



# 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.*

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# 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

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### 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 Finished : Enquire/Change**

Item Code: 1200    Order Key:    UPC Barcode:    Description: Summer Fruit Pie (Family)

Units: each    Discount Cat.: 0    Obsolete:     Selling Price 1: 3.95  
 Group: 33    Bake Units: 1.0000    Can Forecast:     Selling Price 2: 3.49  
 Recipe: 1200    Per Tray: 0.0    Keep Stock:     Selling Price 3: 2.95  
 Kg/Unt: 0.9665    Bucket: 0    Round Trays Up:     Selling Price 4: 0.00  
 Unt/Ctn: 6    Min Order: 0    Exempt GST:     Selling Price 5: 0.00  
 Cost: 0.00    Max Order: 0    Change Price:     Pricing Units: each  
 Location:    Shelf Life: 0    On Plan:     Units/PU: 1.0000  
 Sell in x of: 0    Units/Label: 0    Req. Prod.Cmt:   
 Brand:    Units/Dozen: 0.00    Ex. Frm Mrg:   
 Temp.: 0.0    Ret.Interval: 0    No Min.Surcharge:   
 Ctn/Pallet: 0    No Commission:     No Returns:   
 Plant:    No CoPacker Disc:

**Minimum Stock**

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	0	0	0	0	0	0	0

Notes    Production Groups    Buy In    Nutrition    Stock Accounts    Budgets    Documents    Custom

Height: 0    Width: 0    Length: 0    Diameter: 0    Kg/Pallet: 0

	Sales Qty	Sales \$	Avg Cost	Not Available
MTD	531.00	1982.61	2.7186	Mon <input type="checkbox"/> Thu <input type="checkbox"/>
YTD	4000.00	15046.30	Last Sale: 29/06/2007	Tue <input type="checkbox"/> Fri <input type="checkbox"/> Sun <input checked="" type="checkbox"/>
HTD	8010.00	30198.59	On Hand: -113.0000	Wed <input type="checkbox"/> Sat <input type="checkbox"/>

Save    Save & Exit    Save & Add    Details    Analysis    Delete    Exit    Graph    Margins    Recipe

### 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

**Creditor : Enquire/Change**

Account No: 109    Alpha Key: SRUS    Name: Savouries R Us    Account Status: Mar-07: 0.00, Apr-07: 1417.50, May-07: 7796.25, Jun-07: 17302.50, Outstanding: 26516.25

Ex. Gst:     GST No:    H/D A/c:    A/c #:    Last Pymnt Date: 2/07/2007    Last Pymnt Amt: 9213.75

Payment Method: Cheque    Remit Method: No Remittance    Contact:    Fax:    Forward Date: 2/07/2007    Fwd Outstanding: 17302.50

Terms: 20th Next Month    Terms (nth): 1    Def. Pay. Disc: 0.00    Phone:    MTD Purchases: 15380.00    YTD Purchases: 45345.00    HTD Purchases: 95178.00

G/L code: 1021.0000    Default Purch. Code:    Email:    Delivery Delay: 1 Days

Bank A/C: 00 3216 999999 00    Code: Demo Baker    Bank Reference: SRUS    Particulars: Month Statem

Address    Contacts    Supply Add.    P/D Comment    HACCP    Credit Control    General Comment    Documents

Has Packing Sheet:     Default P/o to Stock Rcpt:

Save    Save & Exit    Save & Add    Details    Analysis    Delete    Exit No Save    Pay

### 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

**Product Ingredient : Enquire/Change**

Item Code  UPC    
 Description    
 Label

Stock In  Use In   
 Use/Stock  Non Dim   
 Group  Exempt GST   
 Kg/Unt  Buy to Order   
 Std Cost  Obsolete   
 Temperature  Shelf Life

Def. Issue  Req.Cert.   
 Cost Type

Suppliers    

Creditor Name	Supplier Price
Canterbury Baking Su...	5.0000

Min Stock  Reord Mult.   
 Reorder  Lead Time

Purchase Comment   
 Private Comment

Stocktake  
 Alt/Stck   
 Alt.Units

Status	Budgets	Documents
Avg Cost/Kg <input type="text" value="5.0000"/>	Opening Stock <input type="text" value="7.3060"/>	Quantity <input type="text" value="36.53"/>
Average Cost <input type="text" value="5.0000"/>	On Hand <input type="text" value="13.5060"/>	Value <input type="text" value="67.53"/>
Last Cost <input type="text" value="5.0000"/>	Forward Stock <input type="text" value="13.5060"/>	
Last Purchase <input type="text" value="7/06/2007"/>	MTD Purch. <input type="text" value="17.00"/>	
Forward Date <input type="text" value="22/06/2007"/>	YTD Purch. <input type="text" value="70.00"/>	
On Order <input type="text" value="0.0000"/>	HTD Purch. <input type="text" value="172.00"/>	
Received <input type="text" value="0.00"/>		

### 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

**Bank Statement : Enquire/Change**

Bank Account No  Local Currency  Currency   
 Date Entered  From Date  Opening  Opening   
 Page  Use Other Currency  To Date  Closing  Closing   
 Line  Line

Included Transactions

1/05/2007 Wages Cash	-1711.30
1/05/2007 PAY WAGES	-10075.37
4/05/2007 Cr due 10/05	-64.13
4/05/2007 Banking	19371.76
7/05/2007 April PAYE	-3114.82
9/05/2007 78	-9288.78
9/05/2007 April GST	-3597.91
9/05/2007 Bank Fees	-3.50
11/05/2007 Cr due 11/05	-8302.73
11/05/2007 Banking	19799.27
18/05/2007 Cr due 24/05	-9308.71
18/05/2007 Banking	11810.59
22/05/2007 Bank Fee	-4.25
25/05/2007 Cr due 31/05	-5336.99
25/05/2007 Banking	11930.62
26/05/2007 Phone	-125.00
28/05/2007 79	-4961.25
28/05/2007 Insurance	-430.65

Unpresented Transactions

1/06/2007 Banking	8736.84
1/06/2007 Wages Cash	-1746.50
1/06/2007 PAY WAGES	-28729.95
2/06/2007 Staff Party	-542.59
3/06/2007 Banking	26687.46
8/06/2007 May PAYE	-3114.82
11/06/2007 80	-3543.75
11/06/2007 May GST	-2759.05
12/06/2007 Bank Fees	-3.75
14/06/2007 Cr due 14/06	-82.71
15/06/2007 Banking	9423.30
21/06/2007 Cr due 21/06	-1650.94
22/06/2007 Banking	12427.48
26/06/2007 Phone	-125.00
27/06/2007 Bank Fees	-4.25
28/06/2007 Insurance	-430.65
28/06/2007 Power	-600.00
29/06/2007 Banking	28.00

Sort By Date  Asc  Dec  Sort By Ref.  Deposits  Withdrawals

Comment

### 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/markung 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

	F/L Account	Credit
100.0000 Nett Profit	F/L Account	Credit
200.0000 Gross Profit	F/L Account	Credit
200.1000 Total Sales	F/L Account	Credit
200.4000 Cost Of Sales	F/L Account	Debit
200.5000 Rebates	F/L Account	Debit
200.6000 Commissions	F/L Account	Debit
300.0000 Total Expenses	F/L Account	Debit
300.2000 Utilities	F/L Account	Debit
300.3000 Wages - Expenses (Nett)	F/L Account	Debit
300.4000 Paye Expenses	F/L Account	Debit
300.5000 Misc Expenses	F/L Account	Debit
300.6000 Bank Expenses	F/L Account	Debit
300.7000 Insurance	F/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 Liabile	Balance Sheet	Credit
1023.0000 Unpaid Wages	Balance Sheet	Credit
1024.0000 Unpaid Paye	Balance Sheet	Credit

## 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

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### 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.



[www.globalbake.com](http://www.globalbake.com)