

There are 3 tables that control the user menu's:

PRGLIST   -   all available programs
USERS   -   users
USERMENU   -   programs that users can approach

The list of programs is supplied with the Sera package. Each program has a link to the modules, where it's used. Each program has also a user level indicator. It's possible to add 3rd party programs.

The list of users has to be created by the system manager. Only user START is the default Sera user. This user has all options.

Note: The menu of use START is created by Sera.
This menu is overwritten every time a new version is installed.

The user menu's (except the menu of 'START') have to be created by the system manager.

1. A menu can be created, by adding each program separately to the menu.
2. Making a copy from the menu of another user.
3. Making a link to another user.
4. Entering the level that a user has in each of the active modules. The system will build a user menu based on this information and the information from the program list and the list of active modules.

SECURITY ON USER LEVEL

Basic security is set at the client/server environment. Extra security is available on program-level by creating a menu per user. On user level is security available on field level.

CREATE PROGRAMS   -   SERA0310

This program can be used to add 3rd party programs to the Sera program list. It's possible to direct **output to a fixed printer**.
The users are no longer allowed to choose a printer. Output is always sent to one specific printer at a fixed location. This can be useful for important documents like invoices or purchase orders. Make sure that the printer setting allows printing to a queue.

CREATE USERS   -   SERA0410

New users are added to the user list. Additional information has to be entered to prevent unauthorized usage of Sera and it's modules.

SHOW COST PRICES

Cost price information can be vital in some companies. It's possible to select on user level if somebody is allowed to know cost prices.

CRM OPTIONS / AREA'S ALLOWED

The CRM system provides all over the system all kind of information about a customer or prospect as soon as such a relation is selected. A pop up menu gives the possibility to view quotations, invoices, open amounts etc. etc. The pop up menu can be adjusted for each user. It is possible to block users from parts of the customer information by selecting the area's.

PARTS BOOK

As the CRM system, the partsbook can be approached from the main menu. Select the information that an user is allowed to see.

CLOSED STORES

It's possible to close stores for unauthorized stock issues or entries.

OVERWRITE FIXED DISCOUNTS

This setting decides if a user is allowed to change discounts or prices of fixed price groups. Per part group is registered if this group know fixed prices and discounts. If a group doesn't have a fixed price, the setting here has no effect. This setting has also effect on making credit notes or entering cost lines (non part items).

TRADE ORDER CHANGES

The system can advise a delivery date the entry of trade orders, based on the stock level and the open orders.
It's also possible to avoid the entry of a date earlier than the advised date. The setting applies also to the printing of picking lists.
In case a user is not allowed to change delivery dates, it's can be also prohibited to delete items that are leaving stock above the minimum level.

CREATE USER MENU'S   -   SERA0510 / SERA0560

This program can be used to fine tune a user menu, together with the change and delete option.

FIELD PROTECTION

Programs to change fixed data, can be protected on field level. Unauthorized change of cost prices, credit limits, sales prices may cause a lot problems. The field numbers as used in the programs to change those data, can be entered in the user menu to set protection against changes.

It's possible to use an existing menu a template for a new menu. Use program A056.

DELETING SUBMENU'S

After deleting some menu's it's not necessary to delete all programs and menu's behind them manually. Program A049 will do it automatically.

Note: The menu of use START is created by Sera.
This menu is overwritten every time a new version is installed.

4. DATA INTEGRITY UTILITIES

Several utilities are provided to establish integrity between different administrations. There are several reasons, why these differences could occur. The utility programs are checking if data from one file are processed correctly into another file.

Example:

| Debtors | - | details |
| General ledger | - | totals with a reference SERA-DEB01 |

Or

| Goods receipts | - | details with status for received invoices |
| General ledger | - | postings created by the system on the account 'invoices to receive' |

CHANGING PARTS GROUPS

Part group are relating parts with their stock to a stock account in the financial administration. When the stock system is set to on-line, all stock changes are booked on that account. In case that account is changed, the system will not transfer automatically all figures to the new account. Maybe there are just some stock movements done elsewhere in the company or other (unchanged) groups are reffering the same account. Program UTIL0850 will make the connection.

Connect stock <> general ledger   -   UTIL0850

By switching stock 'ON LINE' all stock mutations, invoices, finished production jobs and goods receipts are on line processed into the financial administration according the accounts and departments as mentioned in the part groups. Goods receipts are debited on a stock or cost account. The credit is posted on an account called 'invoices to receive'. This account is settled as soon as the actual invoice is received. That account and department has to be entered in case stock is switched to on line.
In case the system was already used before, program UTIL0850 will make the required postings to match the value of the stock and the goods receipts without an invoice with the general ledger. Stock differences are posted on the stock and the material usage account from the part group file. Differences in 'invoices to receive' are posted on the account 'invoices to receive' against the difference account from the company file. (See A212). Both type of differences are posted with a journal called 'L085'. It's recommended to analyze the differences before running UTIL0850.

Check financial administration   -   UTIL0840

This program reports all differences as described with UTIL0850, but no actual posting are made.
It also checks the integrity between the subledgers, DEBTORS and CREDITORS and the GENERAL LEDGER.
Differences can be solved by program UTIL0500.

Fix financial administration   -   UTIL0500

This program restores all connections between the debtors, creditors and general ledger. Un-balanced journals are balanced, by making a posting on the difference-account. This account has to be cleared by doing the missing entries manually.

Check and repairs are done at:

Subject	Check	Reference
Debtors <> general ledger	Total per period / journal / currency	SERA-DEB01 in general ledger
Debtors VAT <> general ledger	Total per period / journal / currency	SERA-DEB02 in general ledger
Creditors <> general ledger	Total per period / journal / currency	SERA-CRE01 in general ledger
Creditors VAT <> general ledger	Total per period / journal / currency	SERA-CRE02 in general ledger
Debtors	Open amounts <> all amounts	Status
Creditors	Open amounts <> all amounts	Status

General ledger	Open amounts <> all amounts	Status
Journals	Balance per period / journal / currency	-

Check invoices <> debtors   **-**   **UTIL0510**

This program checks if all invoices are processed into the debtors file.
In case an invoice is found without a match, the status can be set to 'unprocessed' . Processing can be done with program C344.

Recover stock/order administration   **-**   **UTIL0800**

This utility checks all details from trade orders, stock, work orders, commitments. Obsolete reservations and commitments are removed and the totals in the parts file are adjusted.

Recover analyses stock mutations   **-**   **UTIL1500**

File movestat, totals of stock moves, will be reconstructed from the movement details.

Connect assets with general ledger   **-**   **UTIL0860**

Bookvalues from the fixed assets module are counted and matched with the general ledger.
Differences are posted on the difference-account.

Reprocess sales invoices   **-**   **UTIL2520**

This program reposts all sales invoices of a certain period. All previous posting are removed.

Rebuild sales statistics   **-**   **UTIL2550**

This program does the same as UTIL2520, but it only updates the sales statistics. It doesn't update the debtors file and the general ledger.

*

5. REPRINTING UTILITIES

Most of the reprint facilities are available for all users. Some reprints can be very important. Therefore are those programs stored in the system management area.

Reprint goods receipt notes - **UTIL2500**

A goods receipts note may contain valuable information about quality.

Reprint picking lists - **UTIL2000**

This program can be used to reprint a picking list for a trade order. The original picking list number is presented by the program after entering the order number. Take care that this program is used properly. A PICKING LIST is like a cheque, on which money is supplied. In this case valuable stock is supplied.
Reprinting a picking list should be as difficult as getting a duplicate cheque !!!