

Tips & Tricks

Increasing Efficiency in Cetec ERP!

Tips & Tricks - An Overview

Time Saving Tricks

Frequently Asked Questions

New Features

Ship Engine!

Time Saving Tricks

Chrome Extensions/Keyboard Shortcuts

Configuration Settings

Bookmarks!

Force Home Page URL

Chrome Extensions

Cetec's platform resides on Google Chrome. Being in a web browser has its perks, mainly Chrome Extensions and Keyboard Shortcuts.

 \leftarrow \rightarrow C \triangleq 3-2.cetecerpdevel.com

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Chrome Extensions

https://chrome.google.com/webstore/category/extensions

Auto Refresher

- For shop floor 'Production Screen'

Screencastify

- Sending in tickets, sharing 'how-to' in Cetec

Copy and Paste Text

- [Highlight Text] Ctrl + C
- Ctrl + V

Refresh Your Page

- Ctrl + Shift + R

Undo an Action (type or keystroke)

- Ctrl + Z

Search Within a Window

- Ctrl + F

					54
Incos		Products & More	1/15	~ ~ X	
INVOI	ce List				

Create Bill Only Invoice

Customer	Products & More Q	Invoice #		Cust PO	
Invoice Date	2019-09-14 - (to)	Date Type	Invoice Date	Intercompany	All
Prcpart	Search parts Q	Cust Part		Location	All
View By	Invoice Date 2019-09-14 - (to) Date Type Invoice Date Intercompany All + Prcpart Search parts Q Cust Part Location All + View By Header + More Options Submit Print Note: Some columns are excluded on exports of > 1000 rows. Consolidated invoices can be accessed by clicking on a Customer, then selecting "Consolidated Invoices" from the side bar.				
Note: So	ome columns are excluded on exports o	f > 1000 rows. Consolidated invoices can be ac	cessed by clicking on a Customer, then so	electing "Consolidated Invoices" from the sid	e bar.

Displaying 1 - 14 of 14 Export +/- Columns

Invoice	Customer	Cust PO	Invoice Date 🕕	# Lines	Ext Resale	Total	Unpaid	GM	GP	Adjust GM	Print?
46-0	Products & More		2019-10-07	1	2000.0000000	\$2,120.00	\$2,120.00	100 %	2000	100 %	
47-0	Products & More		2019-10-07	1	10.0000000	\$10.60	\$10.60	100 %	10	100 %	
134.1-1	Products & More	e33	2019-10-02	1	20.0000000	\$20.00	\$0.00	100 %	20	80 %	
95.1-1	Products & More	0293842	2019-09-20	1	50.0000000	\$50.00	\$0.00		0	-300 %	
87.1-1	Products & More	2342355	2019-09-19	1	20000.00000000	\$20,000.00	\$0.00	-446 %	-89379	-446 %	
91.1-1	Products & More		2019-09-19	1	0.00000000	\$0.00	\$0.00		-40		
3.1-2	Products & More	13513	2019-09-18	1	120.0000000	\$120.00	\$10.00	8%	10	8 %	
15.1-1	Products & More	1928473	2019-09-18	2	35.0000000	\$35.00	\$0.00		0		
20.1-1	Products & More	983277	2019-09-18	1	100.0000000	\$100.00	\$0.00	100 %	100	100 %	

Click a Link Into a New Tab

- Ctrl + Click

Invoice List

Create Bill Only Invoice

Customer	Search customers Q	Invoice #		Cust PO	
Invoice Date	2019-09-14 - (to)	Date Type	Invoice Date	Intercompany	All
Prcpart	Search parts Q	Cust Part		Location	All
View By	Header 🔶	More Opt	tions –	Submit	Print
Note: So	ome columns are excluded on exports of	> 1000 rows. Consolidated invoices can be acc	cessed by clicking on a Customer, then	selecting "Consolidated Invoices" from the sid	e bar.

Displaying 1 - 14 of 14 Export +/- Columns

Invoice	Customer	Cust PO	Invoice Date 🕕	# Lines	Ext Resale	Total	Unpaid	GM	GP	Adjust GM	Print?
46-0	Products & More		2019-10-07	1	2000.00000000	\$2,120.00	\$2,120.00	100 %	2000	100 %	
47-0	Products & More		2019-10-07	1	10.0000000	\$10.60	\$10.60	100 %	10	100 %	
134.1-1	Products & More	e33	2019-10-02	1	20.0000000	\$20.00	\$0.00	100 %	20	80 %	
95.1-1	Products & More	0293842	2019-09-20	1	50.0000000	\$50.00	\$0.00		0	-300 %	
87.1-1	Products & More	2342355	2019-09-19	1	20000.00000000	\$20,000.00	\$0.00	-446 %	-89379	-446 %	
91.1-1	Products & More		2019-09-19	1	0.00000000	\$0.00	\$0.00		-40		
3.1-2	Products & More	13513	2019-09-18	1	120.0000000	\$120.00	\$10.00	8 %	10	8 %	
15.1-1	Products & More	1928473	2019-09-18	2	35.0000000	\$35.00	\$0.00		0		
20.1-1	Products & More	083277	2010-00-18	1	100 0000000	\$100.00	\$0.00	100 %	100	100 %	



Invoice List

Create Bill Only Invoice

Customer	Search customers Q	Invoice #		Cust PO		
Invoice Date	2019-09-14 - (to)	Date Type	Invoice Date	Intercompany	All	Help
Prcpart	Search parts Q	Cust Part		Location	All	
View By	2019-09-14 - (to) Date Type Invoice Date Search parts Q Cust Part Location Header + More Options = Some columns are excluded on exports of > 1000 rows. Consolidated invoices can be accessed by clicking on a Customer, then selecting "Consolidated Invoices" from the side bar.					
Note: So	ome columns are excluded on exports of	> 1000 rows. Consolidated invoices can be ac	cessed by clicking on a Customer, then	selecting "Consolidated Invoices" from the sid	e bar.	

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Displaying 1 - 14 of 14	Export	+/- Columns
-------------------------	--------	-------------

Invoice	Customer	Cust PO	Invoice Date 🕕	# Lines	Ext Resale	Total	Unpaid	GM	GP	Adjust GM	Print?
46-0	Products & More		2019-10-07	1	2000.00000000	\$2,120.00	\$2,120.00	100 %	2000	100 %	
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134.1-1	Products & More	e33	2019-10-02	1	20.0000000	\$20.00	\$0.00	100 %	20	80 %	
95.1-1	Products & More	0293842	2019-09-20	1	50.0000000	\$50.00	\$0.00		0	-300 %	
87.1-1	Products & More	2342355	2019-09-19	1	20000.00000000	\$20,000.00	\$0.00	-446 %	-89379	-446 %	
91.1-1	Products & More		2019-09-19	1	0.0000000	\$0.00	\$0.00		-40		
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15.1-1	Products & More	1928473	2019-09-18	2	35.0000000	\$35.00	\$0.00		0		
20.1.1	Products & More	983277	2019-09-18	1	100 0000000	\$100.00	\$0.00	100 %	100	100 %	

New Tab and Close Tab

- Ctrl + T
- Ctrl + W

Re-Open Most Recently Closed Tab

- Ctrl + Shift + T

Print Preview/Quick Print

- Ctrl + P

Jump to URL

- Ctrl + L

Google outlines all other advanced shortcuts for Windows and Linux users.

https://support.google.com/chrome/answer/157179?hl=en

Keyboard Shortcuts - MacBook

Same strokes as PC, but you replace the 'Ctrl' with the ' ${\mathbb H}$ ' logo.

As with Windows and Linux users, Google lists all shortcuts in their Help Center

https://support.google.com/chrome/answer/157179?hl=en

Keyboard Shortcuts - Questions?

Configuration Settings in Cetec allow you to give your 'instance' of Cetec new methods of use.

Most Configuration Settings require a 'l' (yes/on) or a 'O' (no/off). Others specify what is required to turn on/off.

%currency_precision

- The % represents a 'wildcard' when you search for this term in the config settings.
- Currency precision allows you to show a certain amount of numbers after the decimal on specific screens
 - \$23.7814812
 - 7

rop_against

 Options include 'avail', 'qoh', 'qoh and qoo', and 'avail and qoo'. Default is qoh.

Allows you to expand your 'Re-Order Point' definition to allow Availability and Quantity on Order considerations.

Order Auto Generate Serials

- Order Auto Generate Serial Scheme
- Automatically Generate Serials for Top Level Parts when placing a Build Order. Set to '1' to only generate serials for the top level assembly. Set to '2' to generate serials for the top level and all subassemblies.
- Internal Serial Scheme

Create_ncr_from_rma

- For your quality department; automatically tie an NCR to an RMA.
- Streamlines communication to the quality department

allow batch work order segments

- allows users to create a single time segment to complete multiple work segments
- Think of putting 10 pizzas in an oven. Time goes from 0 60 min and divides across the number of orders
 (pizzas).

Q :

QUALITY'N PARTY KITAUDITY MGMT'N

Workorder (Build): 9.2 Li

	Line	
	1 -	
	s	
	No	
	Mir	

Start Work

Work Location		Build Operation				
Doc Control (Unreleased C	Orders) 🗘	(no operation)				
Setup	Number of W	orkers	Overhead Only	y		
No	1					
Assigned User		Batch Wor	k Order Add 🛈			
Tanner Rogers	\$	Order	Q Add			
		 Ord qty: Ord 3 Ord qty: 	er 9.2-1 Prcpart: S er 9.3-1 Prcpart: S er 102.2-1 Prcpart 10	UB400 UB58 qty: : SUB100		
Comments						
Start Work Cancel						



Location/Operation

Pre-Release: Ethan Wiggins

Help

Ship Date 2019-09-18

Show/Hide Open Work

ee All)

oonse

×

Status

https://3-2.cetecerpdevel.com/otd/order/144/view

Configuration Settings - Questions?

Bookmarks!

Bookmarks in Cetec allow you to 'save' a certain report within a URL to return to at a later date.

- Typically used if you are running the 'same' report on a recurring basis.



Hello, Tanner Rogers

LITE SUPPORT PLAN

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Production Order List

					Inspection
Order #		Part #	(comma separated)	Warehous	MY DOCUMENTS
Revision		Date	(from) - (to)	Date Typ	MY EXPORTS LOGOUT
Transcode / Status	Open Build Orders	First Article?	All	Shipped Today	QUOTE ENTRY CHARGE ONLY ORDER ENTRY
Cust. PO		Show Production Mgmt?		WORK ORDER ENTRY (BUILD TO STOCK) WORK ORDER ENTRY (CUSTOM) STOCK ORDER ENTRY	
Exclude Selected Locations?		Order Status	All	Production Lin	PO ENTRY CUSTOMER SEARCH
Customer Number		Customer Name		Superviso	PART SEARCH RECEIVE PRODUCT
No Work Instr.		Req'd Work Instr.	Hide Column (fast)	QA Inspector	All
Intercompany?	All	On Target?	All	Production Status	All
Department		Order Type	All	Ship Via	All
T				C to	AII



Hello, Tanner Rogers

LITE SUPPORT PLAN

INSPECTION X

C1 411

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Help

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ORDERS▼ QUALITY▼ PART▼ KITAUDIT▼ MGMT▼ TOOLS▼ SCHEDULING▼

Production Order List

-

Name Order # Part # (comma separated) Warehous MY EXPORTS Revision Date (from) - (to) Date Typ LOGOUT QUOTE ENTRY Transcode / Status **Open Build Orders** First Article? All Shipped Today CHARGE ONLY ORDER ENTRY WORK ORDER ENTRY (BUILD TO STOCK) Cust. PO Show Production Mgmt? Locatio WORK ORDER ENTRY (CUSTOM) STOCK ORDER ENTRY **PO ENTRY** Production Lin Exclude Selected Locations? **Order Status** All CUSTOMER SEARCH PART SEARCH **Customer Number Customer Name** Superviso RECEIVE PRODUCT No Work Instr. Req'd Work Instr. Hide Column (fast) ŧ **QA** Inspector All All **On Target?** All **Production Status** All Intercompany? \$ \$ Department Order Type All Ship Via All 1

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CETEC ERP

https://3-2.cetecerpdevel.com/#

\$17,948.00

\$86,748.20



\$-68,800.20

-383 %

Force Home Page URL

On the heels of bookmarks. The 'force home page URL' feature allows an admin user to force other users to a specific screen upon login.

Admin>Users>Users>*Edit*

- Typically seen for shop floor employees

Edit User 3

Back To Users

Username

scott

First Name

Scott

Title

Mobile Phone

Employee ID (if used for external tracking)

Has Barcode Scanner (force tablet mode)

Autodetect

\$

Email

scott@cetecerp.com

Last Name

Ryan

Office Phone

Homepage (user forced here after login)

https://3-2.cetecerpdevel.com/production/list

Roles

Accounting	
Accounting Admin	
Admin	
AllInvoices	

Default Production Location

None

\$

Bookmarks/Home Page URL - Questions?

Frequently Asked Questions

What is a locked bin?

How do I send documents in emails out of Cetec?

How do I purchase in 'feet' and consume in 'inches'?

Frequently Asked Questions

What is a locked bin?

- A locked bin disallows a user from picking parts from that bin on an open order
- Locking Bin will *NOT* impact QOH/Avail (or MRP)
- A bin can be locked for three reasons

Frequently Asked Questions

Why is my bin locked?

1) If the user puts a manual lock on the bin by clicking the 'edit' button to the right of the bin name and clicking the 'Lock Bin?' checkbox.

• WAREHOUSE: MN -	· MAIN 🖊				Ware	house Transfer	Vendor Return	
Avg Cost	\$0.34							
Cost For Loc	\$0.34	Resale For Loc						
дон	292525	QR	88036	Qty Avail			204489	
QOO	0	Total Backlog	6834	MOQ			(1)	
Std Cost	\$0.34	Std Package		Lead Time (in we	Lead Time (in weeks)			
Commodity Code		ABC Code		Country of Origin	n			
Tariff (HTS)								
Last Updated	N/A	Last Counted	N/A	ROP			0	
Bin	Receipt	Date	Total Bin Qty	Date Code	Lot Code	Revision	Expand	
Q-37-9 (History)	17-091819 (label) (Move)	2019-09-18	292525		1938017		Edit	
Bin Cost (i)	\$0.34	Actual Shelf Qty	292525	(Reason Code 🖨	Reason Comme	ints	Set Qty/Cost	
reate inventory record for location	n) 🗘 Create				,			

Avg Cost	\$	50.34								
Cost For Loc	\$	60.34	Resale For L	.oc						
QOH	2	292525	QR		88036	Qty Av	ail		204489	
Q00	C)	Total Backlo	og	6834	MOQ			(1)	
Std Cost	\$	50.34	Std Package	2		Lead Time (in weeks)				
Commodity Code			ABC Code			Count	Country of Origin			
Tariff (HTS)										
Last Updated	Ν	N/A Last Counted		d	N/A	ROP			0	
Bin	Receipt	Date		Total Bin Qty	Date Code		Lot Code	Revision		Expand
Q-37-9 (History)	17-091819 (label) (Move)	2019-09-18		292525			1938017	,	·	Hide
Date Code	Date Code		Lot Code	1938017		Revision	Revision		Expires On	Expires On
Lock Bin?			Color							
										Set Bin Data
Bin Cost (j	\$0.34	Ac	ctual Shelf Qty	292525	(Reason Code 🖨		Reason Commo	ents		Set Qty/Cost
(create inventory record for location)										
Why is my bin locked?

 If the user puts a manual lock on the bin when receiving the part into inventory by clicking the 'Lock Bin' on the warehouse screen.



Receive Parts

Back to Pending Put Away

PO		PO or RMA ID	۹	PO Line		(find PO	to assoc 🖨	Packing Slip #		
Prcpart		PRT34	Q	Unit Cost	0.34000000	USD Land	ed Cost	Quantity	20	+ Pieces/Serials
Location	Main		¢	Date		2019-10-14				
Date Code				Lot Code		19420	001	Revision		
Expires On				Lock Bin					Receive	Receive & Keep PO
Color										
Part Image										
Inspection Instructions										
Qty Accepted				Qty Rejected						

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Why is my bin locked?

 If the part has an expiration date beyond today. The expiration date is set by clicking the 'edit' button to the right of the bin name.

- To disable the lock feature when bins expire, edit the configuration setting [Lock Bins When Expired] to 0.

🗸 WAREHOUSE: MN - MAIN 🧷 Warehouse Transfer \$0.34 Avg Cost Cost For Loc \$0.34 **Resale For Loc** QOH 292525 QR 88036 Qty Avail 204489 (1) Q00 0 **Total Backlog** 6834 MOQ Std Cost \$0.34 Std Package Lead Time (in weeks) **Commodity Code** ABC Code **Country of Origin** Tariff (HTS) Last Updated N/A Last Counted N/A ROP 0 Revision Bin Receipt Date **Total Bin Qty** Date Code Lot Code 17-091819 Q-37-9 (History) (label) 2019-09-18 292525 1938017 (Move) Revision **Expires On** Date Code Date Code Lot Code 1938017 Revision 2019-09-18 (Bin Lock Bin? Color Expired!) Set Bin Data Set Qty/Cost Bin Cost 🕕 \$0.34 Actual Shelf Qty 292525 (Reason Code 🖨 Reason Comments (create inventory record for location) ¢

Help

Receive Stock To Inventory



Receive Parts

Back to Pending Put Away

PO		PO or RMA ID	PO Lir	e	(find PO to assoc 🖨	Packing Slip #		
Prcpart		PRT34 C	Unit Co	o.34000000	USD Landed Cost	Quantity	20	+ Pieces/Serials
Location	Main		♦ Dat	e	2019-10-15			
Date Code			Lot Cod	e	1942002	Revision		
Expires On		2019-10-09	Lock Bi	n			Receive	Receive & Keep PO
Color								
Part Image								
Inspection Instructions								
Qty Accepted			Qty Rejecte	d				

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How do I send documents in emails out of Cetec?

- Any document attached to an object that can be emailed, may be attached to that email.



QUOTES V ORDERS V INVOICES V CUSTOMERS V LEADS V OPPORTUNITIES V FORECASTS V REPORTS V

Quote/Order Worksheet 70

Sales Editing: Cetec ERP Support Team

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Help

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VIEW & EDIT SEND + COMMIT TO ORDER QUOTING TOOLS + COMMISSION						Drop Files Here	Browse				
NOTES (0) PREPAY CREATE PQUOTE	QUOTE 70 Filter by Name										
	Name	Tags	Alive	٠	Revision 🝦	Uploader	Created On	٢	Move	Global	
	GlobalizeQuote.pdf	(Edit)	Yes		1	Cetec ERP Support Team	2019-10-09 11:31:39 AM		(Target)	Localize	×

Quote 70

VIEW & EDIT SEND +	Email PDF		
COMMIT TO ORDER QUOTING TOOLS +	From	To (comma delimited)	
	"Cetec ERP Support Team" <sales@cetecerp.com></sales@cetecerp.com>	recipient@example.com	
NOTES (0) PREPAY		(Contacts)	¢
CREATE PQUOTE	CC (comma delimited)	BCC (comma delimited)	
	cc@example.com	bcc@example.com	
	(Contacts)	(Contacts)	\$
	Attach Extra Documents GlobalizeQuote.pdf Subject Manufacturing Solutions - Quote #70 (PO #Cust. Stock Order 431) Body Please see attachment.		

- How do I purchase in 'feet' and consume in 'inches'?
 - UOM Conversion!

Unit of Measure Conversion

 The unit of measure conversion tool, you may set up proper units of measure in Cetec (1 foot = 12 inches), so that you may purchase 10 feet of material from your vendor AND it's automatically converted into 120 inches of material upon receipt.

Unit of Measure Conversion: Setup

- Create UOM
- Create Conversion
- Set UOM at Part Record
 - UOM represents the unit of measure you consume the material
 - Purchase UOM represents the unit of measure you purchase the material





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Data Maintenance For UOM

Back To All

Warning: Removing/Changing data may have repercussions on other related data sets.

If you want to modify a row that has been added already, we strongly recommend that you rename the row rather than delete the row - deleting the row could orphan off any related data.

Displaying 1 - 2 of 2 Export +/- Columns

Id	Name (i)	Description (i)	Delete	
2	Feet			
1	Inches			

Displaying 1 - 2 of 2	Export	+/- Columns
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USERS V CONFIG SETTINGS V MAINTENANCE V LOGS V DOCS V SITE MAP DASHBOARDS V

Set UOM Conversions

	From UOM	Inches 💠	То	Feet	¢	Create	Hide Create	
Pr	cpart Specific?	(all)	Prcpart	(search for prcpart)			(Create UOM)	
	Prcpart	(search for prcpart)	Only Part Specific	(all)	¢	Search	Show Create	
Prcpart	Units	Conversions						
	Inches, Feet	1 Inches is 0.083333333	Feet	12 Inches is 1 Fe	eet	Set	Delete	ок

Part PRT25

VIEW				
EDIT REVISIONS	Description	Black Wire	Created On	2019-09-18
BOM USE (2) PRICE/COST +	UOM	Inches \$	Default Transcode	(use default)
PURCHASING + ACTIVITY +	Last Resort Cost	\$0.00	Revenue G/L Account	(use default) ♦ 0
QUALITY + MAINT + DOCUMENTS (0) NOTES (0)	COS G/L Account	(use default) ♦		(use default) ♦ ①
	RoHS?	No	Preferred Vendor	Search vendors Q
	Preferred Manufacturer		OEM Part #	
	UPC		Block Autopick?	0
	Non-Inventory?	(Part has QOH)	Shelf Life	0
	Serial Format	(More)	Default Warranty	(none)
			Default Selling Location	(choose location)
	Default Receiving Location	(choose location)	Purchase UOM	Feet

Unit of Measure Conversion: Application

- Create PO
 - Part with Purchase UOM of Feet
 - Part with UOM of Inches
- Receive part into inventory
- Auto convert Feet to Inches
 - Converts qty and cost



Purchase Order 218.1 (Location: MN)

VIEW	Show Sticky Notes				
EDIT					
DELETE LINE/ALL	Buy Process 1 2 3				
ACKNOWLEDGE	3. Receive				
PDF/EXPORT (QUICK)					
DOCUMENTS (0) NOTES (0) CLOSE PO PQUOTE 218	Vendor	Master Distributor (2)	Location	MN	Contact
	Buyer	Tanner Rogers	P.O. Number	218.1	Shipvia
	FOB	Delivery	Taxable	No	Terms
	Entry Date	2019-10-15	Scheduled	No	Tax Rate 0
	PO Comment		Location	MN	Cost Center

+/- Columns

Status	Ext. Cost	Qty Recvd	Net Order Qty	Qty	Dock Date	Prcpart	#
Open Receive	\$100.00	0 Feet (0Inches)	10 Feet (120Inches)	10 Feet (120Inches)	2019-10-15	PRT25	1
	\$100.00	Line Subtotal:					
	\$0.00	Freight:					
	\$100.00	Orig Total:					
	\$0.00	Vouchered (open):					

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Help

RECEIVING ¥ RELEASE TO PICK # INVENTORY ¥ BARCODES ¥

Receive Parts

Buy Process 1 2 3

3. Receive

Back to Pending Put Away

	QUANTITY RECEIVED		
	10	Feet or	
	\$ 120	Inches Set	
	Lot Code	1942001	

Inspection Instructions



RECEIVING V RELEASE TO PICK V INVENTORY V BARCODES V

Receive Parts

Buy Process 1 2 3

3. Receive

Back to Pending Put Away

PO	218.1	Q	PO Line	1 Part PRT25 (Qt 🖨	Packing Slip #	
Prcpart	PRT2	5 Q	Unit Cost 0.833333333	USD Landed Cost	Quantity	120 + Pieces/Serials Inches
Location	Main	¢	Date	2019-10-15	Unit Cost and	Quantity converted from Feet to Inches
Date Code			Lot Code	1942001	Revision	
Expires On			Lock Bin			Receive Receive & Keep PO
Color						
Part Description	Black Wire					
Part Image						
PO Due Date	2019-10-15			PO Buyer	Tanner Rogers	
Inspection Instructions						

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Purchase Order Receipt 108 2019-10-15 (Part PRT25, Qty 120.0000000)

VIEW EDIT	Prcpart	PRT25	Received On	2019-10-15	Received By	Tanner Rogers
LEDGER LABEL	P.O. Number - Line	218.1 - 1	Packing Slip #		Vendor	Master Distributor (2)
SERIAL LABELS	Location	MN	Cost	\$0.83	Qty	120 Inches
NOTES (0)	Receipt ID	52	Receipt Code	108 View Pieces/Serials	Name	
PO MN218.1 INCOMING	Receipt Notes					
INSPECTION CANCEL RECEIPT	Incoming Inspection	69				

CURRENT BINS

	Bin	Date Code	Lot Code	Inv Layer ID	Revision	Quantity
Move	A-12-5	N/A	1942001	109		120

(NO SHIPMENTS FROM THIS RECEIPT)

CUSTOMER/	FINAL SHI	PMENTS	FROM T	HIS RECEIPT						
Location	Invoice	Nosi	Line	Component No.	Date Code	Lot Code	Revision	Ship Qty	Bin Location	Cost

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FAQs - Questions?

New Features

Progress Billing

Bonus Column *Linking*

Globalize/Localize

New Features - Progress Billing

This feature allows you to generate multiple invoices against an order while keeping that order open.

Think of a 6 month project where you would like to invoice a customer at 25%, 50% and 75% of completion. With Progress Billing; you may do this as frequent as you'd like.

New Features - Progress Billing

From a sales order, you may now preemptively invoice the customer and create a "Progress Billing"; these invoices are then deducted from the final invoice.

Order 89.1

VIEW	Build 3. Pick	Process 1 A Parts/Materi	2 3 4 5 al Line 1							
DETAILS/SERIALS	2									
INVOICE/SHIP DELETE LINE/ALL			Customer	Products & More (3)	l.	Location	MN		Ordered On	2019-09-19
PDF (QUICK)			Buver			P.O. Number			Assembly?	Yes
PRO FORMA PDF		-	Duyer			1.0.14411501			Assembly.	
COMMISSION		1	Ship Via	Fedex Ground		Customer Email				
RELEASE TO WH WORKORDER VIEW +			Tax Group	(0%)		Terms	NET30		FOB	S - Sorry
PREPAY PROGRESS BILLING	AY Order Type		Scheduled Ship Type Partial		Status	Status New (0)				
PACKING SLIP		Carrie	Account #							
PACKING LABEL FULL ORDER PLATE		Ir	nside Sales	Outside Sales Interr			Internal ID			
SHIP AND DEBITS DOCUMENTS (0)			Ship To	Products & More 11	1 Congress Ave #4	00 Austin, TX 78701 U	NITED STATES			
NOTES (0) QUOTE 89						+/	- Columns			
CREATE PQUOTE CREATE WO	#	Qty	Code	Prcpart	Cost	Resale	Ship Date	Dock Date	Тах	Ext. Resale
OUTSOURCE POS (0) INVOICES (12) +	1	10	Build	BOM1000	\$4,000.00	\$10,000.00	2019-09-19	2019-09-19	\$1	0.00 \$100,000.00
RMA 3								A Tax (0%):		\$0.00
								Freight:	\$0.	00 \$0.00
								Total:	\$40,000.	\$100,000.00

Progress Billing For Order MN89.1

Amount		\$2000.00	Part #	BOM1000		Cust Part #	TY46289
Invoice Date	2019-10-07 Defer Revenue?				Close	Create Progress Invoice	
		Def Ir tran	Deferred Revenue account specified in the Invoice GL Transaction Mapping and is				
Line	Prcpart	U al	generated.	15	Due Date		Value
1	BOM1000		2019-09-19		2019-09-19		\$100,000.00
						Freight:	\$0.00
						Tax:	\$0.00
						Total:	\$100,000.00

Invoice 46 NOSI: 0

VIEW	Progress Billing For Order 89.1		
LEDGER	Customer	Products & More Location	n MN
DETAILS/SERIALS COST ANALYSIS SELL AGAIN UNINVOICE	Bill To	Products & More 111 Congress Ave #400 Austin TX 78701 UNITED STATES	
	Ship To	Products & More 111 Congress Ave #400 Austin TX 78701 UNITED STATES	
PDF (QUICK)	Invoice Date	2019-10-07 Entry Da	te 2019-10-07
COMMISSION TAKE PAYMENT	P.O. Number	Terr	ns NET30
CREATE RMA	Inside Sales	Outside Sal	25
PACKING SLIP TRACEABILITY DOC	Ship Via	N/A FC	B Delivery
DOCUMENTS (0)	Terms	NET30 Freight Co	st
	Internal ID		
	Tracking Numbers		
	Internal Comments		
	Comments		

+/- Columns

Line #	Ship Qty	Prcpart	Cust Part Number	Resale	Ext. Resale
1	1	BOM1000	TY46289	\$2,000.00 (i)	\$2,000.00
				City Sales Tax	(Rate: 6%) \$120.00
				Total:	\$2,120.00

New Features - Progress Billing

For any progress invoice, you may opt to defer income (most often to a Liabilities > Customer Deposits account) or you may opt to recognize the revenue (i.e. post to a revenue account immediately).

Note! This requires three new G/L transaction mappings. Progress invoice transactions will fail if you haven't first mapped these in Admin » Config Settings » G/L Transaction Settings » Progress Invoice.

New Features - Progress Billing

Questions?

New Features - Bonus Column Linking

Bonus Columns in Cetec are additional data points or attributes that you may assign to a part, customer, vendor etc. Here is the current list of bonus columns:

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USERS V CONFIG SETTINGS V	MAINTENANCE V LOGS V DOCS V	SITE MAP DASHBOARDS V	
	DATA MAINTENANCE		
Add Bonus Co	BONUS COLUMNS		
Auu Donus Co	TAX AUTHORITIES		
	TAX GROUPS		
	DOWNLOAD BACKUP	Displaying 1 - 13 of 13	+/- Columns
Туре	WORKFLOW MAINTENANCE		Has Bonus Columns
	UNIT CONVERSIONS		
Customer	NOTIFICATION RULES		1
CustomerComplaint	SHIPENGINE SETTINGS		0
FIFOIX			1
Forecast			0
PQuote			0
PQuoteLine			0
Part			0
ProductionLinePlaceholder			0
Project			0
Quote			1
QuoteLine			0
Tool			0
Vendor			0

New Features - Bonus Column Linking

To create a bonus column, click on an object and specify the name of your attribute.

You may even select the way it's viewed (text box, check box, radio button, etc.)





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USERS V CONFIG SETTINGS V MAINTENANCE V LOGS V DOCS V SITE MAP DASHBOARDS V

Bonus Columns For Part

Back To All

Sort Order	Title (displayed to users)	Technical Name	Data Type	Searchable?	
	Color	(unique name used behind the scenes)	✓ Text, Up To 50 Chars Text, Up To 100 Chars Chook Bey (Chook Eer Vaci)		Add New
			Select Box Date Radio Buttons (Check 'Yes' or 'No')		





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USERS V CONFIG SETTINGS V MAINTENANCE V LOGS V DOCS V SITE MAP DASHBOARDS V

Bonus Columns For Part

Back To All

Sort Order	Title (displayed to users)	Technical Name	Data Type	Searchable?	
	(required, displayed to users)	(unique name used behind the scenes)	Text, Up To 50 Chars		Add New
1	Color	color_bc	text - size 50 (varchar)		Drop?
					Update

New Features - Bonus Column Linking

To link a part bonus column to a quote line (or pquote line), create the same bonus column for that object.

Here, you'll see the option to pull values from a different object.





Q

USERS V CONFIG SETTINGS V MAINTENANCE V LOGS V DOCS V SITE MAP DASHBOARDS V

Bonus Columns For QuoteLine

Back To All

Sort Order	Title (displayed to users)	Technical Name	Data Type	Searchable?	
	(required, displayed to users)	(unique name used behind the scenes	Text, Up To 50 Chars		Add New
1	Color	color_bc	text - size 50 (varchar)		Drop?
	Object Types To Pull Values From	Part			
					Update

New Features - Bonus Column Linking To make the part bonus column to flow for every part, add that bonus column data on the

part record.
Part PRT25

Black Wire



New Features - Bonus Column Linking

Now, when we create a quote and add that part on the quote line, that data populates for us, and we don't need to re-type it in.

COMMISSION	Customer	Falcon Electronics (10)			Contact
DOCUMENTS (0) NOTES (0)	Cust PO #	093840234	Owner	tanner	Status Open
PREPAY CREATE POUOTE	Inside Sales	Tanner Rogers	Outside Sales	Tanner Rogers	
	Add Line Change All Lines				Show Open Lines 🗘 Submit

+/- Columns

Help

	#	PRC	Part	Ship Date	Dock Date	Qty			Cost		Resale		Ext. Resale	Discount	Final Re	ale	
	1	PRT	25 NEW!	2019-10-17	2019-10-17		10	Inches		\$0.83		\$0.25	\$2.50	Add		\$2.50	/ 🖹 🔂 🖹 🗙
E	EDIT	Γ LINE	1														
	Loc			Main 💠		Prcpart (QOH:2384	15)		PRT25	۹		Cust Part			۹	
	Revi	sion		(new)									Ship Via		N/A		\$
	Worl	k Start Da	te		31	Ship Date	e			2019-10-17			Dock Date		2019-10-1	7	
	Tran	s Code		Build									Resale Estimat	е Туре	Fixed Bid	•	
	Qty		Cost	(i)		Resale (Ì)		Lead 1	ime	Notes		Prin	nary	View Qty Br	eaks	
	10		\$0.83	3 USD \$		\$0.25 \$0.00	USD		0				O ×		Add		
	Add	Line Tax		(add	ine tax) 🔶						Co	st Center			(Select Cost Center	•	
	Colo	r		Black													

New Features - Bonus Column Linking

Questions?

New Features - Globalize/Localize

The 'Globalize' feature in Cetec allows you to attach a document to any 'object' and have that document act as a template to populate on all other objects. Let's take a look.



QUOTES V ORDERS V INVOICES V CUSTOMERS V LEADS V OPPORTUNITIES V FORECASTS V REPORTS V

Quote/Order Worksheet 70

Sales Editing: Cetec ERP Support Team

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Help

Q

VIEW & EDIT SEND + COMMIT TO ORDER QUOTING TOOLS + COMMISSION DOCUMENTS (1)					Drop Files Here	Browse					
NOTES (0) PREPAY CREATE PQUOTE	QUOTE 70										
	Name	Tags	Alive 🍦	Revision	Uploader	Created On	÷	Move		Global	
	GlobalizeQuote.pdf	(Edit)	Yes	1	Cetec ERP Support Team	2019-10-09 11:31:39 AM		(Target)	Move	Globalize	×

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QUOTES V ORDERS V INVOICES V CUSTOMERS V LEADS V OPPORTUNITIES V FORECASTS V REPORTS V

Quote/Order Worksheet 70

Sales Editing: Cetec ERP Support Team

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Help

Q

VIEW & EDIT SEND + COMMIT TO ORDER QUOTING TOOLS + COMMISSION						Drop Files Here	Browse				
NOTES (0) PREPAY CREATE PQUOTE	QUOTE 70 Filter by Name										
	Name	Tags	Alive	٠	Revision 🝦	Uploader	Created On	٢	Move	Global	
	GlobalizeQuote.pdf	(Edit)	Yes		1	Cetec ERP Support Team	2019-10-09 11:31:39 AM		(Target)	Localize	×



QUOTES V ORDERS V INVOICES V CUSTOMERS V LEADS V OPPORTUNITIES V FORECASTS V REPORTS V

Quote/Order Worksheet 150

Sales Editing: Cetec ERP Support Team

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Help

Q

VIEW & EDIT SEND + COMMIT TO ORDER QUOTING TOOLS + COMMISSION DOCUMENTS (1)					Drop Files Here B	rowse				
NOTES (0) PREPAY CREATE PQUOTE	QUOTE 150									
	Name	Tags	Alive	\$ Revision 🍦	Uploader	Created On	\$ Move		Global	
	GlobalizeQuote.pdf	(Edit)	Yes	1	Cetec ERP Support Team	2019-10-09 11:31:39 AM	(Target)	♦ Move	Localize	×

New Features - Globalize/Localize

The 'Globalize' feature in Cetec allows you to attach a document to any 'object' and have that document act as a template to populate on all other objects. Let's take a look.

New Features - Questions?

ShipEngine

ShipEngine is a third-party shipping and logistics platform. With their open and friendly API, Cetec offers their services directly into the Cetec ERP interface.

Using ShipEngine in Cetec looks like this:

ShipEngine in Cetec

- API designed to make shipping easy
- Connect to major shipping carriers
- Easily integrated into Cetec
- Create shipping labels with the click of a button

Your ShipEngine Account

{☆} Ship**engine**®

Usage Dashboards

Connections

Connections

Connected Carriers

Sandbox Connections

Connections

Connect your account to generate rates and labels. Manage your insurance account balance.

Insurance

API Management

Account Settings

Branded Tracking Pages

Carrier	Carrier ID	Name	
Stamps.com	se-114443	ShipEngine Test Account - Stamps.com	
UPS	se-114445	ShipEngine Test Account - UPS	
FedEx	se-114444	ShipEngine Test Account - FedEx	

Your ShipEngine Account

{	}SHIPENGINE®				
	Usage Dashboards	API Management			
W	Connections	Generate your API keys and manage your active webhooks			
٩	API Management	API Keys Sandbox Keys Webhooks			
۵	Account Settings	Enter a description for a new API Key (optional)			Create New Key
¥¢	Branded Tracking Pages	Кеу	Created	Description	

Setting up ShipEngine in Cetec

Config Settings									
Name	ship_engir	ne_api_key		Description		Category	All		•
Name	¢	Category	Description		÷.	Value	Updated By	Updated On	•
ship_engine_api_key						TEST_OYdAhCX010fP NvigZiw94NJsauhAW e III OFUSEDaeE0	techx	2019-10-14 03:13:11 PM	×

Setting up ShipEngine in Cetec

ShipEngine Settings

	Carrier	FedEx	•	Carrier ID se-114444
Ship Methods How to Setup Shipengine How to Generate Labels				

Ship Method 🕕	Service Code 🛈	Deafult Carrier ID	
UPS Ground	ups_ground	se-114445	Set
Fedex Ground	fedex_ground	se-114444	Set Updated!
Install	usps_first_class_mail	se-114443	Set
Truck			Set

Carrier Service	Service Code 🖲	
FedEx Ground	fedex_ground	
FedEx Home Delivery	fedex_home_delivery	
FedEx 2Day	fedex_2day	
FedEx 2Day A.M.	fedex_2day_am	
FedEx Express Saver	fedex_express_saver	
FedEx Standard Overnight	fedex_standard_overnight	
FedEx Priority Overnight	fedex_priority_overnight	

Sell Process 1 2 3 4 5 4. Pick Parts/Material Line 1					
Customer	NXP (33)	Location	MN	Ordered On	2019-10-14
Buyer		P.O. Number		Assembly?	No
Inside Sales	tech-x	Outside Sales	tech-x		
Ship Via	Fedex Ground	Customer Email			
Tax Group	(0%)	Terms	Net 30, 15% Penalty at 40	FOB	FOBDefault - FOBDefault
Order Type	Scheduled	Ship Type	Partial	Status	New (0)
Ship To	NXP 6501 W William Cannon Dr Austin, T	X 78735 UNITED STATES			
New Package Information:	Enter dimensions for packages here. Pre	ss '+ Package' to add more, or 'Create Labe	els' to get shipping labels.		
Length	(in inches)	Width	(in inches)	Select All Packages	0
Height	(In Inches)	* Weight	(Weight in lbs.)	+ Package	Create Labels
Tracking Numbers	(comma delimited)				
Tracking #	Delete?				
Freight Charge	\$0.00	Freight Cost	\$0.00	Update	Create Invoice

Sell Process 1 2 3 4 5 4. Pick Parts/Material Line 1					
Customer	NXP (33)	Location	MN	Ordered On	2019-10-14
Buyer		P.O. Number		Assembly?	No
Inside Sales	tech-x	Outside Sales	tech-x		
Ship Via	Fedex Ground	Customer Email			
Tax Group	(0%)	Terms	Net 30, 15% Penalty at 40	FOB	FOBDefault - FOBDefault
Order Type	Scheduled Ship Type Partial Statu		s Pending Invoice (4)		
Ship To	NXP 6501 W William Cannon Dr Austin, 1	X 78735 UNITED STATES			
Package: #78	Length: 5 in.	Width: 6 in.	Height: 7 in	. Weight: 8 lbs.	✓ (delete package)
New Package Information:	Enter dimensions for packages here. Pre	ess '+ Package' to add more, or 'Create Labe	els' to get shipping labels.		
Length	(In Inches)	Width	(In Inches)	Select All Packages	×
Height	(In Inches)	* Weight	(Weight in lbs.)	+ Package	Create Labels
Tracking Numbers	(comma delimited)				
Tracking #	Delete?				
Freight Charge	\$0.00	Freight Cost	\$0.00	Update	Create Invoice

Sell Process 1 2 3 4 5 4. Pick Parts/Material Line 1					
Customer	NXP (33)	Location	MN	Ordered On	2019-10-14
Buyer		P.O. Number		Assembly?	No
Inside Sales	tech-x	Outside Sales	tech-x		
Ship Via	Fedex Ground	Customer Email			
Tax Group	(0%)	Terms	Net 30, 15% Penalty at 40	FOB	FOBDefault - FOBDefault
Order Type	Scheduled	Ship Type	Partial	Status	Pending Invoice (4)
Ship To	NXP 6501 W William Cannon Dr Austin	, TX 78735 UNITED STATES			
Package: #78	Length: 5 i	n. Width: 6 in.	Height: 7 in	. Weight: 8.00 lbs.	(delete package)
New Package Information:	Enter dimensions for packages here. F	ress '+ Package' to add more, or 'Create Labe	els' to get shipping labels.		
Length	(In Inches)	Width	(In Inches)	Select All Packages	
Height	(In Inches)	* Weight	(Weight in lbs.)	+ Package	Create Labels
Tracking Numbers	(comma delimited)				
Tracking #	Delete	?			
794653166363		1			
Freight Charge	\$0.00	Freight Cost	\$10.63	Update	Create Invoice

Order 1712.1

VIEW FDIT DETAILS/SERIALS INVOICE/SHIP DELETE LINE/ALL PDF (QUICK) PRO FORMA PDF COMMISSION RELEASE TO WH WORKORDER VIEW + PREPAY PROGRESS BILLING PACKING SLIP (QUICK) PACKING LABEL FULL ORDER PLATE SHIP AND DEBITS DOCUMENTS (1)

ORDER 1712.1	
Filter by Name	

Name	•	Tags
abel for Package 78	shipengine	

Cetec 1700 Montopolis Dr	ACTWGT: 8.00 LB CAD: 119097072/WSXI3200 DIMMED: 5 X 6 X 7 IN
Austin TX 78741	BILL SENDER
O Chris NXP	
6501 W William Cannon Dr	C05A2
**TEST LABEL - DO NOT SHIP	13/24/3
Austin TX 78735	(US) ^资
(999) 999-9999 F	REF:
	5
TRK# 7946 5318 0058	
TRK# 7946 5318 0058	78735
TRK# 7946 5318 0058 9622 0019 0 (000 8	78735 10 0288) 0 00 7946 5318 0058

Shipped Orders

Sell Process 1 2 8 4 5 5. Invoice 1712.1			
Customer	NXP	Location	MN
Bill To	NXP 6501 W William Cannon Dr Austin TX 78735 UNITED STATES		
Ship To	NXP 6501 W William Cannon Dr Austin TX 78735 UNITED STATES		
Invoice Date	2019-10-15	Entry Date	2019-10-15
P.O. Number		Terms	Net 30, 15% Penalty at 40
Inside Sales	tech-x	Outside Sales	tech-x
Ship Via	Fedex Ground	FOB	FOBDefault
Terms	Net 30, 15% Penalty at 40	Freight Cost	\$10.63
QBonus2		Test Bonus Column	
Test Vendor ID		testing	
Internal Comments			
Comments			
Packages Shipped:			
Package #: 78	Dimensions: 5 in. x 6 in. x 7 in.	Weight 8.00 lbs.	Tracking #: 794653166363

Possible Features to Come

- International Shipping Est Jan 12020
- Address Validation US/Worldwide TBD
- Package Tracking TBD
- Rate Comparison TBD

ShipEngine - Questions?