

Hiredesk Month End Procedures

Sales Ledger

- 1) On the last day of the month ensure that a *Bank paying in* is done after all receipts are processed.
- 2) After all invoices/credit notes are processed and before any receipts for the following month are entered take an *Aged Debtors* print-out.
- 3) Day books should be printed out (Invoices/Credit Notes/Discounts & Receipts)

Purchase Ledger

- 1) After all invoices/credit notes are processed and before any payments for the following month are entered take an *Aged Creditors* print-out.
- 2) Day books should be printed out (Invoices/Credit Notes/Discounts & Payments)

Cash Book

- 1) Bank account reconciliations should be carried out for those accounts where this is deemed necessary.
- 2) A monthly cash book for each account should be printed.

Nominal Ledger

- 1) Check that the accounting period has been defined, and any earlier periods you wish to be closed have been closed within *Accounting periods* before carrying out any Nominal Ledger postings.
- 2) On the last day of the month (and only if default nominal codes have been entered – *Nominal Ledger/Default accounts/Month End*) choose the *Month End* option from the main Nominal Ledger menu and select *Sales stock value*. This routine provides the current value of sales stock (which can be altered) and will make the appropriate journal entry for month-end stock value. The depreciation routine for both Fixed Assets and Hire Fleet can be carried out at any time before the accounting period is closed.
- 3) (Once all procedures from the Cash Book, Sales Ledger and Purchase Ledger have been carried out) select *Nominal postings* then run the posting routine to the end of the month for each of the three options.
- 4) Any journals that are required can be posted up until the accounting period is closed.
- 5) Ensure that all nominal accounts are correctly categorized from the *Account names* (Sales / Purchase / Direct Expenses / Overheads / Fixed Assets / Current Assets / Current Liabilities / Capital & Reserves).
- 6) Ensure that all nominal codes are linked into the appropriate heading under *Accounting Layouts*.
- 7) The *Financial Accounts* option provides print outs of Trial Balance, Profit/Loss Account and Balance Sheet.
- 8) Once all postings have definitely been made for the month, select *Accounting periods* and close the accounting period. Once a period is closed any postings that are dated within that closed period from the Sales Ledger, Purchase Ledger or Cash Book will be marked as late postings and the posting dates will be changed to that of the next available period. Any postings from within the nominal ledger itself that relate to a closed period will be prohibited.

How do I ?

Quick answers to some common procedures in hiredesk

Restricting access to menus

Restricting / Configuring User options

Adding / Changing Printers

Changing the text at the bottom of a contract / delivery note etc

Printing Stock codes on documents

Printing User Name on Contracts

Printing Discounts on Contracts

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Restricting access to menus

The *terminal password* (the password entered when the system is started – not the user specific code) determines which menus are available to a terminal.

You will need access rights to the *Utilities* menu.

From the *Utilities* menu select *Terminal Details*.

The left hand red panel lists all the currently defined *terminal passwords*.

Select the required one using the arrow keys and press Enter.

Each menu can be made available as required – the space bar selects Yes or No

To save your selection move onto another line

Press escape successively to exit back to the main menu.

Additionally each User can be given restricted access as required.

From the *Utilities* menu select *User Details*

Select the user you wish to edit with the arrow keys and press Enter

The space bar will now select either All None or Partial for each menu

If partial is selected then another menu is displayed showing the sub menus under the main category – again the space bar selects which options are to be made available.

Restricting / Configuring User options

In addition to preventing access to menus (see above) further user configuration is possible

You will need access rights to the *Utilities* menu.

From the *Utilities* menu select *User Details*.

Select the user you wish to edit with the arrow keys and press Enter

Press the function key F9

19 user specific options can be set here – the space bar cycles between each valid option.

Use the arrow key to move onto another line after changing a value to save it.

Press escape when completed.

4 of the options cover Menu Defaults – to tailor the system and speed use – only the return key is required to select the default.

Delivery address default option – 'As Invoice' 'Keyboard' 'Site List' 'Collected'

Hire or Sale as Initial Contract choice

Add Transport charge -Yes or No as default choice

Print Prices – Yes or No as default choice

Speeding the location of accounts – depending on which is most often entered the account name or number the search order for finding Suppliers and Customers can be set to Name First or Number First.

VAT on non-stock sales items options are, Included, Excluded, Offer Choice with Excluded as default, Offer choice with Included as default

Adding / Changing Printers

It is the *terminal password* (the password entered when the system is started – not the user specific code) which defines which printers are available to that machine.

You will need access rights to the *Utilities* menu.

From the *Utilities* menu select *Terminal Details*.

The left hand red panel lists all the currently defined *terminal passwords*.

Select the required one using the arrow keys and press the function key F10.

All the details can be edited.

Press enter on each line to advance to the next item.

With the cursor in the right hand section titled *Printer List* add or edit an existing printer

The name of the printer can be anything descriptive for your particular needs (e.g. Headed Paper, Office, Oki 520 etc.)

For pre-printed Headed Paper the *Print Co Details* section should read NO (press the space bar in this field to switch between Yes & No).

Start Line determines how far down the page to start printing (a value between 5 and 8 is usually fine – you may need to experiment with your paper to get the correct value).

Add Lns is for non-standard size paper and can normally be left blank.

Print Port selects where the printer is located. For a printer plugged directly into the terminal select *LPT1*

(Space bar selects the available choices).

For Remote terminals connected using Windows PcAnywhere select PCA7 or PCA8 depending on the version of PcAnywhere used.

To use printers on other computers in the network select the appropriate port.

Changing the text at the bottom of a contract / delivery note etc

You will need access rights to the *Utilities* menu.

From the *Utilities* menu select *Form Messages*.

The text for each of the systems printed documents can be edited.

Select the document with the arrow keys and press Enter.

Function key F8 switches between the first and second 80 characters.

Function key F10 saves the text.

From the *Utilities* menu select *Terminal Options*.

Printing Stock codes on documents

You will need access rights to the *Utilities* menu.

From the *Utilities* menu select *Default Settings*.

Select *Printing Options*.

For each line the space bar switches between Yes & No

Printing User Name on Contracts

You will need access rights to the *Utilities* menu.

From the *Utilities* menu select *Default Settings*.

Select *Printing Options*.

For each line the space bar switches between Yes & No

Printing Discounts on Contracts

You will need access rights to the *Utilities* menu.

From the *Utilities* menu select *Default Settings*.

Select *Printing Options*.

Space bar For each line the space bar switches between Yes & No

Use the arrow key to move to another field to save a change.

Forcing Safety test after Hires

You will need access rights to the *Utilities* menu.

From the *Utilities* menu select *Default Settings*.

Select Options

The space bar cycles through valid options

To a save a change use the arrow keys to move on to another option

Press Escape to leave.

Defining the Weekend period

You will need access rights to the *Utilities* menu.

From the *Utilities* menu select *Default Settings*.

Select Options. Press F12

The space bar cycles through the days

To a save a change use the arrow keys to move on to another option

Press Escape to leave.

Defining Part Days

You will need access rights to the *Utilities* menu.

From the *Utilities* menu select *Default Settings*.

Select Options. Press F11

Two part day periods can be defined, enter a description (this is what will appear when you define rates for family groups or individual items) a length of time in minutes that this band covers and the abbreviation to print on contracts.

e.g. 4 Hr 250 4hr (defines a four hour rate including 10 minutes grace)

You can also define a shop opening time and elect to charge or not during the closed period

n.b. This only applies for part day hires!

Preventing incorrect dates being entered

You will need access rights to the *Utilities* menu.

From the *Utilities* menu select *Default Settings*.

Select *Date Limits*.

For each of Delivery Notes / Contracts, Sales Ledger, Purchase Ledger, Cash Book and Nominal Ledger a Starts and Ends date can be set. This date range is enforced for all entries in the given section of the program. Leave blank for any section not requiring control.

Switching from Fixed Discounts to variable

You will need access rights to the *Utilities* menu.

From the *Utilities* menu select *Default Settings*.

Select *Options*. Press the Page Down key

Use the arrow keys to select the line entitled *Hire Discounts*

The space bar alternates between *Single & Multiple*

Once multiple is selected the menu option *Hire* will be available within the *Discounts* section of customer details.

Increasing Discounts / Decreasing Hire rates for long term hires

You will need access rights to the *Utilities* menu.

From the *Utilities* menu select *Default Settings*.

Select *Options*. Press the Page Down key

Use the arrow keys to select the line entitled *Fixed Rate Hires*

The space bar cycles through *Static Hire Rate / Discount*, *Decreasing Hire Rates* and *Increasing Hire Discounts*. Select the required method.

Allowing Negative Stock

You will need access rights to the *Utilities* menu.

From the *Utilities* menu select *Default Settings*.

Select *Options*. Press the Page Down key twice

Hit enter until the cursor is at the top right of the screen.

Space bar switches between Yes & No.

Use the arrow key to move to another field to save a change.

Press escape repeatedly to exit back to the menu.

Setting up Holiday Credit

The system can support as many holiday schemes as required. Particularly favoured customers may receive longer non-charging periods than others.

Four things need to be in place to grant holiday credit.

1. Create Holiday Scheme(s)

2. The customer must have Holiday Credit enabled in their details.

3. The item of plant must be eligible for Holiday Credit

4. The contract must have Holiday Credit set to allowed. (but see below)

To create a Holiday Scheme.

Select *Holiday Credit* from the *Utilities* menu.

Select *Holiday Schemes*. Press the Insert key to add a new scheme.

Type a scheme name and press Enter.

You are now in a position to add dates eligible for holiday credit in this new scheme.

Press Insert to add a new date. Type in a start and end date and provide a description of the occasion. Further dates can be added in a similar manner. To remove a date select it with the arrow keys and press Del.

To make a customer eligible for Holiday credit.

Select *New/existing Customer Details* from *Customer Details* menu.

Select *Details* select *Holiday Scheme*. Now select the required scheme and press enter.

Items of plant can gain eligibility for Holiday credit from their family group or have it set on an item by item basis.

Select *Hire Fleet* from the main menu. Select *Fleet Records*. Locate the required item and select *Changes*, select *Holiday Credit*.

The options are to enable Holiday credit for the family (first line) - space bar switches between Yes & No and the second line specific status for this item options are Yes No and As family. The second line options of Yes or No will override the settings for the family.

Group Changes from the *Hire Fleet* menu can also be used to change the holiday credit status of an entire group. The F4 key selects the holiday credit field and the space bar switches between Yes and No.

When a contract is raised for a qualifying customer for a qualifying item from the fleet it will automatically

holiday credit to *allowed*. It can be changed to *Disallow* from the *Changes* menu of the contract. From within the contract select *Changes* select *Lines* with the arrow keys select the line in question and press *Enter*. Repeatedly pressing *Enter* will advance through all the parameters of the hire for that item, the last one of which is *Holiday Credit* select *Allow* or *Disallow* as appropriate.

Changing Holiday Credit after contracts have been raised

When you wish to apply or disallow Holiday Credit at some time after a contract has started it can be done on a line by line basis within the required contracts using the changes menu as above.

If you wish to globally reset the Holiday Credit status of all contracts this is done from the *Utilities* menu. Select *Holiday Credit* from the *Utilities* menu. Select *Update*. This will examine all live contracts and set the Holiday Credit Status (Allow or Disallow) of each in line with the current status of the customer and fleet item settings.

Pop-up Reminders

Adding a note to an invoice

Notes added to Delivery Notes and contracts are not carried through to the invoice.

To have a text note appear on an invoice add a non-stock sales item to the contract but without specifying a quantity. From within the contract select *Sales* and when asked for a stock code press *Enter*. With *Non Stock* selected press *Enter*. Press *Enter* again to advance past the quantity column. Type in the text note you wish to appear.

Creating Bundles

A bundle is a collection of *Single* items that can be added to a contract with a description and a price. e.g. Floor Sander, Edger & Palm Sander might be collected into a bundle called 'Room Sanding Kit' and charged at a single price.

It may be useful to create a new family group first so a specific set of hire and sale accessories can be offered, and maybe a specific *Calc Code* used – The family group can always be changed after the bundle is created if required.

Select *Hire Fleet* from the main menu. Select *Fleet Records*, Select *New Item*.

Type in a fleet number to refer to this bundle by e.g. RoomSand. And press *Enter*.

Select *Bundle* from the available types and press *Enter*.

Items are now added to the bundle by selecting the family group from which they come – (you can type part of the fleet item description to select the family group if you can't remember the group names). Select the required family group from the list and press *Enter*. Fill in the 'required' column with the number of these items to include in the bundle. Further items can be added to the bundle by pressing the *insert* key and following the above procedure. When the bundle is complete press *exit*.

Now provide a text description for the bundle e.g. 'Room Sanding Kit' and press *Enter*.

Select the family group to assign the bundle to – This will determine the accessories (hire, sale, notes) that are automatically offered when the bundle is hired, and the *calc code* to use for calculating the charges.

The Basic Hire Rate can now be entered – if this is left blank the individual rates for each item are used. Press Enter twice. Select Add to Fleet and press Enter

Automatically Adding Text Notes to a contract

Notes to be automatically added to a contract are defined as a type of accessory – see below

Automatically Adding hire and sales accessories to a contract

The accessories automatically offered when an item is added to a contract are governed by the *Family Group* of that item. A family group can have an Accessory group attached to it.

To attach or create an Accessory Group select *Group Changes* from the *Hire Fleet* menu.

Select the *Family Group* required using the arrow keys. Press the function key F8 to show a list of currently existing Accessory Groups. The function key F10 will show the current members of the highlighted Accessory Group – and allow editing if required – press Esc to leave this screen.

To create a new Accessory Group press Insert and provide a name for this new group and press Enter. Select which type of accessory you wish to add *Hire Sale* or *Note* and press Enter. If adding a Hire item type in the fleet number or part of the description. Type in the number required in the quantity column and use the space bar to select whether or not this item will be chargeable. Sale items are added in a similar manner. In this case when to add the sales charge has to be selected either *First Invoice* or *End of Hire* – using the space bar.

Notes can also form part of the accessory group – they are useful for standard messages about cleaning and the like.

Adding Sales items automatically to a contract from other sales items

Select *Stock Item* from the *Sales Stock* menu.

Select *Links*. Select *Accessories*.

To add items press insert then type the stock code or part of the description.

Type in the required quantity.

Items can be removed from the list by selecting them with the arrow keys and using the Del key, the quantity changed by hitting the Enter key.

Press Esc to return to the Stock Item screen.

Specifying Alternative to Sales Items out of Stock

Select *Stock Item* from the *Sales Stock* menu.

Select *Links*. Select *Alternatives*.

To add items press insert then type the stock code or part of the description. Items can be removed from the list by selecting them with the arrow keys and using the Del key. Press Esc to return to the Stock Item screen.

Change a cash account to a credit account

Select *New/existing Customer Details* from *Customer Details* menu.

Locate the required customer – use *Find* and supply part of the name, address etc.

Select *Account Type*.

The space bar switches between *Credit* and *Cash*. The account reference can also be changed (note if switching from *Credit* to *Cash* the account ref must be numeric).

Press *Enter*. The change can be cancelled at this point if required.

Invoice a credit account from a contract

The ability to invoice for credit accounts is a user configuration option.

See *Restricting / Configuring User options above*.

Changing Prices

Select *Global* from the *Sales Stock* menu. Select *Prices*. Depending on the requirement select either *A family* or *Entire Stock* from the next menu. If *A family* is selected then you need to identify which. This can be from a stock code of one of the members of the family or from the family name - select the appropriate option. Prices can be changed by either a fixed amount or a percentage - select which. The system provides the opportunity to cancel the update after the values have been entered if required.

Customer Specific Price Lists

Select *Customer Details* from the main menu. Select *New / Existing Customer Details*. Locate the required customer (use *Find* or *Browse*). Select *Print Details*. Select the required list.

Back - Up - Create

Items can be added to the bundle by selecting the family group from which they come – (e.g. car type part of vehicle item description) to select the family group if you do not see the required family group from the list then press *Insert*. Edit the required column with the member of those items to include in the bundle. The bundle can be edited to the bundle by pressing the *Insert* key and following the above procedure. When the bundle is complete press *Exit*.

Now provide a text description for the bundle – e.g. *Roof rack to two small cars* or *evtsmet/A* and press *Enter*.

Select the formula button to assign the bundle – *Through description* *Tool2* *Tool3* *Tool4* *Tool5* *Tool6* *Tool7* *Tool8* are automatically ordered when the bundle is used, now the calc code to use for calculating the charge.