

BakeBox

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System Requirements

BakeBox is written in Microsoft Access Version 7.

Minimum hardware requirements are:-

Pentium P120,
16Mb Ram,
1 Gb hard disk,
14" monitor running 800x600 resolution.
Laser or Inkjet printer.
Technical Font

The software is network ready dependant upon license agreement.

Networking can be achieved using either a simple peer to peer network such as that provided within Windows 95, or for the larger installation using a file server and network software such as Novell or Microsoft NT.

Overview of BakeBox

BakeBox is designed for use by the average sized bakery to provide order processing, recipe costing, stock control, and a limited sales ledger function in providing customer statements.

Single or multi-user

Easy entry and maintenance of permanent standing orders.

Flexible customer profiling allowing:- multi-style delivery notes and invoices; flexible discount structures; standard product lists; load order within van rounds; suspension of standing order until date.

Unlimited :- Customers; Products; Delivery Rounds; Discount Groups; Production Groups; Ingredients; Mixes.

Production requirements by: product; product group; mix, delivery time, user definable such as slicing, wrapping, fresh cream etc.

Many reports built in, others definable by customer.

Easy export of data to spreadsheets, word processors and databases.

As BakeBox has developed, some of the screens depicted in the manual will have altered. The general instructions however will remain the same.

Running BakeBox

BakeBox should be run from the BakeBox Icon that will be installed on your computer.

When BakeBox has loaded, the main system menu will be displayed.

Password Entry

BakeBox is protected by a password system that allows a user to gain access to those functions that have been allowed against his or her password.

When first logging onto BakeBox the Operator Name should be entered as BakeBox and the Password as Grace. Now press Accept and Close. In the event of a password being entered that is not as above BakeBox will load but with only two options available. These allow the user to exit the system or to Change Operator.

Upon entering the system for the first time you should go immediately to Utilities and then to User Maintenance. The form will display the Operator and password details that allowed you entry to the system.

Click on the “New” button at the bottom of the screen, then enter your chosen operator name and password. Neither of these are case sensitive so you do not need to remember the case that you entered them as. Next “click” on all of the options available to use the system. This allows you entry to the entire system in BakeBox and you become the system supervisor. Click on Close Form to return to Utilities then click on Return to Main Menu.

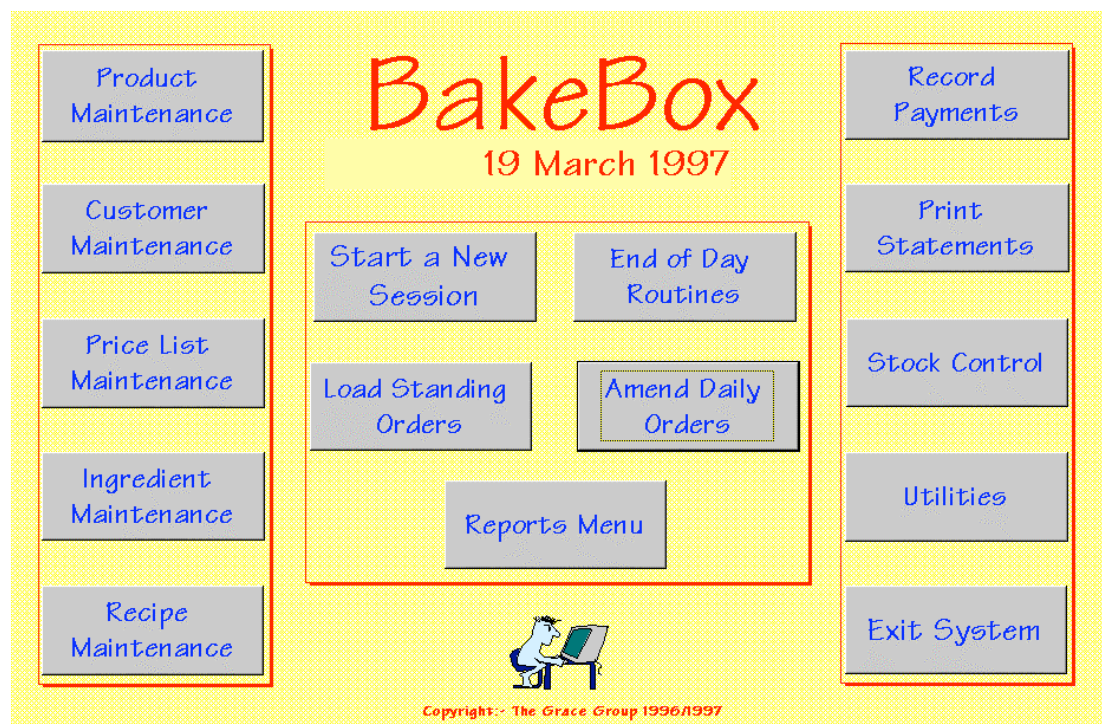
Now click on Change Operator, enter your new operator name and password and check that you have access to all of the options on the main menu. Items not available will be shown as greyed.

ONCE YOU ARE HAPPY THAT YOU HAVE ACCESS TO THE FULL SYSTEM UNDER YOUR OWN NAME AND PASSWORD

GO BACK INTO USER MAINTENANCE IN UTILITIES, SELECT BAKEBOX AND DESELECT ALL OF THE OPTIONS AVAILABLE . THIS WILL RESTRICT ANY UNAUTHORISED USER FROM READING THIS MANUAL AND GAINING ACCESS.

Repeat the process for any other person you wish to access the system, restricting their use by the non selection of items from the list.

Once the password has been accepted the available functions within BakeBox are addressed through this menu.



To select an option from this menu simply click the required button once with the left hand mouse button. All subsequent screens accessed in this way will return the operator to this main menu screen after clicking Return to Main Menu from that screen.

THIS AND ALL OTHER SCREEN SHOTS ARE FOR ILLUSTRATIVE PURPOSES ONLY AND DO NOT REPRESENT THE CURRENT SCREENS THAT ARE IN BAKEBOX

Exiting BakeBox

It is important that before exiting BakeBox and switching off the computer that the following actions are carried out.

Run end of day routines.

Make security copies of data both on PC and for external storage.

Setting Up Routines

Products

Click on "Product Maintenance"


The "Product Maintenance" screen will load

Product Maintenance

Product Search

Product Code	coke	Current Stock	276																					
Product Name	Cans of Coke																							
Discount Group	1	Active Y/N	y																					
Packing Group	0	Other Price List Prices																						
Flag2		<table border="1"> <thead> <tr> <th>PriceListNo</th> <th>PricePerUnit</th> <th>AllowDiscount</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>0.4200</td> <td>Y</td> </tr> <tr> <td>3</td> <td>0.3500</td> <td>Y</td> </tr> <tr> <td>4</td> <td>0.2500</td> <td>Y</td> </tr> <tr> <td>5</td> <td>0.1500</td> <td>Y</td> </tr> <tr> <td>15</td> <td>0.1000</td> <td>Y</td> </tr> <tr> <td>*</td> <td></td> <td>Y</td> </tr> </tbody> </table>		PriceListNo	PricePerUnit	AllowDiscount	2	0.4200	Y	3	0.3500	Y	4	0.2500	Y	5	0.1500	Y	15	0.1000	Y	*		Y
PriceListNo	PricePerUnit			AllowDiscount																				
2	0.4200			Y																				
3	0.3500			Y																				
4	0.2500			Y																				
5	0.1500	Y																						
15	0.1000	Y																						
*		Y																						
VAT	17.50%																							
Retail Price	0.5000																							
CostPrice	0																							
AllowDiscount	Y																							

Record: 1 of 5


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You may now either :-

Click "Create a New Product"

Assign a unique alpha / numeric code to identify the new product.
(Maximum 6 characters).

Use the "Enter" or "Tab" key to move through the fields filling in as required.

The following fields require special attention:-

1. Discount Group Defaults to 0

Set as required and use in conjunction with the discount box on the customer screen to assign varying levels of discounts for groups of products.

2. Packing Group Defaults to 0

Set as required. This field is used to sort products into packing / production groups.

3. Sort Order Defaults to Space.

Entering a numerical value allows the sorting of products other than by Product Code. This order is used in all print routines and screen displays other than the drop down product selection list which remains sorted by Product Code.

3. Allow discount Defaults to Y

Can be used to flag a product that breaks the normal rules of discounting within a group of products.

4. Retail Price Defaults to £1

This is the main price list price to which customers will be set as a default.

5. Other Price Lists Defaults to Not used

Enter here details of other price lists on which this product will appear, along with the price and whether or not discount will be allowed against this price list price.

6 Product Links Defaults to Not Used.

This powerful feature creates a report run through Manufacturing Processes in End of Day Routines that adds "Parent and Child" products together. If you are a caterer then the facility can also be used to generate a production list that shows the individual constituent parts in the quantities ordered that are associated with a for example a buffet menu.

Example. You bake large white tins and sell them as:-

- Large White Tin
- Large White Tin (High Baked)
- Large White Tin (Wrapped)
- Large White Tin (Thick Sliced)
- Large White Tin (Medium Sliced)
- Large White Tin (Thin Sliced)

Whilst various departments need to know the above information as displayed, your baker only needs to know the total number of Large White Tins to bake. In other words he needs to know the sum of the totals of all of the above.

With the Large White Tin (Thin Sliced) selected enter the code for Large White Tin in the Parent Grouping Box. The Quantity box defaults to 1, this being the number of “children” associated with the parent. The quantity would be 6 if you were associating a packet of six rolls with it’s parent product a single roll.

Or

Select an existing product by entering the product code or selecting from the drop down list and view or amend details

When you have finished viewing or amending a product you may either:-

1. Click "Create a New Product"
2. Click "Record a Future Price Change"
3. Click "Return to Main Menu"

Customers

Click on "Customer Maintenance"

The "Customer Maintenance" screen will load.

Customer Search Customer Code AccountNumber

Customer Code Black Deliver to: Invoice To:

AccountNumber 1008 The Black Beacon

Phone No 01352 720167 Hampton Square

Fax No Watford

Contact Perry Maine London N24

Price List No 1

Del' Note Style 1 Standard Prod' List Y S/O Date

Invoice Styles 1

Round Van1 Active Y/N Y

Drop No 9

Prod Group	Discount
1	4.00%
2	20.00%

Record: 1 1

New Customer Standing Orders Return to Main Menu

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You may now either :-

Click on "New Customer".

Assign a unique alpha / numeric code to identify the new customer. (Maximum 6 characters).

Press "Enter" or "Tab" to move to the customer name box and fill in the customer's trading name.

Click on "Click Here to enter other customer information"

Enter the first line of the customer's address

Use the "Enter" or "Tab" key to move through the fields filling in as required.

The telephone list is preselected Monday to Saturday. Click on days that the customer does not have an order and therefore does not require a telephone call to deselect it. This list produces a daily telephone list of customers requiring a call.

In “ Credit Limit” enter the maximum value of credit that you wish to extend to this customer.

Select a standard payment method for this customer from the drop down list.

Click on “Return to Customer Maintenance”

The following fields require special attention:-

1. Account No This field is mandatory and holds your sales ledger code for this customer. If unsure use the same code as in “Customer Code” Multiple accounts can be associated with a head office account. Statements will reflect this as will the information exported to a sales ledger.

2. Price List No Defaults to 1

Set as required

2. Delivery Note Defaults to 0

Select as appropriate from the drop down list

3. Invoice Styles Defaults to 1

Select as appropriate from the Drop Down List

4. Delivery Round Defaults to Van1

Select as appropriate from the Drop Down List

Use to put customers on a van round. End of day routines print a van drivers list with those customers having a delivery. Change the defaults in the Utilities screen

5. Order in Round Defaults to 1

Select as appropriate from the Drop Down List
Use to put the customers into delivery order within a delivery round.

6. Customer Type Defaults to Retail

Select as appropriate from the Drop Down List

Used in sales analysis to group customer by type.

7. Hold S/O Till Defaults to 01/01/97

Use to temporarily stop a standing order being loaded, school holidays or factory closedowns.

8. Standard Prod' List Defaults to N

Set to Y to restrict product selection to those on the customer's standing order list.

9. Daily Drop No Defaults to 1

Select as appropriate from the Drop Down List

Particularly useful for orders for own shops where deliveries are to be made more than once a day. Create individual customers for each delivery and assign a Drop No.

10. Weekly/Monthly Not Currently used

11. Prod Group Defaults to Zero

Set the discount rates within product groups that the customer is entitled to.

12. Packed by:

Enter the name of the Packer or Packing Station Packing reports 11 and 12 will be sorted from this information

Or

Select an existing customer and amend the details

When you have finished entering a customer's details you can:-

1. Click "Standing Orders" to enter this new customer's standing order details
2. Click "New Customer" to enter the details for another new customer.
3. Select an existing customer and amend the details
4. Click "Return to Main Menu" if you have no more customers to amend / enter

Create Permanent Standing Orders

Click on "Customer Maintenance"

The "Customer Maintenance" screen will load

Select the required customer and click on "Standing Orders"

The "Standing Order Maintenance" screen will load.

Standing Order Maintenance

CustomerCode Black
Company Name The Black Beacon

Product	Product Name	Mon	Tue	Wed	Thu	Fri	Sat	Sun
▶ <input type="text" value="L3"/>	LARGE EIGHT GRAIN LOAF	6.00	7.00	8.00	9.00	3.00	6.00	8.00
LC	LARGE COMBICORN	4.00	5.00	6.00	7.00	8.00	9.00	1.00
LWBSL	LARGE WHITE SLICED BLOOMER	15.00	15.00	15.00	16.00	15.00	15.00	15.00
coke	Cans of Coke	10.00	10.00	10.00	10.00	10.00	10.00	10.00
*		0.00	0.00	0.00	0.00	0.00	0.00	0.00

Record: of 4

Print Standing Order


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Return to Customer

Type in the required product code or click on the "Product Selection Arrow" to access the drop down list of products.

Press "Enter" or "Tab" to move the cursor to Monday.

Type in the quantity required and "Enter" or "Tab" to move through the days.

Note: It is permissible to enter an entire standing order with zero quantities to act as a daily prompt for products bought.

When completed either click "Print Standing Order" or "Return to Customer"

Select another customer or return to the main menu

Special Price Lists

Click on "Product Maintenance"

Product Maintenance

Product Search

Product Code	coke	Current Stock	276																					
Product Name	Cans of Coke																							
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*		Y																						
VAT	17.50%																							
Retail Price	0.5000																							
CostPrice	0																							
AllowDiscount	Y																							

Record: 1 of 5

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Select a product via the "Product Search" box or create a new product by clicking "Create a new product"

"Tab" or "Enter" until you reach the first column in "Other Price Lists"

Enter the new price list number and "Tab"

Enter the price on this price list and "Tab"

Change the "Y" in "Allow Discount Column" to "N" if you do not wish customers to get a discount off this product on this price list.

You may now either:

Continue for other price lists for this product

Select another product

Return to the main menu


Ingredients

Click on "Ingredient Maintenance"

Ingredient Maintenance

Search by Ingredient Code

Ingredient Code	ing2
Description	Brown Bread Dough
Supplier Name	self
PackDescription	mix
PackSize	71.75
PackPrice	£51.51
Unit of Measure	Kilo
StockHeld	0.00

Enter a New Ingredient  Return to Main Menu

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You may either create a new ingredient by Clicking “ Enter a new ingredient”

Enter a unique code for the ingredient in the following formats :-

- 1 Use ING?????? For all ingredients that will add to the weight of the product.
- 2 Use INGZ????? For all ingredients that will not add to the weight of the product.
- 3 Use MIX??? For mixes

Press “Tab” or “Enter” to move through the available fields, entering information as required.

The “Unit of measure” field only allows either “Kilo” or “Each” to be selected from the drop down list.

or

Select an existing ingredient from the drop down list.

Create or amend as necessary and when finished

Click on "Return to the main menu"

Mixes

Mixes need to be created both as Products and Ingredients.

1. Click on "Product Maintenance"

Click "Create a New Product"

Follow the instructions on page No 6 for creating a new product

The Product code for all mixes must be in the format Mix???

2. Click on "Ingredient Maintenance"

Click "Enter a new ingredient"

Follow the instructions on page No 15 for creating a new ingredient

Recipes

Click on "Recipe Maintenance"

Recipe Maintenance

Product Search

Product Name

Weight Yield from recipe

Ingredient	Description	Kilos	Quantity
▶ ing1	white flour	32.0000	0.0000
ing2	yeast	1.0000	0.0000
ing3	improver	0.2500	0.0000
ing4	water	20.0000	0.0000
*		0.0000	0.0000

Record: of 4



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IT IS IMPORTANT TO RECOGNISE THAT THE FOLLOWING MUST BE CREATED BEFORE COMMENCING RECIPE COSTING.

- 1 Any ingredients to be used
- 2 Any mixes as both ingredients and products.

If the finished product is to be created from a mix then the mix should exist before costing the finished product.

Select an existing product to cost from the Product Search box

The screen is divided into three main areas.

- 1 The Green top section that shows the current costs, profits and weights. No alterations may be made in this area.
- 2 The White middle section that displays and allows entry of ingredients and quantities
- 3 The Blue bottom section where figures may be entered into any of the pale boxes to "test" the costing.

Select the first ingredient from the drop down list (or enter the ingredient code)

Press “Tab” or “Enter”

Enter the quantity used in the quantity column and press “enter” to move to the next line. As you do so the following calculations take place on screen.

- 1 The cost of that qty of the ingredient is calculated on the line
- 2 The Total Mix Cost is calculated and displayed in both green & blue areas
- 3 The Total Mix Weight is calculated and displayed in both green & blue areas
- 4 All other figures are adjusted in the Green area.
- 5

Continue as above until all of the ingredients are entered.

If the yield from this recipe is other than 1 then click the “Yield from Recipe” box in the blue area and enter the yield.

Once an alteration has been made in the bottom Trial Blue area then an additional button marked “Close and Update Data” will be displayed.

When finished you may either:-

- 1 Print the recipe
- 2 Close the form but not update the recipe. This allows you to play around with the costing without making any permanent changes.
- 3 Close and Update Data. Clicking this button will update the cost price of finished products and mixes in both the product and ingredient records.

Price Change Files

1. Click on "Product Maintenance" (To change one price)

Click on "Record Future Price Change"

A table will be displayed showing the price lists that this product is available on.

BakeBox
Individual Product Price Change Screen

Product Code: coke

Product Name: Cans of Coke

pricelistno	PricePerUnit	AllowDiscount	Newpricedate	NewPrice	NewDiscount
1	£0.50	Y	19/03/97	£0.00	Y
2	£0.42	Y	19/03/97	£0.00	Y
3	£0.35	Y	19/03/97	£0.00	Y
4	£0.25	Y	19/03/97	£0.00	Y
5	£0.15	Y	19/03/97	£0.00	Y
15	£0.10	Y	19/03/97	£0.00	Y
*			19/03/97	£0.00	Y

Record: 1 of 6

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Return to Product Screen

Change the date and new price against each price list to reflect the changes .

When you have finished you may-

Click "Return to Product Screen"

2. To change a number of prices

Click on “Price List maintenance”

Price List Maintenance

PriceListNo 1

productcd	productname	PricePerUnit	Allow	NewPriceDate	NewPrice	NewDiscount
▶ coke	Cans of Coke	£0.5000	Y	19/03/97	£0.00	Y
FCCHA	FRESH CREAM APPLE CHARLOTTE	£0.5000	Y	19/03/97	£0.00	Y
FCCHO	FRESH CREAM CHOUX BUN	£4.0000	Y	19/03/97	£0.00	Y
FCDAN	FCDANISH	£3.5000	Y	19/03/97	£0.00	Y
FCDO	FRESH CREAM DO-NUT	£3.5000	Y	19/03/97	£0.00	Y
FCDOAP	FRESH CREAM APPLE DO-NUT	£0.4500	Y	19/03/97	£0.00	Y
FCECL	FRESH CREAM ECLAIR	£0.4500	Y	19/03/97	£0.00	Y
FCHOR	FRESH CREAM HORN	£0.4500	Y	19/03/97	£0.00	Y
FCSC	FRESH CREAM SCONE	£0.4500	Y	19/03/97	£0.00	Y
FCSTRA	FRESH CREAM STRAWBERRY TART	£5.0000	Y	19/03/97	£0.00	Y
L8	LARGE EIGHT GRAIN LOAF	£1.2500	n	19/03/97	£0.00	Y

Record: 14 of 63

Print Price List

Implementation Date

Return to Main Menu



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Select a price list from the drop down list

Use the up and down arrow keys to set the new prices

When you have set all the new prices

Click on “Implementation Date”

Enter the “Effective date”

Click “Continue” to return to the Main Menu

Creating Manufacturing Processes

There are Nine pre-set report types that you may rename individually to meet your specific requirements. For each of these reports you will be able to select the products that you wish to appear each day

The Nine reports are as follows

- Ordered Product Report
 -
- Bakers List
 -
- Mix Report without recipes
 -
- Mix Report with recipes
 -
- Packing List by customer
 -
- Packing List by packer
 -
- Packing List by time
 -
- Ordered Product with breakdown
 -

From the utilities menu select “Manufacturing Processes”

The screen opens to display the entire product list

Click on the button “Set Mfg Processes”

The headings for the first 12 manufacturing reports are displayed Create headings for any reports that you need ie products to be wrapped, products to be sliced, products to be creamed etc. selecting the type of report available and then changing the heading that will appear on the report. Click on “Go To 13-24 to view the remaining reports.

When you have created the headings click “Close this form”

Now enter ticks against each product under the headings of the reports that are required by clicking on the box with the left hand mouse button.

Each product so marked will appear with the quantity required for production each day by running the report in "End of Day"

If you wish to turn on all of the ticks for one report or to deselect all those previously turned on, then click Change Selections by Process and click either Select ALL or Deselect ALL for each report

1. Daily Procedures

1. Start a new session by clicking "Start a New Session"

The last or current date for deliveries made is displayed

Enter the date for which deliveries are to be made (Normally tomorrow's date)

Click on "Change date, Load Standing Orders....."

or

Click on "Change date, and return to Main Menu....."

or

Click on "Do not change date....."

This routine may only be run after the previous day has been correctly closed down through "End of Day Routines"

If you have so selected, the standing orders for tomorrow will be loaded into the order file. This will take approximately 45 seconds depending upon the number of customers on file.

REMEMBER IF STANDING ORDERS HAVE BEEN LOADED AS ABOVE AND THERE ARE TO BE NO ALTERATIONS TO THE QUANTITIES, YOU ARE NOT REQUIRED TO DO ANYTHING ELSE BEFORE GOING TO "END OF DAY ROUTINES".

YOU ONLY NEED TO AMEND THOSE CUSTOMERS STANDING ORDERS WHO REQUIRE SOMETHING DIFFERENT FROM THEIR NORMAL ORDER.

Daily Order Processing

Click on “Amend Daily Orders “ from the Main Menu

BakeBox

Select a customer

The Black Beacon
Hampton Square
Watford
London N24
Perry Maine
01352 720167

**Order Processing
Customer Screen**

Tomorrow's Invoice Amend Previous Invoices Future Invoice

Return to Main Menu

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Daily order processing allows the following:-

1. An order that has been created through the loading of standing orders to be adjusted to show the actual quantities or products that are necessary.
2. Orders may be created for customer's who have no permanent standing orders created.
3. Orders may be cancelled
4. A single standing order may be loaded
5. An order may be created based upon any order in the system from the past.
6. An order may be created for any time in the future.
7. A previously raised order or invoice may be adjusted to allow for errors or cancellations. Any such adjustments of invoices will force a re-print of the invoice and the addition of a sequential issue number to the invoice.

Converting Orders into Deliveries or Invoices

Delivery Notes or Invoices may be printed individually as the order is created or may be batch printed at the end of the day.

Any individually printed Delivery Notes or Invoices will not be printed again as part of the batch.

Production documentation and invoices may be printed from:-

“End of Day Routines” either individually or in one batch.

An order becomes a Delivery or an Invoice at the point of printing that order dependant upon customer setup..

Entering orders for customers with no standing orders

Select a customer by:-

1. Entering the customer code & pressing “Tab” or “Enter”
2. Clicking in the Customer Selection box and selecting a customer from the drop down list.



1. Click the “Tomorrow’s Order” button
2. A blank order screen will be displayed
3. Enter the customer’s order in by typing in a product code (Or selecting a product from the drop down list) followed by “Tab” or “Enter” followed by the quantity followed by “Tab” or “Enter” to move to the next line. Any qty left as zero will be ignored when the invoice is printed.

You may also enter an order reference, name of person ordering the goods and Required by time by clicking on the “Enter Order Reference” Button. This information will be printed on both delivery note, daily invoice and weekly invoice.

You may also enter a one off delivery address for the order by

clicking on “Change Delivery Address”. This address is stored against the delivery and printed on the delivery note and daily invoice. The facility cannot be successfully used for weekly account customers as the individual addresses whilst printed on the delivery notes cannot be displayed on the invoice.

The facility to enter either a global message that will print on both delivery notes and invoices for all customers or a message for individual customers exists in Utilities.

4. When you have finished you may either:-
 - a. Click on “Return to Main Menu”
 - b. Click on “Print ”

Entering orders for customers with standing orders

Select a customer by:-

1. Entering the customer code & pressing “Tab” or “Enter”
2. Clicking in the Customer Selection box and selecting a customer from the drop down list.
3. Click the “Tomorrow’s Order” button
4. The customer’s standing order for the next day will be displayed.
5. To amend the quantities displayed, Press “Tab” or “Enter” to move to the qty column and alter the figure displayed. Use the up and down arrow keys to move through the list. Any qty left as zero will be ignored when the invoice is created.
6. To enter a new product to the list type in a product code on a blank line (Or select a product from the drop down list) followed by “Tab” or “Enter” followed by the quantity followed by “Tab” or “Enter” to move to the next line.
7. When you have finished you may either:-
 - a. Click on “Return to Main Menu”
 - b. Click on “Print”

Amending an order previously entered but not yet printed

Select a customer by:-

1. Entering the customer code & pressing “Tab” or “Enter”
2. Clicking in the Customer Selection box and selecting a customer from the drop down list.
3. Click the “Tomorrow’s Order” button
4. The customer’s order for the next day will be displayed.
5. To amend the quantities displayed, Press “Tab” or “Enter” to move to the qty column and alter the figure displayed. Use the up and down arrow keys to move through the list. Any qty left as zero will be ignored when the invoice is created.
6. To enter a new product to the list type in a product code on a blank line (Or select a product from the drop down list) followed by “Tab” or “Enter” followed by the quantity followed by “Tab” or “Enter” to move to the next line.
7. When you have finished you may either:-
 - a. Click on “Return to Main Menu”
 - b. Click on “Print”

Cancelling an order already entered for tomorrow but not yet printed.

Select a customer by:-

1. Entering the customer code & pressing “Tab” or “Enter”
2. Clicking in the Customer Selection box and selecting a customer from the drop down list.
3. Click the “Tomorrow’s Order” button
4. Click “Cancel this Order”

Entering an order for the future

Select a customer by:-

1. Entering the customer code & pressing “Tab” or “Enter”
2. Clicking in the Customer Selection box and selecting a customer from the drop down list.
3. Click “Any Date’s Orders” and enter the required date
4. Proceed as for tomorrow’s orders above.

Amending a previously invoiced order for a Cash Customer

Select a customer by:-

1. Entering the customer code & pressing “Tab” or “Enter”
2. Clicking in the Customer Selection box and selecting a customer from the drop down list.
3. Click “Previous Invoices”
4. Select an invoice from the drop down list
5. Make the amendments necessary as described above
6. Click “Print” or “Return to previous screen”

Amending a previously invoiced order for a Credit Customer

Select a customer by:-

1. Entering the customer code & pressing “Tab” or “Enter”
2. Clicking in the Customer Selection box and selecting a customer from the drop down list.
3. Click “Previous Invoices”
4. Select an invoice from the drop down list
5. Select the day of the week that you wish to amend from the drop down list
6. Make the amendments necessary as described above
7. Click “Print” or “Return to previous screen”

Loading a single standing order

Select a customer by:-

1. Entering the customer code & pressing “Tab” or “Enter”
2. Clicking in the Customer Selection box and selecting a customer from the drop down list.
3. Click “Load this standing order”

Printing a single delivery note/invoice

Select a customer by:-

1. Entering the customer code & pressing “Tab” or “Enter”
2. Clicking in the Customer Selection box and selecting a customer from the drop down list.
3. Click “Print this invoice”

Weekly Procedures

Customers that have been set up as requiring a weekly invoice will have had a daily delivery note. At the end of each week or during the next week a weekly invoice will need to be produced.

Select "Print Weekly Accounts" from the main menu.

If you are printing invoices in the week following that in which the deliveries were made, then the selected dates will correctly represent Monday to Sunday of the previous week.

If you are printing invoices in the week that the deliveries were made or after the following week, then you will need to set the "from" date. The "to" date will be set automatically.

Click on the "Invoice" Button

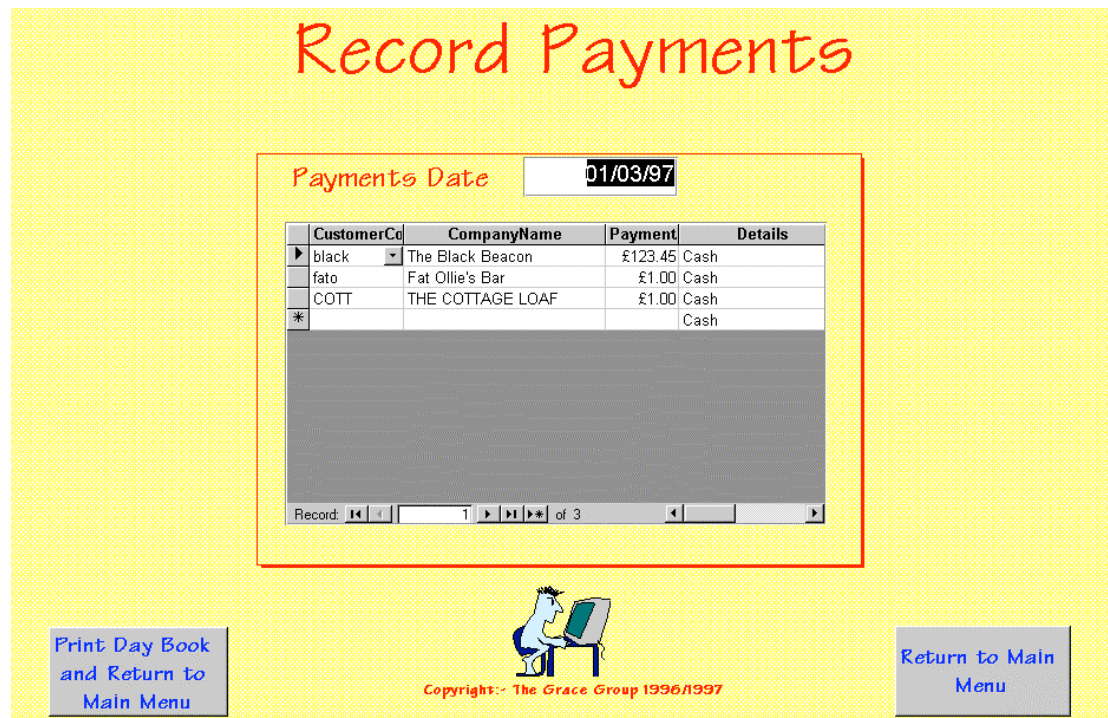
Click Print Weekly Invoices

Credit Notes and reprints of invoices are dealt with in a similar fashion

Record Payments

Click on “Financial”

The Payments Selector Screen will be displayed



Click on “Pay Invoices”

The “Payment of Invoices Screen” will be displayed

Enter a customer code or select one from the drop down list.

If the customer selected has outstanding invoices or credits then a list of these will be displayed.

To fully pay an invoice “Click” on the box under “Fully Pay” on the invoice line. This will mark the box with a tick. Clicking again will “untick” the box. For fully paid invoices there is no need to mark the date paid as the system date will be used. Continue marking payments paid until the amount received is fully used.

Partly paid invoices can be entered in manually but will require the date being filled in as well as the amount received.

“Clicking” on “Update Payments Received” will add up the invoices paid and fill in the amount boxes at the top of the screen.

When finished you may either “click” on another customer or “Return to the Main Menu”.

Print Statements


Click "Print Statements" from the Main Menu

BakeBox

Statements

Enter the start and finish dates that you wish to use to produce statements, or click on "Return to Main Menu" to leave the screen without printing statements.

Start Date End Date

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[Return to Main Menu](#)

Enter the start & Finish dates that you wish details of Invoices and Payments to be shown for

Choose whether to print all statements or just one from the selection

Choose whether to include "Paid Invoices" on statement

Choose whether to include "Statements with Nil Final Balance"

When you have selected the statement criteria

Click on "Print Statement"

Statements will be displayed on screen with the option to print them being presented in "Options for Reports" displayed at the top left of the screen.

Or

Click on “Return to Main Menu”

Reports

Click on “Reports Menu” from the Main Menu

Reports Menu

Please Enter The Range of Dates For Which Reports will be produced then select the Report...

First Date

Last Date

Customer Reports	Product Reports	Misc. Reports
All Customers	All Products	Price Lists
Top 5	Top 5	Purchase
Bottom 5	Bottom 5	Margin Report
Zero Sales	Zero Sales	
Debts	Production	
Stand' Orders	Product Costing	
Debts by Van		

[Return To Main Menu](#)

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Enter the range of dates that you wish your report to cover

Click the report button that you require.

The report will display on the screen

View as required

You may also print individual reports by clicking on the “Options for Reports” button at the top left of the screen.

End of Day Routines

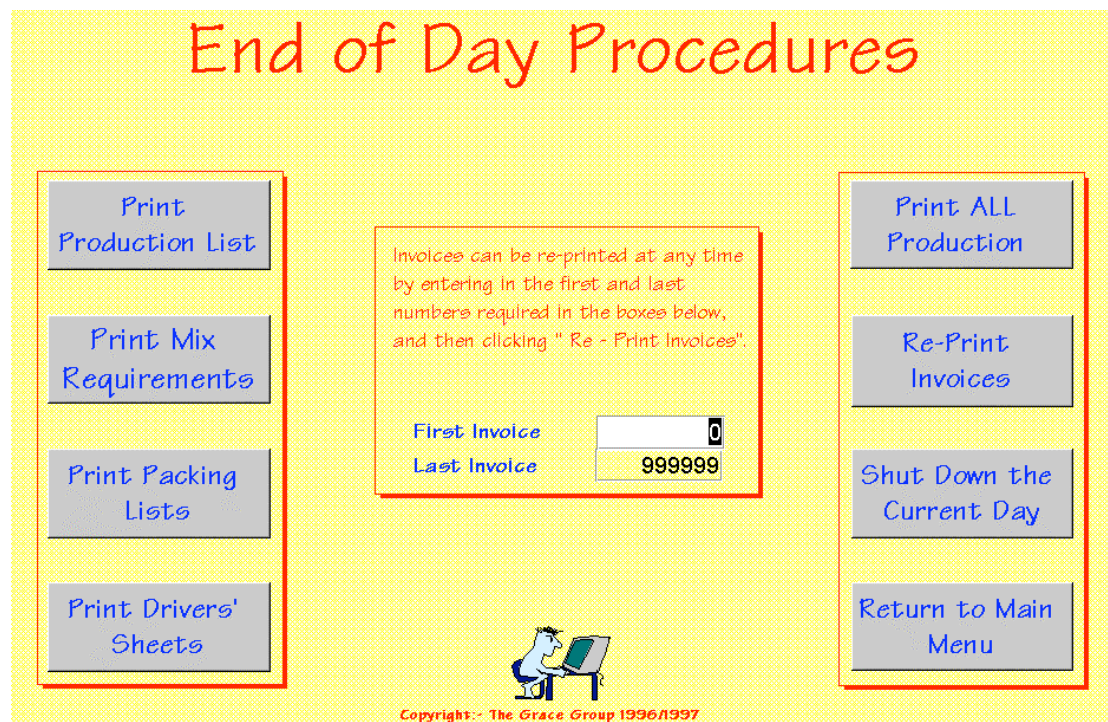
At the end of the day it is necessary to complete the following tasks:

Print off remaining invoices not printed individually when creating orders

Print off Production Lists, Mix Requirements, Packing Lists, Driver's Sheets as required.

Close the day's business down.

Click "End of Day Routines" from Main Menu



Select "Print Delivery Notes and Daily Invoices" to print off any delivery notes and daily invoices that were not printed off at the point of entry. This button also prints off the Driver's Daily Delivery Sheet

Select "Print Driver's Sheets" to just print these off

Select "Production Reports by Mfg Processes" to print off some or all of the manufacturing process reports that have been created in

Utilities. The first time that these are run you will need to select which reports are required. Thereafter BakeBox will remember the last set that you created and print the same again unless instructed otherwise.

These manufacturing reports are selectable also by date.

When everything has been created to your satisfaction

Click “Shut Down the Current day”

This option will only be allowed after all invoices due for tomorrow have been printed

“End of day” marks all invoices as finished with and consigns them to history. They are therefore no longer available in order processing as “Tomorrow’s Invoices” but can always be selected by clicking the “Previous Invoice” button whilst amending orders. The session date is also marked as completed and a new session may be started for the next day.

Click “Return to Main Menu” when finished.

Housekeeping

Keeping Copies of Data

It is essential that regular backup copies are taken and kept securely. This will allow in the unfortunate event of system failure for the restoration of data files from previous sessions.

Your supplier will ensure that the best backup routines are made available suitable for the equipment being used.

Due to the large amounts of data held, it is impossible to make backups onto floppy disks. Iomega Zip drives holding 100Mb of data or tape streamers should be used in conjunction with the daily back up to the hard disk.

Archiving of Data

If your computer hardware has been purchased from The Grace Group, then a directory named Archive will have been created in drive C: Archive contains sub directories 2008, 2009, 2010, 2011, 2012 etc, These year directories have sub directories named Jan, Feb, March etc..

Depending upon the volume of business being transacted through BakeBox, you will be able to keep between 3 and 12 months live information within the system.

There are therefore no hard and fast rules about when you will need to begin to archive and re-organise files. When you feel that the system is slowing down to the point that you need to remove some of the oldest information you should begin the following routine at the month end and then continue this on the same day each month.

Click on "Create Archive copy of BakeBox" on the desktop

This creates a copy of BakeBox.mdb, which is the program and data files combined and stores it in the directory Archive.

Using Microsoft Explorer copy and paste the copy of BakeBox.mdb from Archive into the subdirectory that corresponds with the month of the year that is current. You will have copied all the data that is currently held as live information. For example if you have 6 months of live information in BakeBox then Jan 1998 will contain January's information and the preceding five months.

Use Microsoft Explorer to check that a correctly dated copy of BakeBox.mdb exists in the month that you have selected and once this copy is made, return to BakeBox and go to Utilities. Here you can use the "Purge the Orders Table" button to select a date before which you wish to clear order information.

As a general rule, you would therefore delete files for the oldest month currently held, and in the example above be left with 5 months.

Used each month you will always have the same amount of live data available and also be able to go back through the archive routines to look at any of the preceding 6 months by double clicking on the BakeBox.mdb file in the relevant months subdirectory.

BEFORE USING THIS FEATURE FOR THE FIRST TIME WE SUGGEST THAT YOU PHONE THE GRACE GROUP FOR ASSISTANCE.

Maintenance Contracts Available

BakeBox

Bronze: Provides Telephone support Monday - Friday 9am - 5pm
Hourly rate . Minimum call 30 minutes charged.
£50 deposit chargeable in advance.

Silver: Provides Telephone support Monday - Friday 9am - 5pm

Gold: Provides Telephone support Monday - Friday 8am - 8pm
and Saturday 8am - 12 noon.

Platinum: Provides Telephone support 24 hours per day 7 days per week

Yearly "Well Computer visits" are charged at the current daily rate

Full modem support allowing access into customers PC is available on Silver , Gold and Platinum cover at an additional charge . This option is dependant upon purchase of modem and software.

Multi-user sites are covered at costs plus 50% for additional users.