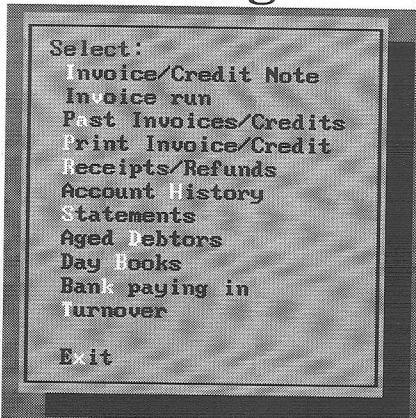


Sales Ledger



- Create an invoice and/or credit note not directly linked to a contract/jobsheet
- Periodic invoice run to create invoices automatically from contracts/jobsheets
- View past Invoices and Credit Notes
- Print previously created Invoices and Credit Notes
- Post receipts/refunds to individual accounts
- History of any customer account to screen, printer or file
- Prints statements for one or a range of customers
- A list of current outstanding debts for cash, credit or both types of account.
- Day book listings of Invoices, Credit Notes, Receipts and Settlement Discounts
- Prepare a new or review a previously created bank paying in report
- Show turnover figures, numerically & graphically, between given dates

AUTOMATIC CREDIT NOTE

A credit note generated by inputting the original invoice number. The resulting credit note is a mirror image of the invoice. Once created lines can be added or deleted.

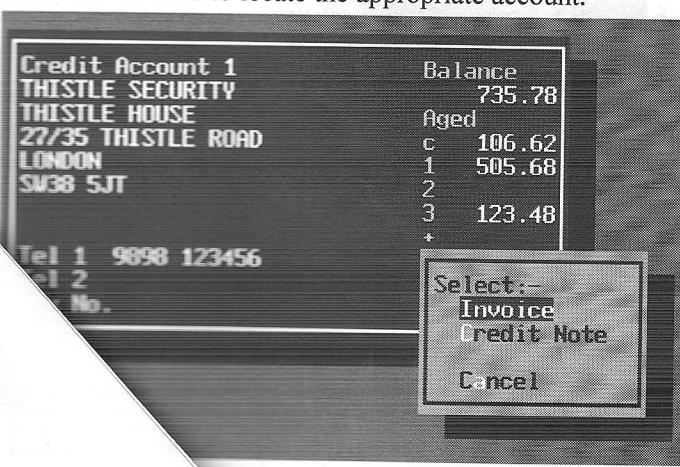
ENTER DATA

To enter transactions onto the sales ledger in batches - for invoices/credit notes generated outside of Hiredesk, entering opening balances, writing off accounts etc.

CREATE INVOICES & CREDITS

Used to raise either an invoice or credit note that is not directly connected to a jobsheet or sales/hire contract. For automatic invoices that are generated by jobsheets and hire/sales contracts, see *Invoice run* (on page 69).

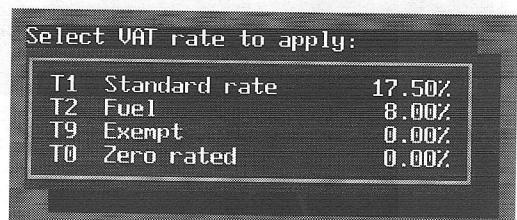
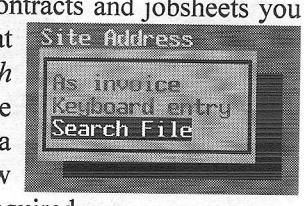
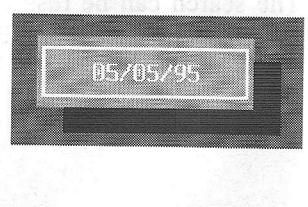
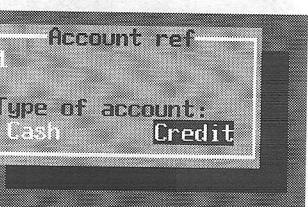
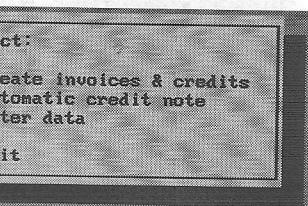
First select the customer, either the account number or the first part of the customers name can be used to locate the appropriate account.



Next choose either to raise an Invoice or a Credit Note.

Enter the date to appear on the document.

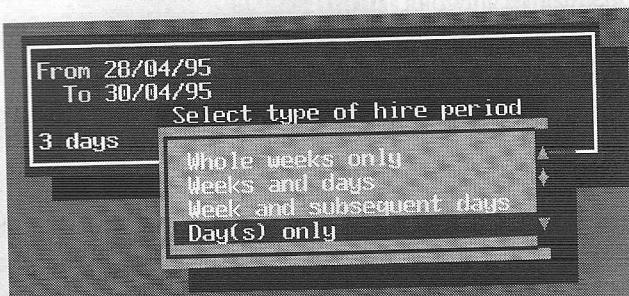
As with both hire/sales contracts and jobsheets you can add a site address that is on file by selecting *Search File* then picking the appropriate address from a list (if any exist). A new address can be added, if required.



Hire and Cross hire entries are both entered in exactly the same way.

Enter the quantity and description of the item, a box will then appear requesting the starting and finishing dates for the period.

Hire period	From 28/04/95
	To 30/04/95



The number of days and/or weeks will be calculated and a further box will list the 6 possible types of hire period from which to choose.

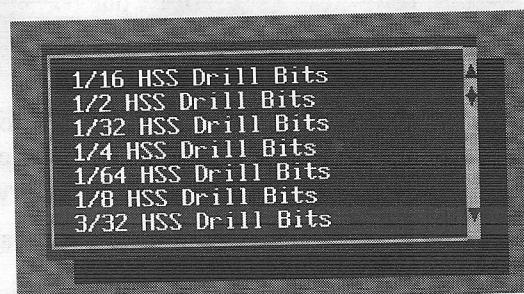
The hire length can then be edited or confirmed. The charging rate is then entered. Where daily rates alone are used this is the charge for each day. For weekly rates, the weekly rate and the number of chargeable days per week is required, in order to calculate the pro-rata daily charge.

If you do not wish to have any reference to a particular period of time, by selecting *Edit* when the entry line is complete, the entire line can be edited allowing the date span to be deleted.

Sales/Parts can be chosen by entering the sales stock number, selected from a list by entering the first part of the stock number, or a search can be conducted and a choice made from the resulting list.

Search for	DRILL
------------	-------

Stock Number
Other options? Just press enter.



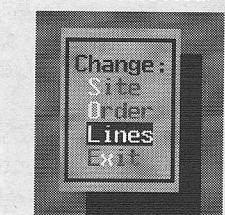
13 matching				
Balance Description	Price	Per	Number	
180 1/64 HSS Drill Bits	18.73	10	K164	
190 1/32 HSS Drill Bits	11.35	10	K132	
190 3/64 HSS Drill Bits	10.38	10	K364	
170 1/16 HSS Drill Bits	7.17	10	K116	
180 5/64 HSS Drill Bits	7.92	10	K564	
180 3/32 HSS Drill Bits	6.42	10	K332	
200 1/8 HSS Drill Bits	6.74	10	K18	
200 9/64 HSS Drill Bits	8.88	10	K964	
145 5/32 HSS Drill Bits	8.13	10	K532	
200 1/4 HSS Drill Bits	15.20	10	K14	
200 3/8 HSS Drill Bits	33.38	10	K38	

Enter to select stock item Esc to exit
Page 1 of 2

Any discount that the customer may have, as set up in *Customer Details*, will appear, but can be overridden.

Changes

Any previously entered line can be altered or deleted, the order number, references and site address corrected.

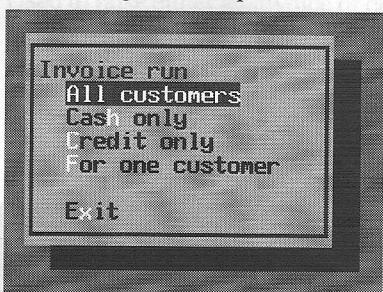


Changes are only available until the invoice or credit note is saved.

Date 23 February 95		Contract No. 1		
A/C Customer	A/C 1	Deliver	Collect	Site Address
THISTLE SECURITY		None	None	THISTLE SECURITY
THISTLE HOUSE		Order Number		135 LONG LANE
27/35 THISTLE ROAD		A/123456		CHELSEA
LONDON		Job Ref.	/Ordered By:	LONDON
SW38 5JT				SE33
26 March 95		Damage waiver		
Qty Description	Line 5 of 5	Rate	Per	Invoice No. 3
1 BOSCH BREAKER UH27 110V	23/02-06/03	49.85	week	1w4d 25.00 51.68
1 Mask BS6016 Type 2		1.66	1	10.00 1.49
1 High Impact Goggles		3.30	1	10.00 2.97
1 Ear Plugs IPair1 110dB		0.43	1	10.00 0.39
10.00% Damage waiver charge on hire value (51.68)				5.17
Move		Split	Print	Exit
Page Up	Page Down	↓	F9	F10
			ESC	V.A.T.
				10.79
				Sub Total
				61.70
				Invoice
				72.49

INVOICE RUN

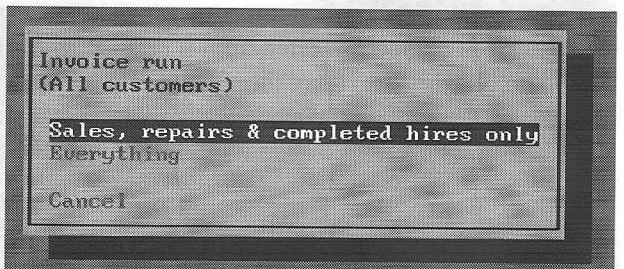
Invoice runs can be conducted at any time. A preview run will create a list showing the values of invoices that would be created, no changes take place to the data by choosing to run an invoice preview. To permanently create invoices select the generate option.



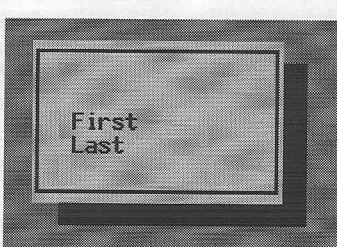
Various types of invoice can be generated for contracts, the invoice type is selected for each customer and appears in the settings in the *Customer Details* section.

You can choose to include all customers, one particular customer, credit or cash customers only.

The selection can also be limited to a particular type of invoice run.



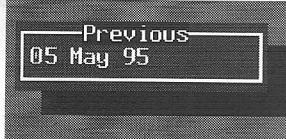
If either cash or credit only has been chosen, all accounts or a range of accounts can be selected.



First	
A/C No	Name
1	THISTLE SECURITY
2	THE FIRE PROTECTION CO
3	DAVIS BUILDING & DEVELOPM

Last	
A/C No	Name
3	DAVIS BUILDING & DEVELOPM
4	FELTON CONSTRUCTION

The first and last accounts can be entered directly or, if you prefer, by pressing the enter key a list of accounts will appear from which to choose. Pressing *Home* will take you to the first entry and *End* to the last, within the pick boxes.



Charge up until end of day on the 05/05/95

The invoice run may be cancelled by pressing *Esc* at the date entry box.

Invoices can either be allowed to run without operator assistance or may be run interactively, that is allowing adjustments to be made to the contract/jobsheet and asking for confirmation that an invoice should be raised.

Pressing the *F12* key switches between these 2 modes of operation.

Any invoice missed by selecting *No* at the *Invoice?* prompt whilst in interactive mode is not cancelled, it is just omitted from the current invoice run.

Hired items, where the hire is on going, will not be invoiced if the total period of hire to the date of this invoice run is less than the number of chargeable days per week.

Any holiday credit that is due will be deducted when the hire period is calculated, but only for those contracts where hire items and customers qualify for such credit (see *Holiday credit* in *Utilities* on page 83 for more details).

The screen will show firstly the contracts/jobsheets for invoicing.

If in interactive mode the system will pause here to allow alterations before an invoice is raised. Press *Esc* to leave the contract and a box will appear asking if this contract should be invoiced.

Contract No. 73					
Date 01 December 95	A/C Customer	A/C 1	Deliver None	Collect None	Site Address
THISTLE SECURITY					
THISTLE HOUSE			Order Number		
27/35 THISTLE ROAD					
LONDON					
SU38 5JT					
			Job Ref./Ordered By		
				Damage waiver	
Qty	Rtn	Description	Line 4 of 4	Rate	Per
1		EXTENSION LEAD 110V		5.00	week
1		FLOODLIGHT TRIPOD 110V		13.00	week
1		GRINDER		20.00	week
2		Medium Points/Chisels		1.20	1
					Value
					2.40
Move Page Up Page Down F7 Details F8 Display F9 Menu F10 Process ESC					

The created invoice will be displayed on screen. To proceed to the next contract/jobsheet press *Esc*.

If in the automatic mode the system will process the invoice without asking for confirmation. The contracts/jobsheets and created invoices are shown without pause.

At any time during the run you can press *F12* to switch modes of operation.

During the invoice run a box will appear showing the number of invoices raised and the value of the run. Invoices are not printed during the invoice run, but they are created and posted to the ledger. To print select *Print invoices/credits*.

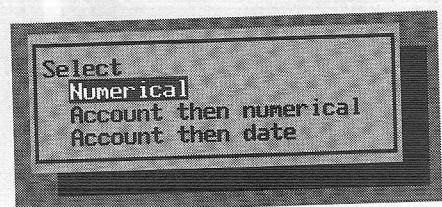
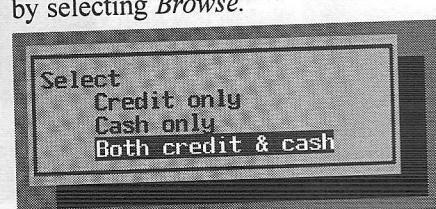
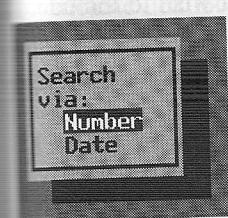
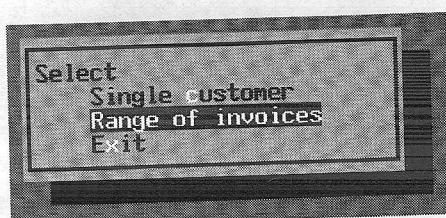
PLEASE NOTE that once an invoice is raised the only means of cancelling it is to issue a credit note.

PAST INVOICES/CREDITS

Shows either a range of invoices/credit notes for all customers or just those for a particular account.

To show those for all customers select *Range of invoices*.

The first invoice or credit note in this range can be selected either by entering the document number or its date. The invoice or credit note, should it be found, will then be displayed on screen. On pressing *Esc* further documents may be viewed by selecting *Browse*.

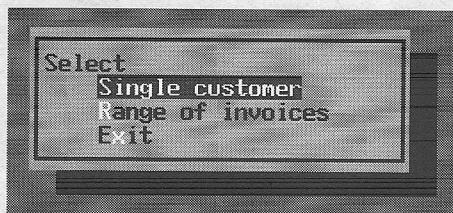


The type of account and the order in which the documents are displayed can then be chosen.

To load an invoice and temporarily remove the *Browse* list press *Enter* whilst highlighting the number of your choice.

Press *Esc* to return to the list.

Date 10 April 95	A/C Customer A/C 2	Deliver None	Collect 1x10.00	Site Address	Contract No. 17										
THE FIRE PROTECTION CO		Order Number													
CHELSEA NEWS		Ordered By													
OLD HATHERLEY ROAD															
CHISLEHURST															
KENT															
10 April 95															
Qty Description	2 lines	Rate		Invoice No 12	Value										
1 3KVA TRANSFORMER	10/04-10/04	10.20	7.65												
1 Collection charges		10.00	10.00												
<table border="1"> <tr><td>Document No</td></tr> <tr><td>Inv C/8</td></tr> <tr><td>Inv C/9</td></tr> <tr><td>Inv C/10</td></tr> <tr><td>Inv C/11</td></tr> <tr><td>Inv C/12</td></tr> <tr><td>Inv C/13</td></tr> <tr><td>Inv C/14</td></tr> <tr><td>Inv C/15</td></tr> <tr><td>Inv C/16</td></tr> </table>						Document No	Inv C/8	Inv C/9	Inv C/10	Inv C/11	Inv C/12	Inv C/13	Inv C/14	Inv C/15	Inv C/16
Document No															
Inv C/8															
Inv C/9															
Inv C/10															
Inv C/11															
Inv C/12															
Inv C/13															
Inv C/14															
Inv C/15															
Inv C/16															
Move	Split F9	Print F10	Exit ESC	V.A.T. 3.09	Sub Total Invoice 17.65										
Page Up	Page Down ↑ ↓				20.74										



By selecting *Single customer*, you are able to choose an account and specify a date range from which to choose invoices and credit notes.

Credit Account 1	Balance
THISTLE SECURITY	733.40
THISTLE HOUSE	Aged
27/35 THISTLE ROAD	c 104.24
LONDON	1 505.68
SW38 5JT	2
	3 123.48
Tel 1 9898 123456	+
Tel 2	
Fax No.	
Select dates:	
Earliest 01/03/95	
Latest 03/05/95	

12 invoices/credits £873.00			
Date	Contract	Value	
03/05/95	22 Inv W/25	72.75	
30/04/95	30 Inv W/28	6.20	
30/04/95	30 Inv W/29	5.99	
10/04/95	12 Inv C/9	65.30	
10/04/95	13 Inv C/10	7.49	
10/04/95	15 Inv C/11	12.42	
10/04/95	N/A Crd C/2	2.64	
10/04/95	1 Inv C/15	272.16	
10/04/95	10 Inv C/16		

Enter to view. Esc to exit
Page 1 of 2

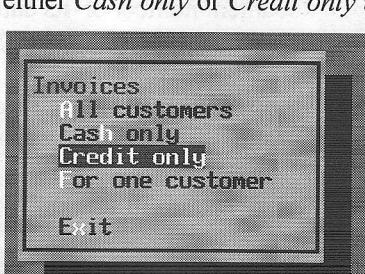
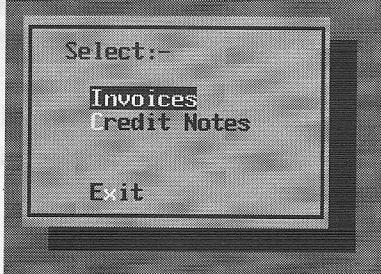
A list of all invoices that match the selection criteria will then be shown.

To load any of the listed documents highlight the line and press *Enter*.

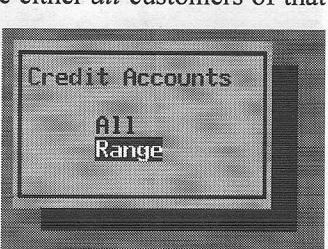
Once loaded the invoice or credit note can be printed.

PRINT INVOICES/CREDIT NOTES

Choose either *Invoices* or *Credit Notes*, then pick the customer or type of customers that you wish to include. If either *Cash only* or *Credit only* are selected choose either *all* customers of that

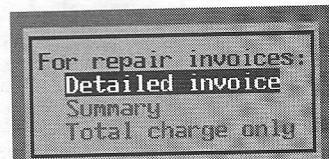


type or a *Range* of accounts (see *Invoice Run* on page 69 for details on a range.)



The date range to be included must be specified, and only documents on and between these dates will be selected. If required the print out may be further limited to between document numbers. To start at a particular number and include all those above it leave *Last* as zero, to include all those up to and including a number leave *First* as zero, to include all those between the two dates leave both *First* and *Last* at zero.

Date range:	
Earliest	01/04/95
Latest	30/04/95
Number range:	
First	0
Last	0



For jobsheet repairs select the type of invoice to produce.

RECEIPTS/REFUNDS

Receipts Choose the account number or select from a list by entering the first part of the customers name.

Enter the date of receipt, a receipt reference (e.g. the cheque number) and the amount paid.

Choose the means of payment.

Select *OK* to proceed to allocating the receipt against invoices and credit notes.

The top right box shows the sum paid, any discount that has been granted, the amount allocated so far, and the balance due to be allocated and will be updated as allocations are made.

To allocate any item, highlight that line then press *Enter*. If the amount is equal to or less than the total remaining unallocated, the full value will appear in the allocated column. This can be over-typed with the amount paid should this be different. Any settlement discount should be entered in the discount column. To remove an allocation, highlight the line once more press *Enter* then over-type the allocated sum with 0.

Date	03/05/95
Reference	123.48
Amount	
Cash	
Cheque	123.48
Card	
BACS	
OK Redo Cancel	

When all allocations have been made press the *Esc* key. A confirmation box will appear. Choosing *Yes* will post the receipt and allocations to the account, *Edit* returns you to the previous screen and *Cancel* discards both the allocations and the payment received.

Credit Account 1 THISTLE SECURITY Tel 9898 123456	Paid 123.48	Discount 123.48		
Allocated	Unallocated	123.48		
24 transactions				
Invoice Date	Trn Ref.	Outstanding	Allocated	Discount
43.65	23/02/95 Inv c/1	43.65		
9.29	23/02/95 Inv c/2	9.29		
14.57	23/02/95 Inv c/3	14.57		
22.08	23/02/95 Inv c/4	22.08		
10.99	23/02/95 Inv c/5	10.99		
22.90	24/02/95 Inv c/6	22.90		
49.69	27/02/95 Inv c/8	49.69		
49.69	27/02/95 Crd c/1	49.69		
65.30	10/04/95 Inv c/9	65.30		
7.49	10/04/95 Inv c/10	7.49		
Enter to pay/part pay Esc complete				
Page 1 of 3				

Any outstanding unallocated amount will be posted as unallocated funds, which can be allocated at a later date.

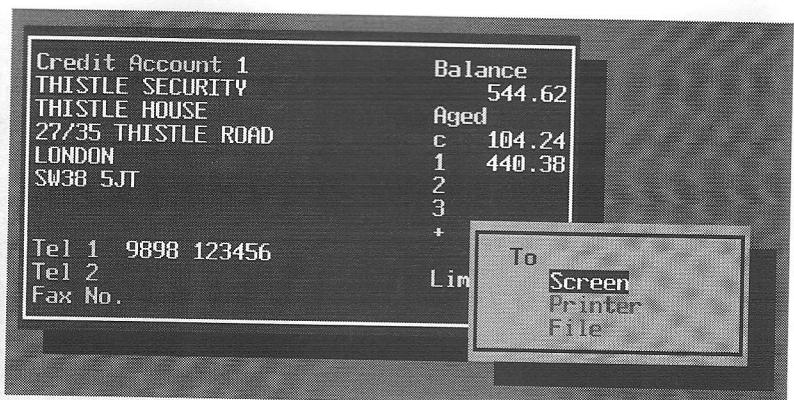
To allocate unallocated funds enter zero in the amount received box, highlight and *Enter* on the unallocated sum. Invoices and credit notes can then be allocated against the amount in the way described above.

Cancel a receipt Previously entered receipts can be cancelled by firstly selecting the receipt then unallocating the invoices that were previously matched against it.

Refunds Refunds can only be made on those accounts where there is either an unallocated receipt or an unallocated credit note.

ACCOUNT HISTORY

The history of any account can be displayed on screen, printed or output to a file name of your choice.. Select the account and the data will be compiled.



Any outstanding or unallocated amount will appear in either the *Debit* or *Credit* column depending on whether it is an Invoice or a Credit Note.

The current aged debt position is also displayed.

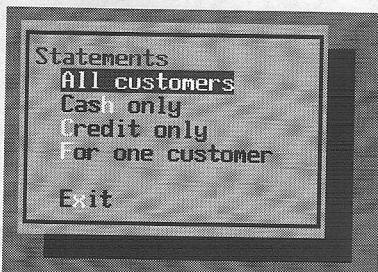
To move through the account display, *Home* will highlight the first record, *End* the last.

Press *Esc* to clear the screen and return to the *Sales Ledger* menu. By pressing Enter on any Invoice or Credit Note generated by the system that document will be displayed. Similarly the allocation for receipts can also be displayed.

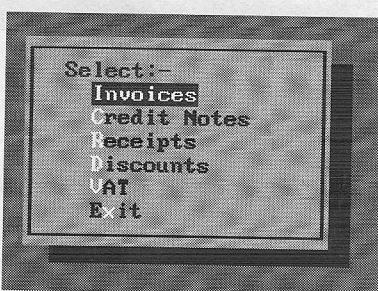
STATEMENTS

Statements can be produced for all customers, a type and range of customers or for a single customer only.

See *Invoice Run* for details on a selecting a range of accounts



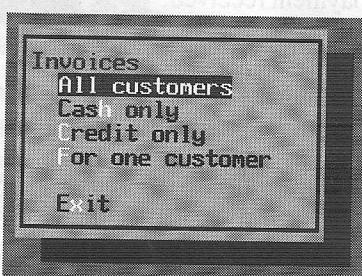
DAY BOOKS



Used to list invoices, credit notes, receipts, settlement discounts and VAT analysis

Day book listings can be printed for one customer, all customers or a range of customers of a particular type that either fall on or between specified dates and numbers.

The date range must be specified and only those between these dates will be included.



If required the print out may be further limited to between document numbers. To start at a particular number and include all those above it leave *Last* as zero, to include all those up to and including a number leave *First* as zero, to include all those between the two dates leave both *First* and *Last* at zero.

PAYING IN

To produce a listing and to record a banking. All banking summaries can be viewed on screen and a full report can be printed for any one if required.

Receipt analysis gives a summary of items received in particular and shows the balances that amounts have been debited against.

To prepare a new

banking a list of customers together with the amount paid and the method of payment recorded is displayed. If the option to bank deposits is switched on (*Utilities/Default settings/Options*) any unreceipted deposits are shown in the banking screen with the suffix :Dpst added to the customers name. For deposits that are banked the appropriate postings are then made to the customers sales ledger account.

Payment methods can be adjusted (not deposits) if required by highlighting an appropriate line then pressing *F10*. The revised payment method can then be entered.

To make a line in the banking, press *Enter* whilst the line is highlighted - a tick will appear to the right of that line and amounts paid added to the totals at the bottom of the box.

To leave the banking total press *Esc*. Choosing *OK* will save all those ticked as being paid in on the date

entered earlier. *Edit* returns to the previous screen and *Cancel* discards all entries.

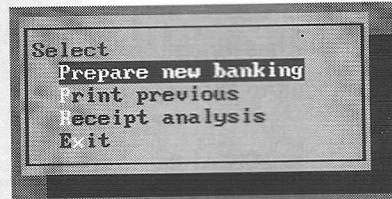
Please note that any changes made to the method of payment are not carried out should the session be cancelled.

Once banking has been saved it can then be printed out, if required. To do this select *Print previous*.

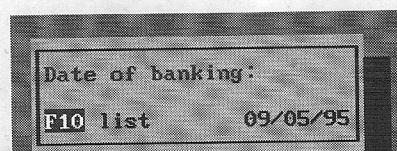
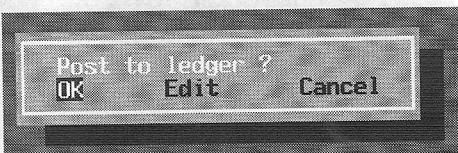
	Total	Cash	Cheque	Card	BACS
15/95	307.30	166.78	140.52	0.00	0.00
22/95	247.41	239.45	7.96	0.00	0.00

Select paying in then Enter to print. Esc cancels.

To print a banking report for any date by highlighting the line and pressing *Enter*.



9 payments totalling 314.90					
Paid	Date	Customer	Cash	Cheque	C. Card
15.21	30/04/95	THISTLE SECURITY	15.21	123.48	
123.48	03/05/95	THISTLE SECURITY	2.41		
2.41	10/04/95	** CASH SALE **	13.16		
13.16	30/04/95	** CASH SALE **	4.00		1.29
5.29	03/05/95	** CASH SALE **	22.17		
22.17	24/02/95	FAVERLEY	3.19	10.00	
13.19	10/04/95	FAVERLEY	88.85		
88.85	30/04/95	SMITH	31.14		
31.14	30/04/95	SMITH	164.92	148.69	1.29
Enter include/exclude			Total to be banked	314.90	
F10 payment method			Page 1 of 1		

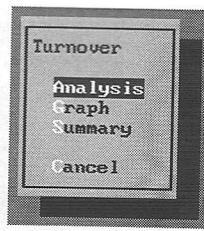


The date of the banking can be entered or, by pressing *F10*, a summary listing of all bankings prepared within a date span will be shown.

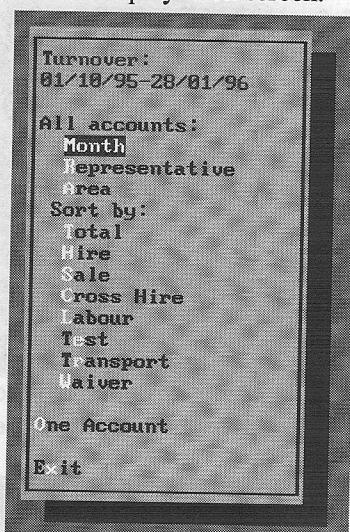
TURNOVER

Turnover can be displayed in either graphical or analysis format

Data is extracted from the sales ledger and rounded to the nearest pound.

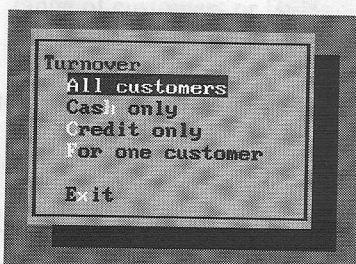
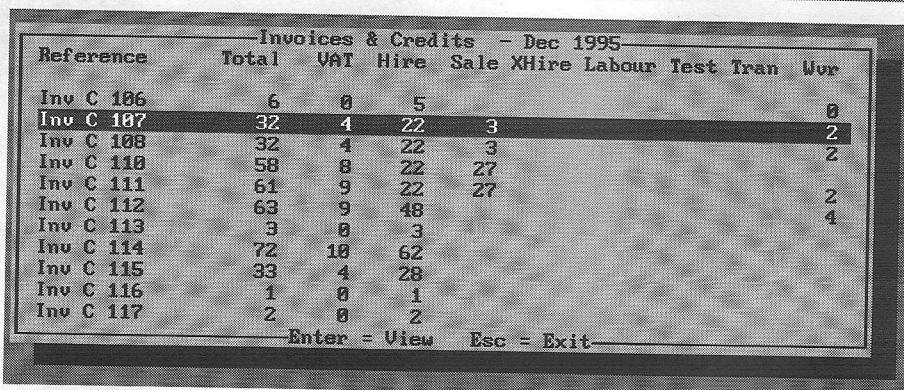


Various types of analysis can be chosen, as listed below, and the results displayed on screen.



Turnover enquiry - By month								
Date	Total	Hire	Sale	X-Hire	Labour	Test	Trans	Waiver
Jan 1996	490	454	36					0
Dec 1995	1528	682	784			17	26	18
Nov 1995	1070	384	611	1	17		20	35
Oct 1995	82	77	15					7

Transactions making up the totals can be loaded, and the individual invoices/credit notes displayed.



The *Summary* option provides a breakdown of turnover and profitability (for sales items) by family, item, month and customer.

	Cash & credit customers							
	Hire	X-Hire	Sale	Labour	Test	Transp	Inv	TOTAL
Jul 1994								
Aug 1994								
Sep 1994								
Oct 1994								
Nov 1994								
Dec 1994								
Jan 1995								
Feb 1995								123
Mar 1995								62
Apr 1995	139							
May 1995	99	38	23				14	152
Jun 1995								159
Totals	238	38	23				14	496