



## RDB Solutions

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## **Overview**

The Lumber Expert™ System is an MS Windows based program designed for the lumber wholesale and distribution industries.

Lumber Expert™ is capable of handling multiple companies and multiple divisions within each company.

Lumber Expert™ consists of the following major modules (but not limited to):

- **Order Entry**
  - Tightly interfaced with vendor and customer information for ease of entry.
  - Tightly integrated with inventory for on-order and committed inventory calculations.
  - Order blocking or cloning. Makes creating a series of orders quick and easy.
  - Optional tight credit controls.
  - Fax or email orders right from the application.
  
- **Physical Inventory**
  - Tracked by averaging, inbound order or tagged.
  - On-Order, Committed, Available to Sell and Net Position.
  - Flexible screen inquiry by product id or any component of the product (specie, grade, size, length, etc.).
  - Various reports and general ledger controls to ensure inventory stays in balance with the general ledger.
  - Flexible cost prorating over entire inventory location or over specific products in inventory.
  - Exposure management. Enter current values to view cost position on inventory.
  
- **Accounts Receivable**
  - Invoicing, costed and non-costed.
  - Fax or e-mail invoices when posting invoices.
  - Flexible cash receipts, partial payments, discounts, etc.
  - Many reports including Open Aging by Invoice.
  - Aging Report(s) by Trader.
  - Customer Credit Exposure.
  - Collection manager and call assist.
  
- **Credit Control**
  - Optionally block order entry for red-flagged or over credit limit customers.
  - Optionally block truck dispatch for red-flagged or over credit limit customers.
  - Customer credit exposure report.
  - Customer Inquiry showing Credit Limits, Open Orders, Open Invoices, Payment History, A/R History, Credit Rating History all automatically updated at month end.
  
- **Accounts Payable**
  - A/P invoice entry.
  - Disbursements and check printing in the QuickBooks™ check format.
  - Check history inquiry.
  - Easy check register/bank reconciliations.
  - Several controls in place to reduce/eliminate duplicate payments.
  - Many reports including A/P Cash Requirements, A/P Open Item, A/P Offsets Report.

- **General Ledger**
  - Flexible Financial Reporting with drill-down capabilities.
  - Option to book Accounts Receivable and Payable gross or net – before or after discount.
  - Order Status Inquiry showing all activity and current balances for an order including current margin, list of invoices, transaction listing, documents sent for the order, etc.
  - Transaction Inquiry detailing where journal entries originated from down to the order number level.
  
- **Trader Expert Module**
  - Order Entry and printing with the option to fax or email orders.
  - Order and Account Inquires, detailing Open Orders, Pending Orders, Late Orders, Uninvoiced and Invoiced Orders.
  - Product Inquiries – who produced/bought what specific products or product components.
  - Account assignments by trader.
  - General notes entry by trader by account.
  - Truck dispatching optionally available to traders controlled by a system setting.
  - Real-time margin inquiry shows buys and sells and margin percentages.
  - Real-time inventory inquiry summarizes and details on-hand, on-order, committed, available to sell and net inventory position.
  - Create quotes very easily where the module first displays transit inventory, physical inventory and most recent order for a selected product. Convert a quote to an order in just a few easy steps.
  - Flexible inventory inquiry for averaged, tag and by inbound order number. Easily create orders directly from inventory.
  
- **Powerful Embedded Report Writer.**
  - Create your own reports in just a few easy wizard-assisted steps.
  - Customize forms (Purchase Order, Order Confirmation, Invoice, Pick list, Bill of Lading, etc.) with your logo and to whatever format you require.
  
- **Trader Compensation Reports.**
  - Designed to be a starting point for trader compensation that details trader activity for the month broken out by purchases and sales.
  - Optionally based on cash receipts – trader doesn't get paid until the invoice is paid off.
  - Detail and summary reports for given date range.
  - Exports to Microsoft Excel.
  
- **Import/Export Vessel Tracking.**
  - Multi-Port capability.
  - Interfaced into Inventory and Invoicing.
  - Various Reports including Open Vessel Summary, Selected Vessel Detail.

- **Included Reports.**
  - There are many standard reports built into Lumber Expert™ - about 200, ranging from master lists to inventory reports to general ledger and financial reports. All or most of the reports can be exported into several different formats including Lotus 123, Quattro Pro, Excel, Bitmap, JPEG, CSS2, HTML, PDF and RTF.
  
- **Standard Comments.**
  - This is an easy to use feature that makes adding common comments and notes to an order or invoice a snap!
  
- **Payroll Journal Entries.**
  - This module allows you to record your payroll entries which post directly to the General Ledger as well as outstanding check register.
  
- **Transit Inventory.**
  - Trucks/Cars purchased and not sold.
  - Trucks/Cars sold and not purchased
  - Extract and price feature
  - Categorize by 2 optional classes.
  - "Publish" for general viewing
  - Screen management or report print option.
  - Exposure management. Enter current values to view cost position on inventory.
  
- **Transit Averaging.**
  - Trader compensation based on an average order profit for the entire year.
  
- **Document Management.**
  - Import documents and attach directly to the vendor, customer or order.
  - Supported documents include: Adobe PDF, MS Word, MS Excel, E-Mails/Text and graphic (.BMP) files.
  
- **Automated Rail Car Tracing.**
  - Subscribe to Steel Roads and Lumber Expert can automatically trace all after arrival cars.
  - Tracing is attached to the order and is available via order entry for viewing.

## **Procedural/System Overviews**

### **Order Number Structure**

The order number is structured in the following manner: 12345-ABCDE

Where **12345** is the base order number. The base order number can be numbers or letters up to 15 characters in length.

**ABCDE** is the suffix part of the order number and is optional. The suffix can be numbers or letters and up to 5 characters in length.

### **Order number as the single point of control**

The order number is the focal point of a transaction. It is used to track payables and receivables for a transaction. The order number is used as the invoice number as well.

### **Margin Tracking**

Because of the above single point of control, margin, as well as sales and cost of sales, are calculated for each and every transaction per order.

### **Product Code Structure**

The product code is broken into major components and brought back together via a product cross-reference code (or product id) assigned by the user. The major components are:

- Species
- Grade
- Size
- Length
- Thickness
- Ply

Products are entered into the system via the product id. The general method of creating product ids is:

- 1) Enter all product components. Enter all species, grades, sizes, lengths, etc.
- 2) Tie components together by creating a product code.

Using this method, each component has to be entered only once.

There are also three user-defined components to allow even greater flexibility.

### **Custom Reports and Forms.**

This feature allows you to create and save your own reports and run them at anytime in the future. The report writer interface is very easy and user friendly.

You can also customize your purchase order, order confirmation, invoice, pick lists and bill of lading forms to your liking. Adding your company logo is very easy.

## Order Entry

Order entry is where it all begins. All orders should be entered into the order system. This facilitates other processes later in the life of the order.

The order entry system is an easy to use screen that also includes order blocking capabilities.

**Order blocking** allows the cloning of orders for quick data entry on like orders. If several orders were purchased for inventory from the same mill and all the same or similar products, all that is required is the first order be entered in the regular fashion. Then clone the order by entering in the beginning and ending ranges of the orders to receive the information. A post-blocking screen is displayed after all information has been copied to allow the updating of mill/customer p/o numbers as well as shipment due dates.

## Order Entry:

The screenshot shows the 'Order Form' window with the following details:

- Order No/Suffix:** 4400
- Type of Sale:** FIRM
- Long/Short:**
- Department:** LUMBER
- Carrier Type:** TRUCK
- Est. Proc.:** 0
- Est. Freight:** \$2,000
- Est. Profit:** \$2,000
- Order Date:** 5/12/2015
- Seller:** Kevin Stanton
- Customer/Ship Information:**
  - Customer:** ABCXYZ Company
  - To Inventory:**
  - Ship To:** ABCXYZ Company
  - Address:** 12345 SW 1st Ave, Suite 1001, Williamsburg, VA 12345
  - Ship To Address:** 1551 SW 1st Ave, Entry Gate 32, Eugene, OR 97111
  - Confirms:** SKIP
- Terms and Conditions:**
  - Shipment Due:** 5/12/2015
  - Shipment Memo:** 5/12/2015
  - Condition:**
  - Terms:** NET 20 DAYS ADI
  - Customer P/O:** 6974
  - Shipping:** DELIVERED
  - FOB Point:**
- Products Table:**

Product Description	Pieces	Footage	FOBPRICE	PRICE	Extensic
2X4 8' DOUG FIR GRN STD & BTR \$45	5,000	26,667		\$375.00	\$10.

Buttons at the bottom: Add, Change, Delete, Copy, Cancel, Close.

## Inventory

There are currently three types of inventory encompassed within Lumber Expert™, averaged, tagged and IO (kept by Inbound Order number).

Averaged inventory tracks costs by product, unit size, and a few other optional controls.

Tagged inventory also tracks costs as above, but also has a tag process to track inventory in a more controlled way. Tagged processes also include “production runs” which allow you to transform products from one type to another all in the same screen.

To enable inventory processes, you must enter all pertinent data for each location, which consists of Name, Address, General Ledger account number, etc.

You determine at the location level whether the inventory is tagged or averaged or actual.

Several reports are currently in place to make sure cost and tagged inventories are in sync as well as the general ledger.

Inventory may also be kept without general ledger costing for the situations where you are tracking inventory for someone else. Costs are still kept in the inventory, not in the general ledger.

### Averaged Inventory Inquiry Screen/Tab 1 – Product Selection:

Species	Grade	Size	Length	Thickness
MISC	# 3 & #4	34	1'X 10	110
PLY	#1	1'X 12	112	4'
0345	S0345	1B	1'X 4	14
048	S048	1C	1'X 5	15
058	S058	#1 Heavy	1'X 6	16
07	S07	#1 Medium	1'X 8	18
165	S165	#1650 MSR	2'X 2	22
4.5	S45	#2	2'X 4	24
ANYX	ANY	#2 & Better	2'X 6	26
Cedar	CEADAR	#2 & Btr Com w/C-116	2'X 8	28
Doug Fir GRN	DFGR	#2 & Btr Common	2'X 10	210
Doug Fir KD	DFKD	#2 & Btr Fingerjoint	2'X 12	212
Doug Fir P.T.	DFPT	#2 Common	6/4 X 12	6/4
Doug Fir Larch S-Dry	DFLSD	#2 DE w/Hole	10'X 10	1010
ESLP KD	ESLPK	#2 FT NH	10'X 12	1012
Elbolts Pine	EPINE	#2 Plastic DE	2RDE	20-3/8 X 19220192
FIR	FIR	#3	1245X3075	3075
FREIGHT	FRT	#3 & Btr	50 X 96	5096
Fencing	FENCE	#3 & Btr NH DE	60 X 72	6072
Fir Larch	FL	#3 CM/TG	60 X 84	6084
Hem Fir P.T.	HFPT	#3 Common	60 X 120	60120
Hem/Fir GRN	HFGR	1950MSR	60 X 192	60192
Misc/Fir KD	MFV	12.75 MFC	60 X 1.84	601.84

### Inventory Inquiry Screen/Tab 2 – Product Summary:

	Pieces	Footage
<b>On Hand</b>	<b>1308</b>	<b>6987</b>
<b>On Order</b>	<b>5000</b>	<b>26667</b>
<b>Committed</b>	<b>8480</b>	<b>45226</b>
<b>Available</b>	<b>-7,172</b>	<b>-38,239</b>
<b>Net Position</b>	<b>-2,172</b>	<b>-11,572</b>

## Inventory by Inbound Order Number.

- Flexible querying options (top panel of the screen).
- Black lines are items already received into inventory.
- Green lines are items on-order.
- Red lines are items oversold/committed.
- Bold green lines are items in-transit to an inventory location.
- The “Details” button breaks out on-hand, on-order and committed items/orders.
- Easily create multi-source orders – orders that typically have one customer but more than one source – purchase X amount from a mill, X amount from location 1, X amount from location 2.

From the above screen you can easily add items to the lower part of the screen for easy order creation. Committed and available quantities are updated immediately.



## General Ledger

The general ledger consists of all the standard accounts that make financial reporting possible, easy and integrated. All costs for a transaction (order) are tied to our single point of control order number making it possible to calculate gross margin on a per order basis. This gross margin can then be used for basis of trader compensation.

The general ledger is broken into two parts, the general ledger and sub-ledger. The sub-ledger supports the general ledger and contains all order-related information. The general ledger consists of the g/l summaries of each batch entry.

**Accounts Receivable** consists of invoice entry, invoice completions, cash receipts and various aging reports. When invoicing, you have the option of *pre-invoicing* or *final invoicing*. Pre-invoicing allows the creation of an invoice to the customer when the actual costs of the order are still not known. This way, an invoice can be sent to the customer as soon as the order ships. When the mill invoice (and others) arrive and actual costs are known, the order can be “finalized” or costs can be booked and margin calculated.

## Invoicing:

**Invoice Entry - Order No: 4400**

Main (1) Products (2) Costs (3) Preview (4) Comments (5) Remit-To (6)

**Invoice To:** ABCXYZ Company  
12345 SW 1st Ave  
Suite 1001  
Williamsburg VA 12345

**Ship To:** ABCXYZ Company  
1551 SW 1st Ave  
Entry Gate 32  
Eugene OR 97111

Available Credit: \$711,899

**Customer Shipping:** Delivered

Customer PO #: 6974 Ship Date: [ ] Car Number: [ ]

Dest. Carrier: [ ] Routing: [ ] Job Number: [ ] Container Number: [ ]

Print Ship Date [ ] Print Routing [ ]

**Invoice Options:** Credit Memo [ ] Debit Memo [ ] Revised [ ] Proforma [ ]

**Send Options:** Mail Invoice [ ] Fax Invoice [ ] E-Mail Invoice [x] Save to Customer [ ]

**Terms, Taxes and Profit**

Invoice Date: 9/30/2015 Terms: NET 20 DAYS ADI Freight for Disc: \$0.00 Print [x]

Discount Date: 10/20/2015 Due Date: 10/20/2015 Est. Arrival: [ ] Discount: \$0.00 Recalc [ ]

Tax Amount: \$0.00 Tax %: [ ] Profit: \$0.00

Tax 2 Amount: \$150.00 Tax 2 %: 1.50%

Gross Invoice	Discount	Net Invoice	Calculated Profit	Entered Profit
\$10,000.13	\$0.00	\$10,150.13	\$2,121.36	\$0.00

Comments Exist [x] Save [x] Cancel [x]

Invoicing gets its information from order entry or inventory shipments requiring minimal data entry.

## Cash Receipts

The screenshot shows the 'Cash Receipts' software interface. At the top, there are tabs for 'Main' and 'Miscellaneous'. The main area is divided into several sections:

- Customer Payment Form:** Contains fields for Bank (US Bank Account), Customer (ABCXYZ COMPANY), Buyer (Kevin Stanton), Seller (Kevin Stanton), Check No (23134), Check Date (11/10/2015), Receipt Date (11/13/2015), Mailed Date, Check Amount (12299.85), Order/Suffix (1002), and A/R Amount (12299.85). There are also checkboxes for 'Keep' and 'From Vendor'.
- Buttons:** A vertical column of buttons on the right includes 'Apply To Inv', 'Change Inv', 'Print Summary', 'Reverse Receipt', 'Close', and 'Interest Calc'.
- Open Invoices Grid:** A table with columns: Select, Order No, Suffix, Inv. Date, Due Date, Disc. Date, Amount Due, Total Invoice, Disc. Amt, PDD. It shows one row for Order No 1002 with an amount due of \$12,299.85.
- Payments this batch Grid:** A table with columns: Order No, Suffix, Rec Date, Check Amount, Customer. It currently displays '<No data to display>'.

Upon selecting a customer, all open invoices are immediately displayed in the lower left grid. Simply enter the check number, check date, receipt date and double click the order to apply. The payment will be displayed in the lower right grid and the amount due column will be reduced by the payment amount.

You can also enter the check number, check date, receipt date and click on the select column to apply a customer's check to multiple invoices. Once all desired checks are selected, simply press the button with the arrow pointing to the right.

## A/R Collection Manager:

The Collection Manager allows you to create a list of customers you wish to call regarding open invoices and then process the call list from the "Collection Calls" tab.

Screen 1 – create the call list:

**Customers** Show: Past Due Customers

Customer	Amount Due	State	Zip
ABCZY Company	\$110,657.00	MARSHALL	TX 75
Customer 1017	\$21,795.96	PLANO	TX 75
Customer 1018	\$13,808.61	SUN VALLEY	CA 91
Customer 1059	\$6,773.38	IRWINDALE	CA 91
Customer 1070	\$37,513.47	CHINO HILLS	CA 91
Customer 1073	\$13,607.54	CYPRESS	CA 90
Customer 1074	\$6,995.45	CALHOUN	TN 37
Customer 1090	\$14,780.00	FT WORTH	TX 76
Customer 1099	\$54,266.50	ALAMEDA	CA 94
Customer 1126	\$4,633.40	LOS ANGELES	CA 90

**Call List**

Customer	City	State
Customer 1017	PLANO	TX
ABCZY Company	MARSHALL	TX
Customer 1018	SUN VALLEY	CA

**Open Invoices**

Order No	Suffix	Invoice Date	Due Date	Amount Due	PD	Invoice Total	PDD	DFI	Cust PO	Seller
4533		1/7/2003	2/6/2003	\$13,872.00	●	\$13,872.00	74	104	37346-1	JOHN
4534		1/7/2003	2/6/2003	\$13,749.60	●	\$13,749.60	74	104	37346-2	JOHN
4535		1/15/2003	2/14/2003	\$13,729.20	●	\$13,729.20	66	96	37346-3	JOHN
4536		1/22/2003	2/20/2003	\$13,872.00	●	\$13,872.00	60	89	37346-4	JOHN
4537		1/31/2003	2/27/2003	\$13,698.60	●	\$13,698.60	53	80	37346-5	JOHN

Total Amount Due: \$110,657.00

The "Call List Manager" tab displays:

- All customers in the upper left corner (with the option to show only those customers past due).
- Selected customers to call in the upper right corner.
- Open invoices for the customer selected in the upper left corner. From this display you can view the order details or view the printed invoice via the two buttons above the list of open invoices.

With a few clicks of the mouse, you can add all past due customers or just the customers you wish to the call list.

## A/R Collection Manager Screen 2 – process the call list:

The screenshot displays the 'A/R Collections' software interface. At the top, there are tabs for 'Call List Manager', 'Collection Calls', and 'Comments'. Below this is a 'Call List' section with a search bar and buttons for 'Call Log Detail', 'A/P Contact', 'Clear Red Flag', and 'Goto Customer'. A table shows customer information for 'ABCXYZ Company' located in 'Williamsburg, VA 12345', with contact 'Kevin Stanton'. Below the call list is an 'Open Invoices' section with buttons for 'View Order', 'Preview Invoice', 'Fax Invoice', and 'Email Invoice'. A table lists several invoices, with the 1006th invoice selected. At the bottom, there is an 'Order Comments' section with buttons for 'New', 'Change', and 'Delete', and a text area containing the comment 'Sally promises a check by Friday'.

Called	Customer	RF	City	State	Zip	A/R Contact
<input type="checkbox"/>	ABCXYZ Company		Williamsburg	VA	12345	Kevin Stanton

Order No	Suffix	Invoice Date	Due Date	Amount Due	PD	Invoice Total	PDD	DFI	Cust PO	Seller
1001		5/12/2015	5/22/2015	-11186.88		11186.88	131	141	6974	KEVIN
1002		7/21/2015	5/22/2015	9632.57	●	9632.57	131	71	6975	KEVIN
1003		5/12/2015	5/22/2015	8810.88	●	8810.88	131	141	6976	KEVIN
1004		5/21/2015	5/31/2015	9900.13	●	9900.13	122	132	6976	KEVIN
1005		6/24/2015	7/4/2015	11944.08	●	11944.08	88	98	6976	KEVIN
▶ 1006		7/22/2015	8/1/2015	9000	●	9900.13	60	70	6976	KEVIN

\$38,100.78

Date	Contact	Entered By	Entered On	Comments
▶ 9/30/2015	Kevin Stanton	KEVIN	9/30/2015 2:42:47	Sally promises a check by Friday

The "Collection Calls" tab:

- Shows the customers to call at the top of the screen.
- Shows the open invoices for the selected customer.
- Gives the ability to add/change/delete comments that optionally print on the A/R Aging by Invoice Report.

From this screen you can also directly:

- View an invoice.
- Fax the selected invoice to the customer.
- E-mail the selected invoice to the customer.
- Modify A/R contact information (contact name, phone and fax).

**Accounts Payable** consists of a payable schedule entry (tickler entry), disbursements and check history inquiry. The following check register module enables quick and easy bank reconciliation:

Bank Reconciliation

Bank Trading General Account	Statement Date 5/31/2001	Beginning Bank Balance \$145,000.00		Ending Bank Balance \$107,016.87
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Adjustments to be added

Service Charge	\$10.00	Date	5/20/2001	
Interest Earned	\$10.00	Date	5/23/2001	
Other Adj.	50	Date	5/28/2001	Reason Bank Fee

Deposits

Cleared	Deposit Date	Memo	Amount	Cleared Date
<input type="checkbox"/>	3/26/2001	Deposit	\$19,292.12	
<input checked="" type="checkbox"/>	4/22/2001	Deposit	\$11,771.10	
<input type="checkbox"/>	5/30/2001	Deposit	\$19,392.12	

Disbursements

Cleared	Check Date	Check No.	Payee	Amount	Ven
<input type="checkbox"/>	4/15/2001	51222	John Robertson	\$0.00	
<input checked="" type="checkbox"/>	4/22/2001	65858	ABC Builders	\$20,539.00	
<input type="checkbox"/>	4/22/2001	65859	FedEx	\$200.00	
<input checked="" type="checkbox"/>	4/22/2001	65861	Valley Tel Service Inc.	\$425.00	
<input type="checkbox"/>	5/15/2001	64311	John Robertson	\$30,000.00	

Items Marked as Cleared		Cleared Balance	\$135,857.10
1 Deposits	\$11,771.10	Difference	(\$28,840.23)
2 Disbursements	\$20,964.00	Ending Balance	\$135,233.34

The check format is based on the standard QuickBooks™ format printed from a laser jet printer.

All data entry in general ledger and inventory is done in batch form. Each user has his or her own batch of invoices or checks to enter and process. At the end of each batch, when the user is done entering invoices for example, an Invoice Journal will be printed or previewed and the user prompted to review and verify. If the journal is correct, the user simply presses the "continue" button and the batch will be posted to the general ledger and sub-ledger. If the user detects errors, the user can cancel the posting at that time, return to batch entry, fix the error(s) and rerun the journal.

Journals are produced at each and every batch entry that affects the general ledger or inventory. Once the batch is posted, there is no way for the user to go back and change a transaction. IE: Once an invoice is posted, there is no way to change it. If there are problems after an invoice is posted, the invoice must be canceled and re-entered correctly (or a debit/credit memo can be issued). Canceling and re-invoicing is a snap.

## Order Status

Order status is a great place to find out very detailed information about an order.

The screenshot shows the 'Order Status Inquiry' window for order 1002. It features a navigation menu at the top with options like Summary, Detail, and Order Info. The main area is divided into three sections: Accounts Receivable, Accounts Payable, and G/L Offsets. A 'Total Margin' box at the bottom right shows a value of \$1,099.85.

Accounts Receivable					
Cust No	Customer	Balance	Funds	Disc Date	Due Date
▶ 1014	ABCXYZ Company	\$12,299.85 DR	U	12/3/2015	12/3/2015

Accounts Payable				
Mill No	Vendor	Balance	Funds	Due Date
▶ 1564	Best Supplier	\$10,750.00 CR	U	11/30/2015

G/L Offsets			
G/L Nbr	Description	Balance	Funds
▶ 2120	Est. Freight Payable	\$450.00 CR	U
4020	Inventory Lumber Sales	\$12,299.85 CR	U
5000	Cost of Sales	\$1,697.86 DR	U
5020	Cost of Sales - Lumber Inventory	\$9,052.14 DR	U
5100	Cost of Sales - Freight	\$450.00 DR	U

<b>Total Margin</b>	<b>\$1,099.85</b>
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From order status you can:

- View current balances on all account numbers.
- View transactional details showing all accounting entries for a specific entry.
- View order entry info including purchase details, sale details and products.
- View a list of invoices and optionally reprint. You can also change non-accounting information on an invoice, like car number or customer p/o number and then reprint/resend the invoice.
- View the entire list of accounting transactions for the selected order.
- View all inventory activity.
- View truck dispatches for the order.
- View attached documents for the order. IE: Mill invoice, freight invoice(s), etc.
- View "Relations" for the order. You can relate orders together so that when one of the orders is invoiced, the other "related" orders will be closed out/no longer show as open.

## Trader Expert

Trader Expert is a completely separate module designed to help a trader run his business and is fully integrated with Lumber Expert™.

Customer	City	State	Phone	Fax	Available Credit	Available Trade	Past Due
ABCXYZ Company	Williamsburg	VA	503-705-0834	503-822-0178	\$565,984	\$679,784	\$126,415.27
Georgia Pacific Corp. - Marie	Manetta	GA	770-221-2333	770-221-8040	\$75,000	\$75,000	\$0.00
84 Lumber	Eighty Four	PA	724-228-8820	724-228-4337	\$512,600	\$37,600	\$37,399.71
A & R Supply	Pensacola	FL	850-433-3020	850-432-0613	\$10,000	\$10,000	\$0.00
Doral Building Supply	Miami	FL	305-471-9797	305-470-1731	\$200,000	\$200,000	\$0.00
Ace Hardware - Toledo	Toledo	OR	541-336-2373	541-336-4712	\$914,111	\$914,111	\$85,889.02
Ace Building Center	Florence	OR	541-997-8474	541-997-3831	\$5,000	\$35,000	\$0.00
Georgia Pacific Corp. - Atlanti	Atlanta	GA	404-652-4401	404-827-7076	\$75,000	\$75,000	\$0.00
Scharpf's Twin Oaks Bldg. S	Eugene	OR	541-342-1261	541-484-6136	\$15,000	\$15,000	\$0.00
RDBS Solutions	Tualatin	OR	503-691-9901	503-691-9901	\$100,000	\$100,000	\$0.00
Bend Trading Company	Bend	OR	503-705-0834	503-822-0178	\$500,000	\$600,000	\$0.00
Prineville Lumber Products	Prineville	OR	541-111-2312	541-121-3321	\$400,000	\$500,000	\$0.00
SCR Inc.	Lake Oswego	OR	503-968-1300	503-968-1400			\$0.00
Cambridge Steel, LLC	Los Angeles	CA	323-564-1000	323-563-2516	\$10,000	\$10,000	\$0.00
El Paso Millwork, Inc.	Canutillo	TX	505-589-3333	505-589-3793	\$100,000	\$100,000	\$0.00
Acerotex International	Houston	TX	713-960-9330	713-960-9630	\$25,000	\$25,000	\$0.00
Empire Co., Inc.	Zeeland	MI	616-772-7272	616-772-7040	\$232,576	\$232,576	\$17,424.00
Eagle Trading Co.	Bozeman	MT	406-586-1383	406-586-9414	\$5,000	\$5,000	\$0.00
Botkin Lumber Inc	Farmington	MO	573-756-8903	573-756-4168	\$33,037	\$33,037	\$16,963.46

### Highlights include:

- Mill and customer lookups showing open/uninvoiced orders, late orders, pending orders (orders issued but not yet entered), uninvoiced orders (orders shipped and not invoiced) and invoiced orders.
- Customer status displayed: available credit, available trade and past due.
- List of all orders for the trader logged in with the same tabs available as above.
- Immediate order number issuing for mills or customers.
- Order printing, emailing and faxing.
- Shipping information entry.
- Inventory inquiry – details what's on-hand, on-order, committed, available to sell and net position
- Product inquiry – what mill has produced which product(s) or what customer has purchased what product(s) or product components.
- Margin inquiry shows on a day-by-day basis buys and sells the logged in trader has participated in. See below for screen prints.

## Margin Inquiry

Margin Inquiry Screen 1 – Monthly Summary:

Margin Inquiry						
MTD Margin		Daily Margin				
For Month Ending: 2/28/2003						
Buys			Sells			
Date	Margin	Sales	Date	Margin	Sales	
2/3/2003	(\$61.89)		2/3/2003	(\$61.89)		
2/5/2003	\$2,754.16	\$23,223.96	2/5/2003	\$2,754.16	\$23,223.96	
2/7/2003	\$772.40	\$7,829.36	2/7/2003	\$772.40	\$7,829.36	
2/11/2003	\$2,042.99	\$16,322.24	2/11/2003	\$2,042.99	\$16,322.24	
2/12/2003	\$2,680.33	\$28,024.54	2/12/2003	\$2,680.33	\$28,024.54	
2/18/2003	(\$30.41)		2/18/2003	(\$30.41)		
2/19/2003	\$887.25	\$14,780.00	2/19/2003	\$887.25	\$14,780.00	
2/21/2003	\$1,516.97	\$11,989.60	2/21/2003	\$1,516.97	\$11,989.60	
2/28/2003	(\$150.00)		2/28/2003	(\$150.00)		
Total Margin		\$10,411.80	Total Margin		\$10,411.80	
Total Sales		\$102,169.70	Total Sales		\$102,169.70	

Margin Inquiry Screen 2 – Daily Detail for 2/12/2003:

Margin Inquiry														
MTD Margin		Daily Margin												
For Date: 2/12/2003														
Invoicing				Adjustments				Other						
	Count	Margin	Sales	Pct		Count	Margin	Sales	Pct		Count	Margin	Sales	Pct
Buys	2	2,687	28,025	9.59	Buys	3	-7	0	0.00	Buys	0	0	0	0.00
Sells	2	2,687	28,025	9.59	Sells	3	-7	0	0.00	Sells	0	0	0	0.00
Orders														
Order No	Suffix	Source	Mill/Location	Customer/Location	Trans Margin	Total Margin	Est Margin	Sales						
4544		ADJ	Mill 1079	Customer 1019	(\$7)	\$986	\$954							
4575		ADJ	Mill 1075	Customer 1017	(\$342)	\$1,730	\$1,371							
4575		ADJ	Mill 1075	Customer 1017	\$342	\$1,730	\$1,371							
4575		INV	Mill 1075	Customer 1017	\$1,556	\$1,730	\$1,371	\$21						
4577		INV	Mill 1083	Customer 1018	\$1,132	\$1,176	\$834	\$E						
TRADER INT WORKSHEET														

Information of interest includes:

- Invoicing, Adjustments and Other types of margin-affecting activity.
- Adjustment description/reason showing at the bottom of the screen ("TRADER INT WORKSHEET").
- Ability to view the order, and view the invoice.
- The "Explain" button details the "Total Margin" column – See below.



The "Explain" display:

The screenshot displays the 'Margin Inquiry' application window. At the top, there are tabs for 'MTD Margin' and 'Daily Margin', and a 'For Date:' dropdown menu set to '2/12/2003'. The main area is divided into three sections: 'Invoicing', 'Adjustments', and 'Other', each with a table of counts, margins, sales, and percentages. An 'Orders' table is visible at the bottom left. A pop-up window titled 'Accounting Summary' is open, showing a list of descriptions and amounts for a selected order. The 'Accounting Summary' window includes a 'Close' button at the bottom right.

Invoicing				Adjustments				Other						
	Count	Margin	Sales	Pct		Count	Margin	Sales	Pct		Count	Margin	Sales	Pct
Buy	2	2,687	28,025	9.59	Buy	3	-7	0	0.00	Buy	0	0	0	0.00
Sell	2	2,687									0	0	0	0.00

Order No	Suffix	Sc
4544		AL
4575		AL
4575		AL
4575		IN
4577		IN

Description	Amount
A/R: Customer 1018	\$6,742.44
A/P: Mill 1083	(\$4,481.47)
G/L: Accounts Payable - Freight	(\$615.60)
G/L: Accrued Sales Tax - California	(\$513.86)
Total Margin	\$1,131.51

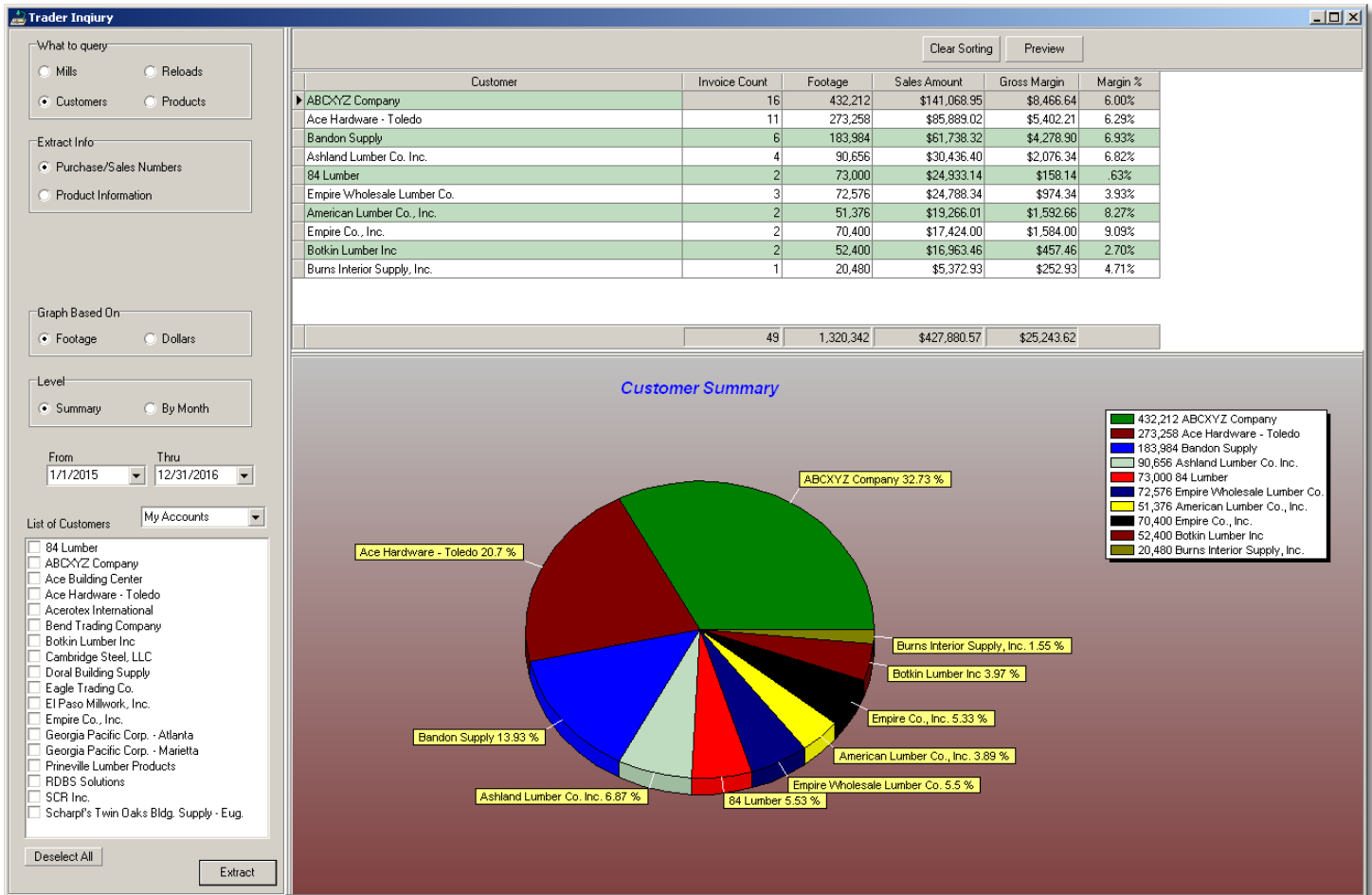
  

Est Margin	Sales
\$954	
\$1,371	
\$1,371	
\$1,371	\$21
\$834	\$6

The above pop-up window shows all income and expenses for the selected order.

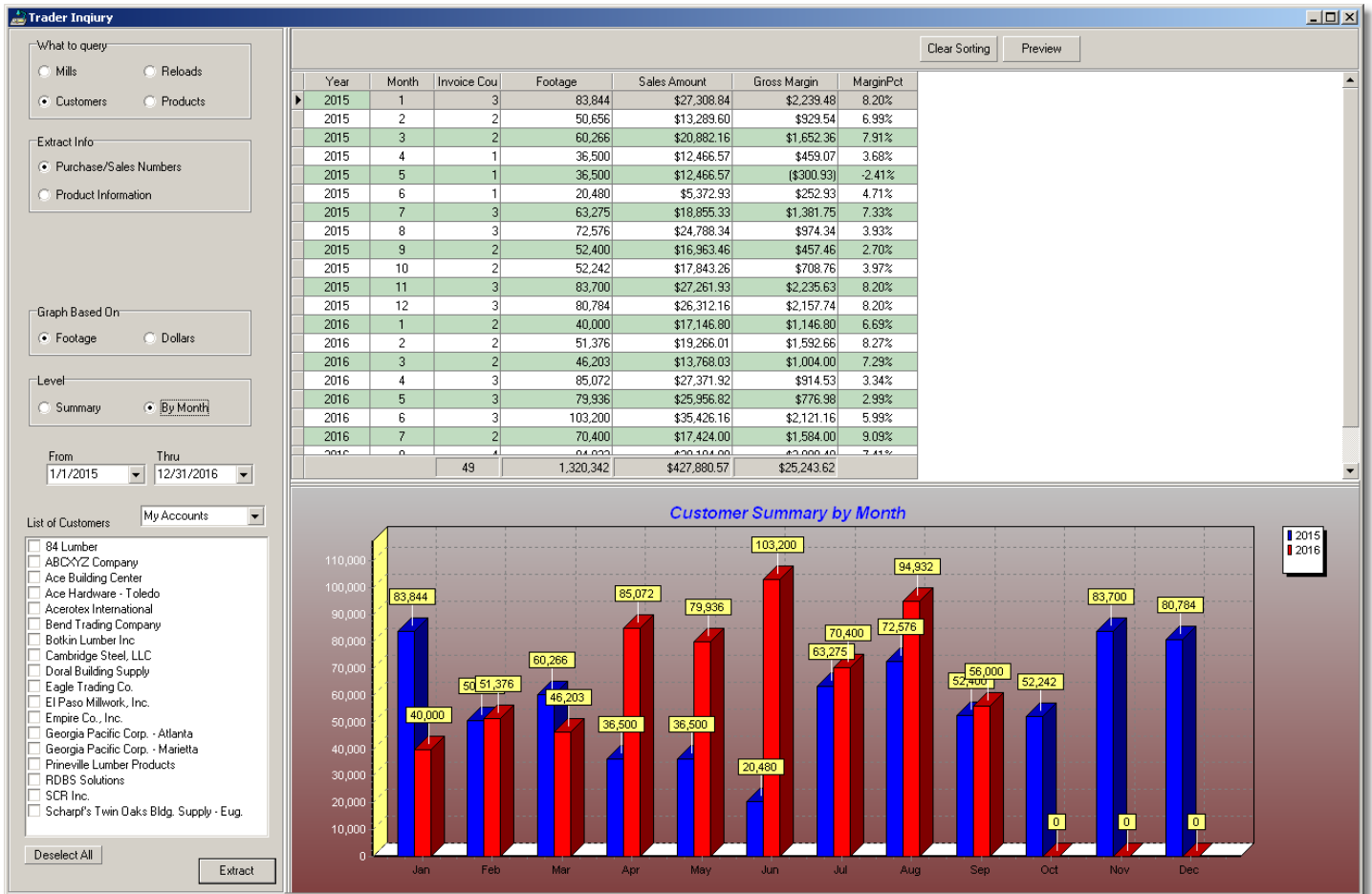
**Trader Inquiry** is a very flexible query screen that displays product or purchase/sales dollars for mills, customers and reloads.

## Customer summary for 2 years:



Double-clicking on any record in the top list of customers will produce a screen detailing invoices and order numbers backing up the summary shown.

## Customer summary by month for 2 years



## **Start up and Data Conversion**

All master file information must be entered first in the following sequence:

1. Company and Division Information.
2. Users information and group assignments.
3. Customers and Vendors which include Mills, Railroads, Truckers and Miscellaneous.
4. Order Codes.
5. General Ledger Chart of Accounts.
6. Physical Inventory Locations.
7. Bank Master.
8. System Defaults.
9. Beginning Balance Entry (Accounts Receivable, Accounts Payable and Inventory).

Once steps 1 and 2 are completed, steps 3, 4 and 5 can be entered at the same time by multiple users. Note: it is recommended to at least update the terms codes in step 4 before starting to enter Customers and Vendors as terms codes can and should be assigned to each account.

Once all the master file information has been entered, Open A/R Balances , Open A/P Balances and Beginning Inventory Balances can be entered.

Data conversions are possible depending upon the system you are migrating from. Customers, mills and other master files could be automated via a dBase files, ASCII text files, and several other formats.

Conversions are never fun! I believe involving your staff as much as possible will be beneficial in the long run. No one knows your business like your own people. Conversions offer a great opportunity for general system clean up of master files, terms and product codes, etc. Having your staff involved will give them a sense of ownership and allows them to organize the system in a manner that works for you.