Financial Management

User guidance
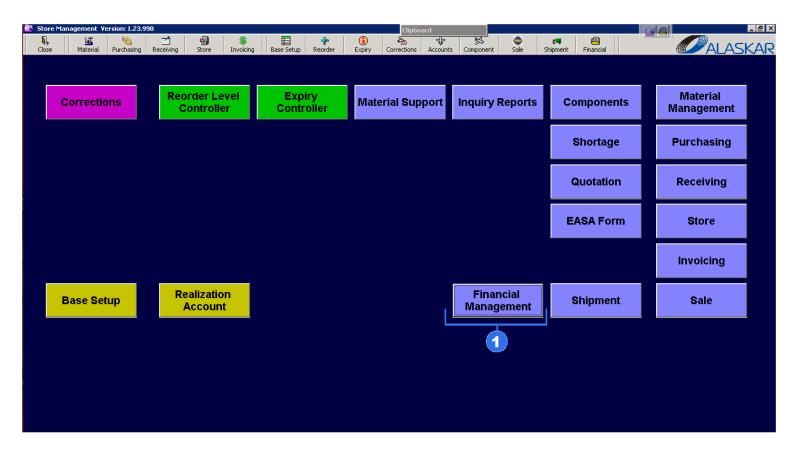
Contents

1. General

A "Financial Management" Sub-module is created for getting financial information regarding all incoming and outgoing values into and from company stores.

1. To begin to operate this sub – module click on the "Financial Management" button.

2. Stock Status Reports

1. A "Stock Status Report" tab shows all stock spares and their values. This report reflects online stock information meaning that all stock movements will cause change in stock status values.

2. Use any suitable filter:

- Stock Account Number Filter
- Store Filter
- Material Filter
- Aircraft Type Filter

3. It is also possible to get a Stock Status value not only for stock quantities, but also for reserved quantities or stock and reserved quantities together. To do that, switch check boxes. For a Stock Status value calculation system takes a stock price by default. If a stock average price is needed for calculation, switch the check box.

4. Press "Excel" button to transfer data to excel.

5. Bottom line shows total store quantity and total store price.

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2. Released Reports

1. A "Released Reports" tab shows information about all used from stock materials.

2. Use any suitable filter:

- Stock Account Number Filter
- Release Account Filter
- Store Filter
- Material Type Filter
- Customer Filter

3. To get information about a stock price or a stock average price or a fixed stock price on the released date (the Stock Released Price field), switch check boxes. Also, use period filter ("From - To") to get released report for a certain period.

4. Press "Excel" button to transfer data to excel.

5. Bottom lines shows total released quantity and total release price.

3. Stock Incoming

1. A "Stock Incoming" tab shows information about all purchased to stock materials.

2. Use any suitable filter:

- Stock Account Number Filter
- Store Filter
- Material Filter
- Order Reference Filter
- Supplier Filter

3. To get information about a stock price or a stock average price, switch check boxes. Also, use period filter ("From - To") to get stock incoming report for a certain period.

4. Press "Excel" button to transfer data to excel.

5. Bottom line shows total incoming quantity and total incoming price.

4. Billing Invoices

1. A "Billing Invoice" tab is used for the preparation of invoices to a customer.

2. Select a Release Account number for the preparation of an invoice.

3. All listed spares are:

- Grey – it means that a stock unit price and a freight unit price are already registered for a chosen part number.
- Yellow - it means that a stock unit price and a freight unit price are not registered yet for a chosen part number.

4. Stick the "No Individ" field to remove the serialized components from the list.

5. A Stock Price, a Stock Average Price or a Catalogue Price can be used for calculations. You can switch between them.

6. All prices are calculated in the default currency. To set the invoice currency, choose one from the list and enter the currency rate in the "Rat" field.

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7. There are different ways to set up a Mark-up:

- Fixed Mark – up percent for all items
- Mark-up percent for stock Items
- Mark-up percent for non- stock Items.

8. After filling all fields, save the Draft of Invoice by clicking "Save".

9. Enter a name the file and press "Save" button.

10. To open saved files, press "Open".

11. Select a file and press "Open".

12. You can add any additional costs for a saved item. Highlight a line.

13. Press red "E" button to open editor.

14. In an opened editor a Handling or a Customs Cost and press the "Update" button.

 If several items have the same costs, it is possible to do a multiple selection of several items and add the costs at once.
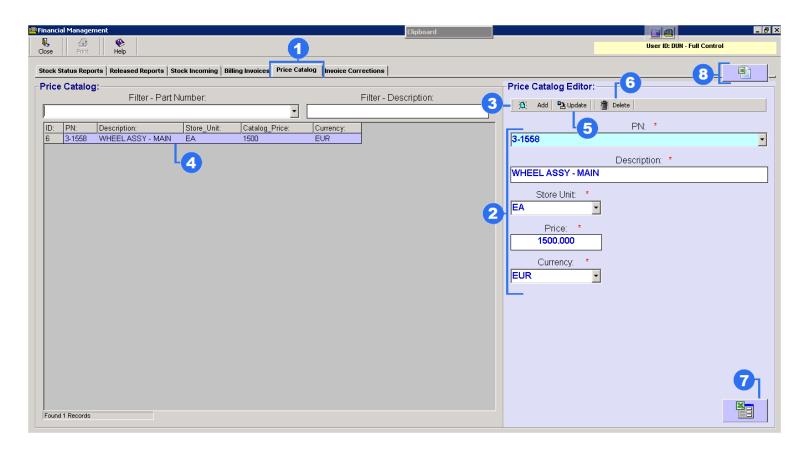
To change or delete additional costs of any items, select them, click on the red "E" button. Make changes and press the "Delete" or "Update" buttons.

15. To remove the obsolete billing invoices press "Delete".

16. Push on the "Excel" button to transfer data to excel, if needed.

5. Price Catalog

1. A "Price Catalogue" tab registers catalogue prices that will be used for customer invoicing. Prices can be registered manually or by downloading the Excel file to the system.

2. To register a new item to a Parts Catalogue use a "Price Catalogue Editor".

Choose a Part Number from a combo box or type a new one. The Description will be filled in automatically if the part number is known to the system or type it in manually. Select a Store Unit from a combo box. Enter a price and choose a currency.

3. Press "Add" button to add a new record.

4. Newly added item will be displayed in a list of part numbers. Highlight it.

5. You can make a change in the editor. To save a change push on the «Update".

6. To remove the record press "Delete".

7. To add an Excel file, press "Excel" button and choose a file from the computer.

8. To transfer price catalog list to excel, press "Excel" button.

6. Invoice Corrections

1. An "Invoice Corrections" tab traces all price changes for released items from month to month. When items are released from a stock, stock prices are fixed on the release date. All changes in prices after the release date are traced and registered in the "Invoice Corrections" tab.

2. Use any suitable filter:

- Stock Account Number Filter
- Release Account Filter
- Store Filter
- Material Type Filter
- Customer Filter

3. Use period filter ("From - To") to get report for a certain period.

4. Press "Excel" button to transfer data to excel.

5. Bottom lines shows total released quantity and total correction price.