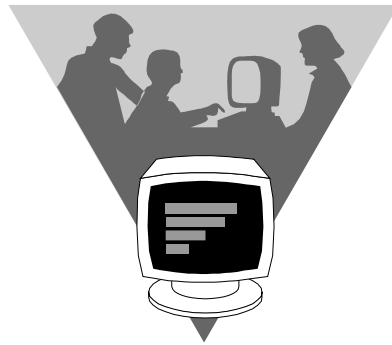COMPUSOFT PCs

Computer Components Automated Supply System

CCASS

Functional Specification

Version 2.0

June 21st 2013

Contents

1   Introduction

1.1   Purpose

The purpose of this study is to specify the functional requirements for the Computer Components Automated Supply System (CCASS) for the computer company 'Compusoft PCs'. This functional specification sets out all the software requirements of the system as approved by the user. It will provide the technical basis for the Systems Design Document. The delivered system will be validated against this document.

1.2   Scope

The CCASS (Computer Component Automated Supply System) will assist the company's computer retail outlets with the administrative workload associated with ordering components for their divisions and with the subsequent settling of invoices.

This study encompasses all the functional requirements for automating the ordering and supply of computer components to the retail computer divisions of 'Compusoft PCs'.

Currently all orders for component supplies are processed and filled manually without the benefit of any automated procedures for determining product availability or price.

There will be approximately 80 retail outlets using the CCASS system through out Australia.

1.2.1   Objectives

The 'Compusoft PCs' retail computer outlets require a system which will allow them to:
- quickly and easily determine if a computer component is available for order and its price when quoting for a repair, costing a project or when supplying a component directly to a customer.
- minimise the time delay and effort when creating an order and dispatching it to the head office of *'Compusoft PCs'.*
- minimise the number of incorrect items being ordered because the order has an incorrect product number or the product is no longer supplied.
- record the receipt of stock and the supplier invoice details to facilitate the processing of payment by the head office.

1.2.2   Method

The automated Computer Components Automated Supply System is required to provide the means by which the computer repair technician at the division can:
- prepare and send orders by any of the following means:
  - sending a new 'ad hoc' order. This is done by a combination of inserting user text, retrieving text from previously stored Order Template Details and selecting product item details and General Ledger Coding details from pull-down lists.
  - viewing a previously placed order, copying it, making appropriate changes and resending it as a new order.

- book up particular product items for future orders
  - ie. enter an order as a reservation rather than an order to request that a particular component at a suppliers be put aside for a planned future order.

- record stock arrival details for the accounts department ie.:
  - record a receipt and the invoice details when the ordered line items are delivered and print a receipt and General Ledger Coding Docket for attachment to the supplier's invoice before being sent to Accounts Payable department for payment to the supplier.

- produces various reports including Order forms and an Order Item Summary Report

Functions Not Included

Initially an automatic link to the Compusoft PCs' Accounts Payable System was to be included in the scope of CCASS. It was eventually excluded due to cost concerns regarding electronic entry of data directly into the AP System.

1.2.3   Design Requirements

The *Computer Components Automated Supply System* will have the following characteristics:

- the system will be kept simple and easy to use; users will not be expected to perform specialised computer functions.
- is Windows based and uses all common Windows standards, ie. fonts, colours, menu structures.
- online Help will be provided on all screens. Functions will not be provided by this system to maintain Help.
- provide editing and validation on the data entry fields.
- performance requirements specify response times which are less than 3 seconds on all transactions

1.2.4   Environment

The *Computer Components Automated Supply System* is a stand-alone system which transfers data to the head office of Compusoft PCs via the internet. The *CCASS* system will run on a PC located at the computer retail outlets.

The *CCASS* system accesses data from:

- its own database on the PC
- Division data and Product data emailed from head office
- General Ledger Codes from the PROTRAC SYSTEM also installed on the PC

The PC at each retail outlet site will have the following minimum specifications:

- x86-64 based
- At least 1 GB of RAM
- 1GB of available hard disk drive
- Windows 7, or later

The system will be operated by a two-button mouse and keyboard interface. The keyboard interface will be simplified by the provision of accelerator keys where appropriate. The PC will require access to a Windows compatible Printer.

All file updates will be committed to the PC's hard disk immediately.

1.2.5   System Interfaces

- The CCASS System will be required to transfer order data to the head office computer. All communications will be PC initiated. The Head office's computer is not directly accessible to the CCASS System.
- The head office will email the updates of the following files to the outlets:
    - **Division File:**
      The CCASS System will load the file directly into its database.
    - **Product file:**
      This is a transaction file created by the head office which will update data (add, change and delete product data) on the PC's product file.
- General Ledger Codes are accessed directly from the PROTRAC SYSTEM.

1.2.6   Documentation and Training and Support

The installed system will be accompanied by a

- A comprehensive User Manual which documents the operational procedures for all the Functions.
- An Installation Guide for assistance in installing the system.
- Technical Information including Systems Specifications and Source and Object Code. This will be provided to Compusoft PCs
- A Training Session for all current retail outlets will be conducted on site.

The system will be supported Monday to Friday during the hours 8:30am to 5:30 pm(EST). Application support calls from the User will be directed in the first instance to the Help desk and the Systems Administrator (currently David Kennedy)

1.3   Definitions, Acronyms and Abbreviations

CCASS   Computer Components Automated Supply System

Division   Retail computer outlet of *Compusoft PCs*

                   User of the *CCASS* system

Head office   *Compusoft PCs* main head office

1.4   References

- Draft Order Supply Receipt and Invoicing Specification, undated with screen layouts and diagrams
- CCASS Systems Requirements Specification - Draft 23 September 2012
- CCASS Systems Requirements Specification - 5 revision pages (7, 9, 10, 14, 17) October 29th 2012
- CCASS Systems Requirements Specification - Final version November 13th 2012

The people who participated in the study are:

    R. Donnell   (IT Manager *Compusoft PCs*)

    C. Morris   (Network Control Department)

    R. Fowler   (Software Solutions Today)

    D. Turnbull   (Accounts Manager)

1.5   Assumptions

- The head offices computer system will be responsible for maintaining (adding, changing and deleting) Division details and the division security information, and emailing the latest versions to outlets.
- File layouts will be identical for all divisions.
- The product transaction file will be created by the Head office in ascending code sequence as a set of ASCII files. It will be initially loaded onto the PC and subsequently updated (added, changed, deleted) on a regular basis via a transaction file. An update report will be issued to highlight product changes.
- All divisions will also run the *PROTRAC SYSTEM* on the same PC as *CCASS*. The *PROTRAC* system will maintain the current valid values for the General Ledger Codes.
- A bit-mapped logo for the logon screen will be supplied to the developers by *Compusoft PCs*.

2   General Description

2.1   Functions

The key functions to be performed by the system include:

- Sending Orders to head office
- Printing Orders
- Viewing and Retrieving Product Information
- Storing Division Address Details and Sales Tax exemption numbers
- Storing and Printing Item General Ledger Codes, Receipt and Invoice information
- Producing Order Summary Reports

2.2   User Characteristics

The Computer Components Automated Supply System will be operated by retail outlet employees whose primary role is that of a computer repair technician.

It is anticipated that at any one time the PC system at the retail outlet will only have one user. Each site will have one personal computer.

It is assumed that the user is familiar with the business of ordering stock as it is currently performed and they have previous experience with computers and computer systems.

2.3   General Constraints

The export of order transactions to the head office by the retail outlets is user initiated and takes place on an ad-hoc basis. One order at a time as the user completes the order.

The batch job to upload the Division data is run whenever the information changes and the head office provides the updated information.

The distribution of the product updates is at regular intervals (weekly) (to be confirmed) or as deemed necessary by the head office system administrator.

3   Functional Requirements

3.1   Install System

3.1.1   Specification

a)   Description

This function is used to install the CCASS system on the User's PC.

b)   Inputs

This function will be triggered by the User:

- logging into Windows
- under < START> selecting <RUN>
- placing the CCASS CD-ROM into their computer
- <the installer will automatically run>

c)   Outputs

Confirmation message that the install has been successful, or an error message if it does not complete.

d)   Processing

The install program:

- copies the CCASS.EXE and PLCOL.dll files to the C: drive,
- checks to ensure that the PROTRAC system is installed on the PC.

3.1.2   External Interfaces

Uploads files and programs from CD-ROM.

3.1.3   Specific Performance Requirements

There is no specific stated requirement.

3.1.4   Design Constraints

The mechanism for installing the system must be made as simple as possible.

3.2   Logon to CCASS

3.2.1   Specification

a)   Description

The purpose of this function is:

- allow the User to logon to the system
- provide some basic security

b)   Inputs

User ID   Must be the valid User ID for the Division's Name
Password   Must be the valid password for the User ID. Will not display on the screen.

c)   Outputs

Division Name
Error message

d)   Processing

When the User first signs onto the CCASS system the first screen presented will be the Compusoft PCs welcome screen with their graphical logo. As soon as any key is pressed the start up screen will be replaced by the logon screen. The screen resolution will be 640x480 pixels.

The user will be prompted for the Division name and will select it from a pull down list of current divisions who use the Compusoft PCs' CCASS system. The list is displayed automatically as soon as the user enters the logon screen. The user will select their Division name from the list then they will enter their User ID and password, which are validated.

<OK>   Press button when Password and User ID have been entered. An error message will display if they are invalid. The user will be restricted to three Logon attempts.

<CANCEL>   Returns the User to the initial start up logo screen

The user exits the system by selecting [Exit] under [File] on the main menu.

3.2.2   External Interfaces

None.

3.2.3   Specific Performance Requirements

None.

3.2.4   Design Constraints

None.

3.3   Order Header Details

3.3.1   Specification

a)   Description

The purpose of this function is to allow the computer retail outlet to either order components for immediate delivery or temporarily reserve stock for a future order. (Refer Screen Layout in Appendix)

b)   Inputs

Contact Name	Name of person creating the order.
Order Type	'Order 'or 'Reservation'
Order Description	Description of job for which parts are being ordered
Additional Instructions	Additional delivery instructions. Free form text
Reservation Number	Must be entered by the user if the transaction type is 'reservation'
Sales Tax Exemption Flag	Flag to indicate if Sales Exemption applies to this order
Date Required	Date by which the stock needs to be delivered
Priority Flag	Urgency of the order. Options are Urgent/Routine.
Vendor Name	Name of Vendor/Supplier of the Products to be ordered

c)   Outputs

Order Number	Generated by the system from the Order type, Date and Time, and Users ID (not user maintainable).
Division Invoice Address	Retrieved from the Order Template File
Order Date	System Generated date stamp
Delivery Address	Retrieved from the Order Template File
Sales Tax Exemption Number	Retrieved from the Order Template File if the Sales Tax Exemption Flag is filled. May be modified for this order.

d)   Processing

The user selects [Create New Order] under [File], [Orders] on the main menu. The Division invoice and delivery address details and the tax exemption number are retrieved from the Order Template Details file and displayed on the order. These details may be changed by the user for this order. Once an order is completed and the <OK> button selected, the order is transmitted. If the order needs to be altered (ie modified or cancelled) after transmission, the user will need to contact Compusoft PCs' Head Office On receipt of the order Compusoft PCs' purchasing division will dispatch the order to the relevant supplier. The goods will be delivered directly to the division.

The User may select the following options:

<ITEMS>   triggers display of the Order Item details screen for inputting order items

<OK>   transmits the order to the head office and saves it to the order file, only after at least one item has been included on the order.

<PRINT>   [1]prints the details of a transmitted order together with other information which identifies the Division placing the order. (Division Name, Address, Phone, Order header and item details).

<SAVE>   saves this Order's current Order Template Details to the Order Template Details file

<CANCEL>   exits the screen. It aborts the order if pressed before the <OK> button

The success or failure of the transmission will be reported back to the user. Once the transmission of the order is successful the order details are saved to the Order file.

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[1] The content of the printed order and the transmitted order are to be identical.

3.3.2   External Interfaces

Transmits data via the network to the head office's computer.

3.3.3   Specific Performance Requirements

None

3.3.4   Design Constraints

The layout of the screen must assist in minimising effort in creating an order.

3.4   Order Item Details

3.4.1   Specification

a)   Description

The purpose of this function is to allow the User to input details of the items to be ordered. (Refer Appendix for screen layout)

b)   Inputs

Quantity   Quantity of items to be ordered. Must be numeric.
Comments   Free-form text about the item to be ordered

c)   Outputs

Code	Product Code
Description	Product Description
Brand Name	Brand Name of Product retrieved from product file
Unit of Measure	Units for delivery of the product
Price	Product Item Price for the Unit of Measure
Item Size	Size of the Item to be ordered eg. 240 GB disk
Item Order Unit Value	Price of Item for this quantity break.
Order Item Total Value	Total value of all Items ordered
Sales Tax	Total Sales Tax calculated for all order items
Order Total	Total value of the order
Branch	From the selected General Ledger Code
Function	From the selected General Ledger Code
Main Account	From the selected General Ledger Code
Subsidiary Code	From the selected General Ledger Code
Market Status	From the selected General Ledger Code
Cost Element	From the selected General Ledger Code

d)   Processing

The order item value (based on quantity, price and quantity break cutoffs) is calculated. The total Order Item Value, Total Order Value and Total Order Sales Tax is computed each time a new item is added or modified.

The User may select the following options:

<ADD>	triggers the system to display the product list for selection of an item
<MODIFY>	allows the user to modify the quantity fields as currently displayed for this order
<DELETE>	deletes an item from the displayed list for this order
<COMMENTS>	triggers the system to display the comments screen which allows user to input comments about the product item currently highlighted. (Eg. hard drive must be able to be installed into an Dell Lattitude notebook.)
<GL CODES>	triggers the system to display the General Ledger Code allocated for the current item. The user may change the code allocated by selecting it from the General Ledger Codes list.
<OK>	returns the user to the calling screen

3.4.2   External Interfaces

None

3.4.3   Specific Performance Requirements

None

3.4.4   Design Constraints

The layout of the screen must assist in minimising effort in creating an order.

3.5   Display Product Information

3.5.1   Specification

a)   Description

The purpose of this function is to allow the User to browse the list of available products for selection on an order. The User may select this function whilst creating an order or alternatively from the main menu under [File], [Products]. (Refer Appendix for screen layout)

b)   Inputs

Selection Criteria
Product Code   Valid product code (4 character alphanumeric string followed by 4 digits)
Description   any alphanumeric character string (maximum 15)
Vendor Name   any alphanumeric character string (maximum 30 characters)
Size   any alphanumeric characters strings (maximum 10)
Unit of Measure   any numeric digits (maximum 3)

c)   Outputs

Update Date   Date product file was last updated by the head office
Vendor Name
Product Code
Description
Size
Unit of Measure
Product Price
Brand Name
Sales Tax Rate

d)   Processing

The user enters this function via the Product List Selection Screen. The User may input fields on this screen to filter the products which are displayed on the Product List. The Product List may be browsed using the scroll keys.

Selection Screen:

<OK>   will trigger a search of the database to select the matching products using the selection criteria. If no matching products are found an error message will be displayed.

< CANCEL>   returns to the calling screen.

Product List Screen:

<OK>   selects the highlighted product item from the list for inclusion in the order items list

<CLOSE>   exits the product information List and returns to the selection screen.

<PRINT>   prints all the details for the products currently selected on the screen as the Product Listing Report.

3.5.2   External Interfaces

None

3.5.3   Specific Performance Requirements

None

3.5.4   Design Constraints

None

3.6   Maintain Product Information

3.6.1   Specification

a)   Description

The purpose of this function is to keep the product information at the Division site up to date and consistent with that of the head office. At any one time head office may have up to 50,000 products on file. Of these, it extracts up to 10,000 to be sent to the particular Division. Each Division specialises in its own set of product categories.

This function will normally be performed once a week (TBC) on receipt of the product file from the head office.

b)   Inputs

Update Date	date the product transaction file was created by the head office
Transaction Type	1= add new product, 2= update product details, 3= delete product
Vendor Name	
Product Code	
Description	
Size	
Unit of Measure	
Quantity Level Cutoffs	maximum 10
Product Price	price for each quantity level cutoff
Sales Tax Rate	
Brand Name	Product Brand Name

c)   Outputs

Product Changes Update Report

d)   Processing

The Product file is not able to be maintained directly by online input within the Division. The update of the Product File is a batch function. Head Office takes the responsibility to decide which products by which suppliers will be stocked within each division. Each week Compusoft PCs email data to each Division site. The email contains an attached transaction file specific to each Division. It has the latest new product details, any changes made to existing products and notification of stock no longer supplied. The Division runs the [Update Product Details] function under [File], [Products] on the main menu. The transaction file from Head Office is read and processed by CCASS to update the Division's own Product File and adds new products and makes changes to existing products and deletes obsolete products. At the completion of the update, the Orders History file is checked to determine if there are any outstanding Orders for products deleted or changed and the relevant Order Numbers are listed on the Product Changes Update Report. If any of the product attributes are changed (size, description, units of measure etc) then the old and new values are also recorded on the report. The update report highlights all the modifications (adds, changes and deletes) to the product file, lists totals of new products, changes and deletions and gives totals of all products now available. The Division uses this report to identify new products that they can now order and to inform customers about products ordered which are no longer available or have changed their attributes.

3.6.2   External Interfaces

Product transaction file

3.6.3   Specific Performance Requirements

None

3.6.4   Design Constraints

None

3.7   Allocate Item General Ledger Codes

3.7.1   Specification

a)   Description

The purpose of this screen is to allow the user to allocate the General Ledger Code to an Order Item. The code currently allocated to an item on this order can be updated by selecting another General Ledger Code from a list.

b)   Inputs

None

c)   Outputs

Branch
Function
Main Account
Subsidiary Code
Market Status
Cost Element

d)   Processing

This screen is called from the Order Item Details screen when the user is inputting details about an item. The user selects the button [GL CODES]. The system displays the current General Ledger Code allocated to the screen item. If a General Ledger Code has not been allocated to the item then it will be blank. The user may select a code from the General Ledger Codes list. The General Ledger Codes List can also be viewed by selecting [Codes] under [Files] on the main menu.

<MODIFY>   allows the user to update the General Ledger Code allocated to an order item from the list of General Ledger Codes displayed.

<OK>   saves any changes and exits the function and returns to the calling screen.

<CANCEL>   exits the screen and returns to the calling screen without saving.

3.7.2   External Interfaces

Retrieve General Ledger Codes from the PROTRAC SYSTEM on the PC.

3.7.3   Specific Performance Requirements

None.

3.7.4   Design Constraints

None.

3.8   Calculate Order Prices

3.8.1   Specification

a)   Description

The purpose of this function is to calculate the price of each item on an order, the Sales Tax and the total order value. It is called whenever the user inputs a quantity value against an order item.

b)   Inputs

Product code
Quantity

c)   Outputs

Order Item Value
Order Sales Tax Value
Total Order Value

d)   Processing

The system will use the product code to retrieve the product price for the particular quantity break. and the sales tax rate if applicable. It uses the values to calculate the Order Item Value, Order Sales Tax Value and the Total Order Value.

3.8.2   External Interfaces

None.

3.8.3   Specific Performance Requirements

None.

3.8.4   Design Constraints

None.

3.9 Order History

3.9.1 Specification

a) Description

This function allows the Division to view a list of their previously sent orders. The Division may browse the list and optionally select a particular Order to view or to form the basis of a new order. (Refer Appendix for Screen Layout).

b) Inputs

[Order History]

c) Outputs

Order Date
Order Time
Order Number
Order Description

d) Processing

The Division selects [Order History] under [File], [Orders] from the main menu. The past orders are returned in reverse sequence to which they were saved, ie. more recent orders are at the top of the list. Using the scroll bars the User can scroll up and down the list. The <VIEW> button can be used to optionally select a particular Order to be displayed. The Order Header and Order Item Details screens are retrieved. If the Product details and General Ledger Code details are consistent with the current values on file then the User can press the <OK> button on the Order Details Screen and proceed to resend the order as a new order. If the details do not match a warning message is displayed and the <OK> button is disabled until the offending items are changed.

3.9.2 External Interfaces

None.

3.9.3 Specific Performance Requirements

None.

3.9.4 Design Constraints

None.

3.10   Order Template Details

3.10.1   Specification

a)   Description

This function allows the Division to view and update his static order related details such as invoice address, delivery address and tax exemption number. This is stored as a template to be used for successive orders.

b)   Inputs

Delivery Address Details
Invoice Address Details
Sales Tax Exemption Number
Delivery Instructions

c)   Outputs

Delivery Address Details
Invoice Address Details
Sales Tax Exemption Number
Delivery Instructions

d)   Processing

The Division maintains the latest details for static order details by selecting <SAVE> on the order details screen. The Order Template Details can also be viewed and updated by selecting [File], [Divisions] on the main menu and selecting their name from the browse Division list screen.

<MODIFY>   allows the user to update the Order Template Details.

<OK>   saves any changes and exits the function and returns to the calling screen.

<CANCEL>   exits the function and returns to the calling screen without saving.

3.10.2   External Interfaces

None.

3.10.3   Specific Performance Requirements

None.

3.10.4   Design Constraints

None.

3.11   Divisions Information

3.11.1   Specification

a)   Description

This function allows the User to load and browse a list of all current Compusoft PC's Divisions.

b)   Inputs

User ID   (Provided at logon)
New Password   (Provided at logon)

c)   Outputs

Division List
Division Name
Division Phone Number
Division Fax Number
Division Address

d)   Processing

Compusoft PCs head office maintains the list of their current Divisions along with their contact details, logon id's and passwords. When another Division is added to the list or a Division requests a change in their details Compusoft PCs head office make the change and emails, as a file attachment, the updated information out to all their Divisions. The User selects [Load Division List] under [File], [Divisions] on the main menu and is prompted to select the path to the data file. The new Division details in the data file are copied over the current CCASS Division information file. An error or confirmation screen is displayed reporting the result of the copy.

The user can browse a list of all the current Divisions of Compusoft PCs by selecting [Division List] under [File], [Division] on the main menu.

<MODIFY>   allows the user to select his own Division and update his Order Template Details.

<CLOSE>   exits the browse function and returns to the calling screen.

3.11.2   External Interfaces

Data file with Division details distributed by Compusoft PCs.

3.11.3   Specific Performance Requirements

None.

3.11.4   Design Constraints

None.

3.12   Record Receipt of Goods

3.12.1   Specification

a)   Description

This function allows the Division to enquire on or maintain the dollar amount of a product received against a Line Item of an order. A printed receipt is produced which is sent to the Accounts Payable department at Head Office to facilitate payment for the goods.

b)   Inputs

Order Number
Receipt Date   Date goods received
This Receipt Value   Amount of this receipt for a particular item

c)   Outputs

Receipt Number   System generated
Order Date
Order Description
Product Code
Product Description
Item Order Value
Total Receipted   Calculated by the system Sum of all previous receipts for the line item

List of Receipts for an Order
Order Number
Order Date
Product Code
Product Description
Item Order Value
Receipt Date
Receipt Number
Receipt Amount
Total Receipts

Printed Receipt

d)   Processing

The user selects [Order Receipt] from [File], [Orders] under the main menu. The list of past orders is displayed from the order history file. The user may select an order and a list of Receipts for the Order are displayed. The user then select to either <ADD> a new receipt, or <MODIFY>, <DELETE> or <VIEW> an existing Receipt. Once <ADD> a Receipt is selected, the User may input the dollar value of the item received against one or more order line items. Receipt Values greater than the Order Item Value are highlighted as an exception. A new Receipt cannot be created for the same line item on the same day. If additional items are received on the same day the existing Receipt is modified.

<PRINT>   prints the receipt (includes Division Name, Phone Number, Order header details and receipt amounts for each line item as per screen).

<OK>   exits the function saving the receipt details and returns to the calling screen.

<CANCEL>   exits the receipt function and returns to the calling screen.

3.12.2   External Interfaces

None

3.12.3   Specific Performance Requirements

None.

3.12.4   Design Constraints

None.

3.13   Record Suppliers Invoice Details

3.13.1   Specification

a)   Description

This function is performed when the Division receives an Invoice for goods ordered. It allows the Division to enquire on or maintain the dollar amount for a Line Item of an order as stated on the Invoice. Once an Invoice is recorded against an Order and the Invoice is approved a 'General Ledger Docket will be automatically printed for attachment to the Suppliers Invoice before being sent to the Accounts Payable department who check 'receipted' amounts against 'invoiced amounts' and process the Supplier's Invoice for payment.

b)   Inputs

Order Number
Invoice Date   Date goods received
Invoice Number   As listed on the Suppliers Invoice
Approval Status   Approved for Payment
This Invoice Value   Amount of this Invoice for this item

c)   Outputs

Invoice Details
Order Date
Order Description   from Order
Product Code
Product Description   as described on Order
Item Order Value
Total Invoiced   sum of all previous values of Invoices for the line item

List of Invoices for an Order
Order Number
Order Date
Product Code
Product Description
Item Order Value
Invoice Date
Invoice Number
Invoice Amount
Total Invoice Value

Printed General Ledger Docket

d)   Processing

The user selects [Order Invoice] from [File], [Orders] under the main menu. The list of past orders is displayed from the order history file. If the user selects an Order, a list of Invoices for that Order are displayed. The user may then select to either <ADD> a new invoice, or <MODIFY>, <DELETE> or <VIEW> existing Invoice Details for an Order. Once <ADD> or <MODIFY> an Invoice is selected, the User may input the dollar value of the item on the Invoice against the line item. Invoice values for all or one Line Item on the Order can be input. An Invoice may only relate to one order but an Order may have more than one Invoice. If a Receipt has not been created for the Order the System will generate a default Receipt. The user will then be prompted to input the Receipt date and may modify the Value fields on the Receipt.

Once the Invoice is marked as 'approved' a General Ledger Coding Docket will be printed and the print date recorded as a field on the invoice details. This is attached to the Supplier's Invoice before sending to Accounts Payable. The General Ledger Coding Docket includes the Invoice details and General Ledger Coding details for each Item on the Order.

<OK>   exits the function saving the Invoice details and returns to the calling screen.

<CANCEL>   exits the Invoice function and returns to the calling screen.

<PRINT>   prints the General Ledger Docket for the Invoice, if the invoice is approved.

3.13.2   External Interfaces

None

3.13.3   Specific Performance Requirements

None.

3.13.4   Design Constraints

None.

3.14   Report Order Variations

3.14.1   Specification

a)   Description

This Report is produced monthly and reports variations of receipted items against the Order and Invoices for those items. The report includes all Orders processed within the current month or quarter.

b)   Inputs

Period   Month or Quarter

c)   Outputs

Order Variations Report
Division Name
Report Date
Order Number
Order Date
Product Code
Description
Item Value
Total Receipt Value   Sum of all receipts for the line item
Total Invoice Value   Sum of all previous values of Invoices for the line item
Warnings   Identifies orders which have not been receipted
Variation Amount   Highlights a potential credit to be paid to the supplier

d)   Processing

The user selects [Variations Report] from [Report] under the main menu. The user is prompted for the period for which the report is to be run. The report will only include those line items which:

- have receipts greater than the approved Invoice value for that line item
- have no receipts recorded against them

3.14.2   External Interfaces

None.

3.14.3   Specific Performance Requirements

None.

3.14.4   Design Constraints

None.

3.15   Report Order Summary

3.15.1   Specification

a)   Description

This function allows the User to select to report a summary of all orders produced between a date range input by the user. Vendor Name and Product Code can also be used as selection filters for the Order Summary List.

b)   Inputs

Vendor Name
Product Code
Date Range   Start Date, End Date

c)   Outputs

Order Summary Report
Division Name
Report Date   Start Date, End Date
Order Number
Order Date
Product Code
Description   Product Description
 Brand Name
Unit of Measure   Units for delivery of the product
Price   Product Item Price for the Unit of Measure
Item Value   Price of Item for quantity break by quantity
Order Item Value   Total value of all Items ordered
Sales Tax   Total Sales Tax calculated for all order items
Order Total   Total value of the order
Total Receipt Value   Sum of all receipts for the Order
Total Invoice Value   Sum of all values of Invoices for the Order
Total Order Value for Product   Total Order Value for selected product for the date range
Total Order Value for Vendor   Total value of Orders for selected Vendor for date range
Total Order Value for Date Range   Total Order Value for the date range

d)   Processing

The user selects [Order Summary Report] from [Reports] under the main menu. The user is prompted for the date range, vendor and products for which Orders will be reported. The default is to print all orders for the previous 3 months.

3.15.2   External Interfaces

None.

3.15.3   Specific Performance Requirements

None.

3.15.4   Design Constraints

None.

4   SYSTEM FEATURES

4.1   Install System

Compusoft PCs will supply an ASCII file of the following data:

- Division data, includes the name and address details and security details of all the Divisions.
- Product data, includes details of all current products for a particular Division.
- Help File

These initial load files will be on the install CD-ROM.

4.2   Restart System

If the system fails during data entry there is no data recovery available for partially entered data.

If data is corrupted as the result of system failure Compusoft PCs Computers will provide support to restore the data integrity.

4.3   Security System

Security for the system is minimal and is provided by the logon screen requiring the user id and password. It is considered that this level of security is adequate for this type of application.

Password can only be changed by Compusoft PCs after receiving a written authorised request from the division.

4.4   Backup and Recovery of System

Files are automatically backed up each time the user enters the logon screen. Typically this will be once at the beginning of each day.

The user can restore files by selecting [Restore] under [Utility] on the main menu. If the program files are corrupted then the user will need to notify Compusoft PCs to obtain the latest version of the installation diskettes.

4.5   Configuration Control

All Division and Product files created by the head office will be identified by date and release number. Before and update takes place this will be checked against system control files. If the date and release number of the data files are earlier than the retail outlet's system files then a warning message is issued and the user must confirm to proceed or cancel the update.

APPENDIX 5

Screen Designs
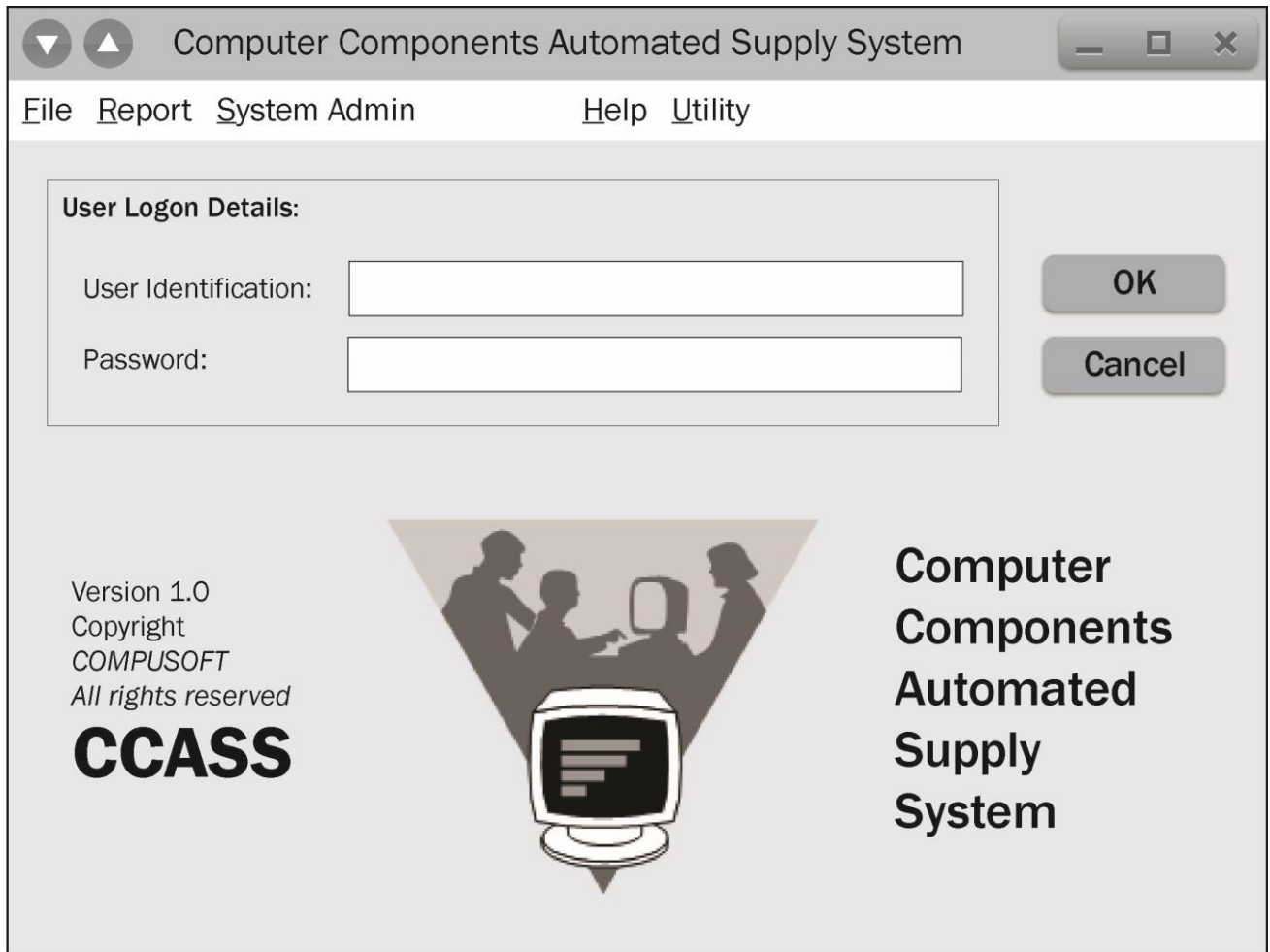
Computer Components Automated Supply System

▽ △   — ☐ ✕

File   Report   System Admin   Help   Utility

Order Header Details

Order/Reservation Details:

Order   ◯   Reservation   ◼   Urgent   ◯

Number: [_____]   Sales Tax Exemption: [X] # [____]   Routine   ◼

Description: [_____]   Order Date: [_____]

Contact Name: [_____]   Date Required: [_____]

Vendor: [_____]

                                                                          [OK]

Send Invoice To:

[_____]

                                                                          [Items]

Deliver Goods to:

[_____]

                                                                          [Print]

Additional Instructions:
                                                                          [Save]

[_____]

                                                                          [Cancel]

Computer Components Automated Supply System

File   Report   System Admin   Help   Utility

Order Item Details

Order/Reservation Details:

Order	■	Reservation	○

Number: 10711943   Order Date: / /

Description: Update RRS Computers

Order Item

Value:	$ 1,387.00
Sales Tax:	$ 138.70
Order Total:	$ 1,525.70

Product Items:

Product #	Description	Brand Name	Size	Unit Measure	Qty	Price
DD1235	Hard Disk Drive	Osborne	240 GB	one drive	2	$ 589.00
DD1205	Hard Disk Drive	Osborne	120 GB	one drive	1	$ 209.00
DD1235	Hard Disk Drive	Connor	240 GB	one drive	1	$ 500.00
DD1200	Hard Disk Drive	Seagate	40 GB	one drive	1	$ 89.00

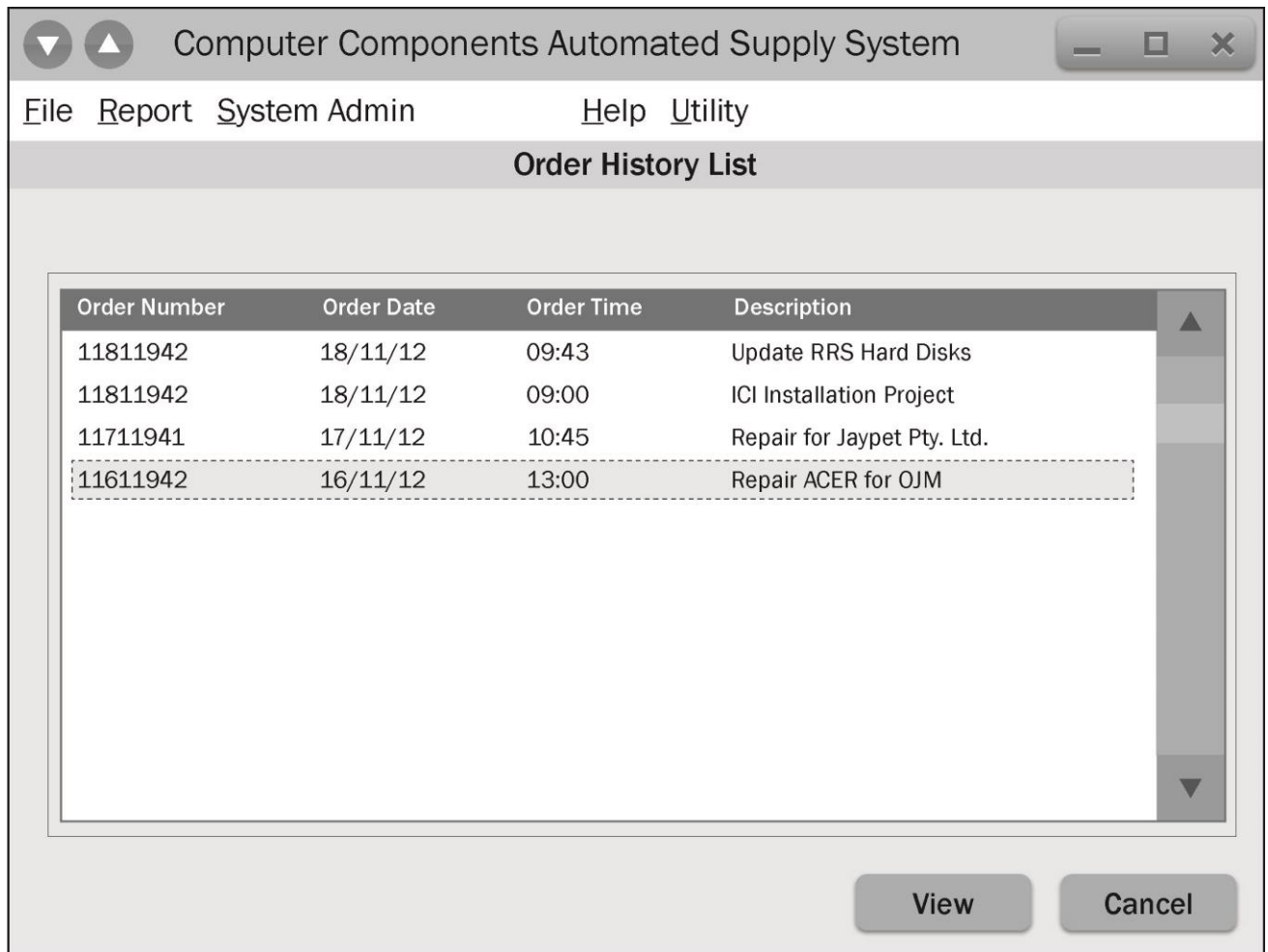| Add	Modify	Delete	Comments	GL Codes	OK

Computer Components Automated Supply System

File   Report   System Admin   Help   Utility

Order Item GL Codes Code

Branch	Function	Main Acc	Cost Element	Market Status	Sub. Code
124	123	7443	69	9000	K(62rev)
124	123	7443	69	9000	K(62rev)
124	123	7443	70	9000	N30knc
125	124	7443	69	9000	K8888)
126	444	7777	99	8888	K(44rev)

Modify   OK   Cancel

Computer Components Automated Supply System

File   Report   System Admin   Help   Utility

Order History List

Order Number	Order Date	Order Time	Description
11811942	18/11/12	09:43	Update RRS Hard Disks
11811942	18/11/12	09:00	ICI Installation Project
11711941	17/11/12	10:45	Repair for Jaypet Pty. Ltd.
11611942	16/11/12	13:00	Repair ACER for OJM

View   Cancel

Computer Components Automated Supply System

File   Report System Admin   Help Utility

Product List Selection Screen

Selection Filter

Product Code:	DD12??	Unit of measure:
Description:	Hard Disk Drive	Size
Vendor Name:	Karma	

OK

Cancel

Computer Components Automated Supply System

File   Report   System Admin   Help   Utility

Product List

Last Product Update: 15 / 11 / 12

Product #	Description	Brand Name	Size	U/M	Vendor	Tax	Price
DD1235	Hard Disk Drive	Osborne	240 GB	one	Karma	10%	$ 589.00
DD1205	Hard Disk Drive	Osborne	120 GB	one	Karma	10%	$ 209.00
DD1235	Hard Disk Drive	Connor	240 GB	one	Karma	10%	$ 500.00
DD1200	Hard Disk Drive	Seagate	40 GB	one	Karma	10%	$ 89.00

OK   Close   Print

Computer Components Automated Supply System

File   Report   System Admin   Help   Utility

Receipt Details

Order Details:

Number:	10711943	Order Date:	/ /

Description: | Update RRS Computers

Receipt Number: | 10711943

Receipt Date: | 28 / 11 / 12

Receipt Details:

Product #	Description	Item Value	This Receipt Value	Total Receipted
DD1235	Hard Disk Drive	$ 1,078.00	$ 589.00	$ 1,078.00
DD1205	Hard Disk Drive	$ 209.00	$ 209.00	$ 209.00
DD1235	Hard Disk Drive	$ 500.00	$ 500.00	$ 500.00
DD1200	Hard Disk Drive	$ 89.00	$ 00.00	$ 00.00

Print   OK   Cancel

Computer Components Automated Supply System

File   Report   System Admin   Help   Utility

Invoice Details

Order Details:

Invoice Approved ◼   NOT Approved ◯

Number: [10711943]   Order Date: [/ /]

Description: [Update RRS Computers]

Invoice Number: [994PMJ012]

Invoice Date: [28 / 11 / 12]

Invoice Details:

Product #	Description	Item Value	This Invoice Value	Total Invoiced	
DD1235	Hard Disk Drive	$ 1,078.00	$ 1,078.00	$ 1,078.00	▲
DD1205	Hard Disk Drive	$ 209.00	$ 209.00	$ 209.00	
DD1235	Hard Disk Drive	$ 500.00	$ 500.00	$ 500.00	
DD1200	Hard Disk Drive	$ 89.00	$ 89.00	$ 00.00	
					▼

[Print]   [OK]   [Cancel]

APPENDIX 6

Data Model
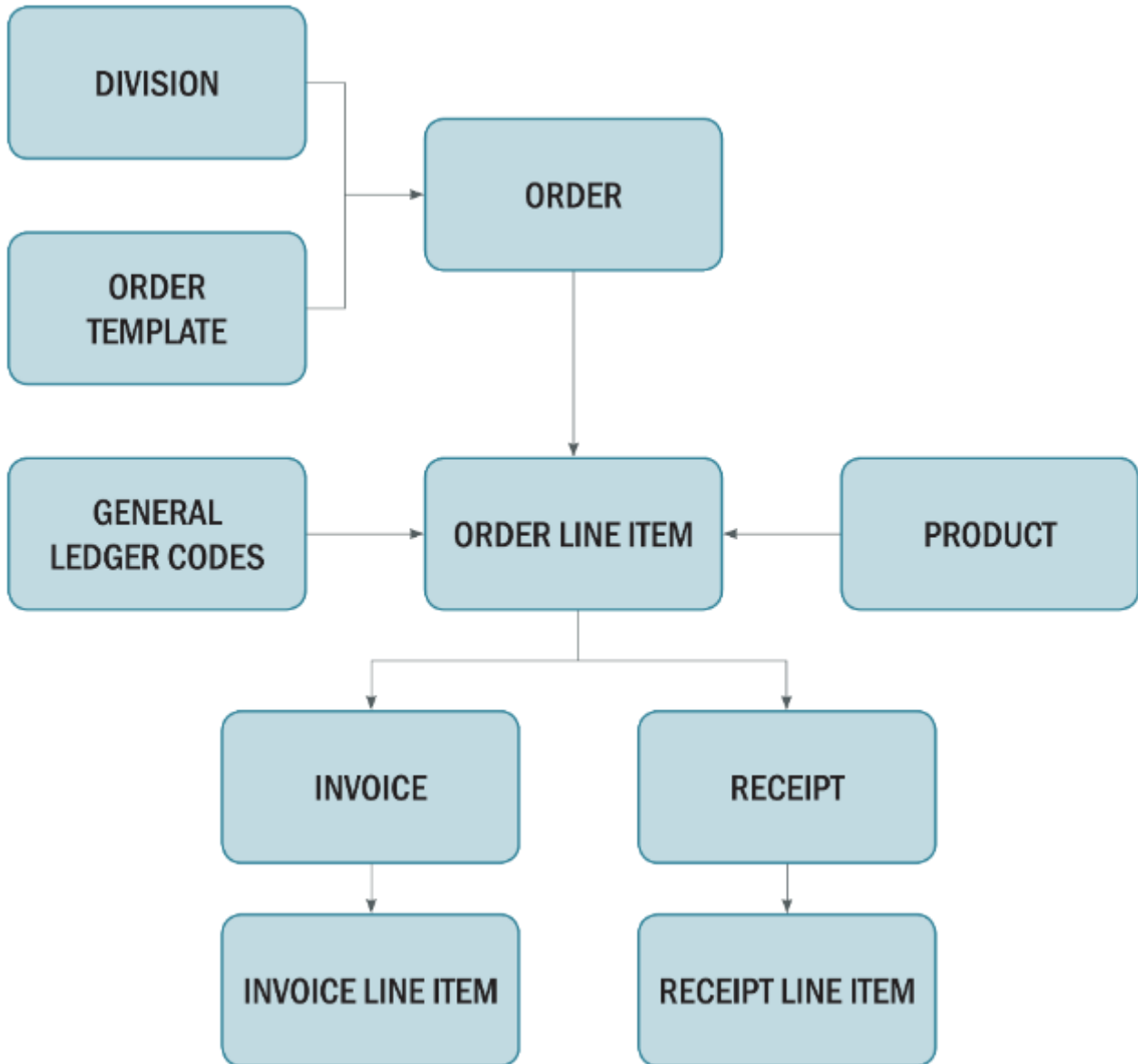
CCASS Entity – Attribute List

ORDER
Order/Reservation Number
Order Type
Order Description
Order Date
Order Time
Date Required
Contact Name
Priority Flag
Sales Tax Exemption Flag
Sales Tax Exemption Number
Vendor Name
Delivery Address
Division Invoice Address
Additional Instructions

PRODUCT
Update Date
Product Code
Product Description
Brand Name
Unit Of Measure
Price
Item Size
Vendor Name
Sales Tax Rate
Quantity Level Cutoffs

ORDER TEMPLATE
Delivery Address
Division Invoice Address
Sales Tax Exemption Number
Delivery Instructions

RECEIPT
Receipt Number
Receipt Date
Order Number

RECEIPT LINE ITEM
Product Code
This Receipt Value

ORDER ITEM DETAILS
Product Code
Product Description
Brand Name
Unit Of Measure
Price
Item Size
Quantity
Comments
Item Order Unit Value
Order Item Total Value
Sales Tax
Branch
Function
Main Account
Subsidiary Code
Market Status
Cost Element

GENERAL LEDGER CODES
Branch
Function
Main Account
Subsidiary Code
Market Status
Cost Element

DIVISION
Division Name
Division Phone Number
Division Fax Number
Division Address
User Id
New Password

INVOICE
Invoice Number
Invoice Date
Order Number
G/L Docket Print Date
Approval Status

INVOICE LINE ITEM
Product Code
Item Invoice Value