

Creating a Caviar invoice

Note: The latest version of this manual can be found at:

\\Amerigo\public\STURGEON FOLDER\PROCESSING\User Manuals - Sturgeon Manager

- **Version Notes:**

- Version 1.10 Created 5/45/14
 - Page 2, Item 4. Removed reference to “One-Time-Pricing
 - Page 2, Item 4. Added section on pricing changes and their affect on old invoices.
- Version 1.9 Created 3/26/14
 - Page 3 removed reference to using customer “Mote In-House – Free. We will no longer use this customer.
 - Page 2 Clarified billing of Samples.
 - Page 9 Item 5. Noted addition of 2 codes for credit. One for caviar and one for fish
- Version 1.8 Created 3/13/14
- Version 1.7 Created 1/26/14
 - Page 3 Top, Item 1a Added new procedure for invoicing Samples
 - Page 9 Item 10 Procedure for invoicing Repacks where an extra charge for the repack will be made.
- Version 1.6 Created 12/16/13
 - Page 2 (Bottom). Clarify how to handle Mote Account numbers.
 - Page 3 (a & b) Clarify how to handle One time only prices for Mote In-House
 - Page 4 Added Special Note on how to make a credit for a Caviar Invoice
- Version 1.5 Created 12/5/13
 - Page 2 Top of page. Special Note and emphasis added to warn about closing the invoicing program before all updating has been completed.
 - Page 2 #4 Added note on how to handle one time only pricing.
 - Page 7 #3 Special note and emphasis added to warn about being impatient and going too fast. (HASTE MAKES WASTE)
 - Page 12 Added entire new section on procedures to edit the content of a CAVIAR invoice
- Version 1.4 Created 11/15/13
 - Page 2 #1 & 1a. Added instructions on how to treat free samples to chefs or restaurants...or anyone else that might be a “real” paying customer. (Replaced in Version 1.7)
- Version 1.2 Created 11/13/13
 - Page 12. Added “Printing and Saving an Invoice”.
- Version 1.1 created 11/12/13
 - Page 5 #3. Added info on popup window for multiple addresses.
 - Page 6 #4. Added info on popup window to warn that item scanned is not “In Inventory”.
- Version 1 created 11/10/13

Version 1.10 Created 5/5/2014

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On very large orders...the saving of data may take a long time...DO NOT INTERRUPT THE PROCESS, OR YOU WILL EITHER LOSE SOME OR ALL OF THE DATA YOU HAVE ENTERED. WAIT TILL YOU SEE THE PROMPT "Another Invoice" and you will know the system has completed the save.

Before an invoice can be created, 4 things MUST be in place.

1. Using the *Add New Customer* form, The Customer Name, Contact Name and the e-mail if one exists. (accounting will use the e-mail address to e-mail the invoice / packing slip to the customer. Otherwise it will be sent by snail mail.
2. Using the *Add New Customer* form, complete all Details for the Bill To Address. We have established a policy of no abbreviations to maintain consistency in what we do. Eg. Avenue NOT Ave. Street Not St. etc.
3. Using the *Add New Customer* form:
 - a. Complete all Details for the Ship To Address.
 - b. If the Ship To is to be directed to a specific person, use Addr 1 and enter: "Attention: FirstName LastName"
 - c. Then put the actual address on Addr 2 & 3.
 - d. The phone number field is very important. If the customer normally gets their shipments by Fedex or UPS, a phone number is required on their forms. If you put in a phone number for the ship to, it will appear on the packing slip. If you do not put in a phone number it will not appear.
4. Pricing must be set up for at least the product (s) to be included on the first order. THE BEST PRACTICE, HOWEVER, IS TO PUT IN PRICING FOR ALL PRODUCTS UP FRONT. If you don't you can be sure that one day you will want to do an invoice for that customer and will not be able to do so because there is no price for the product they bought. Notice: Pricing for an invoice will ALWAYS be the latest pricing in the customer pricing table. This means that if you open an old invoice and the pricing for that customer has changed, when you print it, the newly printed invoice will contain the new (latest) pricing. If you need to reprint the invoice, do so from the stored copy on Amerigo.

Sales to Mote employees or friends, writers and chefs.

There is a customer record set up for "Mote Family Sale" which should be used ONLY for the monthly sale run by Terri Deppe.

All other sales for Mote In-House, whether they are free or paid, should use the Customer "Mote In-House.

1. Mote In-House". This has the same pricing as the Mote Family Sale, and is used when you are selling to an employee or accommodating a request from someone at Mote to sell one or two jars to someone. It should also be used (for marketing purposes) when you are providing a "Free" Sample to a chef. Using this "Customer" as a catch-all will avoid having to make a new customer record each time some new name comes along. But, when you are making the invoice, the name of the person to whom the Caviar was sold should be put in "Shipping Notes" so it will appear on the invoice. NOTE: IF A MOTE ACCOUNT

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NUMBER IS KNOWN, IT SHOULD BE PUT THE PURCHASE ORDER FIELD OF STEP 1 AS: "MOTE ACCOUNT # NNN-NNN"

- a. **When using the Mote In-House customer listing to provide a "Free" sample of caviar to any entity including "Sanders Lab, a restaurant, or chef, or any other where there will be no charge for the product,** First scan the barcode of the container being provided as a sample. When the line item appears, put a check in the "Sample" check box. This automatically changes the item from paid to sample, and sets the price as \$0. In order to document the "Retail Value" of the sample being provided, In Non-Inventory Items, Enter the "Notes" Code and in the notes field of that entry type: Retail value of sample provided is (then insert the Mote Family Price)
- b. When using this customer listing to provide Caviar for Mote management or a Mote event where there will be a special per Kilo price, then you should go ahead and enter the caviar being dispensed at a special price...but it will appear with the "Normal" price. Now add a credit, in step 3, for the total invoice difference between the "Normal" Price and the Discounted Price. In the Notes section of the Credit, you can add any text to describe the event, the person getting the caviar, the price difference etc. . **(See also Page 9 item 5)**
- c. Thus, the invoice will show both the normal price and the discount, which will result in the correct invoice price.

A special note about "X"ing out of the Invoice Form.

If you want to quit the form at any time prior to pressing the "Complete Invoice" button you can do so by clicking on the X in the upper right corner of the form. Doing so will cause all of the data that you inputted into the form to be lost, and you will get a warning telling you that.

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Creating an invoice is a 3-step process. (Figure 1.)

Step 1 is the same for both Caviar and Fish invoices. It involves entering information about the invoice in general, such as the customer, PO number, Billing and Shipping Address and any notes that need to be included on the packing list such as “Customer will pick up at MAP”.

Step 2 is where the user will scan the barcodes on the containers to be included in the order.

Step 3. Is where the user enters data on such additional items on the invoice which are not “Inventory” items. A good example is a Fedex charge if applicable.

Special Note for creating a “Credit Only” credit memo for caviar

You must use “New Fish Invoice” if the only thing on the invoice will be a credit for caviar billed on a prior invoice.

The screenshot shows the 'New Caviar Invoice Guide' application window. It is divided into three main sections:

- Invoice Information (Step 1):** Contains fields for Invoice Number (4530), Customer (dropdown), Invoice Date (11/10/13), PO Number, Boxes, Billing Address, Shipping Address, Shipping Notes, and Invoice Type (Caviar). A 'Confirm Information (Continue to Step 2)' button is at the bottom.
- Caviar Details (Step 2):** Includes a 'Box Name' dropdown (A), a 'Scan Barcode Here' field, and two tables. The first table has columns for Barcode, Product Code, and Inventory Status. The second table has columns for Box Name, Product Code, and Count, with a row for 'Order Total' showing 'Caviar Total' and '0'. A 'Caviar Subtotal: \$0.00' field is at the bottom. A 'Confirm Caviar Information (Continue to Step 3)' button is also present.
- Additional Costs (Step 3):** Features a table with columns for Product Code, Quantity, and Price. Below the table are fields for 'Others Subtotal: \$0.00' and 'Invoice Total: 0'. Buttons for 'Change Caviar Information', 'Save and View Invoice', and 'Complete Invoice' are at the bottom.

Figure 1.

Once an invoice has been created, the Invoice, and its accompanying Packing Slip need to be printed and saved. Details on how to do that can be found beginning on page 14.

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Details on Step 1.

1. When the form *New Caviar Invoice* is opened, the next invoice number and today's date are already filled in. If for any reason they need to be changed, the user can do so. **IT IS STRONGLY RECOMMENDED THAT THE FORM BE MAXIMIZED AS SOON AS IT IS OPEN.**
2. By typing the first couple of letters in the customer box (Figure 2) a reduced list is displayed from which the user can then pick the correct customer. (Figure 2) Note the "Add Button to the right of the customer box. If this order is for a brand new customer, then pressing this button will take the user to the *Add New Customer* form where customer details including pricing must be created before continuing. **THE PREFERRED WAY TO DO THIS, HOWEVER IS TO CREATE THE CUSTOMER AND PRICING BEFORE CREATING THE FIRST INVOICE FOR THAT CUSTOMER.**

New Caviar Invoice Guide

Invoice Information (Step 1)

Invoice Number: 4530

Customer: w [dropdown] Add

Invoice Date: [dropdown]

PO Number: [dropdown]

Boxes: [dropdown]

Billing Address: [dropdown] Add

Shipping Address: [dropdown] Add

Shipping Notes: [text area]

Invoice Type: Caviar [dropdown]

Customer dropdown list:

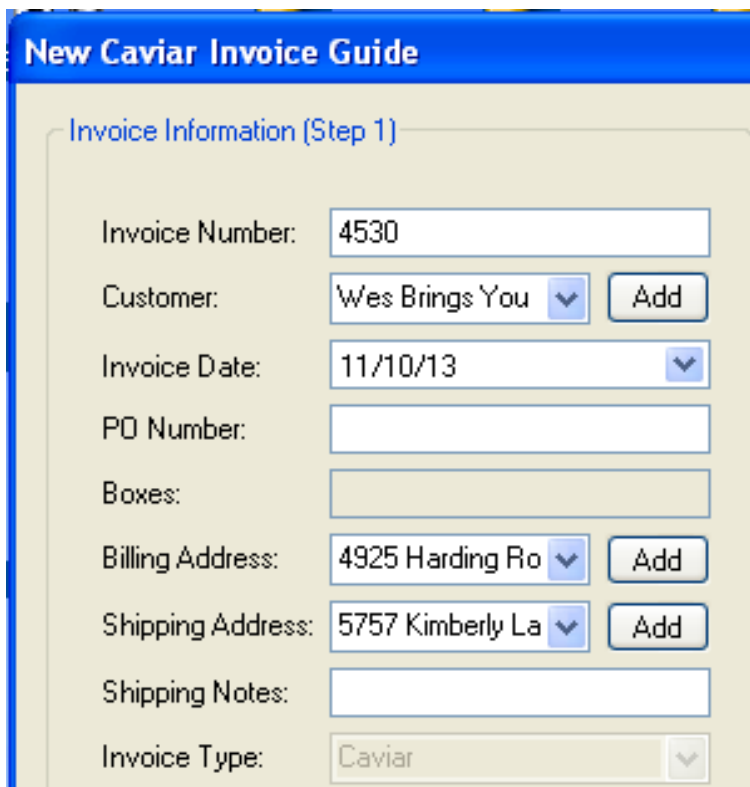
- Wally'S Wine &
- Wes Brings You
- Whitney And So
- Whole Foods
- Wild Edibles Sea
- Wild Ocean Sea

Figure 2

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3. As soon as you choose the customer, the first billing and shipping address for that customer are filled in automatically (Figure 3). **If the Customer has multiple addresses, a pop-up window will alert you.** If that is the case, the user must change to the proper address. (This process is under review).
4. The Shipping Notes Field is used to put in special information that needs to appear on the Packing List...and will also appear on the Invoice under the Ship-To address. Common notes have been stored in the program to reduce keystrokes. For example, Typing the letter “C” brings up the note “Customer Will Pick Up at MAP”. By clicking on that note, it will be automatically filled in. However, anything can be typed in the box...but remember what you type is what will appear on the Packing List and the Invoice.



New Caviar Invoice Guide

Invoice Information (Step 1)

Invoice Number: 4530

Customer: Wes Brings You

Invoice Date: 11/10/13

PO Number:

Boxes:

Billing Address: 4925 Harding Ro

Shipping Address: 5757 Kimberly La

Shipping Notes:

Invoice Type: Caviar

Figure 3

5. Once the user is satisfied that the Invoice information has been entered correctly, proceed to step 2 by clicking on “Confirm Information. (Figure 4)

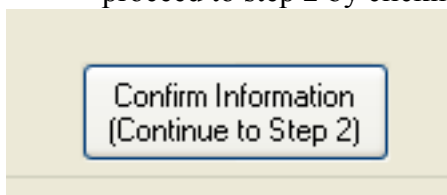


Figure 4

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Details on Step 2.

1. Step 2 (Figure 5) is where the user will scan in the barcodes of all the containers that will go in the order. **IT IS STRONGLY RECOMMENDED THAT THIS ALL BE DONE AT THE SAME TIME** rather than entering some, closing the invoice and adding more later. Doing the entry piecemeal often lead to errors that force the user to delete the invoice (and lose all the work already done) and start all over again.
2. When Step 2 is activated, the Box Name will be filled in with “A” As the user progresses to a 2nd, 3rd etc. box, the “New Box” Button should be pressed. This will change the Box Name to “B” “C” etc. This is an important step, because the packing list summarizes by Box. And, if you forget this step, the packing list will not be correct.....Everything will be shown as being in Box A.
3. When Step 2 is activated, the cursor will be in the box “Scan Barcode Here:” All the user needs to do is start scanning. While it doesn’t matter what order the user scans in the containers (They will be sorted together on the packing list by grade and size) It might, however be helpful to scan in all of the same grade and size in a box to help keep track of what you have done. **THE LATEST BARCODE SCANNED WILL BE AT THE TOP OF THE LIST. Note: A verbal confirmation will be given when the container size is scanned. YOU MUST WAIT TILL YOU HEAR THE CONFIRMATION BEFORE YOU SCAN THE NEXT CONTAINER SIZE.**
4. If the item is not in inventory, or already sold, a pop-up window will alert you.
5. Do not be concerned that the barcodes “Inventory Status” shows as “In Inventory”. That will be changed to “Sold” when the invoice is completed in step 3.
6. In the middle part of the Step 2 screen, a running total will be displayed. It will show: Number of Containers, Count, the Price Per Kg picked from the pricing table for that customer, Total Kg, and the Sub total of \$ for each Product Code, and grade in a box as well as the same information for all boxes in an order. Under normal circumstances, the box total and order total will be the same. While this might seem redundant, the user will find it incredibly valuable on a large multi-box order to have such information.
7. At the bottom of the screen the “Caviar Subtotal” is displayed. After all barcodes have been entered, this number is the invoice total excluding any added special or shipping charges.
8. **IF YOU MAKE AN ERROR AND NEED TO DELETE A BARCODE THAT WAS ENTERED**, highlight the entire row of the barcode to be deleted by clicking in the blank box immediately to the left of the barcode. That will turn the entire row blue. To delete, simply press the delete key. (note if nothing happens, you probably have the “Num Lock” key pressed. Turn off “Num Lock” and the delete should work.)
9. After All barcodes for the order have been scanned in, and the user is satisfied that the box and order totals look correct, you can continue to step 3 by clicking on the “Confirm Caviar Information” button.

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Caviar Details (Step 2)

Box Name:

Scan Barcode Here:

	Barcode	Product Code	Inventory Status	F
▶	5678	A0028	In Inventory	V

	Box Name	Product Code	Count	
▶	A	A0028	1	
	A	Box A Grade A S...	1	
	A	Box A Total	1	
	Order Total	A0028	1	
	Order Total	Grade A Subtotal	1	
	Order Total	Caviar Total	1	

Caviar Subtotal:

Figure 5

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Details on Step 3.

1. Step 3 is where the user will add items that are not caviar to the invoice (Figure 6)
2. In each Row, there are 4 columns: Product Code, Quantity, Price & Notes.
3. **IMPORTANT NOTE:** The items will appear on the invoice in the same order they were entered. Eg. If you want Fedex to be the last item, you should enter it last.
4. Ship By Truck will normally be used for Fish invoices and is described in more detail in the Creating a Fish Invoice manual.
5. There are two Credit Products: Credit Caviar & Credit Fish. Use which ever is appropriate (If there is no date entered in Step 2, then **THE NEW FISH INVOICE FORM MUST BE USED...**even if the credit is for caviar). But it might also be used for the rare occasion where a customer (or Mote In-House) with established pricing for an item is given a special promotional price. In such an instance, the appropriate Credit Product Code is chosen, the Quantity should be 1, the Price **WILL ALWAYS BE A NEGATIVE NUMBER...PRECEDED BY A – SIGN...**and will be whatever the value of the promotion. That amount will show as a deduction to the invoice. Finally, the Notes field is used to describe the credit. Whatever wording you choose will appear on the invoice, below the word credit.
Eg: 50% Credit for barcode 1234 for promotional purposes at Hilton food show.
6. Fedex is a special case. Normally when the invoice is created, the Fedex charges will not be known. So they will be added at a later time (described later in this manual).
7. Misc. is the Product Code used for any item not otherwise in the product list. The quantity is 1 and the price is whatever the user chooses. There can be as many “Misc” product codes on an invoice as needed to do the job. The text that will appear on the invoice will be “Miscellaneous charge” followed on the next line by whatever you put in the notes field. Eg: 50 28 gram empty jars with lids. or, USFWS Cites Fee etc.
8. The Note Product code is used to add some context information to the invoice. It should have a no quantity (blank) The Price should be Blank...or 0. The notes field has the descriptive information that you want to put on the invoice. This is usually to impart some kind of information to the accounting department and / or to leave a trail for an auditor. Eg. Ordered by Irwin Davis to give to Chef Gregg baker.
9. “Payment Form” is the product code to use to document how the invoice was paid if it was COD. The quantity should be Blank The price should be blank or 0 and the notes field would tell how the invoice was paid. Eg. Cash or Visa *****1234
10. Repacks: There are a number of codes dedicated to Repacks where the customer is being charged something extra for the repack. One example is “Repack28”. There is a Repack Code for each size that might be repacked, and each has its own price per unit for the additional cost. When you use one of these codes, the “Quantity” column should be filled in with the number of Repack containers for

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that size in the order. The program will calculate the correct invoice price by multiplying Quantity by the stored Unit Price.

11. When the user is satisfied that the step 3 charges are complete and accurate, they have 3 choices.
 - a. Click on the “Change Caviar Information” button, which will return you to step 2 so you can add or delete a barcode.
 - b. Click on the “Save and View Invoice” button which, will open the Crystal Reports Viewer so that you can review the invoice and packing slip and start the process of sending them to accounting (See **Invoice printing and processing on page 14.**)
 - c. Click on the “Complete Invoice” which will close the *New Caviar Invoice* form. You will then be asked if you want to create another invoice or not.
12. **NOTE: The “Complete Invoice” and “Save and View Invoice” buttons begin a process that can, depending on the size of the order, take a very long time to complete...as much as an hour or more on an order containing 350 items.**
13. Near the bottom of the step 3 window, you will see the sub total of the price for the step 3 items, as well as the Invoice total.

Product Code	Quantity	Price
Ship By Truck	1	0.35
* Ship By Truck		
Credit		
Fedex		
Misc		
Note		
Payment Form		

Others Subtotal: \$0.35

Invoice Total: \$27.57

Change Caviar Information Save and View Invoice Complete Invoice

Figure 6

Adding Fedex Charges to a Previously Saved invoice

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1. Open the Edit Invoices Form. (Figure 7) In the bottom window on the right side of the screen is where you can easily add the Fedex charges once they are known.
2. In the window on the left side of the screen, scroll down to the invoice that needs to have the Fedex charges added. It will usually be at or near the bottom of the list. (as an alternative you can double click on the Invoice Number column header and the latest invoice will be at the top of the list). Click on the invoice number, and it will turn blue, and the details of it will be displayed on the right side of the screen.
3. Note the Record Total shown in green when you add the Fedex Charges. That number should change to include the newly added Fedex charges. It should also remain green. If it turns red, contact the help desk.

The screenshot shows the 'Edit Invoices' application. The main window is titled 'Edit Invoices' and contains several panels. On the left, there is a list of invoices with columns for Invoice Number, Date, Customer, and Billing Address. Invoice 4389 is selected. Below this list is a 'Quick Summary' section showing 'Record Total \$ 450' in green, 'No. of Invoices: 86', and 'Total Sales: \$358,848.65'. On the right, there is a 'Caviar Invoiced' section with a table showing items like 'Box A', 'Order Total', and 'Caviar Total'. Below that is a 'List of Items Invoiced' section with a table of items including barcode, product code, fish tag, harvest date, egg size, and task. At the bottom right is an 'Other Items Invoiced' section with a dropdown menu for 'Ship By Truck' and a 'Count' field set to 0.

Figure 7

CHANGING A CAVIAR INVOICE ONCE IT IS COMPLETED

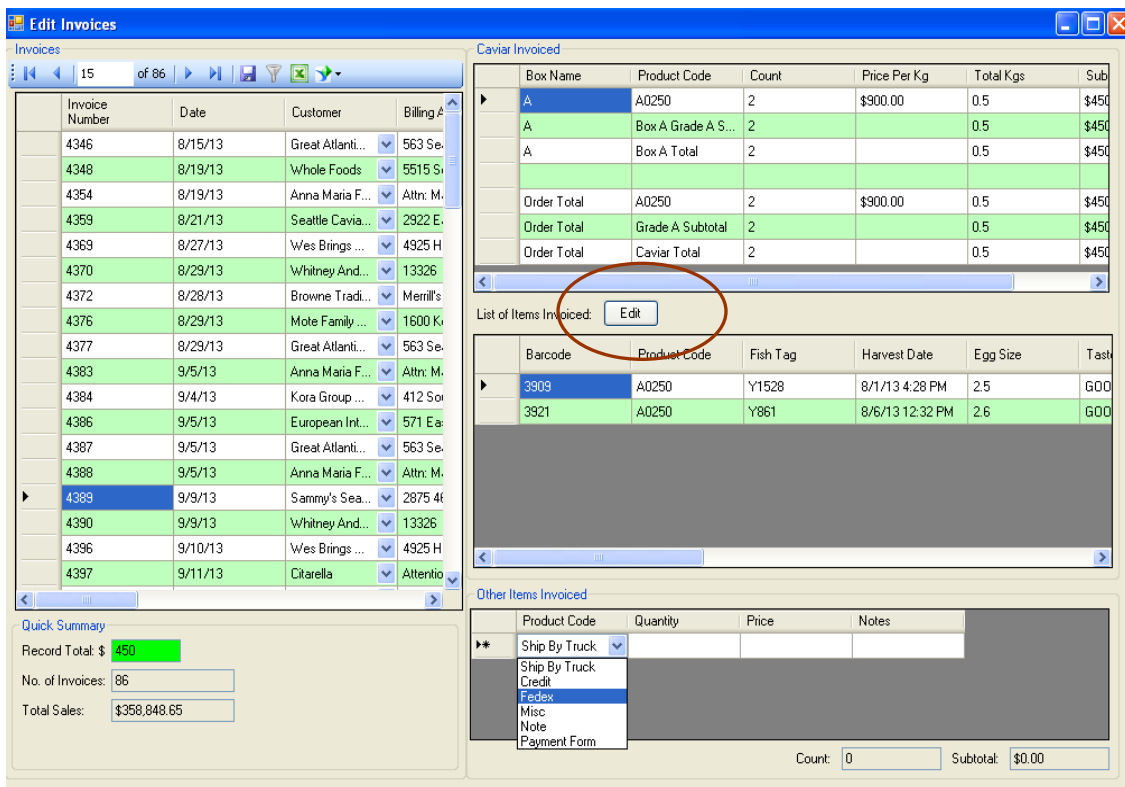


Figure 8

1. When you press the “Edit Button” (*Figure 8*) The invoice is returned to the state it was in after you had entered all the barcodes, but Before you pressed “Complete Invoice” It also retrieves all current information for that particular customer again. If you have made changes to any customer related data that data will be substituted for what was in the original invoice.
 - a. For example, If you noted that the proper prices were not applied in the original invoice because special pricing had

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been guaranteed for this order (Say Bulk Pricing) If you go to the pricing table and update pricing for the customer, and then reopen the Invoice and press “Edit” The new prices will automatically be written over the old ones.

- 2. Other changes that might need to be made this way might be:**
 - a. Customer had an address change that was not made to the customer record before the invoice was created.**
 - b. Caviar barcode needs to be deleted from the invoice**
 - c. A Caviar barcode needs to be added to the invoice.**
- 3. When all appropriate changes have been made, click on “Complete Invoice” and then follow the steps below to View and print invoice so you can make a Packing Slip and Invoice.**

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Printing and Saving an Invoice .

- If you Choose “Generate Current Invoice” The packing slip will be automatically printed with the invoice.
- If you choose “Generate Current Packing Slip” only the packing slip will be printed.
- If it is a cash or COD order, 2 invoices will be printed.
 - One for the customer to have when they pick it up.
 - The other to be signed by the customer on pickup
 - It will then be necessary to return to the Edit Invoice form and add the “Payment Method”
- 1 or 2 Invoices / Packing slips will be generated and printed as required. When 2 are needed, 1 will be shipped with the order; the other will be signed by the trucking Company or person picking up the order.
- To print the Invoice / Packing Slip:
 - Open the *Edit Invoice* Form (Figure 9)
 - Highlight the specific invoice you want to print.
 - If you Choose “Generate Current Invoice” The packing slip will be automatically printed with the invoice.
 - If you choose “Generate Current Packing Slip” only the packing slip will be printed

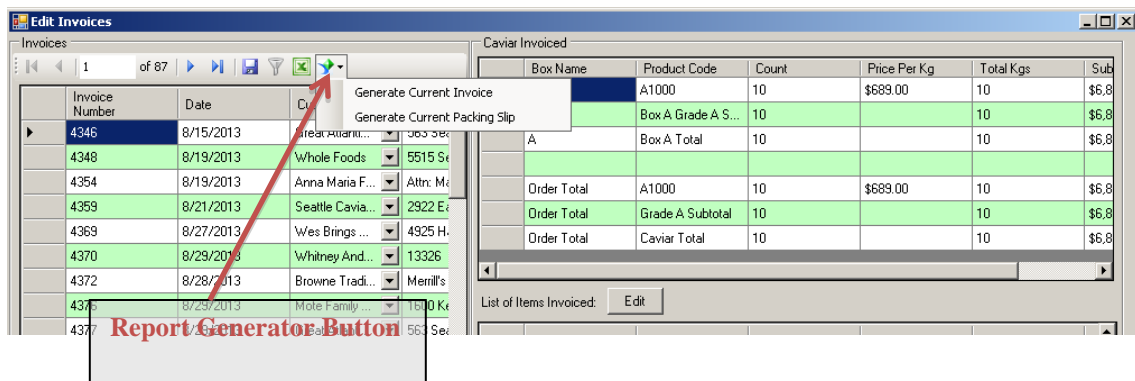


Figure 9

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- When the Invoice and Packing Slip Report Viewer opens, it will look like this: (Figure 10)

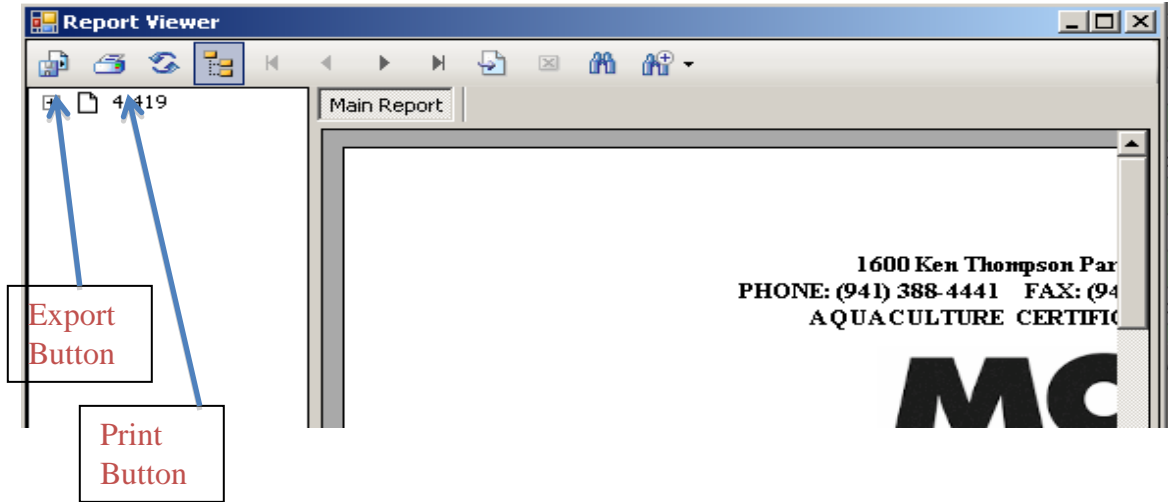


Figure 10

- If desired, the user can maximize the report Viewer to see the entire page.
- Click on the Print button to print. Your normal print window will open. (Choose the appropriate number of copies) and Click "Print".
- Next, Click the export button. When the "Export Report" window opens, (Figure 11)
- Navigate to the appropriate Invoice File where you want to save the invoice.
- Change the "Save As Type" To Microsoft Word (*.doc).

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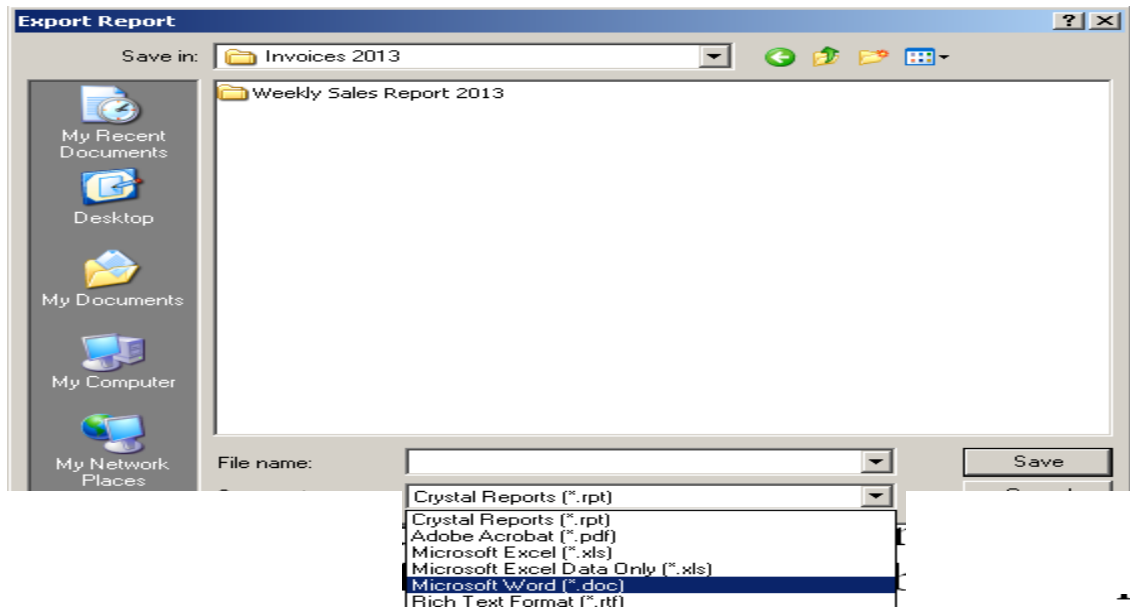


Figure 11

- Name the file (Invoice Number...no S necessary) and Save the export to: folder: \\Amerigo\public\ STURGEON FOLDER\ PROCESSING\Invoices\Invoices 2013
- Weekly, John will attach all new Invoices/Packing Slips in that folder to an e-mail to Jim for approval and forwarding to Accounting.

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Note: The latest version of this manual can be found at:

\\Amerigo\public\STURGEON FOLDER\PROCESSING\User Manuals - Sturgeon
Manager

Version Notes:

- Version 1.2 Created 5/27/14
 - Page 11 Added section on how to edit a Fish Invoice.
- Version 1.1 Created 1/26/13
 - Page 2 Item 1a. Changed procedure for handling free Samples
- Version 1 created 11/17/13

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Before an invoice can be created, 4 things MUST be in place.

1. Using the *Add New Customer* form, The Customer Name, Contact Name and the e-mail if one exists. (accounting will use the e-mail address to e-mail the invoice / packing slip to the customer. Otherwise it will be sent by snail mail.
2. Using the *Add New Customer* form, complete all Details for the Bill To Address. We have established a policy of no abbreviations to maintain consistency in what we do. Eg. Avenue NOT Ave. Street Not St. etc.
3. Using the *Add New Customer* form:
 - a. Complete all Details for the Ship To Address.
 - b. If the Ship To is to be directed to a specific person, use Addr 1 and enter: "Attention: FirstName LastName"
 - c. Then put the actual address on Addr 2 & 3.
 - d. The phone number field is very important. If the customer normally gets their shipments by Fedex or UPS, a phone number is required on their forms. If you put in a phone number for the ship to, it will appear on the packing slip. If you do not put in a phone number it will not appear.
4. Pricing must be set up for at least the product (s) to be included on the first order. If the initial order is a sample, you can put in the price of 0. THE BEST PRACTICE, HOWEVER, IS TO PUT IN PRICING FOR ALL PRODUCTS UP FRONT. If you don't you can be sure that one day you will want to do an invoice for that customer and will not be able to do so because there is no price for the product they bought.

Sales to Mote employees or friends, writers and chefs.

There is a customer record set up for "Mote Family Sale" which should be used ONLY for the monthly sale run by Terri Deppe.

There are Two "Mote In-House customers set up.

1. "Mote In-House". This has the same pricing as the Mote Family Sale, and is used when you are selling to an employee or accommodating a request from someone at Mote to sell one or two jars to someone. Using this "Customer" as a catch-all will avoid having to make a new customer record each time some new name comes along. But, when you are making the invoice, the name of the person to whom the Caviar was sold should be put in "Notes" so it will appear on the invoice.
 - a. When using this customer listing to provide sample caviar to a restaurant, or chef, or other entity, First enter the product code of the fish product being provided as a sample. When the line item appears, put a check in the "Sample" check box. This automatically changes the item from paid to sample, and sets the price as \$0. In order to document the "Retail Value" of the sample being provided, In Non-Inventory Items, Enter the "Notes" Code and in the notes field of that entry type: Retail value of sample provided is (then insert the Mote Family Price)
2. "Mote In-House Free". This is to be used for the times when we have to supply free caviar on request of some employee authorized to do so. Pricing for all

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container sizes is \$0. When . you make the invoice for this free caviar, be sure to add a notes field with details on who made the request, and to whom the caviar will ultimately be delivered. Accounting and the auditors need this information.

A special note about “X”ing out of the Invoice Form.

If you want to quit the form at any time prior to pressing the “Complete Invoice” button you can do so by clicking on the X in the upper right corner of the form. Doing so will cause all of the data that you inputted into the form to be lost, and you will get a warning telling you that.

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Creating an invoice is a 2-step process. (Figure 1.)

Step 1 is the same for both Caviar and Fish invoices. It involves entering information about the invoice in general, such as the customer, PO number, Billing and Shipping Address and any notes that need to be included on the packing list such as “Customer will pick up at MAP” or “Via Federated Express”.

Step 2. Is where the user enters data on the items to be included on the Fish Invoice.

Product Code	Quantity	Extended Price	Notes
*			

Figure 1.

Once an invoice has been created, the Invoice, and its accompanying Packing Slip need to be printed and saved. Details on how to do that can be found beginning on page 11.

Creating a Fish invoice

Details on Step 1.

1. When the form *New Fish Invoice* is opened, the next invoice number and today's date are already filled in. If for any reason they need to be changed, the user can do so. **IT IS STRONGLY RECOMMENDED THAT THE FORM BE MAXIMIZED AS SOON AS IT IS OPEN.**
2. By typing the first couple of letters in the customer box (Figure 2) a reduced list is displayed from which the user can then pick the correct customer. (Figure 2) Note the "Add Button" to the right of the customer box. If this order is for a brand new customer, then pressing this button will take the user to the *Add New Customer* form where customer details including pricing must be created before continuing. **THE PREFERRED WAY TO DO THIS, HOWEVER IS TO CREATE THE CUSTOMER AND PRICING BEFORE CREATING THE FIRST INVOICE FOR THAT CUSTOMER.**

The image shows a screenshot of a software application window titled "New Fish Invoice Guide". The window has a blue header bar with the title. Below the header, the main content area is titled "Invoice Information (Step 1)". The form contains several input fields and buttons. The "Invoice Number" field contains the text "4533". The "Customer" field is a dropdown menu with "Lightning Fish. Co." selected, and an "Add" button is to its right. The "Date" field is a dropdown menu with "Beyer Lightning" selected, and a small blue arrow button is to its right. The "PO Number" field is empty. The "Boxes" field is empty. The "Billing Address" field is empty, with a dropdown arrow and an "Add" button to its right. The "Shipping Address" field is empty, with a dropdown arrow and an "Add" button to its right. The "Shipping Notes" field is empty. The "Invoice Type" field is a dropdown menu with "Fish" selected. The form has a light beige background and a blue border.

Figure 2

Creating a Fish invoice

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3. As soon as you choose the customer, the first billing and shipping address for that customer are filled in automatically (Figure 3). **If the Customer has multiple addresses, a pop-up window will alert you.** If that is the case, the user must change to the proper address.
4. Note The Boxes Field in Figure 3. It is IMPORTANT that you include the number of boxes shipped for this order. Otherwise, that information will not print on the Invoice or Packing Slip.
5. The Shipping Notes Field is used to put in special information that needs to appear on the Packing List...and will also appear on the Invoice under the Ship-To address. Common notes have been stored in the program to reduce keystrokes. For example, Typing the letter “V” (Figure 3) brings up the note “Via Federated Express”. By clicking on that note, it will be automatically filled in. However, anything can be typed in the box....but remember what you type is what will appear on the Packing List and the Invoice.

New Fish Invoice Guide

Invoice Information (Step 1)

Invoice Number: 4533

Customer: Beyer Lightning

Date: 11/17/13

PO Number:

Boxes: 2

Billing Address: 800 Food Cente

Shipping Address: 800 Food Cente

Shipping Notes: via Refrigerated Express

Invoice Type: Via Refrigerated Express

Figure 3

Creating a Fish invoice

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6. Once the user is satisfied that the Invoice information has been entered correctly, proceed to step 2 by clicking on “Confirm Information. (Figure 4)

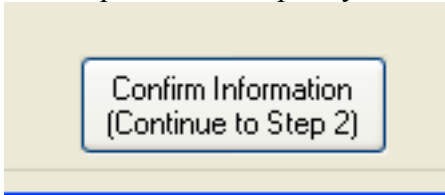


Figure 4

Continued on Next Page

Creating a Fish invoice

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Details on Step 2.

1. Step 2 is where the user will add items to the invoice.
2. In each Row, there are 4 columns: Product Code, Quantity, Price & Notes.
3. **IMPORTANT NOTE:** The items will appear on the invoice in the same order they were entered. Eg. If you want Shipping to be the last item, you should enter it last.

Figure 6.

4. FB is the code for Bullets. The quantity column should be filled in with the weight of the product to be shipped. The Price column will show the price for 1 pound. When you tab over from Quantity to price, the total price will be automatically calculated.
5. FF is the code for Fillets. The quantity column should be filled in with the weight of the product to be shipped. The Price column will show the price for 1 pound. When you tab over from Quantity to price, the total price will be automatically calculated.
6. FW is the code for Whole Guttled Fish. The quantity column should be filled in with the weight of the product to be shipped. The Price column will show the price for 1 pound. When you tab over from Quantity to price, the total price will be automatically calculated.

Figure 7

7. Ship By Truck will normally be used for Fish invoices, but Fedex can be used if appropriate. **SPECIAL NOTE:** Quantity field, must contain the total weight of the order. (If you put the cursor in the quantity field and pres Ctrl+S the weight will be calculated for you by adding the weight of all items in the order.
8. Credit is normally the Product Code that would be used for a credit memo. But it might also be used for the rare occasion where a customer with established pricing for an item is given a special promotional price or even a some free caviar. In such an instance, the Credit Product Code is chosen, the **Quantity MUST BE BLANK**, the Price WILL ALWAYS BE A NEGATIVE NUMBER...PRECEDED BY A – SIGN...an will be whatever the value of the promotion or free caviar is. That amount will show as a deduction to the invoice. Finally, the Notes field is used to describe the credit. Whatever wording you choose will appear on the invoice, below the word credit.
Eg: 50% Credit for barcode 1234 for promotional purposes at Hilton food show.
9. Fedex is a special case. Often when the invoice is created, if there are Fedex charges they will not be known yet. So they will be added at a later time (described later in this manual on page 10).
10. Misc. is the Product Code used for any item not otherwise in the product list. The **Quantity MUST BE BLANK**. The price is whatever the user chooses. There can be as many “Misc” product codes on an invoice as needed to do the job. The text that will appear on the invoice will be “Miscellaneous charge” followed on the next line by whatever you put in the notes field.
11. The Note Product code is used to add some context information to the invoice. The **Quantity MUST BE BLANK**. The price should be blank or 0 The notes field has the descriptive information that you want to put on the invoice. This is

Creating a Fish invoice

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- usually to impart some kind of information to the accounting department and / or to leave a trail for an auditor. Eg. Ordered by Irwin Davis to give to Chef Gregg baker.
12. "Payment Form" is the product code to use to document how the invoice was paid if it was COD. The **Quantity MUST BE BLANK**. The price should be blank or 0 and the notes field would tell how the invoice was paid. Eg. Cash or Visa
****1234
 13. When the user is satisfied that the step 2 charges are complete and accurate, they have 2 choices.
 - a. Click on the "Save and View Invoice" button which, will open the Crystal Reports Viewer so that you can review the invoice and packing slip and start the process of sending them to accounting (See **Page 11**)
 - b. Click on the "Complete Invoice" which will close the *New Caviar Invoice* form. You will then be asked if you want to create another invoice or not.
 14. Near the bottom of the step 2 window, you will see the sub total of the price for the step 2 items,.

	Product Code	Quantity	Extended Price	Notes
▶	FB	1	\$6.85	
*	FB			
	FF			
	FW			

Figure 6

	Product Code	Quantity	Extended Price
✎	Ship By Truck	1	\$6.85
*	FF		
	FW		
	Ship By Truck		
	Credit		
	Fedex		
	Misc		
	Note		
	Payment Form		

Figure 7

Creating a Fish invoice

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Adding Shipping or Fedex Charges to a Previously Saved invoice

1. Open the Edit Invoices Form. In the bottom window on the right side of the screen is where you can easily add the Shipping charges once they are known.
2. In the window on the left side of the screen, scroll down to the invoice that needs to have the Shipping or Fedex charges added. It will usually be at or near the bottom of the list. (as an alternative you can double click on the Invoice Number column header and the latest invoice will be at the top of the list). Click on the invoice number, and it will turn blue, and the details of it will be displayed on the right side of the screen.
3. Note the Record Total shown in green when you add the Fedex Charges. That number should change to include the newly added Fedex charges. It should also remain green. If it turns red, contact the help desk.

Quick Summary

Record Total: \$ **450.00**

No. of Invoices: 86

Total Sales: \$358,848.65

Box Name	Product Code	Count	Price Per Kg	Total Kgs	Sub
A	A0250	2	\$900.00	0.5	\$450.00
A	Box A Grade A S...	2		0.5	\$450.00
A	Box A Total	2		0.5	\$450.00
Order Total	A0250	2	\$900.00	0.5	\$450.00
Order Total	Grade A Subtotal	2		0.5	\$450.00
Order Total	Caviar Total	2		0.5	\$450.00

Barcode	Product Code	Fish Tag	Harvest Date	Egg Size	Tast
3909	A0250	Y1528	8/1/13 4:28 PM	2.5	G00
3921	A0250	Y861	8/6/13 12:32 PM	2.6	G00

Product Code	Quantity	Price	Notes
Ship By Truck			
Ship By Truck			
Credit			
Fedex			
Misc			
Note			
Payment Form			

Count: 0 Subtotal: \$0.00

Creating a Fish invoice

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CHANGING A FISH INVOICE ONCE IT IS COMPLETED

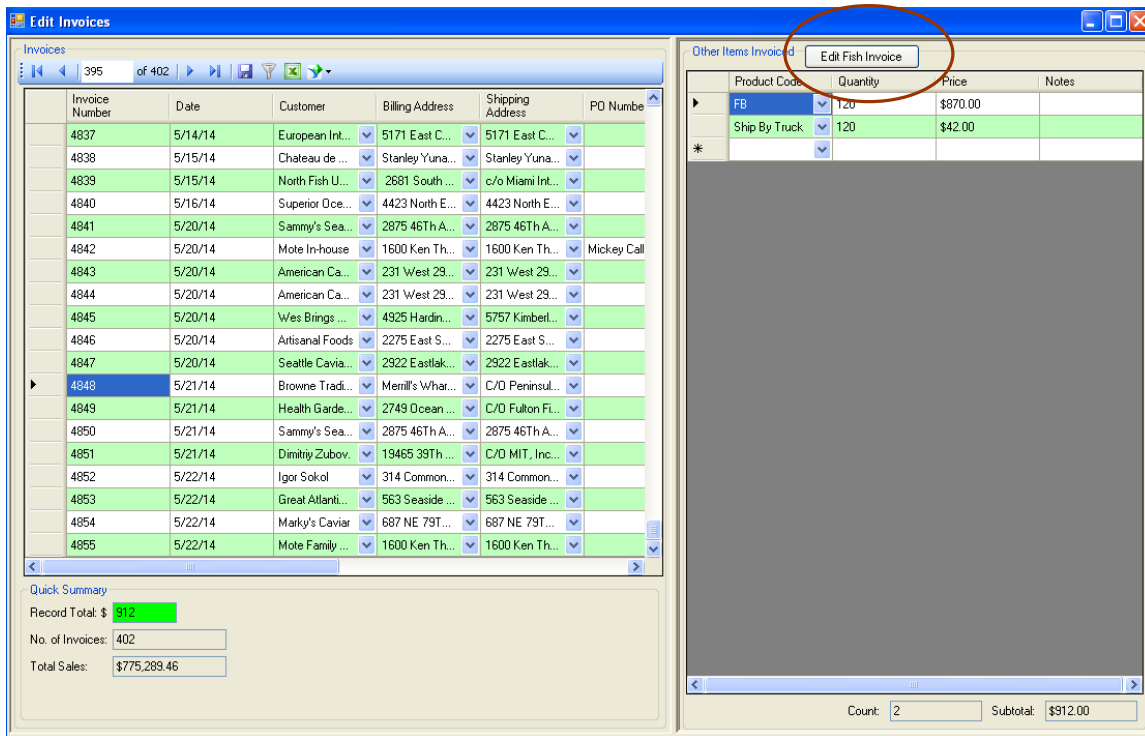


Figure 8

1. When you press the “Edit Button” (*Figure 8*) The invoice is returned to the state it was in after you had entered all the Fish and Shipping information but Before you pressed “Complete Invoice.” It also retrieves all current information for that particular customer again. If you have made changes to any customer related data that data will be substituted for what was in the original invoice.
 - a. For example, You discover that the proper prices were not applied in the original invoice because the wrong weight was entered, or if the wrong product code was chosen,
2. Other changes that might need to be made this way might be:
 - a. Customer had an address change that was not made to the customer record before the invoice was created.
 - b. A fish product code needs to be deleted from the invoice
 - c. A fish product code needs to be added to the invoice.

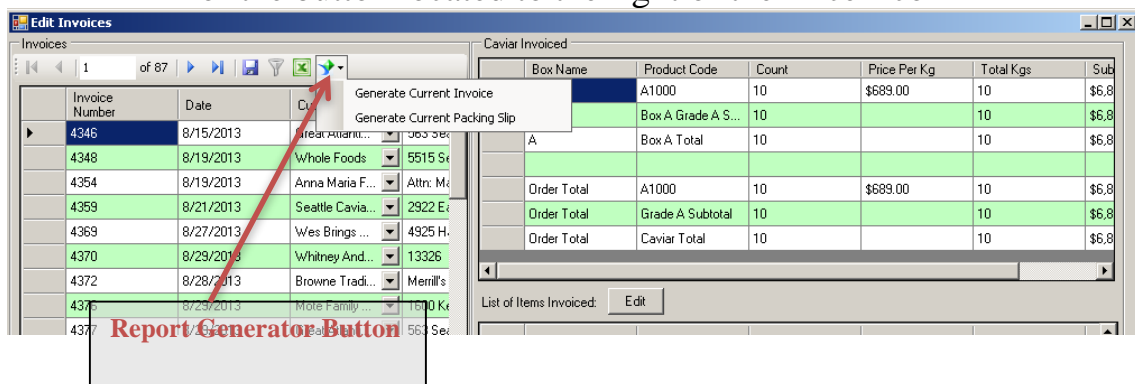
Creating a Fish invoice

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3. When all appropriate changes have been made, click on “Complete Invoice” and then follow the steps below to View and print invoice so you can make a Packing Slip and Invoice.
4. In the event you need to change anything in Step 1, like customer name or shipping address, it will be necessary to delete the bad invoice, and create a new one with the same invoice number. That also means you need to re-enter the Step 2 data.

Printing and Saving an Invoice .

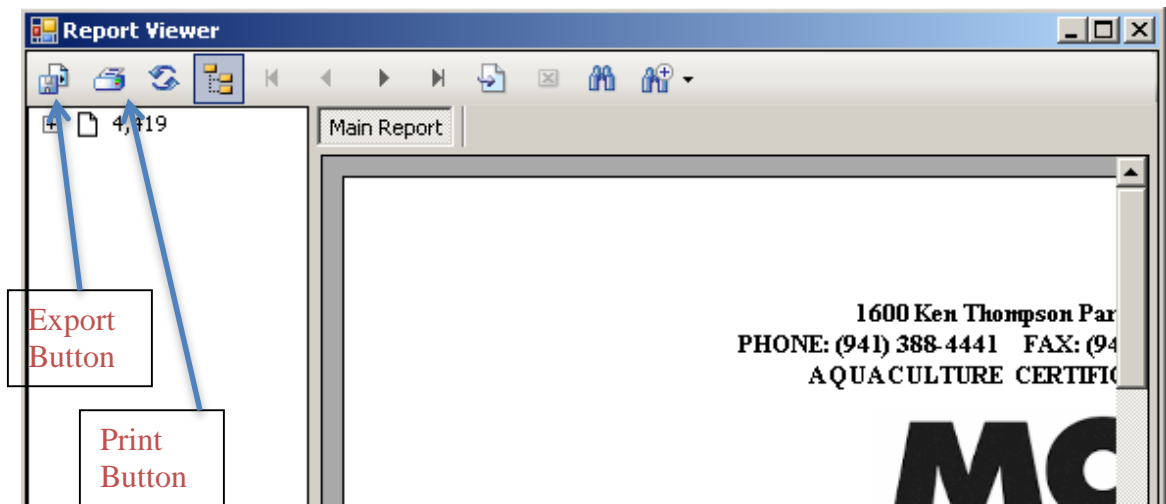
- 1 or 2 Packing slips will be generated and printed as required. (1 will be shipped with the order; the trucking Co or person picking up the order will sign the other. When a Packing Slip is printed, the invoice will automatically be printed with it.
- If it is a cash or COD order, 2 invoices will be printed.
 - One for the customer to have when they pick it up.
 - The other to be signed by the customer on pickup
 - It will then be necessary to return to the Edit Invoice form and add the “Payment Method”
- To print the Invoice / Packing Slip:
 - Open the *Edit Invoice* Form
 - Highlight the specific invoice you want to print.
 - Choose “Generate Current Invoice from the dropdown menu of the button located to the right of the Excel Icon



Creating a Fish invoice

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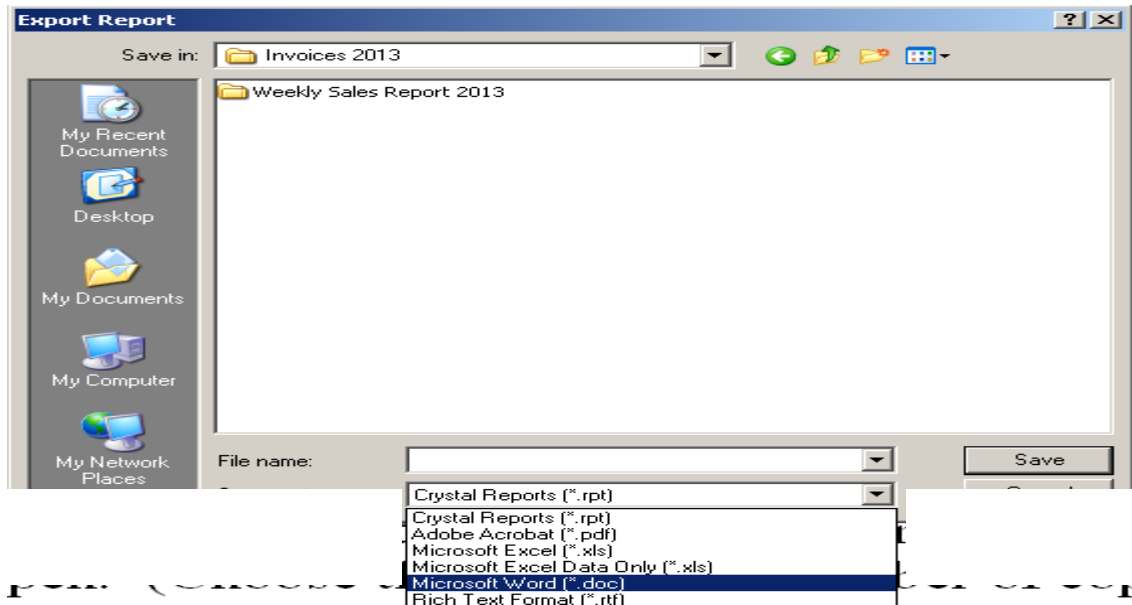
- When the Invoice and Packing Slip Report Viewer opens, it will look like this:



- If desired, the user can maximize the report Viewer to see the entire page.
- Click on the Print button to print. Your normal print window will open. (Choose the appropriate number of copies) and Click "Print".
- Next, Click the export button. When the "Export Report" window opens, Change the "Save As Type" To Microsoft Word (*.doc).

Creating a Fish invoice

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- Name the file (S + Invoice Number) and Save the export to: folder:
\\Amerigo\public\ STURGEON FOLDER\
PROCESSING\Invoices\Invoices 2013
- Weekly, John will attach all new Invoices/Packing Slips in that folder to an e-mail to Jim for approval and forwarding to Accounting.

How to conduct a “Freezer Audit”

Note: The latest version of this manual can be found at:

\\Amerigo\public\STURGEON FOLDER\PROCESSING\User Manuals - Sturgeon
Manager

Version Notes:

- Version 1.0 created 4/30/14
- Version 1.1 created 5/5/14
 - Page 3, Item 5d. Changed reference on how to advance to next barcode.
 - Added important note on Page 4 regarding Xing out of or leaving the program.

How to conduct a “Freezer Audit”

This procedure is used periodically (to be defined by management) to verify that What is in The Freezer is listed as “In Inventory in Sturgeon Manager and what Sturgeon Manager has “In Inventory” is actually in the freezer. It documents all instances where such is not the case.

In addition, it allows the user to “Flag” anything that is listed as “In Inventory in Sturgeon Manager for some type of follow up. For example, if while running the audit it is discovered that a container label has the wrong Product Code, or maybe it is discovered that a container needs to be downgraded, the barcode and all the data that goes with it is reported later so appropriate action can be taken.

Finally, in the unlikely event that there is a container in the Freezer that has a barcode that is not in the Sturgeon Manager database, then that is noted for appropriate follow-up.

The Freezer Audit can be found in the “View Data” tab of the “Processing Section of the Main Menu.

Clicking on “Caviar Audit” will start the audit process.

How to conduct a “Freezer Audit”

Barcode	Product	Inventory Status	Notes
6584	D0125	In Inventory	4/30/201
6585	D0125	In Inventory	4/30/201
6586	D0056	In Inventory	4/30/201
6587	D0056	In Inventory	4/30/201
6590	C0500	In Inventory	4/30/201
6666	D0500	In Inventory	4/30/201
6667	D0125	In Inventory	4/30/201
6668	D0056	In Inventory	4/30/201
6736	C0500	In Inventory	4/30/201
6781	C0028	In Inventory	4/30/201
6782	C0028	In Inventory	4/30/201
6846	C1000	In Inventory	Downgra
6923	C1000	In Inventory	4/30/201
6980	D1000	In Inventory	4/30/201
6981	D0250	In Inventory	4/30/201
6982	D0056	In Inventory	4/30/201

1. At the top of the form is a red bar, which is where the cursor needs to be as you scan each container in the freezer. (That bar will turn to green if the barcode is in the list (In other words, if the Freezer and the database agree)
2. On Left side of the form headed “In Inventory Not Yet Scanned (Potentially Missing)” is a list of all the barcodes that have “In Inventory” as their current status.
3. On the Top Right of the Form is a section called “Caviar Flagged.”
4. On the Bottom Right of the Form is a section called “Barcodes Not Found In Database”
5. As each barcode is scanned, it is checked to make sure it is in the database. T
 - a. The cursor will move to that barcode on the “Not Yet Scanned” section
 - b. The computer will read out the Product Code of that barcode (e.g. C0500)
 - c. The user must confirm that the label on the container is the proper size
 - d. If All conditions are OK, the user can just scan the next barcode.
 - i. The current barcode will be removed from the list, and the new barcode will be highlighted.
6. In the event all conditions are not met or there are reasons to want to follow up on the barcode later on, the user has two options.
 - a. The System will automatically Flag the barcode for later follow-up
 - b. The user can manually Flag the barcode for later follow-up (and click Accept).

How to conduct a “Freezer Audit”

In either event, the barcode will be moved to the “Caviar Flagged section of the form and a popup window will open the Notes Field of that Barcode record which allows the user to make whatever notes are needed to remind them why it was flagged.

Important Note:

1. Do not click “Audit Complete” to just exit the program. When you press that key, it automatically places text (Not in Freezer) in the Notes field of all caviar records that have not been scanned, and changes their status to “Missing”
2. If you want to leave the program and discard all changes made so far, the proper way to do so is to X out using the X in the upper right corner of the form.

When all freezer Barcodes have been scanned, Click on the “End Audit” button. This will begin the process of creating a spread sheet with four tabs as follows.

1. Summary
 - a. A section that shows # of Containers and Kilos of Caviar that was “In Inventory” but not in the freezer.
 - b. A Section that shows # of Containers and Kilos of caviar that was in the Freezer, but not “In Inventory”
 - c. If the audit is successful, this section will contain no data

Tabs 2 and three are the ones that must be resolved to discover (and fix or document) the reason for the discrepancy. This follow up is a mandatory part of the audit process. Notes as to the resolution can be left on the spread sheet.

2. Not found in Freezer
 - a. Containers that were in the DB, but not in the Freezer.
3. Extras in Freezer.
 - a. Containers that have a barcode, but status in not “In Inventory”
4. Other Flagged Containers
 - a. Containers that you have flagged for follow-up (e.g. Wrong label or downgrade etc.)
5. Barcode Not in Database
 - a. Containers where barcode is not in the Database. (Some action must be taken to get them into the database, or they cannot be sold).

Save the Audit Spread Sheet in a permanent place to be designated by Jim Michaels so it can be produced for financial auditors as needed.

How to run the “Inventory Value” Report

Note: The latest version of this manual can be found at:

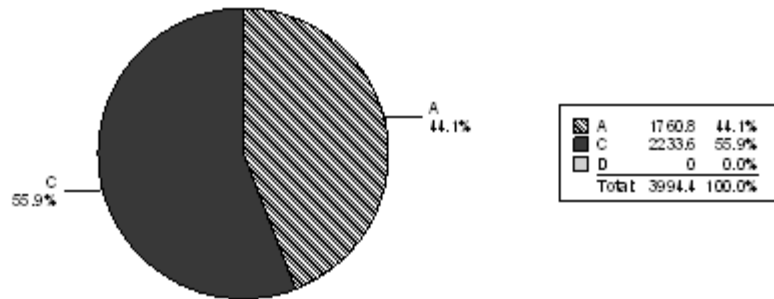
\\Amerigo\public\STURGEON FOLDER\PROCESSING\User Manuals - Sturgeon
Manager

Version Notes:

- Version 1.0 created 4/22/14

Caviar Grade	Kilograms	\$ Per Kilogram	Inventory Value (\$)
A	2.236	\$787.50	\$1,760.85
C	5.584	\$400.00	\$2,233.60
D	5.323	\$0.00	\$0.00
2014 Total	13.143		\$3,994.45

Inventory Value For 2014



Total Caviar (Kgs): 13.143

Total Inventory Value: \$3,994.45

This report provides information on what was in inventory and what it's "Book" value was at the end of "Last" Month.

It can be found in the "View Data" tab of the "Business Section of the Main Menu.

Clicking on "Inventory Value" will start the process of running the report..

Note: The report takes a very long time to run (3 to 5 Minutes), so once you start it, you can do other things while you are waiting for the report to finish.

Important: When it is run, it always calculates based on the last day of the previous month. So, if you Run it on April 1st or April 30th, you will get an inventory report for the period ending March 31.

If you forget to run the report in any month, it cannot be reproduced. But the basic data of what was in inventory as of the end of any particular month can be manually recreated (without the Graph and nice formatting by running the "View Available Inventory" report from the Processing section of the main menu. You will have to create a custom filter using syntax similar to:

(status = in inventory AND Harvest Date < Oct 1)OR(previous status = in inventory AND Datestatuschanged > Oct. 1)

(This would give you the inventory for the period ending Sept. 30).

With this data in hand, you can calculate the values by multiplying the Total Kilos by Grade times the appropriate Value by Grade.

These values are kept in a table within Sturgeon Manager called "CaviarInventoryValue"
Current values as of 1/1/14 are Grade A \$787.50; Grades B & C \$400.00; Grade D \$0.00

Note: The latest version of this manual can be found at:

\\Amerigo\public\STURGEON FOLDER\PROCESSING\User Manuals - Sturgeon
Manager

Version Notes:

- Version 1.0 created 5/18/14

I: The Salting Station form is located on The Edit tab of the Processing section of Sturgeon Manager.

Tag	Ovary Weight	Ovary Waste	Cycled	Egg Weight	Salt	Process Date	Species	Notes	Percent Salt
W345	1255	600	<input type="checkbox"/>	600	22.2	5/18/14 4:...	baerii		3.7
Y567	900	300	<input type="checkbox"/>	605	22.4	5/18/14 4:...	baerii		3.7
O1234	2200	350	<input checked="" type="checkbox"/>	1900	70.3	5/18/14 4:...	baerii		3.7

New Salting Station is the Form where the Screener and Salter enter data for a harvested female to prepare it for the “Print Packing Station” where actual caviar container data will be created. Together, these 2 forms are what get a container of caviar into inventory, along with all of its associated Meta data.

The data fields are:

- Tag: The color and number of the fish tag
- Ovary Weight: The weight of the Ovary before eggs are extracted
- Ovary Waste: The waste left over after the eggs have been screened.
- Cycled: If evidence of a prior egg cycle is seen, then check this box
- Egg Weight: The weight of the remaining Eggs after they have been washed and drained ...just prior to adding salt.
- Salt: This is a calculated field based on multiplying Egg Weight by Percent Salt
- Species:
- Notes: filled in to document any anomalies that are found.
- Percent Salt: This number, by default, is the last % used. This can be changed for a single fish, or permanently as circumstances demand.

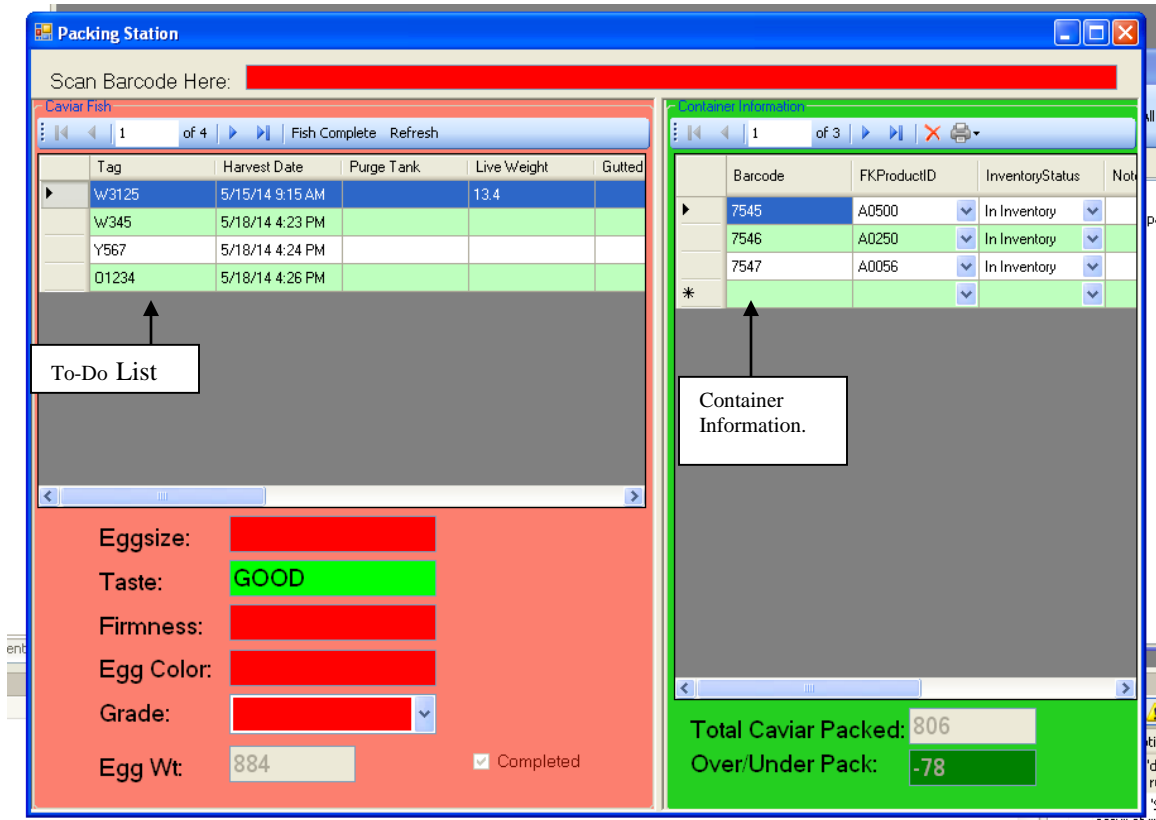
The Process

- When New Salting Station is opened. There will be one blank line to enter data. (similar to line 4 in the above illustration.
- The Blue highlighted cell is the active one into which data can be entered.
- Red cells (not shown in the above illustration are those awaiting data entry.
- To move from cell to cell, use either the Enter or Tab key.
- Validity tests are conducted for each cell. For example, the Ovary weight is tested to make sure it is < 5000; Or the Ovary Waste is tested to make sure it is not greater than the Ovary weight. line 3 is an example of the type of message that would be delivered if the egg weight is impossibly large. Clicking OK, dismissed the error message, the data is accepted, and the color of the cell turns Beige as a reminder that it did not pass the validity check.
- A green cell means the data has passed its validity check.

- White Cells are those waiting to be auto-filled once the error is dismissed.
- Once a line is either all green, or a combination of green and beige, it is considered complete, and ready for import into Print Packing Station
- As long as the line is still visible, it can be freely edited to correct any noted errors.
- Once the line (Tag) has been imported into Print Packing Station, it will be removed from New Salting Station.

Note: At day’s end, there should be no lines of data left in New Salting Station.

II. The Print Packing Station form is located on The Edit tab of the Processing section of Sturgeon Manager.



Scan Barcode Here:

This is the Line the cursor **MUST** be in in to scan in the various meta data from the laminated “Master Barcode Sheets” kept near the packing station.

TO-Do List:

- The “To-Do List” is the section containing fish data that has been brought in from New Salting Station by either scanning the “Refresh” barcode from the “Master Barcode Sheets” (preferable) or clicking the Refresh button.

- The Blue Line in the “To-Do List” is the active line (Tag). All data scanned will be for this tag.
- If you need to make a different line (Tag) active (Blue), use the mouse to move the cursor to that line and click on it.

REMEMBER, HOWEVER TO CLICK IN THE “Scan Barcode Here” LINE AT THE TOP TO SET UP THE NEWLY CHOSEN RECORD FOR SCANNING.

- Before any caviar containers can be created for a tag, Egg Size, Firmness & Color must be scanned in the “To-Do List”
 - **Grade does not have to be scanned because it is calculated based on Egg Size and Firmness.**
 - **These data may be scanned from the “Master Barcode Sheets in any order...so long as the cursor is in the “Scan Barcode Here” line at the top of the form.**
 - The fields for their data will remain Red until an appropriate barcode has been scanned. Then, the field will turn to green.

Once all fields are green, the system will then permit the scanning of the container sizes created for this fish tag from the “Master Barcode Sheets” .

Container Information:

This is the section where Meta data about newly scanned caviar containers will appear. The user will enter no data in this section. It is merely for reference.

- Scanning a Size Code from the “Master Barcode Sheets, for the active tag enters all the data necessary for that container and creates a unique barcode number for it
 - When all containers for a fish have been created, Scanning in “Fish Complete” (**preferable**) from the “Master Barcode Sheets or clicking the “Fish Complete Button” will:
 - Enter the data into the database
 - Print the labels for the containers
 - An alternative way to print labels is to scan the “Print” Command from the “Master Barcode Sheets.
 - Remove the fish tag from the “To-Do” list.
 - Make the next line on the form active: (Blue).
 - If you need to make a different line (Tag) active (Blue), use the mouse pad to move the cursor to that line and click on it.
- REMEMBER, HOWEVER TO CLICK IN THE “Scan Barcode Here” LINE AT THE TOP TO SET UP THE NEWLY CHOSEN RECORD FOR SCANNING.

Note: The latest version of this manual can be found at:

\\Amerigo\public\STURGEON FOLDER\PROCESSING\User Manuals - Sturgeon
Manager

Version Notes:

- Version 1.1 created 5/17/14
 - Page 3. Added notation of programming change that will now test the validity of prices when typed into the “Pricing Grid” tab.
- Version 1.0 created 5/11/14

The pricing Table is located in on The Edit tab of the business section of Sturgeon Manager.

The screenshot shows the 'Pricing' application window. At the top, there are tabs for 'Pricing by Customer' and 'Pricing Grid'. Below the tabs is a navigation bar with a page indicator showing '2 of 90'. The main area is divided into two sections. The upper section is a table listing customer information, and the lower section is a detailed pricing table for a selected customer.

Company Name	Contact Name	Fax Number	Email	Notes	PKCustomerID
Alex Filev	Alex Filev				195
American Caviar	Robert Gardner				75
Anna Maria Fish...	Martha Wright		mwright@schlesgr...		76
Artisanal Food...					77
B.E.S.D Best, Inc.					150
Bar Harbor Seafo...					146
Beyer Lightning F...			beyerlightningfish...	Pricing Group 2	78
Bouley Restaurant	Brian Bistrong			Pricing Group 2	79
Browne Trading ...	Rod Mitchell		mitzi@browntrad...		137
Cape Canaveral ...				Pricing Group 2	80
Captain Brian'S S...				Pricing Group 2	81
Catonsville					82

Product Code	Price
A0028	\$1,020.00
A0056	\$986.25
A0125	\$779.04
A0250	\$779.00
A0500	\$779.00
A1000	\$779.00
B0028	\$420.00
B0056	\$420.00
B0125	\$420.00
B0250	\$420.00
B0500	\$420.00
B1000	\$420.00
C0028	\$420.00
C0056	\$420.00
C0125	\$420.00
C0250	\$420.00
C0500	\$420.00
C1000	\$420.00
D0028	\$160.00
D0056	\$158.75
D0125	\$158.00

Annotations in the image:

- An arrow points from the 'Pricing Grid' tab to the top of the customer list table.
- An arrow points from the 'Pricing Grid' tab to the 'Customer' label.
- An arrow points from the 'Customer' label to the 'Customer Pricing Per Product' label.
- An arrow points from the 'Customer Pricing Per Product' label to the pricing table.

Pricing for each customer is kept in the Pricing Table. There is a price for each product a customer might order. If there is no price in the table, an invoice cannot be made for that customer. The nature of these prices can be different based on which product is used. For example, Caviar Prices are per Kilo. Fish Prices are per pound, and Repack prices are per jar.

It is also possible to have a product with no price such as Fedex or Credit which are filled in at the time of creating the Invoice. Such products are not in the Pricing Table.

There is One and only one important thing to know about prices in the pricing table.

Price per Kilo MUST be such, that when they are converted to “Container Price” at invoicing time, the container price will have no fractional cents. Otherwise, errors will be introduced into the system that are at least difficult and more likely impossible to correct once an invoice has been created using a bad per Kilo price.

If you use the Pricing Grid tab (rather than the Pricing by Customer Tab, the system will test the number you input and advise if it is invalid.

The general math rules are that:

- For a 1 Kilo container, any dollar and whole Cent Price is valid. Container.
 - \$1,0342.00 is Valid
 - \$1,0342.11 is Valid.
- For 500g, 250g & 125 g containers, the per Kilo price must be divisible by 2
 - \$1,068.56 is Valid
 - \$1,068.57 is Invalid.
- For 56g and 28g containers, the per Kilo price must be divisible by 2.5.
 - \$1,068.50 is Valid
 - \$1,068.56 is Invalid

When entering a price, the system will check to see if it is valid. If it is, you will be allowed to enter the next price. If the price is invalid, an error message will be presented and you must enter a valid price before you are permitted to continue.

To aid in testing numbers, a price check spread sheet has been created and can be found at: [Insert Link to sheet on Amerigo.](#)

Repacking

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Note: The latest version of this manual can be found at:

\\Amerigo\public\STURGEON FOLDER\PROCESSING\User Manuals - Sturgeon
Manager

Version Notes:

- Version 1 created 12/4/13
- Version 1.1 Created 12/5/13
 - Added more screen shots to aid user.
 - Clarified what happens in Item 5 Section 3 d,e,f (Page 4) when you add new containers.
- Version 1.2 Created 3/7/14
 - Added section at end to describe how “Repack Loss” is captured and saved.

Repacking

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The Repack Form can be found in the “Processing Tab”

1. Double Click on “Repack” to open the form. (*Figure 1*)

Barcode	Current Inventory Status	Previous Status
5788	Sold	In Invent
5789	Repacked	In Invent
5790	In Inventory	Harveste

Figure 1

2. The form has 3 sections.
 - a. Section 1: Enter or scan the barcode of the container from which the repacks will be made.
 - b. Section 2: The Fish Data will show for that barcode.
 - c. Section 3: Create the repack container(s) barcodes and print the labels.
3. **Section 1.**
 - a. Scan or enter the barcode of the Tin from which you will get the caviar for the repacks. (We will call this the Repack Source Tin).
 - b. The system looks up the fish that tin came from, and immediately displays all the other inventory items for that tag as well. THE CURSOR SHOULD BE ON THE ONE YOU SCANNED, AND IT SHOULD BE BLUE. (*Figure 2*)

Repacking

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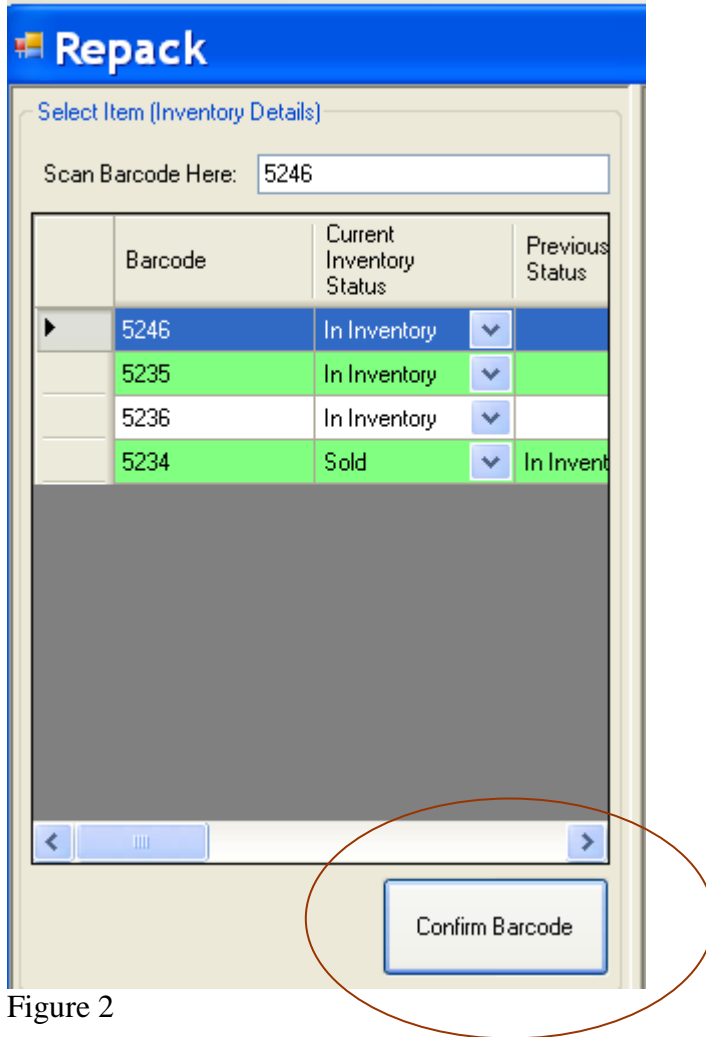


Figure 2

- c. Confirm that the Status is “In Inventory”
 - d. Click on “Confirm Barcode”
 - e. This will automatically do 3 things.
 - i. Change the “Current Inventory Status” of that barcode to “Repacked”
 - ii. Change the “Previous Status” of that barcode to “In Inventory”
 - iii. Take you to Section 3 Where you will enter data for the new containers.
4. **Section 2.** This section is for information only. But, if you desire you can add to the notes field anything you want about this repack.

Repacking

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5. Section 3.

- a. Select the product code for the first group of new containers to be packed. **NOTE:** *If the new container will be downgraded (eg from A to C) Just choose the appropriate product code (eg C0056) for the repack, and the system will do the rest.*
- b. Set the number of containers to be made.
- c. Click on “Add”
- d. **Note:** that the new containers will be added in Section 1, and In addition, a reference to the barcode of the container from which the repacked caviar came will be added to the notes field for each new (Repacked) container
- e. The running total of what you have made will be displayed in section 3.
- f. Repeat steps a, b & c as needed for other size containers.
- g. Check to make sure that the number of containers created and their total weight is what you expect it to be.
- h. Click on “Complete Repack” (**Figure 3**)
- i. Click on “Print Item(s). (**Figure 4**) and the Zebra printer will print all labels for all the containers you just created. Take care to put the proper label on each container...(Size is the only factor that needs to be considered).

Repacking

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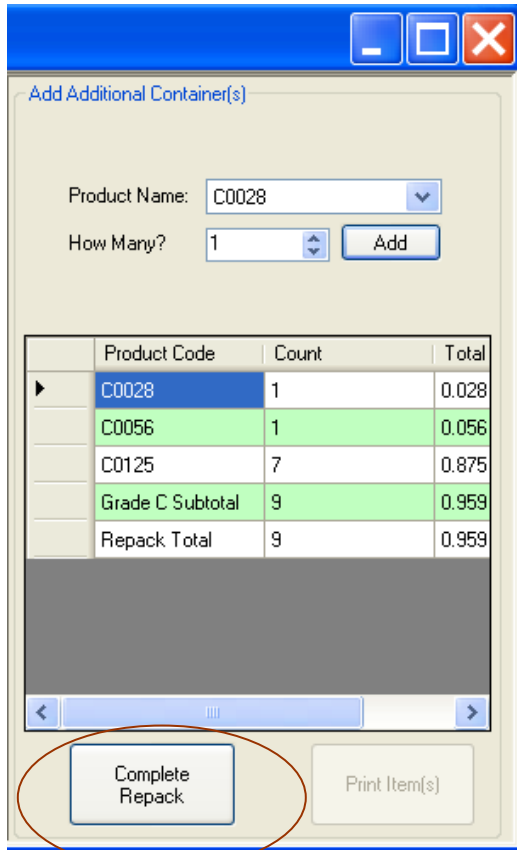


Figure 3

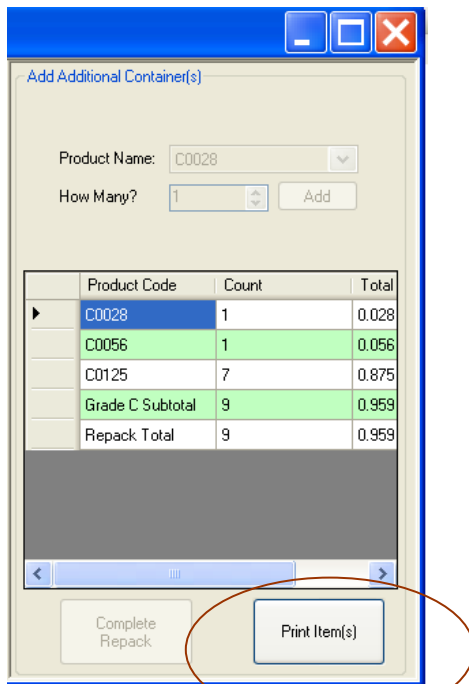


Figure 4

Repacking

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6. Calculating, Storing and Viewing Repack Loss

- After the user has entered all the new the containers and pressed the “Complete Repack” button. The system will add up the container weights of all the newly packed containers, and subtract that number from the container weight of the “Repack Source Tin). The result will be stored in a table for later use.
- To view the “Repack Loss” at some later time, Go to the “Processing / View Data” tab and double click on “View Repack Loss” That will open a window showing key data for all repacks, by barcode (which will include the loss for each). You can either view the data on screen, or export it to a spreadsheet for more manipulation or calculation.

The latest updated version of this manual can be found at:

\\Amerigo\public\STURGEON FOLDER\PROCESSING\User Manuals –
Sturgeon Manager

Version Notes:

Version 1.0 Created 4/5/14

Prerequisites to running the Sales Report:

The Sales Report depends on data from a number of different tables. If any of these tables are not up to date, or do not include any of the dependent data for any date in the range of the report, or if that data was entered incorrectly, then you can count on the report being unreliable. In other words, GIGO (garbage in – garbage out).

Here are the Sturgeon Manager data entry forms that will be used to enter the necessary data.

<u>Data Entry Form Name</u>	<u>Fields required for Sales Report</u>	<u>Update Frequency</u>	<u>Source</u>
New Salting Station	Tag Number and Processing Date	Automatic during harvest.	Daily Pull Sheet for Cav Harvest
New Male Harvest	Harvest Date, From Tank, Fish Count, Total Live Weight	Daily	Tank Sheets
** New Female Inventory	Inventory Date, Inventory Guttled Weight (Lbs)	Weekly on Friday	??
Post Processing Data Entry Form	Live Weight, Guttled Weight	End of day during Processing.	Female Pull Sheets for Fish processed that day.
Invoices	All	Daily as orders are processed.	Customer orders

** All inventory will be treated as “Female” even if it is know to be “Male”. If the inventory is Male, this limitation will result in a potentially confusing report the following week. The inventory carried forward will appear under “Female Live Weight Sold”. *BY UNDERSTANDING THIS LIMITATION, THE USER CAN MAKE A MANUAL ADJUSTMENT IN THE SPREADSHEET TO ADD THE “FEMALE LIVE WEIGHT SOLD” TO THE “MALE LIVE WEIGHT SOLD”, AND CHANGE “FEMALE LIVE WEIGHT SOLD” TO ZERO (0).*

Running the Sales Report:

The sales report can be run for any date range from January 1, 2014 on.

The form for running the Sales Report can be found on the “Reports” tab in the “Business” Section of the Sturgeon Manager Main Menu.

- When you open the form, the “Sales Report Generation Guide” (Date Picker) will open. The default dates are always Saturday Thru Friday. The system assumes most users will want to run the current week’s report. For example if you open the report on Wednesday April 2nd, the resulting default date range will be for the Saturday March 29th thru Friday April 4th. If those are not the dates you want your report to cover, then simply change them to what you want. Remember, there is no data to support reports before 1/1/14.
- Once you have picked your dates, click on the “Generate Report” button.
- The report spreadsheet will display once it has been compiled. You can name it and save it wherever you choose, but remember it can always be rerun so saving it somewhere may not be the best course.

Appendix: All Variables and Formulae

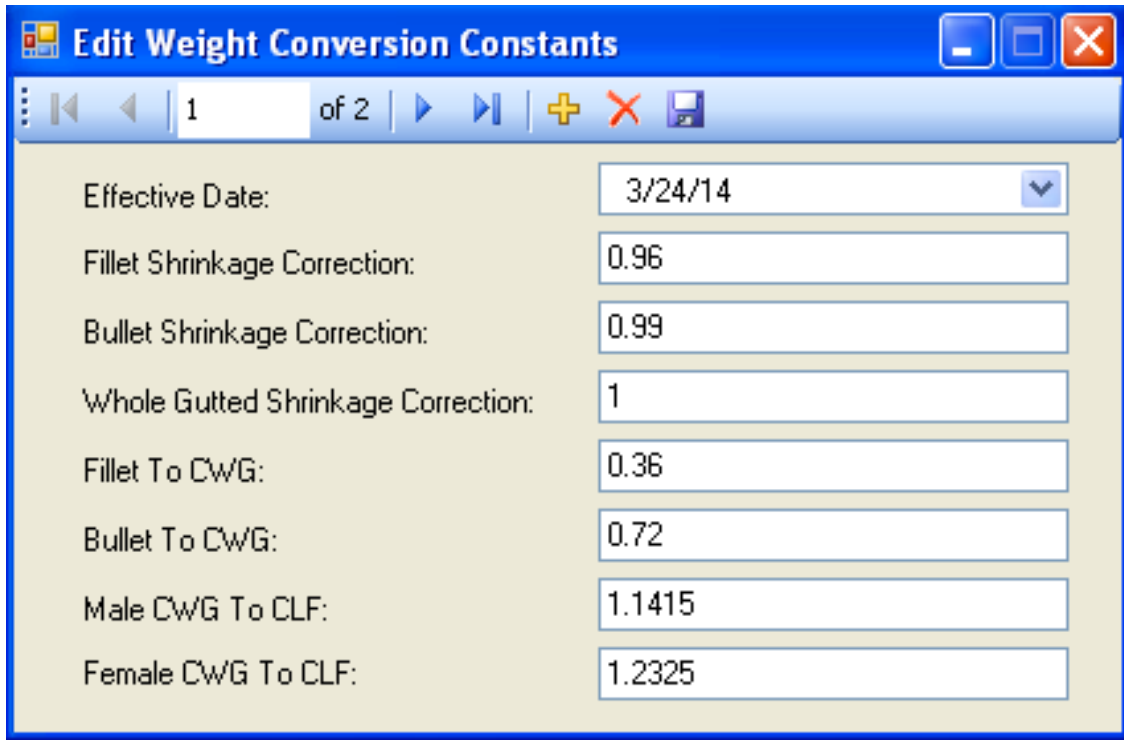
There are a number of variables used in the formulae that might change from time to time, so they have been set up in a table. These variables are:

- Fillet Shrinkage Correction; Used to factor in shrinkage when product is being recalculated to either Whole Gutted or Live Weight.
- Bullet Shrinkage Correction; Used to factor in shrinkage when product is being recalculated to either Whole Gutted or Live Weight.

- Whole Gutted Shrinkage Correction; Used to factor in shrinkage when product is being recalculated to either Whole Gutted or Live Weight.
- Fillet to CWG; Used to recalculate a Fillet to it's equivalent "Calculated Whole Gutted (WG) weight.
- Bullet to CWG; Used to recalculate a Bullet to it's equivalent "Calculated Whole Gutted (WG) weight
- Male CWG to CLF; Used to recalculate Male Calculated Whole Gutted (WG) weight to Calculated Live Fish weight. (Live Weight)
- Female CWG to CLF; Used to recalculate Female Calculated Whole Gutted (WG) weight to Calculated Live Fish weight. (Live Weight)

Listed below is a screen shot of the form for entering Changed Variables. The form can be found in the Business Section of the Sturgeon Manager Main Menu on the Edit Data tab. The form is called: New Conversion Constants.

To make changes, enter the date on which the change becomes effective, and then change the data for the Constant(s) affected. Save the data. Thus, not only will you have the newest constants, but also a record of previous constants and on what day they became effective.



Field Name	Value
Effective Date:	3/24/14
Fillet Shrinkage Correction:	0.96
Bullet Shrinkage Correction:	0.99
Whole Guttet Shrinkage Correction:	1
Fillet To CWG:	0.36
Bullet To CWG:	0.72
Male CWG To CLF:	1.1415
Female CWG To CLF:	1.2325

Following are the other constants that are fixed and never change, as well as the formulae that use either fixed constants or those variables kept in the New Conversion Constants Table.

Note: [] indicates a variable that is defined in Visual Basic Code. = Indicates the definition of the variable or formula.

- [BeginDate] = Begin date selected
- [EndDate] = End date selected
- [CaviarInvoiceCount] = # of caviar invoices counted over the period
- [AWt] = Kgs of grade A caviar sold (excluding samples)
- [ASampleWt] = Kgs of grade A caviar samples given out
- [Asales] = \$ sold of grade A caviar (excluding samples)
- same for grades up to D..
- [CaviarFreight] = sum of non inventory items in the shipping category found on caviar invoices
- [CaviarCredit] = sum of sales of product "CaviarCredit"
- [FishInvoiceCount] = # of fish invoices counted over the period
- [WholeGuttetWt] = lbs of product "FW" sold
- [WholeGuttetSampleWt] = lbs of product "FWS"

- [WholdGuttedSold] = \$ of product "FW" sold
- same for Fillet ("FF") and Bullet ("FB")
- [FishFreight] = sum of non inventory items in the shipping category found on fish invoices
- [FishCredit] = sum of sales of product "FishCredit"
- [MaleLiveWeightSold] = [MaleLiveWeightHarvested] = the sum of the male live weight harvests over a report period
- [FemaleLiveWeightHarvested] = the sum of the female live weight harvests over a report period
- [FemaleGuttedWeightInventory] = the last female inventory entry in the database during the period. If there is no entry during the period, it is 0.
- [FemaleLiveWeightHarvested] = the sum of the female live weight harvests over a report period
- [FemaleLiveWtSold] = max([FemaleLiveWeightHarvested] + ((Last female inventory entry up to 4 days before the begin date - [FemaleGuttedWeightInventory])* FemaleCWGToCLW constant * 0.453592), 0)
 - max is needed because the result cannot be negative.
 - 4 days because if there was no work on a Friday, the inventory of the previous week would be entered earlier (up to Tuesday).
 - If there is no entry, it is assumed the inventory was 0.
- [WholeGuttedSold] = round([WholeGuttedWt] / <Whole Gutted Fish age>) * 0.453592 + round([BulletWt] / <Bullet Shrinkage>) / <Bullet to CWG> * 0.453592 + round([FilletWt] / <Fillet Shrinkage>) / <Fillet to CWG> * 0.453592
 - Where <Whole Gutted Fish Shrinkage> = 1, <Bullet Shrinkage> = 0.99, <Bullet to CWG> = 0.72, <Fillet Shrinkage> = 0.96, <Fillet to CWG> = 0.36
- <> indicates a keyword value not accessible in excel directly.