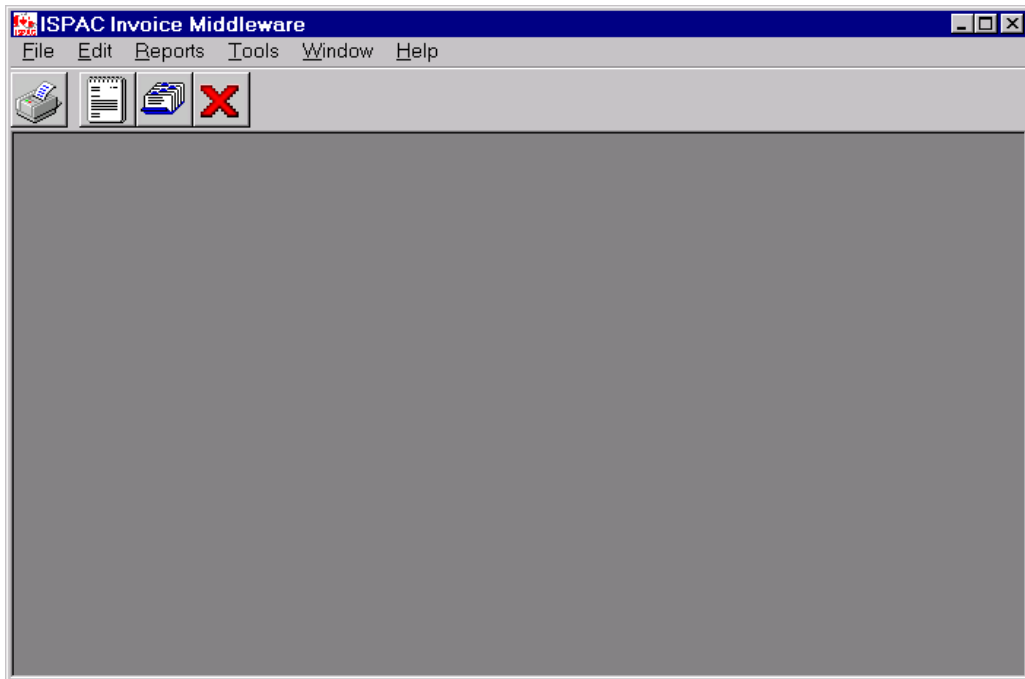


ISINV Software Quick Guide

ISPAC Middleware Invoicing for MPAQ Software



Overview

ISINV is designed to import ticket information from MPAQ, perform ticket maintenance, generate invoices and export the invoice information to a commercial accounting package.

Steps to Setting Up the Software

1. Install the Software from CD or Internet Download
2. Start the ISINV Software
3. Change the Software Settings
4. Enter Customers *
5. Enter Extra Charges *
6. Read section on Normal Operating Procedures

* Note: If customers and extra charges are not set up, they will be automatically added when tickets are imported from the MPAQ system. However, you will want to verify the settings after the automatic entry (such as sales accounts used, etc).

Software Settings (Edit Menu – Settings)

Company Information

Select the Company Tab to enter your company's name and address information. Check the metric box to have the system operate in metric mode. For Imperial measurements, leave it unchecked. Check the Canada box to operate using Province, Postal Code. Leave unchecked for U.S. locations. The type of Invoice style to use and how the invoices are grouped are also set on this screen.

The screenshot shows the 'ISPAC Invoice Middleware Settings' dialog box with the 'Company' tab selected. The fields are filled with the following information:

Company Name:	ABC Concrete
Address:	425 Main Parkway
	Anywhere, Mpaqville RI 91252
	(800) 311-1234
<input type="checkbox"/> Metric	
<input type="checkbox"/> Canada	
Invoice Style:	Style 1 Graphics
Group Invoices by:	MPAQ Job ID

A 'Close' button is located at the bottom right of the dialog box.

Tax Info

The tax tab, determines your local taxation names, rates and Account numbers used in your accounting package. The name will be used on reports. The rate is in percent (ie 7 being 7%). If you have only one tax rate, leave the second tax name field blank. Also enter in the default sales account and A/R account numbers used in your accounting package.

The screenshot shows the 'ISPAC Invoice Middleware Settings' dialog box with the 'Tax Info' tab selected. The fields are filled with the following information:

	Name	Account	Rate	Charge on Tickets
Tax 1:	RI	2113	7	<input checked="" type="checkbox"/> Default
Tax 2:			0	<input checked="" type="checkbox"/> Default
Default Sales		3310		
AR Account		1210		

A 'Close' button is located at the bottom right of the dialog box.

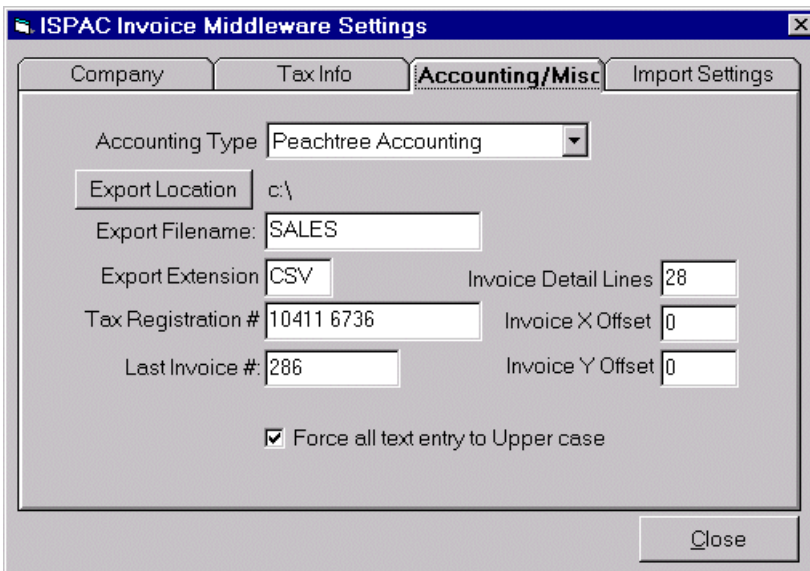
Accounting/Misc

Select the type of accounting package to interface with ISINV from the available options. Select the location where you wish the export files from ISINV to be placed. This is the location that your accounting software will retrieve the ISINV files from. Enter in the filename and extension that your accounting software expects during its import process.

Enter in your tax Registration number (if any) that will be printed on your invoices. If your invoices already contain your registration number you may leave this field blank. Enter in the last invoice number printed. The first invoice printed out of the ISINV software will be this number plus 1.

The Invoice Detail Lines, Xoffset and Yoffset fields need not be changed unless you experience alignment problems when printing invoices.

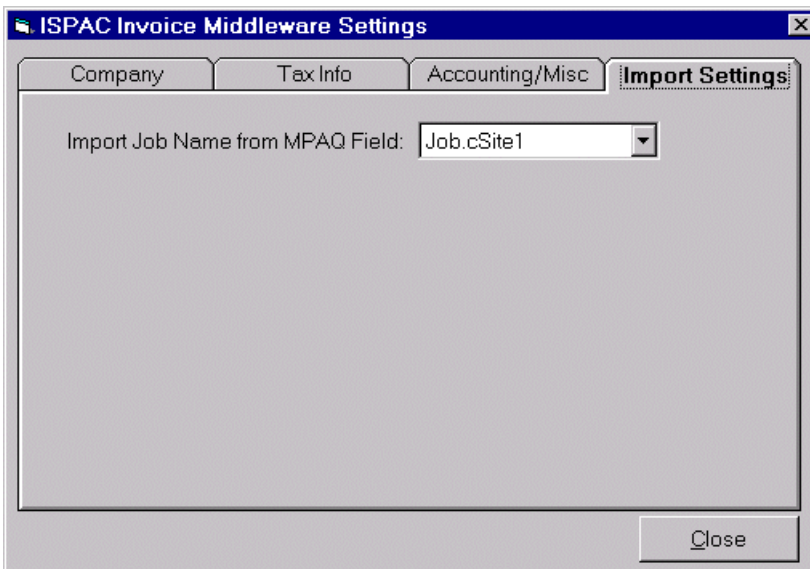
The Force all text entry to Upper case will automatically change all user entered text to uppercase.



The screenshot shows the 'Accounting/Misc' tab of the 'ISPAC Invoice Middleware Settings' dialog box. The 'Accounting Type' dropdown is set to 'Peachtree Accounting'. The 'Export Location' is 'c:\', 'Export Filename' is 'SALES', and 'Export Extension' is 'CSV'. 'Invoice Detail Lines' is set to 28. 'Tax Registration #' is '10411 6736', 'Invoice X Offset' is 0, and 'Last Invoice #' is 286. 'Invoice Y Offset' is 0. The checkbox 'Force all text entry to Upper case' is checked. A 'Close' button is at the bottom right.

Import Settings:

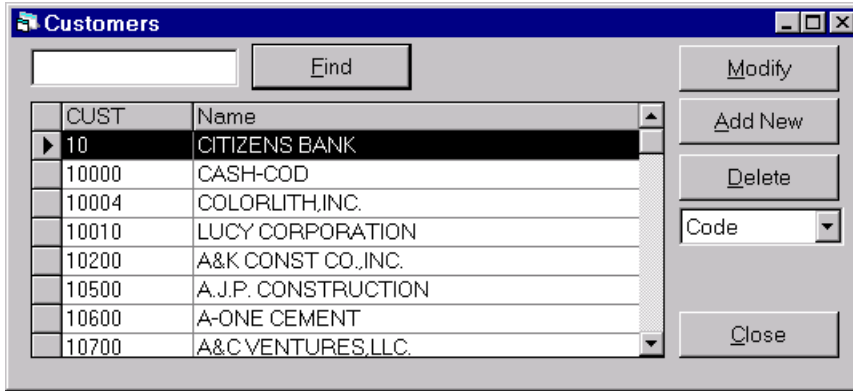
Sets which MPAQ field will be used as Job Name on Invoices.



The screenshot shows the 'Import Settings' tab of the 'ISPAC Invoice Middleware Settings' dialog box. The 'Import Job Name from MPAQ Field' dropdown is set to 'Job.cSite1'. A 'Close' button is at the bottom right.

Setting Up Customers (Edit - Customers)

The Customers screen allows you to select a customer to modify, delete or add a new customer. To modify or delete a customer, highlight the customer and select Modify or Delete. To add a new customer, select Add New.



The screenshot shows a window titled "Customers" with a search bar and "Find" button. Below is a table of customers:

CUST	Name
10	CITIZENS BANK
10000	CASH-COD
10004	COLORLITH,INC.
10010	LUCY CORPORATION
10200	A&K CONST CO.,INC.
10500	A.J.P. CONSTRUCTION
10600	A-ONE CEMENT
10700	A&C VENTURES,LLC.

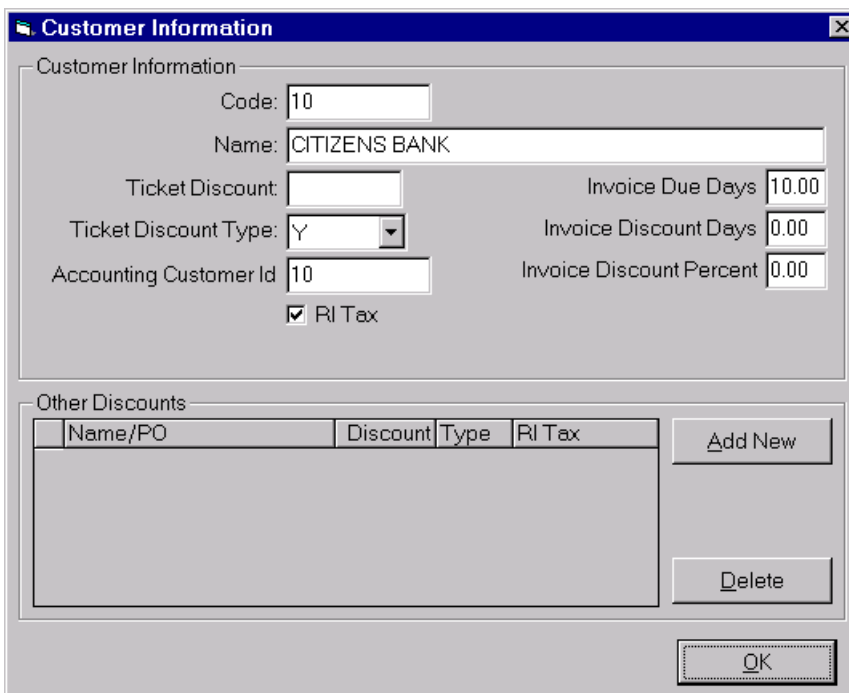
Buttons on the right include "Modify", "Add New", "Delete", "Code" (dropdown), and "Close".

Customer Information

Note: When a MPAQ file is imported, customers are automatically added to ISINV if they do not exist. Discount information is not set up during the import process and must be entered manually.

The code field is the MPAQ customer Code. You may enter a ticket discount as a percent or as a fixed dollar amount. The Ticket Discount Type can be set to "P" for percent or Y for cubic yard (metric mode M is used instead of Y for cubic metre). The Accounting Customer Id is the Customer Id used by your accounting package. If none is entered, the software will use the MPAQ customer code when exporting to your accounting package.

Peachtree Users: Invoice Due Days and Invoice Discount Days & Invoice Discount Percent must be entered.



The screenshot shows a "Customer Information" dialog box with the following fields:

- Code: 10
- Name: CITIZENS BANK
- Ticket Discount: []
- Ticket Discount Type: Y
- Accounting Customer Id: 10
- RI Tax:
- Invoice Due Days: 10.00
- Invoice Discount Days: 0.00
- Invoice Discount Percent: 0.00

Below is a table for "Other Discounts":

Name/PO	Discount	Type	RI Tax
---------	----------	------	--------

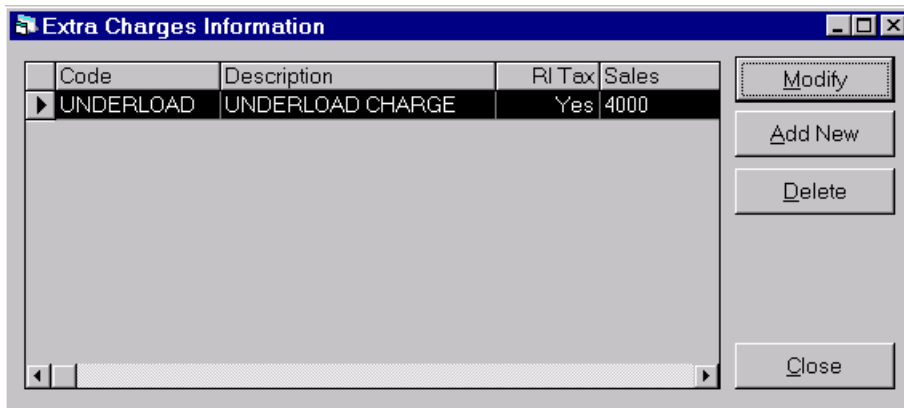
Buttons include "Add New", "Delete", and "OK".

You may optionally set up other discount terms/taxes for a customer. If you place a PO number in the Name/PO box, any tickets imported with a matching PO for that customer will automatically have the alternate pricing option applied. Use Add New & Delete to add or remove other discount terms.

Setting Up Extra Charges (Edit – Extra Charges)

Extra Charges may be added to imported tickets or manually added tickets.

The Extra Charges Information screen allows you to select an Extra Charge to modify or delete or add a new Extra Charge to the system. To modify or delete an extra charge, highlight the Extra Charge and select Modify or Delete. To add a new Extra Charge, select Add New.



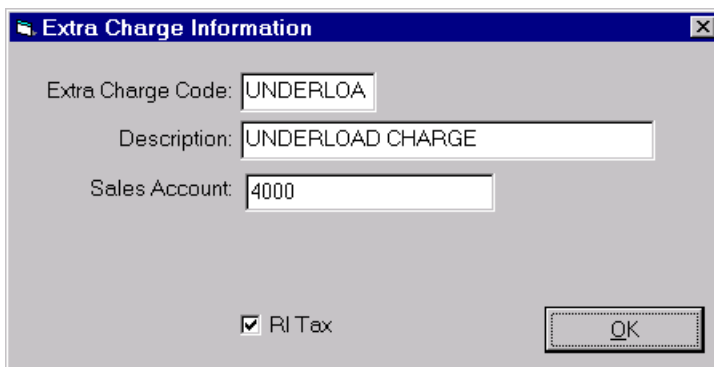
Code	Description	RI Tax	Sales
▶ UNDERLOAD	UNDERLOAD CHARGE	Yes	4000

Buttons: Modify, Add New, Delete, Close

Extra Charge Information

Note: When a MPAQ file is imported, extra charges are automatically added to ISINV if they do not exist. Sales account and tax information should be manually set.

The Extra Charge Code should set to the same code as is used in the MPAQ system. Enter a description, the sales account to post to from your accounting system and the tax status of this charge.



Extra Charge Code: UNDERLOA

Description: UNDERLOAD CHARGE

Sales Account: 4000

RI Tax

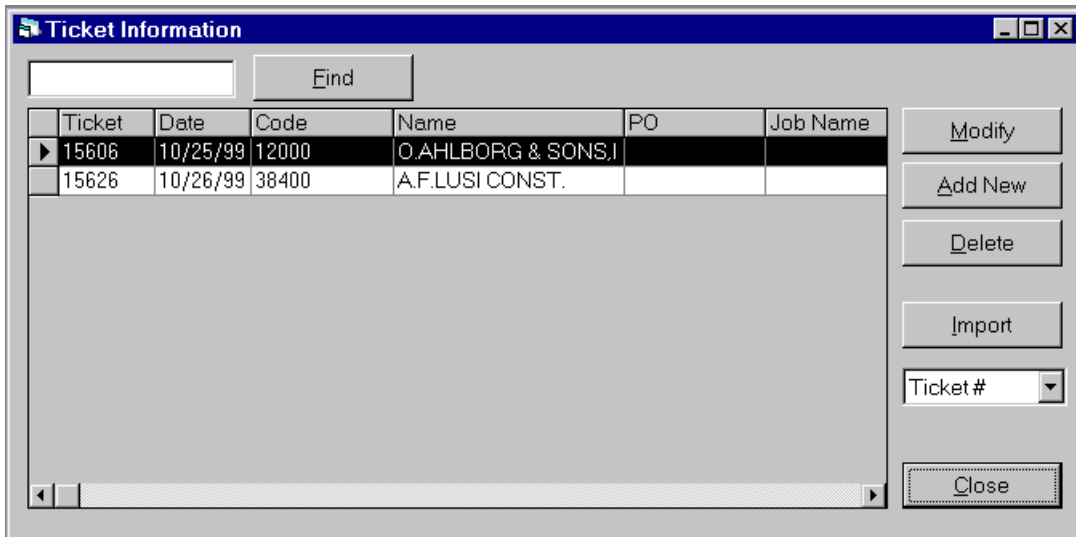
OK

Normal Operating Procedures

1. Import Tickets from the MPAQ system
2. Print Exception report if any exceptions were encountered while importing tickets (Exceptions include new customers or new extra charges)
3. Run a ticket audit report (optional)
4. Add any manual tickets
5. Run Pre-Invoicing Report
6. Modify any tickets if necessary
7. Print Invoices
8. Export to your Accounting Package
9. Archive information

Ticket Information Screen (Edit – Ticket Information)

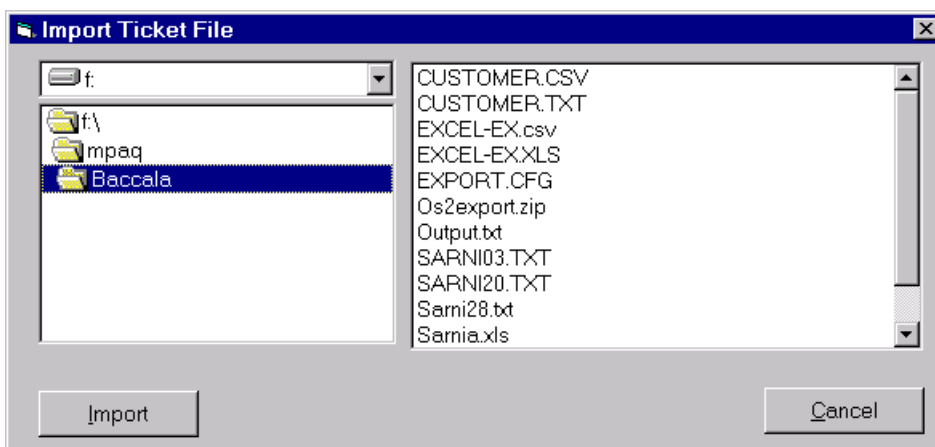
The Ticket Information Screen allows you to add, delete and modify tickets. It is also is where you can Import Tickets from MPAQ.



Import Tickets from a MPAQ File (Edit – Ticket Information – Import Button)

Select the location where the MPAQ file resides (the software will remember the location of the last file imported). Select the MPAQ file and click on the Import Button. After importing the file, the system will alert you whether any exceptions were encountered. If any exceptions were encountered, you should proceed to print off an exception report. Common exceptions are new extra charges, customers or duplicate ticket numbers.

Immediately after importing the MPAQ file, the new tickets should be present in the ISINV software.



Ticket Information Details

The ticket details screen shows a lot of the information from the MPAQ software. However, for the operation of the ISINV software only those fields in bold are *required* for invoice processing.

The screenshot shows a software window titled "Ticket Details" with the following fields and values:

- Code:** 33350 (with a selection box to the right)
- Ticket:** 455
- Name:** HODESS BUILDING CO.
- Address:** P.O. BOX 2720, NO. ATTLEBORO, MA 02763
- State:** (empty)
- Zip Code:** (empty)
- Plant:** 2
- Formula:** 30P-IN
- Description:** 3000 3/8" (INTERIOR)
- Price/yd*:** 50.00
- RI Tax:** Y
- Discount:** (empty)
- Adjusted Price/yd*:** 50.00
- Load:** 2.50
- Qty Deliv'd:** 2.50
- Date Deliv'd:** 03/01/2000
- Truck:** 10
- Driver:** BILL
- S.O.#:** (empty)
- P.O.#:** 269-010
- Location:** R.I.C.
- Job ID:** RIC

Below these fields are sections for "Times" (Batched, Left Yard, Ret Yard, On Job, Off Job) and "Extra Charges".

Code	Description	Qty	Price	Amount
HEAT	HEAT	2.5	\$2.00	\$5.00
*				

Buttons: Add New, Delete, OK

Relevant fields for Invoicing:

- Code:** Customer Code – click the box to the right of the field for a listing of all customers in the system.
- Address:** Customer Billing Address
- Formula and Description:** Will show up on reports and invoices
- Price/yd:** The standard price per yard before any customer discounts
- Y/P pull down:** Specifies whether the discount is a fixed amount per cubic yard or a percentage
- Discount:** Enter the dollar amount or percentage of a discount based on the Y/P pull-down. Other discount terms for this customer can be located by clicking the box to the right of the discount field.
- Adjusted Price/yd:** Displays the net price per yard after the discount has been applied.
- Load:** – amount of cubic yards to be billed
- Date Delivered:** Enter the delivery date
- Job Id/PO#:** Remember that Invoices are grouped by PO number or Job ID. Enter the PO/Job ID if one exists

Extra Charges for Tickets

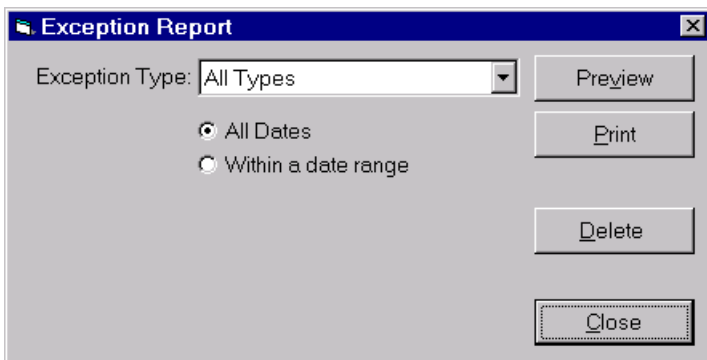
You may add or delete extra charges by the Add New and Delete buttons. You can modify the extra charges directly on the grid.

REPORTS

Please see sample reports at the end of this guide.

Exception Report (Reports – Exception Report)

The Exception Report will show any errors found process the MPAQ import file. You may clear the exception log file any time by clicking on the Delete button.

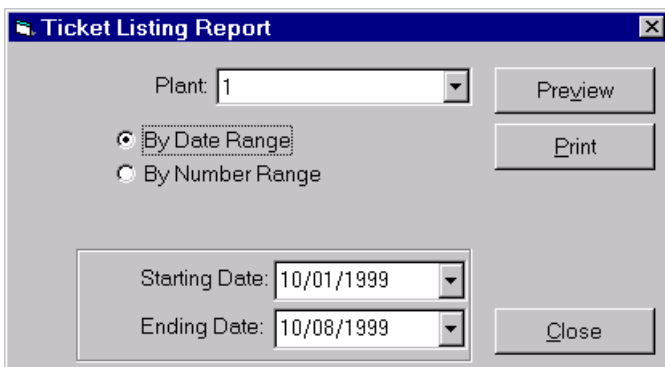


The screenshot shows a dialog box titled "Exception Report" with a close button (X) in the top right corner. The dialog contains the following elements:

- A label "Exception Type:" followed by a dropdown menu currently showing "All Types".
- A "Preview" button to the right of the dropdown.
- Two radio buttons: "All Dates" (which is selected) and "Within a date range".
- A "Print" button to the right of the radio buttons.
- A "Delete" button below the "Print" button.
- A "Close" button at the bottom center, enclosed in a dashed border.

Ticket Listing Report (Reports – Ticket Listing)

The Ticket Listing report shows a summary of the current tickets in the system

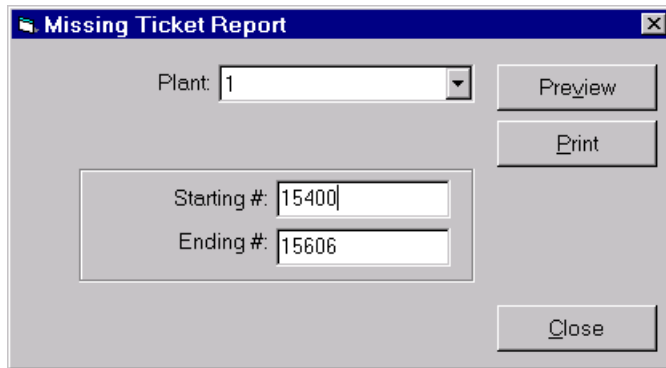


The screenshot shows a dialog box titled "Ticket Listing Report" with a close button (X) in the top right corner. The dialog contains the following elements:

- A label "Plant:" followed by a dropdown menu currently showing "1".
- A "Preview" button to the right of the dropdown.
- Two radio buttons: "By Date Range" (which is selected) and "By Number Range".
- A "Print" button to the right of the radio buttons.
- A group box containing two date fields: "Starting Date:" with a dropdown showing "10/01/1999" and "Ending Date:" with a dropdown showing "10/08/1999".
- A "Close" button to the right of the date fields.

Missing Ticket Report (Reports – Missing Ticket Report)

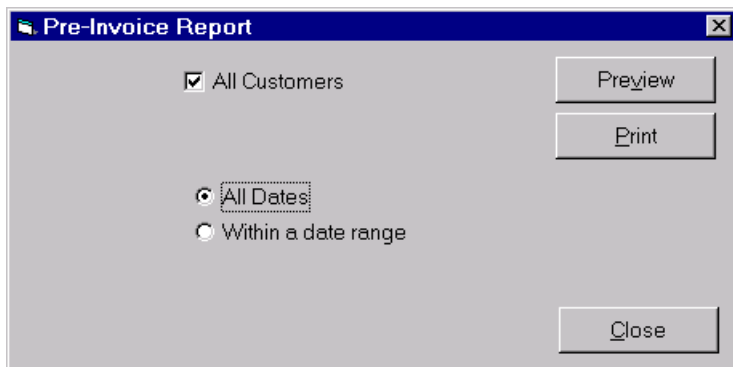
The missing ticket report will display missing tickets that could not be found within the system in a given range.



The screenshot shows a dialog box titled "Missing Ticket Report" with a close button (X) in the top right corner. It contains a "Plant:" dropdown menu with the value "1". To the right of the dropdown are "Preview" and "Print" buttons. Below the dropdown are two text input fields: "Starting #: 15400" and "Ending #: 15606". At the bottom right is a "Close" button.

Pre Invoice Report (Reports – Pre-Invoice Report)

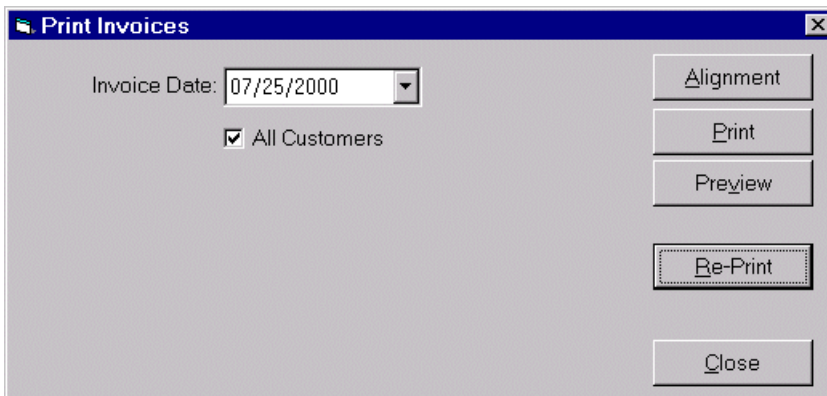
The Pre-Invoice Report should be used to verify the ticket information in the system prior to printing the actual invoices.



The screenshot shows a dialog box titled "Pre-Invoice Report" with a close button (X) in the top right corner. It contains a checked checkbox labeled "All Customers" and a "Preview" button to its right. Below this are two radio button options: "All Dates" (which is selected) and "Within a date range". To the right of these options are "Print" and "Close" buttons.

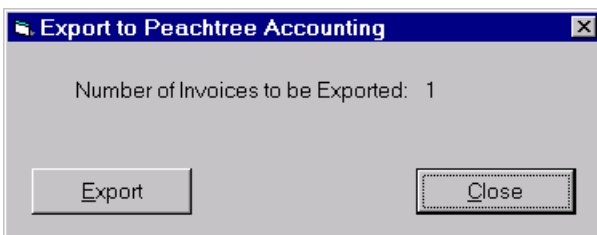
Print Invoices (Reports –Print Invoices)

After all tickets have been verified and the pre-invoice report has been printed and verified, you now are ready to print invoices. If your invoices are printed using a dot-matrix printer, you should run an alignment prior to printing the entire run of invoices. Ensure that the Invoice Date is correct and select the font based on speed and quality. Click the Print button when you are ready to print the entire run of invoices. After invoices have been printed, you may re-print invoices by selecting the Re-Print button. On the older form based invoice setting, no preview is available.



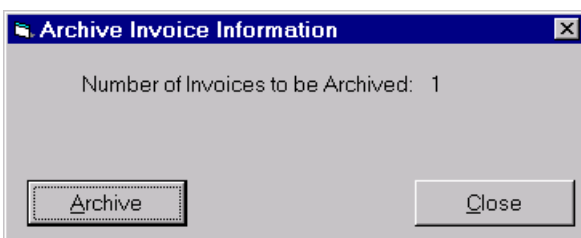
Export to Accounting Software

This function will create an export file to your accounting software base on your current settings in Edit – Settings. After exporting the information, you should immediately import it using your Accounting software. Refer to your account software documentation for details.



Archive Information (Tools – Archive Information)

This function removes all tickets that have been invoiced and exported to your accounting software.



Other Tools

Compact Database

Will reduce and optimize the ISINV database.

Repair Database

Due to an operating system lock-up, hard disk corruption or other system level problem, the database may become corrupted. The repair database function attempts to correct any errors detected in the database.

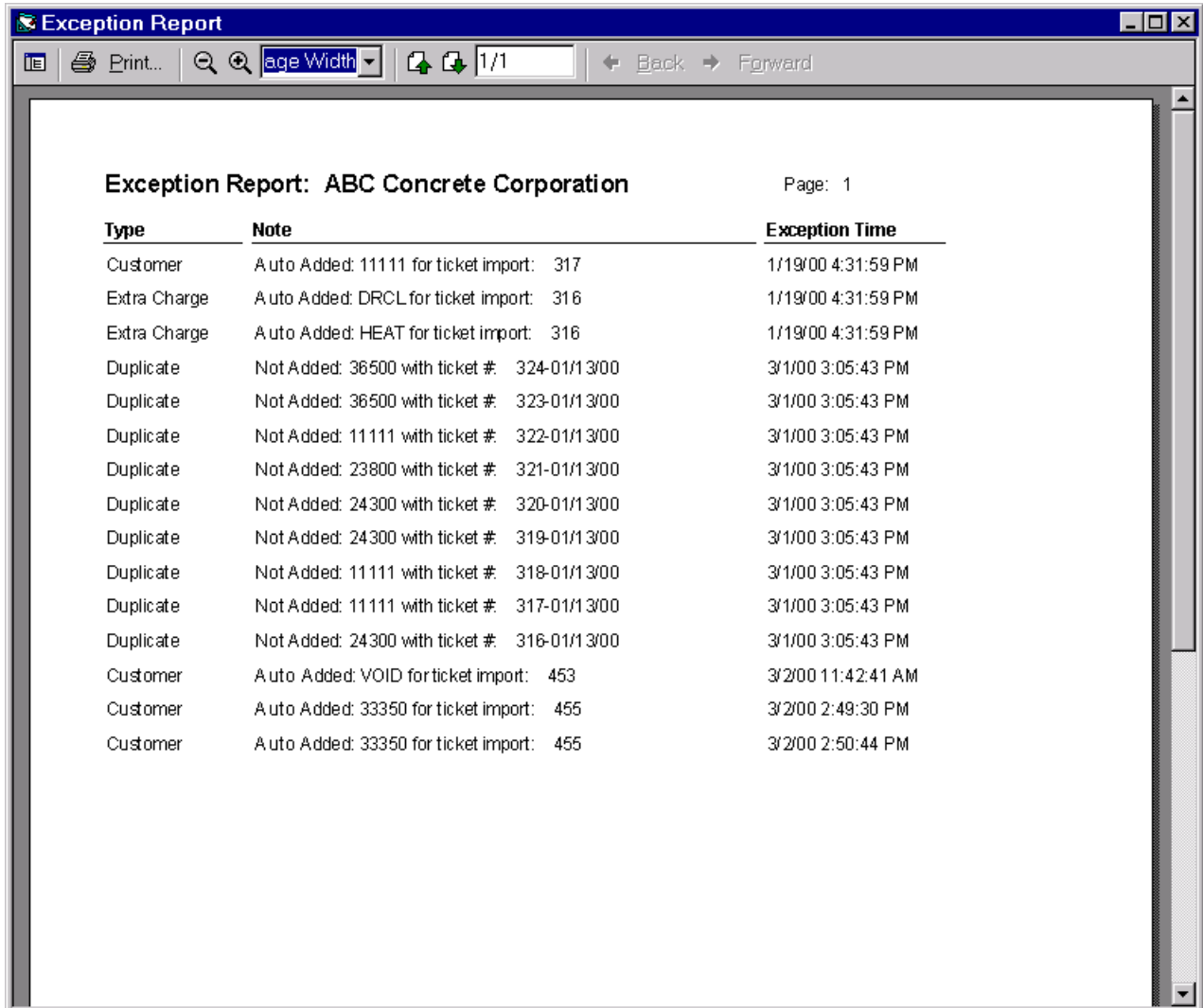
Edit Ticket Status

Should not be used unless suggested by ISPAC technical support

Sample Reports

Exception Report

The exceptions report displays any incidents which were logged while the MPAQ file was imported. Usually, these are only when a new customer or extra charge has been used in the MPAQ system, in which case the software automatically adds these items.



The screenshot shows a window titled "Exception Report" with a standard toolbar including "Print...", "Page Width", and navigation buttons. The report content is as follows:

Type	Note	Exception Time
Customer	Auto Added: 11111 for ticket import: 317	1/19/00 4:31:59 PM
Extra Charge	Auto Added: DRCL for ticket import: 316	1/19/00 4:31:59 PM
Extra Charge	Auto Added: HEAT for ticket import: 316	1/19/00 4:31:59 PM
Duplicate	Not Added: 36500 with ticket #: 324-01/1 3/00	3/1/00 3:05:43 PM
Duplicate	Not Added: 36500 with ticket #: 323-01/1 3/00	3/1/00 3:05:43 PM
Duplicate	Not Added: 11111 with ticket #: 322-01/1 3/00	3/1/00 3:05:43 PM
Duplicate	Not Added: 23800 with ticket #: 321-01/1 3/00	3/1/00 3:05:43 PM
Duplicate	Not Added: 24300 with ticket #: 320-01/1 3/00	3/1/00 3:05:43 PM
Duplicate	Not Added: 24300 with ticket #: 319-01/1 3/00	3/1/00 3:05:43 PM
Duplicate	Not Added: 11111 with ticket #: 318-01/1 3/00	3/1/00 3:05:43 PM
Duplicate	Not Added: 11111 with ticket #: 317-01/1 3/00	3/1/00 3:05:43 PM
Duplicate	Not Added: 24300 with ticket #: 316-01/1 3/00	3/1/00 3:05:43 PM
Customer	Auto Added: VOID for ticket import: 453	3/2/00 11:42:41 AM
Customer	Auto Added: 33350 for ticket import: 455	3/2/00 2:49:30 PM
Customer	Auto Added: 33350 for ticket import: 455	3/2/00 2:50:44 PM

Ticket Listing

The ticket listing report simply lists the current tickets in the system which have not been invoiced.

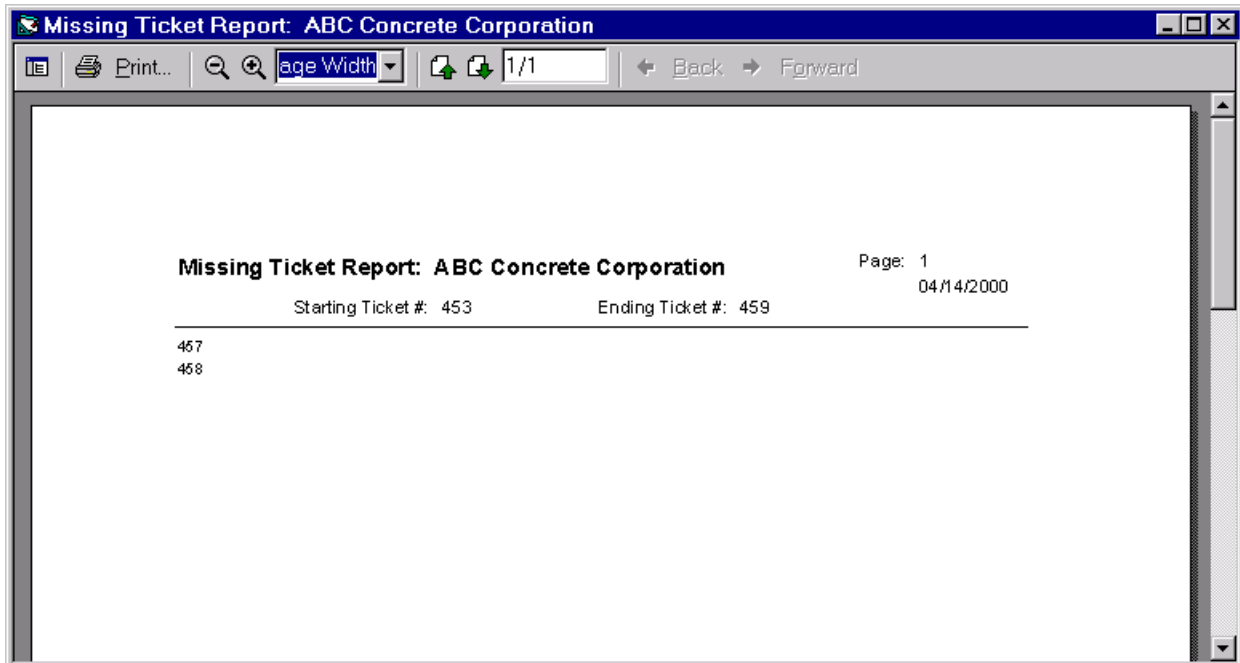
Ticket Listing: ABC Concrete Corporation Page: 1

Starting Ticket #: 453 Ending Ticket #: 456 04/14/2000

Ticket Number	Missing	Customer Code	Formula	Yards	Date	Time	Driver	Truck
454		19000	3500 3/4" & 3/8" (INTERIOR)	10	03.01.2000	08:18	JOHN	120
455		33350	3000 3/8" (INTERIOR)	2.5	03.01.2000	11:46	BILL	10
456		11111	3500 3/8" (EXTERIOR)	4	03.01.2000	12:04	JOHN	120
Total Count		3	Total Yards	16.5				

Missing Ticket Report

The missing ticket report will display any tickets which are missing for a given range of numbers.



Pre-Invoice Report

The Pre-Invoice report displays how the invoices will be constructed based on the current tickets in the system.

Pre-Invoice Report: ABC Concrete Corporation						Page: 1	04/14/2000
11111	COD CUSTOMER						RI Tax
456	03/01/2000	4	3500 3/8" (EXTERIOR)	70.50	\$282.00		Y
		4	HEAT	2.00	8.00		Y
				Sub Total:	\$290.00		
				RI Tax	\$20.30		
				Total:	\$310.30		
19000	CARPIONATO PROPERTIES						RI Tax
452	04/13/2000	10	ASDF	100.00	\$1,000.00		Y
							Y
				Sub Total:	\$1,000.00		
				RI Tax	\$70.00		
				Total:	\$1,070.00		
19000	CARPIONATO PROPERTIES						RI Tax
454	03/01/2000	10	3500 3/4" & 3/8" (INTERIOR)	52.00	\$520.00		Y
		10	DARACCEL 1%	2.00	20.00		Y
		10	HEAT	2.00	20.00		Y
				Sub Total:	\$560.00		
				RI Tax	\$39.20		
				Total:	\$599.20		
33350	HODESS BUILDING CO.			269-010			RI Tax
455	03/01/2000	2.5	3000 3/8" (INTERIOR)	50.00	\$125.00		N
		2.5	HEAT	2.00	5.00		N
				Sub Total:	\$130.00		
				RI Tax	\$0.00		
				Total:	\$130.00		
				Count: 4	Sub Total:	\$1,980.00	
					RI Tax	\$129.50	
					Total:	\$2,109.50	


Invoices

There are two invoice formats supported. One for preprinted forms and the other, shown below, is intended to be printed a plain paper. It also supports inserting a company logo from a compatible graphic file.

ISINV Invoices

Print... Page Width 1/44 Back Forward

TRUESTAR POOLS
400 DUNDAS DRIVE
ANYWHERE, MPAQMLLE RI 91431



ABC Concrete Inc.

Invoice

ABC Concrete
425 Main Parkway
Anywhere, Mpaqville RI91252
(800) 311-1234

Customer #	Invoice Date:	Invoice #	PO #	Job	Page
BOL001	24-Jul-2000	244	85119A	SMITH -83221	1

Date	Ticket #	Qty	Description	Unit Price	Extended
6/14/00	633	1.50 y ³	17.2 MPA	110.00	165.00
		1.50	ENVIRONMENTAL CHARGE	1.00	1.50
	Total Cubic Yards	1.50		Sub-Total	\$166.50
				RI	11.66
				Total	\$178.16

Peachtree File Import Specs

Setting up the ISINV Import File Spec in Peachtree – First Time

1. Open up your company in Peachtree
2. Select “File – Select Import/Export”
3. The Import/Export screen will be displayed. Select Accounts Receivable and Sales Journal
4. Click on the Import Button
5. A fields list is display. Click on the “Deselect All” button

Click on the Show check box beside the following Fields:

Customer Id
Invoice #
Date
Customer PO
Due Date
Discount Amount
Discount Date
Displayed Terms
Accounts Receivable Account
Accounts Receivable Amount
Number of Distributions
Description
G/L Account
Tax Type
Amount

6. Click on the Save Button and enter the name “ISINV Sales Journal” on the Save as screen and click on “OK”
7. The file format has now been set up.

Important: When importing into Peachtree from ISINV, always select the ISINV Sales Journal specification.

ISINV CD Installation Notes:

1. Insert CD into CDROM-Drive
2. Wait about 15 seconds, if the installation program begins to load (you will see the message on your screen) go to step 4
3. Windows automatic loading of CD based installations has been disabled on your system. You will have to start the installation manually. Open Windows Explorer and select the CD ROM drive. Open the drive and double click on the Setup file. The installation program should begin to load
4. Once the installation has started, simply selecting the suggested folder and following the "Next" and "Finish" prompts will allow the software to install. Based on you version of Windows, you may have to reboot your computer after the installation (the install software will handle this for you).
5. Start the program by selecting it off the Windows Start-Programs Menu.