

# **Fuel Delivery Manager User Guide**

Updated Monday, 12<sup>th</sup> October 2009

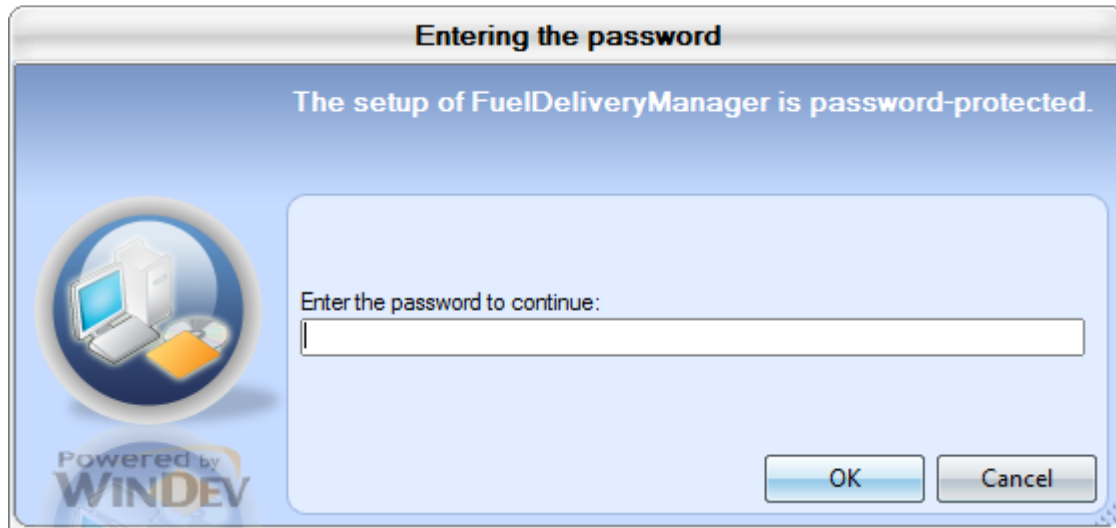


# Contents

<b>Chapter 1 – Installation</b>	<b>4</b>
Program Password Screen	4
Installation and Updates	5
Networking the program	6
Loading the program	7
Data Paths	8
<b>Chapter 2 – Initial Setup</b>	<b>9</b>
Global Parameters	10
Local Parameters	11
Account	12
Drivers	13
Vehicles	14
Fuel Types	15
Next Invoice Number	16
<b>Chapter 3 – Actions Menu</b>	<b>17</b>
Deliveries	17
Create/amend	17
Invoicing	19
Payment	20
Fuzzy Search (Filtering)	21
<b>Chapter 4 – Reports Menu</b>	<b>22</b>
Deliveries	22
Fuel Usage	23
Invoices by Range	23
<b>Chapter 5 – Utilities Menu</b>	<b>24</b>
Data Directory	24
Backup	24
Restore	24
File Repair	25
Check Files	25
Printer Test	26
<b>Chapter 6 – Help Menu</b>	<b>27</b>
About	27

# Chapter 1 - Installation

When installing the program, the first screen to appear is the program password screen, if you have purchased this software then you will have been issued the password.



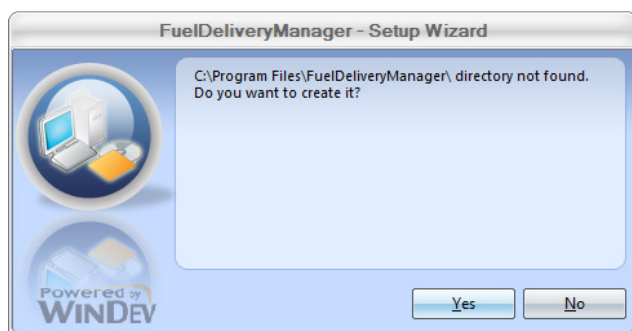
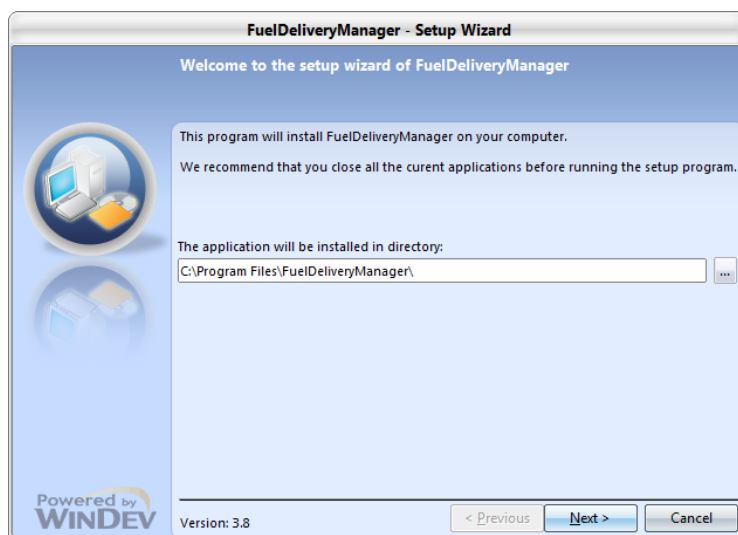
# Chapter 1 - Installation

- **Installation and Updates**

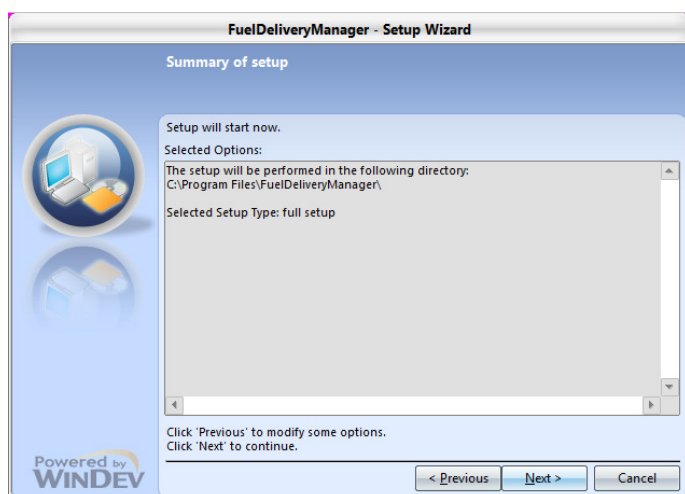
Double-click on the FuelDeliveryManager.EXE

*First Time Installers – follow these screens:*

On the first screen keep the application directory as standard, click next.



If asked to create the directory, click "Yes".

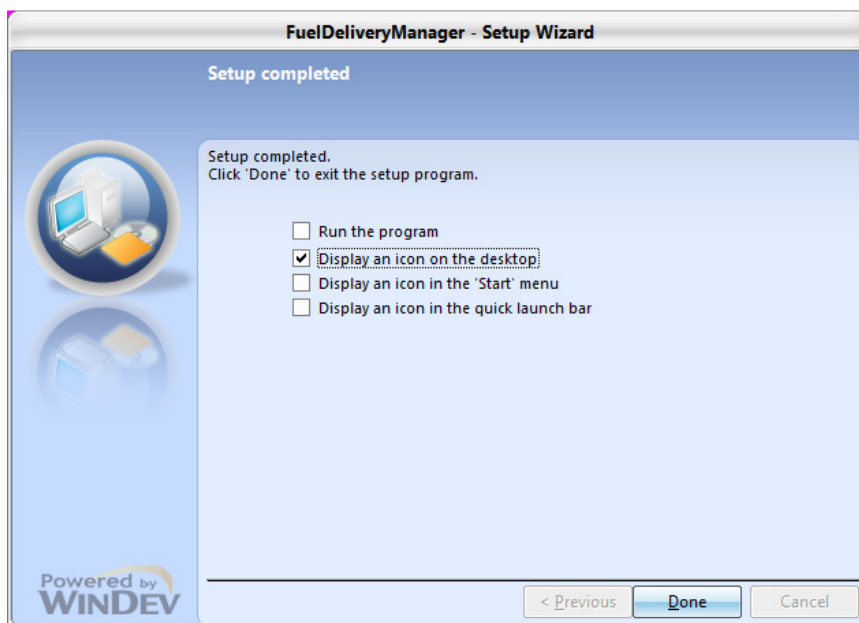


Setup summary will then be displayed, click next.

This will then install the Fuel Delivery Manager server and inform you that setup is complete

# Chapter 1 - Installation

Fuel Delivery Manager will then be installed and on the final screen tick only “desktop shortcut” and complete the setup by clicking done.



*If Fuel Delivery Manager has been installed before:*

Follow the same screens as above. Except where you get create directory you might get the following screen:



If asked to create a backup directory, select “No”

- **Networking the Program**

If you wish to run the program across a Local Area Network you should install the program on all PC's that are to access the program. You should then look at loading the program on the next page.

# Chapter 1 - Installation

- **Loading the Program**

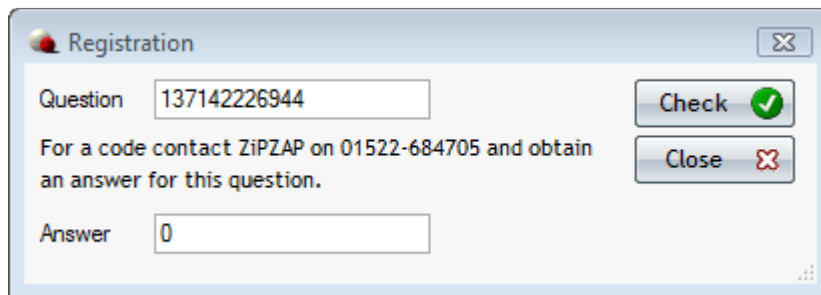
## Running Fuel Delivery Manager for the First Time

Double-click the FuelDeliveryManager icon on the desktop.



To run the program across a network, install the program on all workstations and then select a shared folder on a mapped driver for the data. All workstations must point to the same place although it is possible that they are mapped differently. Go to page 8 for instructions on how to set the data path.

Initially when you open the program you will be asked to register your program. Contact ZIPZAP to obtain an answer for this question.

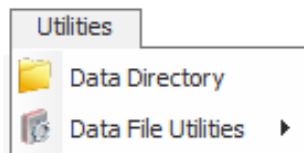


# Chapter 1 - Installation

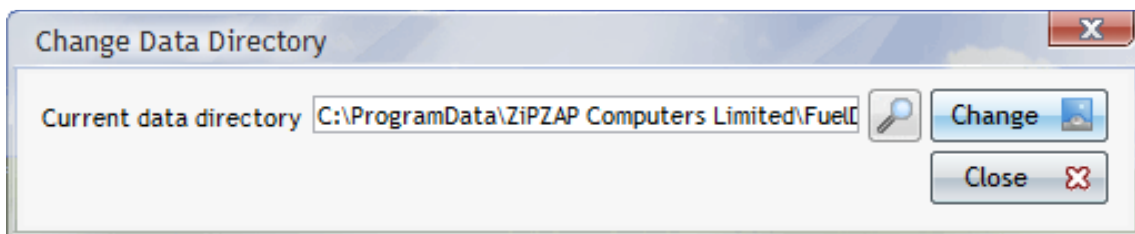
- **Data Path**

To set the data path you should have a mapped folder on the network that everyone has read/write access to.

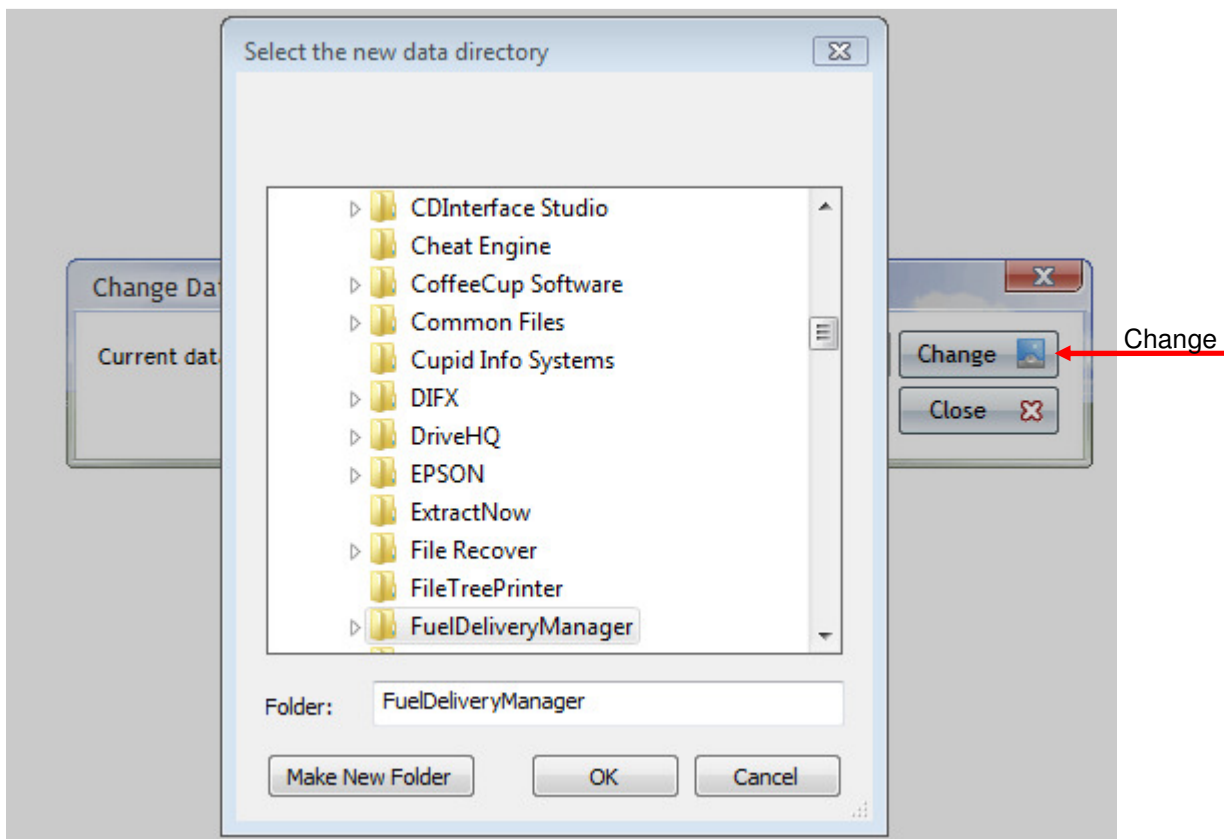
On the Utilities Menu you should select **Data Directory**



The window below will appear for changing the location of the data by click on the magnifying glass. The program will then remember this for future user.

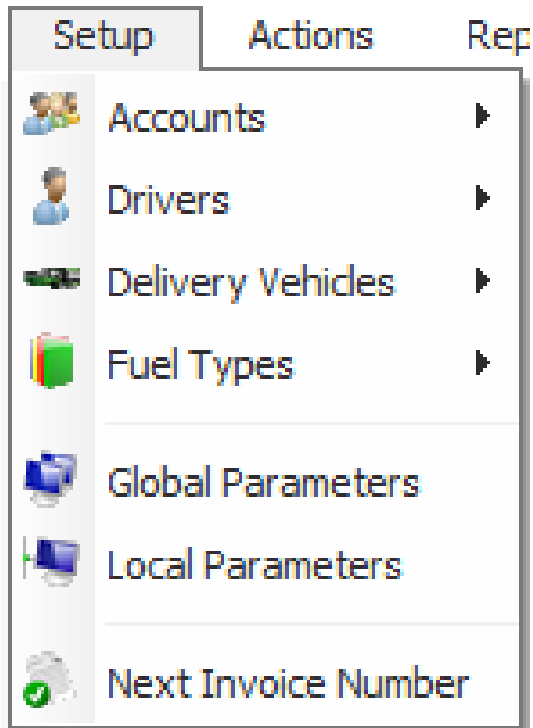


Click on the change button after selecting the drive.





# Chapter 2 – Initial Setup

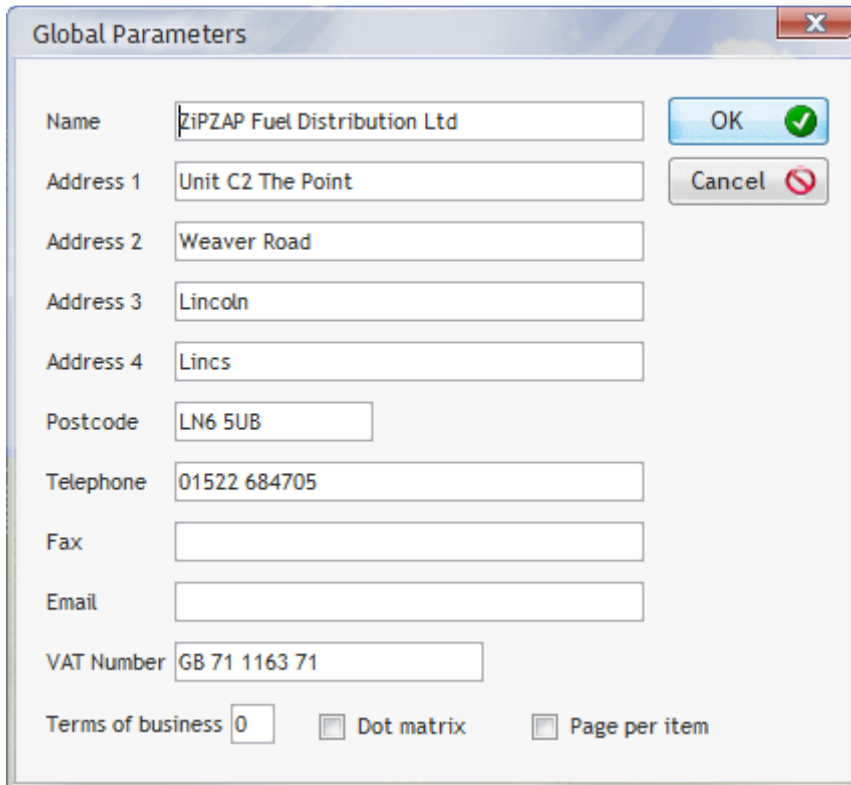


The setup menu - It is important to work through it in the order indicated in this manual.

# Chapter 2 – Initial Setup

- **Setup, Global Parameters**

Enter your company details on the screen as below:



Global Parameters

Name

Address 1

Address 2

Address 3

Address 4

Postcode

Telephone

Fax

Email

VAT Number

Terms of business   Dot matrix  Page per item

OK

Cancel

Type in the terms of business, which is the number of days you must make payment within.

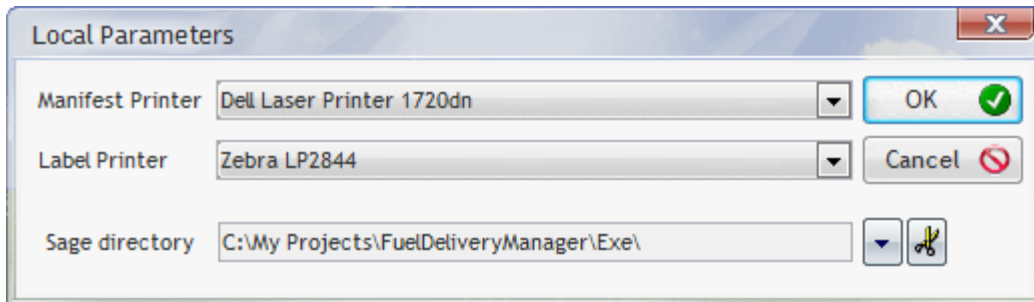
If you are going to use a Dot matrix printer, tick the tick box.

The page per item tick box is ticked if you want to print a separate ticket for each individual item.

Click **OK** to finish.

# Chapter 2 – Initial Setup

- **Setup, Local Parameters**

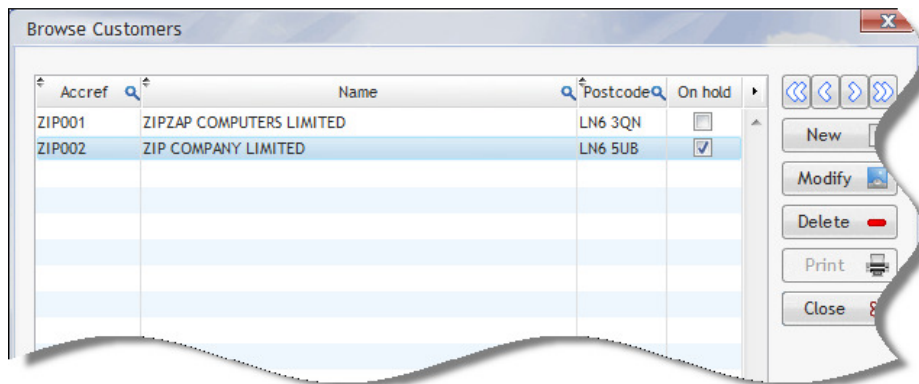


These settings are specific to your own local computer. Enter the default settings for your printers and sage directory.

Click **OK** to finish.

# Chapter 2 – Initial Setup

- **Setup, Accounts**



Click on New to add a new record or Modify to alter the highlighted record.

On the screen above you will notice that one of the records has a tick in the on hold column, this means the account is on hold (Not Trading). This option can be selected on the following screen.

Enter the Customer details.

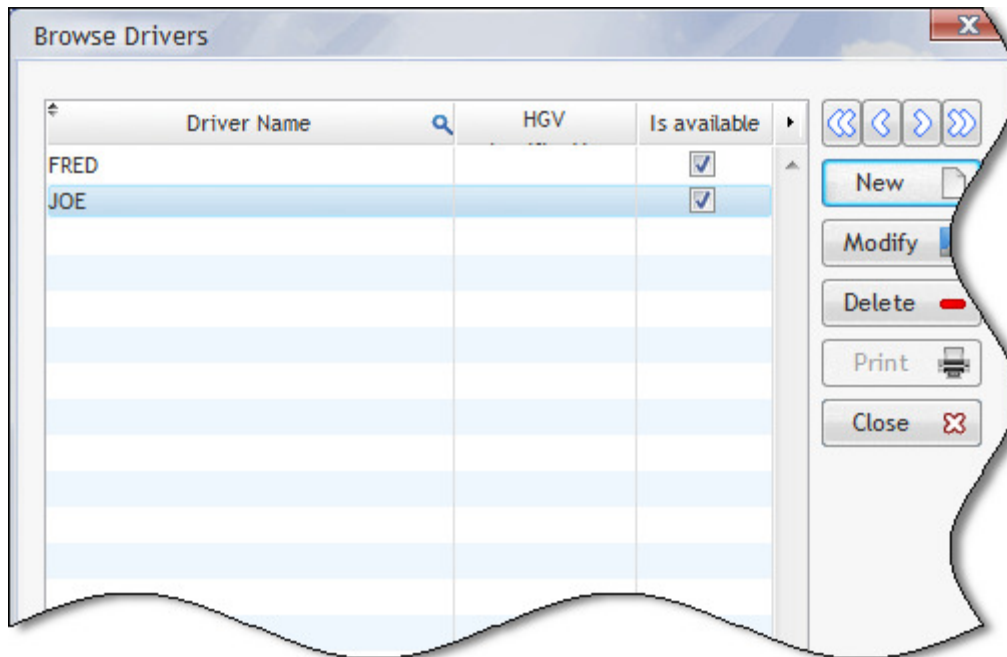
You can use the check button to fill in some of the address by typing in the postcode.

Then click on the check button and the details will appear in address 4.

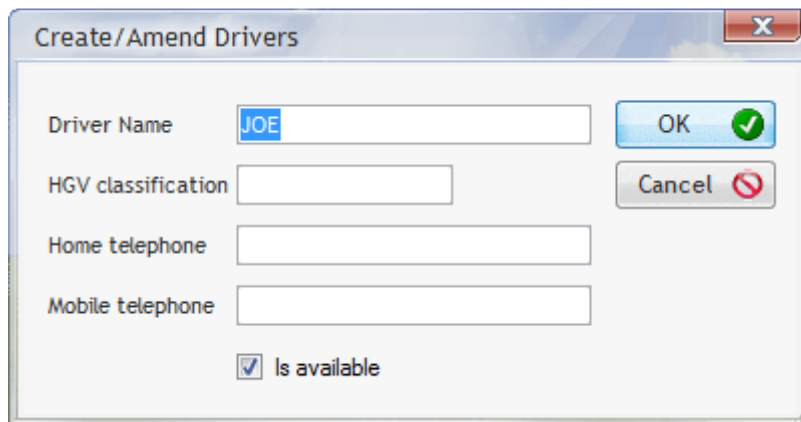
Enter the terms of business, which is the number of days the customer must make payment within and click **OK** to finish.

# Chapter 2 – Initial Setup

- Setup, Drivers, Browse Drivers



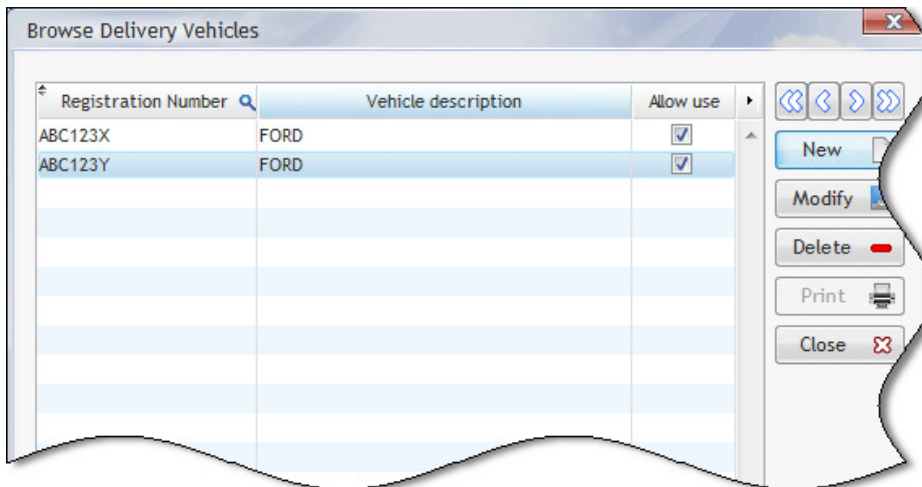
Click on New to add a new record or Modify to alter the highlighted record.



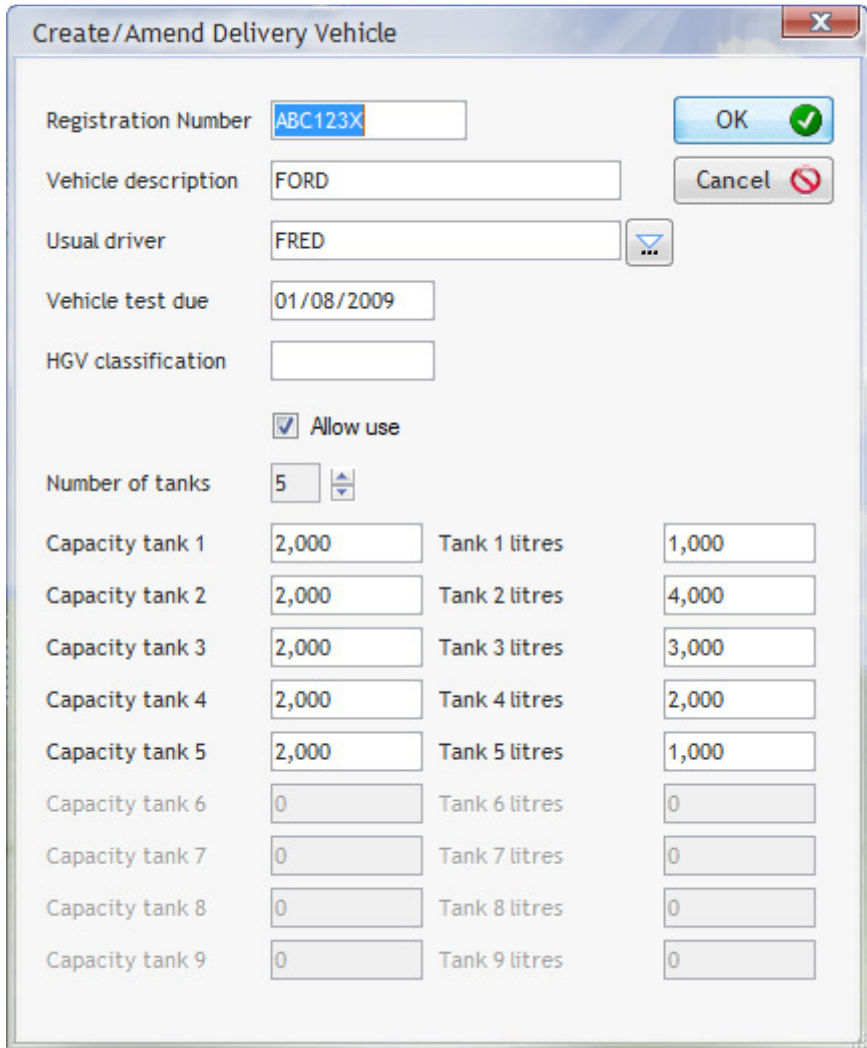
Enter the details of the driver and click **OK** to finish.

# Chapter 2 – Initial Setup

- **Setup, Drivers, Delivery Vehicles, Browse Delivery Vehicles**



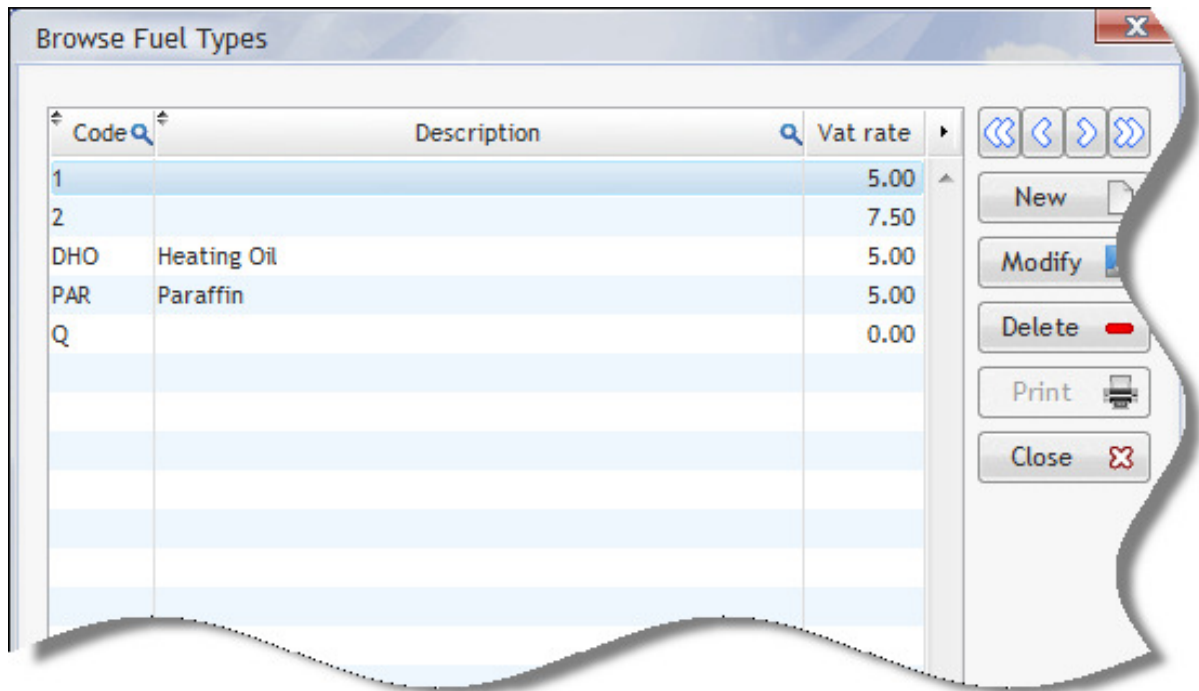
Click on New to add a new record or Modify to alter the highlighted record.



Enter the details of the vehicle and click **OK** to finish.

# Chapter 2 – Initial Setup

- Setup, Drivers, Fuel Types, Browse Fuel Types



Click on New to add a new record or Modify to alter the highlighted record.

The 'Create/Amend Fuel Types' dialog box contains the following fields and values:

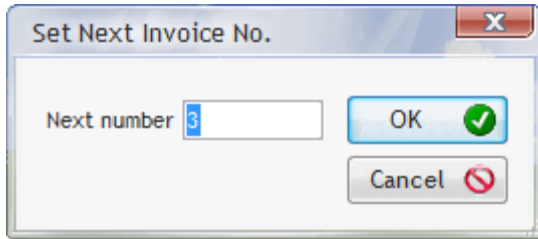
- Code: 1
- Description: (empty)
- Minimum quantity: 0
- Maximum quantity: 0
- Price (litre): 0.3200
- Vat rate: 5.00
- Hazchem code: (empty)
- Cost Price (litre): 0.0000
- Supplier: (empty)

Buttons: OK (green checkmark), Cancel (red X).

Enter the details of the fuel and click **OK** to finish.

# Chapter 2 – Initial Setup

- **Setup, Next Invoice Number**



Here you can set the number of the next invoice.

Click **OK** to Finish.



# Chapter 3 – Actions Menu

- **Actions, Deliveries**

Invoice No.	Account	Postcode	Order date	Order reference	Delivery date
3	ZIP002		28/05/2009		28/05/2009
2	ZIP002		27/04/2009		27/04/2009
1	ZIP001	LN6 5UB	21/04/2009		21/04/2009

This Table is Colour Coded:

- Green** = **Paid**
- Yellow** = **Not Paid**
- Red** = **Not Paid & Overdue**

Click on New to add a new record or Modify to alter the highlighted record.

**Create/Amend Delivery**

Details | Product 1 | Product 2 | Product 3 | Product 4 | Product 5 | Payment

Invoice number: 2

Order date: 27/04/2009

Invoice Account: ZIP002

Invoice name: ZIP COMPANY LIMITED

Invoice address 1:

Invoice address 2:

Invoice address 3:

Invoice address 4:

Invoice Postcode: LN6 5UB

Invoice Phone:

Order reference:

Delivery date: 27/04/2009

Invoice date: 27/04/2009

Delivery Name:

Delivery address 1:

Delivery address 2:

Delivery address 3:

Delivery address 4:

Delivery postcode:


Delivery vehicle Regno:


Delivery driver:

OK

Cancel

Enter the Order Date


Select the account by clicking on this button  next to invoice account.


If the delivery address is the same as the invoice address click on this button  to replicate the address.

# Chapter 3 – Actions Menu

If the delivery address is different, enter the address.

Enter the order reference if applicable

Select the delivery vehicle reg number and driver by using this button 

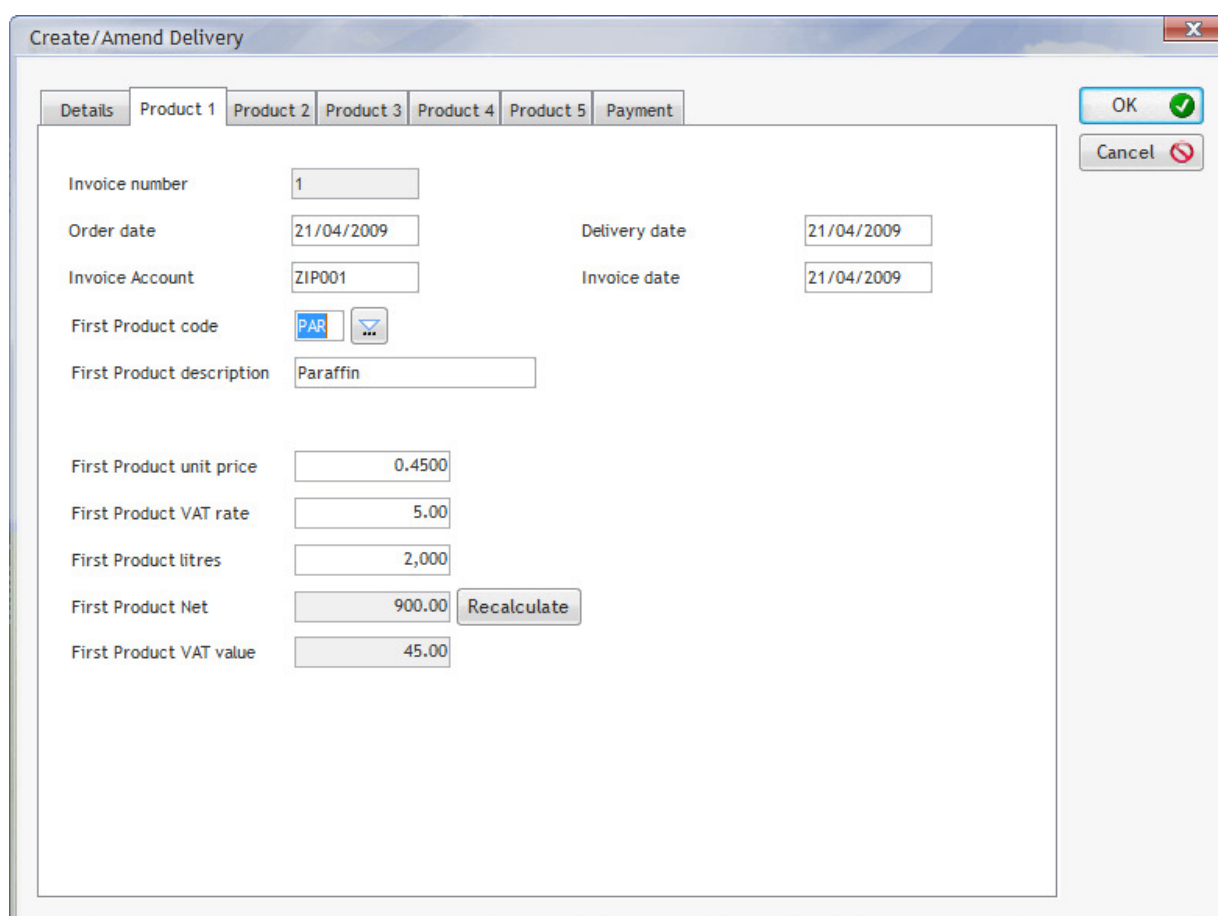
Enter the delivery and invoice date or use the cross buttons  to plus a day to the current date.

Go to the next tab – Product 1. There are 5 product tabs; these are for entering what's been ordered.

## Product Tabs

Select the product code by clicking on this button . The details for that product will automatically fill in the boxes product description, unit price and VAT rate.

Next you need to enter how many litres have been ordered. Once this has been entered the product Net total and VAT value will automatically calculate.



Field	Value
Invoice number	1
Order date	21/04/2009
Delivery date	21/04/2009
Invoice Account	ZIP001
Invoice date	21/04/2009
First Product code	PAR
First Product description	Paraffin
First Product unit price	0.4500
First Product VAT rate	5.00
First Product litres	2,000
First Product Net	900.00
First Product VAT value	45.00

If you have more than one product that has been ordered, enter them in the next product tabs.

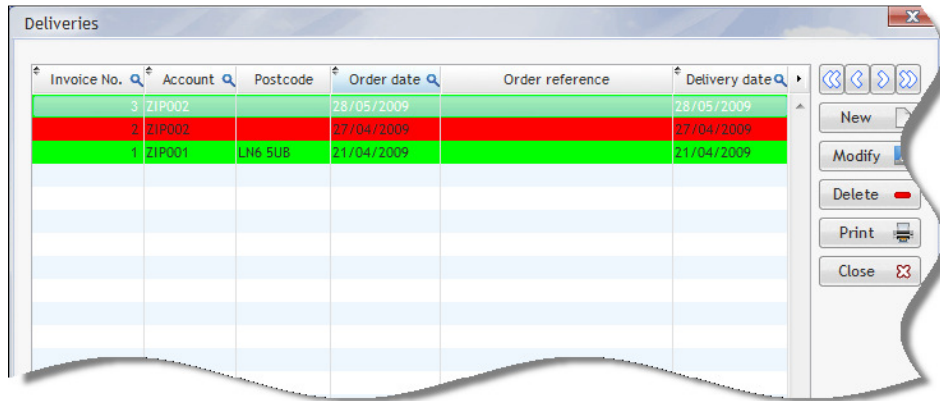
When you have finished entering all the product details, click on the **OK** button.

There is one more tab to be filled in later, which is the payment tab, where the payment details will be entered.

# Chapter 3 – Actions Menu

## Invoicing

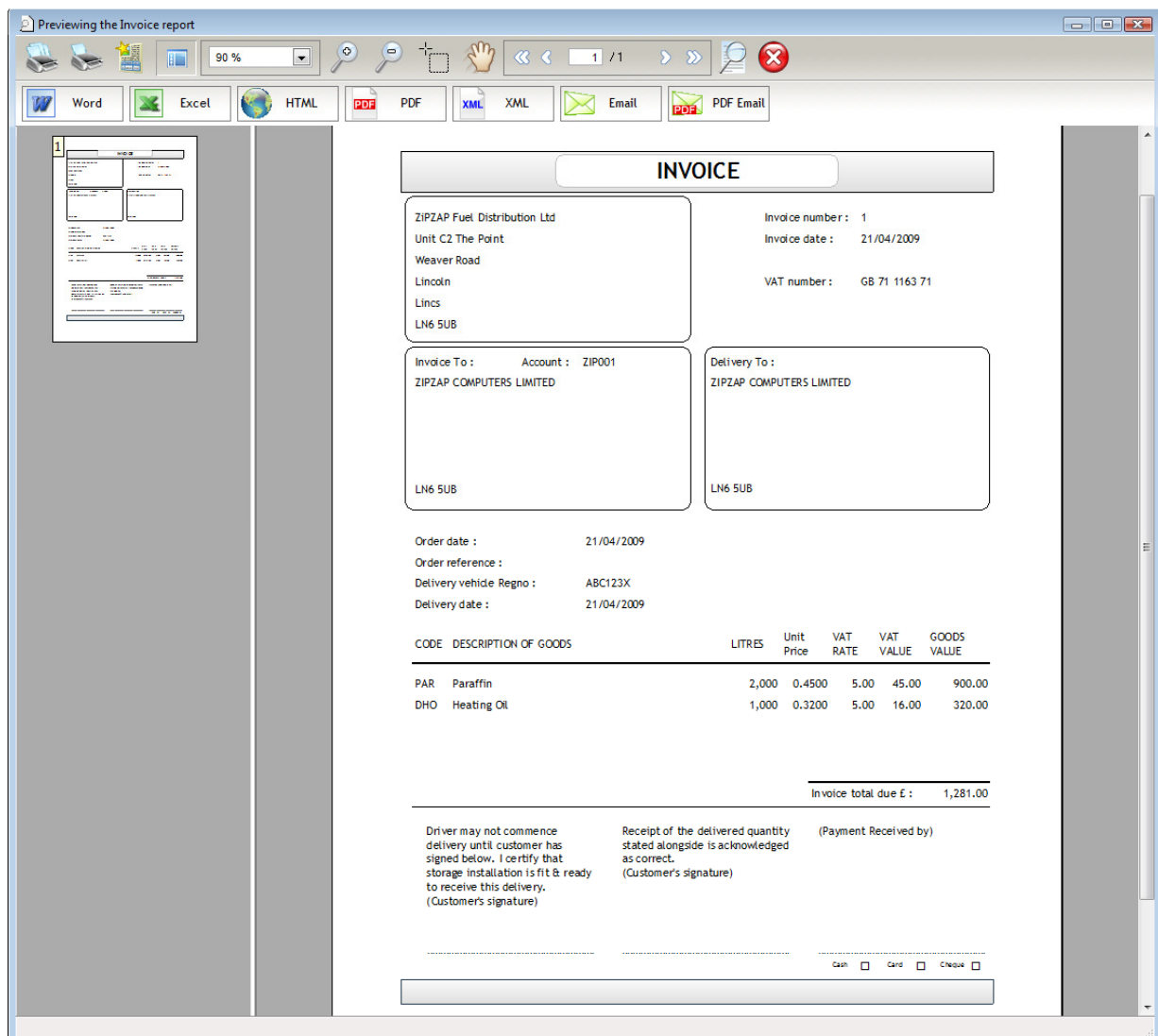
After clicking on the OK button you will return to the table of deliveries.



The screenshot shows a window titled 'Deliveries' with a table of delivery records. The table has columns for Invoice No., Account, Postcode, Order date, Order reference, and Delivery date. Three rows are visible, with the second row highlighted in red. To the right of the table is an actions menu with buttons for New, Modify, Delete, Print, and Close.

Invoice No.	Account	Postcode	Order date	Order reference	Delivery date
3	ZIP002		28/05/2009		28/05/2009
2	ZIP002		27/04/2009		27/04/2009
1	ZIP001	LN6 5UB	21/04/2009		21/04/2009

To invoice a customer, select the invoice no and click on the Print button. The print preview screen will appear for you to print the invoice selected.



The screenshot shows a window titled 'Previewing the Invoice report' with a toolbar at the top containing icons for Word, Excel, HTML, PDF, XML, Email, and PDF Email. The main content area displays an invoice preview for ZIPZAP Fuel Distribution Ltd. The invoice includes details such as invoice number, date, VAT number, and a table of goods delivered.

**INVOICE**

ZIPZAP Fuel Distribution Ltd  
Unit C2 The Point  
Weaver Road  
Lincoln  
Lincs  
LN6 5UB

Invoice number : 1  
Invoice date : 21/04/2009  
VAT number : GB 71 1163 71

Invoice To : Account : ZIP001  
ZIPZAP COMPUTERS LIMITED

Delivery To :  
ZIPZAP COMPUTERS LIMITED

LN6 5UB

Order date : 21/04/2009  
Order reference :  
Delivery vehicle Regno : ABC123X  
Delivery date : 21/04/2009

CODE	DESCRIPTION OF GOODS	LITRES	Unit Price	VAT RATE	VAT VALUE	GOODS VALUE
PAR	Paraffin	2,000	0.4500	5.00	45.00	900.00
DHO	Heating Oil	1,000	0.3200	5.00	16.00	320.00

Invoice total due £ : 1,281.00

Driver may not commence delivery until customer has signed below. I certify that storage installation is fit & ready to receive this delivery. (Customer's signature)

Receipt of the delivered quantity stated alongside is acknowledged as correct. (Customer's signature)

(Payment Received by)

Cash  Card  Cheque

# Chapter 3 – Actions Menu

## Payment Tab

When you receive a payment for an invoice, click on the invoice number in the deliveries table, click on the modify button and click on the payment tab.

The screenshot shows the 'Create/Amend Delivery' dialog box with the 'Payment' tab selected. The dialog has a title bar with a close button (X) and two buttons on the right: 'OK' with a green checkmark and 'Cancel' with a red X. The main area contains several input fields and buttons:

- Invoice number: 1
- Order date: 21/04/2009
- Delivery date: 21/04/2009
- Invoice Account: ZIP001
- Invoice date: 21/04/2009
- Terms of business: 0
- Invoice total: 1,281.00 (with a 'Recalculate' button next to it)
- Cheque number: (empty field)
- Creditcard number: (empty field)
- Credit card expiry: (empty field)
- Security code: (empty field)
- Invoice paid:  (checked)
- Invoice paid date: (empty field) with a 'Today' button
- Invoice complete:

There is also a 'Check number validity' section with a logo and an 'OK' button.

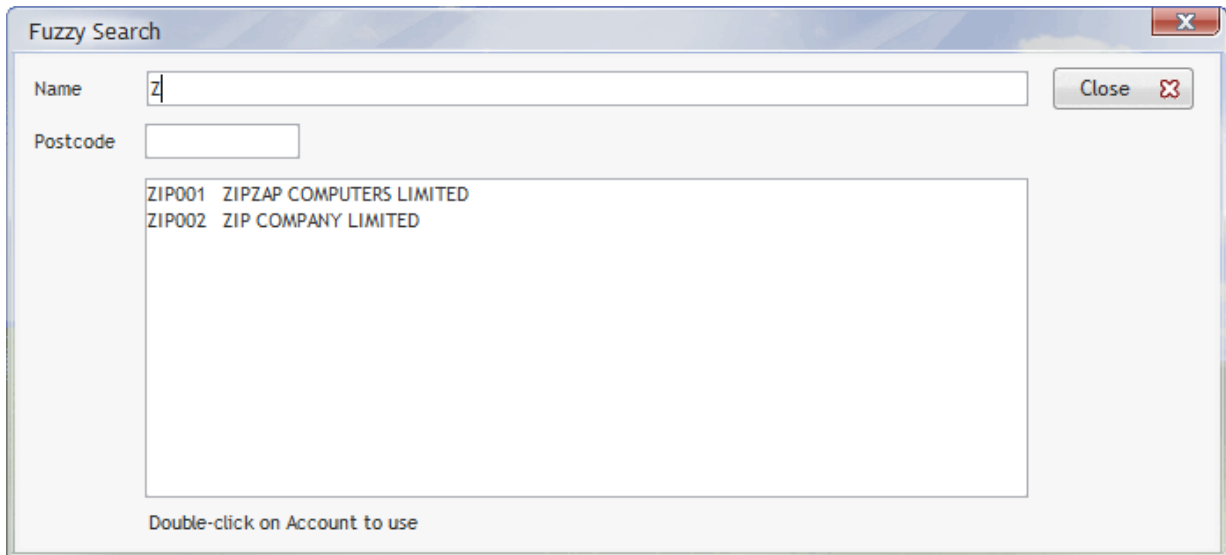
Enter the date of payment and tick the Invoice paid box. Enter the details of payment type, such as cheque number or credit card details. If you entered a credit card number, you can check the validity of the number.

Once everything is complete, tick the Invoice complete box and click on the **OK** button to finish.

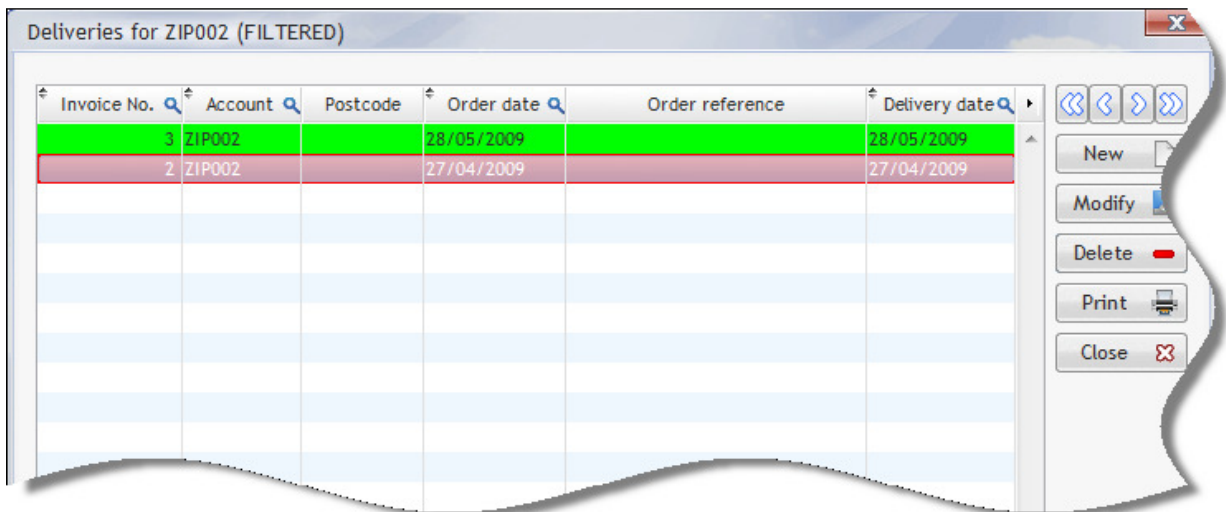
# Chapter 3 – Actions Menu

- **Actions, Fuzzy Search**

This is a filter for deliveries which can be filtered by post code or account name

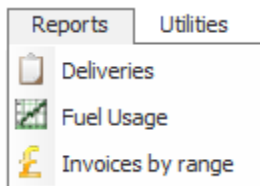


Double click on the account name you wish to view and only the deliveries for that account will come up, example below:

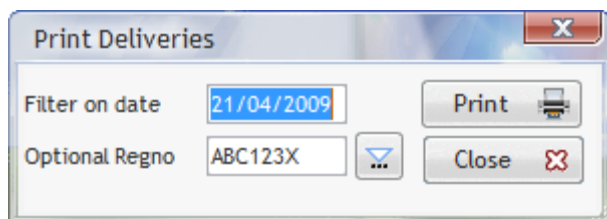


# Chapter 4 – Reports Menu

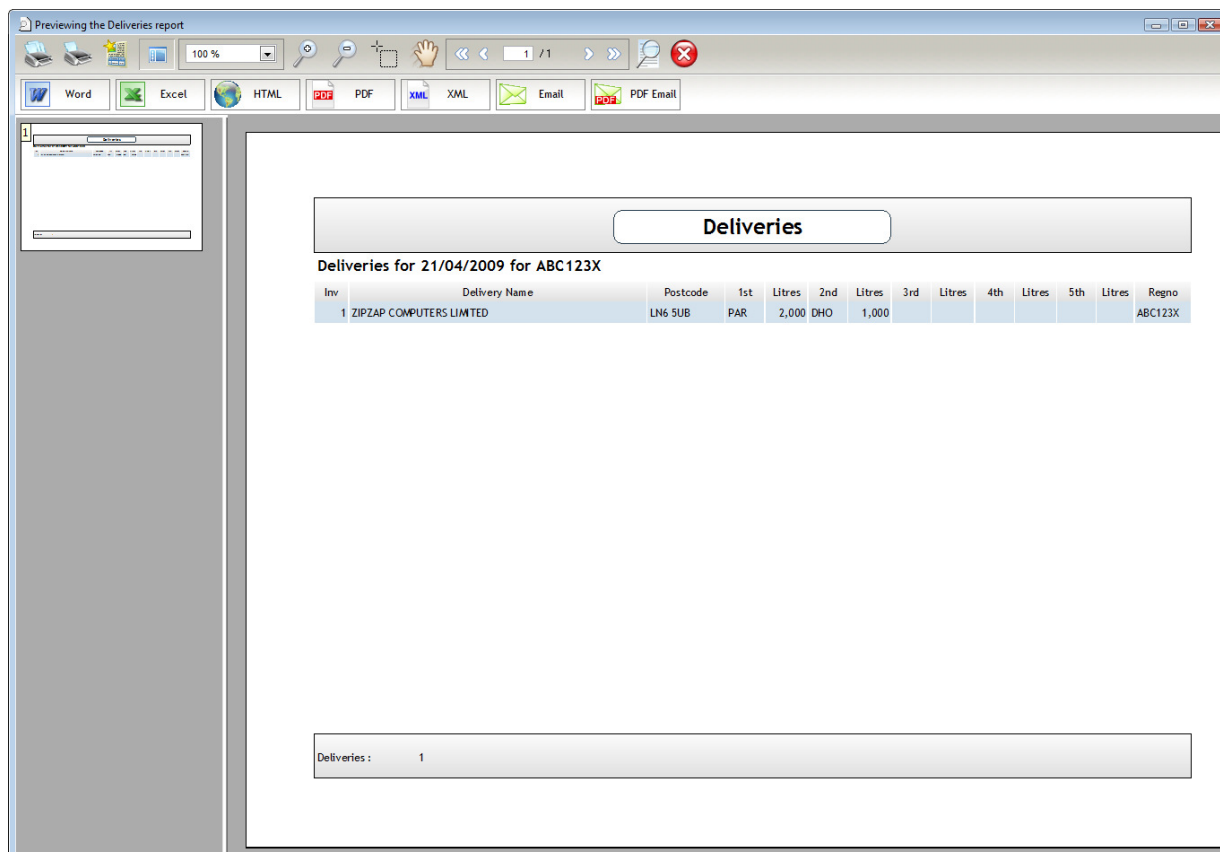
- Reports, Deliveries



Enter a date to filter by and if required, select a Reg number as well.



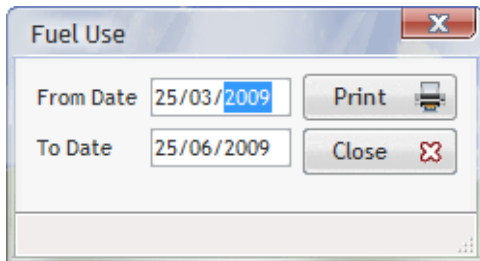
Click on the Print button and the print preview screen of the deliveries will appear, example below:



# Chapter 4 – Reports Menu

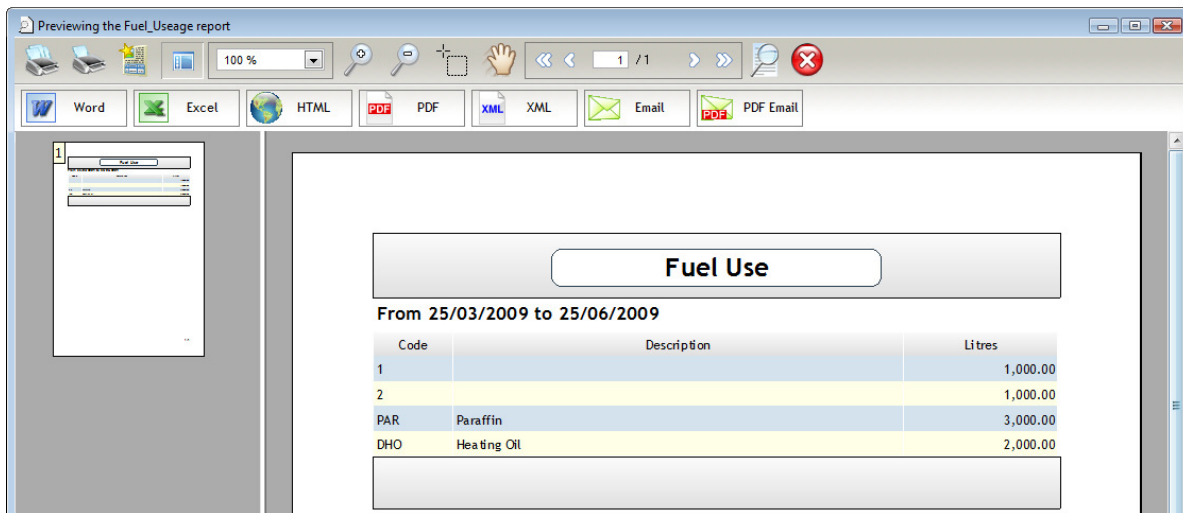
- **Reports, Fuel Usage**

This report shows you how much fuel has been used between the dates you specify.



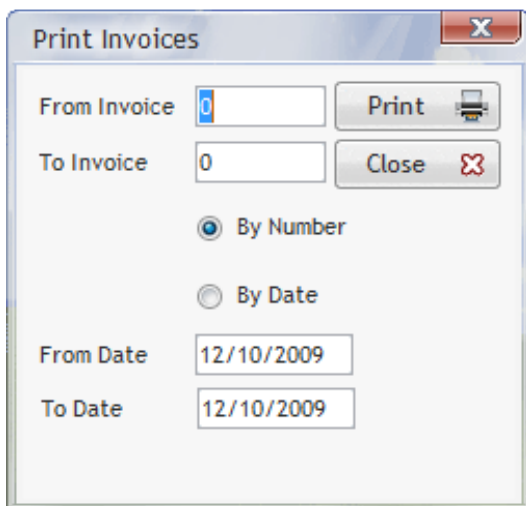
Type in the To and From date you wish to view between and click on the Print button.

Example report below:



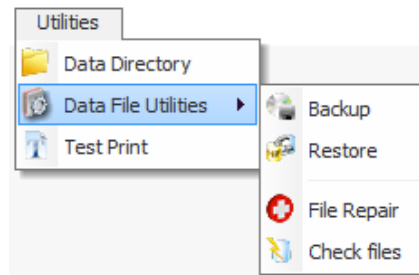
Code	Description	Litres
1		1,000.00
2		1,000.00
PAR	Paraffin	3,000.00
DHO	Heating Oil	2,000.00

- **Reports, Invoices by range**



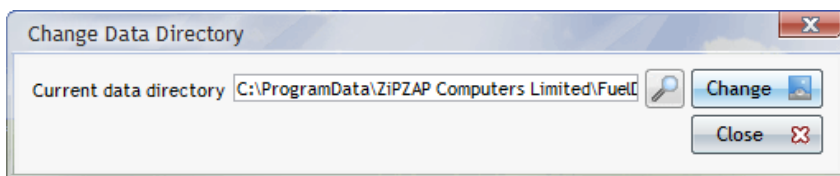
This option is for printing a range of invoices by invoice number or by invoice date. Select the range type, type in the number range or date range and click on the Print button.

# Chapter 5 – Utilities Menu



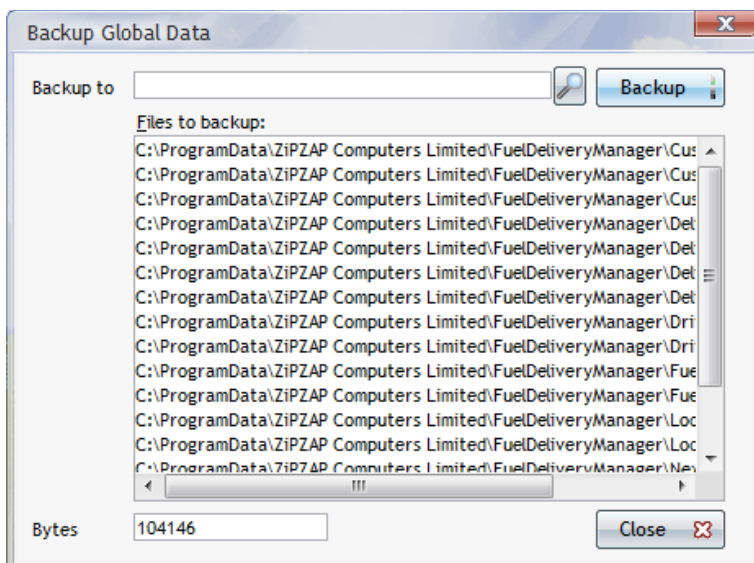
- **Utilities, Data directory**

For a multi user environment you would select your shared data folder here.



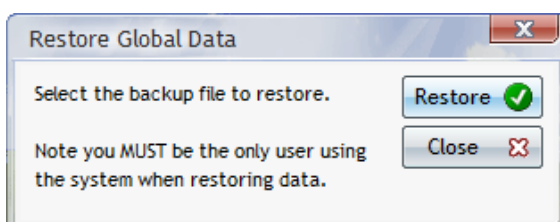
- **Utilities, Data File Utilities, Backup**

The system will automatically select the data files to backup. You just need to select the location to save the backup file to.



- **Utilities, Data File Utilities, Restore**

When doing a restore you will need to locate the backup file.





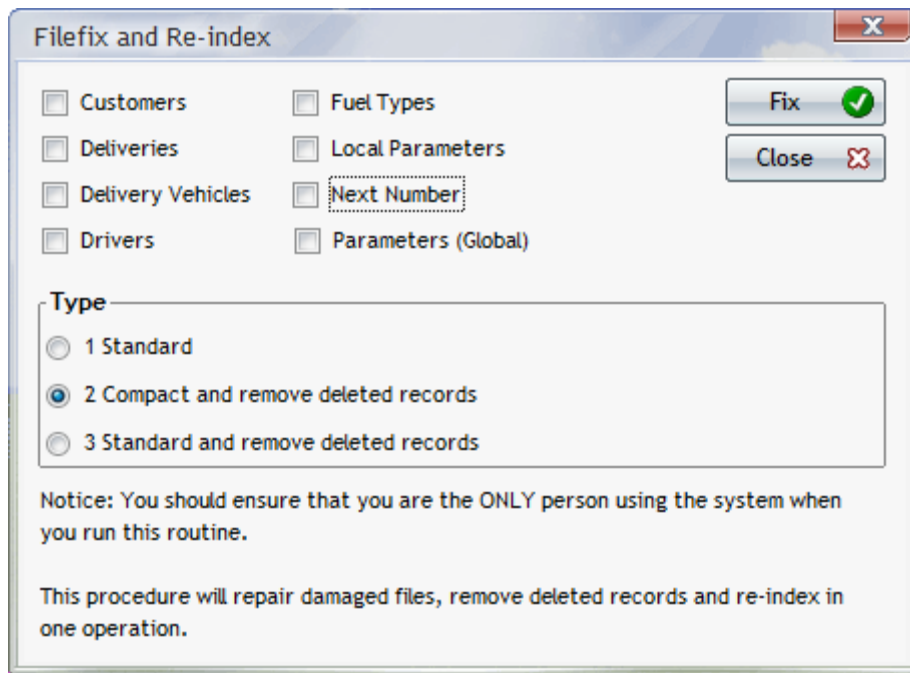
# Chapter 5 – Utilities Menu

- **Utilities, Data File Utilities, File Repair**

If you encounter problems with data files it is usually possible to repair them using this utility.

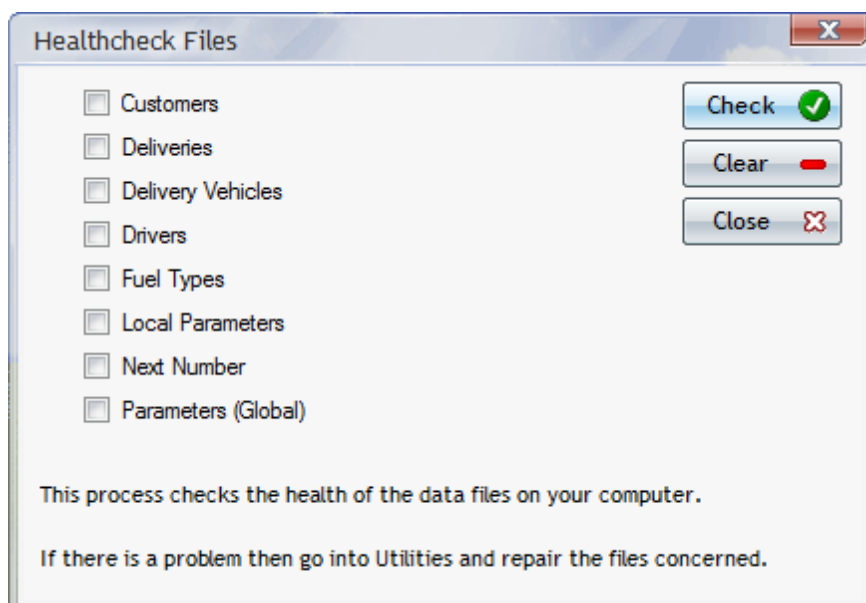
If you find yourself fixing files regularly you should look into the cause of the problem.

When using a multi user system ensure everyone else is logged out of the system.



- **Utilities, Data File Utilities, Check Files**

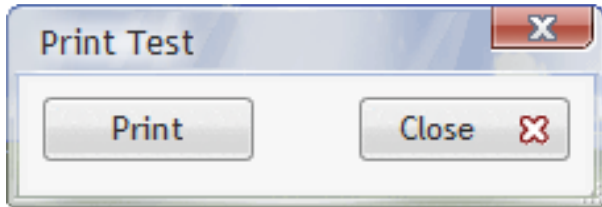
This option checks the health of the files on your computer, if there are any errors, use the utility file fix to repair them.



# Chapter 5 – Utilities Menu

- **Utilities, Test Print**

The last option of the utilities menu is a printer test page.



# Chapter 5 – Help Menu

- **About**

This option tells you about the program you have installed, e.g. program version.



**Click On License Button** – This will show you the copyright details

