

Utilities

terminal details
details
messages
day credit
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ild balances
nominal accounts
nominal transfer
figuration
ed Utilities

- Passwords, terminal access rights, screen attributes and printer details
- User's Identification codes and access rights
- Text that is printed at the foot of standard forms.
- Dates for which hire charges are suspended and creation of holiday schemes
- The company's preferences
- Updates each customer's turnover from a given date
- Recalculate customers balances
- Set up nominal accounts
- Creates a file for transfer of transactions to another accounting system
- Removes completed entries prior to a given date
- Additional utilities

TERMINAL DETAILS

passwords for the system, screen characteristics and printer positions.

rights determine parts of the system terminal is able to use.

ctions are Yes or No. Enter to change the rights highlight the password then press

the first letter of valid level of access space bar to switch the valid choices.

new terminal details, press *Insert* and fill out the requested details. *Delete* removes existing details. *F10* lists existing details to be changed.

word can be up to 10 characters long, this determines the limitations of the terminal irrespective of a users privileges.

for only one person access to the details, and set and access rights.

screen options can be set by pressing the bar.

nter can be set as to or not to print details (used for - the company

address, phone, fax and VAT number). If details on more than one printer for this terminal are entered, each print out is selected the user will be asked to choose the appropriate destination printer.

Password	Screen	Printers
TEST	Colour VGA	2

Terminal access rights	
Hire/Sales Contract	Yes
Quotations	Yes
Customer Details	Yes
Hire Fleet	Yes
Cross Hire	Yes
Sales Stock	Yes
Purchase Order	Yes
Servicing	Yes
Sales Ledger	Yes
Purchase Ledger	Yes
Cash Book	Yes
Nominal Ledger	Yes
Diary & Messages	Yes
Query Maker	Yes
Reports Utilities	Yes

Edit details	
Password	TEST
Screen	Colour VGA
Branch	CH

Printer list	Print Co	Start Dtls	Add line	Print Lns port
1) Headed paper	No	8		LPT1
2) Plain paper	No	0		LPT1
3)				
4)				
5)				
6)				
7)				
8)				
9)				

USER DETAILS

Sets up individual users identification codes and access rights.

Access rights determine which parts of the system each user is able to use, and at what level.

The options in most cases are *All*, *None* or *Partial*. In order to change the access rights for any user highlight their name and press *Enter*. By selecting *Partial* access can be set at menu item level.

Press either the first letter of the desired level of access or the space bar to switch between the valid choices.

Anthony Pearce		User preferences and additional options
Default site address menu choice	1	
Initial hire contract menu choice	Hire	
Allow repeat contracts for the same customer	No	
Default contract menu option: Add transport charges	No	
Default contract menu option: Print prices	Yes	
Allow changes to hire fleet cost, dates & depreciation	Yes	
Sales Delivery Notes, Hire/Sale contracts or offer choice	H/S Con	
Allow invoices to be raised for credit customers	Yes	
Allow hires to be added to existing contracts	Yes	
Allow on hire dates to be changed	Yes	
Allow items to be deleted from active contracts	Yes	
Allow active contracts to be cancelled	Yes	
Allow printer output to be directed to screen display	Yes	
Adjustment and/or deletion of contract invoices	Neither	
Allow safety test types to be changed	No	
Allow access to other branches data	No	
Search supplier/credit customer accounts first for VAT for non-stock items on Contracts & D/Notes	Number	
Allow account details to be displayed within Contracts	Exc	
Space bar to display valid options		

Further options can be viewed and set by pressing *F9* whilst on the *Access rights (user)* screen.

Esc returns you to the prior menu.

To add a new user, press *Insert* and fill out the requested details.

Delete removes an existing user. *F10* allows existing details to be changed.

The users ID is limited to 4 characters - from this the system determines what level of access to grant, and will add the operators name to certain documents (hire/sale contract, purchase order, cross hire etc.)

The hot key is a designated combination of 2 keys that are used together to provide certain financial information, and are used on hire/sale contracts and jobsheets to access cost price data. They are also used when displaying graphs from the *Sales Stock* and *Hire Fleet* sections to show a second graph chart covering cost and income.

It is usual for only one person to have access to full user details and to set access rights.

To enable other users to determine their own *ID code* and *Hot key combination*, the *User details* value within *Access rights* must be set to *Partial*. They will then see the box below whenever they select *User details* from the *Utilities Menu*.

New user details	
User Name:	A.N. Other
User ID	0
Hot Key	SHIFT+F4

Note: Even though a hot key combination may be entered, hot key access rights must be granted before the combination will function.

A.N. Other	User ID code	0
Hot key combination SHIFT+F4		

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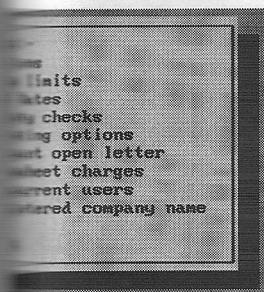
ar at the base of form "HIRE CONTRACT"

I acknowledge receipt of this equipment in accordance with the listed details to the end user any written instructions for it's safe and proper use abide by the conditions of contract shown overleaf, which I have read.

Name in Capitals _____ Signature _____
How many working hours are: Monday to Friday 8.00am to 5.00pm (we do not close)

F8 Characters 0-80/81-160 F10 Save ESC abandon

SETTINGS



Date limits Allows date limits to be set for key areas - contracts & delivery notes, sales ledger, purchase ledger and nominal ledger. Ensures all document dates are kept within the limits set. If the dates entered are blank then no date checking will take place.

VAT Rates Where the default rates are entered and the rates defined. The standard rate of VAT should use the T1 code with the exempt code being T9.

Safety checks Define/change additional safety test questions for use with both the hire fleet and fixed assets modules.

Options Determines what is printed on particular documents. Stock/fleet numbers, contract dates, operator

open letter Once a letter exists it can be printed from within the *Customer details* section.

charges Timesheet period definitions are required should you wish to charge for hired items not on a time basis. Once the definitions exist you will be able to set individual pieces of single type hired so that they may be charged out using this method using *Hire Fleet/Fleet records/Changes/Timesheet*.

ent users & Registered company name Only for use when setting up the system with direction from Aspxx
not attempt to access this part of the system at any other time.

To load a form and adjust the message select the form title and press *Enter*.

The left hand 80 characters are shown initially.

To show the right hand 80 characters press F8.

To save any
alterations press
F10.

Press *Esc* to cancel
any changes.

OPTIONS

This is where the company details are stored. Branch name and Invoice prefix can also be entered. The *damage waiver/insurance* will be charged at the percentage rate entered here (unless a different percentage is stored against a customers account) on the hire element of hire/sale contracts, if the charge is accepted at the time the contract is created.

Overrun allowance, in minutes, is to determine how long into the next day the hire may run before charging for an extra day. Hire rates calculated can be rounded to the nearest 5p if required. The *Labour* and *Test* entries are the respective default rates when adding charges to repair jobsheets.

F11 Defines 2 different part day charges in minutes and whether such charges should be suspended over night.

F12 Defines the exact day span for weekend hires. The prefix of both cross hire and purchase orders can be any combination of 2 characters this is for reference only and will not be used by the system when storing the details, so A1234 and B1234 are in fact the same order - 1234.

To change any description and/or rate highlight a line and press *Enter* - the revised entries can then be made. Press *Esc* when changes are complete.

Additional preferences can be set by pressing the *page down* key.

An off hire reference will allow an off hire number to be added when returning items on a hire contract, and can be set so a number can be entered against each line, or against each batch of returns.

Account types can be set to Credit/Cash/Both. Hire fleet bookings can be either set to enforce a check, that is if by allowing a hire there would be insufficient stock to satisfy a booking when set to *Yes* the hire will not be allowed, whilst if set to *No* only a warning of the conflict will be given.

The hire discount setting switches between an overall customer discount for all hired items, or a discount based on product family groups. If set to *Single* a discount percentage entered within the *Customers details* will be applied to all hires. If set to *Multiple* then the actual percentage will depend on the discount band allocated to a hire *family group* and the value of that band as determined by the customers *hire discount group* within *Customer details*. Additional discounting may be set up where either the percentage discount is increased or the hire rate is decreased, a further setting for those customers who you wish to take advantage of this scheme is required within *Customer details/Discounts*. The processing of rate changes (accessed through *Extended utilities*) should take place before a monthly invoice run.

The *P/L Inv Status* is the default status of all newly entered transactions onto the Purchase Ledger.

Hire invoices/charges: *Modify days/week* If set to Yes changes the number of chargeable days to 7 if the period of hire is less than the number of chargeable days in the week. *Week Min on first* If this is set to Yes then for those hire items where the only charge defined is the weekly rate an invoice will be generated no matter how short the hire period has been at the time of an invoice run. *Charge sales items* Determines whether all sales items should be charged on the first or last invoice for a contract - it can be set to ask the user at the point of adding the items to a contract. *Part week charges* Normally the pro rata rate for subsequent weekly hires is as per the number of days in the week (7 days 1/7, 6 days 1/6 5 days 1/5) if this setting is *Configurable* then charging bands can be set so this fraction can be varied.

Company name & address ASPXX LTD 10 BELMONT PARADE GREEN LANE CHISLEHURST KENT BR7 6AN Telephone No 0181 467 3001 Facsimile No 0181 325 9950	Allow hires to be added Labour rate (per hour) Test charge (each) Safety test after hire Time (for contracts)	Yes 17.00 5.00 No Exact
Order prefix	Purchase Cross Hire	PO XH
Branch Chislehurst	Contract	115
Branch invoice prefix	Off Hire	105
Credit accounts maintained	Invoice	148
"Stop" override code	Credit	100
Internal jobsheet invoices	Jobsheet	3028
Hire rates	Purchase Order	5016
Weekend	Cross Hire	116
Overrun allowance	Quotation	2
Part day charges	Booking	16
Round to nearest 5p		
Damage Waiver on nett	VAT Number	231 4134 13
5.00%		

Additional preferences	
Multiple branches	No
Off hire reference	None
Account types	Both
Hire fleet bookings	
Force check	Yes
Keep bookings for	1 days
Check forward for	2 days
Hire discounts	Single
Static hire rate/discount	
Nominal codes	Automatic
Use for p/orders	No
P/L Inv Status	To be checked
Hire invoices/charges	
Modify days/week	Yes
Week min on first	No
Charge sales items	On first
Part week charges	Configurable
Menu exit delay	1 minute
Close files after	Inactive
<press space bar for options>	
Cash customers	
Surcharge	% deductible
if paid within	days
Cash account limit	
Max. add. discount	
Customer searches include	
first line of address	No
Use APD Postcode	No
VAT report using Document date	
S/L transfer	Date of banking

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ment discounts (for credit customers) and Surcharges (for cash customers) rates - these can be overridden by customers settings within *Customer details*.

If customers standard product discounts can be converted to a settlement discount if this option is selected - you will be given the option of product or settlement discount each time a contract is created - this option can also be set customer by customer basis from within *Customer details*.

HOLIDAY CREDIT

Multiple holiday schemes can be created, with different schemes applying to different customers (as selected through *Customer Details*). The holiday credit option allows dates to be set up when hire charges will be suspended. Dates can be added by pressing *Insert* and removed by pressing *Delete*. When dates are added the system will check and allow any span of dates that overlap existing holiday dates.

In order for an item to qualify for holiday credit both the customer (*Holiday credit* setting in *Customer Details*) and the hire item (*Holiday credit* setting in *Hire Fleet*) must be set to *Yes* at the time the hire/sale contract is raised. Also there must exist in the Holiday credit date list at the time invoices are produced. If any of the 3 is not set then no credit will be allowed.

Holiday credit for live contracts can be reset to the current customer/hire fleet setting by running the *Holiday credit* screen.

NOMINAL ACCOUNTS

Record bank, settlement discount, debtors, VAT and creditors nominal account numbers and the means to set up nominal codes for use by the system where individual choice of account by family group or item is not required.

Entering default nominal codes is mandatory - setting and entering nominal account descriptions is optional (only essential if you wish to specify a nominal code for individual hire and sale family groups by family and not overall as hire and sale).

Nominal Accounts		
Code	Description	(SALE)
100	SALES (General)	(SALE)
101	HIRE	
102	RE-HIRE	
103	SALES (Consumables)	(SALE)
104	SALES (Machinery)	(SALE)
105	DAMAGE WAIVER	
107	LABOUR (Std.)	(LABOUR)
109	LABOUR (Mechanical)	(LABOUR)
200	SALES OF ASSETS	
300	MISCELLANEOUS INCOME	
303	INSURANCE CLAIMS	
304	RENTS RECEIVABLE	
5000	PURCHASES	
5001	CROSS HIRE	
5002	SPARES	
5003	MAINTENANCE	
5004	SUNDAY	

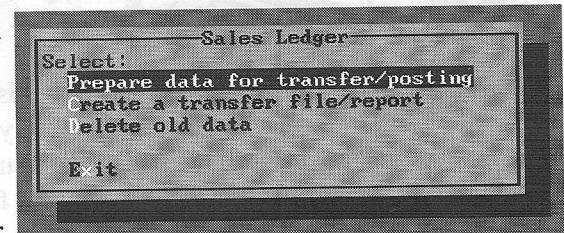
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Different account numbers covering the same basic type of transaction can be defined, for example in the screen opposite 3 different sales nominal codes are required.

Different account numbers covering the same basic type of transaction can be defined, for example in the screen opposite 3 different sales nominal codes are required.

NOMINAL TRANSFER

To prepare data for posting to an accounting package. Data can be selected up to and including a specified date.



EXTENDED UTILITIES

Contains several utilities for preparing data for transfer to other accounting systems and amalgamation of data from branch to head office.

Index all data files Reindexes the files - you will need exclusive access to the system.

Balance hire rates/Increase hire discounts Run prior to an invoice run to adjust customers rates/discounts - accountendant - based on the settings for each customer.

Configuration The means of removing completed data from the system.

Remove data that is no longer required - e.g. that for completed contracts and jobsheets, paid invoices etc. can be removed. Transactions are deleted up to a given date.