GlobalBake

Product Overview

This document is to give you a brief overview of some of the features available in GlobalBake; it is not a full specification.

For more information or to schedule a demonstration please contact a GlobalBake representative.

Contents

Customer Information

CUSTOMER ALPHA KEY
12 character code for fast alpha based lookup wherever customers are referenced.

CUSTOMER ACCOUNT NO
6 character numeric for alternative uses.

CUSTOMER ADDRESS
Both the postal and the delivery addresses are displayed on the main customer screen.

CUSTOMER CONTACTS
All contacts, phone / extension, fax, email, cell phone, pager and mobile numbers may be recorded for each customer contact.

BRANCH, ORDER SUPPLIER NO
The stores' branch number as used by head office, a standing purchase order number, and your supplier number to this store are stored and available for printout on invoices and statements etc.

PRODUCT SUFFIX
An effective way to ensure each customer gets the correct product e.g.

You have multiple similar products setup:
- 1001 Rye Bread, 500g
- 1002 Rye Bread, 500g, Bi-Lo Wrap

The user must assign the correct product to the Bi-Lo stores in all cases. In GlobalBake you need only do this once:
- Assign Product Suffix "B" to Bi-Lo locations
- Append the Product Suffix as below:
  - 1001   Rye Bread, 500g
  - 1001B   Rye Bread, 500g, Bi-Lo Wrap

In order entry, the operator needs only to remember that Rye Bread, 500g is product code 1001. GlobalBake will automatically assign the Product Suffix and allocate the appropriate product to the Bi-Lo locations - without error, again and again.

DISCOUNT CATEGORIES
A means of giving customers certain discounts based on their customer type and the product type they are buying e.g. 10% off Pies, 20% off Breads/Rolls, 15% off Sweet Goods for all Customer Type = X.

CUSTOMER REBATES (NEGOTIATED AMOUNT)
A special discount for the customer that either can be applied to each invoice or can be accrued and applied at the end of each billing period.

CUSTOMER TYPE TREE
A comprehensive code structure that allows sales reports to reflect any branch of the tree.

CUSTOMER DEPT. LOCATION, SALES REP
Many standard data fields for increased search/reporting flexibility

HEAD OFFICE ACCOUNT
Indicates which account is the head office for this customer. This is for reconciliation of larger accounts, such as franchise and supermarket chains.

BASE SELLING PRICE TABLE
Up to 5 base selling prices, these may be defined for each product. This is price level specified by customer.

CUSTOMER PRICE BOOK
A flexible structure that supports user defined pricing for a single customer or group of customers, e.g. a K-Mart Price Book.

DOCUMENT TYPES
For each customer you may choose a variety of document styles, for example:
- Packing Slip: priced, unpriced or none
- Invoice: daily, weekly
- Statement/Terms: weekly, bi-weekly, monthly, or none (COD as well)

MINIMUM ORDER VALUE
May be simply an indicator, or GlobalBake can automatically adjust the order value by adding a freight component (either a set freight amount, or freight charge to bring the order up to the minimum order value).

Customer Information

SETTLEMENT / PROMPT PAYMENT DISCOUNT
GlobalBake calculates the amount of discount owing automatically, and the operator may optionally override this amount.

SALES COMMISSIONS
A variety of methods of calculating and reporting sales commissions based on sales or delivery. Allows for different percentages per product and for holding commission from bad debts. Sales commissions are covered very comprehensively by GlobalBake.

FORECASTING ORDERS
As an alternative to having a standing order, the customer may have an order produced automatically by GlobalBake, based on prior sales and returns. Forecasting may be done for selected products and/or customers.

SALES REP
The assigned sales rep and their commission, sales rep can record last date visited and notes.

CREDIT INFORMATION
Customers may have a credit limit based on a number of weeks and a dollar amount. Customers may be flagged with a credit status.

CUSTOMER A/R BALANCE INFORMATION
The customer's weekly, monthly and forward balances, last receipt and last invoice dates are available at all times.

SALES ANALYSIS
MTD Sales, YTD Sales, history to date sales, analysis by month, week and more are all available from the customer information screen.

PHONE TIMES
Daily phone times, opening time, daily delivery flags for printing accurate phone lists for each of the multiple order entry operators.

ORDER NOTES
Company, customer or item notes available for statement, order, and invoice.

CREDIT CONTROL NOTES
Used by accounts receivable staff, this tool records date, time, balance, and customer comments for collection follow-up.

STANDING ORDERS
Up to 3 standing orders defined per customer per day. Fast editing modes for ease of editing, holding, copying from other customers etc. Shadow orders to assist entry as well.

CONCESSION PRICES
Can be a permanent concession off a product's base price or only be valid between two dates. Can automatically increase the standing orders based on these dates. Concession need not be a negative value. The advantage of having the concession price linked to the base price is that if the base price is changed then the concession price is also changed.

ASSET TRACKING
Log in and out assets such as pie warmers, racks, trays, signs etc. Trade allowances can also be used.

ROUTE/RUN MANAGEMENT
Customers may be on multiple runs. If a route only runs on some days i.e. Monday-Friday, and a customer on that run attempts to put in an order for a Sunday, the operator will be prompted to enter an alternate run.

'WHAT IF' PRODUCT PROFITABILITY CALCULATOR
Allows the user to see how much profit each product is producing for the Customer.

Also allows the user to enter "What if" type scenarios, and recalculate the profit.

E.g. What If the Price was X and the drivers' commission was 10% and the rebate was 5% and the settlement discount was 13%.

PROSPECT/CUSTOMER MARKETING SUPPORT
By using the contacts list, the sales rep field, sample sales, sales history and the 'what if' calculator it can provide valuable marketing support. Also see the sales rep module for prospect management.

GRAPHS/CHARTS
Numerous sales analysis graphs and charts are available.

CUSTOMER MARGINS REPORT
This reports customer's profit analysis for a selected period, taking into account costs.

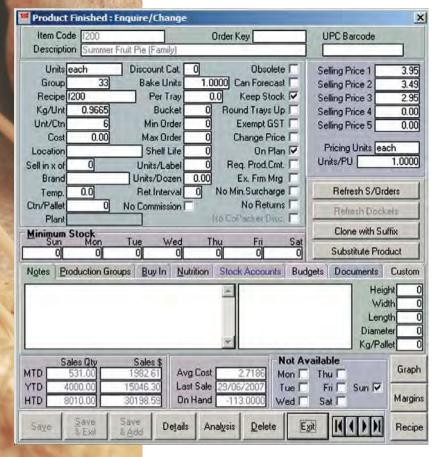### CUSTOMER TRANSACTION DETAILS
Full history available for each customer, including all items outstanding, forward transactions, and which products have been purchased, orders, promotion projected sales figures, customer support lines.

Each invoice may be viewed and reprinted.

These features are all available from the Customer screen.

Product Information

PRODUCT CODE
15 character alphanumeric code.

PRODUCT DESCRIPTION
40 character alphanumeric.

BASE SELLING PRICES
Up to 5 base selling prices, these may be defined for each product. This is price level specified by customer.

MINIMUM STOCK LEVELS
Minimum stock levels may be assigned to each product for each day. Production can be automated to produce up to the stock level.

SALES ANALYSIS
Month, year or history to date sales figures report. Margin analysis. Graphs of sales or costing. Recipe tree. Standing orders containing product, orders containing product, concession prices, price books, production groups, monthly and weekly sales analysis and lots more.

SALES REPORTS
A large number of sales reports are available to assist with analysis of the product.

Supplier Information

PURCHASE ORDERS
Can be system generated (and user modified) or created by user. Notes may be assigned to each ingredient on the purchase order. Multiple delivery instructions are allowed.

PURCHASE HISTORY
A complete purchase and product use history.

SUPPLIER CONTROL SYSTEM
GlobalBake includes a complete supplier system, allowing purchase order generation and standing purchase orders. Automatic receipt of purchase orders into suppliers' invoices is supported.

SUPPLIER PAYMENTS
Supplier payments can be performed singularly or in batches.

SUPPLIER REPORTS
Many reports available including aged trial balance, re-order reports, transaction reports and full tax accountability.

Ingredient Information

INGREDIENT CODE
15 character alphanumeric code.

INGREDIENT DESCRIPTION
40 character alphanumeric.

UNITS OF MEASURE
Unlimited units of measure capable of converting tonnes into Kgs or Lbs or cartons of eggs into single eggs. Different unit of measure allowed for each ingredient.

SUPPLIER PRICES
An unlimited number of supplier prices may be entered for each ingredient for various price comparison reports. Suppliers may be flagged as preferred suppliers for a specific ingredient.

INGREDIENT STATISTICS
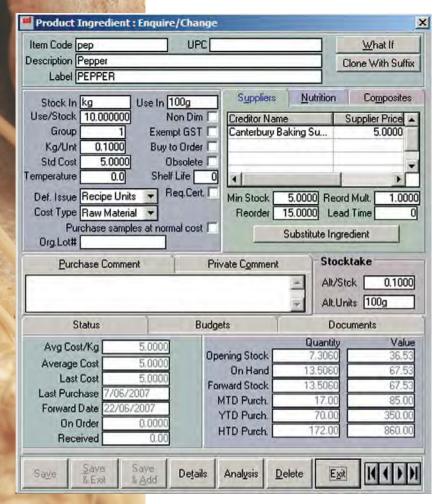Average cost, last cost, MTD purchases, YTD purchases, HTD purchases, last purchase, stock on hand, stock value, on order, received, opening stock, and opening stock value.

INGREDIENT USAGE REPORTS
Show weekly or monthly usage and compare actual to theoretical usage.

PURCHASE CHECK REPORTS
Indicate which Ingredients may be purchased cheaper than from the current (preferred) supplier.

GENERAL REPORTING
There are many reports in GlobalBake. Reports generally have many options allowing the user to define a huge number of logical reports.

Cashbook

MULTIPLE BANK ACCOUNTS
You can have an unlimited number of bank accounts and are able to get a full reconciliation for each.

BANK RECONCILIATION
This is an easy process of clicking on/marking transactions as they appear on the bank statement.

CASHBOOK
GlobalBake allows for other income sources, not just Bakery/Food processing sales i.e. investments etc..

ELECTRONIC BANKING
GlobalBake may produce automatic generation of files for supplier payment via electronic banking.

General Ledger

```
100.0000 Nett Profit             P/L Account   Credit
  200.0000 Gross Profit          P/L Account   Credit
    200.1000 Total Sales           P/L Account   Credit
    200.4000 Cost Of Sales         P/L Account   Debit
    200.5000 Rebates               P/L Account   Debit
    200.6000 Commissions           P/L Account   Debit
  300.0000 Total Expenses        P/L Account   Debit
    300.2000 Utilities             P/L Account   Debit
    300.3000 Wages - Expenses (Nett)  P/L Account   Debit
    300.4000 Paye Expenses         P/L Account   Debit
    300.5000 Misc Expenses         P/L Account   Debit
    300.6000 Bank Expenses         P/L Account   Debit
    300.7000 Insurance             P/L Account   Debit
2000.0000 Total Balance Sheet    Balance Sheet  Debit
  1000.0000 Equity               Balance Sheet  Credit
    1001.0000 Shareholders Account  Balance Sheet  Credit
    1002.0000 Retained Profit       Balance Sheet  Credit
  1010.0000 Assets               Balance Sheet  Debit
    1011.0000 Customers             Balance Sheet  Debit
    1012.0000 Stock                 Balance Sheet  Debit
      Group   0 Buy To Order
      Group   1 Raw Ingredients
      Group   2 Pastry
      Group   3 Fillings
      Group   4 Doughs
      Group   6 Wrapping
      Group   7 coatings
      Group   8 Specialised food
      Group  20 Bread and Buns
      Group  30 Pies and Savouries
      Group  33 Cakes
    1013.0000 Bank                  Balance Sheet  Debit
      Bank Account 00 176 252535 262
    1014.0000 Plant & Machinery     Balance Sheet  Debit
  1020.0000 Liabilities          Balance Sheet  Credit
    1021.0000 Creditors             Balance Sheet  Credit
    1021.2000 Stock in Receipt      Balance Sheet  Credit
    1022.0000 Gst Liable            Balance Sheet  Credit
    1023.0000 Unpaid Wages          Balance Sheet  Credit
    1024.0000 Unpaid Paye           Balance Sheet  Credit
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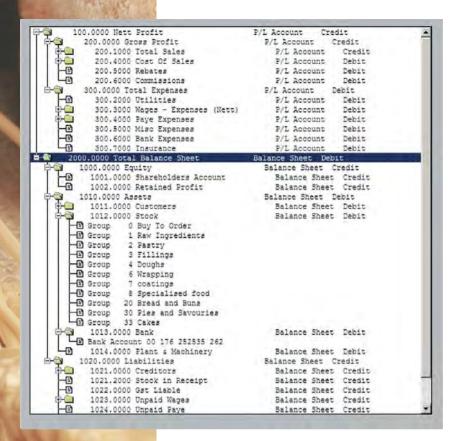
COMPLETE PERIOD REPORTING
Allow users to lock periods. Weekly, five weekly or monthly reporting.

CUSTOMIZABLE GL REPORTING
Providing customizable formats for Profit and Loss and Balance sheet for presentation purposes or specialized reporting.

FULL RECONCILIATION AVAILABLE
The ability to "Prove" all figures that are produced, so users can explicitly trust all figures produced from GlobalBake.

MULTI DEPARTMENT
Multiple departments, up to 99, can be tracked in the general ledger.

PROFIT & LOSS AND BALANCE SHEET
Completely integrated profit and loss and balance sheet maintain up to date information. These reports are all live, so any invoices raised against a customer will automatically be reported in the G/L.

RECURRING/STANDING TRANSACTIONS
Can set up G/L journals that are posted at regular preset intervals and they can be automatically reversed at a subsequent date.

UNIQUE TREE STRUCTURE
Gives a visual look at the GL, making it easy to understand which accounts are linked where.

General

BACKUP SYSTEM
The backup system is built in and easy to use - one key press. On-line backup's can be done while others are still working or can lock out all updating until complete.

DEFINABLE REPORTS
Invoices, order lists, statements, production sheets, recipes, packing reports etc. Virtually every report may be designed specifically for your operation. Or choose from the many existing templates available.

G/L CODES INVISIBLE TO USER
Setup default G/L account codes so most users need not remember specific G/L account code usage.

IMPORT AND EXPORT DATA
Entire database or portions may be exported at any time. Data import is available, but may require initial setup and consultancy for data security.

LOOKUP SCREENS FUNCTIONS
All lookup screens have Search (simple and complex), Sort, Report, Label and Export features i.e. Search for all customers in a particular area code and sort the list alphabetically. Print the report with any column headings you require. Print mailing labels to many laser label stocks. Finally export the customers for import into Excel or any other database program.

LOOKUP SCREEN SIMILARITY
All major lookup screens are based on the same design, enabling user familiarity with every screen regardless of whether it is a product, customer or supplier lookup.

POS INTEGRATION
With file exchange of documents POS systems can electronically interface with GlobalBake.

PRINTER DESIGNATION
Assign specific reports to a default printer for example invoices to office printer; reports to personal printer.

USER DEFINABLE LOOKUP SCREENS
Each user may choose different columns and layout based on their needs for each lookup screen.

USER SPECIFIC SECURITY
Each user may be provided an individual password and given access rights to certain areas of GlobalBake for example bakery production staff may be able to view - but not change - orders and order notes.

Additional Features

ADOBE INTERFACE

This feature allows you to print invoices, reports and statements to a .pdf file. Combined with the mass communications module can allow you to email these reports and invoices saving paperwork, storage and postage.

CUSTOM FIELDS

You can add dynamic fields to the objects in the system to record your specific information requirements.

CUSTOMER WEB ORDERING

Clients can place orders and check account details over the web.

DOCUMENT MANAGER

This feature allows any files (.doc, .xls, .txt, .gif etc) to be associated to customers, employees and suppliers. These files are always available, even remotely and are backed up as part of the GlobalBake backup.

FINANCIAL

The full accounting requirements can be met through GlobalBake including asset ledger management.

INTERFACES

As well as the generic interface features there is specific support for POS, handheld, label and, for the USA, payroll interfaces.

INVENTORY CONTROL

Handheld barcode scanning interface for real time production and dispatch inventory control.

LOT TRACKING

A number of levels of lot tracking / organic certification support are available depending on local regulations.

MASS COMMUNICATIONS

Fax and email support are provided with this to support lower cost distribution of documents from the system.

NUTRITIONAL ANALYSIS

Designed to meet local standards, including trans-fat, and is easily maintained. Simple reporting options allow the user to show Allergens, Storage, Directions and a nutritional breakdown for a product.

ORGANISATIONAL STRUCTURE

Multi-Branch, Multi-Company and Multi-Plant features available for more complex organisations.

SALES REPRESENTATIVE

This feature provides sales representatives with a valuable tool linking their laptop remotely to the bakery database for prospect and customer management.

Global Bake™

www.globalbake.com.au