

## Internet Topics Index

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## New Customer Training Topics

Review moving around in the software

Arrow Keys

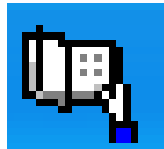
Hot Keys

Function Keys

Mouse

Access the Help Documentation from any Menu in the Software

OR



### Menu Overview

File Update - stores options used for setup and maintenance.

Many of the daily options such as OTC invoicing, include hot keys to access the master files vs. having to go in and out of menus.

Options used for daily processing.

Options used for Maintenance.

**NOTE:** PI processing options are the only ones that do not update General Ledger

### Direction

Review each of the Following:

Setup-admin>> Update System Information

Employee Permissions

Sales Tax and sale account subledger

Company Info

Invoicing

Invoice Messages

Methods of Payment  
Transaction Types  
Unique Setup

Discuss File update in each module and the specific module setups in setup/admin, update system information.

## Accounts Payable Topics

### Review Vendor Master File

#### New Fields

Contact Person

Extra Line Comments

Default Expense Account

Default Payables Account

Default Due Date and Discount Date

Default Discount Amount

Email & Website fields

### Accounts Payable Manager

Check no vendor

Recording manually written check

Quick Check

Check paying invoices

SF5 types of invoices

Adding invoices

Adjusting invoice amounts up and down

Partially paying invoices

Putting an invoice on Hold

### New Cash Requirements Program

Selecting by due date

Eliminating invoices to pay

Partial payments on invoices

Reprint Cash requirements after adjustments

Final Adjustments prior to printing using Advanced

### No end of Month

### Admin

Change vendor account

### Void Check

### Check reconciliation

### Reports

Check Register

Now you can print by beginning and ending check  
number as well as beginning and ending date

**Paid Invoices**

Added the line to print invoices with partial  
payments

**Mailing Labels**

Can print to a laser printer

**1099 Forms**

Option to print total purchases by:

Check Date

Check Posting Date

YTD Purchases

## Equipment Topics

Setting up manufacturers

Setting up Categories

Master File Itself

Sales History

Equipment Fees

Do all your Equipment Receipting from one option (individual items or multiple items with one flooring)

Add groups/items

Immediate Cash Disbursements

1. DB Book Cost
2. CR Cash in Bank

Short Term Liability

3. Creates AP Invoice
4. DB Book Cost
5. CR AP

Long Term Liability

6. DB Book Cost
7. CR Flooring

Add Item without an Invoice

Transfer Equipment option

Cust # or can be blank

If there is a difference between book cost and flooring GI # is required

Over-allowance adjustments

DB 323

CR 125

Stock Number Change

Manufacturer/Category Change

Ability to sell equipment items on a point-of-sale invoice (will have employee permission control)

Analysis

Reports

## Administration Topics

### Maintain System Users

Log in as SUPER

### Set-up-Admin

Employee Permission (Formerly Salesperson) has been expanded

Sales Tax Code has been expanded

For the most part all system wide parameters have been moved to this area

Invoicing

Sales tax, labor and ticket numbers

Invoice Messages

Methods of payment

Printers, characters to print, GL #'s and detail

Transaction Type

Deposits

Unique Setup

### AR

New Sales Tax Report

### Service Shop

Work Orders

Ability to move any item or items easily from one segment to another

### Parts Inventory

Easily select various lines to receipt, delete, back order, rename, etc. on an order

### OTC

Using Deposits for Equipment

Order Prompting

### New Function Keys

SF1 - View all function keys

SF4 - Change assigned salesperson

SF5 - In work orders moves info between segments

SF10 - Tax Detail

CF1 - Highlighted Fields, what they mean

CF5 - Finalize a stock order

CF8 - Display/Hide Profit

CF10 - Fee Detail Function Key

Insert - Mark Line

## 8.1 Features

### General Ledger

Posted is done after the ALL transactions are completed

- File Update - recurring entries screen format changes

- Cash Receipts format changed

- Cash Disbursements format changed

  - Capability of printing a check

- Journal Entries format changed

### Accounts Receivable

- Payment Manager

  - F8 Prints a receipt

- Open Item Menu Gone

### Equipment

- Report Generator like PI and AR

- On Equipment

  - Fees

  - For Rentals

    - Minimum Time

    - Minimum Total Dollars

### Service Shop

- Mechanics file has 2 additional fields

  - Misc. Job Type

  - Automatic time in/out

    - If set to Y you are required to enter a default misc. job type

    - Automatically clocks mechanics in and out without additional key strokes

### Parts Inventory

- Parts Fees

- CCN Interface (CF8)

  - CF1 - Highlighted Fields

  - CF5 - Finalize

- Scanner - Do not have to be in equipment or parts it will just work

- Addition of new field Order by each/package

## CF10 - Fee Detail Function Key

### Payroll

Deduction headings print on both employee register and check stub

### Setup/Admin

Fax back report added the feature to print the total number of invoices generated in the previous 12 months.

### Rentals

#### Setup/admin

##### Rental System

New field "Print declined insurance/damage waiver on contracts and invoices"

If N it will not print Insurance/Damage Waiver was decline on contracts and invoices.

#### New Billing Code

#### New Reserve Rental Feature - SF2 (Reservations)

Looks up equipment already reserved

#### Start a contract

F7 Quote/reservation

#### New Billing Code

Z - No billing frequency

Form 37 available

## General Ledger Topics

### Setup/Admin

- Two File Discussion

  - Transaction and chart of accounts

### File Update

- COA

  - Adding New accounts

  - Budgets

- P&L Analysis Figures

  - Come from where

- Spread Sheet Format File

- Recurring Entries

- Departments

### Lists

- COA with balances

### Processing

- Cash disbursements can now print a check

### Balancing

- End of Day Report

- Journal Balance Report

- AP Aged Register

- AR Aged Register 11100, 11200, 11300, 11600

- Equipment 120, 123, 125, 220, 223, 225

### Remainder of Reports

- Reports by Journals

### Starting of the year

Accounts Receivable Topics  
May have up to 3 files

Setup Admin  
Update Systems Information - AR

File Update  
Categories  
Miscellaneous  
Master File

Open Item Menu is gone

Processing  
Payment Manager  
Cash Receipts  
Display & Pay menu is gone  
Post  
Reprint Posting Report - New

End of month  
Finance Charges  
Aging  
Statements  
Run end of month

Report Generator  
Other Reports  
Sales Tax

Admin  
Reinstate archived ticket  
Costing Percentages

## Over the Counter Topic

### Shortcuts to use without starting a ticket

SF2 Work Orders

SF5 Orders

SF7 OR Status

SF8 Part Inquiry

Once a ticket is started all the function keys from the customer number field

### Quotes

#### Review Header

Update or Add customer owned Equipment -

**F3** from Customer Acct # field

Customer Notes

**SF4** - date, time, salesperson stamped

Record Lost Sales

SF8 / SF8

#### Review Body

ROA

Deposits

Pic lists

Selling equipment, taking a trade

Look-up customer invoices/parts purchased

**SF7**

View part line profit from Parts transaction screen

**Ctrl F8** ( toggle)

### Order Prompting

#### OR Process

## Parts Inventory Topics

### Review of

- Manufacturer
- Categories
- Part Fees
- Parts Information (Master File)

### Pick List Manager

- Has changed to Pick/Kit List manager

### Order prompting

- Do order prompting through OTC using INPROC
- Do order prompting using the OR Process

- Show Processing >>Stock Order /Parts Return Modify

- Show Finalize

- Choose to view the order from 7 different options

- View Receipted or Deleted orders (SF5)

- Blanket - Receipt, Delete or Change an Order

- Place Parts on Backorder and then Blanket receipt the remaining parts

- Using the insert key

- Quickly view important order information about each part

- Fields in red a pop up in Version 8 CF1

- Qty Field Red - pkg qty

- Desc Red - comments exist

- St Red - Parts on order for a customer

- Ty Red - There is a promo

### Create a System Generated Order

- Processing >>Stock Order Create/Print

- Stock Order Profiles are created and saved for future use.

Best Reorder Point (BRP) and Best Stocking Level (BSL) will be calculated based on the parameters chosen.

A suggested stock order will be created /printed.

The order can be modified, printed or deleted.

Price books

Bin Location Change

Physical Inventory process

- Lists by bin location
- Lists zero negative balance
- Tickets address

Report Generator

- Report Generator Reports
- Pending Obsolete
- Bad Cost or bad on-hand

Price Changes

Reports (A Few if time permits)

## Service Management

### Setup - Admin

### File Update

- Labor Rate Codes
- Mechanics
- Flat Rate Codes
- Segment Types
- Misc Jobs

### Lists

- Mechanic Id Tags

### Time Clock

### Work Order

- Customer Field
  - SF6 multiple times
- Estimates
- Customer, Internal and Warranty
- Moving Between segments
  - Insert Key
  - SF5 between Segments
  - SF10 Tax Detail
  - CF8 Display and Hide Profit

### SF4 Change salesperson

### Reports

- Mechanic productivity
- Mechanic Time
- Work Order Status
- Reprint invoices

## Rental Inventory Topics

### Setup-Admin

Update system information - rental inventory

### Rental Usage Codes

### Rental Rates

Master File what is required

### Shortcuts to use

SF2 - reservations

SF5 - orders

SF7 - rent inquiry

SF8 - parts inquiry

### Short Term / Non renewable

Create it, print preliminary

Close Contract, calling it off rent, checking it in

Close it

Print an invoice

### Post Renewable

Create it

Print overdue contract reports or automatic billing

Renew the contract

Print invoices

Post Closed

### Rental Credits

Pull up contract; use F3 in the header area to see all billing cycles.

Highlight the billing cycle you want to credit, and press F4. Credit

memo is set up and you are free to enter whatever dollar figures will work.

Misc - renting 3<sup>rd</sup> party.

### Reports

## Payroll Topics

File Update

Company information

Employee Personal Data

## Processing

### Start New Pay Period

This date defines the posting date to *General Ledger*.

(Date auto advances but can be adjusted)

The edit list has record numbers that are used for changing or deleting an input transaction.

### Add/change/delete Input Transactions

Use this option if you forget to include an employee or you need to remove the overtime line.

### Override input transactions

Uses the employee number to make changes to voluntary deductions or taxes.

## Payroll Register

Posting

Voiding

End of Month

End of Year