Whiteline Link

Revision 1.0

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1 Overview

The ' Whiteline 360' link provides a direct connection to information held on the Whiteline system, enabling you to query job and other account information without leaving Lynx and logging in to the Whiteline customer web site.

It also allows a linkage to be created between Lynx Projects and Sales Orders and related Whiteline orders, greatly speeding up the process of job cost data entry, and allowing Whiteline supplied products to be checked in to stock and issued to fitters without the need for a separate purchase order line to be created for each.

2 Setup

Please contact IFCon to have the Whiteline link created for your Lynx instance. You will need to be a Whiteline customer, with an email address set up on the Whiteline system and a Whiteline customer web site password.

The WL360 link can work with separate accounts for your branches, however you will require separate Whiteline accounts for each in this case.

Once you are set up, a new menu item will appear on the 'Purchasing' menu, allowing you to access the Whiteline 360 facilities. An addition button will also appear in the Job Cost entry program, allowing you to import Whiteline invoices directly into your Lynx system.

You will also be able to set separate Whiteline logins for each Lynx location or user, by using the Edit Location or Edit User programs. Each will allow you optionally to enter an override Whiteline email address and password. If a user email is found, it will be used in preference for that for the location, and one set for a location will take precedence over the company-wide (Whiteline360 configuration) value.

3 The Whiteline360 Program

The Whiteline 360 program provides three principal functions:

Order Enquiry, giving you direct access to up-to-date Whiteline job information, including delivery dates, frame make-up and the glass list for each job.

Account Enquiry, showing you the live status of your account with Whiteline, and enabling you to create a remittance advice for any payments to be sent

Bulk Printing, which will allow order acknowledgments, invoices and delivery notes to be printed off as PDF files.

Order Enquiry

The Order Enquiry program allows you to select a range of orders from the Whiteline system, and then to drill into the detail behind each.

Buttons on screen allow you to select orders for the last delivery, next delivery, future delivery or a date range. You can also select all Whiteline orders which have not been linked to a Lynx order, and search for jobs matching a string you enter, such as a full or partial reference number, phone number or address.

If you select **Unlinked** Orders, the list shown will include all Whiteline orders placed recently for which there is no associated Project or Sales Order in Lynx. You then have the choice to automatically link orders where possible (click the 'Auto Link' button) otr to manually link orders individually. Automatic linking uses the Lynx Project or Order number and tries to find a match with the Whiteline 'Customer Reference' field. Thus, if you are in the habit of including one of these references with your Whiteine order details, the automatic matching will work seamlessly. Note that you need to use the prefix plus a full 6-digit number, e.g. 'ORD001234' for the matching to work. After automatic matching, the list of unlinked orders will be refreshed on-screen, and you can then manually link the remainder if you wish.

When a Whiteline order is linked, a purchase order is created automatically on the Whiteline supplier account. For frame orders, a separate purchase order line is created for each window or door on the Whiteline order. This means that you can if you wish book items into storage when they are received, and book them out when issued to fitting staff. Doing this also allows you to see at a glance orders for which products have not yet been delivered.

Manual linking will bring up a pop-up window which requires entry of a match string, such as a reference number or partial address, which Lynx will then attempt to match against your Project and Sales Order database. Matches found are displayed on screen, and you simply need to click on the

Project or Sales Order number displayed to establish the link. Creation of a Purchase Order in this case is identical to automatic linking.

Other benefits to linking Whiteline jobs to your Lynx Projects and Orders include fast job cost entry and Lynx warnings of anomalies, such as a delivery due later than your fitting date. As it is a very simple matter to establish the link at the time of placing your orders with Whiteline, it is highly recommended that you include your Project or Sales Order number at this point - it takes just a second or two extra, and will save a considerable amount of administrative time later.

Account Enquiry

The Account Enquiry program shows you a summary of your account balance with Whiteline, broken down by month, and a list of all outstanding transactions. Those which are overdue for payment are highlighted.

Note that this information is live, as per the Whiteline accounts system. In the first day or two of a new month, some delivered jobs may not be shown as the Whiteline Sales Ledger month end process may not have been completed. If in doubt, please contact the Whiteline Finance Department.

Buttons on screen allow you to print off the list, or to create a Remittance Advice, to accompany any payments to be sent. This is a good idea as it will help ensure payments made to Whiteline are allocated to the correct jobs.

When you select the Remittance Advice option, the layout on-screen will change, allowing you simply to tick invoices to be paid, or to enter a payment amount against each. When you have finished doing so, click on the 'Print Remittance' button to create a PDF with the remittance advice details.

Print

The Print program allows you to download Whiteline Acknowledgments, Invoices and Delivery notes for a period as a consolidated PDF file. Select the type of document from the drop-down list, then indicate the applicable date. You can quickly select the next or last Whiteline delivery, or enter a delivery date range to select the documents to be printed.

When printing delivery notes, you have the option to select 'Print Individual Jobs' to create a new page in the PDF at the start of each delivery note – this can help when using delivery notes to provide a list of items on a job to fitting staff.

A list of matching items will be shown on screen. Tick the ones you wish to download, then click the 'Print x Items' button to create the PDF and download it.

4 Job Costing

For Whiteline360 users, the process of entering invoice data as job costs for Whiteline orders is <u>much</u> faster than doing so by hand.

Simply click on the button, and Lynx will automatically import every Whiteline invoice for a job that has been matched to your sales orders, and for which the invoice has not already been entered in a job cost batch.

Note that this process will NOT import Whiteline costs where there is no corresponding sales order, for example for showroom invoices. In these (relatively rare) cases, you will need to add the line manually to a job cost batch if you want to use Lynx to send all Whiteline invoice data to your accounts system (using 'Internal' or zero as the sales order number).