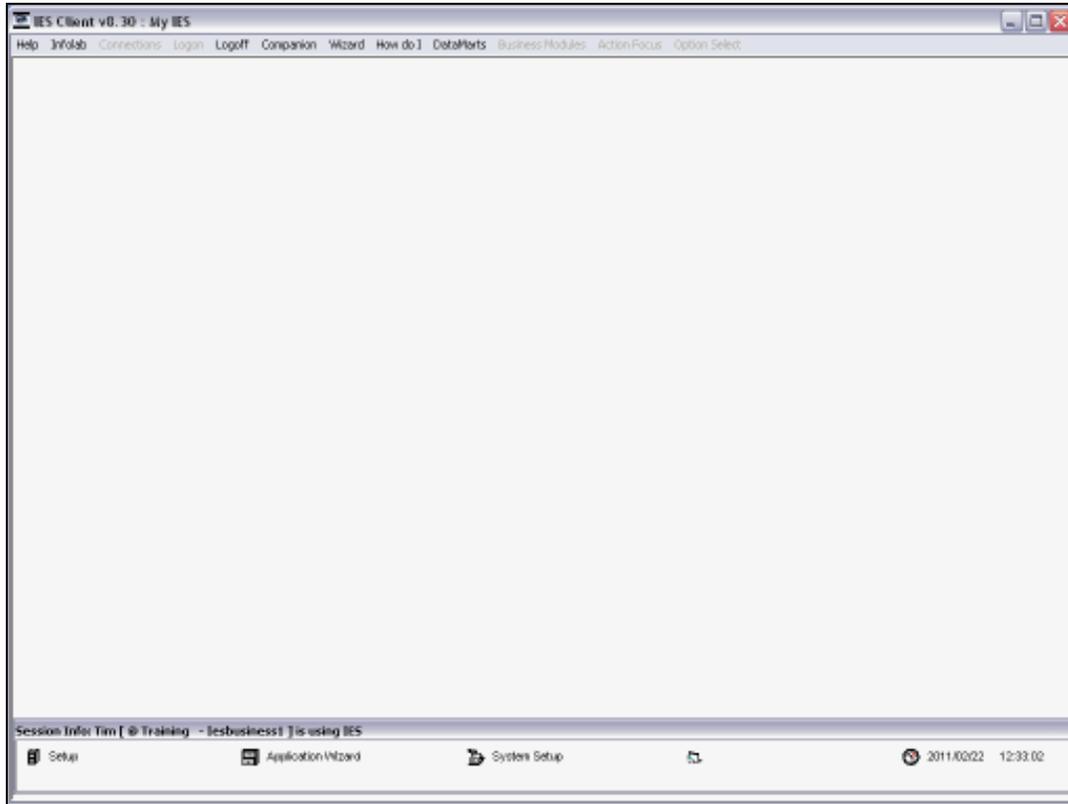


Slide 1

Slide notes: When we have installed a new Business Datamart and wish to set up the new Medical Business, we start in the Set Up module. We should ensure that we are in the correct Datamart, because we will be deleting any current set up and data in this Datamart when we proceed with the set up.



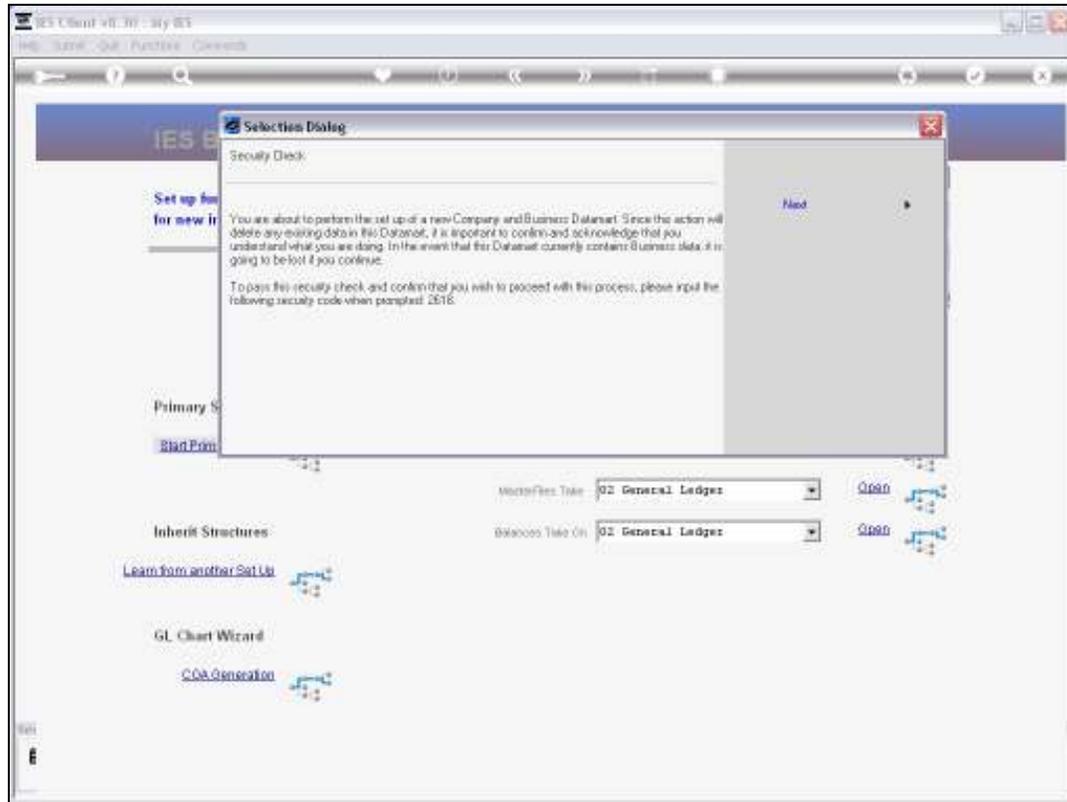
Slide 2

Slide notes:



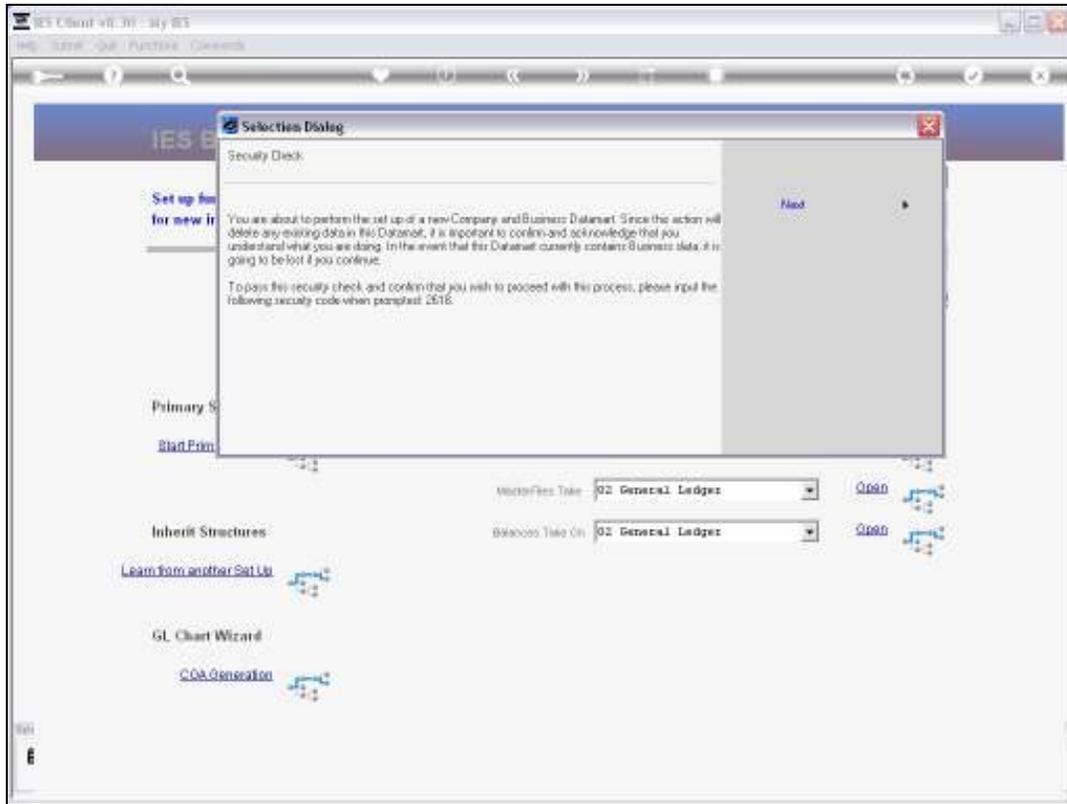
Slide 3

Slide notes: Here we choose 'Start Primary Set Up'.



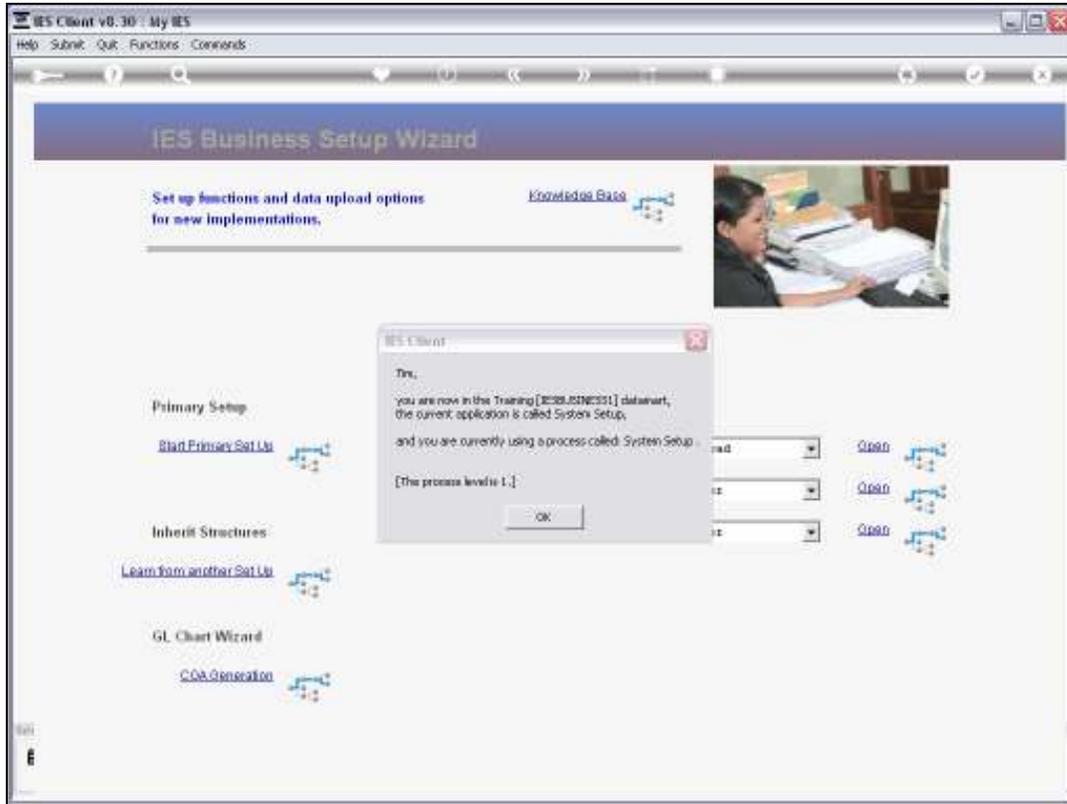
Slide 4

Slide notes: We note the security code, which we will have to input correctly otherwise the set up will not continue. This is a safety precaution, because once we input the security code, then any and all existing data in this Datamart will be deleted and initialised for a new Company. As such, we want to be sure we are not in the wrong Datamart and potentially deleting live data.



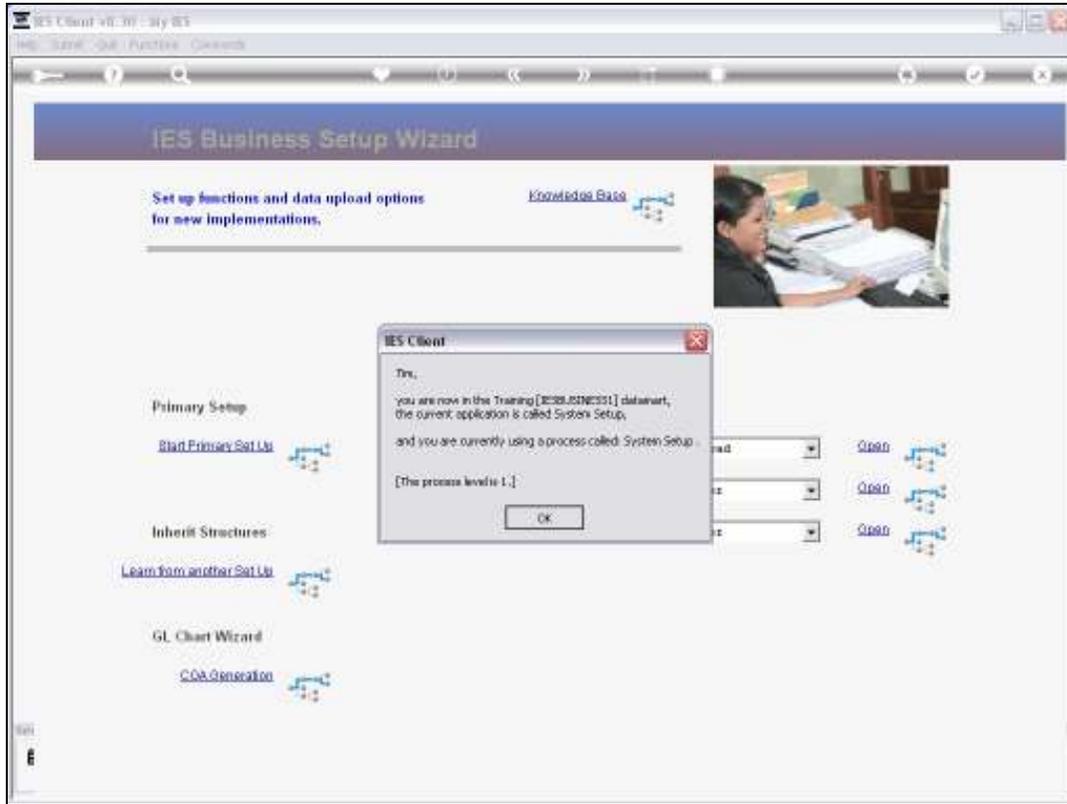
Slide 5

Slide notes:



Slide 6

Slide notes: The system now gives us a clear indication of which Datamart we are working in.



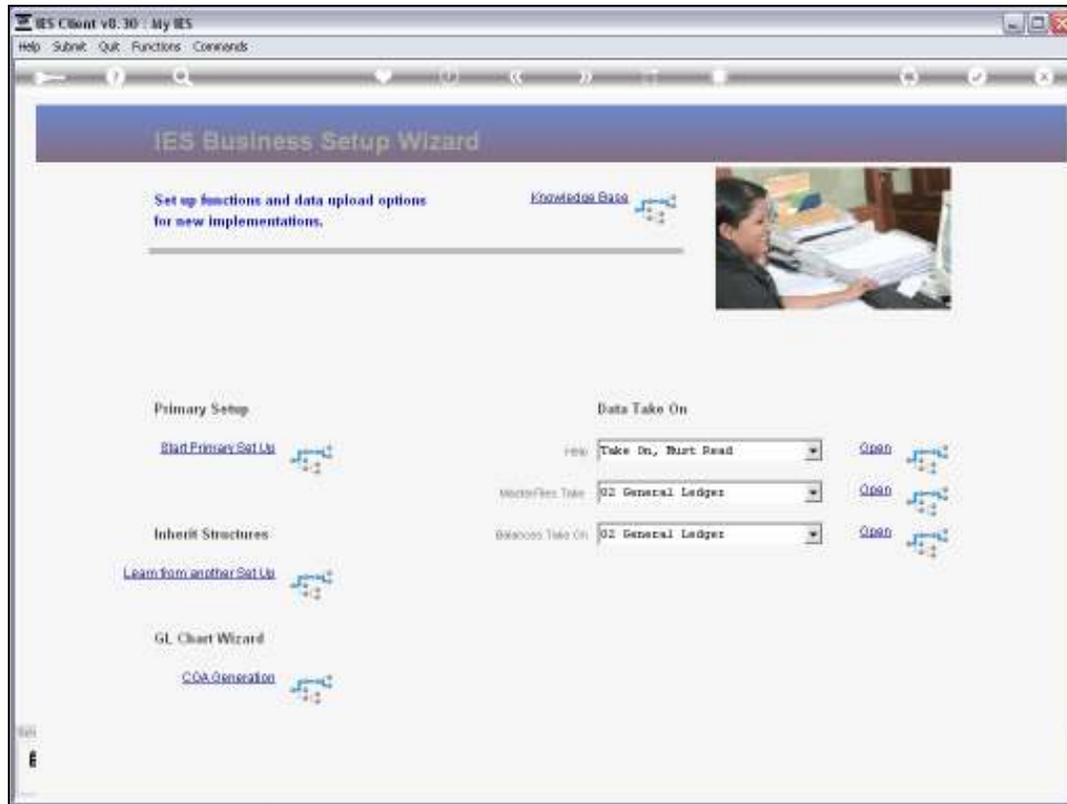
Slide 7

Slide notes:



Slide 8

Slide notes:

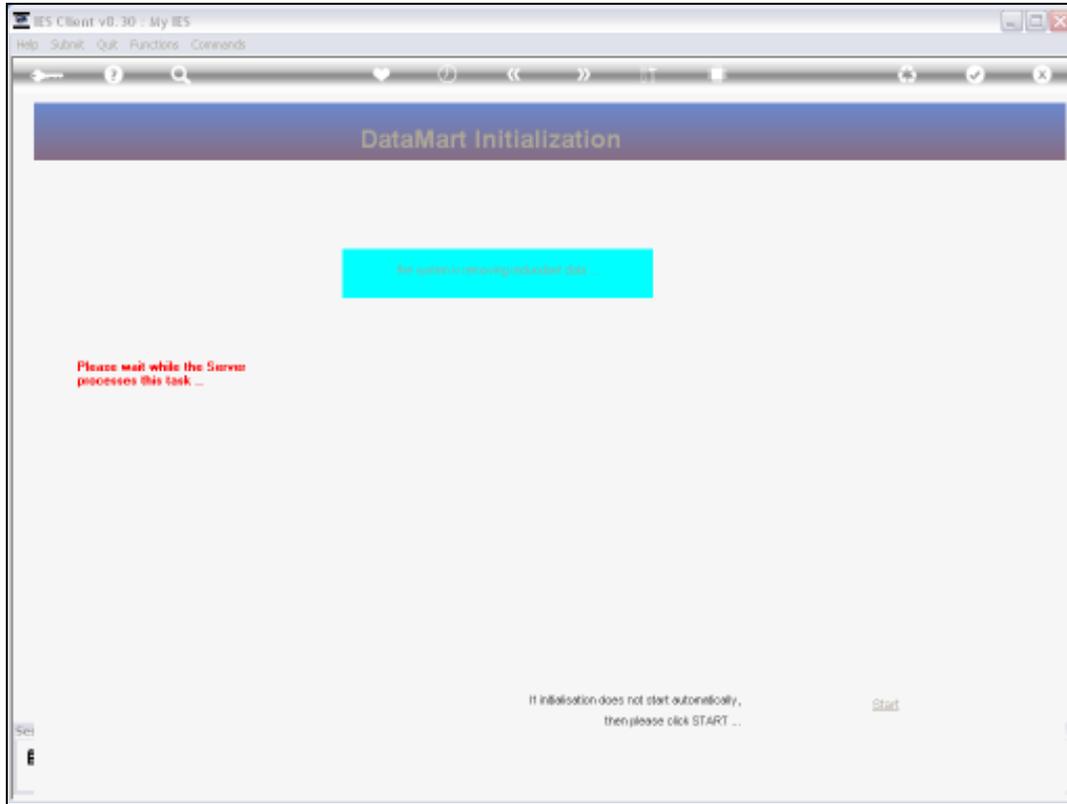


Slide 9

Slide notes: And then calls for the security code. In the event that we are in the wrong Datamart and wish to abort, we can choose 'cancel'. To proceed, we input the security code.

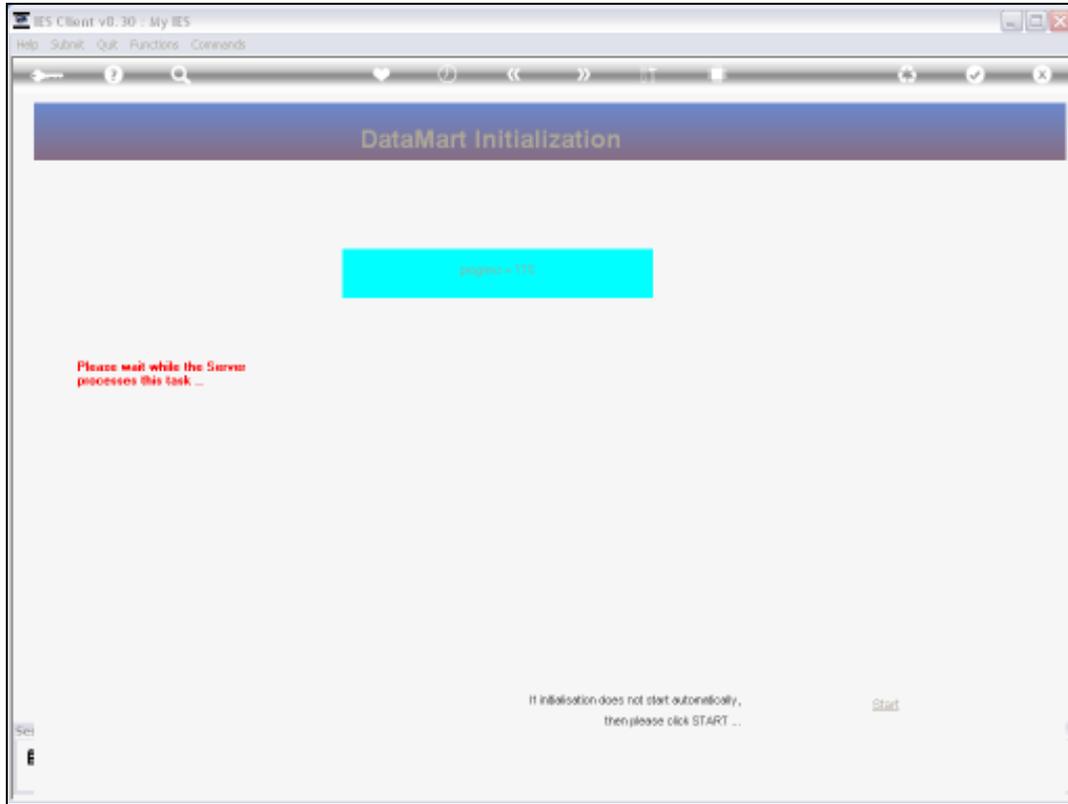


Slide 10
Slide notes:



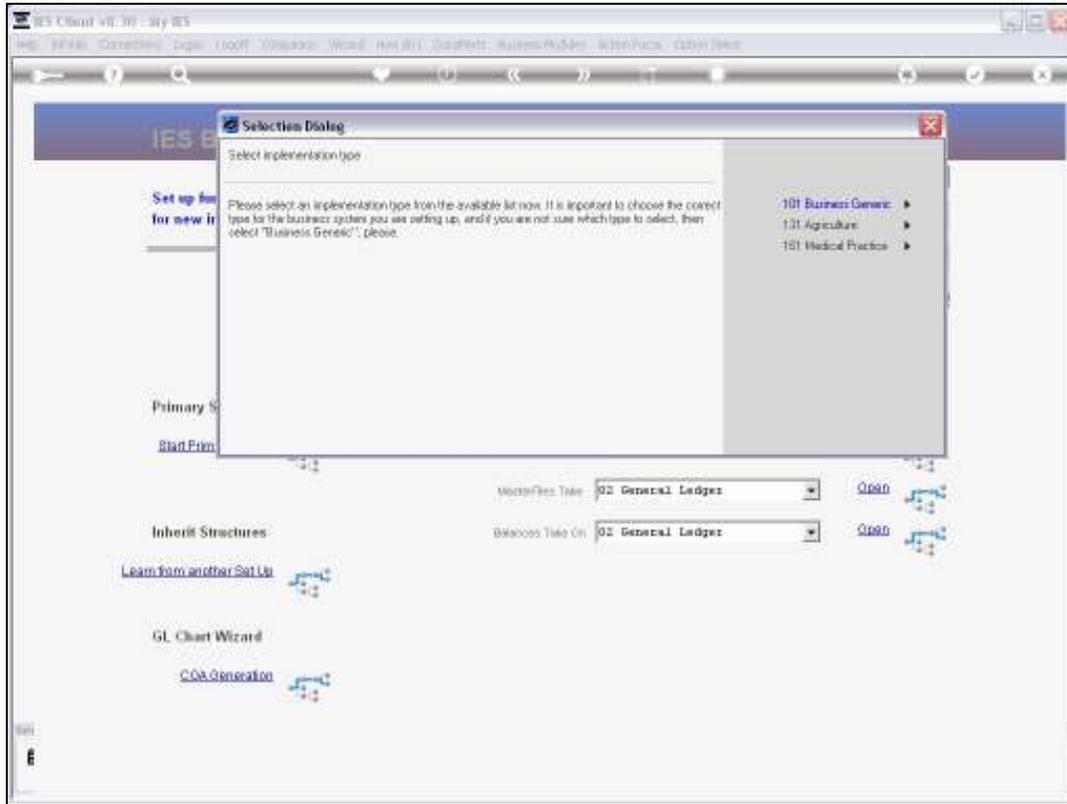
Slide 11

Slide notes: The system then removes existing data in this Datamart and prepares it for a new Company set up.



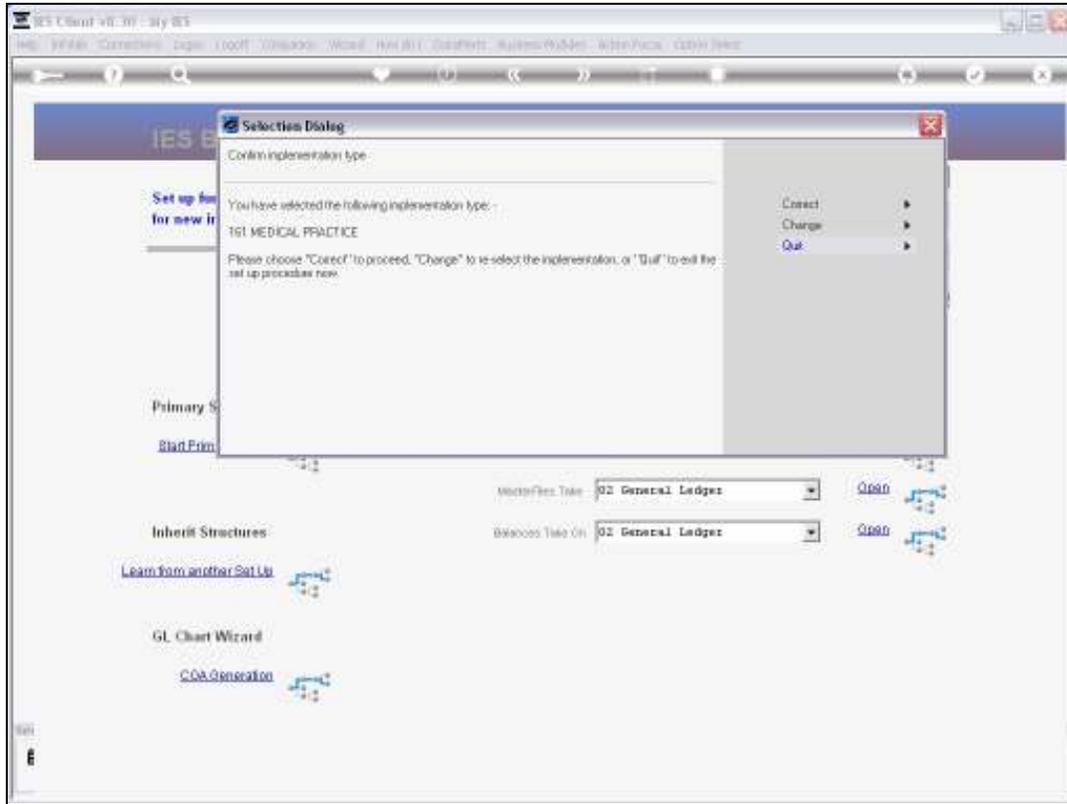
Slide 12

Slide notes:

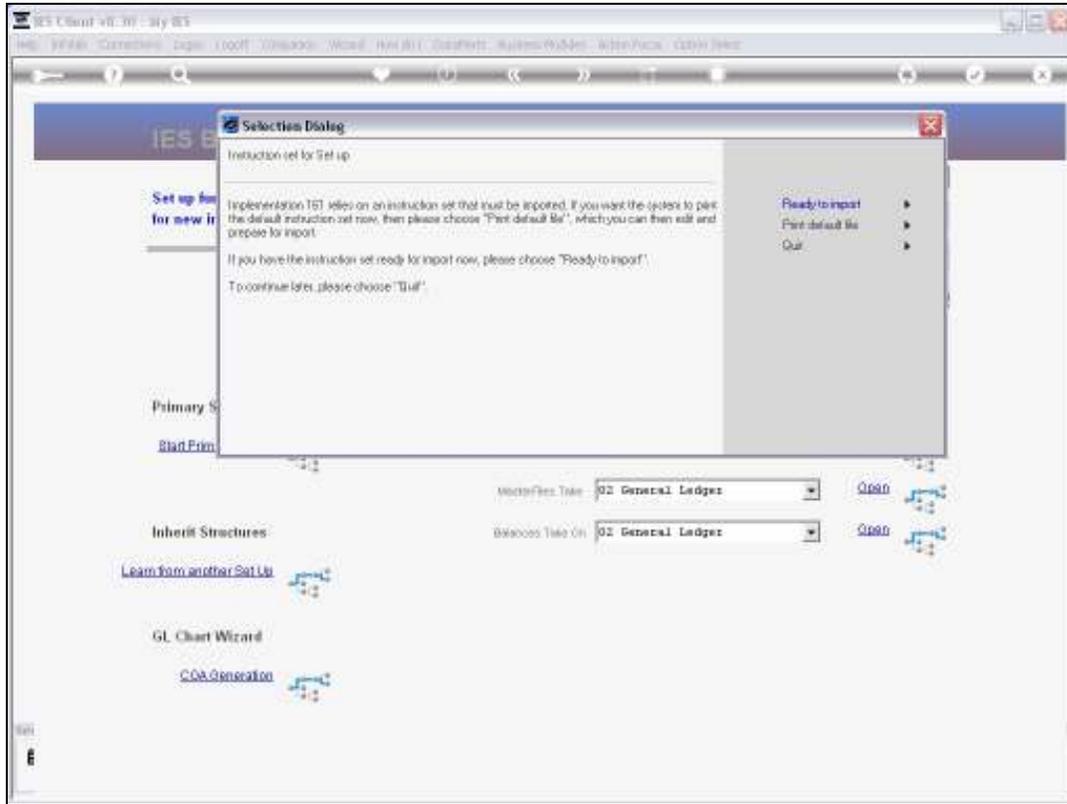


Slide 13

Slide notes: The next step is to choose the implementation type. For a Medical Business, we will choose accordingly.

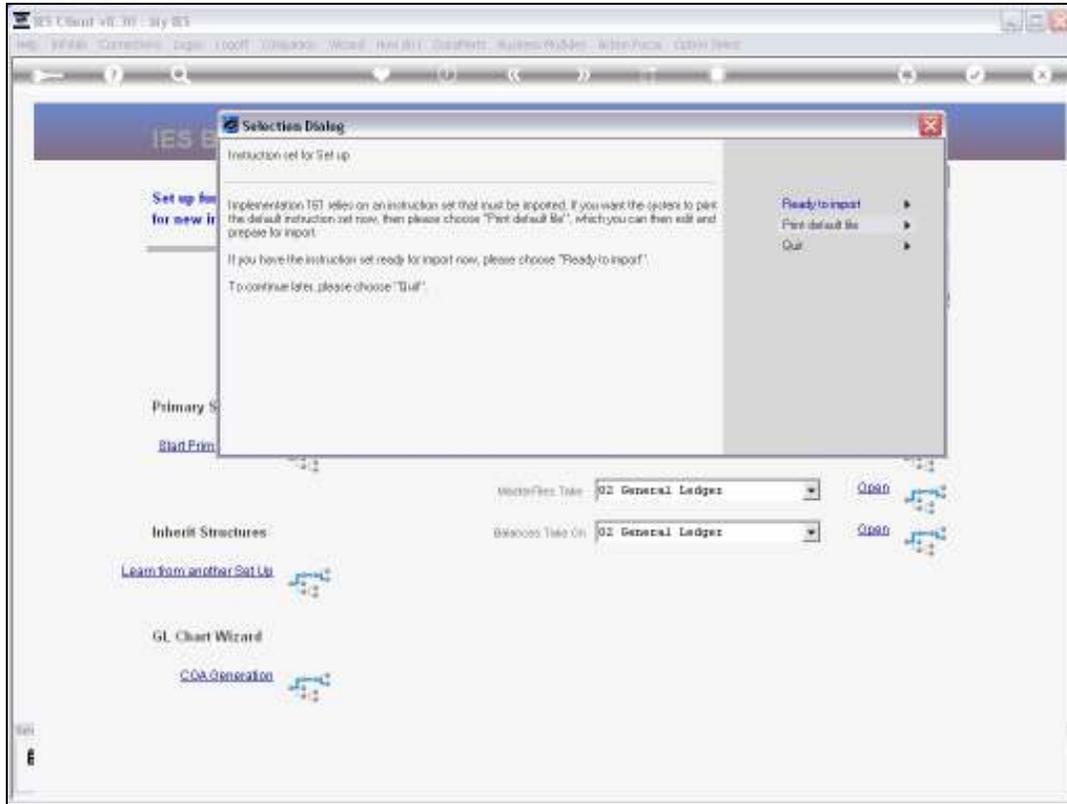


Slide 14
Slide notes:

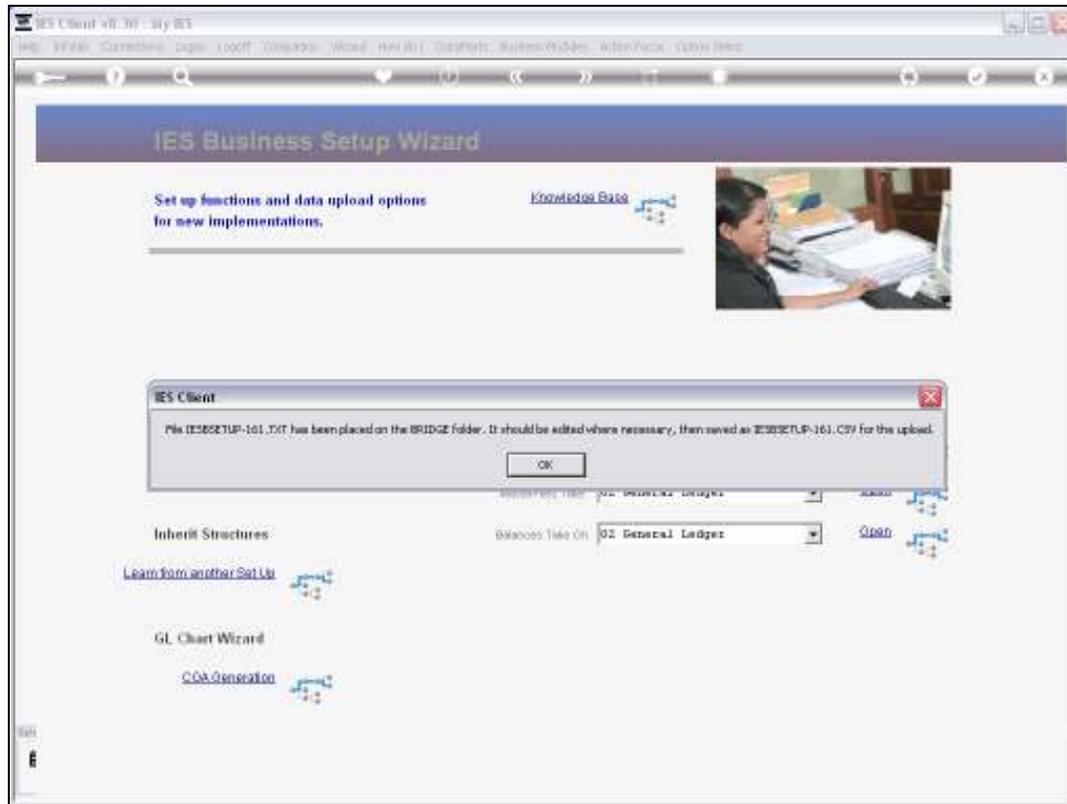


Slide 15

Slide notes: The Medical set up works with an instruction file. On the 1st round, we do not have the instruction file yet and so we choose to have it printed.

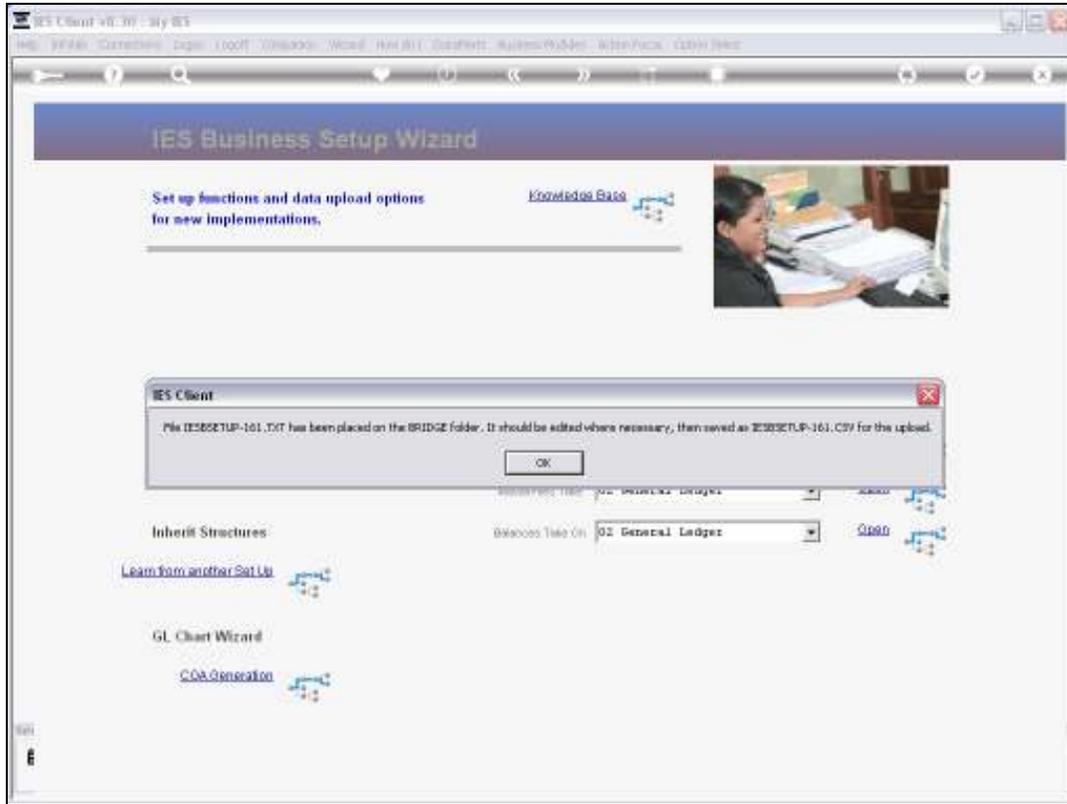


Slide 16
Slide notes:



Slide 17

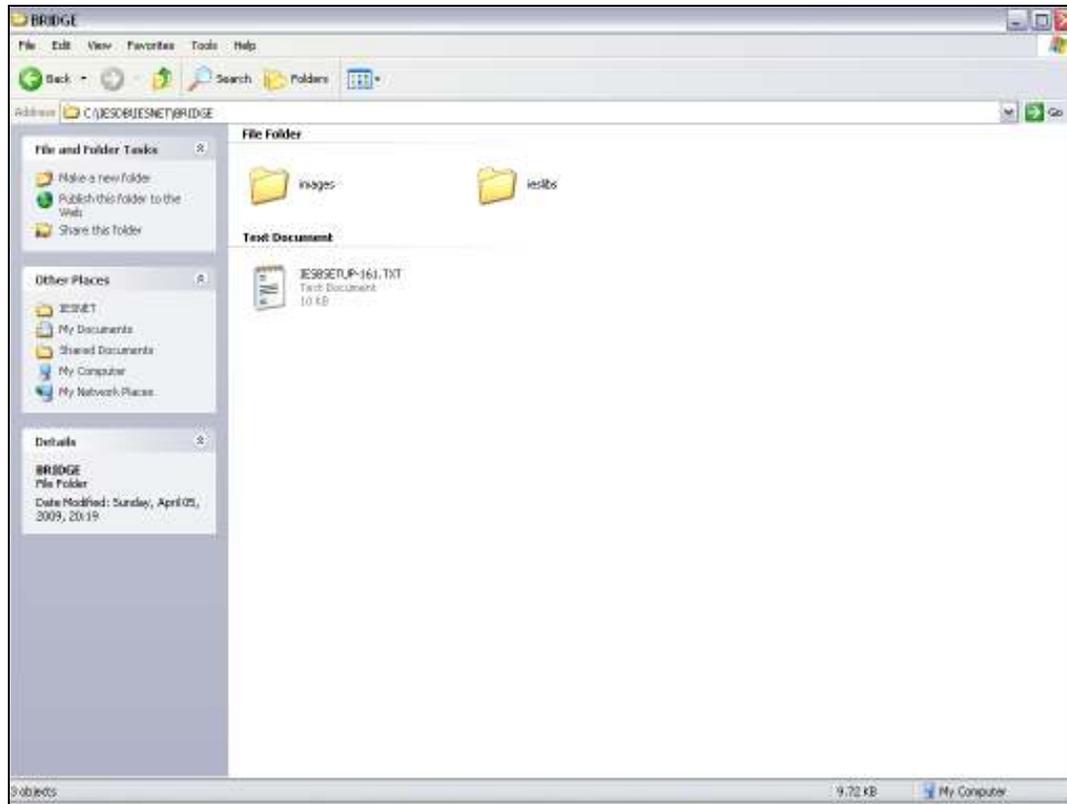
Slide notes: The default instruction file is placed on the BRIDGE folder, where we can edit it with our specific requirements for the set up, before saving it with the correct name for subsequent import.



Slide 18
Slide notes:

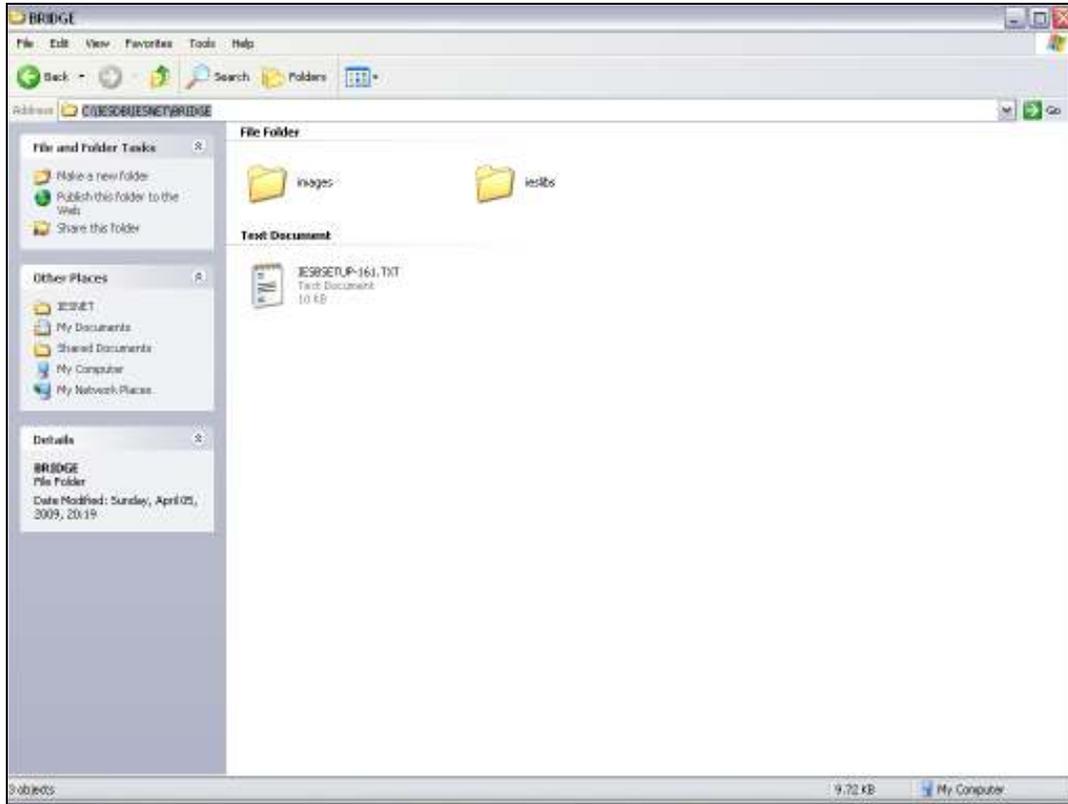


Slide 19
Slide notes:



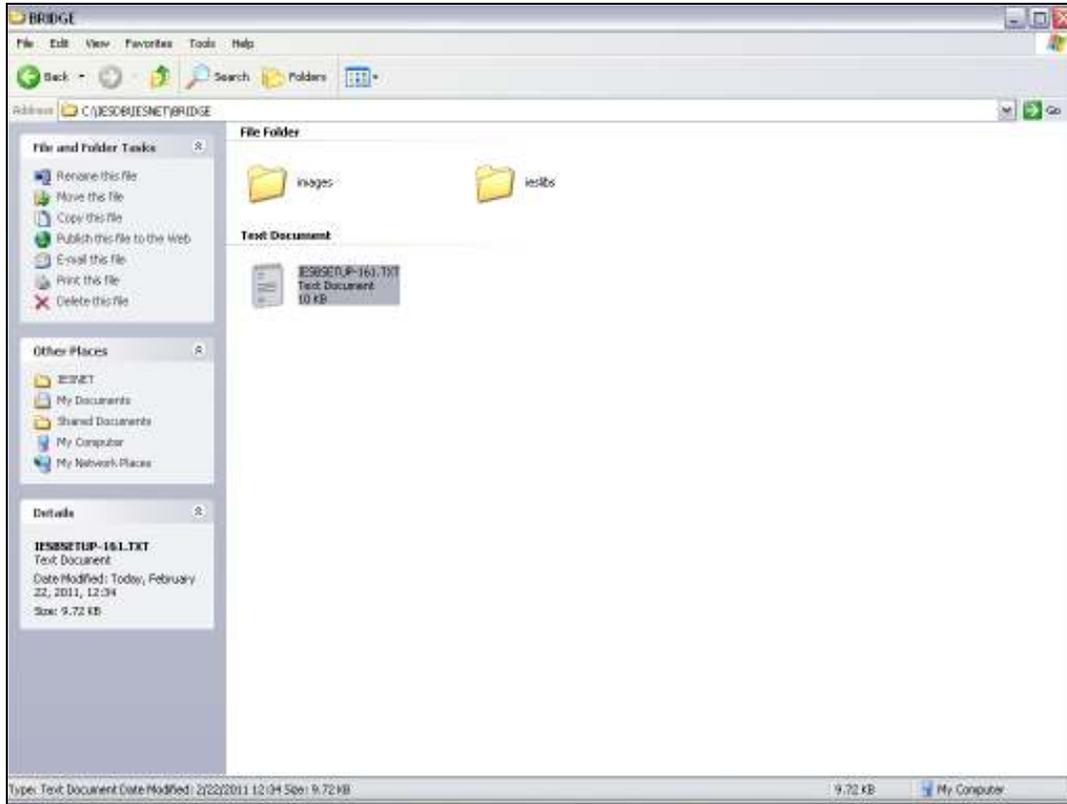
Slide 20

Slide notes: Here we see the BRIDGE folder, and the instruction file, which is currently in Text format.



Slide 21

Slide notes:



Slide 22

Slide notes:

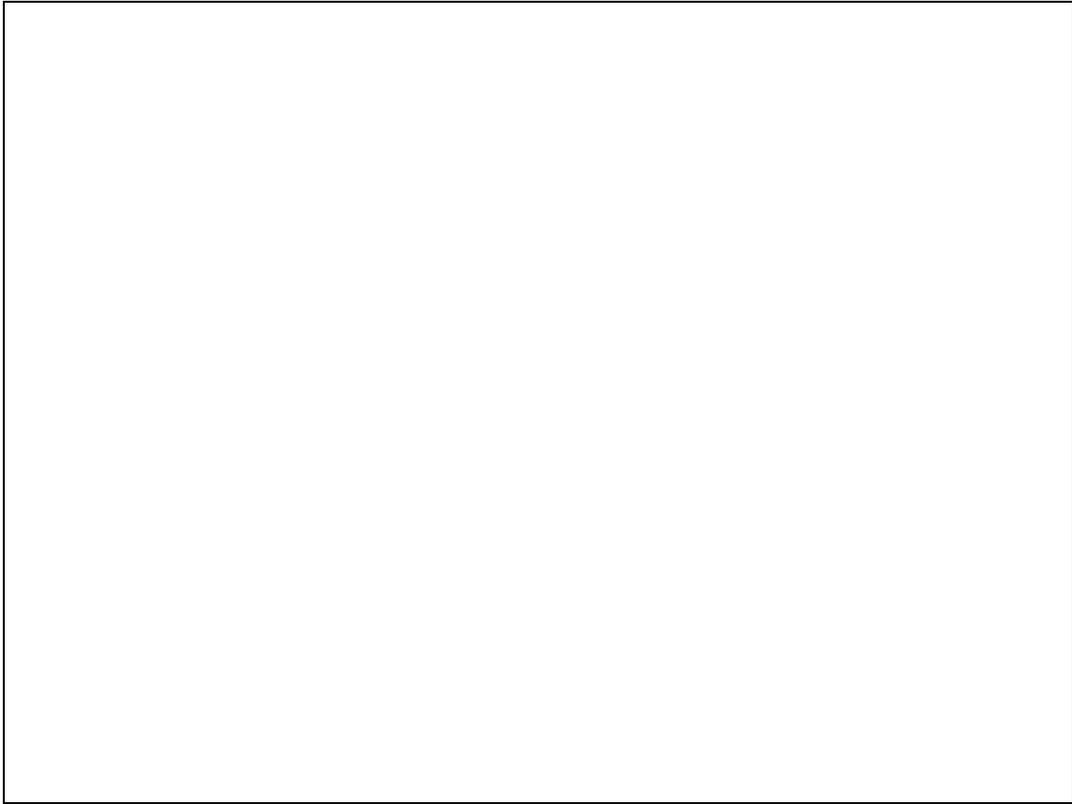
```

IBSSETUP-161.TXT - Notepad
File Edit Format View Help
* IBS Medical Setup Instruction Set.
*
* All lines in the file that start with "*" are considered comment lines by the system, and lines starting with SPACE are ignored.
* The instructions contained here should be modified for the local set up, and is then imported and acted on during the set up process.
*
* The file is initially treated as a text file for ease of editing, and when ready, the name is changed to a .csv immediately before
importing.
* Therefore, when the instructions included herein are adapted and ready for upload, then save this file as "IBSSETUP-161.CSV" on the
* EPIDOC folder.
*
* The objective of the facilitated set up is to provide a fast and seamless implementation, but changes to the settings can of course be done
* if necessary, after the facilitated set up ...; If a specific Chart of Accounts is required, then a Business Generic implementation can be
done,
* but that will take more time.
*
* Important: The data read from this file during set up will be a CSV file, i.e. data values are separated by comma. If any commas are
required
* in the data itself, e.g. in a description or other, then please use the pipe symbol (|), since all occurrences of "," will be replaced with
commas during
* implementation.
*
*****|
*****
***** CHART OF ACCOUNTS
*****
***** Income Statement Flags will automatically be defined for the following: -
*****
***** 11 Staff Costs          12 Office Costs          13 Audit and legal Fees
***** 14 Bad Debts           15 Sundry Expenses      16 Equipment Maintenance
***** 17 IT Costs             18 Rent and Utilities    19 Sundry Income
***** 20 Cost of Sales        21 Depreciation         22 Sales Income
***** 23 Consulting Income    * Balance Sheet
*****
***** Balance Sheet Flags will automatically be defined for the following: -
*****
***** 31 Fixed Assets        32 Deferred Taxation     33 AR Debtors
***** 34 Bank and Cash       35 Share Capital         36 Accumulated Profit / Loss
***** 37 Loans              38 AP Creditors         39 Stores and Stock
***** * Income / Expense
*****
***** The following Ledger Accounts will be created by the system, and nothing except the Account Descriptions should be changed. You may
also
***** introduce additional (new, not on list) Income/Expense and Balance Sheet Accounts, and in that case, please use only 4-digit Account

```

Slide 23

Slide notes: The instruction file is full of comments that explain how we can change or supplement to it before we are ready for the actual set up.



Slide 24

Slide notes:

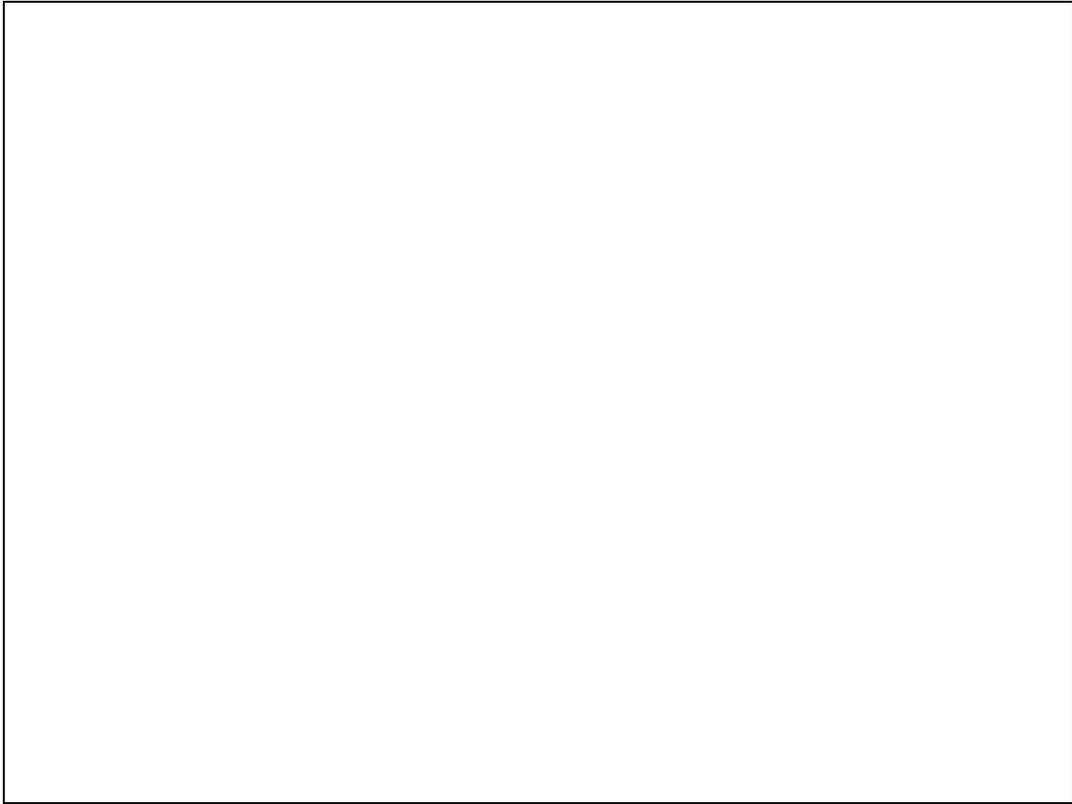
```

*****
*****          31 Fixed Assets          32 Deferred Taxation      33 AR Debtors
*****          34 Bank and Cash        35 Share Capital          36 Accumulated Profit / Loss
*****          37 Loans                38 AP Creditors          39 Stores and Stock
*****          * Income / Expense
*****
***** The following Ledger Accounts will be created by the system, and nothing except the Account Descriptions should be changed. You may
also
***** introduce additional (new, not on list) Income/Expense and Balance Sheet Accounts, and in that case, please use only 4-digit Account
***** Codes starting with '16', followed in each case by the IS Flag from the above list, followed by the ED Flag from the above list,
***** followed by the Account Description.
***** Note: The Default provision for Bank Accounts include a maximum of 10. Usually, fewer Bank Accounts will be required, so change the
Bank Account:
***** name appropriately (e.g. "Bank Mandiri Current A/C 657671112") and delete the unwanted Bank Accounts. Bank Accounts are the
only
***** Accounts that may be deleted from the list.
***** Note: Ledger Account instruction always start with instruction code '101'
***** Hint: It is always a good idea to keep the word 'bank' in the account name for Bank Accounts, because Users commonly type 'bank' for
fast
***** retrieval ...
*****
101,1000,*,34,Bank Account
101,1001,*,34,Bank Account
101,1002,*,34,Bank Account
101,1003,*,34,Bank Account
101,1004,*,34,Bank Account
101,1005,*,34,Bank Account
101,1006,*,34,Bank Account
101,1007,*,34,Bank Account
101,1008,*,34,Bank Account
101,1009,*,34,Bank Account
101,1010,20,*,Discount Allowed
101,1011,19,*,Discount Received
101,1012,*,34,Retail Cash Receipts
101,1013,19,*,Retail Direct Income
101,1014,20,*,Retail Suspense
101,1015,*,39,Retail Hold
101,1016,*,34,Retail Cash Receipts
101,1020,*,36,System Profit and Loss
101,1021,*,36,Accumulated Profit and loss
101,1022,*,39,Inventory Suspense
101,1023,*,37,System Transfer Suspense
101,1024,19,*,Direct Order Profit Centre
101,1025,19,*,Tax Rounding Suspense
101,1026,*,39,AP Creditors Control
101,1027,*,39,AR Debtors Control
101,1028,*,31,Fixed Asset Capital
101,1029,*,31,Fixed Asset Accum Depreciation
101,1040,21,*,Expense Depreciation
101,1041,*,34,Bank Suspense
101,1042,*,37,Accounts Suspense

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Slide 25

Slide notes:



Slide 26

Slide notes:

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MESBSETUP-141.TXT - Notepad
File Edit Format View Help
101,1420,12,*,Audit Fees
101,1421,*,37,Provisions
101,1422,15,*,Bank Charges
101,1423,15,*,Subscriptions
***** The catch-all Tax Account (VAT o similar) is only used in the event of system failure to retrieve the correct tax type. The system
will
***** automatically generate another Tax Account for each Tax Type specified (lower down), and these will be numbered in the '14' series;
101,1400,,Tax Account (catch-all)
***** The Income Accounts for Doctors will automatically be generated, 1 per Doctor, according to the Doctors specified (lower down);
101,1500,22,*,Income From Stock Sales
101,1501,20,*,Cost of Sales (Stock)

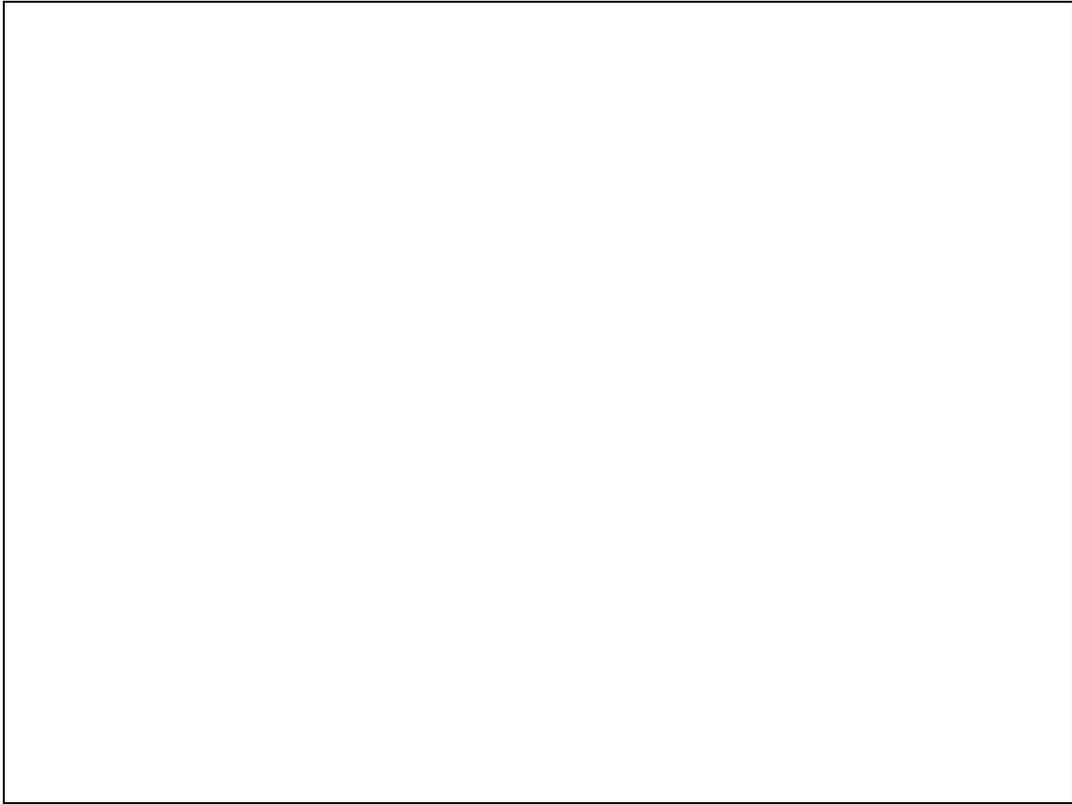
***** The Stores Control Accounts will automatically be generated, but you need to indicate which stores in addition to a 'main store' will
be required:
* Below, delete the line if no bond store is required, change the name appropriately if required, and add up to 9 bond stores if required;
* Huz: A Bond Store is for Stock from a Supplier and that is owned by the Supplier until sold, for example where Optometrists stock Frames
supplied
* by different Suppliers but do not pay for the Stock until they sell something.
102,Bond Store

***** TAX CODES and Withholding Tax Codes
* Please specify the necessary tax codes for your system. The instructions listed below are valid VAT codes for South Africa, and the listed
is somewhat
* longer than for most countries. Please build your own set (i.e. if not SA) and delete the default SA list. Note: VAT is sometimes called
DCT, GST, PPM
* or something else in some countries, but the principles remain the same, as follows: -
* VAT INPUT - for tax that may be claimed back as an INPUT tax
* VAT OUTPUT - for tax collected on sales or services
*
* specify like: 102,1,Output Vat,VO,14.5
* where '1' is the taxcode, "Output Vat" is the name of the Taxtype, "VO" is for Vat Output (also "UI"), and "14.5" is the Tax t
* the code is usually a number, and unless standardized for your country, you can choose any number - do not include spaces!
*
102,1,Std Output,VO,14
102,1a,Out Capital,VO,14
102,2,Out Zero Rate,VO,0
102,3,Out Exempt,VO,0
102,10,Out Change in Use,VO,14

```

Slide 27

Slide notes:



Slide 28

Slide notes:

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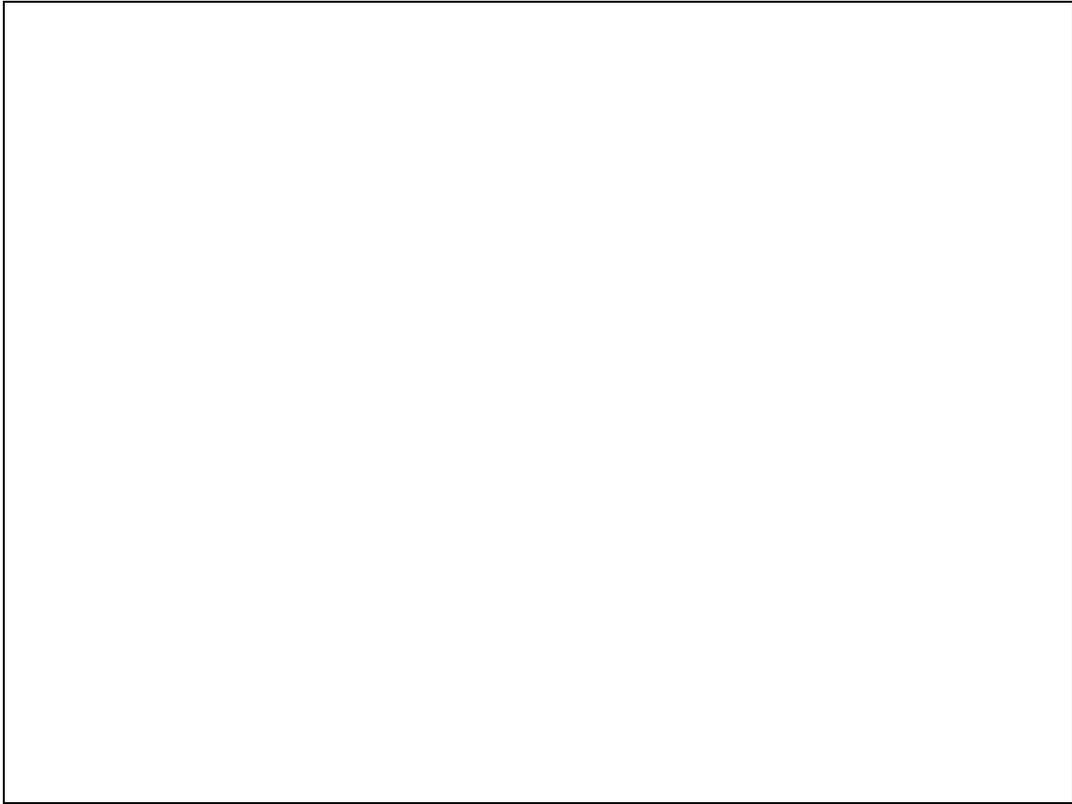
***** TAX CODES and Withholding Tax Codes
* Please specify the necessary tax codes for your system. The instructions listed below are valid VAT codes for South Africa, and the listed
is somewhat
* longer than for most countries. Please build your own set (i.e. if not SA) and delete the default SA list. Note: VAT is sometimes called
DCT, GST, PPM
* or something else in some countries, but the principles remain the same, as follows: -
*       VAT INPUT - for tax that may be claimed back as an INPUT tax
*       VAT OUTPUT - for tax collected on sales or services
*
* specify like: 102,1,Output Vat,VO,14.5
* where '1' is the taxcode, "Output Vat" is the name of the Taxtype, "VO" is for Vat Output (also "VI"), and "14.5" is the Tax %
* the code is usually a number, and unless standardized for your country, you can choose any number - do not include spaces!
*
102,1,Std Output,V0,14
102,1a,Out Capital,V0,14
102,2,Out Zero Rate,V0,0
102,2,Out Exempt,V0,0
102,10,Out Change in Use,V0,14
102,12,Out Other,V0,14
102,14,In Capital,VI,14
102,15,In Non-Capital,VI,14
102,16,In Change in Use,VI,14
102,17,In Bad Debt,VI,14
102,18,In Other,VI,14
*****
*       Withholding Tax Codes (if withholding tax is used) are specified similarly, but requires only Code, Descr and %
Please Amend below, or remove the lines
109,Zero,Zero Withholding,0
109,Two,2% Withholding,2
*****

***** DOCTORS
* Specify 1 or more Doctors, like: Name,Prescrip Name,Practice Header,Address Line,Contact Line
*
* Only Name is essential, and the other fields have to be specified only if on-line Prescriptions will be done, in which case
* Prescrip Name is usually the Doc's Name followed by some Qualifications / Credentials,
* Practice Header is the line that appears as the Practice name on Prescriptions by this Doctor,
* and Address Line and Contact Line is also printed on the prescription.
*
* below is an example, which line can be modified (minimum 1 Doctor is essential), and more Doctor lines can be added, all starting with
instruction
* code 104

```

Slide 29

Slide notes:



Slide 30

Slide notes:

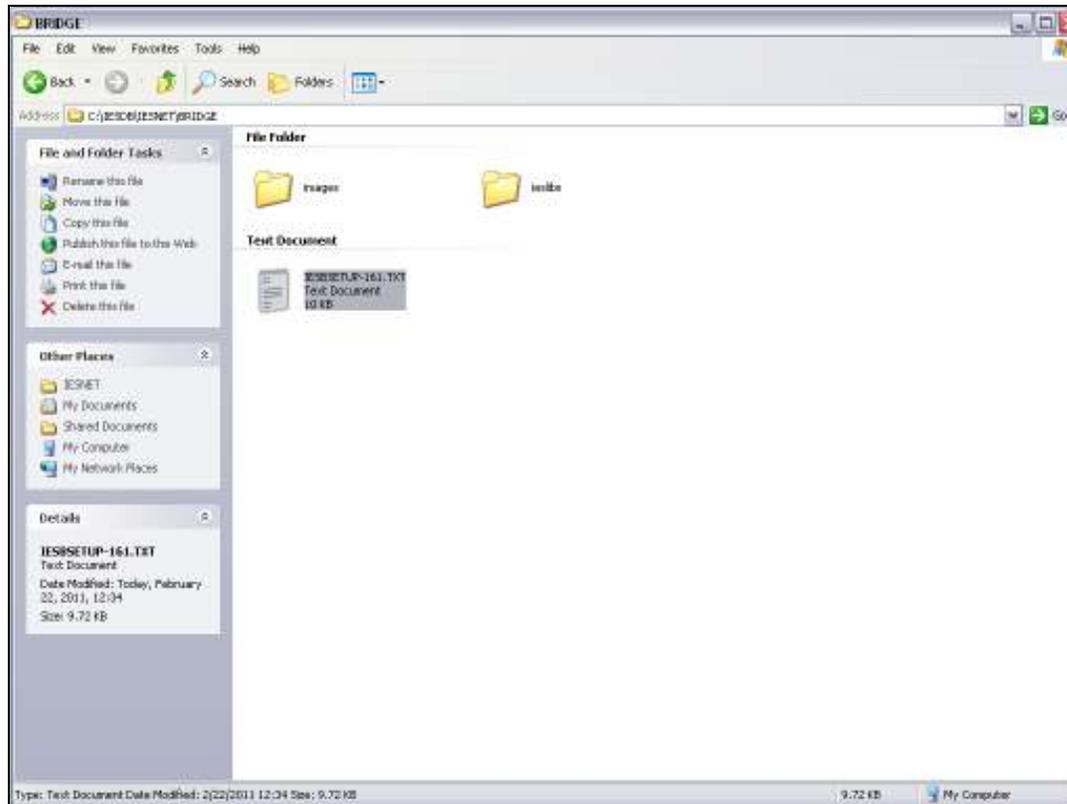
```
***** DOCTORS
*
* Specify 1 or more Doctors, like: Name,Prescrip Name,Practice Header,Address line,Contact Line
*
* Only Name is essential, and the other fields have to be specified only if on-line Prescriptions will be done, in which case
* Prescrip Name is usually the Doc's Name followed by some Qualifications / Credentials,
* Practice Header is the line that appears as the Practice name on Prescriptions by this Doctor,
* and Address line and Contact Line is also printed on the prescription.
*
* Below is an example, which line can be modified (minimum 1 Doctor is essential), and more Doctor lines can be added, all starting with
instruction
* code 104
*
104,George Rossow,Dr G. Rossow MDR,Dr G.Rossow,274 Olmax Drive Ocean View E1H3,Tel 555-3244
104,Riaan Lour,Dr Riaan Lour MDR
*****

***** USER ACCESS
* User Access during set up is performed by providing extensive default access to the system for all new users as listed
* For each User (including the Doctors that will use the system on-line), specify the instruction number '106', a short UserCode without
spaces,
* followed by the Name. Please provide this for each person that will use the system.
*** Example entry: 106,MARY,Mary Pearson
* Below, we introduce 2 Users, but this is an example only, so please edit or remove or supplement the lines as required
106,MARY,Mary Pearson
106,BON,Ronald Smith
106,WJ,William Johnston

***** NEW ORDERS LIMIT
* During the User Access setup, CP/ABO Purchase Order profiles are created; by default, the system will grant a new order limit of 200,000
local currency:
```

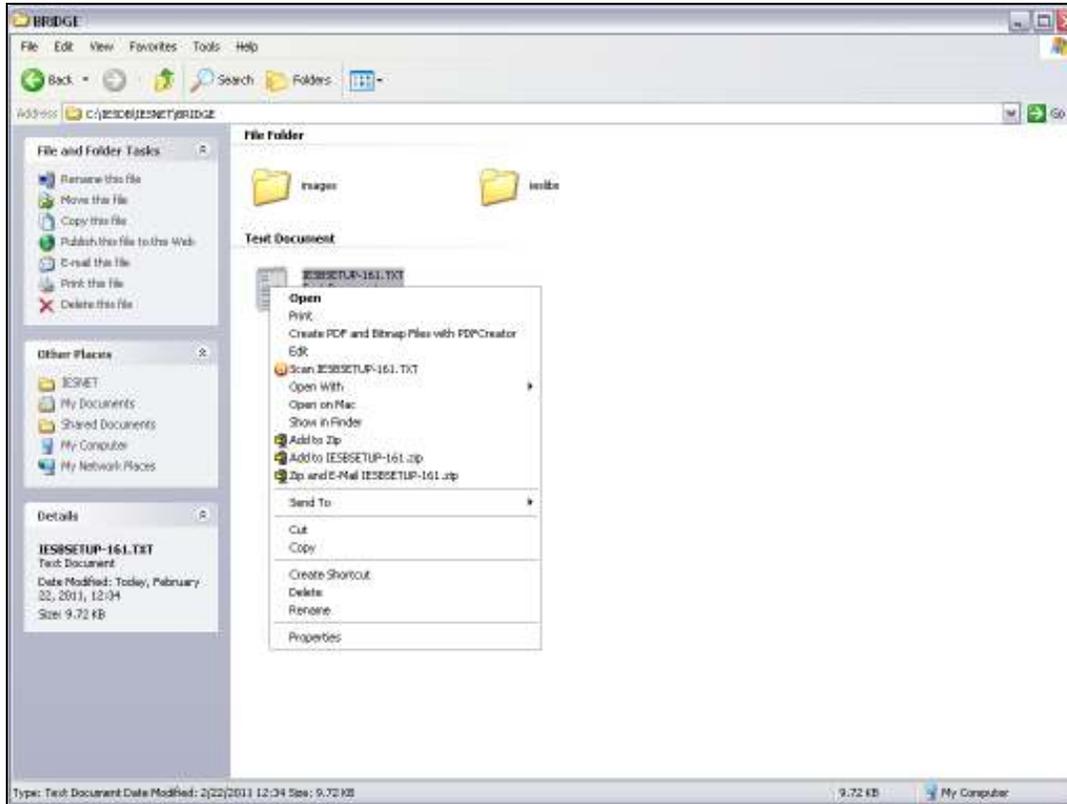
Slide 31

Slide notes:



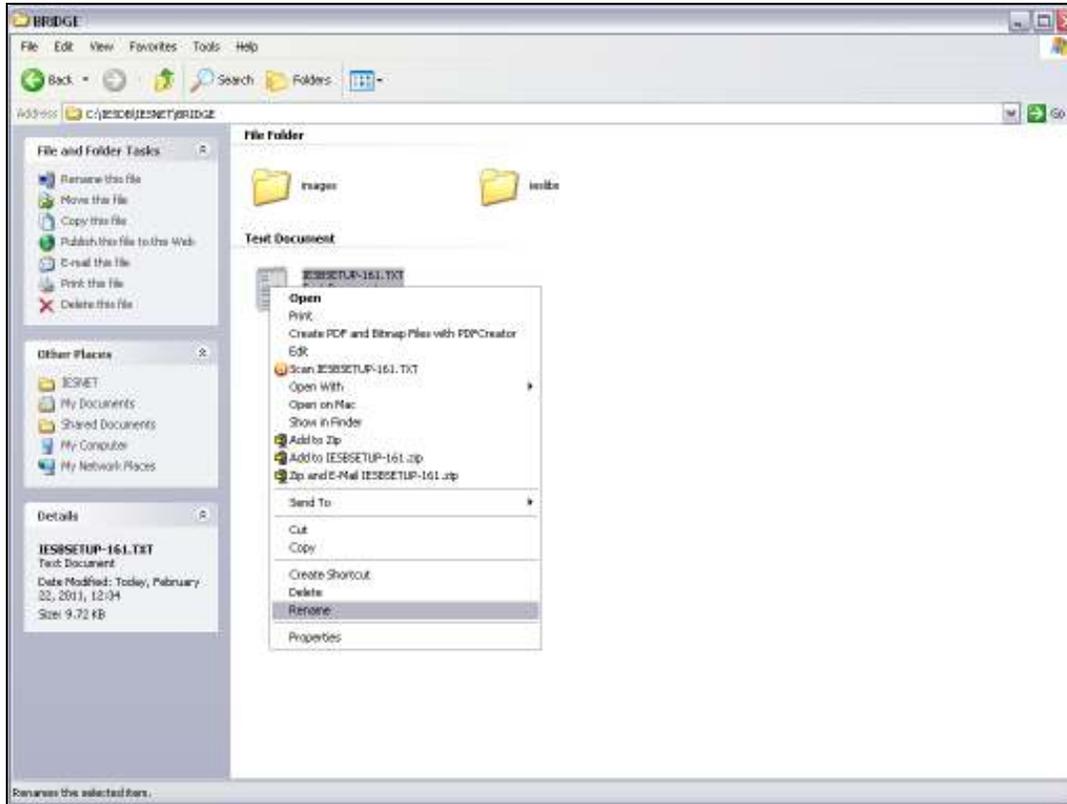
Slide 32

Slide notes: After we have made any changes to the instruction file, we will now rename it correctly for the import.



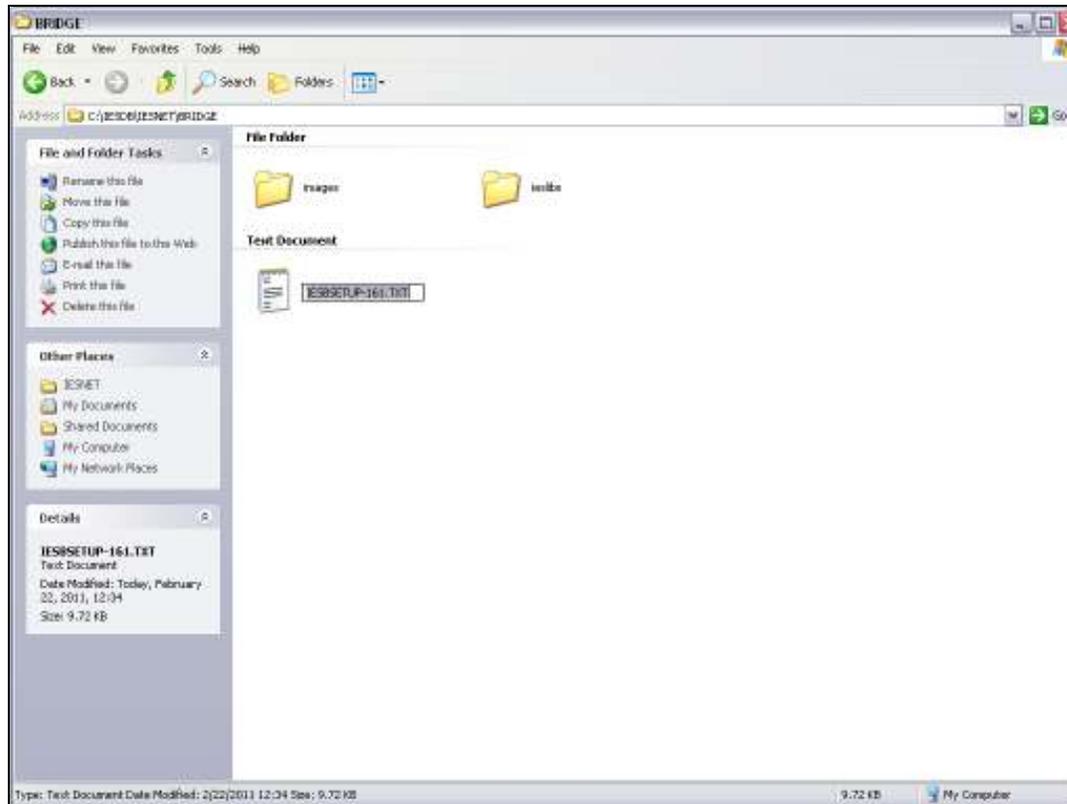
Slide 33

Slide notes:



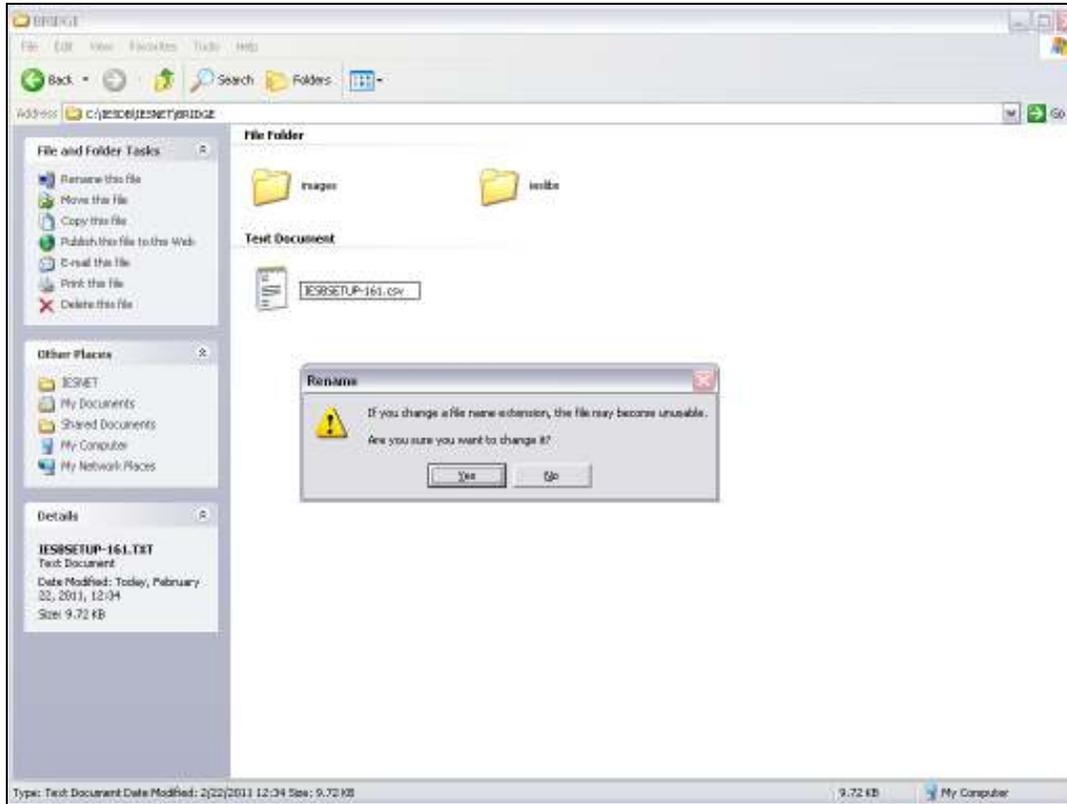
Slide 34

Slide notes:



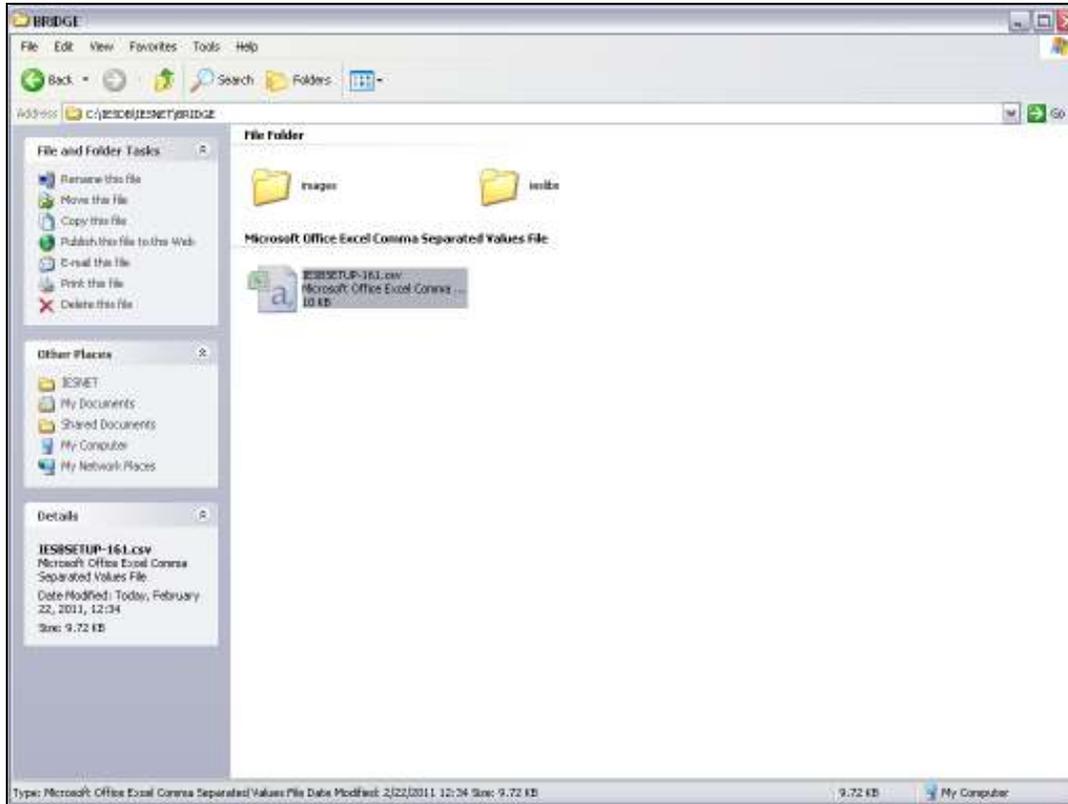
Slide 35

Slide notes: The file needs to be renamed with a CSV extension.



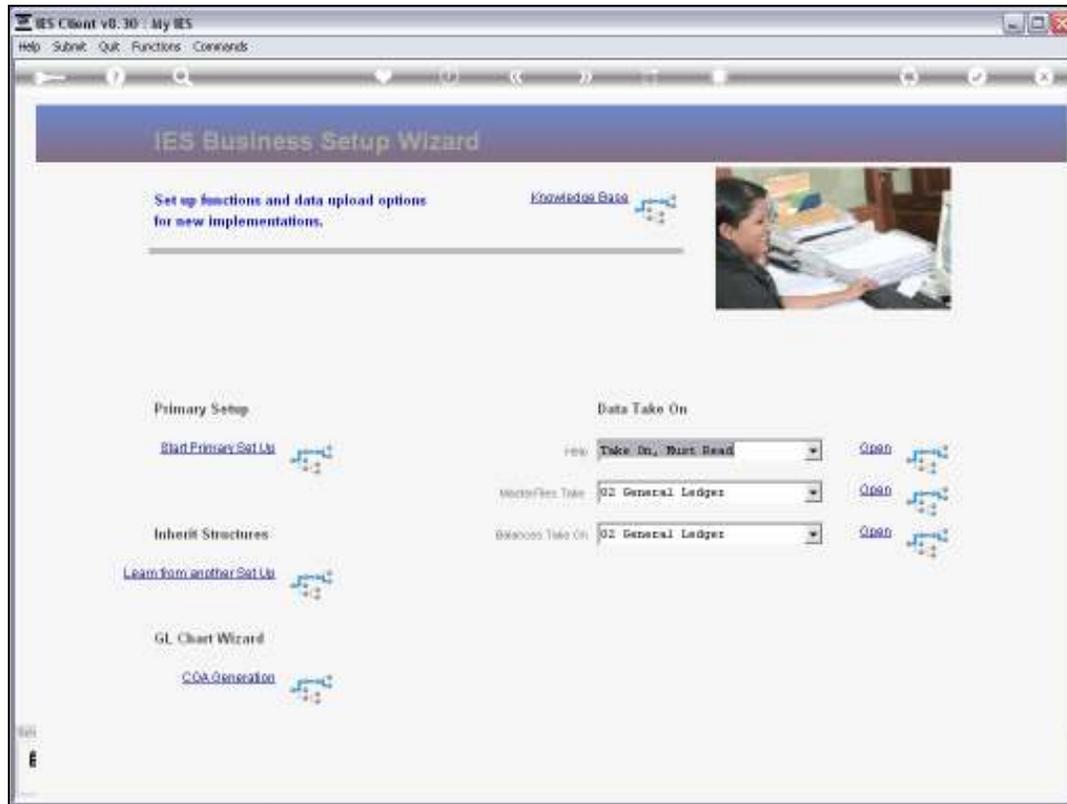
Slide 36

Slide notes:



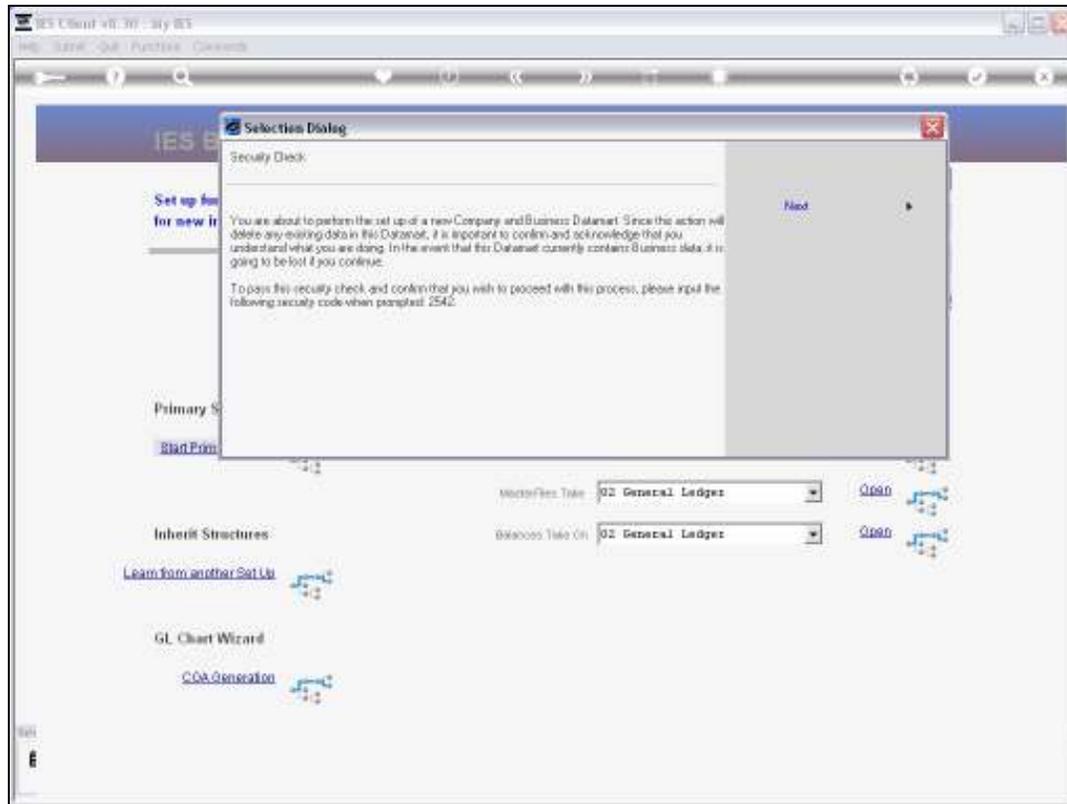
Slide 37

Slide notes:



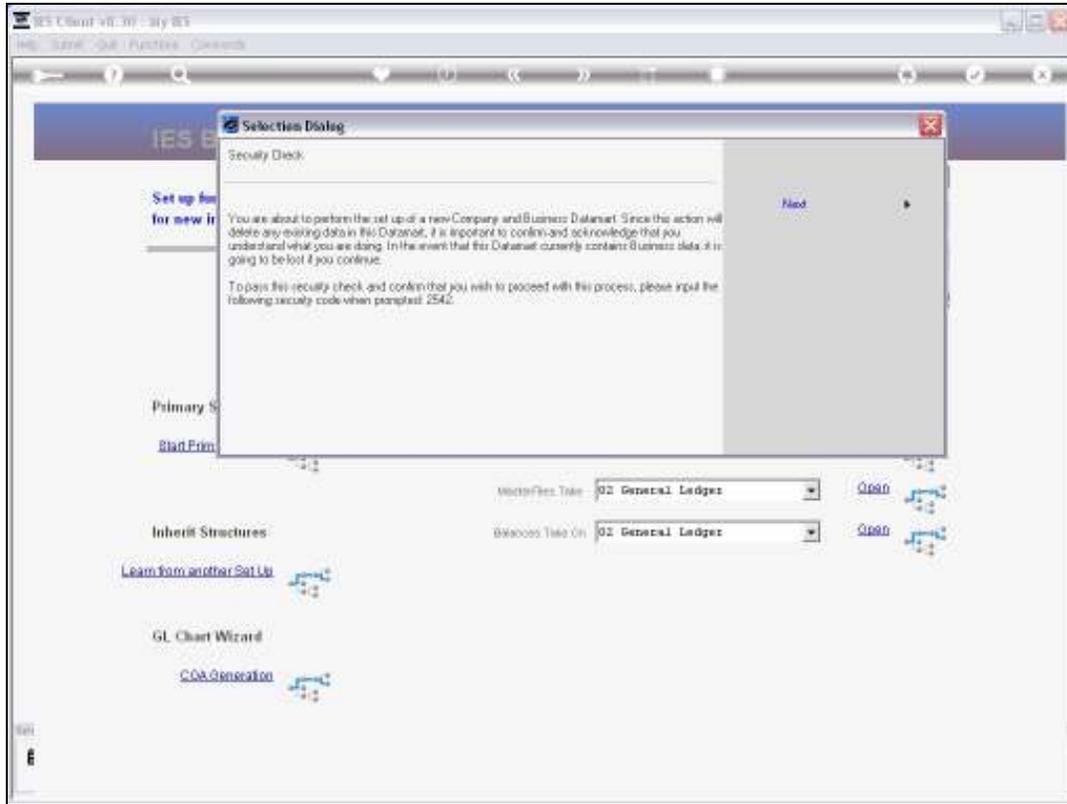
Slide 38

Slide notes: And then we are ready for the 2nd round of the primary set up routine.



Slide 39

Slide notes: Again, we note the security code, and follow all the same steps as before, until we reach the import option.



Slide 40

Slide notes:



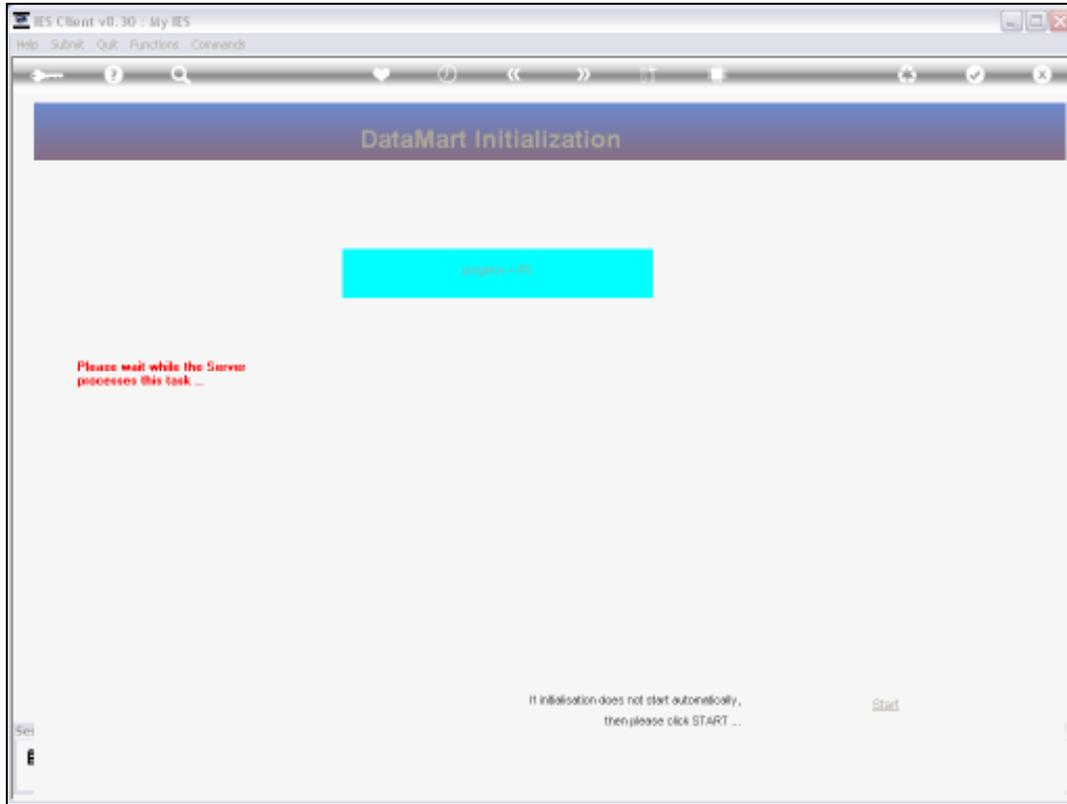
Slide 41

Slide notes:



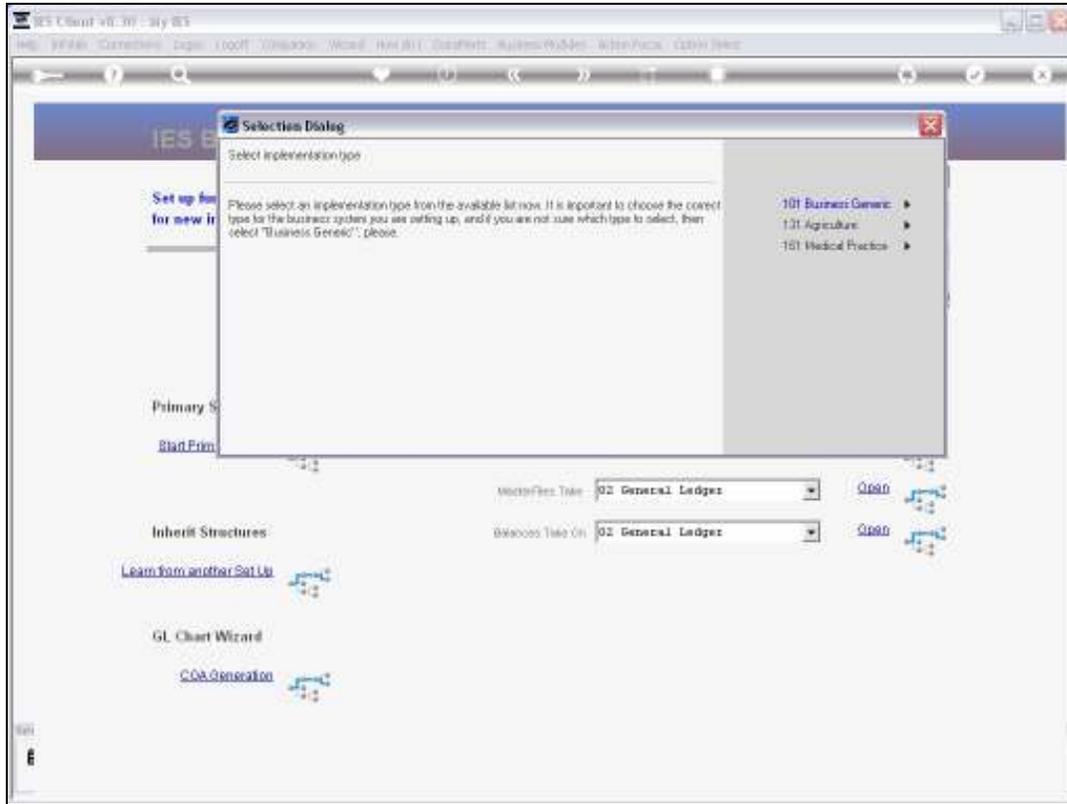
Slide 42

Slide notes:

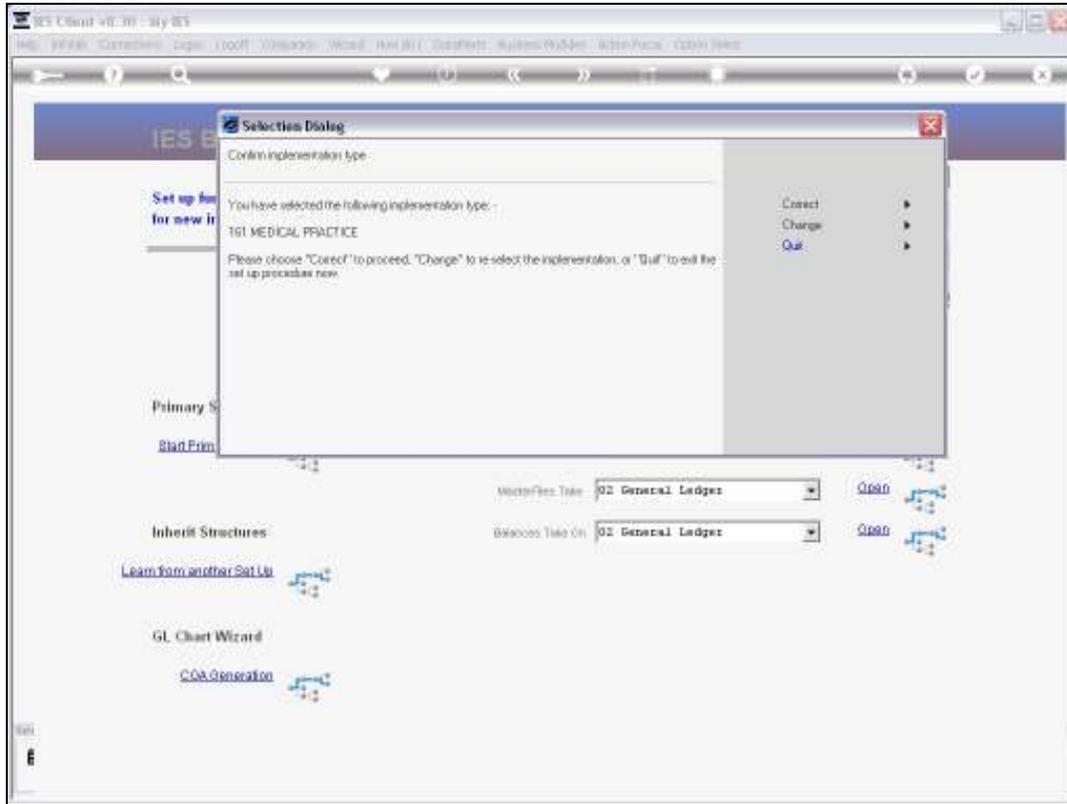


Slide 43

Slide notes:

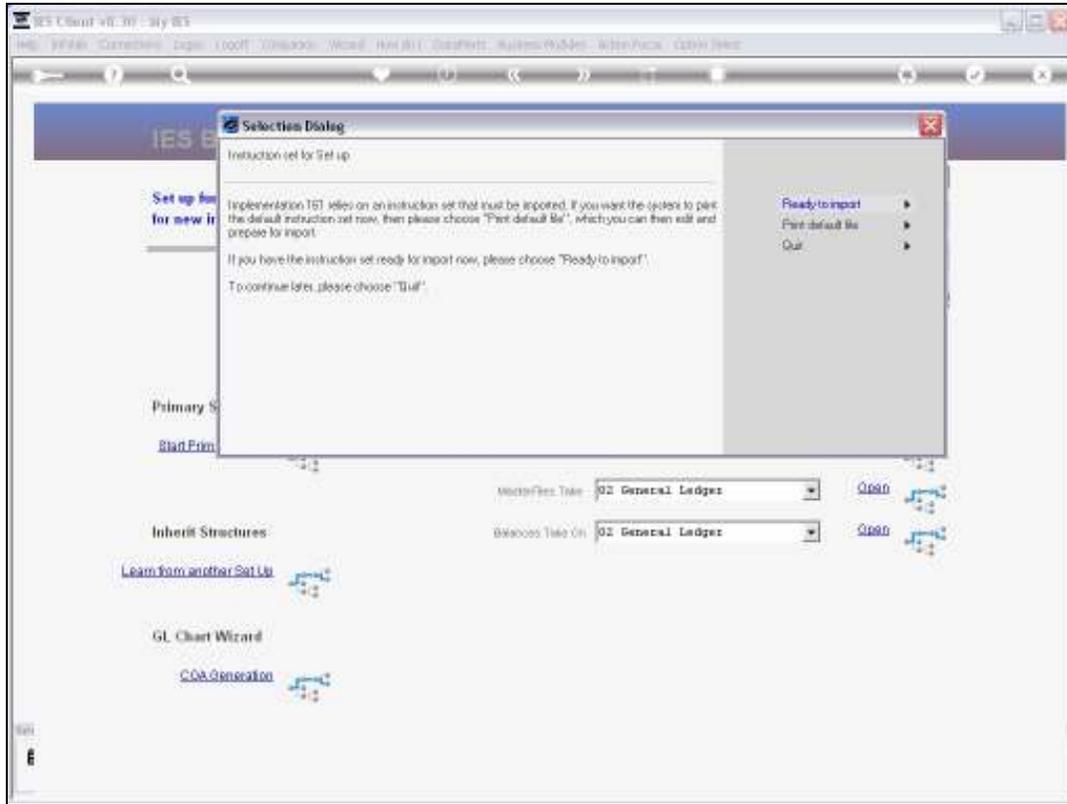


Slide 44
Slide notes:



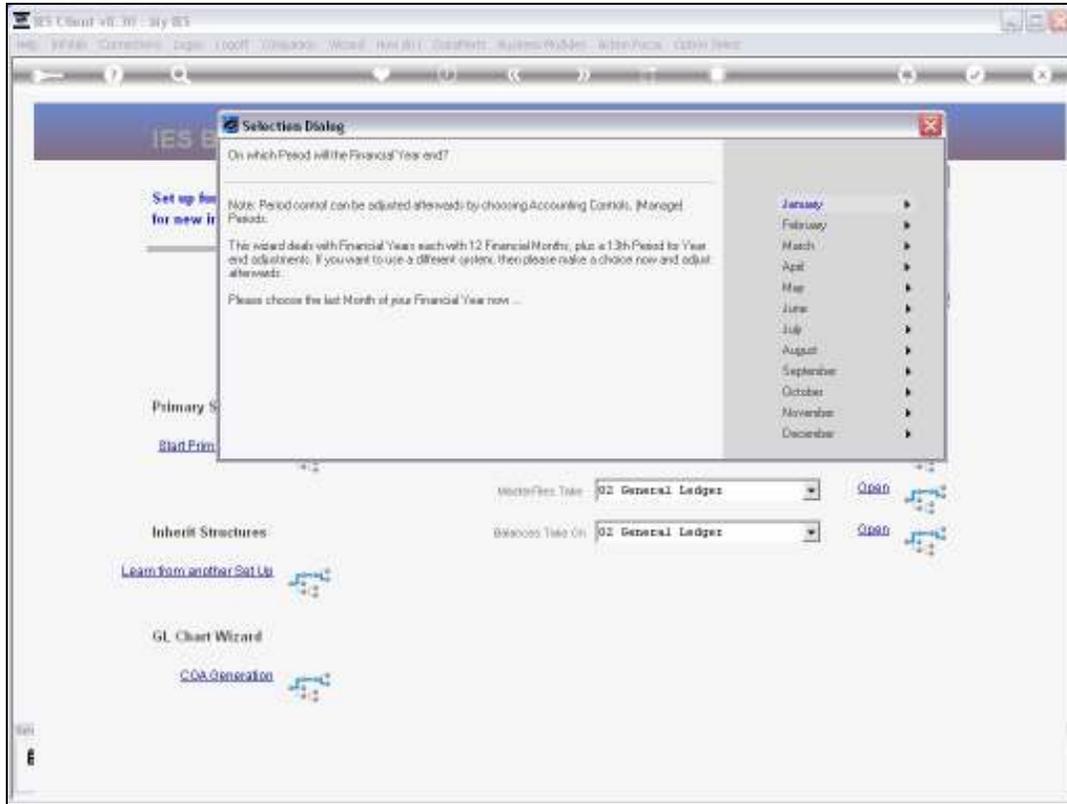
Slide 45

Slide notes:



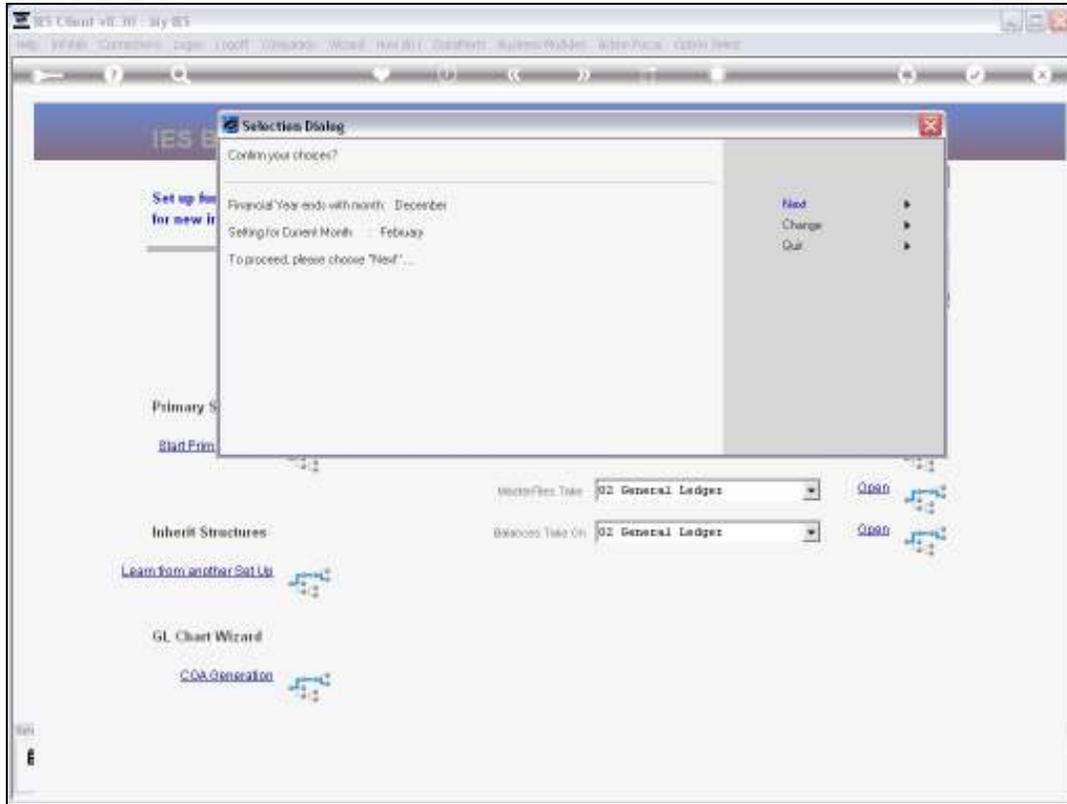
Slide 46

Slide notes: This time, we use the import option.



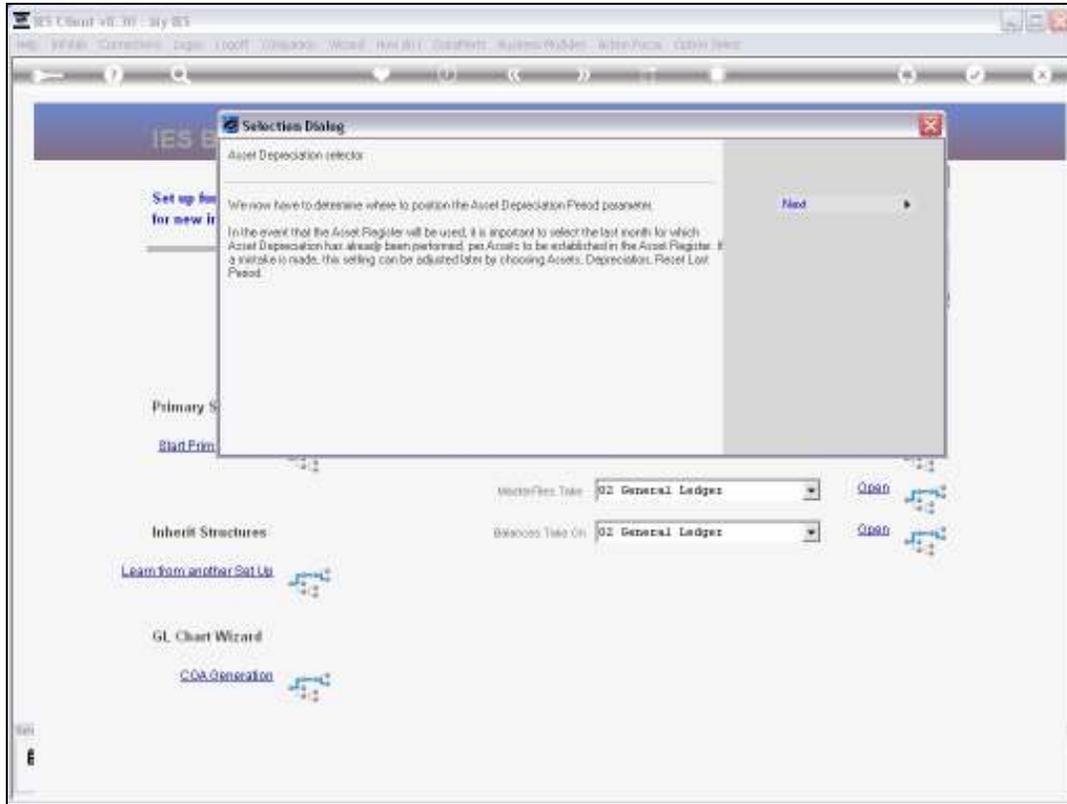
Slide 47

Slide notes: We choose the month on which the Financial Year ends for this new Company.



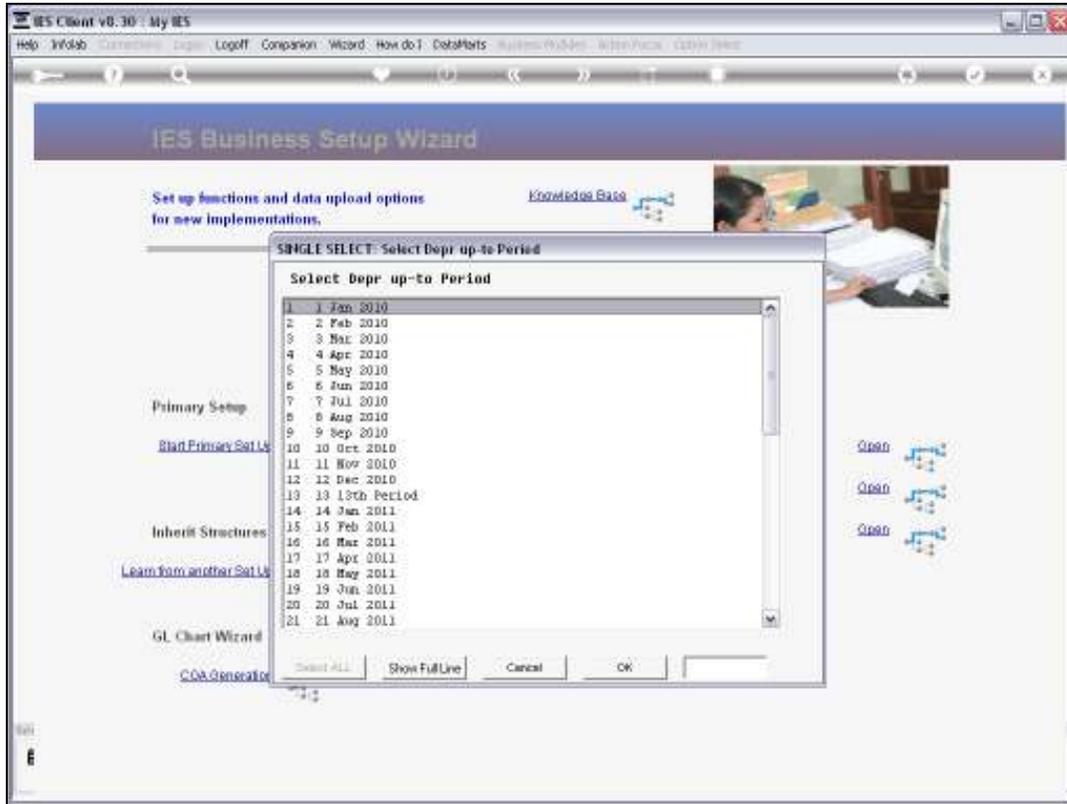
Slide 48

Slide notes:



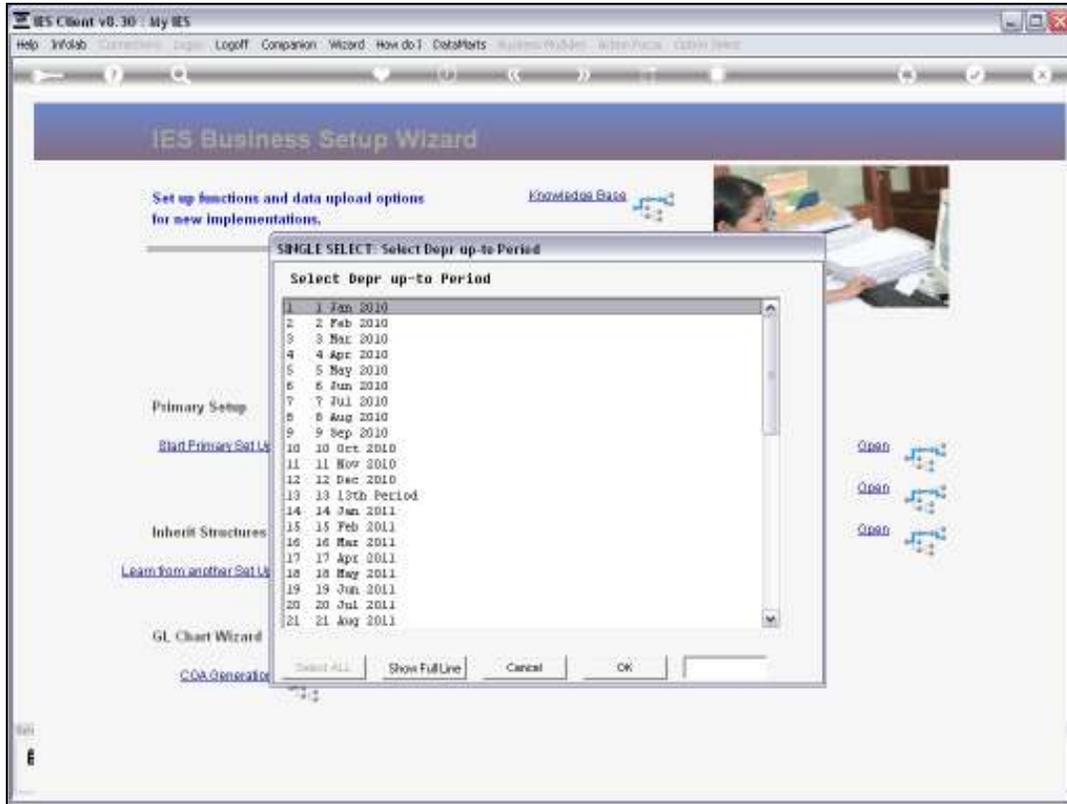
Slide 49

Slide notes: And we select the last Depreciation period. If the Asset Register is not important, then we just choose the last period prior to the 1st active Period in the new set up.



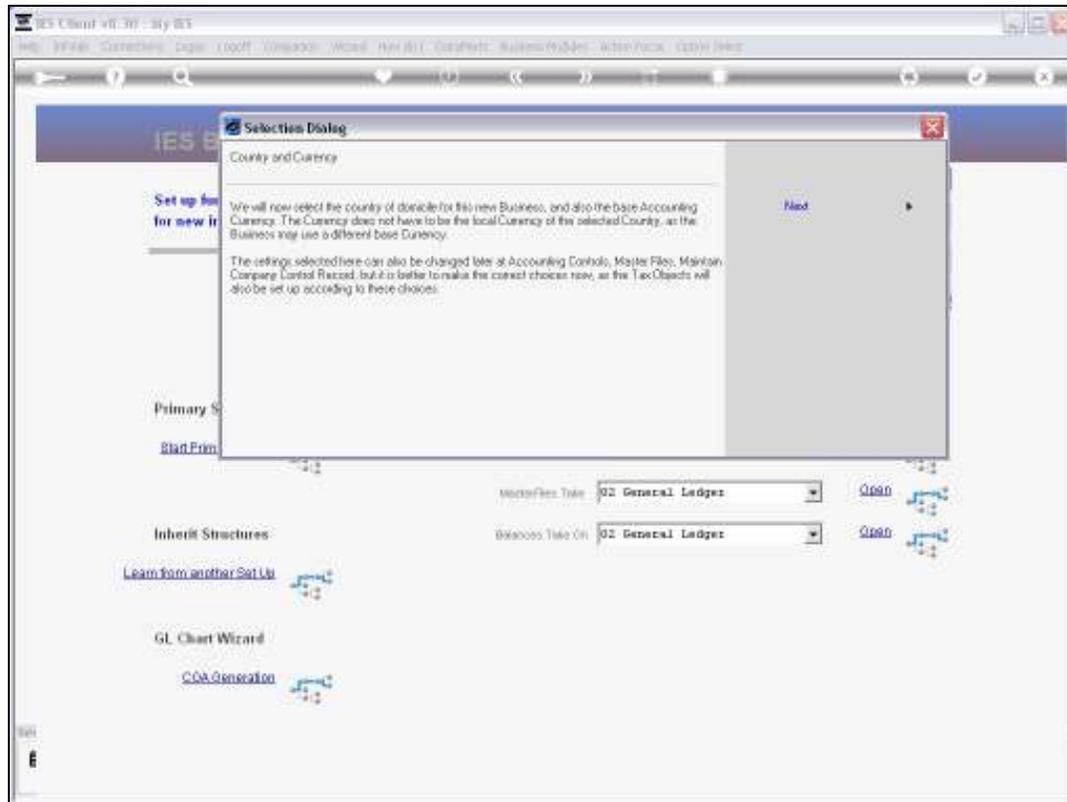
Slide 50

Slide notes:



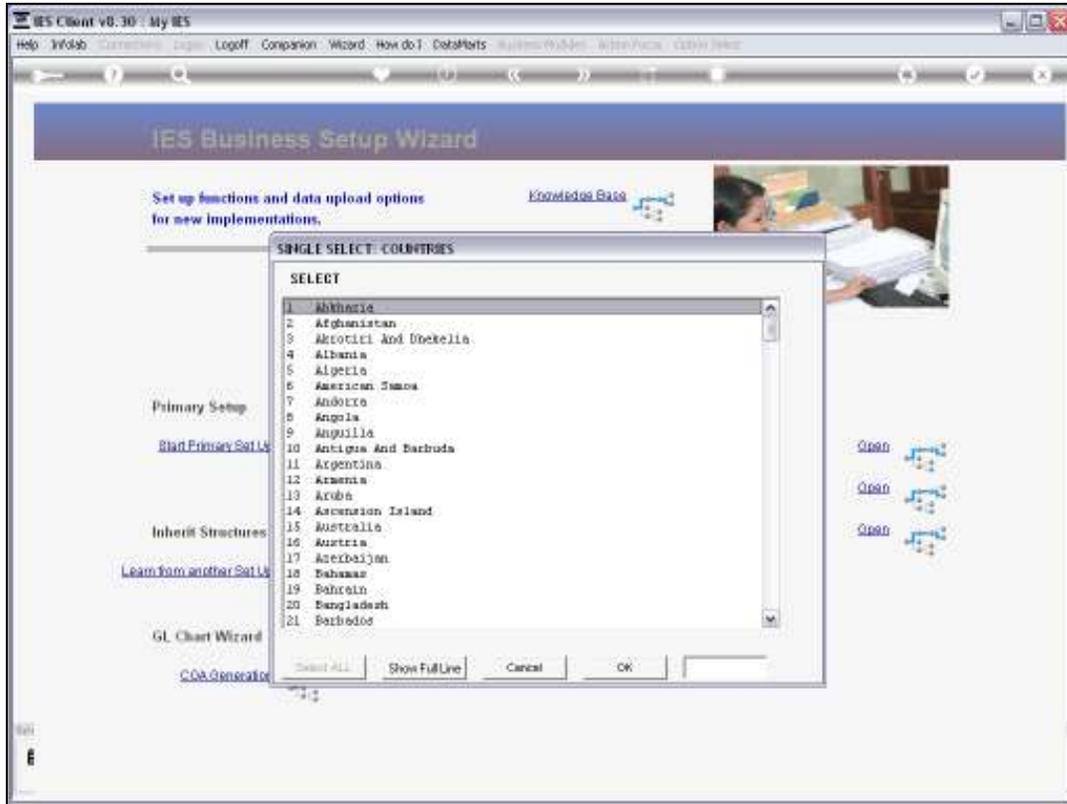
Slide 51

Slide notes:



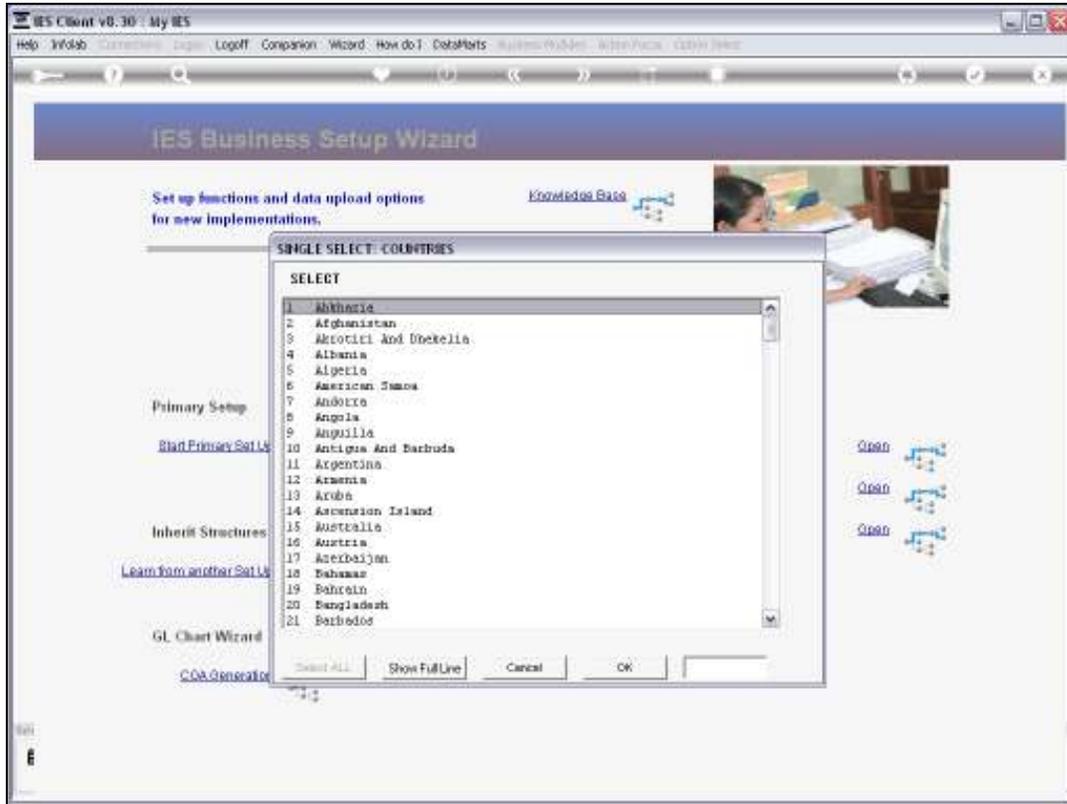
Slide 52

Slide notes: Then we select the country of domicile and the base currency for the Accounts.



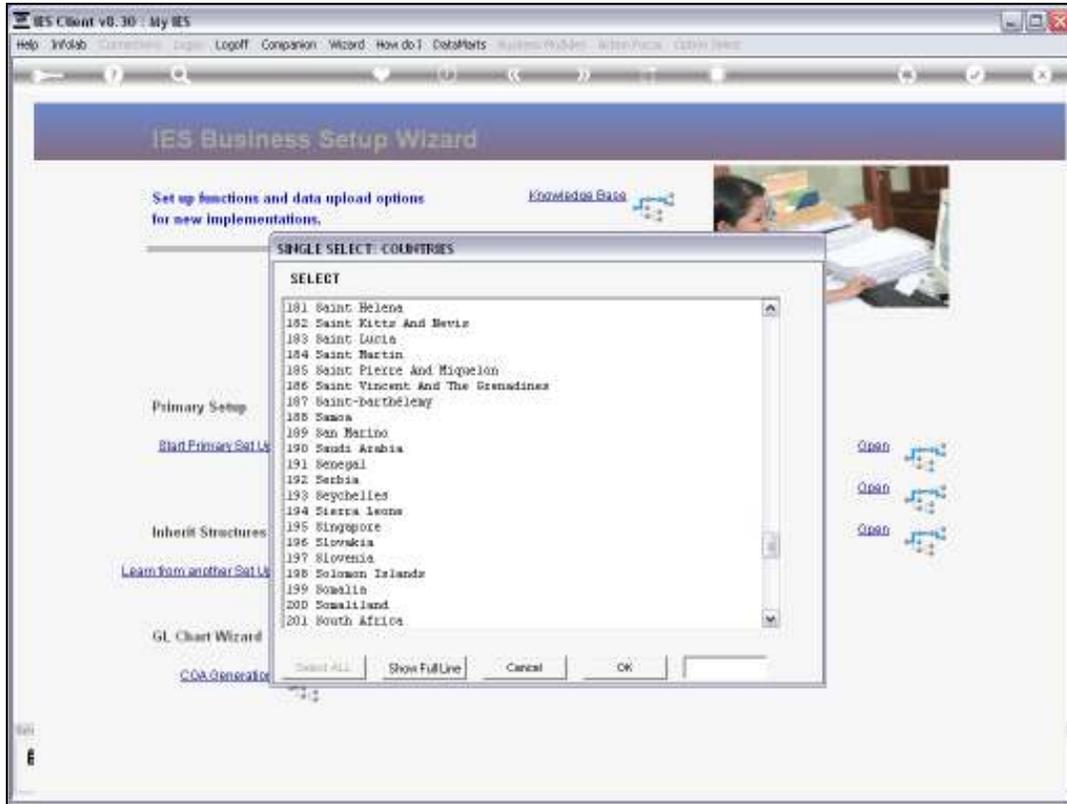
Slide 53

Slide notes:



Slide 54

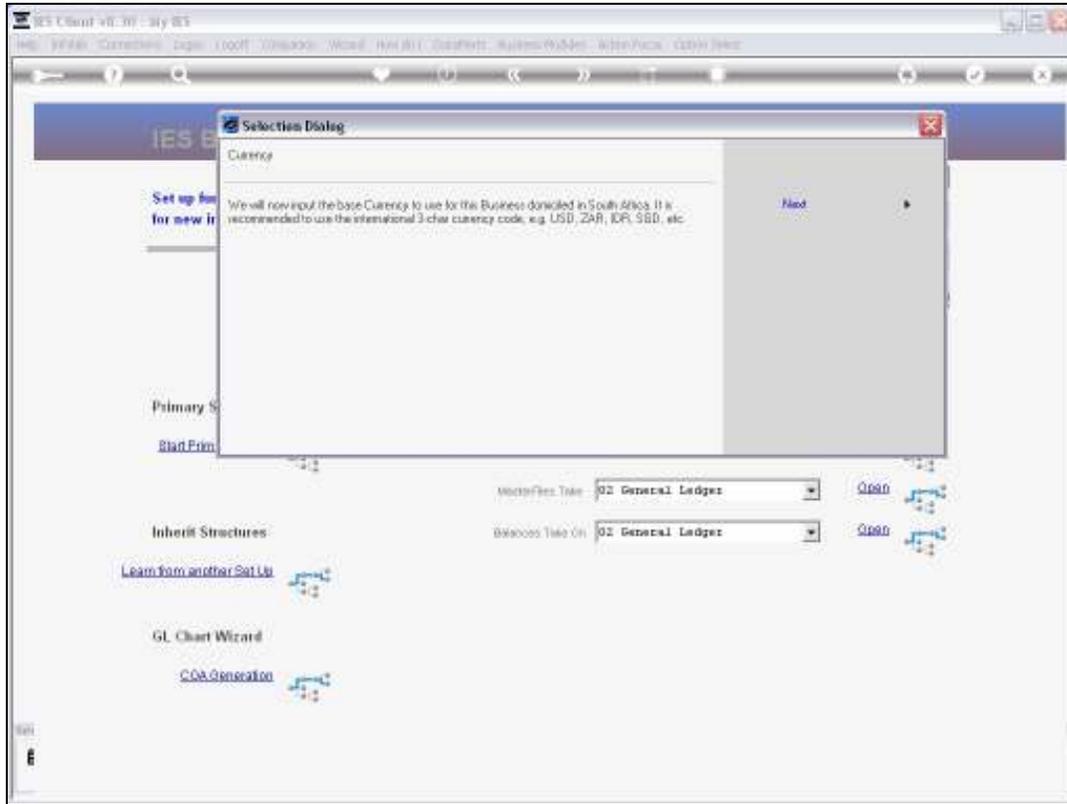
Slide notes:



Slide 55
Slide notes:

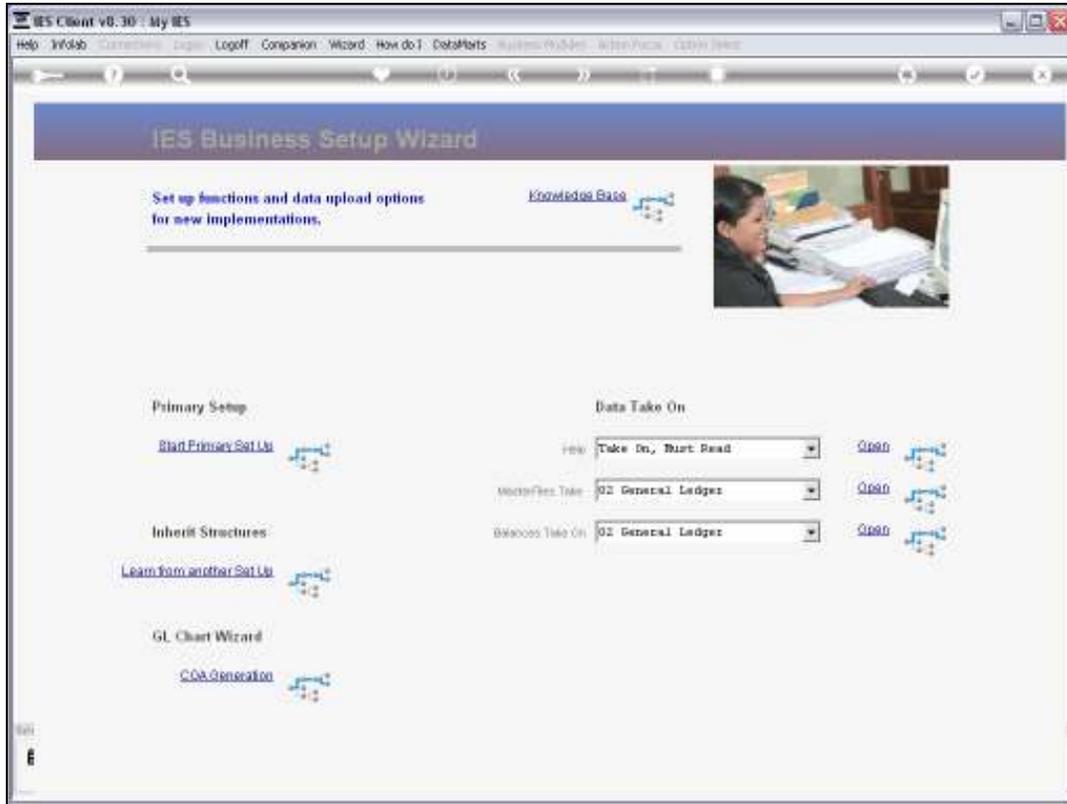


Slide 56
Slide notes:



Slide 57

Slide notes:



Slide 58
Slide notes:



Slide 59
Slide notes:



Slide 60

Slide notes:



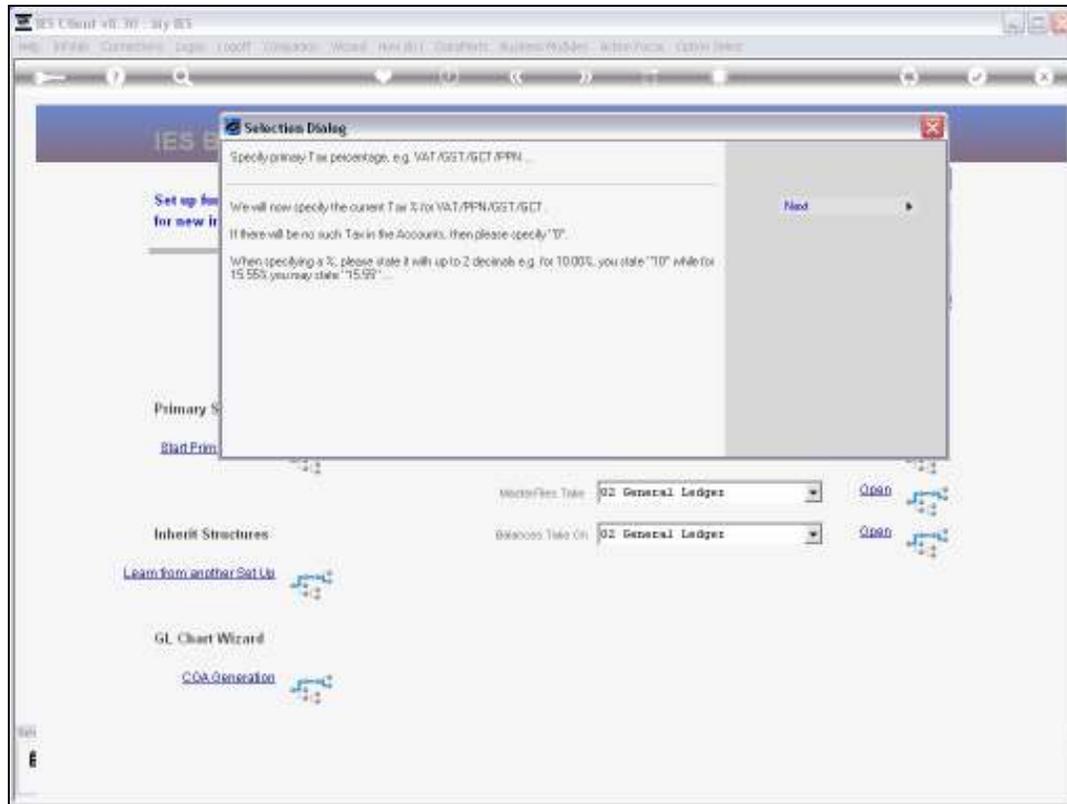
Slide 61

Slide notes:



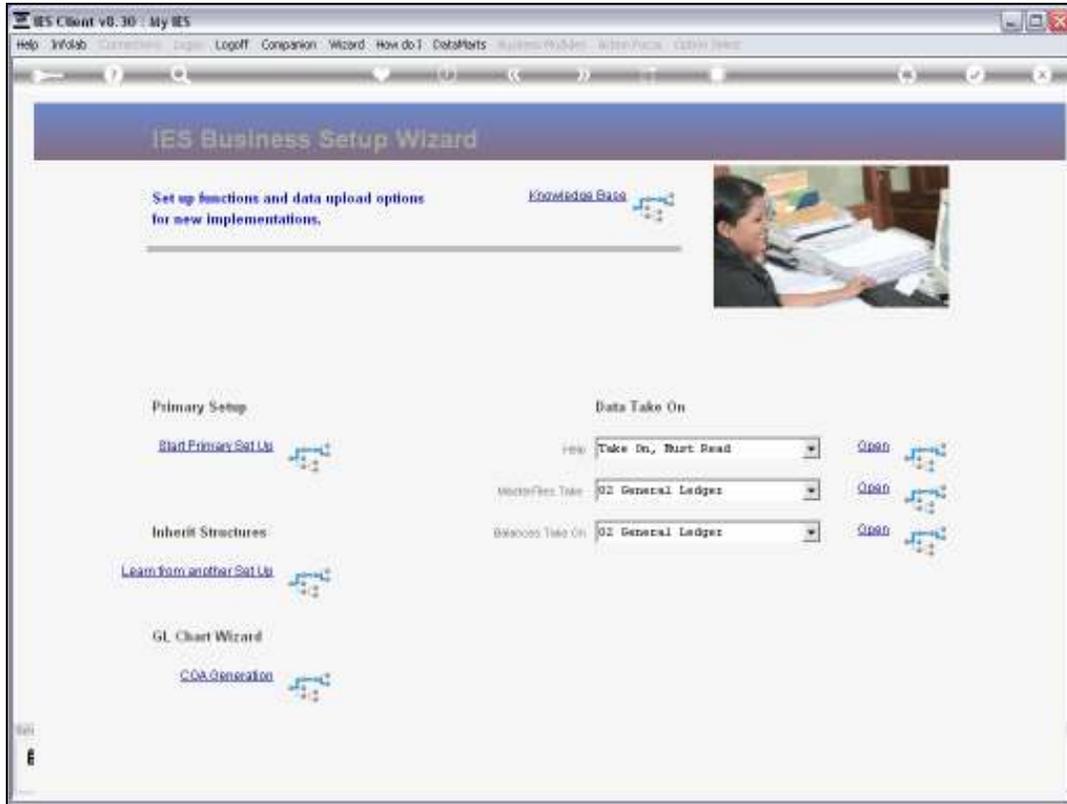
Slide 62

Slide notes:



Slide 63

Slide notes: We also choose the primary Tax Rate for VAT or the local tax type if not VAT.



Slide 64

Slide notes:



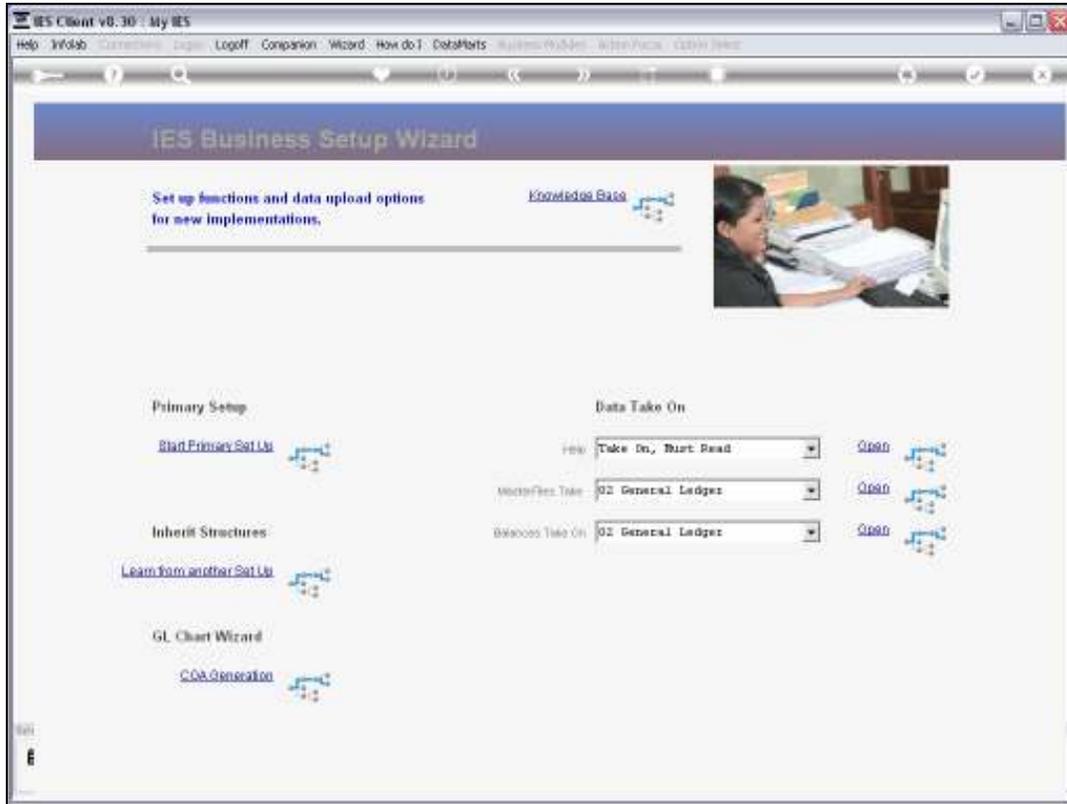
Slide 65

Slide notes:



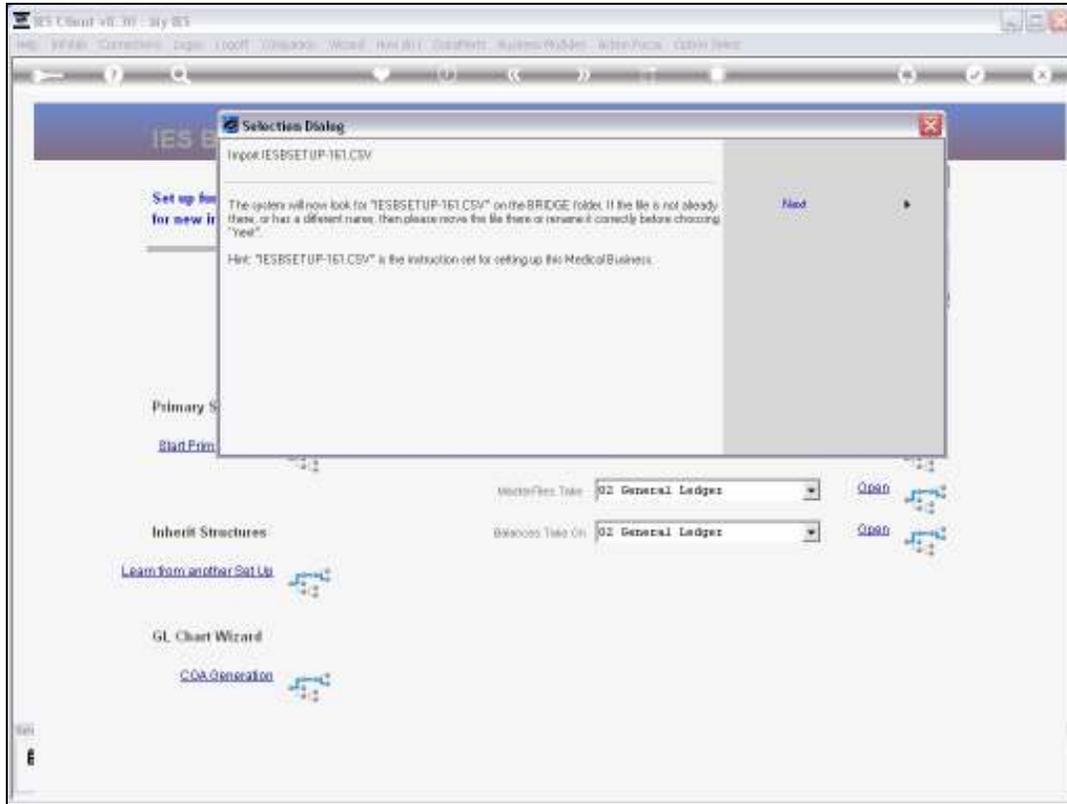
Slide 66

Slide notes:



Slide 67

Slide notes:



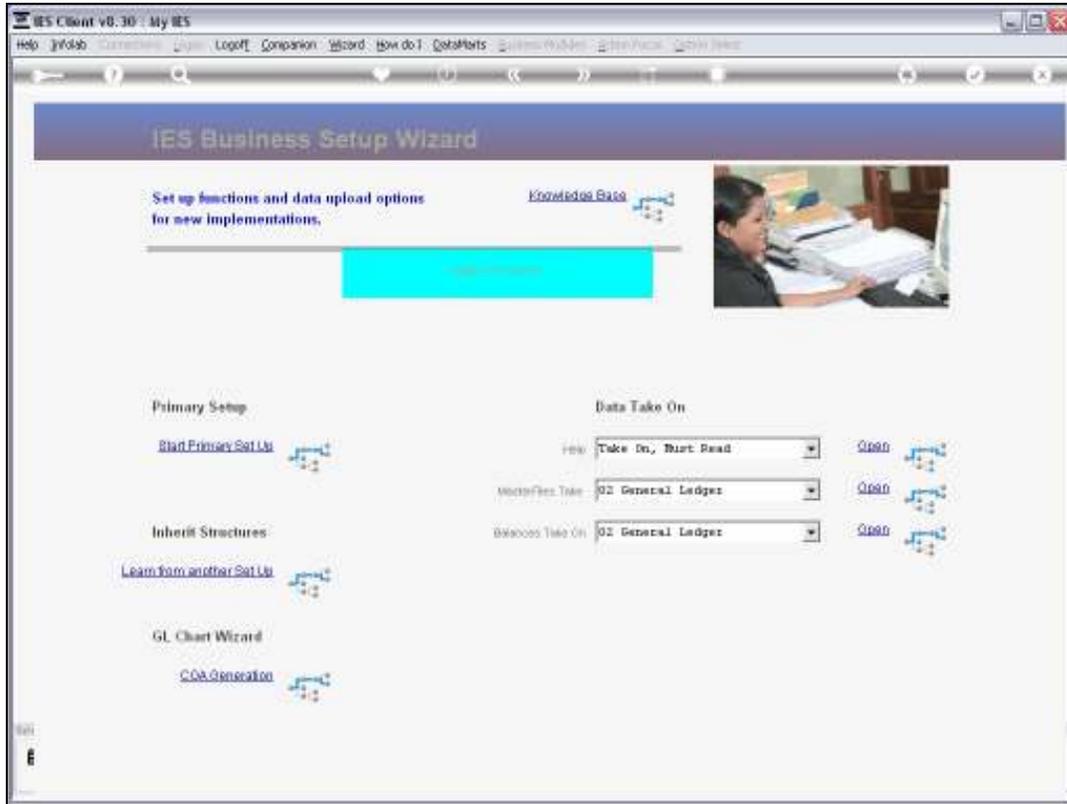
Slide 68

Slide notes:



Slide 69

Slide notes:



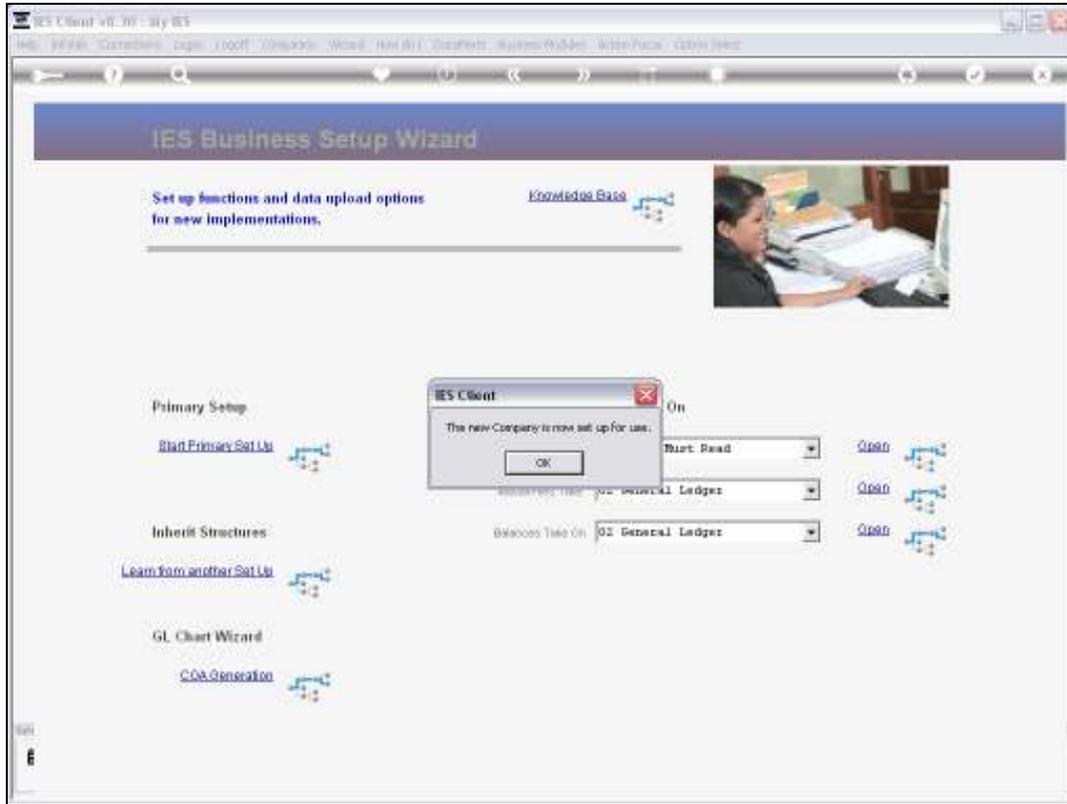
Slide 70

Slide notes:



Slide 71

Slide notes:



Slide 72

Slide notes: The new Medical business is now set up and ready for use. Optionally, we may wish to set up further Items like Stock, Appointment Books, Patient records or other, but the new enterprise is certainly ready for business.



Slide 73

Slide notes:



Slide 74

Slide notes: