CEST WORLD VERSION
BASIC TUTORIAL
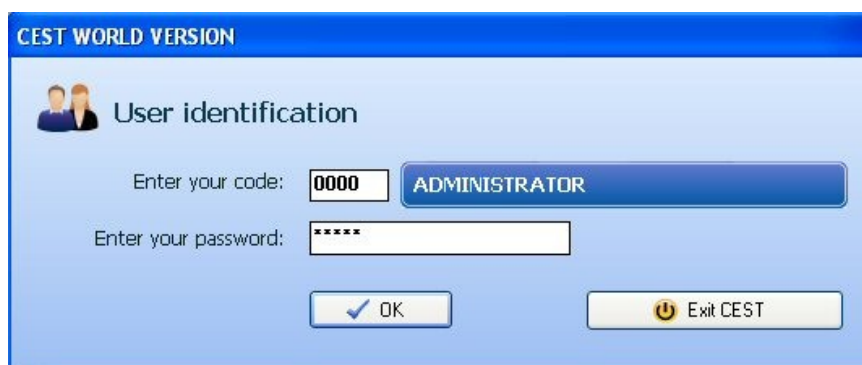© 2021-2022 Maxissoft

CEST WORLD VERSION is a more improved system for business automation, inventory control, cash flow, work order, accounts payable/receivable, budgets, consignments, multi-account control, etc., Cest World Version has incorporated all the features and improvements of the Spx and Max versions in a single program, which can be used in 3 languages: Portuguese, English and Spanish.

CEST WV has a modern look and is simple to operate, very flexible, allowing various types of configurations and changes, with a good user interface, it has no visual pollution, it is multi-user and also allows working in a network, it supports a large amount of records and movements, being a fast and high performance program for a rigid control of supply and sales of your establishment.

System access

To access the CEST WORLD VERSION, it is necessary to inform the user name and its respective password, which must be registered by the System Administrator, who is a user with all privileges in the system, that is, he has all access permissions to all routines without limitations. The admin code will always be 0 (zero), and the default Admin password is SUPER.

Then, in the first access to the system, the Administrator must inform his code and his password in the user identification window, which can be changed by accessing the options File >> Change administrator password (recommended) in the Cest menu:


Define database path

When the demo version of CESTWV is installed on your computer, the installer copies two databases (CestWV.sql and CestWV_Empty.sql) to the default folder C:\CESTWV, the first one has some fictitious data registered to facilitate the evaluation of the Cest by the user, if you want to register from scratch, select the CestWV_Empty.sql database and connect to it.

To inform the database path, access the options File >> Define database path in the CEST WV menu:

First set the desired database, then click on the "Connect" button, and the system will already be connected to the selected database.
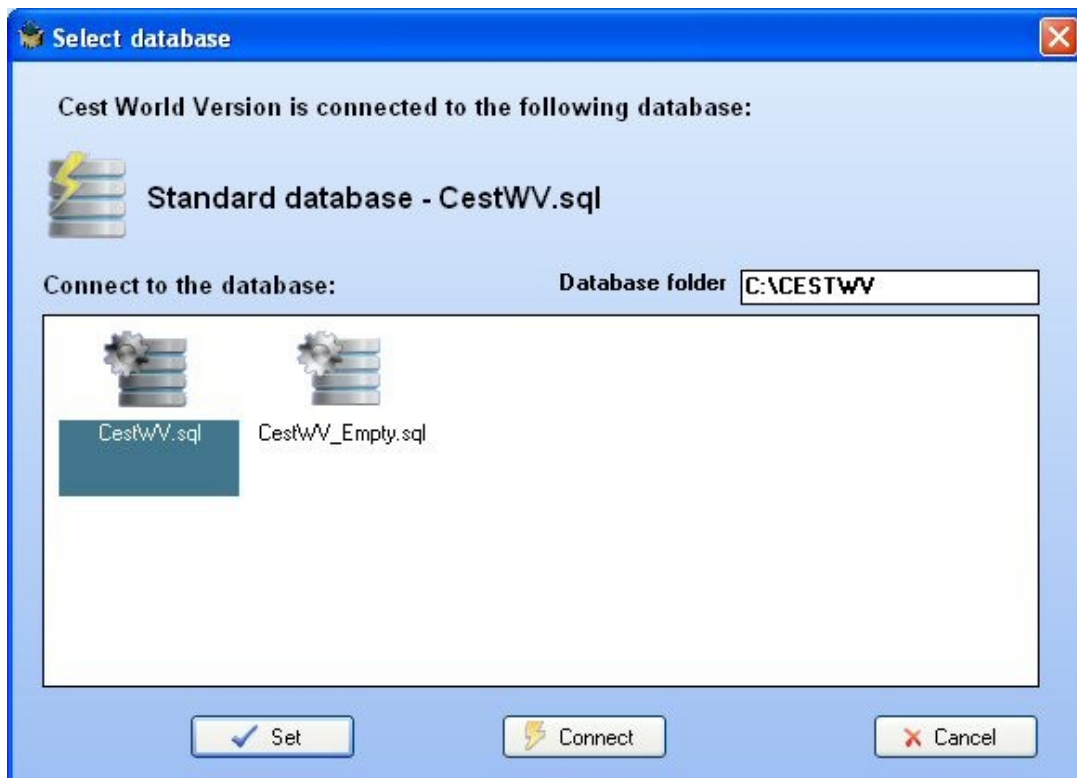
To put the system on a network, just share the folder C:\CESTWV on the network and on the other terminals make the connection to the database through the network path.

Company manager

Before starting to use the system, you must register the company, where your data must be informed:

General and Local Settings

The system has two windows for system settings, the General Settings are valid for all terminals if the system is being used on a network, the Local Settings are valid only for the terminal where the settings are made. We will not go into details about each configuration because the user can hover over each field and the system will present a balloon with details about each configuration.

CEST WORLD VERSION

🌐 General Settings

Attention! Be very careful when configuring the settings, as they will define how the system will work, and the code types (Numeric, Alphanumeric) cannot be changed later.

Global settings (system-wide)

Product code type	Customers code type	Suppliers code type	Note for price list footer
Numeric	Numeric	Numeric	THANK YOU FOR THE PREFERENCE, ALWAYS COME BACK!

ℹ️ Note for sales coupon footer
Enter a note to be printed in the price list footer (optional)

Logo path to appear in reports

Path of the main window image or logo

☐ Seller's commission 10,00 %   Starting quantity 1,00

Budget validity 15 Days

Decimal places — Quant.: 2   Currency 2

Currency to be used in the system — Symbol US$ Currency name DOLAR

Account description — CONSUMER SALES COUPON

Number of accounts 54   Accounts name TABLES

General options

☐ Print customer notes on the coupon
☐ Request seller code and password when accessing transactions
☑ Exclusions from transactions with administrator password only
☐ Allow change in product description at time of sale
☐ Use product batch validity routine
☐ Disable automatic addition between buy and sell prices

☐ Ask before posting to cash flow
☐ Ask before printing bill
☐ Skip 'quantity' field in sales
☑ Group equal items into sales
☐ Notify insufficient inventory (sales)
☐ Automatic ENTER on sales

☐ Remove payment type on coupon
☑ Print reference in budget reports
☐ Print supplier in budget reports
☐ Commissions will be for the customer's seller
☑ Request customer code on counter sales
☑ Warn when a customer is in default

Setting sales prices names

Sale price 1	Sale price 2	Sale price 3	Sale price 4
In Cash	Forward sale	Promotion 1	Promotion 2

Title for Tax Information — SSN/EIN

✔ Save   ✗ Cancel

CEST WORLD VERSION

⚙️ Local settings

Local settings (for this terminal only)

Printer Type for Coupon — 02 - Inkjet/Laser printer

Action when printing — 01 - Print to Windows Default Printer

Set printer for this terminal

Cash front window background image — C:\CESTWV\Images\CestWV.bmp

Gradient background colors
Initial color ...
Final color ...   Reset

☑ Use barcode
☑ Show overdue payables when starting Cest
☑ Show overdue receivable when starting Cest
☑ Show products running out when starting Cest

☐ Run CEST when starting Windows
☐ Print 3 booklets per page
☐ Optimized product listing
☑ Back up the database

☐ Allow seller to exit cashier
☐ Print credit sales on the coupon

✔ Save   ✗ Cancel

User/Seller manager

The administrator will be able to register new users and sellers to access the system, each one will have an access code and password. In this register there are several permissions that, when checked, allow the user/seller to access the routine in question. If the option "Administrator privileges" is checked, the user/seller will have permission to access all system routines, including adding new users.

To add a new record, press the "New record" button and enter the name of the user/seller and the requested information, then click the "Add" button.

To change the information of a given record, just type the user code in the "Code" field and press the ENTER key to edit the information, or simply click on the desired code in the listing, and after the changes are made, click on the "Update" button.
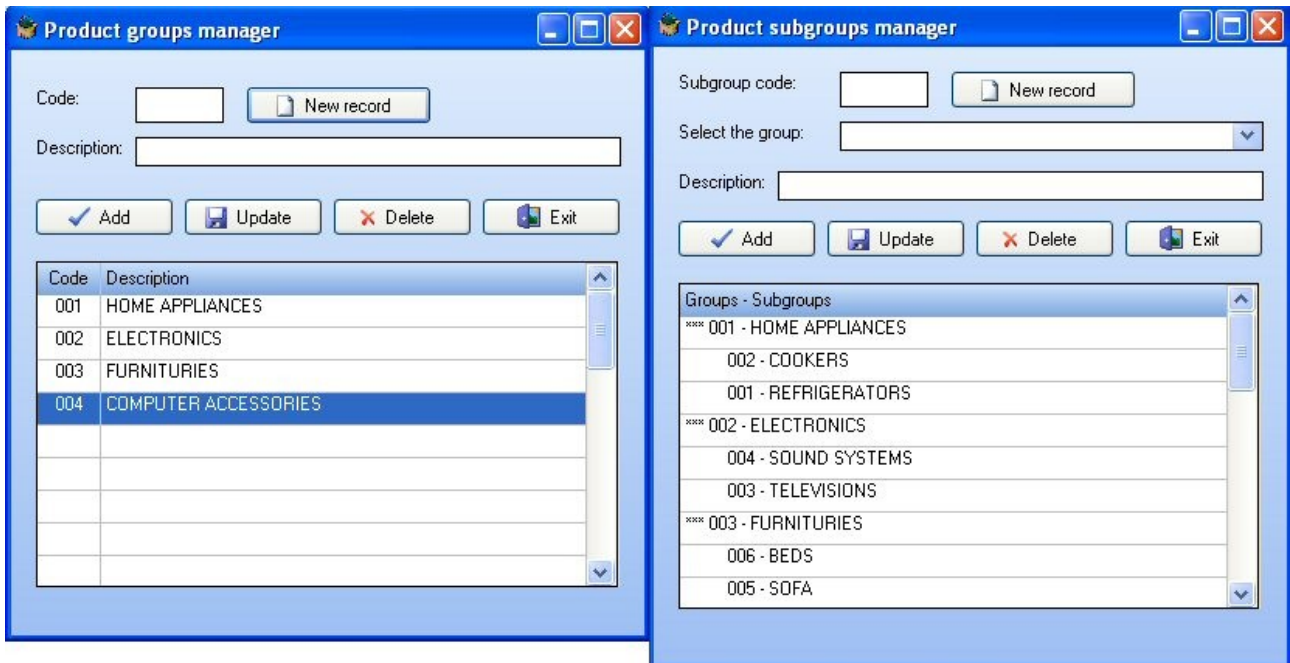
Product Groups and Subgroups manager

For better organization, the types of products to be sold by the establishment should be separated into groups and subgroups. When registering groups, you must inform a code and the name of the group.

Subgroup codes cannot be repeated, even if they are in different groups. This type of organization is interesting because it facilitates various routines and reporting in the system. For example, let's say you want to increase the price of all computer accessories by 10%, then just do an upgrade via the "Computer accessories" group. If you only want to increase the price of the printers, it would be enough to do a price update through the subgroup "Printers". This organization can be more or less detailed depending on the user's needs, and the creation of the codes is up to the user. If in all cases you think it is better not to organize the products by groups and subgroups, just create a group and a subgroup as follows:
Group: 001 - General
Subgroup: 001 – General

Product groups manager

Code: [ ]   [New record]

Description: [ ]

[✓ Add]   [💾 Update]   [✗ Delete]   [🚪 Exit]

Code	Description
001	HOME APPLIANCES
002	ELECTRONICS
003	FURNITURIES
004	COMPUTER ACCESSORIES

Product subgroups manager

Subgroup code: [ ]   [New record]

Select the group: [▼]

Description: [ ]

[✓ Add]   [💾 Update]   [✗ Delete]   [🚪 Exit]

Groups - Subgroups
*** 001 - HOME APPLIANCES
    002 - COOKERS
    001 - REFRIGERATORS
*** 002 - ELECTRONICS
    004 - SOUND SYSTEMS
    003 - TELEVISIONS
*** 003 - FURNITURIES
    006 - BEDS
    005 - SOFA

Customers manager

This registration must be carried out for all customers who trade products with the company, and who need to be identified at the time of sale, and must be carried out only once for each customer.

CEST WORLD VERSION

Customers manager

Code: [000001]   [New record]

Name: SARAH CONNOR
Person: Individual   Gender: F   Date of birth: 1/15/1995

Address: 351 MAIN ST NORTHPORT
City: NEW YORK   State: NY

Zip/Postal code: 11768   Country name: UNITED STATES OF AMERICA   SSN/EIN: [ ]

Phone: 917-579-3007   Contact: [ ]   E-mail: sarah_connor_95@gmail.com

Seller: 0001   CHRISTOPHER HARRIS   URL: [ ]   Discount %: 5.00   Purchase limit (US$): 5,000.00

C:\CestWV\Customers\000

Code	Name	City	State
000001	SARAH CONNOR	NEW YORK	NY

Notes: [ ]

[✓ Add]   [💾 Update]   [✗ Delete]   [🚪 Exit]

Important details:

- The Discount field defines the customer's discount percentage, so that the user can optionally include the customer's discount at the time of sale.

- The Seller field refers to the salesperson of this customer, that is, if the option "Commissions will be for the customer's seller" is checked in General Settings, the commissions from any sale made to this customer will be for the salesperson informed in this field.

- The Purchase Limit field defines the maximum amount of purchases allowed for this customer at the time of sale, if the sales value exceeds this value, the system will display a warning on the screen, and sales can exceed this value only with the permission of a administrator. If the value is equal to zero, it means that the customer has no purchase limit.

Suppliers manager

This registration must be carried out for all traders who supply products to the company, and must be carried out only once for each supplier.

Registration of Chart of Accounts for the Cashier

When including a cash entry, it is necessary to inform an account to identify the entry, for example, if this entry is an entry or exit entry, if it refers to a cash opening or closing. The first 4 accounts that are system defaults: 001 – CASH OPENING, 002 – CASH INFLOW, 003 – CASH OUTFLOW, 004 – CASH CLOSING these accounts cannot be deleted or changed, from there the user will be able to register as many accounts as necessary at his/her discretion.

Code: Enter the account code.

Description: Enter the account description.

Nature: Inform the nature of the account: Inflow if the account is an income or cash input account, Outflow if the account is an expense or cash output account.

Registration of payment methods

This routine allows the user to register all forms of payment that the establishment uses in sales routines.
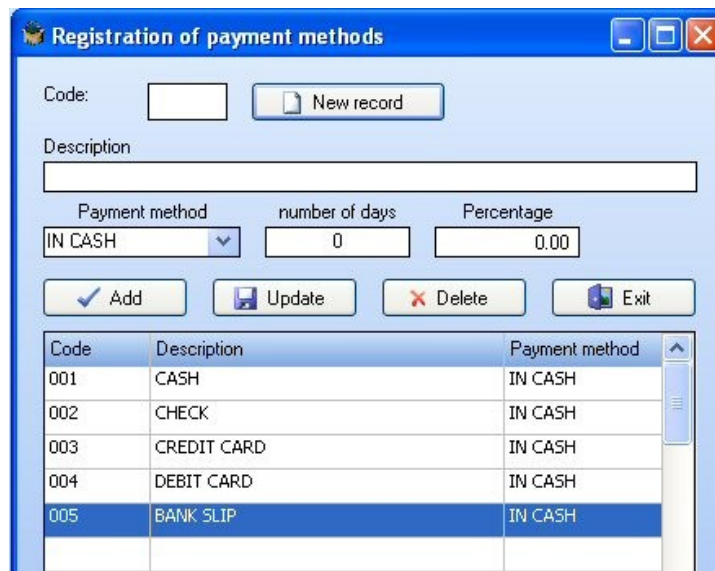
In case the payment type is in installments, the user can inform the number of standard days for the expiration of a bank slip, for example, and the percentage of increase in the total value of the sale.

Registration of input/output movements types

In this register, the user will be able to inform all types of entry and exit movements that are used by the establishment, note that the first 3 records of entry and exit movements are system defaults and cannot be changed. If the transaction type involves values such as purchases and sales, mark an X in the "Only with value" field.

Products manager

All types of products to be sold by the establishment must be registered in the system, and each one must have a code. The user can choose a code for each product, click on the "New record" button so that it is automatically generated by the system from the last registered code (in case of having chosen the numeric code type). If you have chosen the type of alphanumeric code, the user must assign a code to each product at his discretion and press the ENTER key.

Code: If the code type is numeric, press the **New record** button to have the system create the next code automatically, or place the cursor in the blank field and press the ENTER key. If the code type is Alphanumeric, enter the product code in this field and press the ENTER key. To change an item already registered, enter its code in this field and press the ENTER key to edit it, or select the desired item in the list box.

Control inventory: Uncheck this box if the stock of the product in question does not need to be controlled by the system.

Appear in price list: Uncheck this box if you want the product not to appear in the consumer price list.

Bar code: Inform the bar code of the product, if the user wants to work with this system. The number to be informed must be the number that is just below the bar code of a particular product. An important detail is that the barcode system will only work if the Use barcode option is checked in Local Settings.

Group, Subgroup: Inform the code of the group and subgroup to which this product belongs.

Description: Inform the description of the product.

Reference: Inform the reference of the product, for example, brand, type, or any observation about the product, but this field can be left blank.

Unit: Inform the unit code of the product, for example, UN, BAR, BOX, CEN, DOZE, etc.

Items per unit: If the product is a box containing several units, for example, a box of tomato paste containing 20 units, inform the quantity of items per unit, which in the case of our example will be 20. Therefore, the system will divides the purchase price by this amount to calculate the unit price.

Supplier: Inform the product supplier code. If it is F1 keyboard in this field, a list of suppliers will be presented in the video, for the user to select.

Minimum Stock: Minimum stock; inform the minimum quantity that this product can have in stock.

Maximum Stock: Maximum stock; inform the maximum quantity that this product can have in stock.

Purchase price: Inform the purchase price of the product in currency value.

Increase: Inform the percentage of increase (optional) so that the system calculates the sale price automatically.

Sale price: Inform the sale price of the product in currency value. It is this value that will be posted on the coupon (multiplied by the quantity).

Product composition

CEST WV has a feature that also allows you to control the raw material stock of composite products, for example, sandwiches, pizzas, smoothies, portions, paints, agricultural formulas, etc. For example, let's suppose that the user wants to control the stock of the products that make up a sandwich: bread, ham, cheese, hamburger and tomato.

Thus, when a composite item is included in a customer's account, the system will issue all the raw materials that comprise it in their respective quantities, and issue one or more units of the composite product (if the Control Inventory option is checked). Thus, the user will have control over the quantity of raw materials, as well as over the quantity of composite products sold. If you want to control only the raw materials of a composite product, uncheck the option "Control Inventory" in the product register, as the system will not write off the quantity of the stock of the composite product, which can always be zero, and will only write off the raw materials.

Entries in Stock/Purchases

When there are goods or products receipts in stock, such as purchases, inter-store transfers, goods return, etc. this routine should be used. When accessing this routine, the following information will be requested before the user makes the entries of products in stock:

Once this is done, the following window will be displayed, where the user must inform the product codes and the respective quantity of each item:

Note that the "Expiration of batch" and "Location of this batch" fields will only be displayed if the option "Use batch expiration routine" is checked in General Settings.

Note: If you want to exclude an item included in the document, select it in the list box and click on the "Delete item" button or press the **CTRL DEL** keys simultaneously.

Cash flow

Before executing the routines for entering/purchasing or exiting/selling the stock, it is necessary to open the cash register. When the user accesses this routine, the system will ask for the cashier's number. For users who use only one sales terminal, we suggest that the cashier number is always 001. In the case of users who use the network system, such as in a supermarket, for example, which has several cashiers for customer service, we suggest that each terminal has a cashier number, and this number must be informed in the user/seller register.

After entering the cashier number, the cash flow window will be displayed:

To open the cashier, simply press the "Open cash flow" button. If the user is going to open the cashier with an initial value, he must select **CASH OPENING** in the "Launch type" selection box (thus, do not press the "Open cash flow" button) and then inform the description of the opening and the amount in the "Amount" field, then click the **Add** button.

To close the cashier, just press the "Close cash flow" button, so the cashier will be closed, and the residual value (remaining) will be accumulated for the next opening. If the user wants to reset the cash balance at closing, select the **CASH CLOSING** option in the "Launch type" field, and then enter the final balance amount in the "Amount" field and click the **Add** button.

From the moment the cashier is opened, the system will automatically enter the sales made at the counter and the cash front in the cash flow, as well as the payments and receipts of the accounts payable/receivable routine.

The user can also manually include entries in the cashier, simply by selecting the entry type, payment type, description and amount and clicking the **Add** button.

The **Closing Report** can be issued after the cashier is closed, and it lists all the entries for the day, grouped by type of payment (cash, check, credit card, etc.).

Counter sales

The Counter sales window allows the user to sell one or more products to a specific customer.

If the option "Request customer code on counter sales" is checked in General Settings, when the user accesses this routine, the system will request the customer code:

If the user chooses not to inform the customer when accessing the counter window, he can optionally inform the customer code in the coupon closing window.

To sell a product, enter your code in the **Code** field or press the button with a picture of a binocular next to it to search for the desired product. If the quantity is equal to 1, just press ENTER in the **Quantity** field, and if the quantity is greater than one unit, enter the quantity of items to post (it is not necessary to delete the value 1). To make the entry effective, just press ENTER in the **Quantity** field or click on the button on the right side of this field.

If the option "**Use barcode**" is checked, the code to be informed in the **Code** field must be the barcode. To enter the code through a barcode reader, place the cursor in the **Code** field and read the barcode with the reader, and the item will be automatically posted to the account.

Note: When using barcodes, the option "**Automatic ENTER on sales**" must be checked in Local Settings.

To remove an already released item, simply select it in the list box and click the **Delete item** button or simultaneously press the **CTRL DEL** keys.

If the option "**Skip quantity field in sales**" is checked in General Settings, when a code is entered in the field, the system will automatically include the item with a quantity equal to 1, this is useful for establishments that need greater speed in the inclusion of items.

If the option "**Group equal items into sales**" is checked in General Settings, when an item is entered that already has a posting in the list box, the system will only add the quantity informed to the entry in the list box.

If the option "**Automatic ENTER**" is checked, when the barcode reader reads some code, the system will give an automatic ENTER, including an item automatically. This is useful for expediting item launches, particularly in supermarkets, convenience stores, etc. If the seller needs to inform a value greater than 1 in the quantity field, simply deselect this field provisionally.

The user can also include extra products, that is, products that are not registered in the system, for that click on the **Add extras** button and enter the data as shown in the following example:

The user can also use this routine to give discounts, simply putting the minus sign (-) in the last field.

If the user clicks on the "**Include customer discount**" button, the system will post a discount according to the discount percentage registered in the customer's record.

To enter a discount on the total of a given account, enter its value in the **Discount** field and press ENTER or the red arrow on the right side of the field. The discount will be given according to the option selected in the fields on the right: if it is by **Value**, the system will post the amount in currency that was informed in the discount field, if it is informed in **Percent**, the system will post the amount corresponding to the percentage of the amount total.

To close the coupon, click on the "Close coupon" button and the coupon closing window will appear:

Optionally inform the amount received if the sale is cash, to make a forward sale click on the "**Installment sale**" button:

The seller must inform the down payment and the down payment method (if any), the interest (optional) and the number of installments. The due date may be monthly, or in certain periods, in the latter case, select the **SET MANUALLY** option, inform the number of installments and inform the number of days, and the system will calculate the value of each installment. Then, press the "**OK**" button, and the system will present a confirmation message, and then it will make the postings of the installments in accounts receivable. Once this is done, the button "**Print booklet**" will be activated, and will allow the user to optionally print booklets related to this installment sale. Finally, press the "**Exit**" button.

Budget/Request

Cest WV provides a very flexible budget/request routine that allows creating budgets and later changing them if necessary, which can be automatically imported into sales routines.

To create a new budget or request, click on the "New record" button and the system will automatically generate a new number for the budget/request, then inform the quote date, the quote expiration date, the customer code, the payment condition, delivery time and any remarks to be printed on the report. Then press the "Add" button and the window for inclusion of budget entries will be displayed.

To change or delete an existing budget/request, simply inform the budget number, which can be located by clicking on the binoculars on the right side of the "Number" field and then pressing the "Update" or "Delete" button.

To include a product in the budget movements window, simply enter its code in the "Code" field and the quantity in the next field and then press the "Enter" key or click the button on the right. To locate a particular product, click on the binoculars to the right of the field, or press the F1 key when the cursor is in the "Code" field. If the option to use barcodes is checked, the user can use the barcode reader, in the same way as explained in the counter sales routine.

When a particular product has compositions, a "**+**" sign will appear on the left side of the item in the list box, so if the user clicks on this sign, the system will display the composition of the product in question, such as the blue entries in the previous figure.

You can also add extra products, as explained for counter sales. To delete an item, simply select the item with the mouse, and then simultaneously press the **CTRL DEL** keys or click the "**Delete item**" button.

When a certain item is edited, its price can be optionally changed by the seller, simply by placing the cursor in the "Price" field (just below the "Quantity" field) and changing the price, and then clicking on the blue button on the right side.

The "Show cost price" checkbox will only be active if the seller has permission to view cost prices (or admin privileges), and it will allow you to show or hide cost prices in the list box by simply checking or unchecking this checkbox. The "Show suppliers" option box allows you to show or hide the supplier of each item in the list box.
The "Update Prices" button updates the prices of all items entered in the budget list box according to the current prices of the products.This is useful when a specific salesperson makes a quote, and this quote is waiting for approval for a certain time, and in the meantime a price update can occur causing the quote to be outdated.

The Cest WV quote routine allows the seller to change the Quantity, Description, Reference and Unit Price fields directly in the quote list box, simply by double clicking on the desired field in the list box and changing the value. After making the change, just press ENTER so that the totals are updated according to the change made. The Quantity and Unit Price values must be entered with a comma or decimal point if the value is not an integer.

Segments and divisions

The user can also subdivide the budget into segments/divisions to view the totals for each segment/division or the grand total of the budget whenever it suits him. To do so, you must create the segments/divisions for each budget by clicking on the "Create Segments >> Divisions" button, inform the segment and division and press the "Add" button, as shown in the example below:
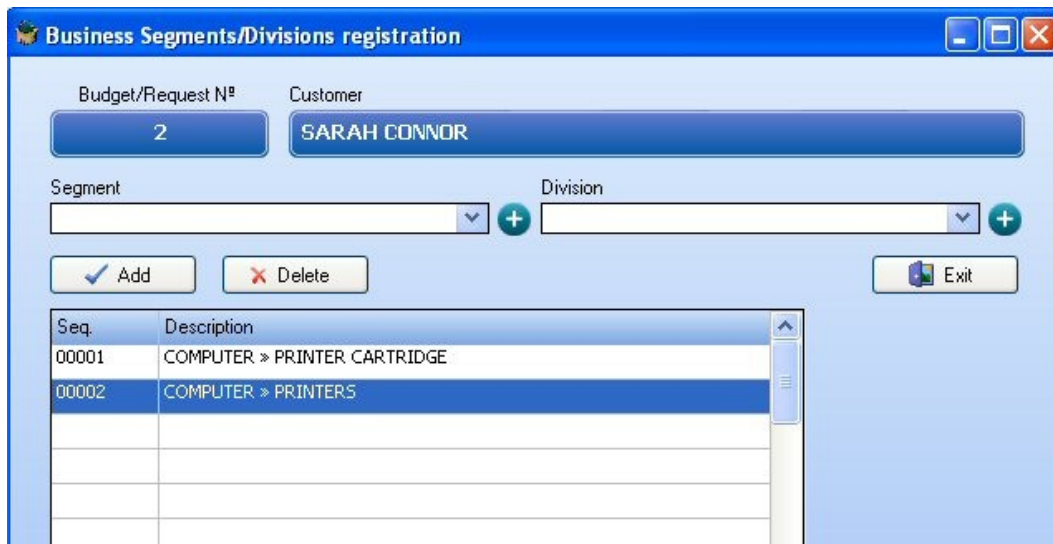
So for each budget or request, the user will create the segments and divisions (according to the segments and divisions registered for the company) and at the time of including the items he will select the segment >> division referring to the item, in this way he can know the budget amount for each segment >> division and also the total budget amount:
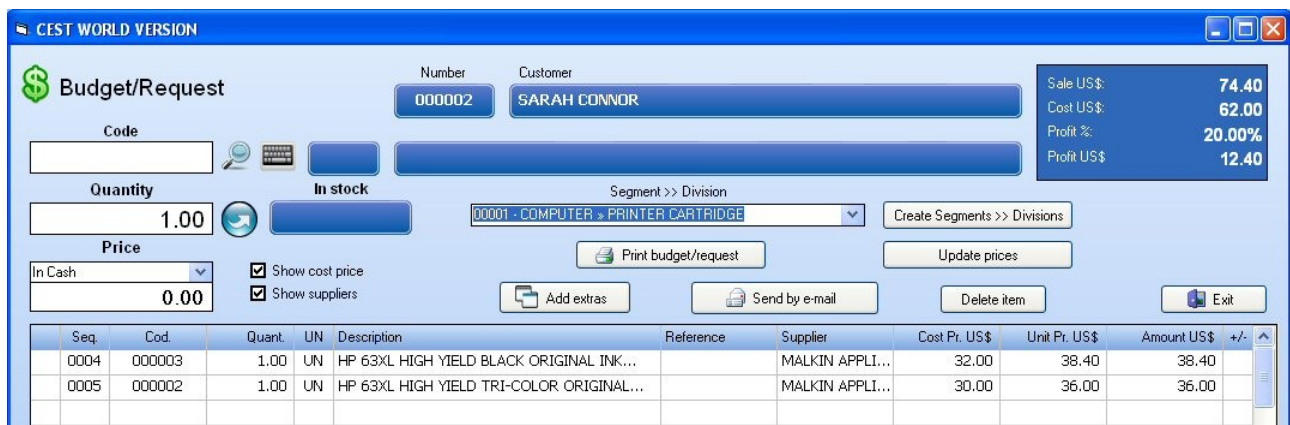
Therefore, the budget/request report will present the totals by segment >> division and the total amount of the budget as shown in the example below:

MAXISSOFT

9097 ELIZABETH STREET, SOUTH OZONE PARK
NEW YORK (NY) - FONE: 716-938-1391
EIN 01.123456789

BUDGET Nº 000002

Budget date: 2/3/2022
Expiration date: 2/18/2022
Payment terms: CASH
Deadline: IMMEDIATE
Seller: 0000-Administrador

Customer: 000001-SARAH CONNOR
SSN/EIN
Address: 351 MAIN ST NORTHPORT
City: NEW YORK (NY) - 11768
Contact phone: 917-579-3007

Page: 001

Code	Quantity	UN	Description	Reference	Unit Price US$	Total Price US$	+/-
NO SEGMENT » DIVISION							
000005	1.00	UN	PRINTER KIT		84.00	84.00	
000002	1.00	UN	HP 63XL HIGH YIELD TRI-COLOR ORIGINAL INK CAR		36.00		
000003	1.00	UN	HP 63XL HIGH YIELD BLACK ORIGINAL INK CARTRID		38.40		
000004	1.00	UN	HP MULTIPURPOSE PAPER-500 SHT/LETTER/8.5 X 11		9.60		
			TOTAL			84.00	
COMPUTER » PRINTER CARTRIDGE							
000003	1.00	UN	HP 63XL HIGH YIELD BLACK ORIGINAL INK CAR		38.40	38.40	
000002	1.00	UN	HP 63XL HIGH YIELD TRI-COLOR ORIGINAL INK		36.00	36.00	
			TOTAL			74.40	
COMPUTER » PRINTERS							
000006	1.00	UN	HP LASER JET 2605 PRINTER SERIES	110 V	360.00	360.00	
			TOTAL			360.00	
			GRAND TOTAL			518.40	

NOTES:
WE GIVE 10% OFF QUOTES OVER $500.00