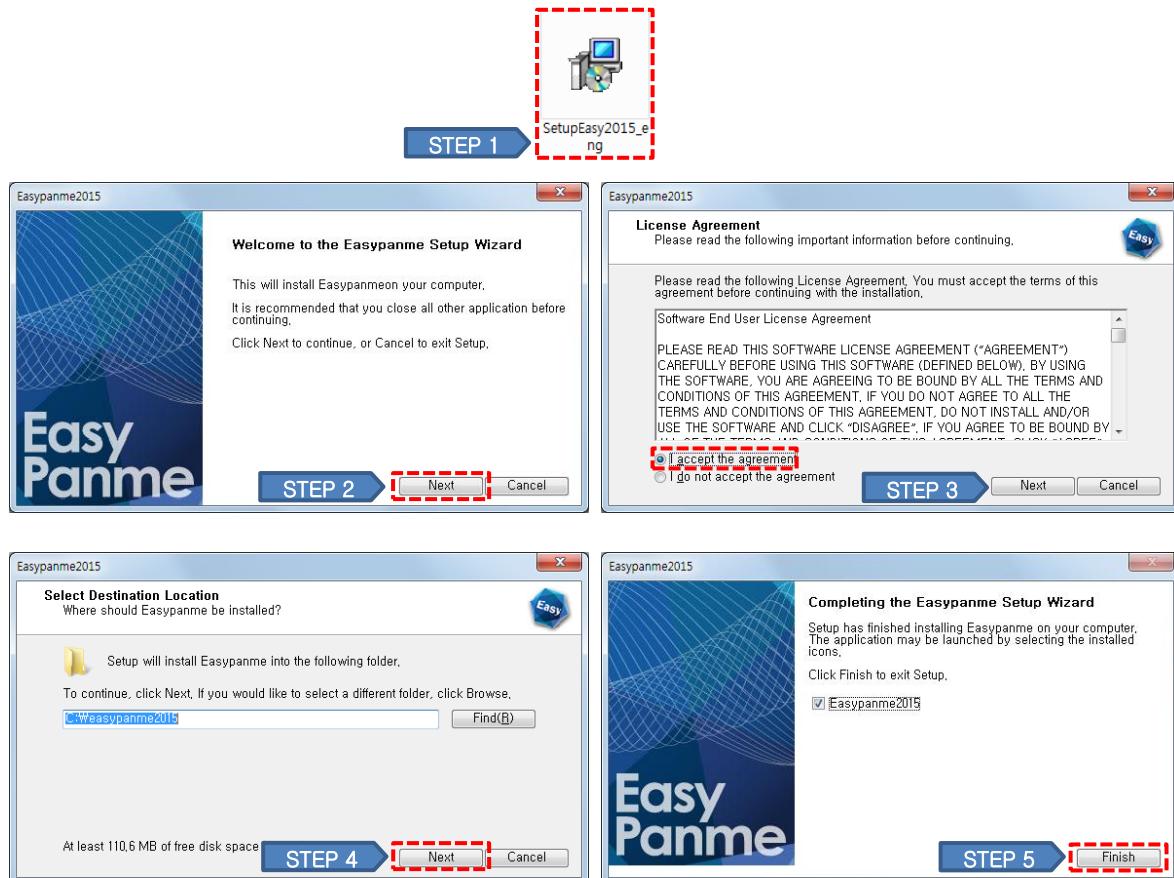


Easypanme Users Guide

Installation Manual & Usage Tutorial

1. Install the Easypanme

This chapter contains basic install instructions to get Easypanme.



STEP 1> Run Setup file to install the Easypanme.

STEP 2> Click [NEXT] button.

STEP 3> Click [NEXT] if you accept the agreement.

STEP 4> Click [NEXT] button. If you would like to install program in another location, click [Find] button and select a right folder.

STEP 5> Click [Finish].

STEP 6> Enter the CD-key and Registry-key received as you purchased. (If you want to try the program, click the [Trial]. It is available for free in 100 cases of slips.)

STEP 7> Enter the company information and click [Save].



Company Information registration

Company Setting

Company Basic Information

Company Name:	Int Inc.
Reg Number:	123-456-789
Representative:	Nhuong
Business category:	Sales
Item:	furniture

Contact

Tel:	012-345-6788
Fax:	012-345-6789
E-MAIL:	aaa@aaa.com
Address:	[redacted]

E-Tax invoice Information

Web ID:	[redacted]
---------	------------

* Enter your login ID you use in the home page.
To use the electronic tax invoices issued and text message transfer feature, Please enter your ID.

STEP 7

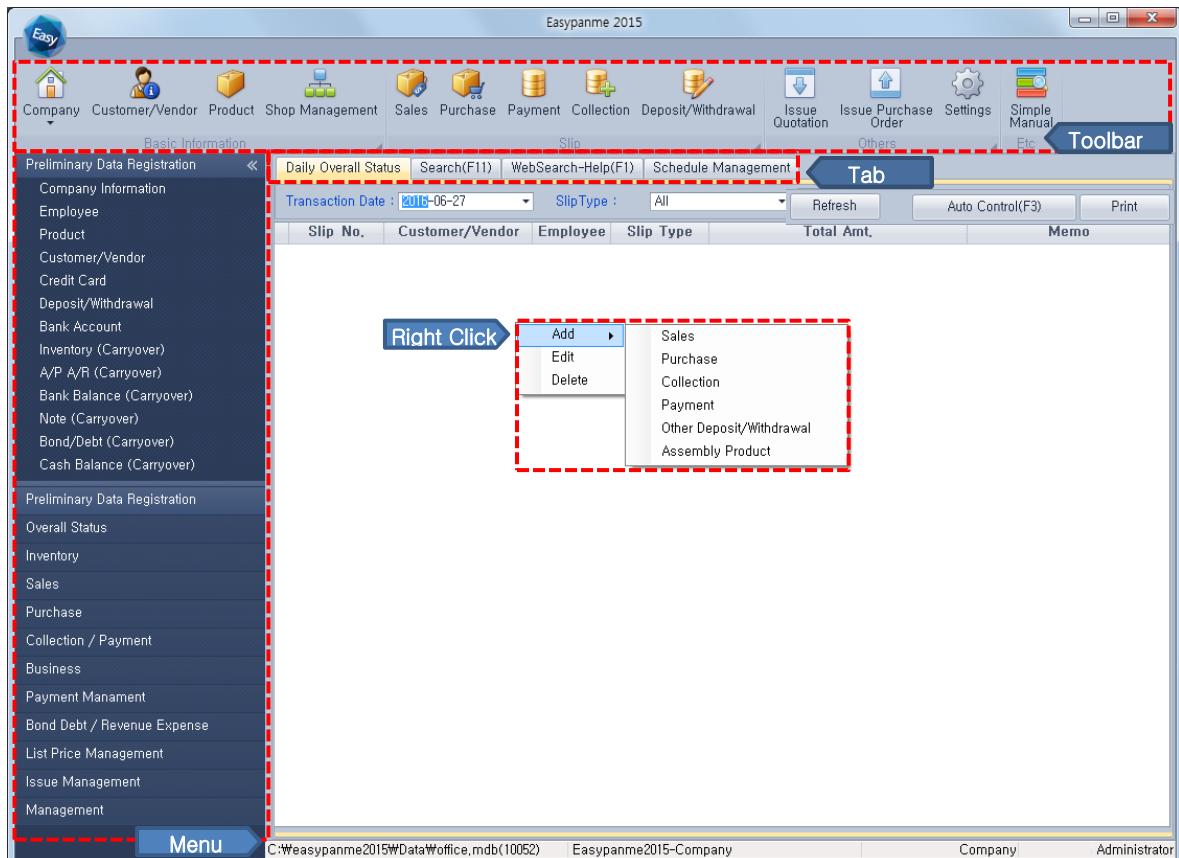
Save (highlighted with a red dashed box)

Cancel

You can modify the company information in the menu of "Preliminary Data Registration >Company Information".

2. Screen Navigation

The first step to understand Easypanme is to have a basic knowledge of its various screens. The following sections describe how to navigate through the screens available in Easypanme and how to use the functionalities of the toolbar.



Toolbar - Toolbar is the topline of the dialog window in the system. It's the most useful function of icons.

Menu - Clicking on the menu, submenu is shown below.

Tab - Daily Overall Status tab, Full Search tab, Help tab, Schedule Management tab.

Right Click - If you right-click the background, you can add the slip immediately.
Right-click the slip list, you can modify or delete the slip information.

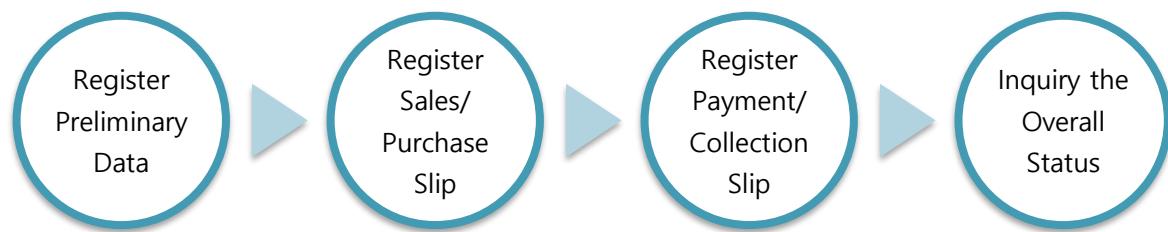
Shortcuts - F5 : Sales slip, F6 : Purchase slip, F7 : Payment slip, F8 : Collection slip
F9 : Deposit/Withdrawal slip

3. Summary

<How to issue the invoice>



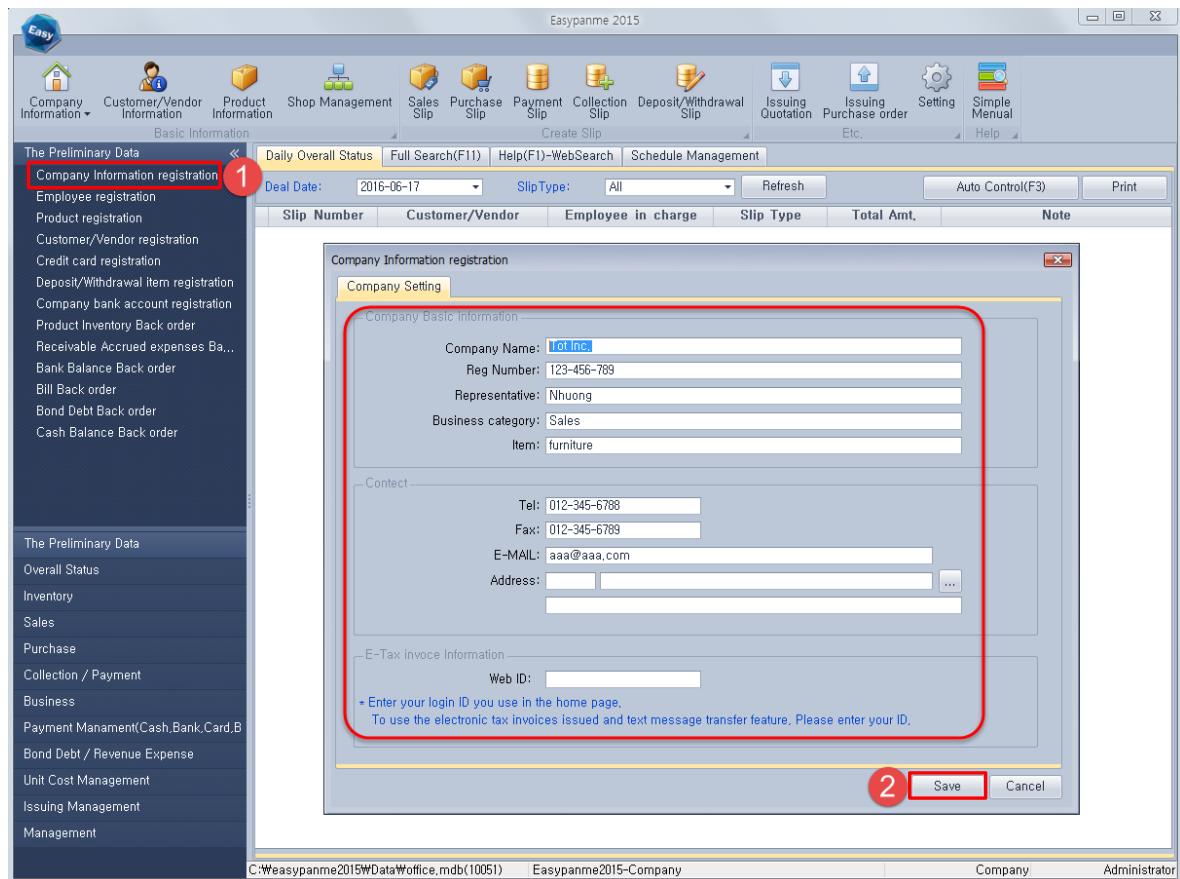
<How to lookup the report>



4. Register the preliminary data

It is the most important work to enter basic information in the use of Easypanme.

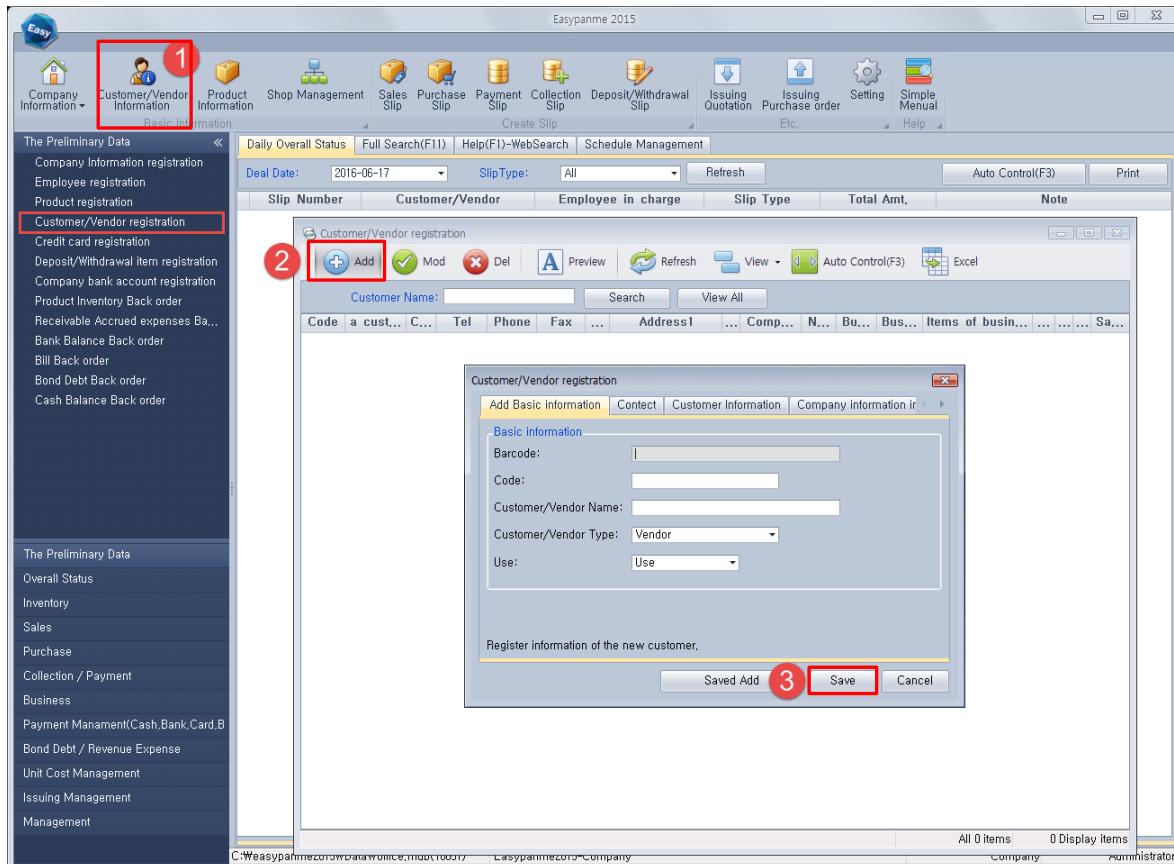
4.1 Register the company information



STEP 1> Click the Company Information registration menu.

STEP 2> Fill in all the necessary details such as company basic information, contact, web ID and click [Save] button.

4.2 Register the customer/vendor information



STEP 1> Click the customer/vendor information icon.

STEP 2> Click [Add] button.

STEP 3> Fill in all the necessary details in each tab and click [Save] button. If you want to continue to add customer registration, click [Saved Add] button.

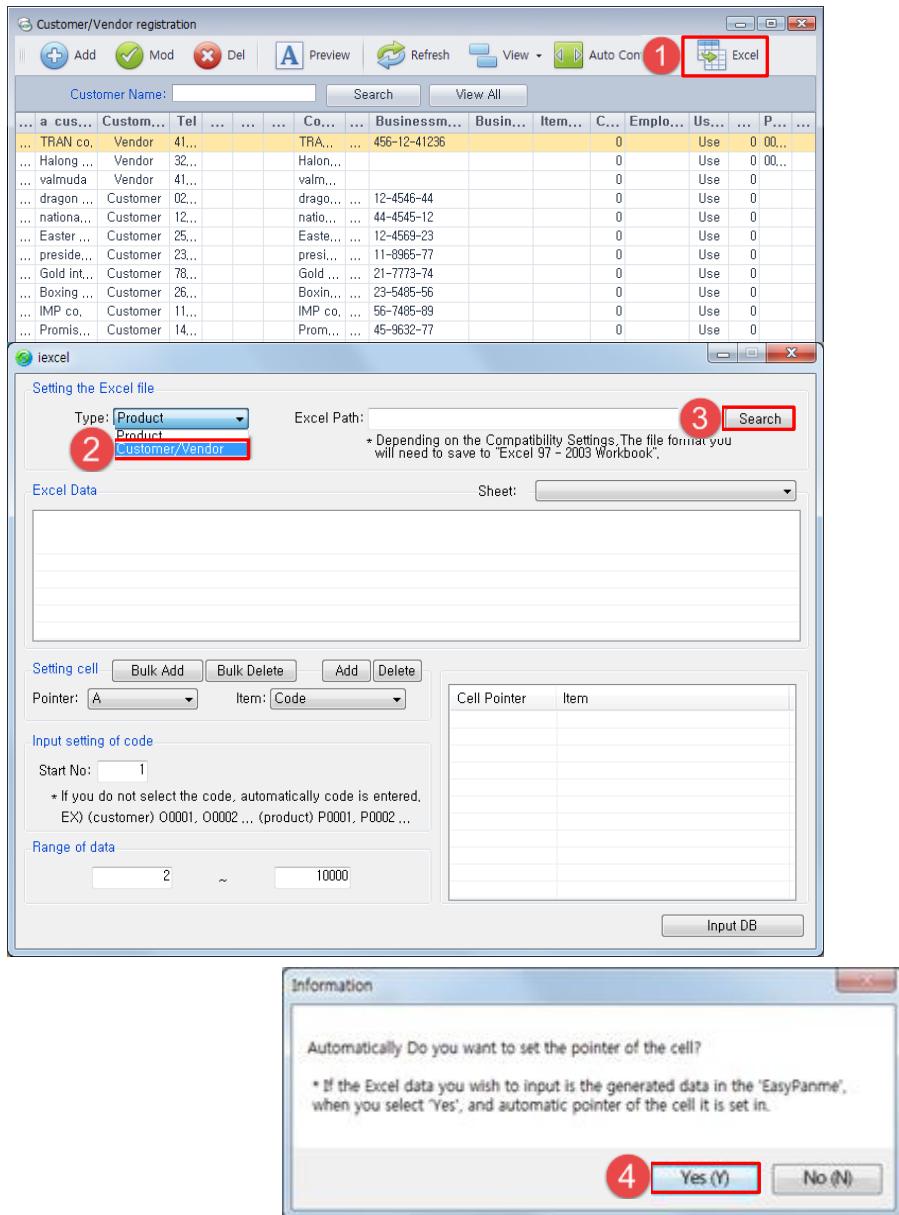
Tips

This screenshot shows the 'Basic Information' tab of the 'Customer/Vendor registration' dialog. It includes fields for Barcode, Code (containing 'CD01' with a note '(Available code)'), Customer/Vendor Name, Customer/Vendor Type (set to 'Vendor'), and Use (set to 'Use').

1. When you enter the code, it appears below whether the code is available. And if you input the same first character of the code, it shows the following code.
2. When you press [Enter] key as filling in details, the cursor moves to the next blank.
3. Press [Esc] key to close the activated window without saving data.

<Customer/Vendor data in Excel format Input>

It describes how to enter customer data in Excel format in Easypamne.



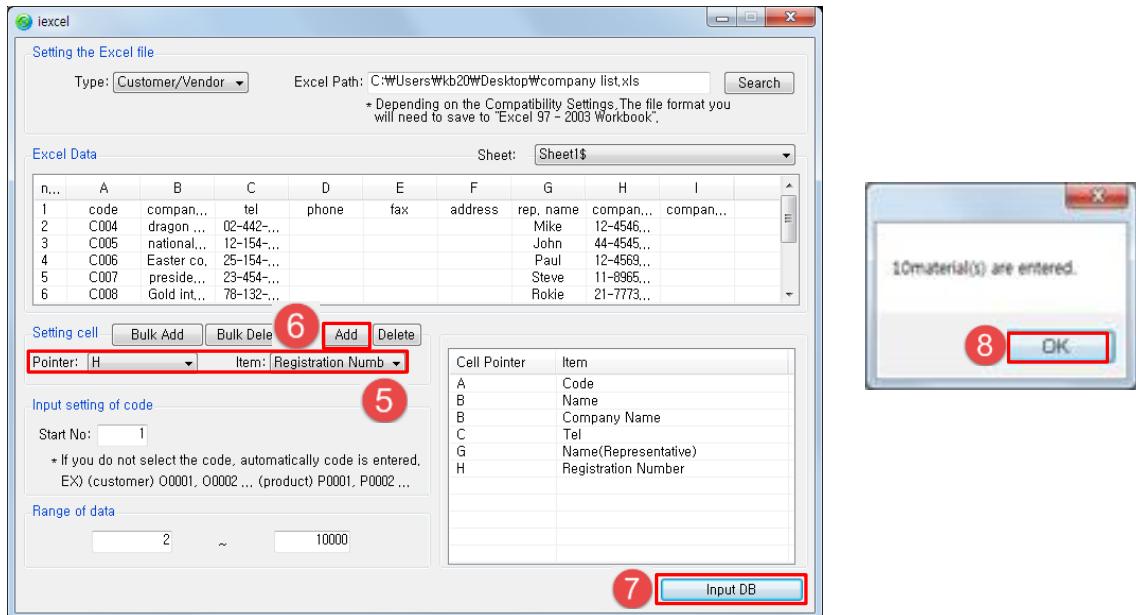
STEP 1> Click [Excel] button. Alternatively execute the "iexcel.exe" file in C:\Weasypamne2015.

STEP 2> Select the data type Customer/Vender.

STEP 3> Click [Search] button and choose the excel file to input. In this case the excel file format is to be "Excel 97-2003 Workbook".

STEP 4> If the excel data format is "Easypamne data format", click [Yes], the others [No].

STEP 5> Select the pointer(column name) and matching item.

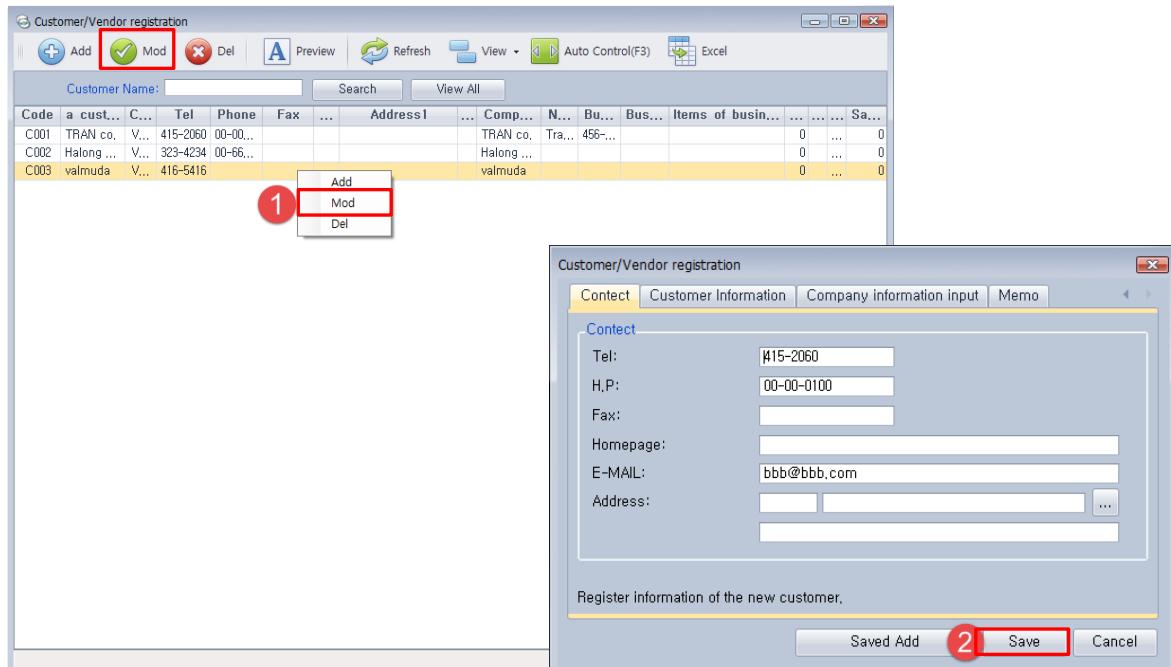


STEP 6> Click [Add] button and then added items are listed in right frame.

STEP 7> Click [Input DB].

STEP 8> Click [OK].

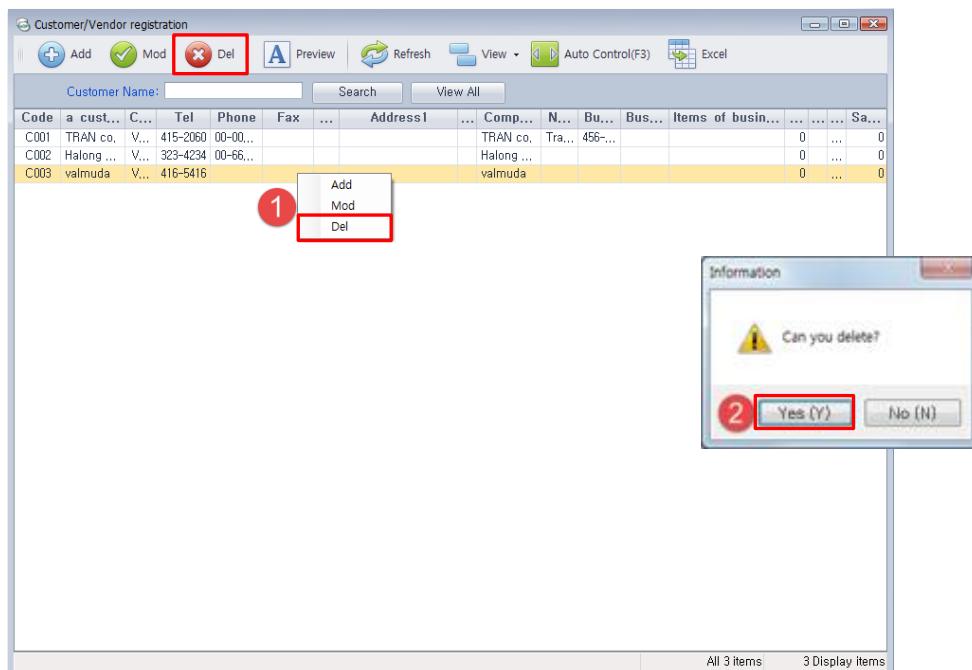
<Modify the customer information>



STEP 1> Right-click the selected list, and click [Mod]. Alternatively double-click the list or click [Mod] button in toolbar.

STEP 2> Modify the customer information and click [Save] button.

<Delete the customer information>



STEP 1> Right-click the selected list, and click [Del]. Alternatively click [Del] button in toolbar.

STEP 2> After checking the message, Click [Del] button.

<Icon explanation>



1. [Add] : Customer/vender information registration.
 2. [Mod] : Amending customer/vender information.
 3. [Del] : Deleting customer/vender information.
 4. [Preview] : Users can print the customer/vender list.

The screenshot shows a software application window with a toolbar at the top and bottom. The main area displays a list of customer records with columns for Name, Address, City, State, Zip, and Phone. The toolbar at the bottom has several icons: a printer (1), a file icon, a question mark, a save icon, a magnifying glass, a zoom dropdown (98%), a search icon, a back button, a forward button, a refresh button, a file format dropdown, and five red-numbered buttons (2, 3, 4, 5) corresponding to the numbered steps below.

Name	Address	City	State	Zip	Phone
CG TRAVEL Vendor 41	Traveller 12	Trav	Tr	456-12-412	0
CG Halim Vendor 15	Halim			0	Us 0
CG Alamat Vendor 41	alamat			0	Us 0
CG Dragon Customer 02	draga Mi	12-4546-44		0	Us 0
CG Alatna Customer 12	nata Jo	44-4545-12		0	Us 0
CG Easter Customer 25	Easte Pa	12-4569-23		0	Us 0
CG Preside Customer 23	presi St	11-8865-77		0	Us 0
CG Gold in Customer 78	Gold Rio	21-7773-74		0	Us 0
CG Boxing Customer 28	Boxin Th	23-5555-58		0	Us 0
CG United Customer 11	United MP	11-4567-68		0	Us 0
CG Promil Customer 14	Promil Yo	45-9632-77		0	Us 0
CG Global Customer 45	Global H	47-233-08		0	Us 0
CG Asia coCustomer 72	Asia Ak	26-5552-11		0	Us 0

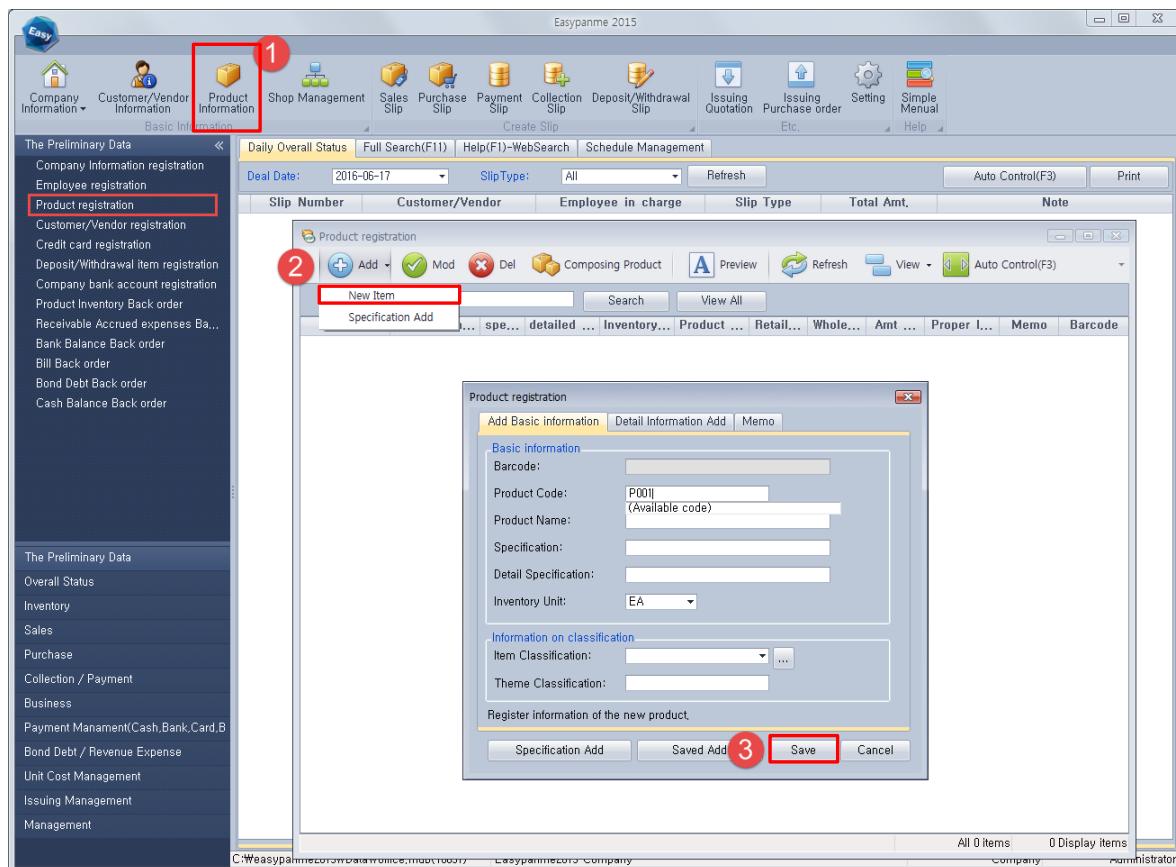
① Print as a preview
② Save the list in PDF file format
③ Save the list in Excel file format
④ Save the list in image file format
⑤ Exit the preview

5. [Refresh] : Reload customer/vender list.
 6. [View] : Uncheck in display contents if you want to remove unnecessary columns

Customer/Vendor registration											
Add		Mod		Del		Preview		Refresh		View	
										Auto Control(F3)	
Customer Name:		Search		Display Content		Code		a customer's name		Customer/Vendor state	
...	a cust...	Customer...	Tel	P...	P...	A...	A...	Com...	...	Businessman...	Business...
...	TRAN co.	Vendor	41...	00...				TRAN ...	T...	456-12-41236	
...	Halong c...	Vendor	32...	00...				Halong ...			se 0
...	valmuda	Vendor	41...					valmuda			se 0
...	dragon co.	Customer	02...					dragon ...		12-4546-44	se 0
...	national ...	Customer	12...					nation... J...		44-4545-12	se 0
...	Easter co.	Customer	25...					Easter... P...		12-4569-23	se 0
...	presiden...	Customer	23...					presid... S...		11-8965-77	se 0
...	Gold inte...	Customer	78...					Gold i... R...		21-7773-74	se 0
...	Boxing co.	Customer	26...					Boxing... T...		23-5485-56	se 0
...	IMP co.	Customer	11...					IMP co. K...		56-7485-89	se 0
...	Promise ...	Customer	14...					Promis... Y...		45-9632-77	se 0
...	Global c...	Customer	45...					Global... H...		47-2333-00	se 0
...	Asia co.	Customer	72...					Asia co. A...		26-5562-11	se 0

7. [Auto Control(F3)] : Adjust the width of the column automatically.
These settings will be maintained till users change it.
8. [Excel] : Input customer/vender data in Excel format to Easypanme.
9. [Search] : Find a specific customer name.
10. [View All] : Represent all customer/vender list.

4.3 Register the product information



STEP 1> Click Product information icon.

STEP 2> Click [Add] button. If you click [New Item], it appears a blank registration window. When you add the same product which has a different specification, click [Specification Add].

STEP 3> Fill in all the necessary details in each tab and click [Save] button. If you continue to add product registration, click [Saved Add] button.

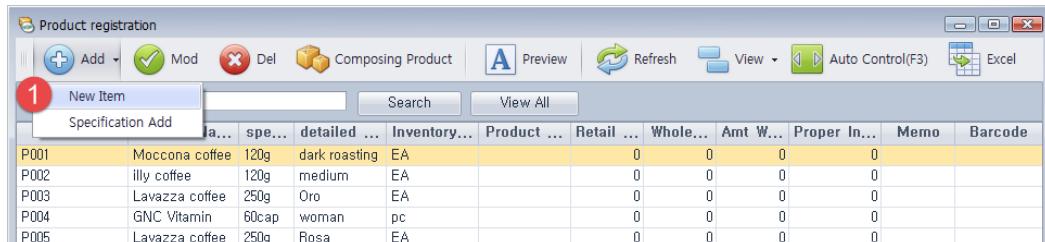
Tips

Inventory Unit: SET

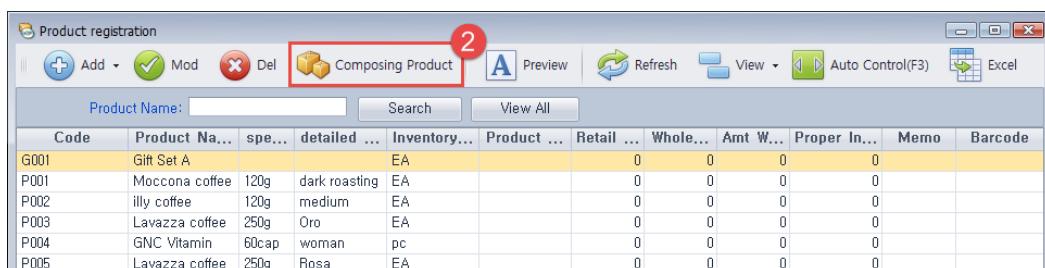
- When you register the product, inventory unit can be added by entering directly.

<Register Composing Product>

Composing product is goods made of a combination of two or more products, such as gift sets. Composing product should also be registered in the item information.



STEP 1> Create new item as a composing product.



STEP 2> Click [Composing Product] icon.

Assembling product Information

Product Name: Gift Set A

Specification:

Composing Item Information

Number	Product Name	Specification	Unit	Qty.

Save Cancel

Product Add

Product Input

Product Name:

Specification:

Qty:

Saved Add Save Cancel

Select Product

Search Option: Code Specification Product Name Barcode Detail Specification

Search: Search Full Search

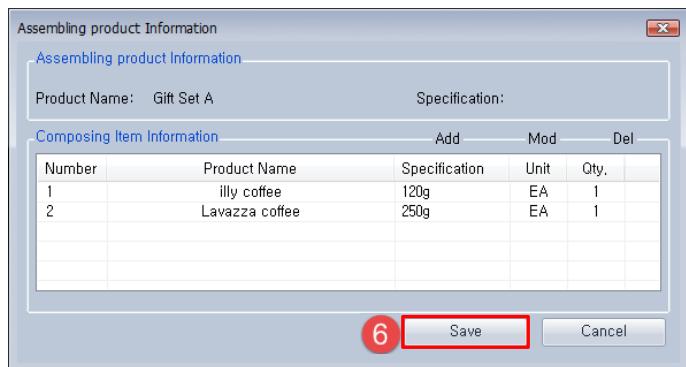
Barcode	Code	product name	Specification	Detail Specification
	G001	Gift Set A		
	P001	Moccona coffee	120g	dark roasting
	P002	illy coffee	120g	medium
	P003	Lavazza coffee	250g	Oro
	P004	GNC Vitamin	60cap	woman
	P005	Lavazza coffee	250g	Rosa

Relevant All 6 res OK

STEP 3> Click [Add] button.

STEP 4> Click [Select] button to assemble product.

STEP 5> Select products to combine and click [OK] button.

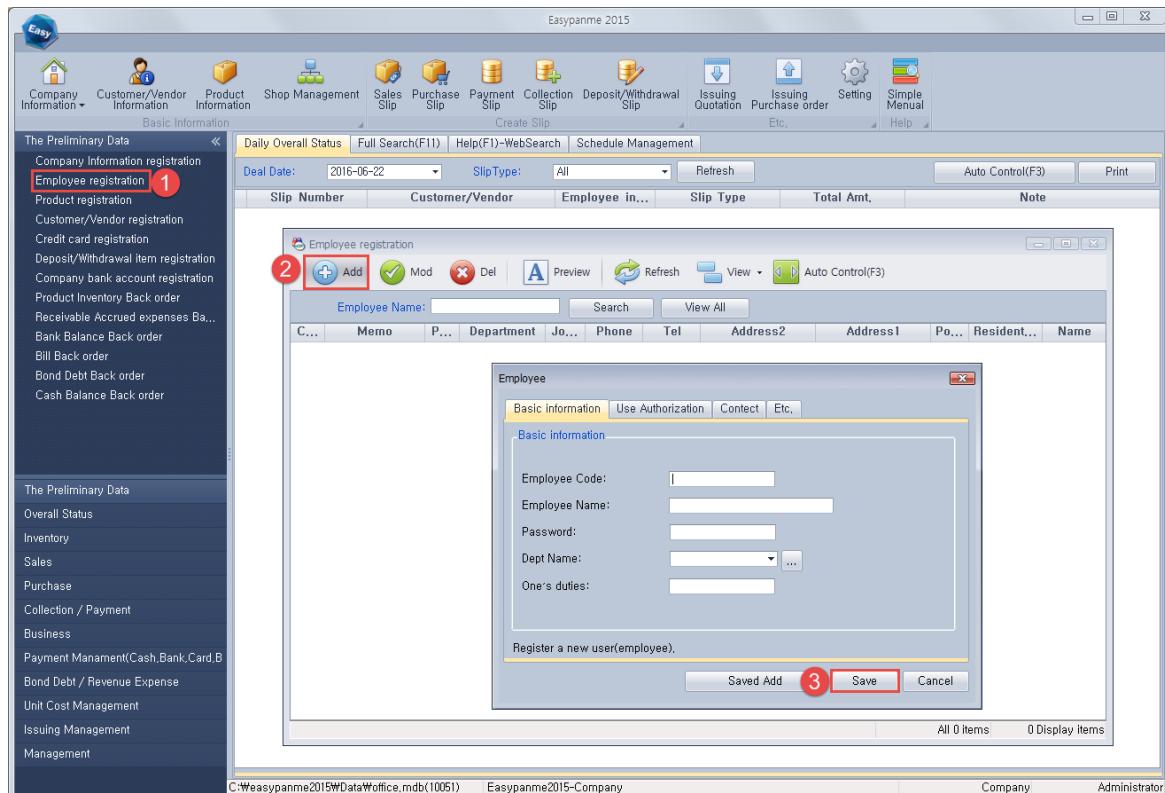


STEP 6> Click [Save] button. If you wish to change/ delete the components, click [Mod]/ [Del] button.

※ Composing product merely defines the configuration information for the set. Actual inventory is adjusted at the time to register the assembly slip.

4.4 Employee registration

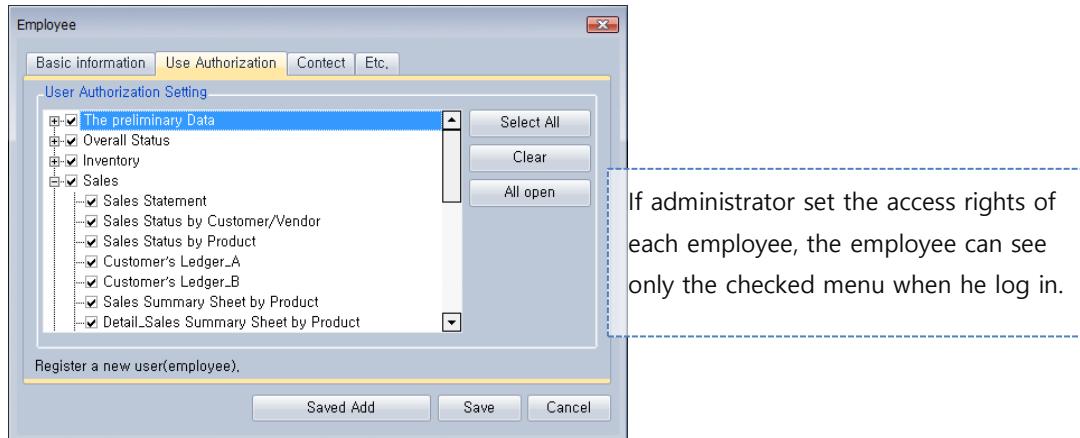
This chapter describes how to register the employee and set the employee's access authorization.



STEP 1> Click [Employee registration] menu.

STEP 2> Click [Add] button.

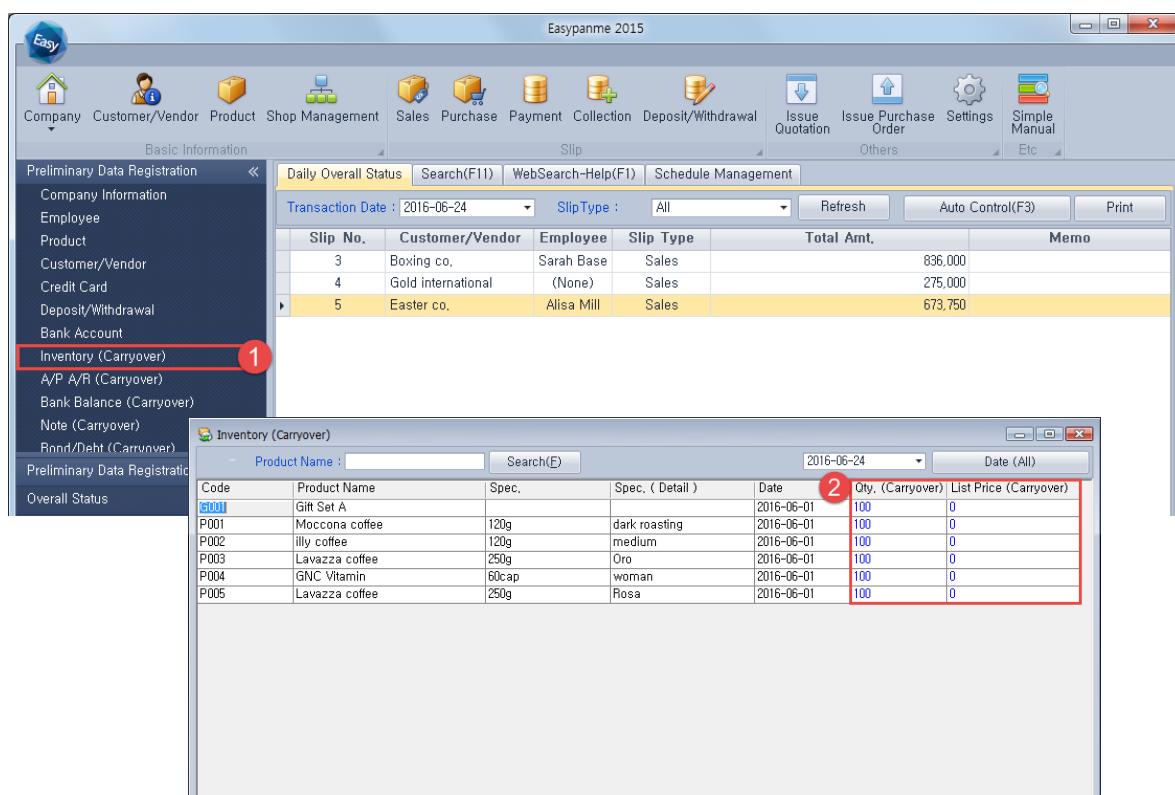
STEP 3> Fill in all the necessary details in each tab and click [Save] button. If you continue to add employee registration, click [Saved Add] button.



※ Create the credit cards registration, bank account registration, deposit/withdrawal terms registration in the same way.

4.5 Register Carryover Information

The carryover process needs to determine the initial product inventory and cost of the goods.



STEP 1> Click Inventory(Carryover) menu in Preliminary Data Registration.

STEP 2> Enter the initial stock quantity and list price of each item.

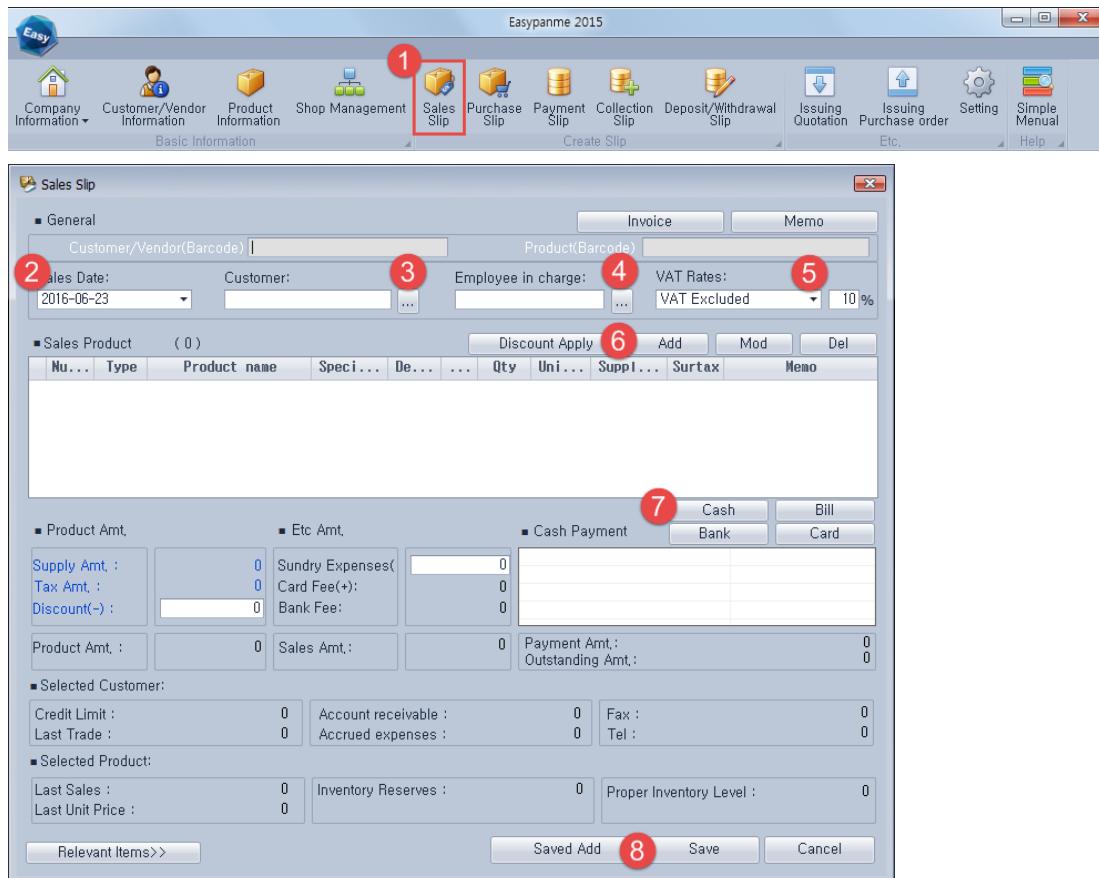
STEP 3> Press  and exit the window.

※ Create A/P, A/R carryover, bank balance carryover, note carryover, bond/debt carryover, cash balance carryover in the same way.

5. Register Slips

5.1 Register Sales Slip

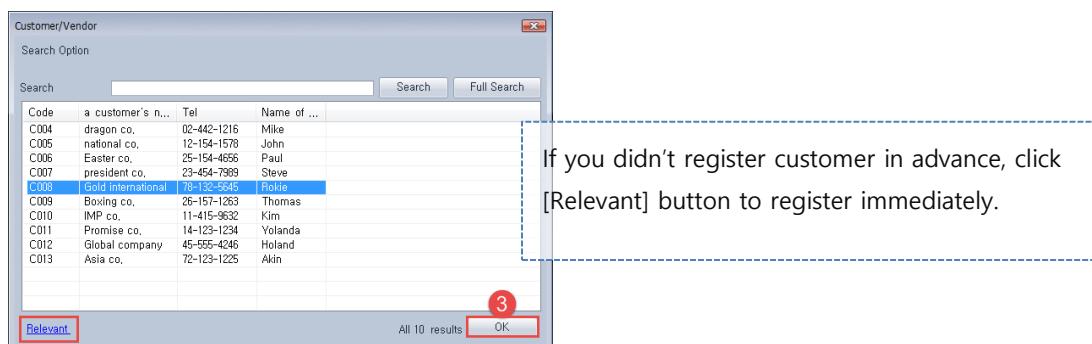
Slip is the most fundamental record which makes accounting data. Create the sales slip when you sold goods and services to customers.



STEP 1> Click [Sales Slip] icon. Alternatively press [F5].

STEP 2> Select the date when sales take place.

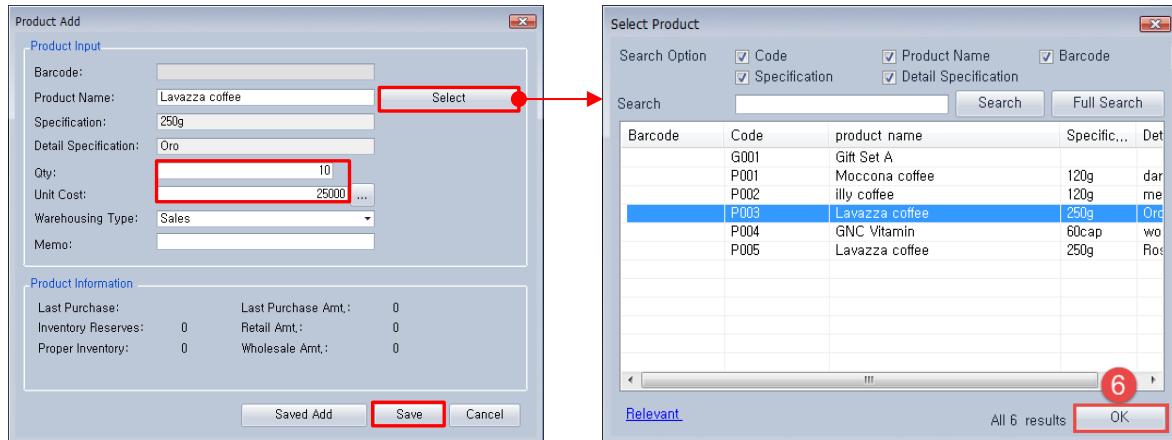
STEP 3> Click [...] and select the customer.



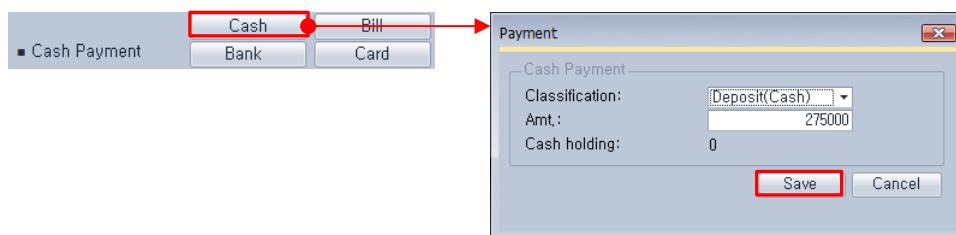
STEP 4> Click [...] and select the employee in charge.

STEP 5> Select VAT rate kinds.

STEP 6> Click [Add] button and select the sales product. After input the product quantity and unit cost, click [Save] button.



STEP 7> Select payment collection type and input the amount.



STEP 8> If there are discount amount or sundry expenses such as delivery fee, enter the amount and click [Save] button.

<Issue the Invoice>

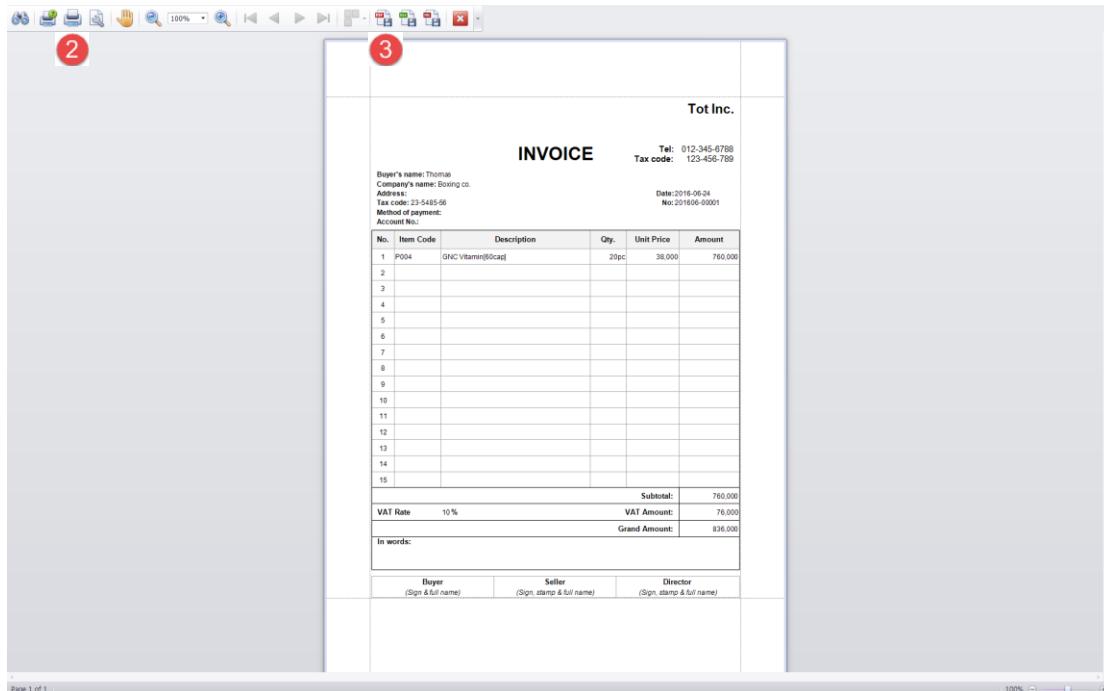
When you need to print the sales invoice, invoice can be made as sales slips information.



STEP 1> Click [Invoice] button in the sales slip window.

STEP 2> Click to print as a preview.

STEP 3> You can save the invoice in PDF file format, Excel file format and Image file format.



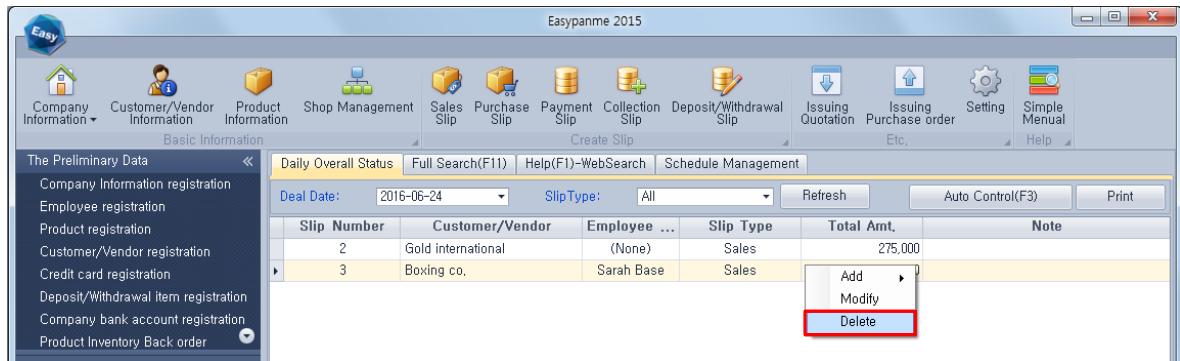
<Modify the sales slip>

Right click on the sales slip and click [Edit] menu. Sales slip window will pop-up and enter right information. Alternatively double click the sales slip list, sales slip window will activate.



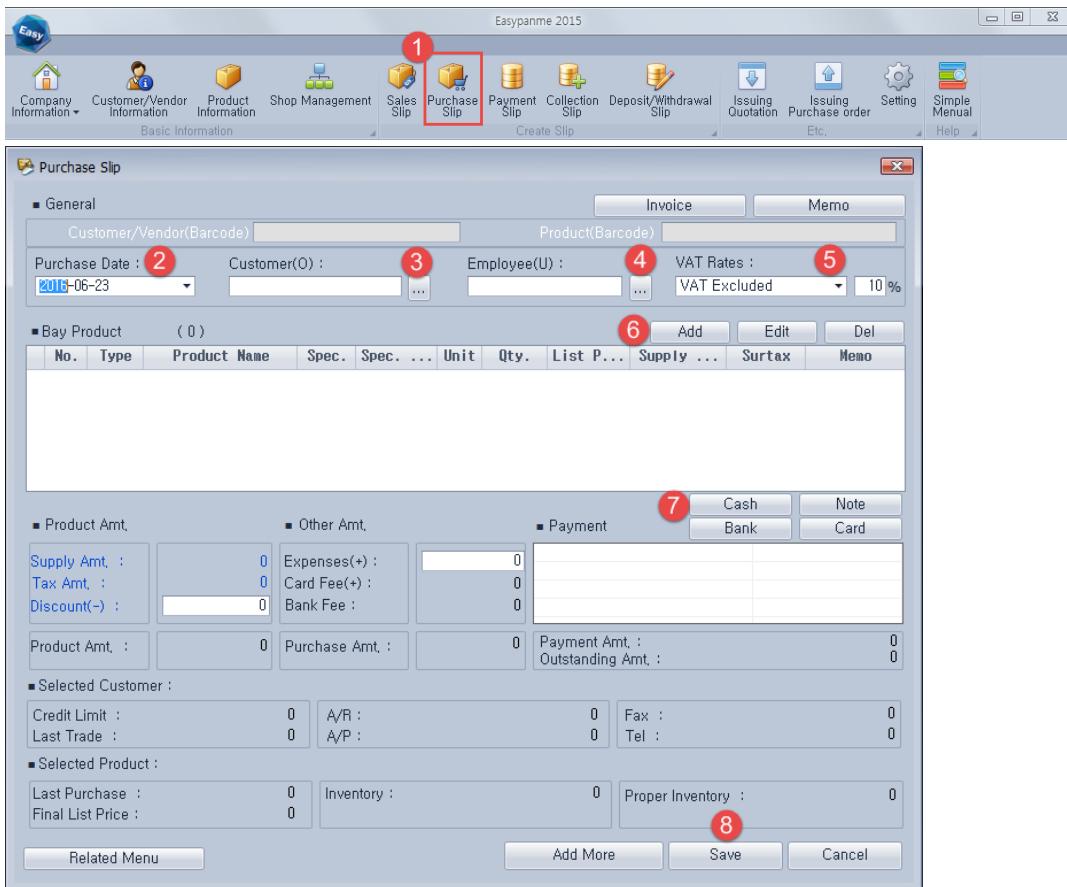
<Delete the sales slip>

Right click on the sales slip and click [Delete] menu. Be careful to delete all collection, payment information related to the slip.



5.2 Register Purchase Slip

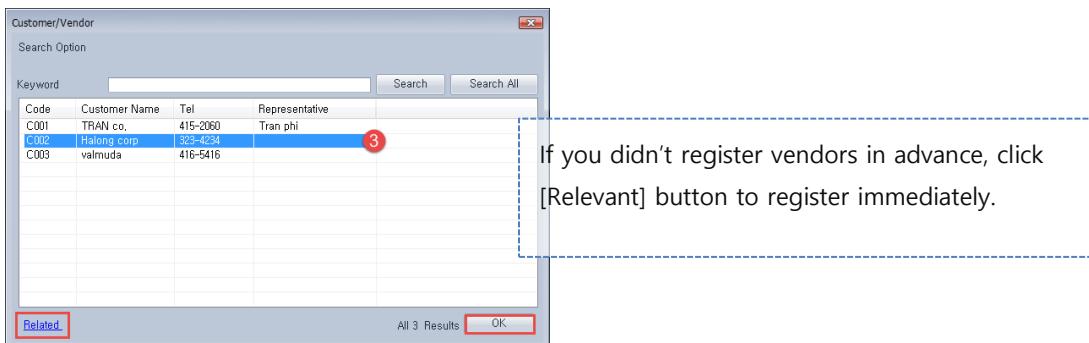
Create the purchase slip when you bought goods and services from vendors.



STEP 1> Click [Purchase Slip] icon. Alternatively press [F6].

STEP 2> Select the date when purchases take place.

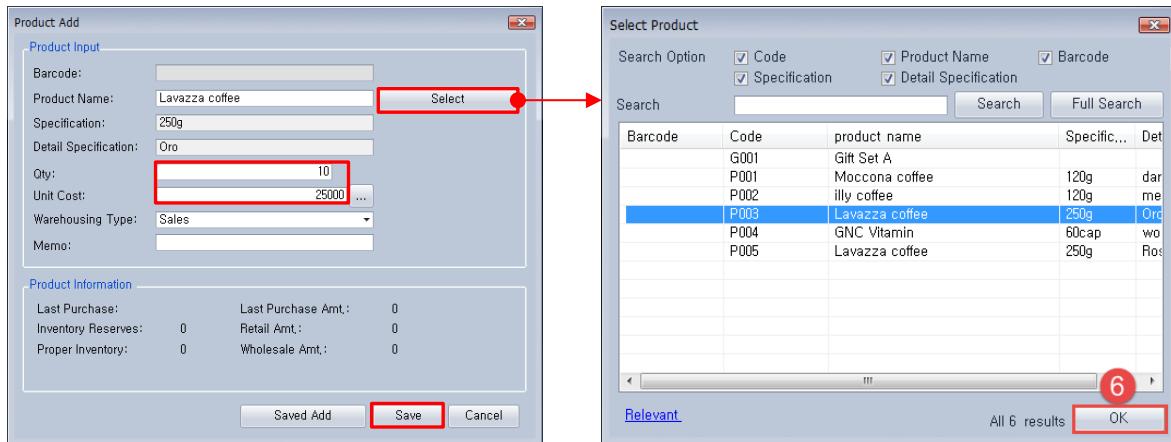
STEP 3> Click [...] and select the vendor.



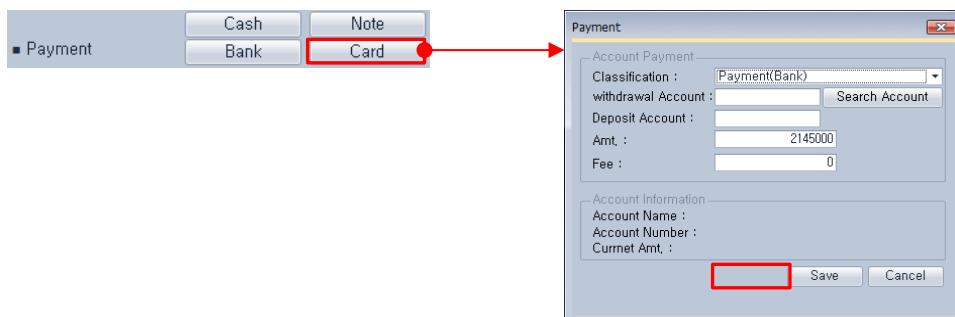
STEP 4> Click [...] and select the employee in charge.

STEP 5> Select VAT rate kinds.

STEP 6> Click [Add] button and select the purchase product. After input the product quantity and unit cost, click [Save] button.



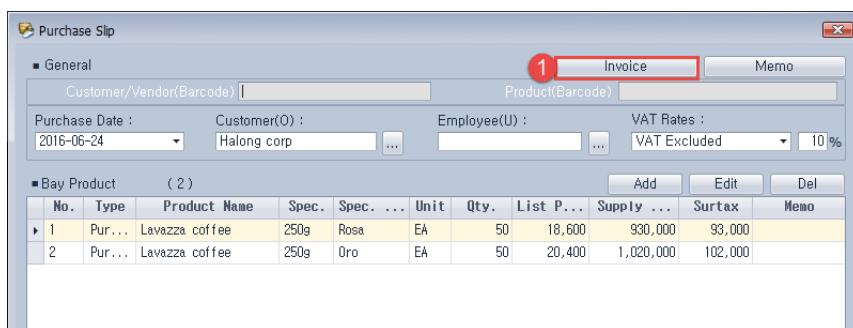
STEP 7> Select payment type and input the amount.



STEP 8> If there are discount amount or other expenses, enter the amount and click [Save] button.

<Issue the Invoice>

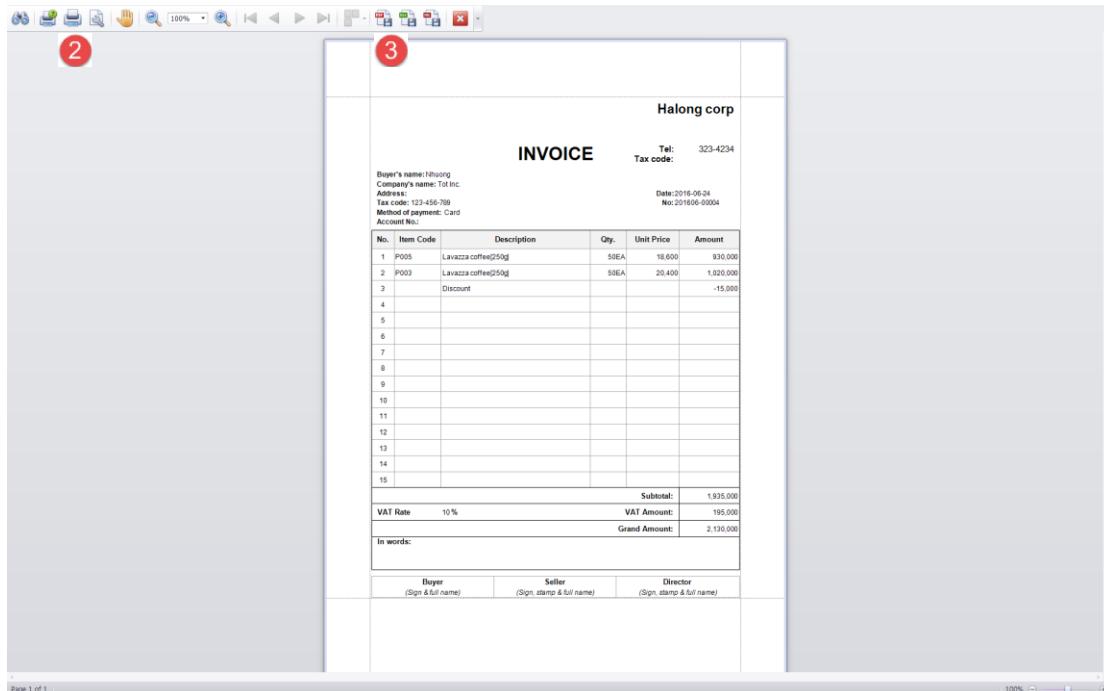
When you need to print the purchase invoice, invoice can be made as purchase slips information.



STEP 1> Click [Invoice] button in the purchase slip window.

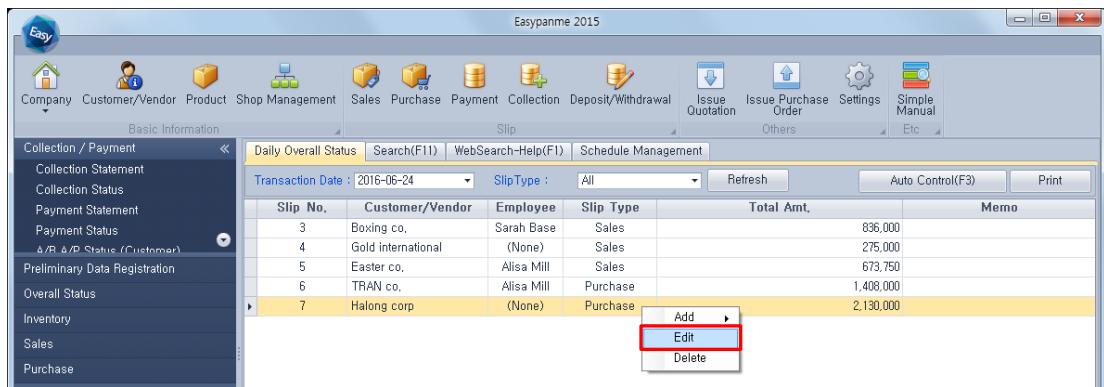
STEP 2> Click to print as a preview.

STEP 3> You can save the invoice in PDF file format, Excel file format and Image file format.



<Modify the purchase slip>

Right click on the purchase slip and click [Edit] menu. Purchase slip window will pop-up and enter right information. Alternatively double click the slip list, purchase slip window will activate.



<Delete the purchase slip>

Right click on the purchase slip and click [Delete] menu. Be careful to delete all collection, payment information related to the slip.

Easypanme 2015

Basic Information

Collection / Payment

Collection Statement
Collection Status
Payment Statement
Payment Status
A/R & P. Status (Customer)
Preliminary Data Registration
Overall Status
Inventory
Sales
Purchase
Collection / Payment

Daily Overall Status | Search(F11) | WebSearch-Help(F1) | Schedule Management

Slip

Transaction Date : 2016-06-24 | SlipType : All | Refresh | Auto Control(F3) | Print

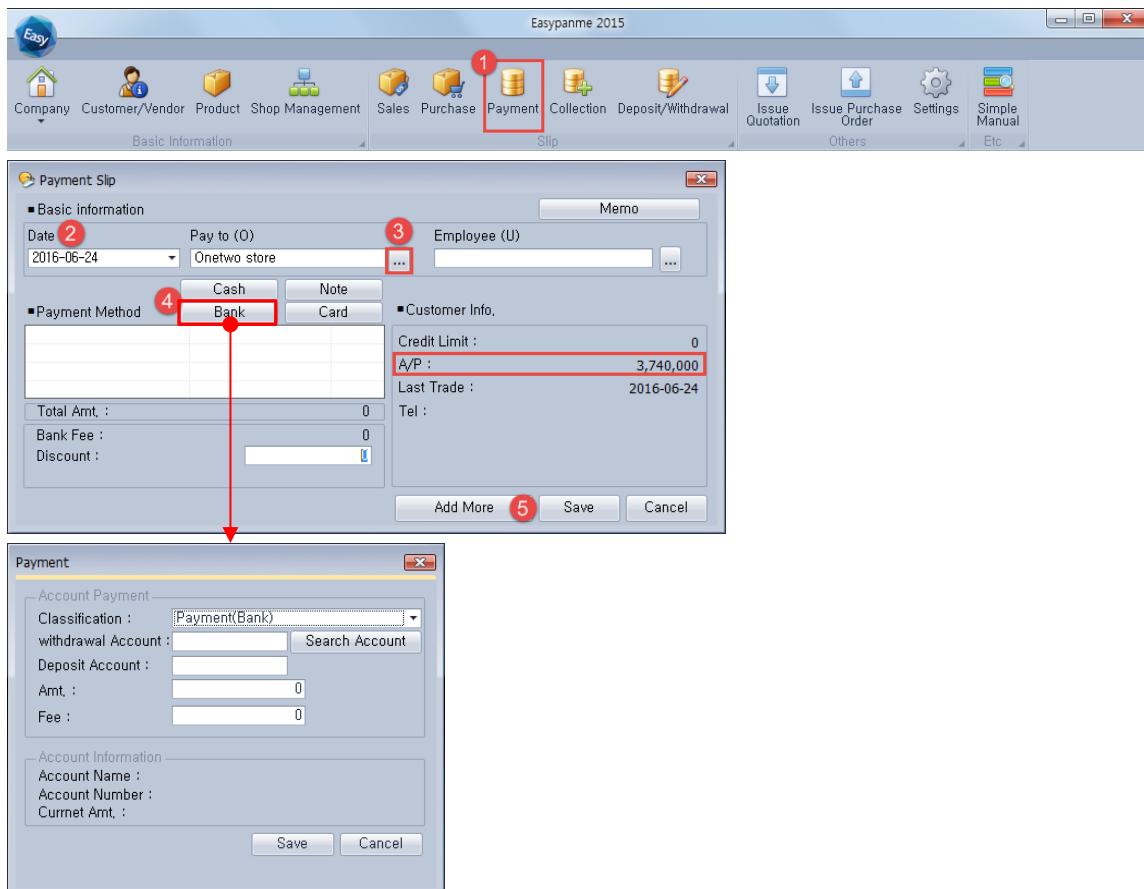
Slip No.	Customer/Vendor	Employee	Slip Type	Total Amt.	Memo
3	Boxing co.	Sarah Base	Sales	836,000	
4	Gold international	(None)	Sales	275,000	
5	Easter co.	Alisa Mill	Sales	673,750	
6	TRAN co.	Alisa Mill	Purchase	1,408,000	
7	Halong corp	(None)	Purchase	2,130,000	

Add ▾
Edit
Delete

The screenshot shows a Windows application window titled "Easypanme 2015". The menu bar includes "Basic Information", "Slip", "Daily Overall Status", "Search(F11)", "WebSearch-Help(F1)", and "Schedule Management". The main area displays a table of transaction slips with columns: Slip No., Customer/Vendor, Employee, Slip Type, Total Amt., and Memo. The table contains seven rows of data. A context menu is open over the last row (Slip No. 7), showing options: "Add ▾", "Edit", and "Delete". The "Delete" option is highlighted with a red box. The left sidebar lists various modules: Collection Statement, Collection Status, Payment Statement, Payment Status, A/R & P. Status (Customer), Preliminary Data Registration, Overall Status, Inventory, Sales, Purchase, and Collection / Payment. The "Collection / Payment" item is currently selected.

5.3 Register Payment Slip

If you create a purchase slip and be paid on a different date, register payment slip on payment date.



STEP 1> Click [Payment] icon. Alternatively press [F7].

STEP 2> Select date when payment takes place.

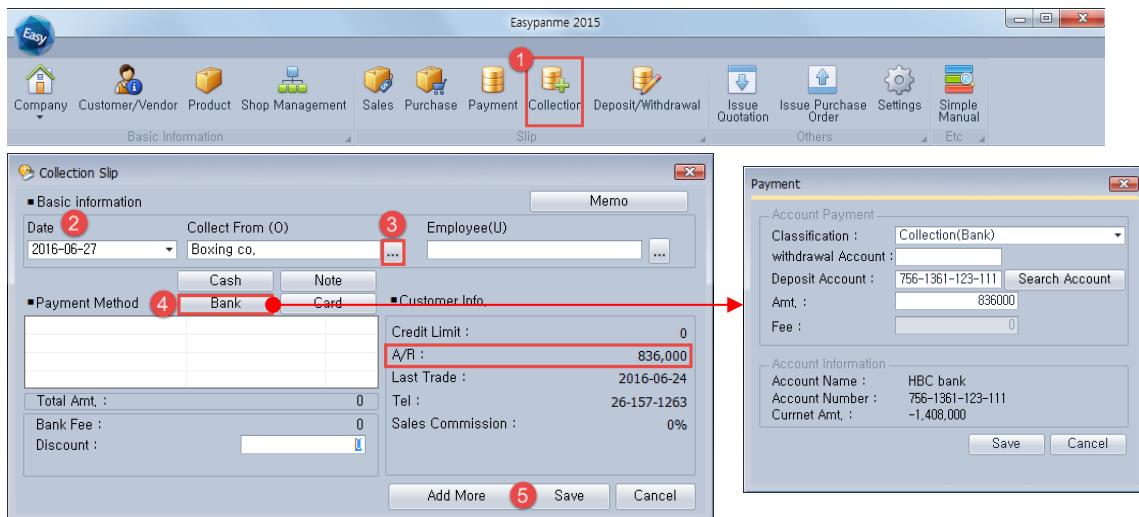
STEP 3> Select the vendors pay to. When the vendor is selected, it's displayed A/P in right frame.

STEP 4> Select the payment method and input the account.

STEP 5> Click [Save] button.

5.4 Register Collection Slip

If you create a sales slip and collect payments on a different date, register collection slip on collection date.



STEP 1> Click [Collection] icon. Alternatively press [F8].

STEP 2> Select date when collection takes place.

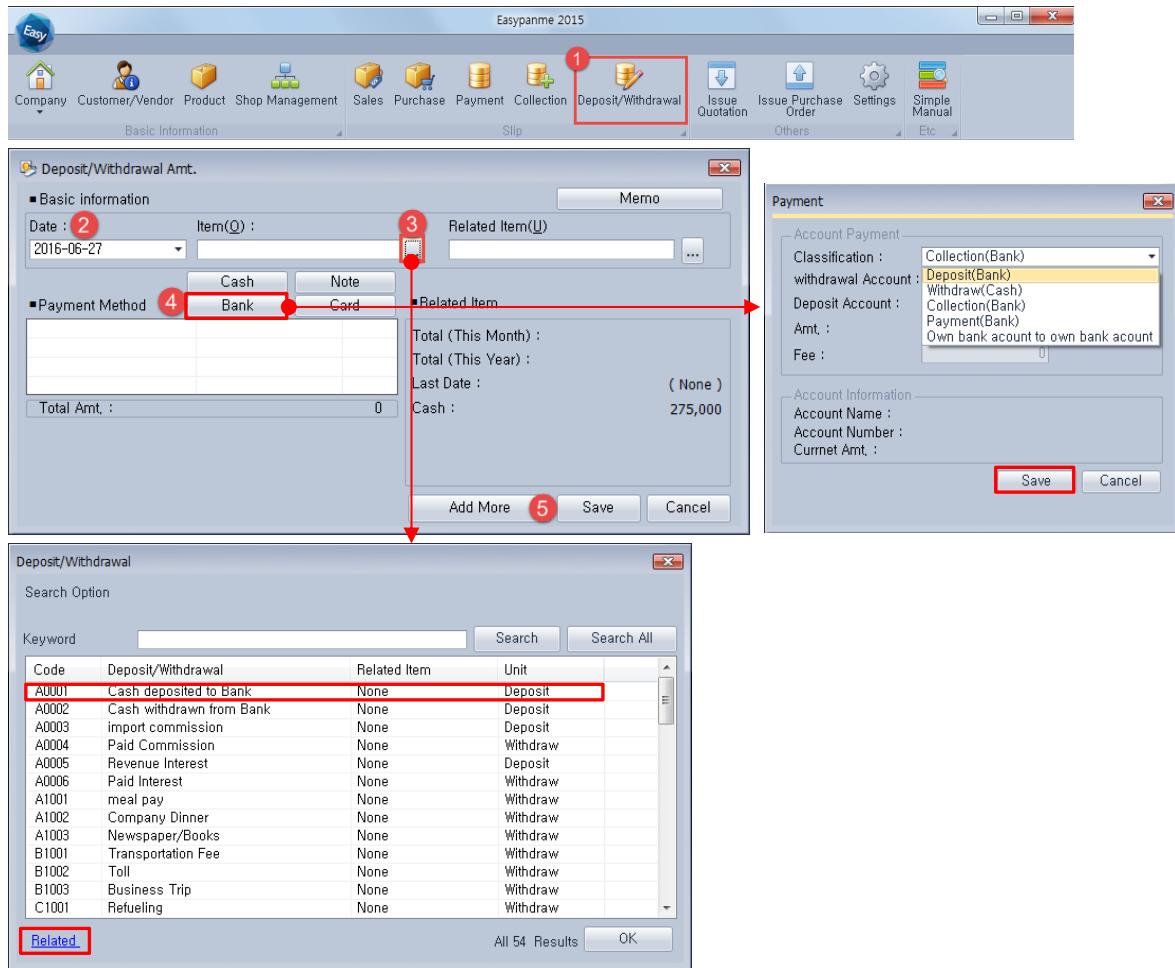
STEP 3> Select the customer collect from. When the customer is selected, it's displayed A/R in right frame.

STEP 4> Select the collection method and input the account.

STEP 5> Click [Save] button.

5.5 Register Deposit/Withdrawal Slip

This chapter describes how to manage the deposit and withdrawal of payments, expenses such as meal pay, salary and so on.



STEP 1> Click [Deposit/Withdrawal] icon. Alternatively press [F9].

STEP 2> Select date when deposit/withdrawal takes place.

STEP 3> Select the deposit/withdrawal item. There are deposit or withdrawal of 54 items previously stored in the preliminary data registration. You can add a new item in the related menu if necessary. However, it is recommended not to change often.

STEP 4> Select the payment method and input the account.

STEP 5> Click [Save] button.

<Deposit payment from credit card for sales>

Code	Deposit/Withdrawal	Related Item	Unit
O1005	Medical Insurance	None	Withdraw
O1006	National Pension	None	Withdraw
O1007	Extra Tax	None	Withdraw
P1001	Loan from a company	Customer/Vendor	Deposit
P1002	Raided to the company	Customer/Vendor	Withdraw
SYS1001	Card Sales Settlement	Card	Deposit
SYS1002	Card Debt Repay	Card	Withdraw
SYS2001	Bill Receivable redemption at maturity	Note	Deposit
SYS2002	Bill Receivable discounted	Note	Deposit
SYS2003	Bill Receivable dishonored	Note	Deposit
SYS2004	Bill Payable redemption at maturity	Note	Withdraw
SYS2005	Bill Receivable dishonored	Note	Withdraw

STEP 1,2> Same above.

STEP 3> Select item "Card Sales Settlement".

STEP 4> Click [Bank] in payment method. And select "Deposit(Bank)"

STEP 5> Click [Search Account] and select bank account.

STEP 6> Enter amount from credit card company.

STEP 7> Click [Save] button.

<Withdraw expense for meal pay>

Code	Deposit/Withdrawal	Related Item	Unit
A0001	Cash deposited to Bank	None	Deposit
A0002	Cash withdrawn from Bank	None	Deposit
A0003	Import commission	None	Deposit
A0004	Paid Commission	None	Withdraw
A0005	Revenue Interest	None	Deposit
A0006	Paid Interest	None	Withdraw
A1001	Meal pay	None	Withdraw
A1002	Company Dinner	None	Withdraw
A1003	Newspaper/Books	None	Withdraw
B1001	Transportation Fee	None	Withdraw
B1002	Toll	None	Withdraw
B1003	Business Trip	None	Withdraw
C1001	Refueling	None	Withdraw

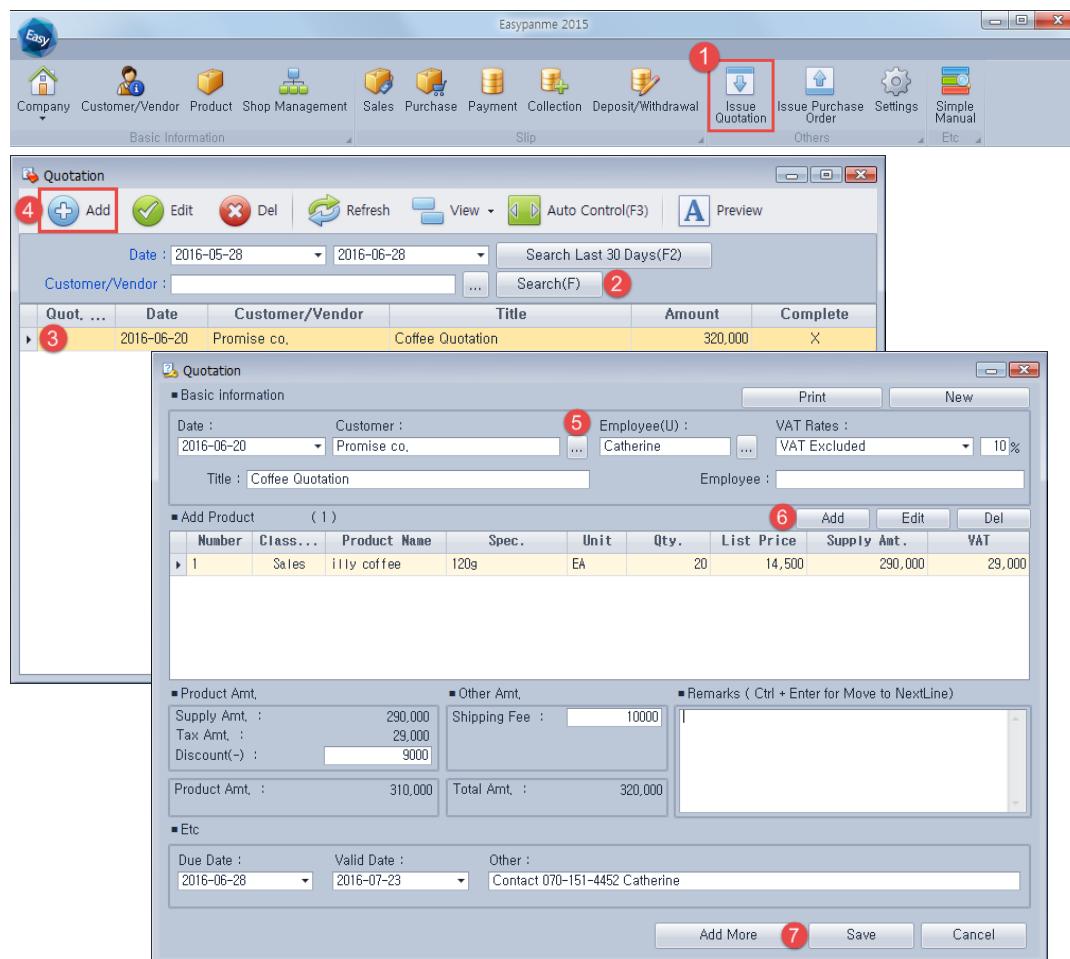
STEP 1,2> Same above.

STEP 3> Select item "Meal pay".

STEP 4> Enter amount and click [Save] button.

6. Issue Quotation & Purchase Order

6.1 Issue Quotation



STEP 1> Click [Issue Quotation] icon.

STEP 2> Users can search for quotation by date or customers.

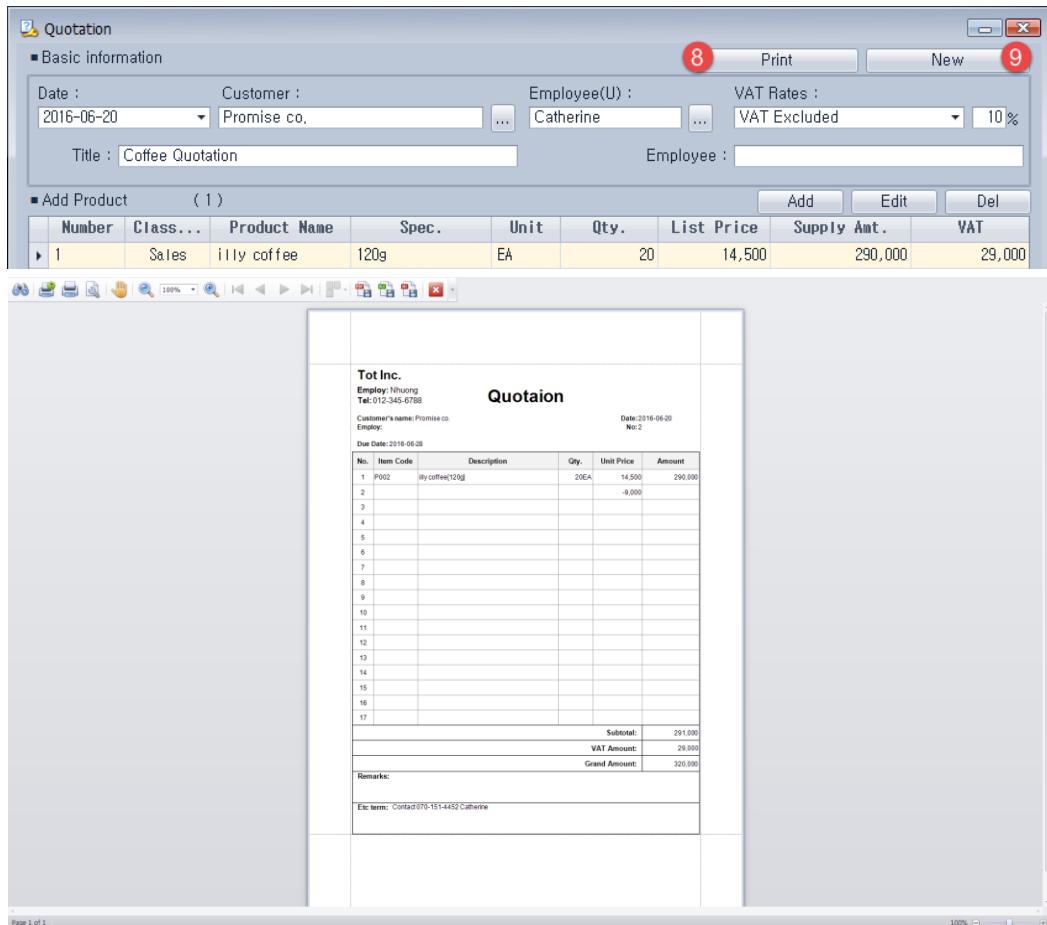
STEP 3> Double click the list, quotation window will pop-up and users can look up the quotation or edit the information.

STEP 4> Click [Add] icon to register new quotation.

STEP 5> Enter date, customer, employee in charge, VAT rate, title and so on.

STEP 6> Click [Add] button to select product for quotation.

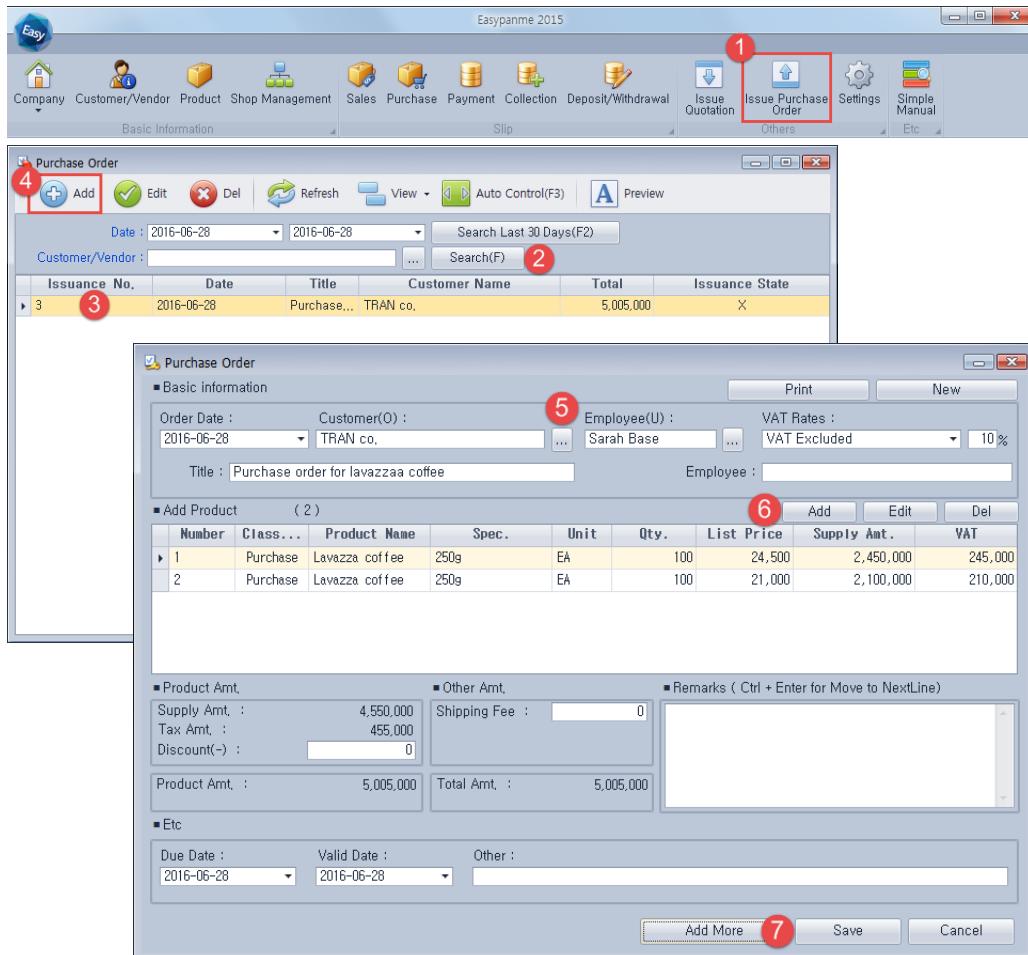
STEP 7> Enter other discount or expense, valid date and click [Save] button.



STEP 8> Click [Print] button to print quotation. Click [] to print as a preview. Users can save the quotation in PDF, Excel, image file format.

STEP 9> When sales is occur as a quotation, click [New] button to register a sales slip immediately.

6.2 Issue Purchase Order



STEP 1> Click [Issue Purchase Order] icon.

STEP 2> Users can search for purchase order by date or customers.

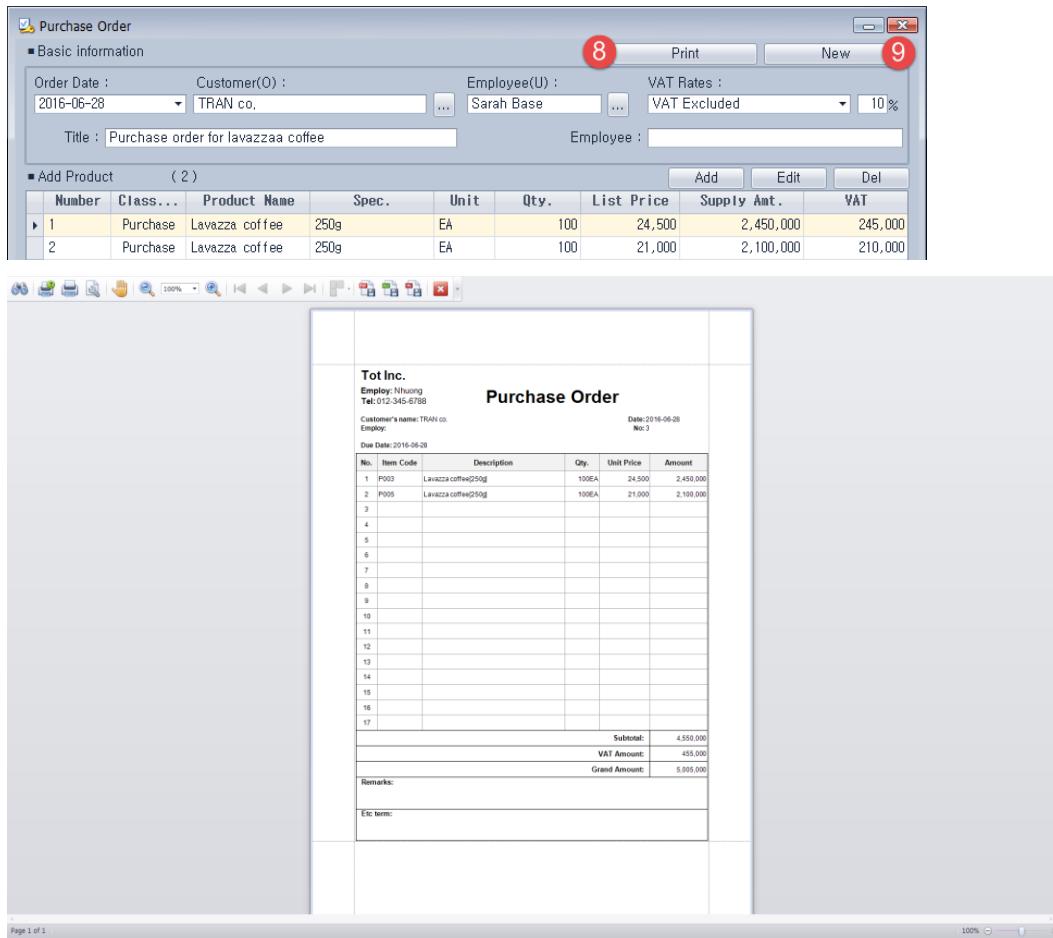
STEP 3> Double click the list, purchase order window will pop-up and users can look up the purchase order or edit the information.

STEP 4> Click [Add] icon to register new purchase order.

STEP 5> Enter date, customer, employee in charge, VAT rate, title and so on.

STEP 6> Click [Add] button to select product for purchase.

STEP 7> Enter other discount or expense, valid date and click [Save] button.

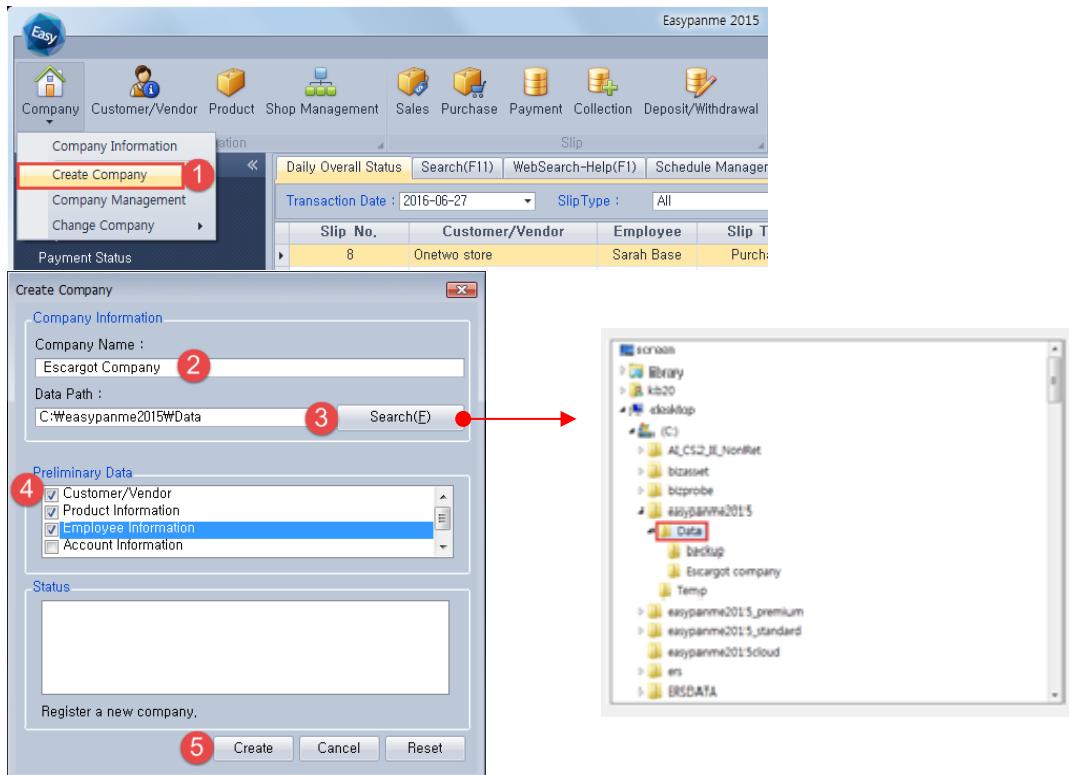


STEP 8> Click [Print] button to print purchase order. Click [] to print as a preview. Users can save the purchase order in PDF, Excel, image file format.

STEP 9> When purchase is occur as a quotation, click [New] button to register a purchase slip immediately.

7. Create New Company

Easypanme can manage two or more separate businesses company into one program. This chapter describes how to create new company and change company.



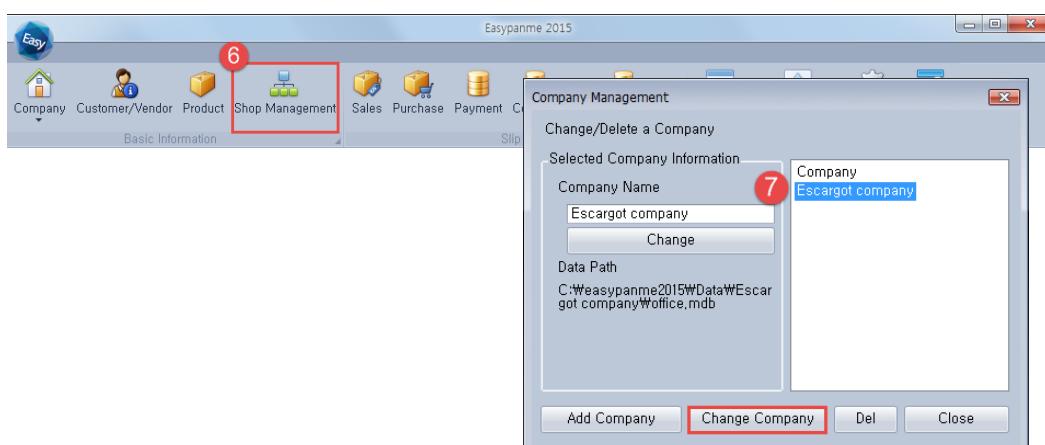
STEP 1> Click "Create Company" menu.

STEP 2> Enter new company's name.

STEP 3> Select the folder where the data is stored.

STEP 4> Check if you use the existing business information

STEP 5> Click [Create] button.



STEP 6> Click [Shop Management] icon.

STEP 7> Select other company and click [Change Company] button.

8. Look up the Report

8.1 Daily Overall Status

It shows all slips registered on a specific day.

Slip No.	Customer/Vendor	Employee	Slip Type	Total Amt.	Memo
8	Onetwo store	Sarah Base	Purchase	3,740.000	
11	Boxing co.	(None)	Collection	836.000	
12	(None)	(None)	Cash deposit..	200.000	
14	(None)	(None)	meal pay	45.000	
15	Global company	Catherin	Sales	209.000	

STEP 1> Select transaction date to view.

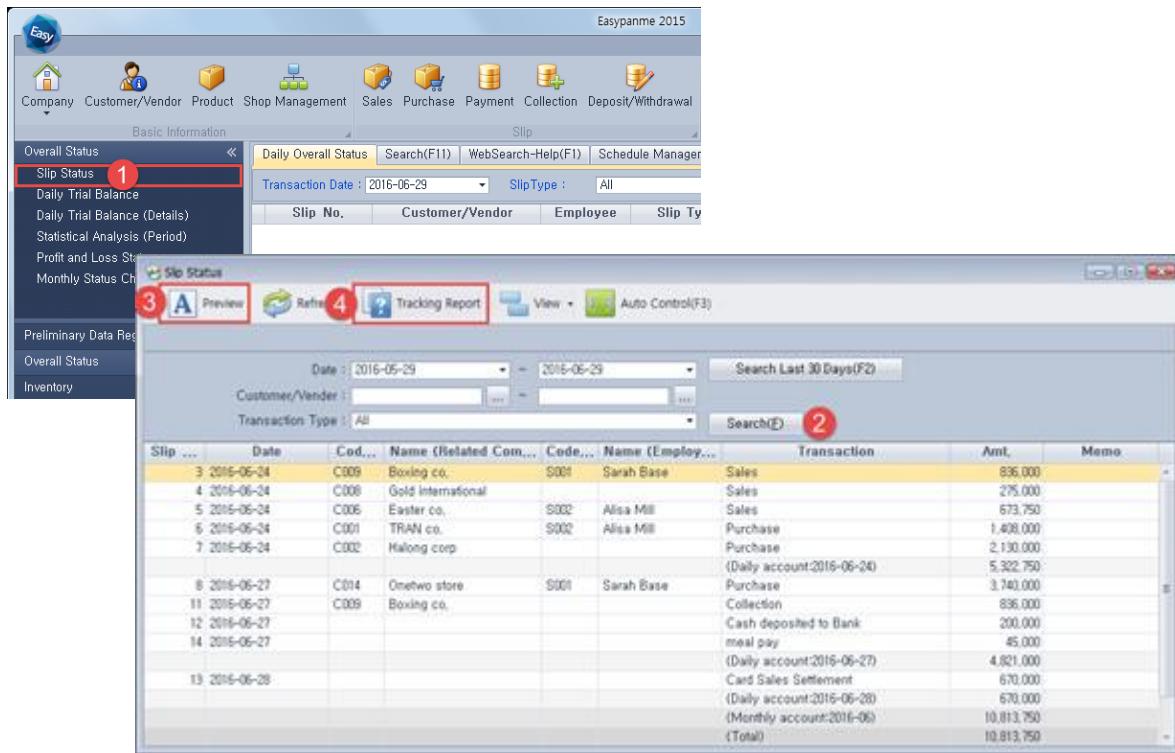
STEP 2> Click [Refresh] button, it shows all slips registered for selected day. And you can sort the slip list selecting slip type.

Double click the list, the related slip window will pop up.

STEP 3> Click [Print] button to print the list.

8.2 Overall Status

Slip Status menu shows all slips registered for a specific period.



STEP 1> Click [Slip Status] menu in [Overall Status].

STEP 2> Set the date range to view or click [...] button to select a customer/vendor. Clicking [Search] button, it shows all slips list registered.

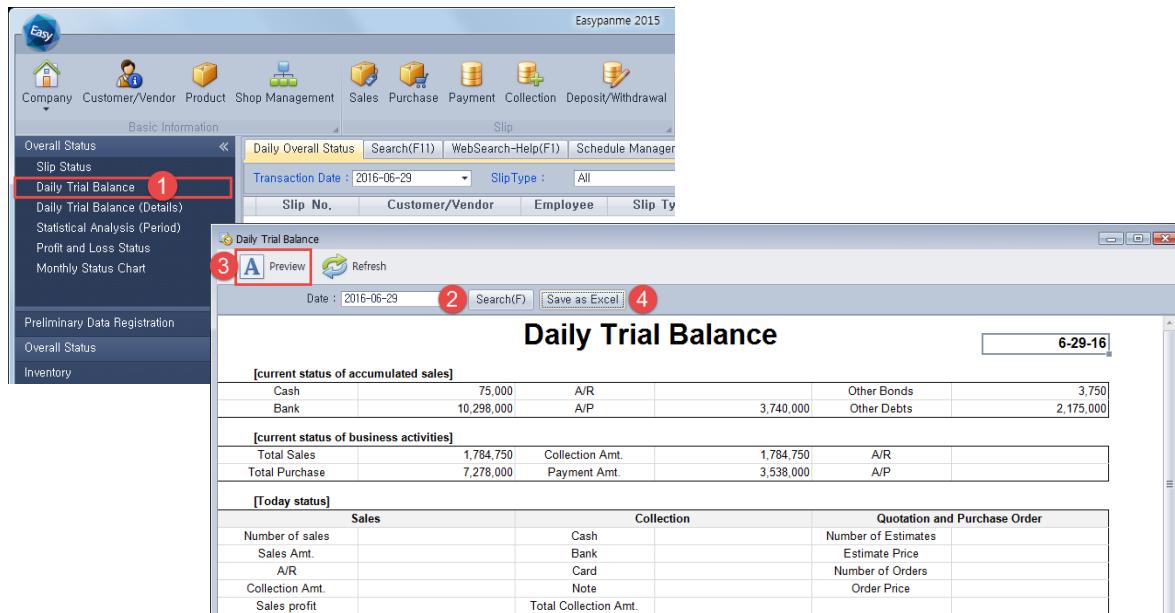
STEP 3> Click [Preview] icon to print the list.

Slip Status						
2016-06-29						
Date: 2016-06-29 ~ 2016-06-29						
Customer/Vendor: (All Customer)						
Transaction Type: All						
Slip No.	Date	lated Compan	(Empl)Name (Employee	Transaction	Amt.	Memo
3	2016-06-24	C009	Boxing co.	S001 Sarah Base	Sales	836,000
4	2016-06-24	C008	Gold International		Sales	275,000
5	2016-06-24	C006	Easter co.	S002 Alisa Mill	Sales	673,750
6	2016-06-24	C001	TRAN co.	S002 Alisa Mill	Purchase	1,408,000
7	2016-06-24	C002	Halong corp		Purchase	2,130,000
					(Daily account:2016-06-24)	5,322,750
8	2016-06-27	C014	Onetwo store	S001 Sarah Base	Purchase	3,740,000
11	2016-06-27	C009	Boxing co.		Collection	836,000
12	2016-06-27				Cash deposited to Bank	200,000
14	2016-06-27				meal pay	45,000
13	2016-06-28				(Daily account:2016-06-27)	4,821,000
					Card Sales Settlement	670,000
					(Daily account:2016-06-28)	670,000
					(Monthly account:2016-06)	10,813,750
					(Total)	10,813,750

STEP 4> Double click the list, or click [Tracking Report] button to view corresponding slip information.

8.3 Daily Trial Balance

Daily trial balance menu shows daily account for a specific day.

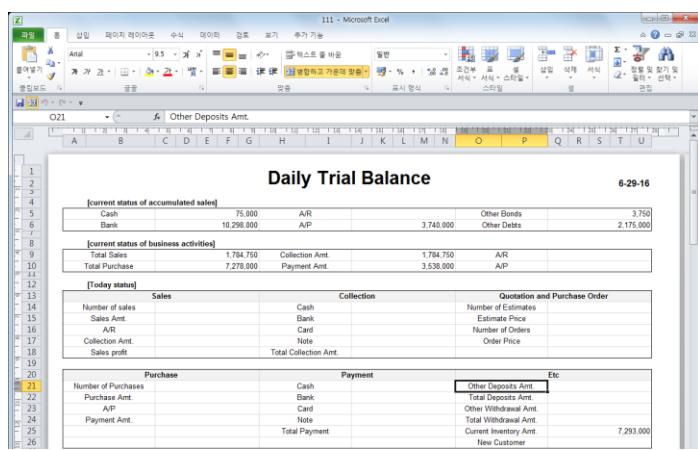


STEP 1> Click [Daily Trial Balance] menu in [Overall Status].

STEP 2> Set the date to view. Clicking [Search] button, it shows daily account such as collection and payment.

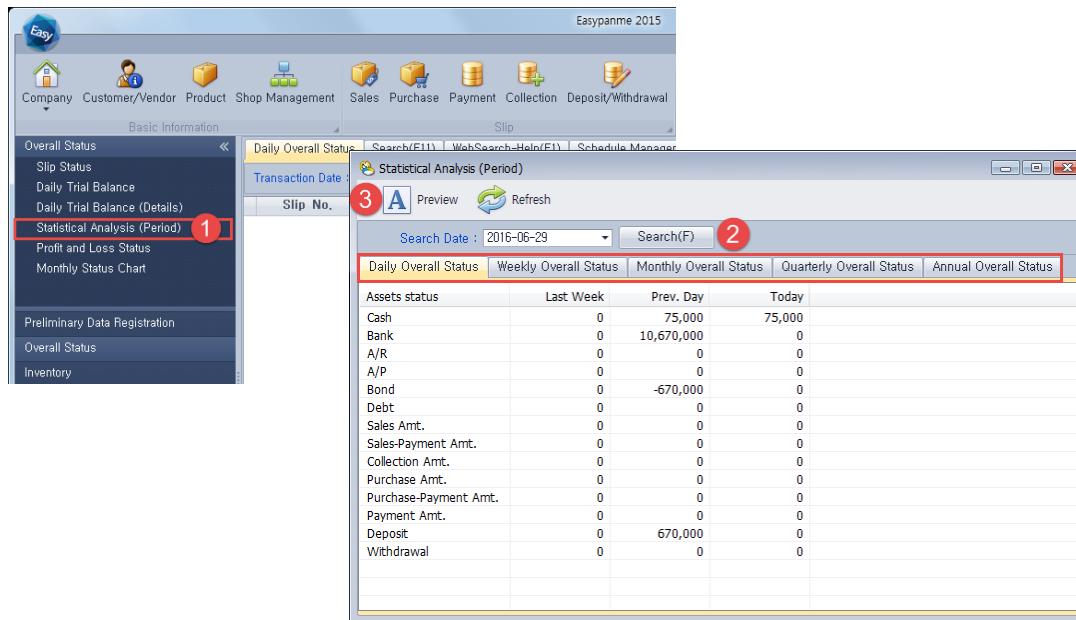
STEP 3> Click [Preview] icon to print the list.

STEP 4> When you click [Save as Excel], daily trial balance table will be saved Excel file format.



8.4 Statistical Analysis

Statistical Analysis menu shows periodical account for a specific date.



STEP 1> Click [Statistical Analysis] menu in [Overall Status].

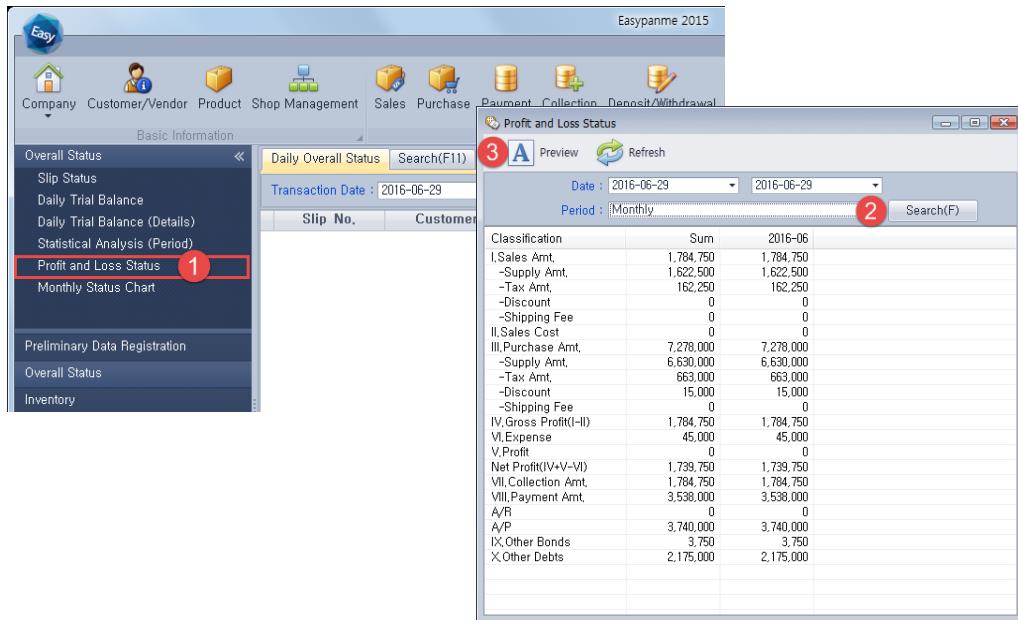
STEP 2> Set the date to view. Clicking [Search] button, it shows Daily/ Weekly/ Monthly/ Quarterly/ Annual overall status in each tab.

STEP 3> Click [Preview] icon to print the list.

Statistical Analysis (Period)						
Date : 2016-06-29						
■ Daily Overall Stats						
Assets status	Last Week	Prev. Day	Today			
Cash	0	75,000	75,000			
Bank	0	10,670,000	0			
A/R	0	0	0			
A/P	0	0	0			
Bond	0	-670,000	0			
Debt	0	0	0			
Sales Amt.	0	0	0			
Sales-Payment Amt.	0	0	0			
Collection Amt.	0	0	0			
Purchase Amt.	0	0	0			
Purchase-Payment Amt.	0	0	0			
Payment Amt.	0	0	0			
Deposit	0	670,000	0			
Withdrawal	0	0	0			
■ Weekly Overall Stats						
Assets status	06-23	06-24	06-25	06-26	06-27	06-28
Cash	0	275,000	275,000	275,000	75,000	75,000
Bank	0	-1,408,000	0	0	1,036,000	10,670,000
A/R	0	836,000	0	0	-836,000	0
A/P	0	3,538,000	0	0	3,740,000	0
Bond	0	673,750	0	0	0	-670,000
Debt	0	2,130,000	0	0	45,000	0
Sales Amt.	0	1,784,750	0	0	0	0
Sales-Payment Amt.	0	948,750	0	0	0	0
Collection Amt.	0	0	0	0	836,000	0
Purchase Amt.	0	3,538,000	0	0	3,740,000	0
Purchase-Payment Amt.	0	3,538,000	0	0	0	0
Payment Amt.	0	0	0	0	0	0
Deposit	0	0	0	0	670,000	0
Withdrawal	0	0	0	45,000	0	0

8.5 Profit and Loss Status

Profit and Loss Status menu shows sales amount, purchase amount, profit, expense, etc for a specific date range.



STEP 1> Click [Profit and Loss Status] menu in [Overall Status].

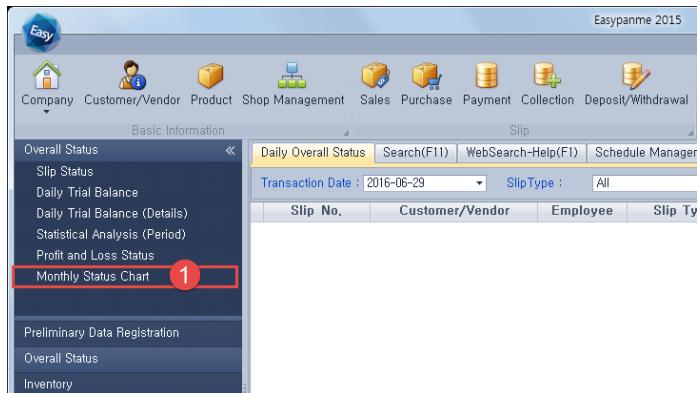
STEP 2> Set the date and period to view. Clicking [Search] button, it shows profit and loss list.

STEP 3> Click [Preview] icon to print the list.

Profit and Loss Status		
2016-06-29 ~ 2016-06-29		
<small>* Monthly</small>		
Classification	Sum	2016-06
I.Sales Amt.	1,784,750	1,784,750
-Supply Amt.	1,622,500	1,622,500
-Tax Amt.	162,250	162,250
-Discount	0	0
-Shipping Fee	0	0
II.Sales Cost	0	0
III.Purchase Amt.	7,278,000	7,278,000
-Supply Amt.	6,630,000	6,630,000
-Tax Amt.	663,000	663,000
-Discount	15,000	15,000
-Shipping Fee	0	0
IV.Gross Profit(I-II)	1,784,750	1,784,750
VI.Expense	45,000	45,000
V.Profit	0	0
Net Profit(IV-V-VI)	1,739,750	1,739,750
VII.Collection Amt.	1,784,750	1,784,750
VIII.Payment Amt.	3,538,000	3,538,000
A/R	0	0
A/P	3,740,000	3,740,000
IX.Other Bonds	3,750	3,750
X.Other Debts	2,175,000	2,175,000

8.6 Monthly Status Chart

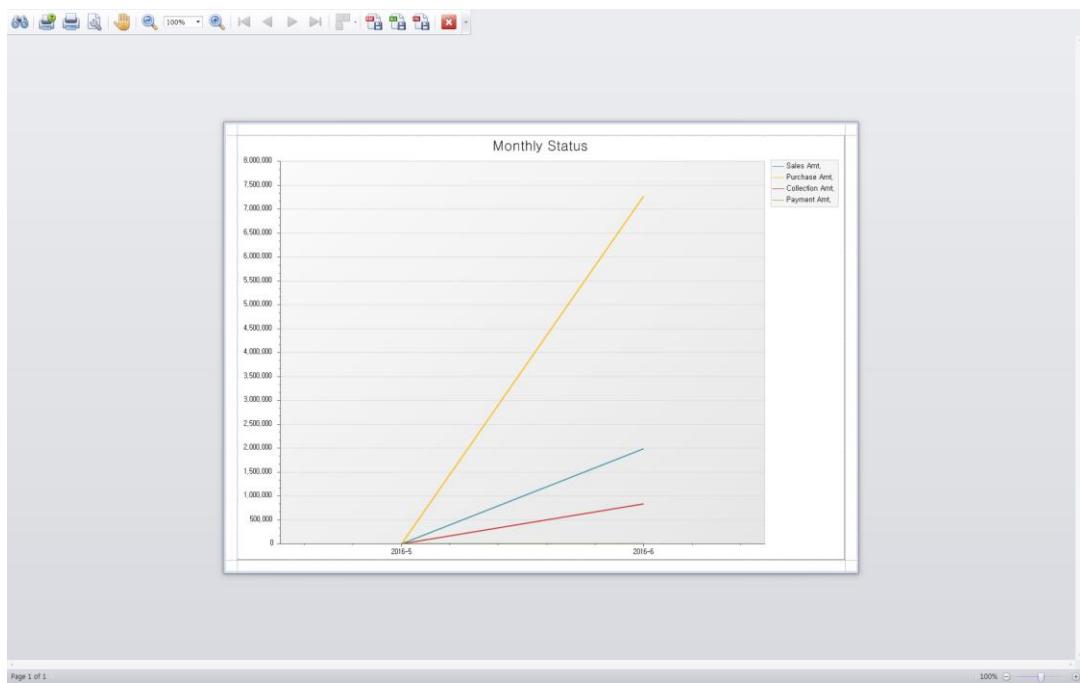
Monthly Status Chart menu shows the trend for purchasing, sales, collections, payment for a specific period.



STEP 1> Click [Monthly Status Chart] menu in [Overall Status].

STEP 2> Set the date and click [Search] button.

STEP 3> Click [Preview] icon to print the chart.



9. Inventory Management

9.1 Warehousing Inquiry

Warehousing Statement menu indicates how many products came in by the date for a specific period.

Warehousing Status menu shows how many products came in by the product for a specific period.

Product Code	Product Name	Spec.	Spec. (Details)	Prev. Qty.	Qty.	Inventory	Price	Total
P001	Gift Set A			0	100	0	0	100
P001	Moconca coffee	120g	dark roasting	0	100	0	0	100
P002	Illy coffee	120g	medium	0	100	0	0	100
P003	Lavazza coffee	250g	Oro	0	150	1,122,000	7,480,000	150
P004	GNC Vitamin	60cap	woman	0	200	1,408,000	200	
P005	Lavazza coffee	250g	Rosa	0	150	1,021,000	150	
P006	Maxim coffee	1kg	bean	0	100	3,740,000	100	
		(Total)			900	7,293,000		900

STEP 1> Click [Warehousing Statement]/ [Warehousing Status] menu in [Inventory].

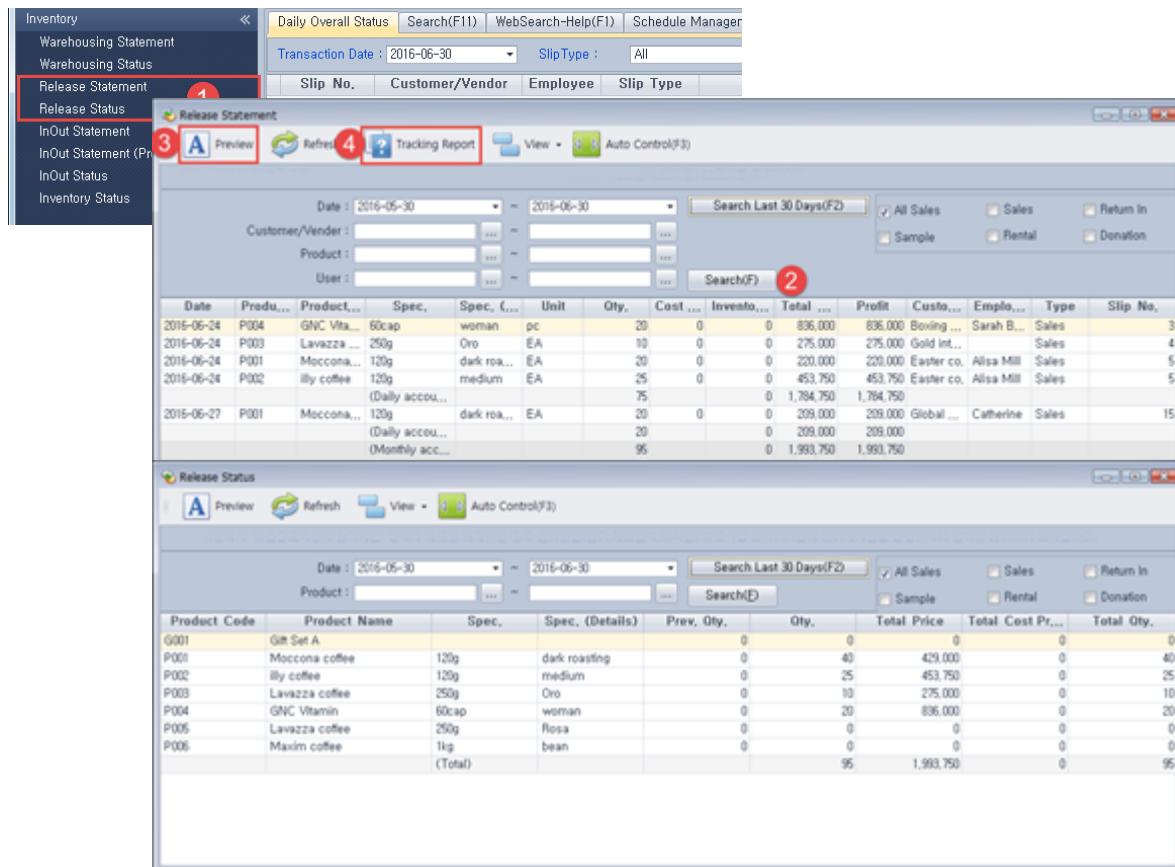
STEP 2> Set the date range to view or click [...] button to select a product. Clicking [Search] button, it shows warehousing list.

STEP 3> Click [Preview] icon to print the list.

STEP 4> Double click the list, or click [Tracking Report] button to view corresponding slip information.(Except carryover quantity)

9.2 Release Inquiry

Release Statement menu indicates how many products came out by the date for a specific period. Release Status menu shows how many products came out by the product for a specific period.



STEP 1> Click [Release Statement]/ [Release Status] menu in [Inventory].

STEP 2> Set the date range to view or click [...] button to select a product. Clicking [Search] button, it shows product release list.

STEP 3> Click [Preview] icon to print the list.

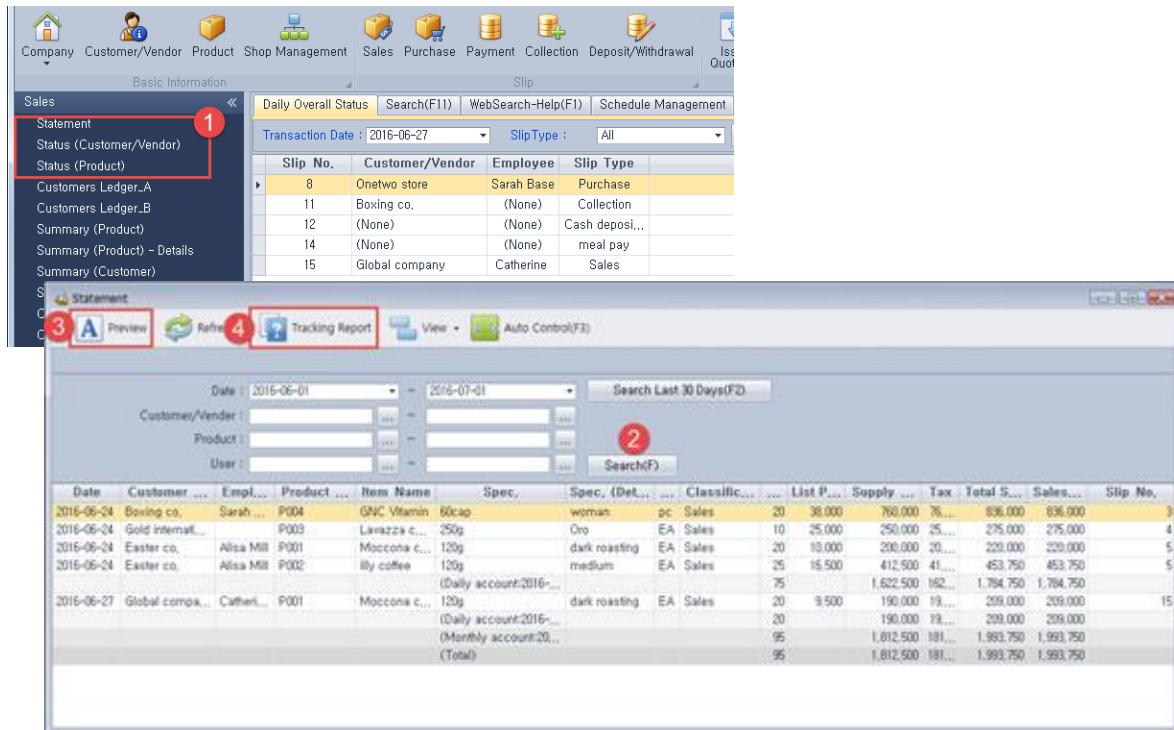
STEP 4> Double click the list, or click [Tracking Report] button to view corresponding slip information.

※ InOut Statement, InOut Status, Inventory Status menu can be viewed in the same way.

10. Sales Management

10.1 Sales Statement

Sales Statement menu shows all sale slips registered for a specific period.



STEP 1> Click [Sales Statement] menu in [Sales].

STEP 2> Set the date range to view or click [...] button to select a customer/vendor or product. Clicking [Search] button, it shows all sales slip list registered by the date.

STEP 3> Click [Preview] icon to print the list.

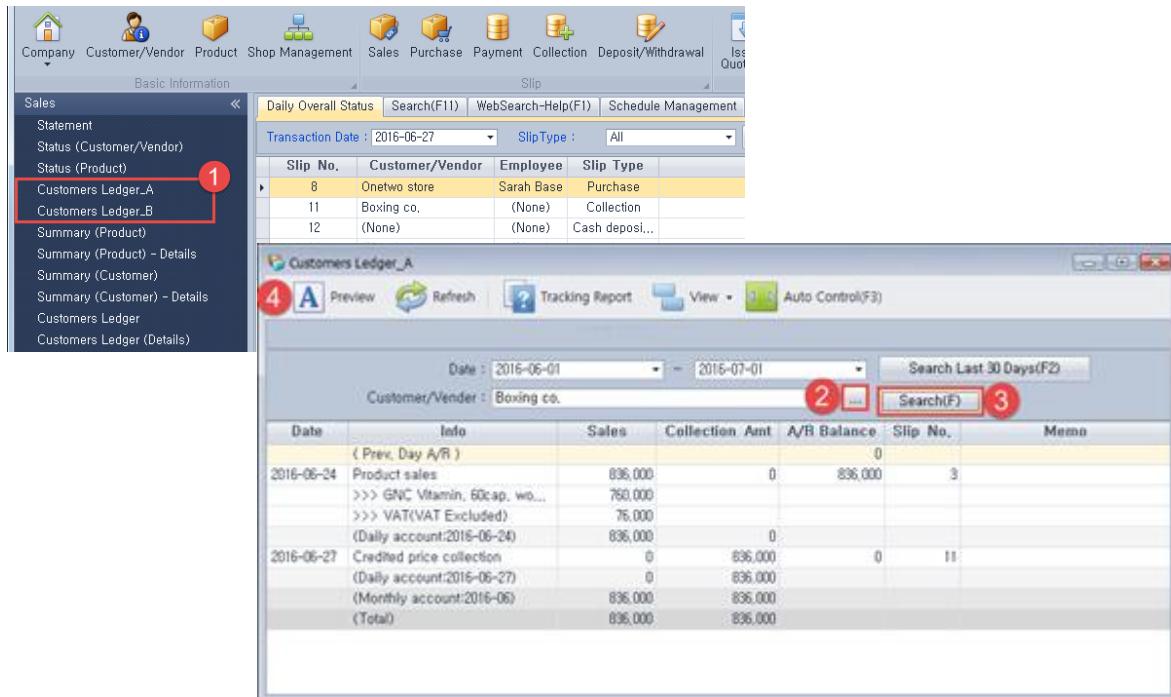
Statement												2016-07-01			
Date: 2016-06-01 ~ 2016-07-01															
Customer/Vendor: (All Customer)															
Product: (All Products)															
Search User: (All Employees)															
Date	Customer Name	Employee	Product Code	Item Name	Spec.	Spec. (Details)	Unit	Classification	Qty.	List Price	Supply Price	Tax	Total Sales	Sales Profit	Slip No.
2016-06-24	Boxing co.	Sarah Ba	P004	GNC Vitamin 60cap	woman	pc	Sales	20	38,000	76,000	76,0	836,000	836,000	3	
2016-06-24	Gold Internat...		P003	Lavazza cof 250g	Oro	EA	Sales	10	25,000	250,000	25,0	275,000	275,000	4	
2016-06-24	Easter co.	Alisa Mill	P001	Moccona cof 120g	dark roasting	EA	Sales	20	10,000	200,000	20,0	220,000	220,000	5	
2016-06-24	Easter co.	Alisa Mill	P002	illy coffee 120g	medium	EA	Sales	25	16,500	412,500	41,2	453,750	453,750	5	
(Daily account:2016-06-24)															
2016-06-27	Global compa...	Catherin...	P001	Moccona cof 120g	dark roasting	EA	Sales	20	9,500	190,000	19,0	209,000	209,000	15	
(Daily account:2016-06-27)															
(Monthly account:2016-06)															
(Total)															

STEP 4> Double click the list, or click [Tracking Report] button to view corresponding slip information.

※ Sales>Status menu indicates how many products sold out by the customer or by the product for a specific period.

10.2 Customer Ledger Inquiry

Customer ledger_A menu shows all sales and collection information for one customer for a specific period. Customer ledger_B menu contains more details than ledger_A.



STEP 1> Click [Customer ledger_A] menu in [Sales].

STEP 2> Click [...] button to select a customer/vender.

STEP 3> Set the date range to view. Clicking [Search] button, it shows all sales and collection information list registered by the date.

STEP 4> Click [Preview] icon to print the list. Double click the list, or click [Tracking Report] button to view corresponding slip information.

Customers Ledger_A						2016-07-01
Date: 2016-06-01 ~ 2016-07-01						
Customer/Vendor: Boxing co.						
Date	Info	Sales	Collection Amt	A/R Balance	Slip No.	Memo
(Prev. Day A/R)				0		
2016-06	Product sales	836,000	0	836,000	3	
	>>> GNC Vitamin, 60ca	760,000				
	>>> VAT(VAT Excluded)	76,000				
	(Daily account:2016-06)	836,000	0			
2016-06	Credited price collectio	0	836,000	0	11	
	(Daily account:2016-06)	0	836,000			
	(Monthly account:2016	836,000	836,000			
	(Total)	836,000	836,000			

10.3 Summary Inquiry

Summary (Product) menu shows all the trading aggregation by the product for a specific period.
Summary (Customer) menu shows all the trading aggregation by the customer for a specific period. Detail menu contains more information.

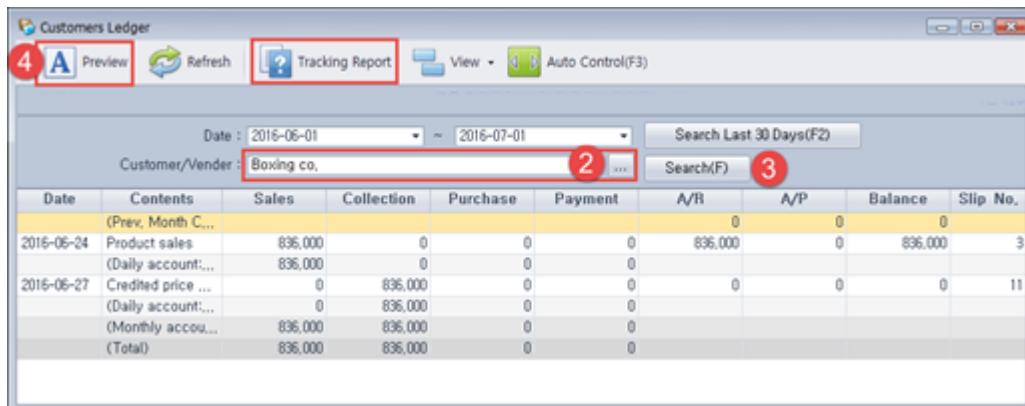
The screenshot displays the Sales module interface with three main windows:

- Sales Statement:** A sidebar menu with options like Statement, Status (Customer/Vendor), Status (Product), Customers Ledger_A, Customers Ledger_B, Summary (Product), Summary (Product) - Details, Summary (Customer), Summary (Customer) - Details, Customers Ledger, and Customers Ledger (Details). The "Summary (Product) - Details" option is highlighted with a red box.
- Daily Overall Status:** A top navigation bar with tabs for Daily Overall Status, Search(F11), WebSearch-Help(F1), and Schedule Management. It includes filters for Transaction Date (2016-06-27), SlipType (All), and a table of transaction slips.
- Summary (Product):** A window showing sales data for products from June 1 to July 1. The table includes columns for Product ID, Product Name, Specification, Qty., Supply Price, Tax Amt, Total Sales, Sales Cost, and Sales Profit.
- Summary (Customer):** A window showing sales data for customers from June 1 to July 1. The table includes columns for Customer ID, Customer/Vendor Name, Qty., Supply Price, Tax Amt, Total Sales, Sales Cost, and Sales Profit.

10.4 Customer Ledger

Customer ledger menu shows all the transactions for one customer for a specific period.
Customer ledger (Detail) menu contains more information.

The screenshot shows the Sales module with the Sales Statement window open. The sidebar menu is identical to the previous screenshot, but the "Customers Ledger (Details)" option is highlighted with a red box and a circled '1' pointing to it.



STEP 1> Click [Customer ledger] menu in [Sales].

STEP 2> Click [...] button to select a customer/vender.

STEP 3> Set the date range to view. Clicking [Search] button, it shows all transaction list registered by the date.

STEP 4> Click [Preview] icon to print the list. Double click the list, or click [Tracking Report] button to view corresponding slip information.

Customers Ledger									
Date: 2016 -06 -01 ~ 2016 -07 -01									
Customer/Vendor: Boxing co.									
Date	Contents	Sales	Collection	Purchase	Payment	A/R	A/P	Balance	Slip No.
(Prev. Month)						0	0	0	
2016-06-24	Product sales	836,000	0	0	0	836,000	0	836,000	3
	(Daily account:..)	836,000	0	0	0				
2016-06-27	Credited price ...	0	836,000	0	0	0	0	0	11
	(Daily account:..)	0	836,000	0	0				
	(Monthly accou...)	836,000	836,000	0	0				
	(Total)	836,000	836,000	0	0				

※ Purchase, Collection/ Payment menu can be viewed in the same way.

11. Business Management

11.1 Sales Status by Employee

This menu indicates sales conditions by employee.

The screenshot shows the 'Sales Status by Employee' window. The left sidebar has a red box around the 'Business' section, which includes 'Sales Status by Employee', 'Sales Status by Employee (Company)', and 'Collection Status (Company)'. The main window title is 'Sales Status by Employee'. It has a toolbar with 'Preview', 'Refresh', 'View', and 'Auto Control(F3)'. Below the toolbar are date and user selection fields. A table displays sales data for three employees:

Employee No.	Employee C...	Employee Name	Prev. Day A/R	Sales in Period	Collection in Peri...	A/R
1	S001	Sarah Base	0	836,000	0	836,000
2	S002	Alisa Mill	0	673,750	673,750	0
3	S003	Catherine	0	209,000	0	209,000
(Total)				1,718,750	673,750	1,045,000

11.2 Payment Management

This menu indicates bank account, credit card, Note statement.

The screenshot shows the 'Cash Statement' window. The left sidebar has a red box around the 'Payment Management' section, which includes 'Cash Statement', 'Bank Account Statement', 'Bank Account Balance Status', 'Bank Charge Statement', 'Credit Card Statement', 'Note Payable Statement', 'Note Receivable Statement', 'Note Statement (Due Date)', and 'Note Statement'. The main window title is 'Cash Statement'. It has a toolbar with 'Preview', 'Refresh', 'Tracking Report', 'View', and 'Auto Control(F3)'. Below the toolbar are date and user selection fields. A table displays transaction history:

Date	Deposit	Withdrawal	Balance	Contents	Employee	Slip No.	Memo
2016-05-24	275,000	0	275,000	0 (Prev. Day Balance)		4	
	275,000	0		Product Sale/loan received(Gold int... (Daily account:2016-05-24)			
2016-05-27	0	200,000	75,000	Other Deposit/Withdrawal(Cash dep... (Daily account:2016-05-27)		12	
	275,000	200,000		(Monthly account:2016-05)			
	275,000	200,000		(Total)			

11.3 Bond Debt/ Revenue Expense Management

This menu indicates bond, debt, revenue, expense information.

Bond Debt / Revenue Expense Statement

Bond Debt Status

Shipping Fee Statement

Revenue Expense Status

Revenue Expense Statement

Preliminary Data Registration

Overall Status

Inventory

Sales

Purchase

Collection / Payment

Business

Payment Manament

Bond Debt / Revenue Expense

List Price Management

Issue Management

Management

Date :	2016-06-01	~	2016-07-01	Search Last 30
Classification :	Expense	Group :		Search(E)
Code	Group Name	Item Name	Total	
A1001	Welfare Fee	meal pay (Group total:Welfare Fee)	45,000 45,000	
		(Total)	45,000	

11.4 List Price Management

This menu indicates product list price, customer list price, margin information.

List Price Management

Product List Price Table

Product List Price Table (Customer)

Customers List Price Table (Prod.,..)

Margin Table (Customer)

Preliminary Data Registration

Overall Status

Inventory

Sales

Purchase

Collection / Payment

Business

Payment Manament

Bond Debt / Revenue Expense

List Price Management

Issue Management

Management

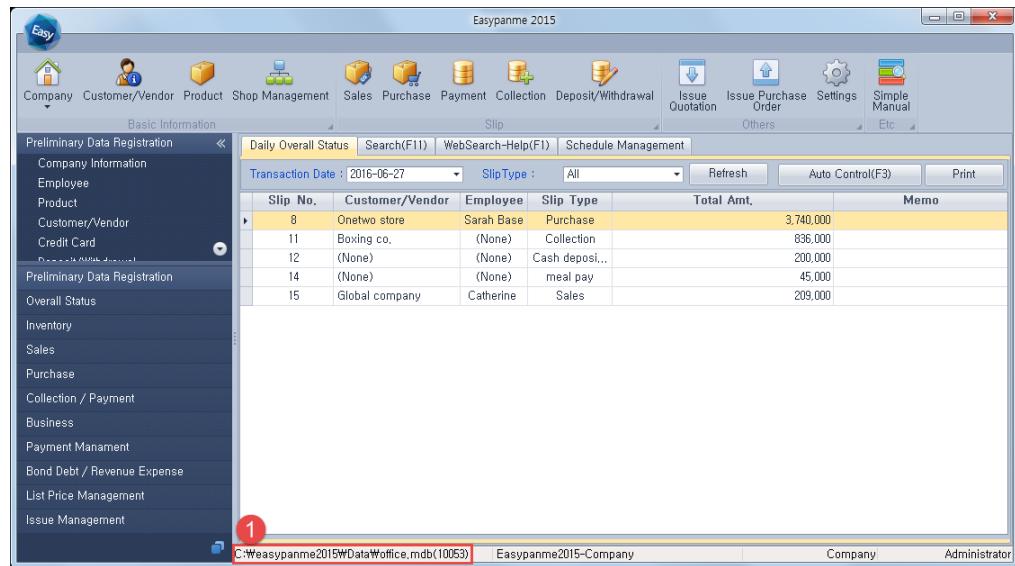
Date :	2016-06-01	~	2016-07-01	Search Last 30
Customer/Vender :		Search(E)		
Customer...	Customer Name	Total Sales (Cos...)	Total Sales	Sales Profit
C001	TRAN co,	0	0	0
C002	Halong corp	0	0	0
C003	valmuda	0	0	0
C004	dragon co.	0	0	0
C005	national co.	0	0	0
C006	Easter co.	0	673,750	673,750
C007	president co.	0	0	0
C008	Gold international	0	275,000	275,000
C009	Boxing co.	0	636,000	636,000
C010	IMP co.	0	0	0
C011	Promise co.	0	0	0
C012	Global company	0	209,000	209,000
C014	Onetwo store	0	0	0
C013	Asia co.	0	0	0
	(Total)	0	1,993,750	1,993,750

12. Data Back up & Restoration

12.1 Data Back up

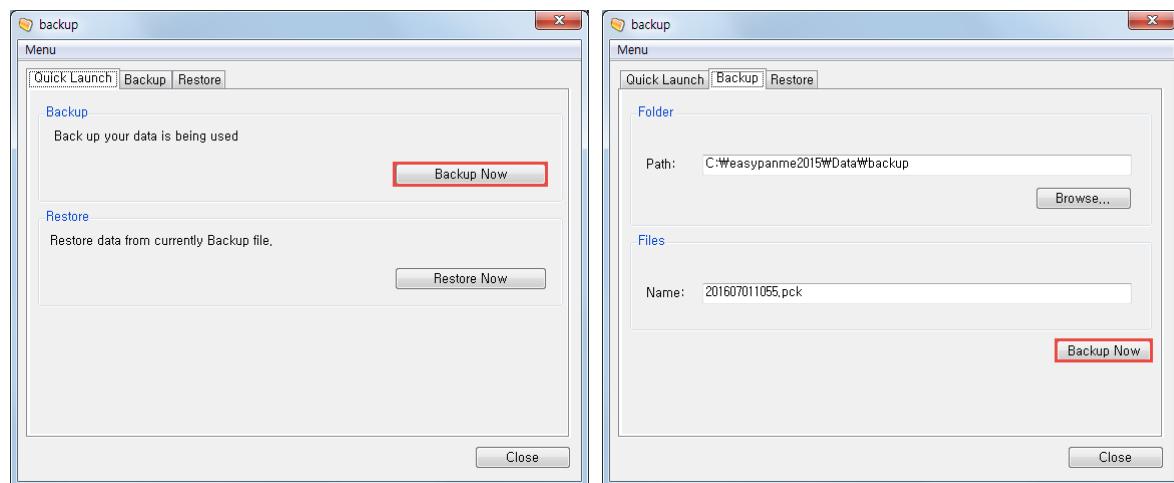
Data is automatically backed up in user's PC when closing the program. Users are responsible for managing the data in user's hard disk.

This chapter describes how to back up the data when you install a new computer or when you wish to keep the data aside.



STEP 1> Users can see the path where the data is stored in the bottom of the main screen.

Keep the entire data folder when you install the program in new PC. And paste to the folder after installation.

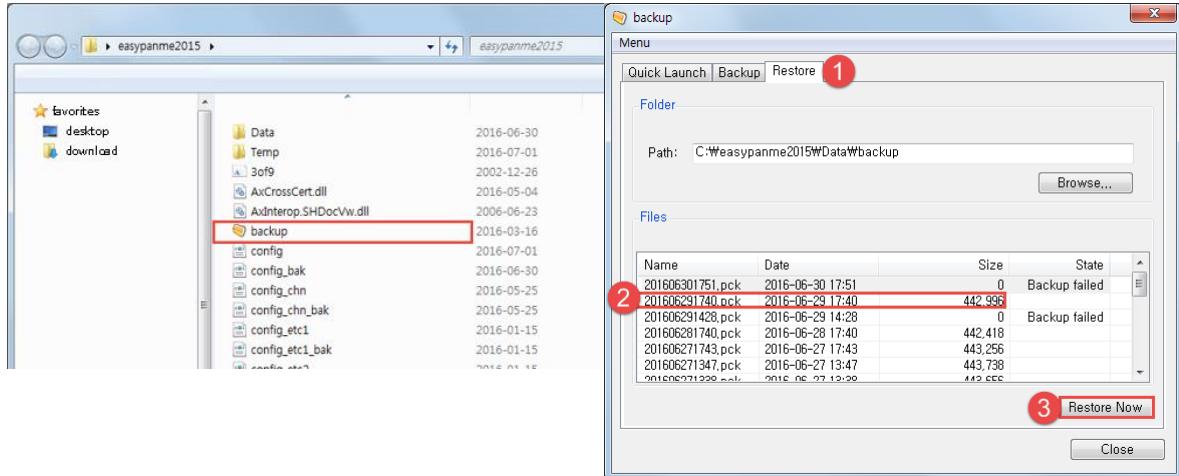


Alternatively execute "backup.exe" file in C:\Weasypanme2015 folder. And Click [Backup Now] button.

12.2 Data Restoration

When an error occurs in the data storage it can be restored to the last data.

Data restoration process shall be conducted in the state shut down the program.



STEP 1> Execute "backup.exe" file in C:\Easypanme2015 folder. Click [Restore] tab.

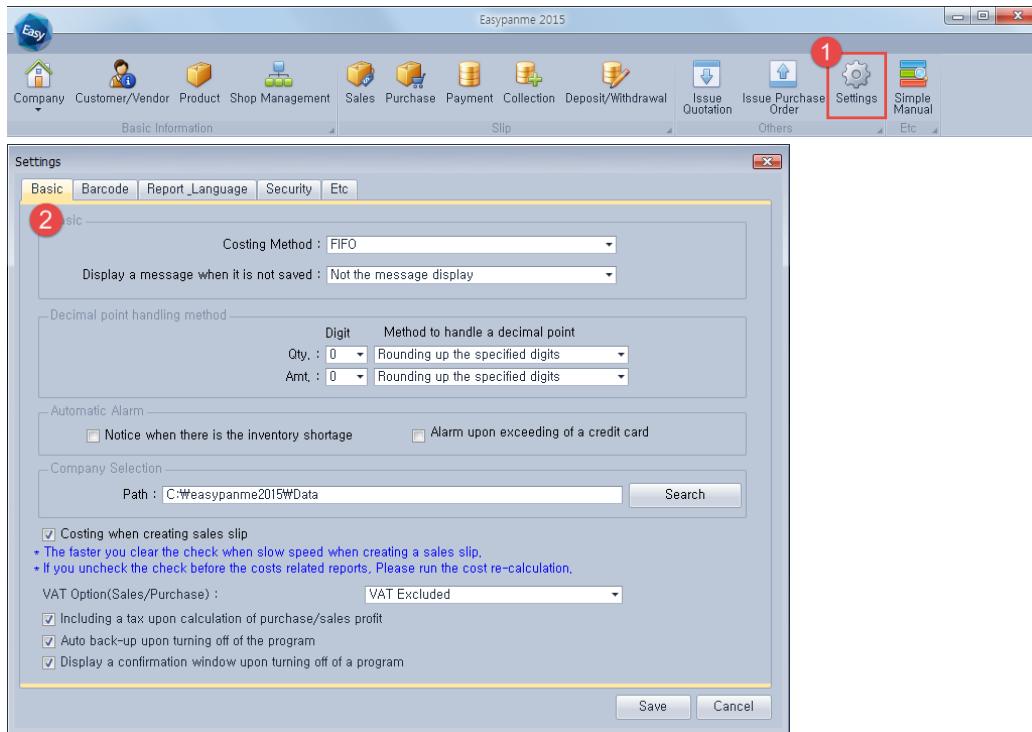
STEP 2> Select the backup file to be restored. If file size is zero, the file is inappropriate to restore.
The backup file name(*.pck) represents the backup time.

STEP 3> Click [Restore Now] button. And data will be recovered to a restore point.

13. Settings

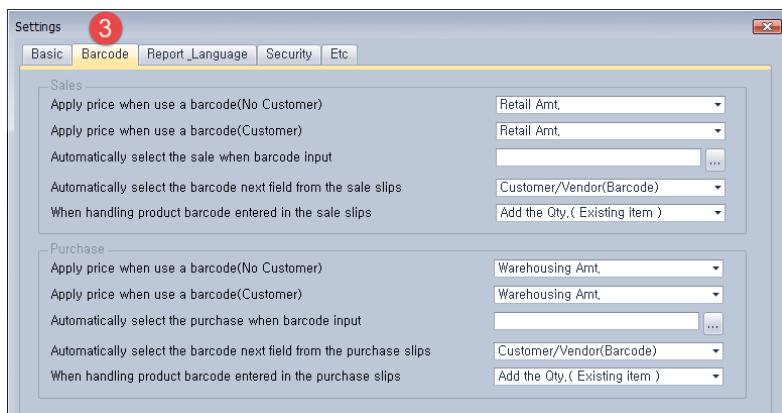
13.1 Setting Configurations

This chapter explains how to set configuration of Easypanme.

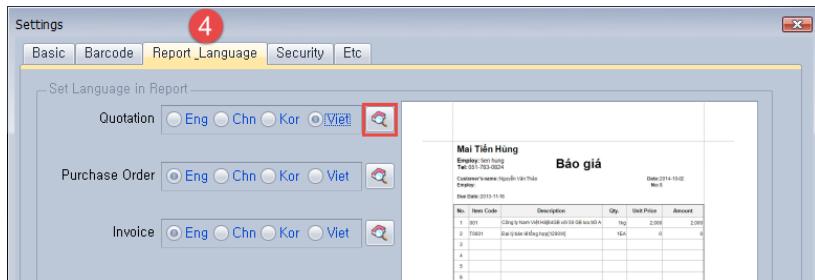


STEP 1> Click [Settings] icon.

STEP 2> Set the costing method, decimal point handling method, VAT option, etc in the [Basic] tab.



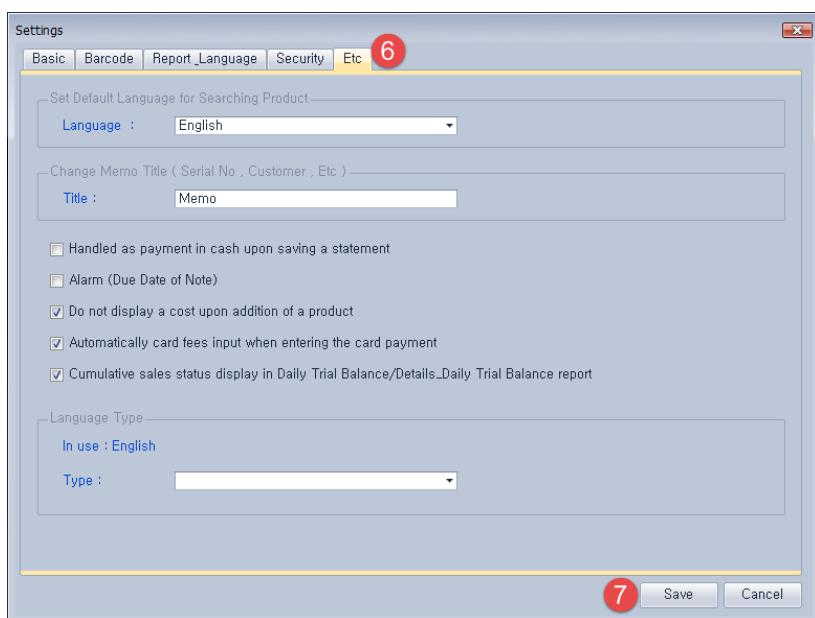
STEP 3> Define the value when scanning a barcode in the [Barcode] tab.



STEP 4> Select the report language in the [Report_Language] tab. Clicking [🔍] button, report in the selected language preview is displayed in the right frame.



STEP 5> Set the username and password to log in the program for security.



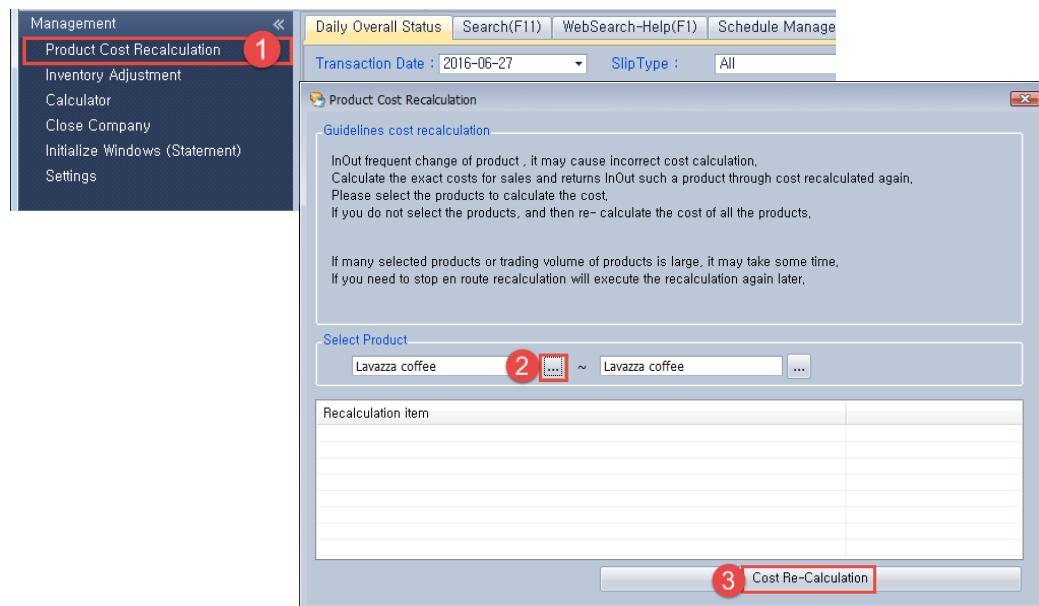
STEP 6> Set the language for searching product and other configuration.

STEP 7> Click [Save] button. All settings are applied after the program restarted.

13.2 Product Cost Recalculation & Inventory Adjustment

<Product Cost Recalculation>

As purchasing the product products cost rise or fall by the exchange rate or market conditions. In this case recalculate the product cost.



STEP 1> Click [Product Cost Recalculation] menu in [Management].

STEP 2> Click [...] to select product to be recalculated.

STEP 3> Click [Cost Re-Calculation] button. If many products selected or trading volume is large, it may take a long time.

<Inventory Adjustment>

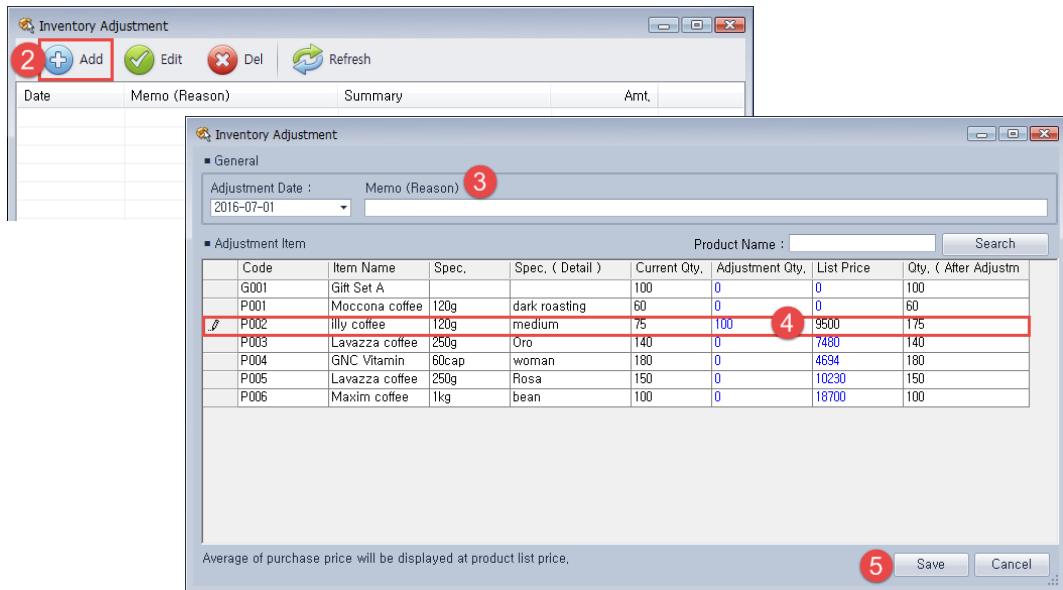
As operating data the actual inventory and inventory on the program cannot match because of input missing, damaged goods or loss. In this case it needs to adjust the inventory.

Slip No.	Customer/Vendor	Employee	Slip Type
8	Onetwo store	Sarah Base	Purchase
11	Boxing co.	(None)	Collection
12	(None)	(None)	Cash deposit,..
14	(None)	(None)	meal pay

STEP 1> Click [Inventory Adjustment] menu in [Management].

STEP 2> Click [Add] button.

STEP 3> Input the date and adjustment reason.

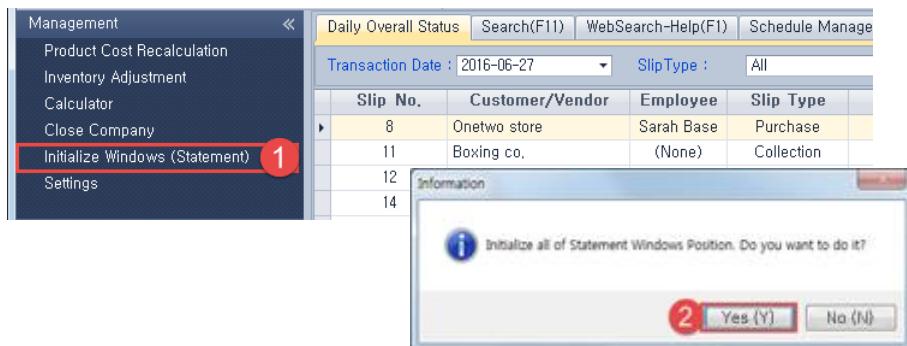


STEP 4> Enter adjustment quantity of the product.

STEP 5> Click [Save] button. It is recommended to recalculate product cost for adjusted product.

13.3 Initialize Windows (Statement)

If you don't see the slips you clicked or slips don't come up the statement window, it needs to initialize the window position.



STEP 1> Click [Initialize Windows] menu in [Management].

STEP 2> Click [Yes] button. And slips and statement window will be rearranged.

THANK YOU!

If you have any questions in use of EASYPANME, please contact us.

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