Fort Barnes
103c Rookery Lane
Lincoln
LN6 7PW
Tel: 01522 526964 & 07803 758658
Fax: 01522 546812
Web: zipzap.co.uk
E-mail:sales@zipzap.co.uk

ZipZap
Computers Limited
ParcelTrak

This system was written in response
to a need for a total solution for
parcel depots. It produces an efficient solution
to any task a client may set. It
brings together in one package answers to
a wide range of queries.

TABLE OF CONTENTS

CHAPTER 1 - MENU STRUCTURE

Main Menu Structure

Customer Menu
- Create/Amend Customer
- View Consignments
- Invoicing
  - Pre Invoice
  - Print Invoice
  - Reprint Invoice
  - Invoice Summary
  - Cash Invoicing
  - View Invoice
- Account Listing   - Account Analysis
- Customer Pricing Schedule
- Pre-Printed Notes
- Pre-Printed Labels
- Consignment Note Levels
- Non Using Customers
- Quarterly Analysis
- Quarterly Budgets
- Postcode Report
- Stop Flag Set
- Delete Customer

Pricing Menu
- Full Tariff Prices
- Contracts
- Special Contracts
- Surcharges
- Discounted Surcharges
- Delete Contract Region
- Delete Global Region
- Contract Price Inc/Dec
- Hub & Del Adjustments
- Copy Contracts
- Contracts List

CHAPTER 1 - MENU STRUCTURE

Gazetteer Menu
- Search/Amend/Delete Town
- Create Gazetteer Entry
- Bulk Gazetteer Change (PCode)
- Bulk Gazetteer Change (Depot)
- Bulk Gazetteer Change (Zones)
- Bulk Gazetteer Change (Split)
- Gazetteer Change List
- Short Names
- Delivery Routes
- Gazetteer List
- Export Gazetteer
- Import Gazetteer
- Duplicate Gazetteer
- Erase Gazetteer

Quotes Menu
- Full Tariff
- Contract
- Special
- Consignment Cubing
- Letters

Manifest Menu
- Consignment Entry
- Amend Consignments
- Depot Manifest
- Single Depot Manifest
- View Manifest
- Internal Manifest
- Combined Security
- Scottish Manifest
- Cod Administration
- Batched Notes Printing
- Batched Labels Printing
- Hub Links   - Create Export File
                     - Read Import Files
- Customer File Import
- Statistics
- Delivery Addresses
- Consolidation

CHAPTER 1 - MENU STRUCTURE

Depots Menu

- Create/Amend Depot
- Depots Listing
- Depot Analysis
- Consignment View
- Parcel Networks
- Delivery Checking

Pod Menu

- Transfer Pods
- Pod Entry
- Late Delivery Analysis
- Analysis By Depot
- Enquire By Number
- Enquire By Account
- Enquire By Company To
- Vehicle Run Report
- Route Allocation
- Routing File Maint
- Holidays File
- Export The Customer Version
- Pod Listing for Customer
- Discrepancy File
- Clear Down Pods

Utilities

- Parameters
- Clear Consignments
- Resize
- Reindex
- Modify Notes
- Modify Labels
- Modify Invoices
- Modify Pre Notes
- Modify Labels
- Rev Summary
- Mod Learnt
- Mod Chars
- Mod Manf

CHAPTER 1 - MENU STRUCTURE

Vehicle Costs	- Maintain Vehicles	
	- Overheads	
	- Analysis	
	- View Consignments	
	- Maint	- Maintainance
		- Fuel Issues
		- Purge
Sales Representatives	- Maintain Sales Reps	
	- Sales Commission Report	
	- View Consignments	
Sales Ledger	- See The Sales Ledger Section	
Purchase Ledger	- See The Purchase Ledger Section	
Collection Diary	- Create Diary Entry	
	- Regular Collections	
	- View/Print Diary	
	- Purge Diary	
	- Collections Not Done	
Warehousing	- Stock Maintainance	
	- Delete Stock	
	- Incoming Stock	
	- Outgoing Stock	
	- Enquiries	
	- Reports	- Stock Levels
		- Levels For Account
		- Reorder Report
		- History

CHAPTER 2 - EXPLANATION

Explanation of Menu Terms (Brief)

Customer Menu

Create/Amend Customers

This is where you will be able to create new customers or amend existing ones.

View Consignments

This is where you can view all the consignments relating to a certain customer.

Invoicing

This is will open up another menu revealing the following options:

> **Pre-Invoice List**
> This program will give you a summary of the nett amounts that are to be invoiced to each customer, and if you use the factoring option, any accounts that fail to be viable for factoring in the invoice period
>
> **Print Invoices**
> This is where you would do the complete invoice run for all your customers.
>
> **Reprint Invoice**
> Where you may print out a duplicate invoice for a single customer, useful if the printer has problems during invoicing.
>
> **Invoice Summary**
> This is where the system will summarise the complete invoice run and create a file for upload to the accounts package.
>
> **Cash Invoicing**
> This is where you may invoice straight away for consignment(s) manifested to the cash account without having to wait for the total invoice run.

CHAPTER 2 - EXPLANATION

View Invoices

This is where you may view any invoice raised by the parcel side of the system on screen by simply keying in the invoice number. You may also query individual consignments relating to the invoice for the proof of delivery details.

Account Listing

A complete and detailed listing of your customers in order.

Account Analysis

This is where the system will give you management information relating to the consignments for each customer.

Customer Pricing Schedule

Prints out a price list for a customer who has a contract which can be given to them.

Pre-Printed Notes

This routine will produce consignment notes pre-printed with your customers address already on them to give to your customer. This tends to strengthen customer loyalty to your services.

Pre-Printed Labels

This routine will pre-print the customers address onto labels to be given to your customer offering the same benefits as the pre-printed notes routine.

Consignment Note Level

This report will show you what the pre-printed note levels are at your customer sites that you have chosen to monitor.

CHAPTER 2 - EXPLANATION

Non-Using Customers

The system will automatically track which customers are using your services. The last date the customer used your services is always held and updated . This report will list to the printer which customers haven t used your services since the specified date.

Quarterly Analysis

Because the system keeps running totals for each month of the year for various types of information, you may then report on a three monthly period for all customers for a particular piece of information.

Quarterly Budgets

This program checks for any customers whom you keep budgets for an actual vs budgeted figure for a specified three month period.

Postcode Report

This report allows you to produce a report showing where a specific customer has sent consignments to. The information will be displayed as a list in postcode order.

Stop Flag Set

This routine allows you to place a customer on stop, once on stop you will not be able to enter any consignments on the system for the customer, this function is mirrored within the Sales Ledger.

Delete Customer

This will allow you to delete a specific customer. You will be warned if the customer has a positive sales balance and the deletion will be aborted.

Pricing Menu

Full Tariff Prices

This is where you set up prices for customers with no contract.

CHAPTER 2 - EXPLANATION

Contracts

This is where you set up contracts which relate to specific customers. These can be either kilo based, parcel based, pallet based, mileage based or cubic metre based with up to eight bands per contract.

Special Contracts

This is where you set up contracts that can be used by any customer. They are identical to contracts but any customer may use them.

Surcharges

This program is designed for the setting up of surcharges which you may add on to a consignment during entry.

Discounted Surcharges

This is where you may override the amount you charge for a timed surcharge for specific accounts. You may only reduce what you would charge them not what you would be charged by hub or deliverer.

Delete Contract Region

Used to delete a contract relating to a customer from a specific pricing region.

Delete Special Region

If you wish to delete a global contract region.

Hub & Del Adjustments

Frequently you may wish to globally change the amounts you are charged by the hub and delivery depots relating to your contracts. This is the program which will do this for you.

Contract Price Inc/Dec

Sometimes, especially at the start of a new year you may wish to increase or decrease the contract prices by a percentage similar to the rate of inflation. This routine will do this.

CHAPTER 2 - EXPLANATION

Copy Contracts

This utility routine will allow you to copy a contract from one customer to another, useful in aiding the setting up of the price structures

Contract List

This is where you may print out a list of all contracts that are held on the system for all customers in customer order.

Gazetteer Menu

Search/Amend/Delete Town

You can display a town/postcode or delete a town/postcode.

Create Gazetteer Entry

This is where you may create a new town/postcode in the gazetteer, alternatively you may create during manifesting.

Bulk Gazetteer Change (Postcode)

If you receive a depot change from your hub depot it would be painful to amend every single entry that needs to be changed this is a quick way.

Bulk Gazetteer Change (Depot)

This is an alternative way of making large gazetteer changes, useful for updating depot numbers.

Bulk Gazetteer Change (Zones)

This is a program which adds the maintenance of gazetteer entries that exist for a depot which delivers into 2 or more different pricing zones.

Bulk Gazetteer Change (Split)

This program enables changes to be made very easily for split postcode changes i.e., LN1 to LN5 to a certain depot, although all the other LN postcodes are to be unchanged.

CHAPTER 2 - EXPLANATION

Gazetteer List Change

This is where you may move up and down the list of gazetteer entries from a start point that you specify and change the postcode for any entry.

Short Names

This is where you may set up short names i.e., NEWT to call up Newcastle Upon Tyne during manifesting or quotations.

Delivery Routes

This is where you may set up delivery routes for all your local deliveries.

Gazetteer List

This is where you may print out the gazetteer in postcode order.

Export Gazetteer

This program will create an ASCII file of all gazetteer entries that have been created or amended after a specific date.

Import Gazetteer

This program will read an ASCII file of gazetteer entries and update your gazetteer.

Duplicate Gazetteer

This option allows you to create a duplicate gazetteer for a depot in another parcel network, this duplicate gazetteer can then be set up to the other depots in that network, by using the gazetteer change routines. These are intelligent where duplicate gazetteers are involved.

Erase Gazetteer

Use this option to erase a complete gazetteer for a specific parcel network from the files.

CHAPTER 2 - EXPLANATION

Quotes Menu

Full Tariff

For quoting a non-contract customer for a consignment based on full tariff prices, you may include insurance or any surcharges.

Contract

For quoting customer who has a contract, a price can be quoted which may include insurance or any surcharges.

Special

For quoting anybody using a global quote, you may add surcharges, insurance etc.

Cons Cubing

Occasionally a customer will send a consignment of relatively no weight but the size is exceptionally large. You may enter the dimensions and the system will work out the number of kilos to charge.

Letters

This is a small contact management system useful for following up quotes for services and leads with a full history of follow-up calls for contact at your disposal.

Manifest Menu

Consignment Entry

This is where you would enter all the consignments to be invoiced relating to all your customers.

Amend Consignments

This is where you may amend a consignment or delete it.

CHAPTER 2 - EXPLANATION

Depot Manifest

A manifest for each depot in consignments note order relating to a specific date to be sent to the hub or each delivery depot.

Single Depot Manifest

This program allows you to produce a manifest for a specific date for a specific depot.

View Manifest

This program is very useful for viewing the manifest run for a single day on the screen rather than to the printer.

Internal Manifest

A manifest for your viewing only showing all the consignments in fine details down to gross profit per consignment.

Combined Security

This option will allow you to print out just a list of all security items for a given date.

Scottish Manifest

This allows you to print off a combined manifest just for the Scottish Depots prior to your complete manifest run which remains unaffected.

COD Administration

This suite of programs allows you to properly take care of COD that other depots in your parcel network will pick up for you on COD consignments.

Batched Notes Printing

This will allow you very quick note printing using the consignments you have already inputted.

CHAPTER 2 - EXPLANATION

Batched Labels Printing

This will allow you very quick label printing using the consignments you have already inputted.

Create Export File

If you hub depot warrants that you transfer all the information of the consignments and/or POD Data by file transfer instead of hard copy this program will produce the file.

Read Import File

If your hub has the ability to send manifests and or PODs back by file transfer this program will read in that data.

Customer File Import

If you have installed the cut down version of ParcelTrak at a customers premises and they send you a diskette every night with their consignments on, this is where you may upload the consignments into your system. A modem can also be used.

Statistics

This program will allow you to view in statistical form all the outgoing consignments for the current day, also the outgoing consignments relating to each depot.

Delivery Addresses

This suite of programs allow you to despatch quickly the same consignment details, to many of your customers. Useful if you have a customer that regularly sends out a consignments to the same addresses at the same time.

Consolidation

This program will produce a report for a specific date showing all consignments that could be merged into one consignment, i.e., they are going to the same place from the same customer.

CHAPTER 2 - EXPLANATION

Depots Menu

Create/Amend Depot

For creating a new delivering depot or to amend an existing one

Depot Listing

A complete and detailed listing for all your delivery depots.

View Consignments

View all the consignments that you have sent to a particular depot and analysis with graphs etc.

Parcel Networks

If you manifest to more than one Parcel Network then you may set up the Networks here only if you have specified in the Parameters section that you wish to manifest to other networks.

Delivery Checking

This facility allows you to check the prices on Purchase Invoices and allows you to print a report requesting credit for any discrepancies.

Proof Of Delivery Menu

Transfer Proof Of Deliveries

This will send all the consignments to the Proof of Delivery file based on a date you enter.

Proof of Delivery Input

As the Proof of Deliveries are returned back to your depot you will need to enter who signed for them and the date/time delivered.

Late Proof of Delivery Analysis

If the consignments are not delivered in time this programme will produce a list of these so that you may claim back the delivery portion of the consignment.

CHAPTER 2 - EXPLANATION

Analysis By Depot

This program will show all late deliveries that you have sent to a specific depot within a certain date range.

Enquire By Number

You can enquire on a proof of delivery by number for details on who signed for the goods.

Enquire By Account

You can also enquire on proof of delivery by customer and start date for details on who signed for the goods.

Enquire By Company To

You can also enquire on a proof of delivery by customer and the company the consignment was going to for the details of who signed for the goods.

Route Allocation

This program will list all of your deliveries for a certain day in a list box for you to very quickly change the routes of any if required.

Routing File Maint

This program is for adjusting the delivery route of a consignment being delivered by your depot or adjusting the date for it to appear on the route report.

Vehicle Routes

You can produce a printout of consignments per delivery route based on the deliveries you have keyed in to the computer.

Holidays File

This program is for setting up all the days throughout the year that your depot will not be working, these days are usually bank holidays. This is to assist the Late Delivery Report, which will skip these days in checking the Late Deliveries.

CHAPTER 2 - EXPLANATION

Export To The Customer Version

You may export all Pods keyed into the system for a given date to a specific customer who has a customer version of ParcelTrak, either by diskette or modem.

Pod Listing For Customer

You may print all the Pods of a specific customer between a specific date range.

Discrepancy Codes

This program is for setting up of discrepancy codes that can be linked to a Pod at the time that the delivery details are inputted. This kind of information is very relevant to the transmission of Pods to a hub computer system.

Clear Proof Of Deliveries

This program will clear down the proof of delivery file upto a specific date. Most companies will find that one year of Proof of Delivery details will be enough for efficient response to customers.

Utilities
Parameters

It is important to set these properly, later in this manual is the full explanation of the program.

Clear Consignments

This is where you would clear off all the consignments after the invoicing has been completed ready to start a new period of consignment entry.

Resize

In this option you can make any of the data files larger should they become almost full.

Reindex

If any of your data files should become corrupt you can reindex them to get them back into order.

CHAPTER 2 - EXPLANATION

Modify Notes

This is where you may modify the layout of your consignment notes.

Modify Labels

This is where you may modify the layout of the labels.

Modify Invoices

This is where you may modify the layout of the invoices.

Modify Pre Notes

This is where you may modify the layout of the pre printed consignment notes.

Modify Pre Labels

This is where you may modify the layout of the pre printed labels.

Rev Summary

If for some reason that you wish to remove the work that the most recent invoice summary has done, then you may run this option.

Mod Learnt

This option allows you to tidy up the file that holds the addresses that the system has learnt.

Mod Chars

This option allows you to maintain the look of the large characters that can be printed on the labels produced by the system.

Mod Manf - This is where you may modify manifest layouts.

CHAPTER 2 - EXPLANATION

Vehicle Costs

Maintain Vehicles

Create the vehicles that you use for your deliveries/collections and link overheads to the vehicles.

Overheads

Create the overheads that you may link to the individual vehicles.

Analysis

Produce a current statement showing the profit/loss situation of each vehicle using the current consignment file.

View Consignments

View all the consignments that are allocated against a specific vehicle analysis by use of graphs etc.

Maint

This system is for maintaining the servicing records and fuel records for each vehicle.

Sales Reps

Maintain Reps

This procedure will allow you to create the sales reps that you pay commission to.

Commission Report

This report will show you the commission that each of your sales reps have earned based on the current consignment file.

Commission Analysis

This section allows you to see how much each of your sales reps is earning for you. This can be done as standard information or in the form of a bar chart.

CHAPTER 2 - EXPLANATION

View Consignments

This procedure will allow you to view all the live consignments that are linked to a specific sales rep., giving graphs of management type data.

Sales Ledger Menu

Screen Enquiries

Transactions and aged debtors to screen.

Transaction Entry

Invoices, credit notes, sales receipts, refunds, contras and allocations.

Reports

Aged debtors analysis, overdue report, full range of day books, statements and debt chasing letters, contra reports.

Links With Other Modules

This is where you read into the sales ledger side any invoices raised from the parcel system. You may also enquire to see what postings are waiting.

Stop Flag Set

This is where you may place a bad paying customer on hold, the consignments entry screen will not allow you to manifest to customers on hold and will warn you.

Month/Year End

This is for running the month end or year end which will printout all the control totals. The system will automatically know whether it is month end or year end you wish to run.

Prove Ledger Balances

The system will maintain the balances of all accounts at any time if for example, something happens and the balances are out this can report any imbalances or fix them for you.

CHAPTER 2 - EXPLANATION

Parameters

This is where you may set up the initial invoices and credit note numbers, also the month numbers that are used in the month/year end procedures.

Purchase Ledger Menu

Suppliers

This is where you may set up the suppliers that you purchase supplies or services from.

Screen Enquiries

You may view the transactions for a supplier or view the aged creditors screen.

Transaction Entry

You may enter Invoices, Payments, Credit Notes and refunds.

Reports

You may produce a due for payment report, aged creditors and daybooks for invoices, payments, contras, refunds and credit notes.

Parameters

This is where you would set up the month numbers of the purchase ledger.

Prove Ledger Balances

The system will maintain the balances of all accounts at any time if for example, something happens and the balances are out this part can report any imbalances or fix them for you.

Month/Year End

This is where you would run a month end or year end, the system will know which type you need to run.

CHAPTER 2 - EXPLANATION

Collection Diary

Create Diary Entries

This is where you create a new diary entry for a collection

Regular Collections

Regular collections when setup are automatically entered into the diary.

View/Print Diary

This is where you may print or view the diary for a particular day.

Purge Diary

You may bulk delete past entries from the diary.

Not Completed

This program produces a list of all collections that have not been completed.

CHAPTER 3 - CUSTOMER MENU

Create/Amend Customers

This is where you can create a new customer or amend existing customer details. Most of the information speaks for itself, however some fields are explained as follows:

```
              Customer Maintenance


                ┌─────────────────────────────────────┐
                │ Account Reference : ZIP001           │
                └─────────────────────────────────────┘


      Account Name: Zipzap                          Last Used: 310797
          Address: Unit 14                          Type : Customer
               : Fort Barnes                        Notes : Yes
               : Rookery Lane                       Labels : Yes
               : Lincoln                            Inv Pd : W B: No
        Post Code: LN1           Factoring No :              Inc : Yes
        Telephone: 01522 526964     Facsimile :             Inv : Yes
          Contact:                        Watch Consignment Numbers : No
   Cust Ver Used : Yes Vet : No     Invoice Type : Detailed   Vatable : Yes
 Maintain Pre-printed Note Levels : No      Left :        0  Warning :     0
      Terms :    0  from Date of In Statmt : Yes   Default Contract : /
   Cr Limit :      0.00   Security : N Sec Charge :     0.00 In :     3.00
    Balance :   1400.91 Commission : N  Sales Rep :      %  0.00
   Turnover :    526.56    Min In   :     0.00  Own PaperWork : No  LA : No
   Fuel Sur : Yes      Sur Amount :    10.00
        ┌──────┬──────┬─────────────┬────────────┬───────────────┬──────┐
        │Amend │Delete│Month Figures│Set Budgets │Remove Budgets │X-Exit│
        └──────┴──────┴─────────────┴────────────┴───────────────┴──────┘
```

 1. Type - this is related to the type of customer, ie., whether the customer is another parcel depot or a normal customer. It is used for determining inter depot collections on the manifest.

 2. Notes - do you wish this customers consignments to be included in any complete consignment print run.

 3. Labels - do you wish this customers consignments to be included in any complete consignment label print run.

 4. Inv Pd - do you wish to invoice the customer **D**aily, **W**eekly, **T**wo Weekly or **M**onthly.

CHAPTER 3 - CUSTOMER MENU

5. B - on any consignment notes or labels you print for this customer do you wish for the address to be blanked out.

6. **Factor Number** - if you have this customers invoices factors by a factoring house then you may key in the factoring reference which will appear on the invoices for this customer.

7. **Inc** - if you are factoring invoices then do you wish this customers invoices to be factored.

8. Inv - do you wish this customer to be invoiced for consignments. This field can be used for holding a customer back to another invoice run.

9. **Watch Note Numbers** - setting this option to **Yes** means that you may allocate specific consignment numbers to this customer generally after you have pre-printed them. Any consignment number then entered during consignment entry will be checked against the history of note numbers for the customer. The system will warn if an illegal note number has been entered.

10. Cust Ver Used - does this customer have a copy of the customer version of ParcelTrak installed at their premises.

11. **Vet** - set this to **Yes** if you wish to control each individual consignment that is brought in by the customer file import option on the manifest menu.

12. **Invoice Type -** Do you wish to produce a detailed or summarised invoice for this customer.

13. Vatable - Is VAT to be added to this customes invoices at the standard rate.

14. **Maintain Pre-printed Note Levels** - this is for helping you know when an important customer requires new pre-printed consignment notes. Set this to **Yes** if you wish to use this facility then key in the warning level. During manifesting if the number of notes falls below this level the system will warn you.

15. **Terms** - this is the field for holding the customers credit terms this will be printed on any invoice raised for this customer. After this you will be prompted for the kind of terms. Type **D** for **Date of Invoice** and **E** for **End of Month**.

CHAPTER 3 - CUSTOMER MENU

16. Statement - if you use the sales ledger within ParcelTrak do you wish this account to receive a statement in the statement run.

17. Default Contract - this field is for the most commonly used contract and will be automatically entered into the contract field during consignment entry.

18.Security - this is used if all consignments need to be sent via the security manifest. This will automatically be called up during consignment entry for this customer.

19. **Sec Charge** - the amount to charge the customer for any consignments sent out via the security manifest.

20. Commission - this is to specify whether you wish to calculate the commission based on the gross profit of any consignments linked to this customer.

21. **Sales Rep** - which sales rep is to get the commission.

22. **%** - how much percentage wise do you wish to give the sales rep from the gross profit or revenue of the consignments.

23. **Balance** - this field will call up the balance the account stands at currently.

24. **Turnover** - this field will display the turnover to date of the account.

25. **Min Inv** - this field is for placing a minimum invoice value onto a customer. If the customers invoice comes to less than the minimum amount, then the min inv amount will be charged.

26. **Own Paperwork** - if a customer uses their own paperwork then set this to **Yes** and during consignment entry you will be prompted for the full address details and a consignment note will automatically printed.

27. **LA** - if the customer is using their own paperwork or you have set up the system to allow the inputting of the full delivery address, then for specific customers the system will learn the consignee address and if you type in a consignee name/postcode/ town that already exists then the delivery address will be automatically inserted.

CHAPTER 3 - CUSTOMER MENU

28. **Ins** - this field will automatically default to the value per thousand field for additional insurance in the parameters screen. You may override this amount for certain customers if required.

29. Fuel Sur - do you wish to add a fuel surcharge to this customers invoice. If so you should enter Yes.

30. Sur Amount - if you have answered yes to the fuel surcharge you will need to enter the percentage in here.

Create/Amend Customers Page 2

```
                    Additional Parameters            (Page 2 of 2)

   Message to appear on notes  [Fragile With Care              ]

                          E-mail address
      [sales@zipzap.co.uk                                      ]

   Associated Route [02]  Associated vehicle [02 ]  Password [     ]

   Associated Nominal Code override [4001]
```

1. Message - type in here any messages to appear on notes you print for your customer as standard.

2. E-Mail Address - your customers e-mail address.

3. Associated Route - the collection route that this customer is generally on.

4. Associated Vehicle - the vehicle that generally collects from this customer.

5. Password - this field is not yet used.

6. Associated Nominal - an entry in this field will override the default nominal in Parameters when exporting to Sage   .

CHAPTER 3 - CUSTOMER MENU

If you wish to amend a customer and have forgotten their account reference then you may search for it . **The search key throughout this system is a   /   followed by any characters you wish to search for, i.e., /ZIP will display all account beginning with ZIP, for you to chose one. (See below).**

```
PARCELTRAK V2.07        ZIPZAP - 01522 526964/0374 675625        24 Jun 96

Zipzap Computer Consultants    Customer Maintenance

        Account Reference : /ZIP


                    ACCOUNT LIST BOX

    Select    ZIP001 Zipzap
```
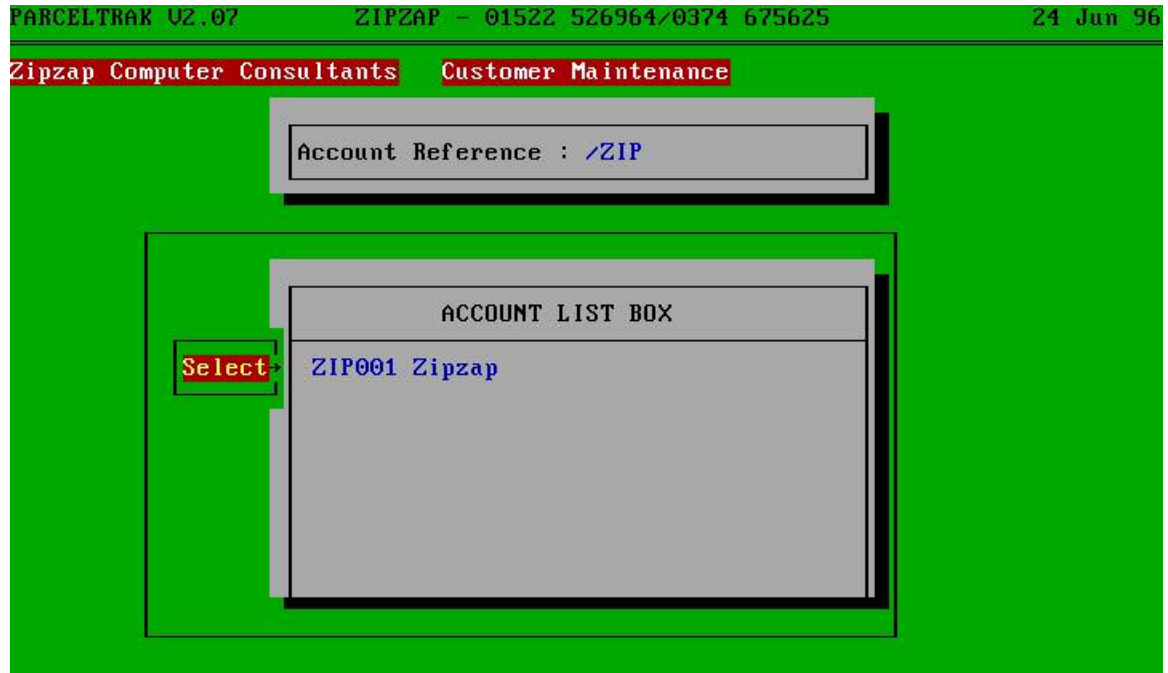
Once you have selected a customer you may amend or delete the file. Please note you will not be able to delete a customer that :-
1. Has current consignments.
2. Has current sales transactions.
3. Has an account balance.

CHAPTER 3 - CUSTOMER MENU

Other options on the amend menu are:

1. Set Budgets

As the system keeps track of the number of consignments sent out each month, you may set budgets against each month for a customer, if you set this up you will be allowed to see an actual against budgets analysis of outgoing consignments.

2. Remove Budgets

You may at any time remove a budget that has been set for a customer.

3. Monthly Figures

This system will keep track of the totals of things like **Number of Consignments, Items, Weight, Revenue, Cost of Sales.** You may view the totals for each month on screen as well as print out the totals. If you have set up budgets you may view the budget for each month against the number of consignments sent out.

```
PARCELTRAK V2.07          ZIPZAP - 01522 526964/0374 675625        24 Jun 96

Zipzap Computer Consultants    Customer Maintenance

Account : ZIP001 Zipzap

Month          Nett      Cost of Sales      Cons       Items       Weight

January
February
March
April
May
June          127.79        34.08             2           2          383
July
August
September
October
November
December




                        Print Budgets X-Exit
```

You may print out this screen or view the budgets against the number of consignments.

CHAPTER 3 - CUSTOMER MENU

```
Acc Ref : ZS0240                                    Total :-
   Name : Zs
   From : 01/05/2000 to 22/06/2000                       83.50
```

```
    Number   Date        Area  S  Cont      Itm      Wght     Charge

>  123426   18/05/2000  95   A             1        10        5.50
   000123   01/06/2000  58   A             1        10        5.00
   123501   13/06/2000  B1   A             1         1        0.00
   000001   20/06/2000  94   A             1                  3.00
```

```
Note Number : 123426 Date : 18/05/2000 To :              Depot: 95
 Ord Number :                    Dest : ALLENTON       DE2   Net: 01
   Contract :          Ser : A  Items :   1 Wt :   10 Kg  Charge :     5.50
Timed Surch :          Surch :     Ins :     0.00   Del Charge :     2.10
 Alt Sender :                                        Hub Charge :     2.10
                                                            VAT :     0.96
```

This is where you will be able to key in an existing account reference or use the search key as explained in the create/amend customer section. The system will then list all the live consignments that exist for that customer with the total nett amount of the uninvoiced consignments being shown in the top right hand side of the screen. You will be able to move up and down the consignment list using the cursor keys, or pageup and pagedown. The bottom box will show in more detail the consignment note you are currently next to. Pressing **Esc** will allow you to exit the program, printout sales information or choose another.

CHAPTER 3 - CUSTOMER MENU

Choosing **Sales Information** will open up a display box with the analysis of consignments that are in the current file for that customer, see below.

From here you may select to display **Gross Profit, Weight, Consignments, Profit** or **Exit.**

1. Gross Profit Graph

CHAPTER 3 - CUSTOMER MENU

2. Weight Graph

```
PARCELTRAK V2.07        ZIPZAP - 01522 526964/0374 675625        24 Jun 96

Zipzap Computer Consultants    Consignment View

Weight based on the date ranged cons file, to the nearest 100 kilos for
customer Zipzap                                    .


A                                                                    383
Service

B                                                                      0
Service

C                                                                      0
Service

Total                                                                383


        500  1000 1500 2000 2500 3000 3500 4000 4500 5000 5500 6000+

                    PRESS SPACE TO CONTINUE
```

3.Number of Consignments Graph

```
PARCELTRAK V2.07        ZIPZAP - 01522 526964/0374 675625        24 Jun 96

Zipzap Computer Consultants    Consignment View

The total number of consignments based on date range file rounded to nearest
10 for customer Zipzap                              .

A                                                                      2
Service

B                                                                      0
Service

C                                                                      0
Service

Total                                                                  2


        50   100  150  200  250  300  350  400  450  500  550  600+

                    PRESS SPACE TO CONTINUE
```

CHAPTER 3 - CUSTOMER MENU

4.Value of Profit Graph

```
PARCELTRAK V2.07         ZIPZAP - 01522 526964/0374 675625        24 Jun 96

Zipzap Computer Consultants    Consignment View

Value of profit based on date ranged cons file to the nearest 20 pounds for
customer Zipzap                                      .


A                                                                    93.71
Service    ████

B                                                                     0.00
Service

C                                                                     0.00
Service

Total                                                                93.71
           ████

          100  200  300  400  500  600  700  800  900  1000 1100 1200+


                        PRESS SPACE TO CONTINUE
```

Invoicing

Pre-Invoice List

This program is primarily for use displaying nett totals of all uninvoiced consignments for each customer in order to ascertain which invoices need holding back a period. If you are using factoring and have set up an amount in the parameters to check invoices against.

Simply run the report and report on consignments upto a specific date.

The system produces a report which will show each customer with un-invoiced consignments, the nett amount and whether the customer is to be invoiced or not. The system will mark any invoices that do not meet the factor breakpoint.

CHAPTER 3 - CUSTOMER MENU

Print Invoices - See Appendix 1

This part of the system will printout a complete invoice run based on all customers who have live consignments. You will have to key in the start invoice number for that period and the tax point date. You will also have to key in which invoice period customers that you wish to invoice. Below is an example of how the invoice periods work.

D - Daily this will just invoice the daily customer.
W - Weekly this will invoice the weekly and the daily customers.
T - Two weekly this will invoice the two weekly, weekly and daily customers.
M - Monthly this will invoice all customers.

```
PARCELTRAK V2.07        ZIPZAP - 01522 526964/0374 675625        24 Jun 96

Zipzap Computer Consultants    Complete Invoice Run



              Invoice/Tax Point Date : 240696
                                        ↑
              Start  Invoice Number   : 000002

                    Invoice Period    :
```
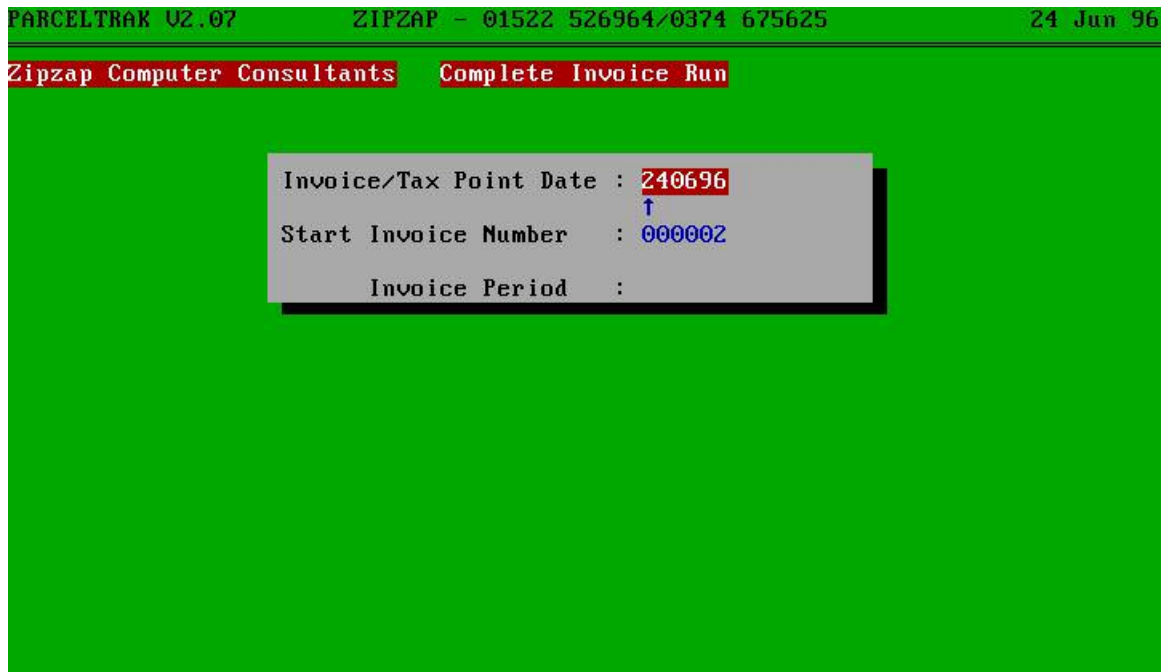
The system will then printout the invoices in a form as shown on the next page. This invoice layout will probably differ from each collecting depot as they all have their own pre-printed stationery or preferred layout. The system will show the consignment note number, the date it went out, where it was going to, the items and weight, the service and charge and if it was vatable. It will also list any surcharges that relate to each consignment and insurance.

CHAPTER 3 - CUSTOMER MENU

A Sample Invoice

```
ZIP001                          Invoice No 000001
ZIPZAP COMPUTER CONSULTANTS
UNIT 14 FORT BARNES
ROOKERY LANE
LINCOLN                         Date 24 Jun 96
LN6 7PW
```

Date	Docket	Destination	Consignee	Wght	Nett	Ins	Vat	Total
280596	001234	Louth	Mr Smith	33	11.59		2.03	13.62
280596	123456	Mablethorpe	Mr Jones	350	116.2		20.34	136.54

Surcharge Analysis
Code Description

Sub Total	127.79
Vat	22.37
Final Total	150.16

Terms: 14 days from date of invoice

This invoice is due for payment by the 9 Jul 96

The system will calculate when an invoice is due for payment based on their terms of business, showing instantly to your customer when they need to pay the invoice by.

If you have set up a factoring number for an account then this will appear just under the address of the invoiced account. This is required by the factoring house.

CHAPTER 3 - CUSTOMER MENU

Reprint Invoice

This part of the system was specifically written to duplicate an invoice that has been printed incorrectly by the complete invoice run, i.e., the printer may have gone wrong during a single invoice. Key in the same details as in the complete invoice run, except the invoice number should match the invoice that was printed for that customer already. Also
key in the customer reference or use the search key.

The invoice produced is exactly as per the normal invoice routine except that it will only produce a single invoice.

Invoice Summary

This procedure will itemise each invoice that is produced from the complete invoice run. Key in the invoice tax point date as per the complete invoice run and also the invoice period. The system will produce a report as below and also create a file for you to upload to your account package if you wish to use this option or update our own sales ledger system.

Invoice Summary   24 Jun 96

Acc No	Name	Inv No	Nett	Vat	Gross
ZIP001	ZipZap computer Consultants	000001	127.79	22.37	150.16

Please note that as this program is being run it will mark each consignment in the current consignment file as invoiced, thus not allowing these consignments to be invoice twice.

CHAPTER 3 - CUSTOMER MENU

Cash Invoicing

Here the system will automatically pull up the pre-defined cash account and list all the current transactions that are associated with that account. You may select the consignments that you wish to invoice immediately by pressing **ENTER** next to them thus highlighting them on screen. Pressing **ENTER** next to a highlighted consignment will unselect it. When you have selected all you need, pressing **ESCAPE** will allow you to invoice or discard the selections, see below:

```
PARCELTRAK V2.07       ZIPZAP - 01522 526964/0374 675625        13 Jun 96

Lincolnshire Depot    Cash Invoicing

Cash Account Number : CAS999      Cash Account


        Number  Date       Destination         Nett      Vat      Invoiced

  =>    000123  13 Jun 96  YORK                 8.95      1.56
        000456  13 Jun 96  NOTTINGHAM          33.70      5.89




  Press 'ESC' to produce invoice or exit from program.
```

Please note that you may not select any consignments that have previously been invoiced. Selecting **Invoicing** from the menu will open an input box over the main screen, showing the total gross amount of the consignments you have chosen and you will be allowed to enter the name and address of the consignee to print out on the invoice. The gross figure advises you how much the cheque should be made out for. Even at this stage you may abandon the cash invoice.

If you select Invoice from the menu the system will produce the invoice and create an invoice for posting to the sales ledger package, also it will mark the consignments you have selected as being invoiced so that you may not invoice them twice.

CHAPTER 3 - CUSTOMER MENU

View Invoices

This program will allow you to view all the consignments that have made up a specific invoice on screen. First of all simply key in the invoice number and the system will display the consignments that make up the required invoice.

```
PARCELTRAK V2.07        ZIPZAP - 01522 526964/0374 675625              24 Jun 96

Zipzap Computer Consultants    View Part Invoices

 Invoice Number :      1

 Account Invoice Raised To :- ZIP001 Zipzap


 Invoice Number :-       1          Date :- 10 Jun 96

     Docket           Destination        A Itms Wght Ins    Net      Vat

   > 001234 28 May 96 LINCOLN            A   1   33         11.59    2.028
     123456 28 May 96 LINCOLN            A   1   350       116.20   20.335




                                    Nett Amount :     127.79
                                    VAT Amount :        22.36

                                    Gross Amount :     150.15
```

 If there is more than one consignment for the invoice you would be allowed to move up and down the list of consignments that make up the invoice. By pressing the **ENTER** key
next to the required consignment you will be shown the details of the POD that has been entered for the consignment.

By pressing the **ESCAPE** key you may view another or produce a copy using the details displayed on the screen.

CHAPTER 3 - CUSTOMER MENU

Account Listing

This procedure will list all the customers you have on file to the printer. It is quite a detailed listing as you can see below.

Account Listing   24 Jun 96

Acc Ref	Name/Address 3	Address1/Address 4
ZIP001	ZIPZAP COMPUTER CONSULTANTS ROOKERY LANE	UNIT 14 FORT BARNES LINCOLN

Postcode: LN6 7PW
Cont/Tel/Fax: Norman/01522 526964/01522 546812
Terms: 14 days from date of invoice.

CHAPTER 3 - CUSTOMER MENU

Account Analysis

This procedure is a simple management type report to show you what customer trends are for the date range, in customer order, showing what services the customers are using etc. This report allows you to keep your finger on the pulse of your business. It analyses the Pods for each customer between the specified dates.

Account Analysis from 01 Jan to 31 Dec 95

Account Name

ZipZap Computer Consultants

Service Type	Cons	Revenue	Trunk	Del	Itms	Weight	Ave Wght	Ave Rev
A Service	2	57.50	0.90	11.84	2	135	67.5	
	28.75	B Service	1	18.15	0.45	2.13		1
	34	34.00	18.15					
C Service	0	0.00	0.00	0.00	0	0	0.00	0.00
Saturday	1	34.31	5.45	12.00	1	1	1.00	
	34.31							

Type of Freight

Kilo Cons	3	59.96	6.35	16.13	3	47	15.67	
	19.99							
Parcel Cons	0	0.00	0.00	0.00	0	0	0.00	0.00
Pallet Cons	1	50.00	0.45	9.84	1	123	123.00	
	50.00							
Mileage Cons	0	0.00	0.00	0.00	0	0	0.00	0.00
Cubing Cons	0	0.00	0.00	0.00	0	0	0.00	0.00

Pod Analysis

Number of Pods delivered on time:	20
Number of Pods not delivered on time:	1
Number of Pods not signed for:	1
Number of Pods not dated:	0

CHAPTER 3 - CUSTOMER MENU

Customer Pricing Schedule

This routine has been written to give your customer who has a contract a price list so they know how much they will be charged at a glance, as your customers will often pass on delivery charges to their customers.

You will be presented with a screen asking for the account reference, again you can use the search key. You will then be asked for the contract, the service and the pricing region. You can use the search key in the contract field to display all the contracts for that customer in order and you can pick one, see below:

```
PARCELTRAK V2.07        ZIPZAP - 01522 526964/0374 675625        24 Jun 96

Zipzap Computer Consultants    Customer Pricing Schedule

 Acc Number : ZIP001          Name : Zipzap


         Contract : /        Serv :       Regn :


          Contract   Serv   Regn F  Regn T   K/P/M

  Select→  01          A      01      02        K
           02          B      01      02        K
           03          C      01      02        K
           04          A      01      02        K
           24          A      01      02        K
           COL         A      02      01        K
           CTN         A      01      02        P
```

Once the system has located a contract either by search or by your input the system will ask you to enter the following details and then produce the relevant price lists:

If it is a parcel or pallet contract it will ask you how many parcels for the limit and in steps of how many parcels.

If it is a kilo contract it will ask you the weight limit and in what kilo steps.

If it is a mileage contract it will ask you the mileage limit and in what mileage steps.

If it is a cubing contract it will ask you the cubic metre limit and in what cubic metre steps.

CHAPTER 3 - CUSTOMER MENU

Sample Price List

Customer: ZipZap Computer Consultants
Contract: 123456   Service: A To Pricing Region: 02

Parcels	Nett Price
5	23.00
10	45.50
15	68.00
20	90.50
25	113.5
30	135.5

CHAPTER 3 - CUSTOMER MENU

Pre-Printed Notes

This is where you may pre-print consignment notes for a customer with their address already on them, this is to help the customer and to maintain good customer loyalty to your company.

The opening screen will display a box to enter the account number in and then will ask you how many notes you would require. Up to 999 notes can be printed for any one customer. The screen will look as below:

After the details have been entered the system will then print as many notes as the amount you have typed in.

If you have the pre-printed notes options set to yes then the amount of notes you send to the customer will be added to their stock.

CHAPTER 3 - CUSTOMER MENU

Pre-Printed Labels

This is where you may pre-print labels for a customer with their address already printed on them, this again is to help your customer and maintain good customer loyalty.

The opening screen will display a box to enter the account number in and then will ask you how many labels you require. Upto 999 labels can be printed for any one

```
PARCELTRAK V2.07          ZIPZAP - 01522 526964/0374 675625          24 Jun 96

Zipzap Computer Consultants    Pre-Printed Labels

 Acc Ref : ZIP001
    Name : Zipzap


                        How many Labels do you require :   20







                             Continue Re-Enter X-Exit
```

customer. The screen will look as below:

After the details have been entered the system will then print an many labels as the amount you have typed in.

CHAPTER 3 - CUSTOMER MENU

Pre-Printed Note Levels

This program will list in full all customers who have elected to maintain pre-printed note levels and how many notes they have, see below:

Pre-printed Consignment Note Levels.

Account Name	Stock	Minimum Level
ZipZap Computer Consultants	500	30

Non-Using Customers

Because during manifest entry the accounts are updated automatically with the last consignment date you may produce a list of all customers who have not used your services after a specified date. Firstly you will be prompted for a date and the system will produce a report as below.

Non-Using Customers Report

Checking from date 31 May 96

Account Name	Last Used	Contact	Telephone
Franks Bikes	15 Apr 96	Frank	01522 548000

As you can see this report is perfect to hand to your Sales Team and can be used to find out why the customers are not using your services any more.

You would probably notice that an account which sends out 50 consignments a night stopped using you, but a couple of customers who send out 5 a night might slip through the net. Not with this system.

CHAPTER 3 - CUSTOMER MENU

Quarterly Analysis

Because the system keeps track of the Number of Consignments, Total Weight, Total Items, Revenue and Cost of Sales for each month per customer. You may produce reports for a specific 3 months for each of these items for all customers.

Simply select one of the available options from the menu below:

```
PARCELTRAK V2.07          ZIPZAP - 01522 526964/0374 675625          24 Jun 96

Zipzap Computer Consultants    Quarterly Analysis

              This report will list all monthly figures
              for all customers, for a specific 3 month
              period, relating to one of the options
              below :-

                          Number of Consignments
                          Total Weight
                          Total Items
                          Revenue
                          Gross Profit
                          X-Exit
```
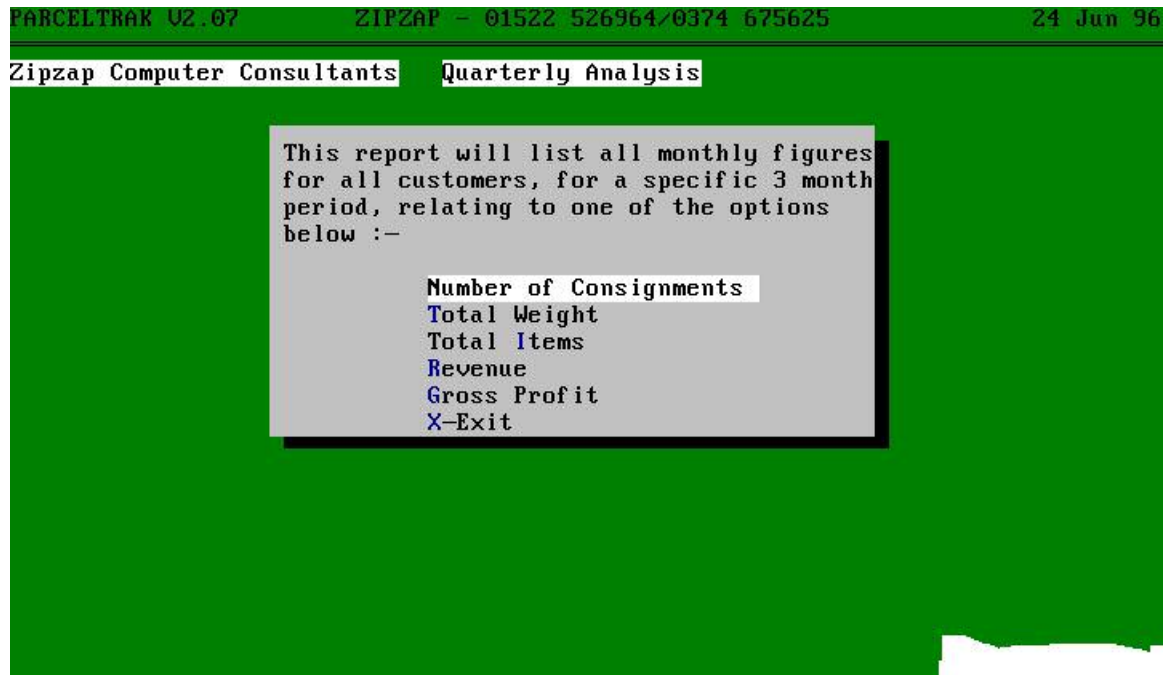
Then select the start month of the report and the end month of the report. (It will only work for a three month period). Example below:

Quarterly Analysis For All Customers

Information Reported on :- Number of Consignments

A/C	Name of Account	January	February	March
CAS001	The Cash Account	0.00	0.00	0.00
FOC001	The FOC Account	0.00	0.00	0.00
ZIP001	ZipZap Computer Co	2	3	5
		2	3	5

CHAPTER 3 - CUSTOMER MENU

Budget Analysis

This report will prompt you for the start month of the report i.e., **1** = **January** and an end month. There can only be two months separating the start and end months as the report only gives a quarterly analysis.

A report will be printed displaying only customers whom you have set budgets for and the report will look as the example below:

Quarterly Budget Analysis for Customers   **24 June 96**

A/C	Name of Account	March Budget	Actual	April Budget	Actual	May Budget	Actual
JAC001	Kevin Jackson	10	0	10	6	10	7
		10	0	10	6	10	7

CHAPTER 3 - CUSTOMER MENU

Postcode Report

This facility allows you to produce a report showing which postcodes your customers have sent freight to, illustration as below:-

PC Cons	Cons	Items	Weight	Charge	% of Tot
AB	3 0.8000%	11	121	37.96	
B	8 2.1200%	33	444	91.70	
BB	1 0.2700%	6	90	12.20	

CHAPTER 3 - CUSTOMER MENU

Stop Flag Set

This option is for setting a very bad paying customer on stop. Which means that you don t wish to trade with this customer until he has paid you up to date, then you may remove the stop.

```
PARCELTRAK V2.07        ZIPZAP - 01522 526964/0374 675625        24 Jun 96

Zipzap Computer Consultants   Sales Ledger - Stop Flag Set

 Account Ref : ZIP001      Name : Zipzap



                         On Stop : Y (Y/N)





                        Save Re-Enter Discard
```

Once a customer has been placed on stop the system will not allow you to manifest any consignments for that customer. You may then hold this customers consignments in lieu of payment.

CHAPTER 3 - CUSTOMER MENU

Delete Customer

This option allows you to delete customers who no longer use you. It will check for any outstanding invoices or consignments first. If the account is clear it will be cleared. If there are outstanding transactions then you will be warned first.

CHAPTER 4 - PRICING MENU

Pricing Menu

Full Tariff Prices

This part of the program is designed to hold the prices for all the customers who do not have a contract. The system currently uses three services an A, B and C service. Each service can relate to any combination of   from region   /   to region   to allow for third party collection and reverse collections. NB region 01 will always be the pricing region for your depot, this is to differentiate your depot from all the other depots in the parcel delivery network you belong to.

To amend a zone just use the cursor keys to move up or down the region box. Alternatively use the pageup and pagedown keys, pressing **ENTER** next to a required zone will allow you to amend the details.

The customer column is where you key in the charge that your customer would expect to pay. They can have a number of kilos free if they require, a basic rate and a rate per kilo. Example (as above) 25 free kilos - base rate 5.00 and 25p per kilo. 30 kilos giving a cost of 6.25 made up as follows.

<div align="center">

30 Kilos - 25 Kilos Free = 5 Kilos @ 25p = 1.25

1.25 + 5.00 (Base rate) = 6.25

</div>

CHAPTER 4 - PRICING MENU

The VAT field in the top right hand corner needs pointing out. You can decide whether VAT applies to that pricing zone, useful for international deliveries.

The days to deliver field allows you to select how long it takes from pick-up to delivery of the parcel for each service. It is mainly used in the quotation system and the late delivery analysis.

The trunk and delivery columns are calculated exactly the same as above but the prices refer to what you get charged for sortation etc., and what the delivering depot charges you. So taking the trunk and delivery charges off the charge you make to your customer will result in the gross profit you make for the consignment.

First of all you will need to input the details for the A Service, after this screen has been entered the B Service will need to be keyed in and then the C Service.

CHAPTER 4 - PRICING MENU

Contracts

This particular program is designed for customers who have reduced rates with you due to their amount of business. The system can handle kilo rate contracts, parcel rate contracts as well as mileage with up to eight weight/parcel/mileage bands for very flexible pricing. The main contract screen is displayed below.

First of all you type in the account reference of the customer the contract belongs to, or use the search key to display a list of accounts, then the contract number, region and service. If the contract already exists the system will read it for you to amend, if not you will be able to create a new record.

The kilo/parcel/miles/pallet/cubing field is where you specify whether the contract is going to be a kilo based contract, parcel based contract, or a mileage based contract for each contract split. If the contract is a parcel/pallet based contract you will enter a weight limit per parcel/pallet for the customer portion for use during consignment entry. The minimum charge field is used for a complex contract such as:-

Each parcel is charged at 3.00 but the minimum charge to the customer has to be 5.00, therefore you would enter 5.00 in the minimum charge field for the customer portion.

Also for the parcel and pallet contracts within the pricing bands you may specify a kilo rate to charge if the individual weight per item goes over the weight limit per item.

CHAPTER 4 - PRICING MENU

For Kilo rate contracts only you may set **Intelligence** to **Yes** and then specify that if the individual weight per item in a consignment using this contract goes over a specific weight then you price on a different contract number.

Next you will have to enter the actual contract details. The customer column is the pricing structure that you charge your customer, key this in first. There are eight weight/parcel/mileage bands but you don't need to use all of these. For example you have a customer who has 20 free kilos which is charged at 7.50 and every kilo over 20 kilos is 25p but after 500 kilos the kilo rate goes down to 20p. Enter the first line as 20 for the bands, 7.50 for the base rate and 0.25 for the kilos. On the next line enter 500 for the bands, automatically the system will calculate what the base is based on 500 kilos ie., 127.50. Then you type in the 20p kilo rate. Once you have finished just press **ENTER** on the line and it will automatically input 9999 in the bands column and automatically go to the next column to enter hub details, the same applies to the hub column and delivery column, see below for an example:
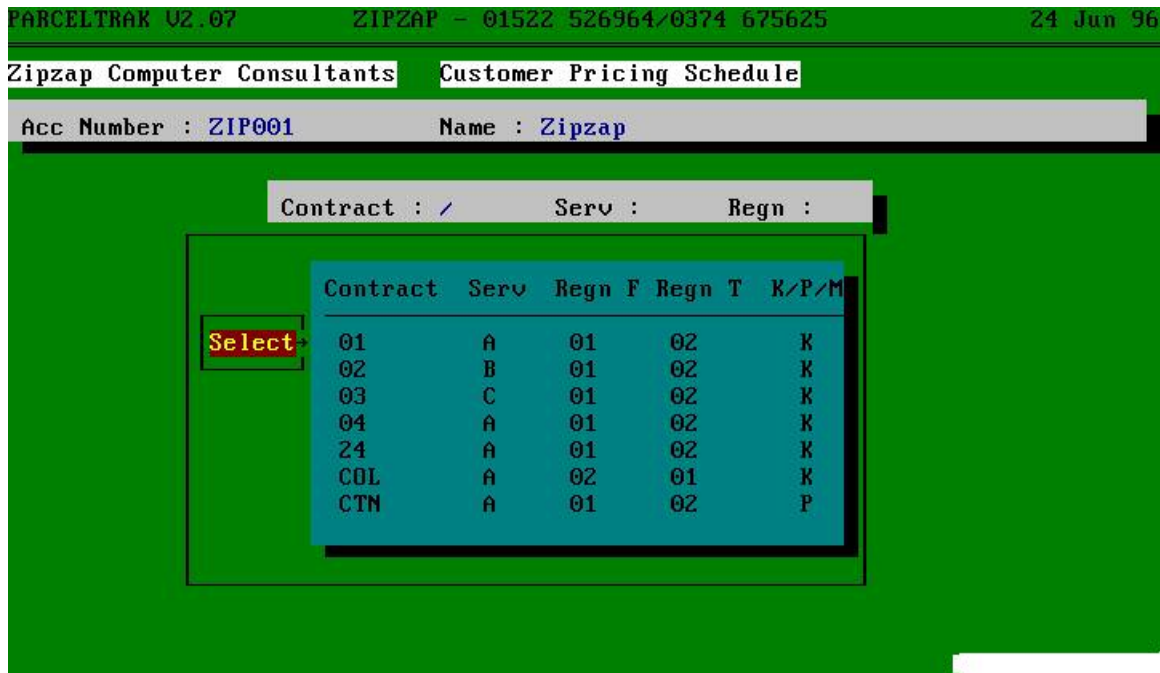
Once you have entered all the details for the customer, hub and deliverer you may then save the record, discard the record or re-enter the information. If you chose save from the menu, you may then copy the details to other pricing regions ie., 01 to 15 if you wish, this makes contract creation very quick, a box will be displayed showing the progress of the copying.

CHAPTER 4 - PRICING MENU

Special Contracts

This part of the pricing system is for setting up contracts that any customer may use. It is identical in use to the normal contract system except that you do not need to call up a customer to create or amend a special contract.

One field which needs mentioning is the remark field. This field, when a special contract is called up during consignment entry, and will be inserted into the remarks - 1 field on the entry screen.

```
PARCELTRAK V2.07          ZIPZAP - 01522 526964/0374 675625          27 Jun 96

Zipzap Computer Consultants    Global Contracts

  Contract : DELIV              Region From : 01   Region To : 02
  Remarks  :                                       Service : A


      CUSTOMER                    TRUNK                     DELIVERER

  Bands Base  Kilos  Over  | Bands Base  Kilos  Over  | Bands Base  Kilos  Over
     9  1.750 0.000 0.000  |    0  0.000 0.000 0.000  |    0  0.000 0.00  0.000
    10  1.750 0.000 0.000  | 9999  2.500 0.000 0.000  | 9999  0.000 0.000 0.000
    25  2.070 0.080 0.000  | 9999  0.000 0.000 0.000  |    0  0.000 0.000 0.000
  9999  0.000 0.000 0.000  |    0  0.000 0.000 0.000  |    0  0.000 0.000 0.000
     0  0.000 0.000 0.000  |    0  0.000 0.000 0.000  |    0  0.000 0.000 0.000
     0  0.000 0.000 0.000  |    0  0.000 0.000 0.000  |    0  0.000 0.000 0.000
     0  0.000 0.000 0.000  |    0  0.000 0.000 0.000  |    0  0.000 0.000 0.000
     0  0.000 0.000 0.000  |    0  0.000 0.000 0.000  |    0  0.000 0.000 0.000

              Enter Contract Type Save Re-enter Discard
```

CHAPTER 4 - PRICING MENU

Surcharges

This is where the user definable surcharges can be set up ie., timed deliveries etc. Within the surcharges there are three splits. There is a charge to the customer, you will also be charged for the hub portion and delivery portion. Five fields that need pointing out are:

1. Nvd - This is for excluding the surcharge from a service. If you try to use a surcharge which is not valid you will be stopped and a warning box will appear during consignment entry, you may set each surcharge to be not valid for two different services.

2. Timed - This is to set whether the surcharge is timed or not. Again consignment entry will only let timed surcharges to be used in the timed surcharge field and vice versa.

3. Day - If the surcharge is to be timed then you must specify a day when it can be delivered, ie. 6 for a Saturday Delivery which is the sixth day of the week, a 0 means it can be delivered any day.

4. Time - For a timed surcharge such as a Nine AM delivery a time should be inserted, ie., 09.00.

5. Sec - You may specify with a Y that any consignment using this surcharge automatically gets manifested as security.

Points 3 & 4 should be filled in as these fields are essential for the correct operation of the late delivery report.

CHAPTER 4 - PRICING MENU

Discounted Surcharges

This option is for customers who because of the amount of business they turn over

have discounted timed surcharges which override the normal prices. Just key in the account reference or use the search key, then key in the timed surcharge code, or use the search key. The surcharge details will then be shown and you may amend the amount that you will charge that customer. The screen is shown below:

CHAPTER 4 - PRICING MENU

Delete Contract Region

The screen looks identical to the normal contract screen. This program asks for a customer, a contract number, region and service. If the contract exists it will be displayed and you can delete it if required.

CHAPTER 4 - PRICING MENU

Delete Global Region

The screen looks identical to the normal global contract screen. This program asks for a contract number, region and service, if the contract exists it will be displayed and you can delete it if required.

```
PARCELTRAK V2.07        ZIPZAP - 01522 526964/0374 675625        27 Jun 96

Zipzap Computer Consultants    Delete Misc Contract Region

  Contract : cas999        Region from : 01 Region To : 02    Service :  A


        CUSTOMER                   TRUNK                  DELIVERER

  Bands Base  Kilos  Over    Bands Base  Kilos  Over    Bands Base  Kilos  Over
    20 10.000 0.180 0.000      0 0.800 0.000 0.000     25 2.070 0.080 0.000
  9999  0.000 0.000 0.000    200 0.800  0.00 0.000   9999 0.000 0.000 0.000
     0  0.000 0.000 0.000   9999 0.000 0.000 0.000      0 0.000 0.000 0.000
     0  0.000 0.000 0.000      0 0.000 0.000 0.000      0 0.000 0.000 0.000
     0  0.000 0.000 0.000      0 0.000 0.000 0.000      0 0.000 0.000 0.000
     0  0.000 0.000 0.000      0 0.000 0.000 0.000      0 0.000 0.000 0.000
     0  0.000 0.000 0.000      0 0.000 0.000 0.000      0 0.000 0.000 0.000
     0  0.000 0.000 0.000      0 0.000 0.000 0.000      0 0.000 0.000 0.000

                          Delete Abandon
```

CHAPTER 4 - PRICING MENU

Contract Price Inc/Del

Occasionally it may warrant that you need to increase or decrease all the contract prices by the rate of inflation. Instead of selecting each contract and manually updating the contracts this program will read through the whole contract file and make the amendments for you.

```
PARCELTRAK V2.07        ZIPZAP - 01522 526964/0374 675625        27 Jun 96

Zipzap Computer Consultants   Global Price Increase/Decrease on Contra

        Update the prices by :    1.00 % for customer
                                  1.00 % for hub
                                  1.00 % for delivery


            (P
                 Are you Sure : Yes I Am   (Y/N)
                              ↑
```
Y or N
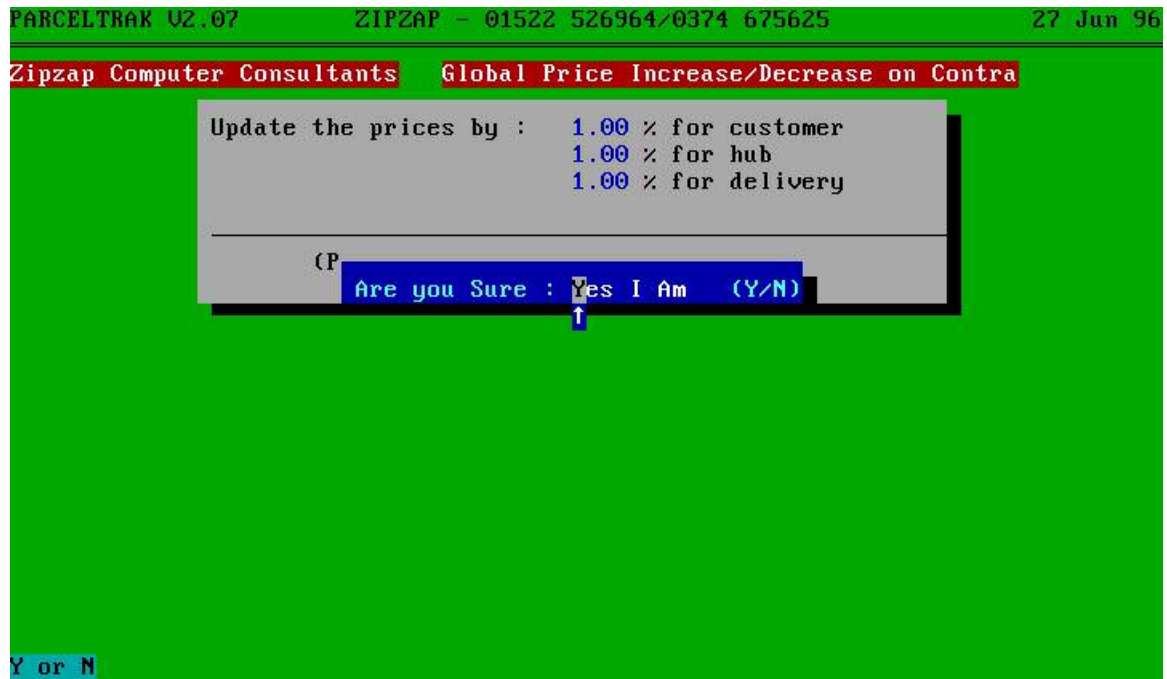
Key in the percentages you wish to add to the relevant portions of each contract and you will be asked if you wish to continue, keying in a **Y** will then continue to update the percentages you have entered. Pressing **N** or entering **0** in all the percentage fields will exit you from the program.

CHAPTER 4 - PRICING MENU

Hub & Del Adjustments

This program is designed to globally change all your contracts or special contracts, hub or delivery rates for specific services for specific pricing regions.

You will firstly be presented with a menu as below.

Selecting either of the first two options will open up a menu as below:

CHAPTER 4 - PRICING MENU

These are self explanatory and selecting one of the four options will open up the screen as below:

```
PARCELTRAK V2.07         ZIPZAP - 01522 526964/0374 675625          27 Jun 96

Zipzap Computer Consultants    Trunk and Delivery Price Adjustments

 For which Service will
 the changes apply :-              TRUNK

                             Bands Base              Over
                               0    0.000    0.000   0.000
                               0    0.000    0.000   0.000
                               0    0.000    0.000   0.000
                               0    0.000    0.000   0.000
                               0    0.000    0.000   0.000
                               0    0.000    0.000   0.000
                               0    0.000    0.000   0.000
                               0    0.000    0.000   0.000


   Which Pricing Regions are these prices valid for :-

   1    2    3    4    5    6    7    8    9   10   11   12   13   14   15
   No   No   No   No   No   No   No   No   No   No   No   No   No   No   No

A, B, C or * for all Services
```

Firstly you will need to key in the service level that the changes apply to **A, B, C, or ***
(for all service levels).

Then key in the rates as you would normally do when you create a contract and then
select which pricing regions that the change should apply to, simply by entering **Y** or
N.

CHAPTER 4 - PRICING MENU

Copy Contracts

This program is designed to allow you to copy all the contracts with the relevant information from one customer to another. Generally this is quicker than creating contracts for each customer.

```
PARCELTRAK V2.07        ZIPZAP - 01522 526964/0374 675625        27 Jun 96

Zipzap Computer Consultants   Customer Contract Structure Copy

  Orginating Customer                    Destination Customer

  Account :                              Account :
            ↑




Orginating Account Number or Search
```
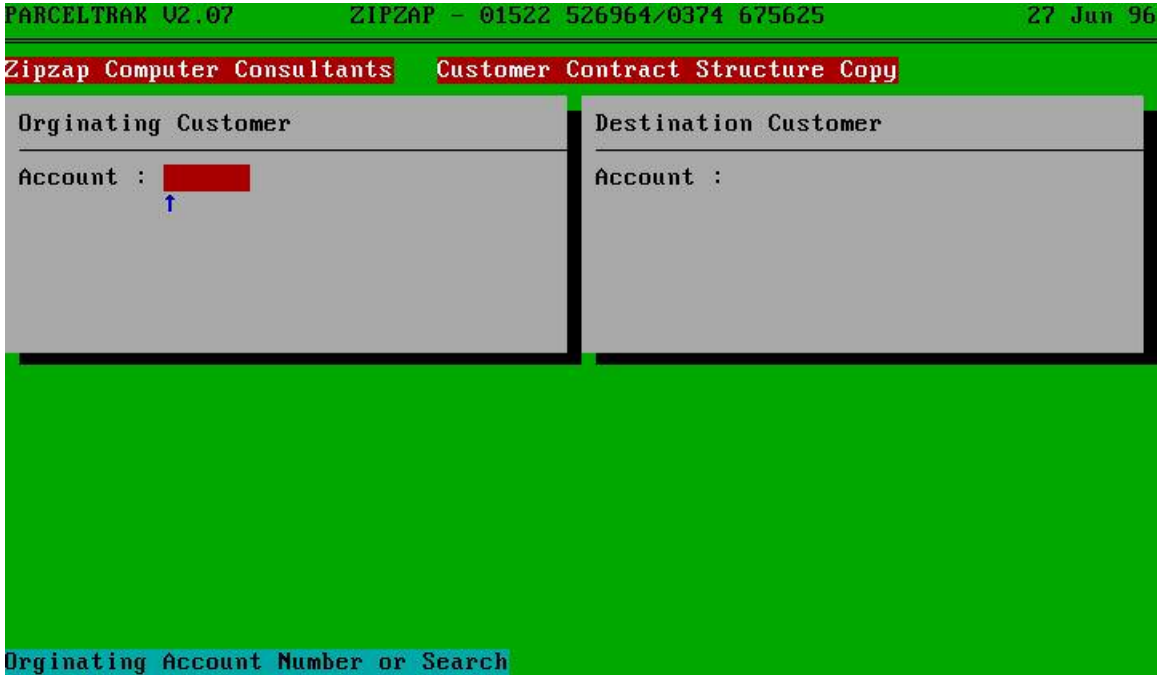
CHAPTER 4 - PRICING MENU

Contract Listing

This program will produce a listing of all contracts on the system in customer order.

```
PARCELTRAK V2.07        ZIPZAP - 01522 526964/0374 675625        27 Jun 96

Zipzap Computer Consultants    Complete Contract Listing



                  This program produce a list of all
                  contracts that are on the system in
                  customer account order.
                     Please Run Report  X-Exit
```

CHAPTER 5 - GAZETTEER MENU

Gazetteer Menu

Search/Amend/Delete Town

Here is where you can mark up all the consignment notes and labels by finding out which delivering depot covers the town/postcode where the consignment is going to. Also you will be able to amend the gazetteer or delete an entry. The screen for this program is shown below:

```
PARCELTRAK V2.07        ZIPZAP - 01522 526964/0374 675625        28 Jun 96

Zipzap Computer Consultants    Search/Amend/Delete Gazetteer Entry

   Post Code : LN1

       Town : LINCOLN


                      PostCode : LN1
                          Town : LINCOLN

                          Area    : 5LN      Region : 01
                          Route   : 01

                       Surcharge:       0.00




                    AMend Delete View Another X-Exit
```
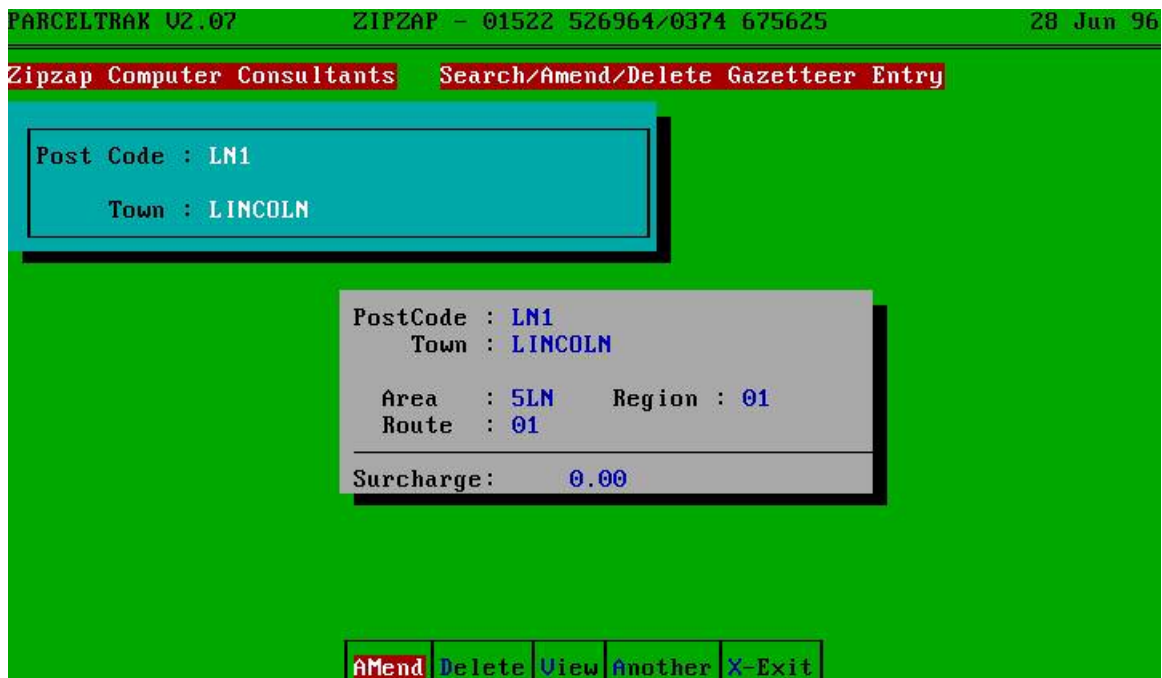
If you key in a postcode or town which has duplicates, eg. The town **LINCOLN** covers more than just one **LN** postcode then a box containing the choices will be displayed for you to chose one. Once chosen the screen will be displayed as above.

1. Amend - this allows you to amend an entry. If the entries area is the same area as your area you should allocate a route. If you are unsure of the route you may use the search key to display them.

2. Delete - this allows you to delete the entire entry.

3. View - this option will display information about the depot that covers this entry**.**

4. Discard- this will let you search for another entry.

CHAPTER 5 - GAZETTEER MENU

Create Gazetteer Entry

This is where you may create a new gazetteer entry. The screen will display a blank box, as below asking for the postcode, town name and depot (delivering depot). If you press **ESC** you will return to the main menu.

```
PARCELTRAK V2.07        ZIPZAP - 01522 526964/0374 675625        28 Jun 96

Zipzap Computer Consultants    Add Gazetteer Entry


            PostCode :
                Town : ↑

                Depot :           Zone :
                Route :





Please Input the Postcode
```

The system will check whether the area is actually a delivering depot code based on information in the depot file. If the area is the same as your area then you will need to key in a route. Enter a valid route number or use the search key to display the available routes.

Please note the region field will automatically be inserted from the region that the covering depot belongs to, this may be changed if required.

CHAPTER 5 - GAZETTEER MENU

Bulk Gazetteer Change (Postcode)

The screen will look as below:

```
PARCELTRAK V2.07        ZIPZAP - 01522 526964/0374 675625        28 Jun 96

Zipzap Computer Consultants    Bulk change of Gazetteer entries (PostCo

 Change all gazetteer entries that begin with the postcode of  □
 to depot      .                                               ↑









Please Input First Two Postcode Letters
```

You would fill in the blanks, which are self explanatory, and the system will read through the whole gazetteer file and change any that match the criteria. Any that are changed will also be printed out as confirmation.

CHAPTER 5 - GAZETTEER MENU

Bulk Gazetteer Change (Depot)

The screen will look as below:

You would fill in the blanks, which are self explanatory and the system will read through the whole gazetteer file and change any that match the criteria. Any that are changed will also be printed out as confirmation.

CHAPTER 5 - GAZETTEER MENU

Bulk Gazetteer Change (Zones)

The screen will look as below:

```
PARCELTRAK V2.07         ZIPZAP - 01522 526964/0374 675625        28 Jun 96

Zipzap Computer Consultants     Bulk Gazetteer Change (Pricing Zones)

 Depot Number :P5LN  Zipzap Computer Consultants


       Post Code            Town Name              Area      Regn  Rt
    ┌─────────────────────────────────────────────────────────────────
 -> │ LN1                  AISTHORPE              P5LN      01
    └ LN1                  BRAMPTON               P5LN      01
      LN1                  BRANSBY                P5LN      01
      LN1                  BRATTLEBY              P5LN      01
      LN1                  BROADHOLME             P5LN      01
      LN1                  BURTON                 P5LN      01
      LN1                  CAMMERINGHAM           P5LN      01
      LN1                  COATES                 P5LN      01
      LN1                  DRINSEY NOOK           P5LN      01
      LN1                  FENTON                 P5LN      01
      LN1                  HARDWICK               P5LN      01

      Press ESC to abandon, ENTER to amend an entries Pricing Regn !!
```

On this program, once you have entered a valid depot number/code then all gazetteer entries that belong to that depot will be displayed in a scrollable list box which you may move up or down using the cursor key. Pressing **ENTER** next to a gazetteer entry will allow you to change the pricing zone that the entry belongs to. If the depot happens to be your own then you will also be allowed to change the delivery route number.

CHAPTER 5 - GAZETTEER MENU

Bulk Gazetteer Change (Split)

The screen will look as below:

```
PARCELTRAK V2.07        ZIPZAP - 01522 526964/0374 675625          28 Jun 96

Zipzap Computer Consultants   Split Postcode Change

                    Split Postcode Change Utility

 Change from Postcode [    ] to      to the Depot Code    Region   S     0.00
```

This program is for changing split postcodes to a specific depot say for example, that the postcodes of **LN1** to **LN5** now belong to a different delivering depot. Simply key in the start postcode ie., **LN1** then the end postcode **LN5**, then the depot that is now covering the postcode. The system will then automatically make the changes.

CHAPTER 5 - GAZETTEER MENU

Gazetteer List Change

This is where you may view the gazetteer in list form to the screen from a starting town name that you supply, in order to maintain the postcode. Simply key in a starting town and the system will look as below.

```
PARCELTRAK V2.07        ZIPZAP - 01522 526964/0374 675625            28 Jun 96

Zipzap Computer Consultants    Gazetteer List Change

        Town                PostCode    Depot      Region   Route   Surcharge

  >>  LINCOLN               LN1         5LN         01       01         0.00
      LINCOLN               LN1         P5LN        01                  0.00
      LINCOLN               LN2         5LN         01                  0.00
      LINCOLN               LN2         P5LN        01                  0.00
      LINCOLN               LN2         5LN         01                  0.00
      LINCOLN PL            X1          8SI         10                  0.00
      LINCOLN PL            X1          P8SI        06                  0.00
      LINCOLN PLACE         X1          8SI         10                  0.00
      LINCOLN PLACE         X1          P8SI        06                  0.00
      LINCOMB               DY13        6DY         02       00         0.00
      LINCOMB               DY13        P6DY        02                  0.00
      LINCOMBE              EX34        1EX         02                  1.43
      LINCOMBE              EX34        P1EX        02                  0.00
      LINDAL IN FURNESS     LA12        8LA         02                  1.18
      LINDAL IN FURNESS     LA12        P8LA        08                  0.00

      Press ENTER to amend details, ESCAPE to abandon !!!!
```

Below the first **LINCOLN** all gazetteer entries that follow would be displayed.
Simply use the cursor keys to move up and down the list, pressing **ENTER** next to the required town name will allow you to change the postcode for that entry.

CHAPTER 5 - GAZETTEER MENU

Short Names

This very handy program has been created to allow you to save time during the manifesting and quotation stages. You may create a short name for up to six alphanumeric characters to access long and cumbersome gazetteer entries eg. **NEWT** could access **NEWCASTLE UPON TYNE**, **NW1** could access **LONDON NW1** the possibilites are almost endless.

First you must key in either an existing short name (use the search key) or a new short name to either amend or create. Then key in the town name that you wish it to relate to, the gazetteer will automatically fill in the rest of the information.

```
PARCELTRAK V2.07          ZIPZAP - 01522 526964/0374 675625          28 Jun 96

Zipzap Computer Consultants    Maintain Gazetteer Short Names

                    Short Name :


                        Town :

                   Post Code :

                       Depot :              Region :
                                             Route :




Short Name for Gazeteer Entry
```

When you manifest, type an existing short name into the town field and the real gazetteer name will be substituted ie., **NEWT** would automatically become **NEWCASTLE UPON TYNE.**

CHAPTER 5 - GAZETTEER MENU

Vehicle Routes

This part of the program is for setting up your routes that your delivery vehicles cover. Most parcel companies have separate routes within their own area. These routes will be used during gazetteer creation, amendment, manifesting and the vehicle run report. The screen will look as below:
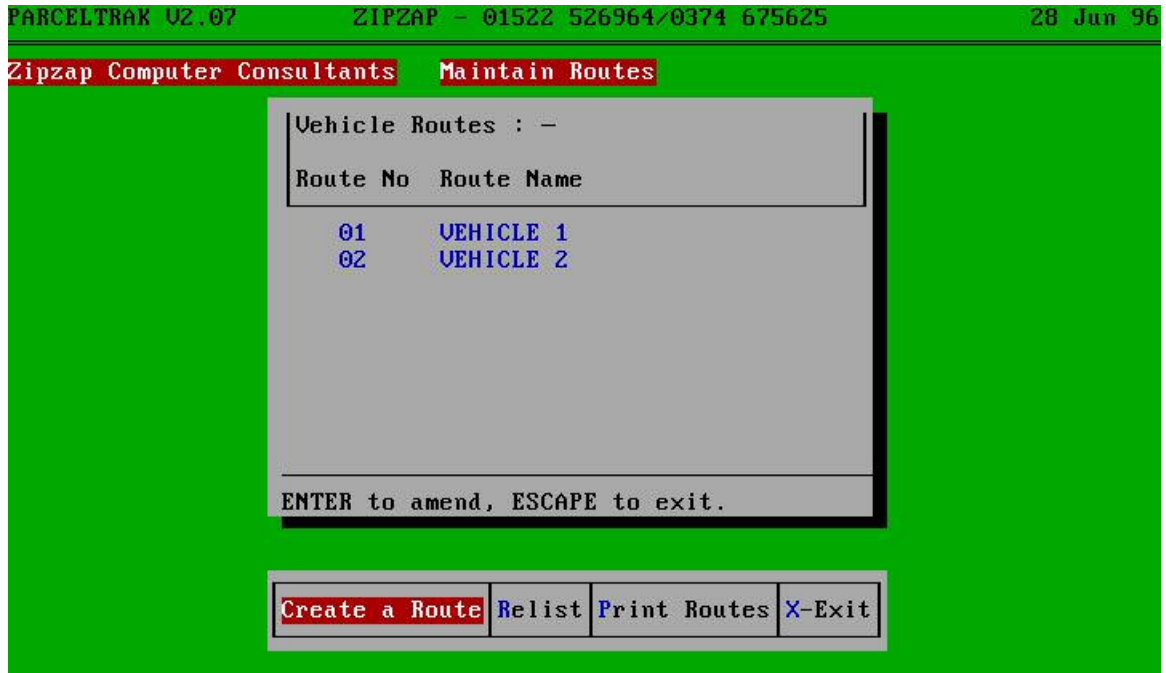
CHAPTER 5 - GAZETTEER MENU

Export Gazetteer

The system keeps track of when a gazetteer entry is amended or created. If you have a ParcelTrak customer system installed at one of your customers, rather than update their gazetteer manually, simply use this option to create an ASCII file of the gazetteer entries to transfer to their system.

Selecting Full will export everything. Basic Implant will put a single gazetteer on the disk suitable for use within the customer implant. Special to Floppy will allow the creation of multiple network gazetteers in one file for use on a special version of the implant.

Import Gazetteer

This option will read in an ASCII file provided by your hub. Contact ZipZap for further information concerning the use of this section.

CHAPTER 5 - GAZETTEER MENU

Duplicate Gazetteer

This function allows you to copy the gazetteer to a specified depot obviously in another parcel network. The initial screen will look as below:

```
PARCELTRAK V2.07        ZIPZAP - 01522 526964/0374 675625        28 Jun 96

Zipzap Computer Consultants   Duplicate Gazetteer for another Network

 Temporary Export File Name :  ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓
                               ↑
           Temporary Depot :





The Temporary Export File Name
```

Here you will have to supply a temporary file name to hold the gazetteer which is being created for a temporary depot that you specify. This is to make sure that only one gazetteer is created even if you have already got several set up for example.

Then specify a temporary depot in another parcel network to receive all the gazetteer entries. This is just a temporary measure and you may go back later and setup the gazetteer for the parcel network using the gazetteer change routines supplied.

When using multiple gazetteers it is of prime importance that the depot records are linked to the correct parcel network codes, failure to do this will result in the system not working correctly.

Please be advised that because of the complex routines used within this program, for 20,000 gazetteer records you will need 5MB of space. It is advisable to run this program overnight as it takes some time.

CHAPTER 5 - GAZETTEER MENU

Erase Gazetteer

This routine is supplied to remove a gazetteer for a specific parcel network - probably because you have stopped using the network in question.

The initial screen will look as below:

Here simply enter the code of the parcel network whose gazetteer you wish to erase and the system will go through all the entries and remove all the records that relate to depots within a specified parcel network.

CHAPTER 6 - QUOTATION MENU

Quotation Menu

Full Tariff Quotes

This is where you can quote a customer who does not have a contract. You will be required to enter the from and to towns, the system will then automatically know which pricing region it belongs to. Next you will need to type in the weight. The screen is shown below:
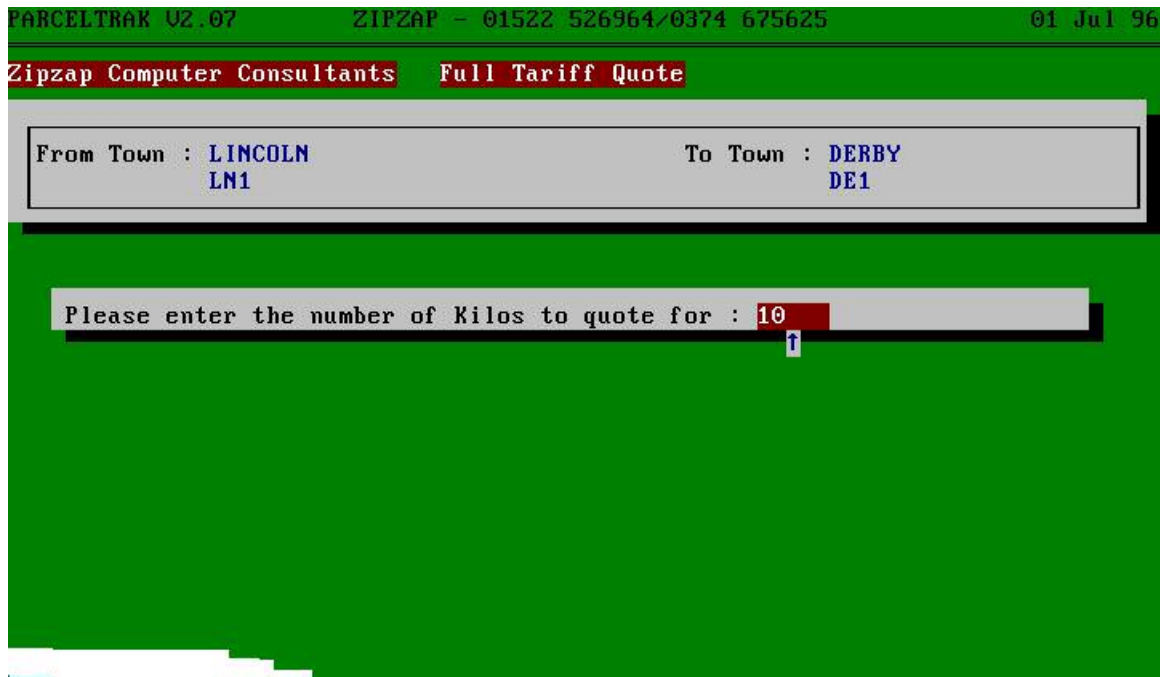
Once the weight has been keyed in the system will show a menu as below:

CHAPTER 6 - QUOTATION MENU

This is because often a customer may want the consignment to be insured halfway through the quotation or a surcharge adding. These can be added after the initial quote or before allowing you to build up the quote as you go along. Please note you are only allowed one timed surcharge, one untimed surcharge or one lot of insurance, this is to stop mistakes taking place. Once the quote has been built up select either the A service quote or the B service quote, you can go back to them later if you need to add any extra s. Remember some surcharges might not be valid for a particular service. When viewing a service the system will tell you if it has allowed the surcharge or not.

Once the quote is displayed you will be returned back to the menu where you may add a surcharge or insurance then view the quote again. If you elect to add any extras a box will appear on the screen asking for the information as below:

Surcharges & Insurance
Timed Surcharge :
Untimed Surcharge :
Insurance :

CHAPTER 6 - QUOTATION MENU

Contract Quote

This is the program from where you would issue a quote for a customer who has a contract. You would first key in the customers account, you can use the search key if required to display the list. If the account is over its specified credit limit then the system will warn you and you may select an option to view their sales account. You could opt to chase the debts while they are on the phone.

Then key in the from and to towns, the system will then ask for a contract and a service, if you use the search key all the contracts for that customer, which go to the pricing region that town belongs to will be shown as below:

```
PARCELTRAK V2.07        ZIPZAP - 01522 526964/0374 675625        01 Jul 96

Zipzap Computer Consultants    Full Contract Quote

 Acc Number : ZIP001        Name : Zipzap


            From Town : LINCOLN              LN1
              To Town : DERBY                DE1

                  Cont :/      Ser :


                  Contract    Service    K/P

          Select  24             A          K
                  01             A          K
                  04             A          K
                  02             B          K
                  03             C          K
                  CTN            A          P
```

CHAPTER 6 - QUOTATION MENU

After you have inputted the contract and service the system will clear the screen and a box will be displayed asking for the number of kilos or parcels if it is a parcel contract, enter this information and the system will complete the quote, as below:

```
PARCELTRAK V2.07        ZIPZAP - 01522 526964/0374 675625         01 Jul 96

Zipzap Computer Consultants   Full Contract Quote

 Contract Quotation Details :-

 Quote Customer Zipzap                              on contract 24
 service A from LINCOLN              to DERBY                for    1
                                                         10 Kilos
                      NET       VAT      GROSS       PROFIT : £    3.13
 Customer Charge : £     6.00      1.05      7.05

   Hub Charge    : £     0.80      0.14      0.94

 Delivery Charge : £     2.07      0.36      2.43
                                       Time in days to deliver :   1
    Timed Surcharge Used :       /
 Untimed Surcharge Used :       /
         Insurance Used : £          equating to £      s of insurance.



 Timed Surcharge Untimed Surcharge Insurance Convert Rates Another X-Exit
```

The screen will show a rather detailed quote showing exactly what you charge the customer and what you are charged. It will also show what the delivery time is as this may be different for different pricing zones. Gross Profit is also shown, you may select from the menu to added a timed surcharge, an untimed surcharge or insurance and see the resulting price change instantly.

Please note the **convert** option. This is an option where, should a contract customer wish to confirm the quotation, the system will automatically run the manifesting option and fill all the details for you automatically, based on the quotation information which you may save etc.

Please Note

If a contract is a cubing contract, which is worked out as a percentage of a cubic metre per item, then after the number of items has been entered the system will open up a date entry box for you to key in the dimensions of each item that makes up the consignment.

CHAPTER 6 - QUOTATION MENU

Global Contract Quote

This is the program where you would issue a quote for any customer using a global contract. Key in the from and to towns, the system will then ask for a contract and a service. If you use the search key all the contracts for that customer which go to the pricing region that the town belongs to will be displayed, as below:
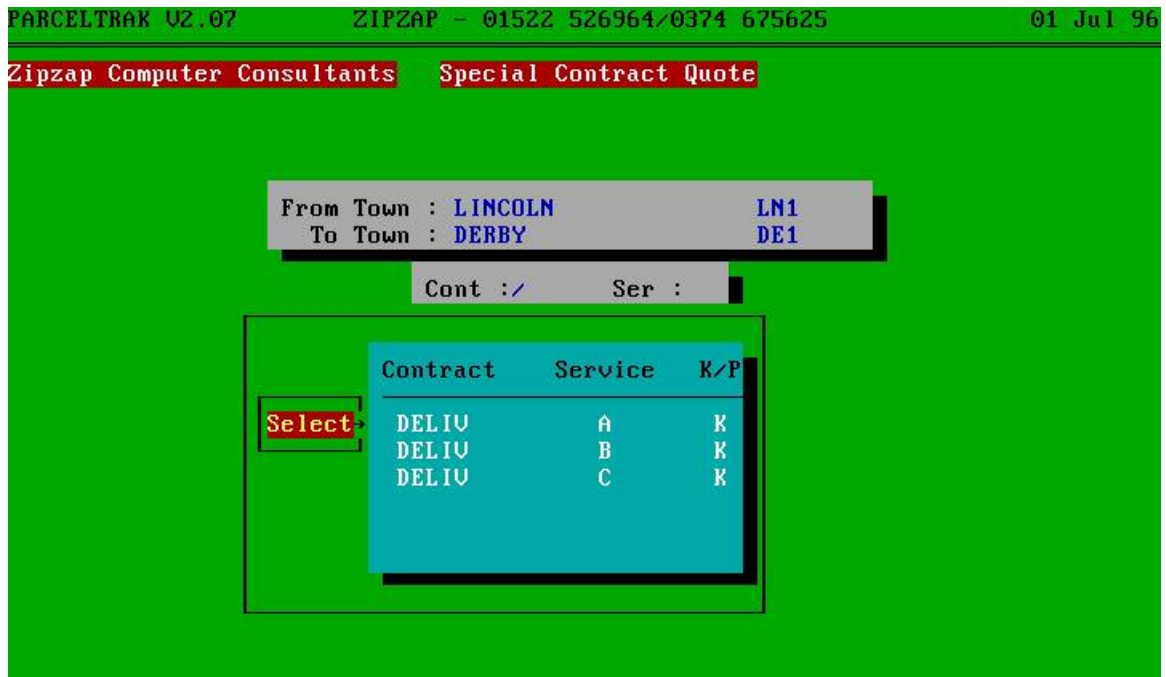
After you have inputted the contract and service, the system will clear the screen and a box will be displayed asking for the number of kilos, or parcels if it is a parcel contract. Enter this information and the system will complete the quote. See next page:

CHAPTER 6 - QUOTATION MENU

```
PARCELTRAK V2.07        ZIPZAP - 01522 526964/0374 675625        01 Jul 96

Zipzap Computer Consultants   Special Contract Quote

  Special Contract Quote :-

  Special Contract Quote using DELIV
  service A from LINCOLN            to DERBY              for   1
                                                              55 Kilos
                    NET       VAT       GROSS     PROFIT : £      4.47
  Customer Charge : £     4.47      0.78      5.25

    Hub Charge   : £     0.00      0.00      0.00

  Delivery Charge : £     0.00      0.00      0.00
                                           Time in days to deliver :  1
    Timed Surcharge Used :      /
  Untimed Surcharge Used :      /
        Insurance Used : £         equating to £      s of insurance.



  Timed Surcharge Untimed Surcharge Insurance Rates Another X-Exit
```

The screen will show a rather detailed quote showing exactly what you charge the customer and what you are charged, it will also show what the delivery time is as this may be different for different pricing zones, Gross profit is also shown. You may select from the menu to add a timed surcharge, an untimed surcharge, or insurance and see the resulting price change instantly.

CHAPTER 6 - QUOTATION MENU

Consignment Cubing

This program is designed for calculating the weight of a consignment based on the dimensions entered. You will have to specify which measurement technique you are using by entering I for inches or C for centimetres, then key in the dimensions for length, height and width. The system will then show the cubing in the display box at the bottom of the screen.

```
Working in : - Inches      (I/C)
```

```
Supply the following measurements :-

Length :      23.00
 Width :      23.00
Height :      23.00
```

The consignment cubing is calculated as   39.88 kgs   0.04 Tonnes
or using alternative formula (L x H x B)/6000 as   33.23 kgs

International cubing of   0.20 cubic metres converting to :
        0.03 / Air ⌉
        0.20 / Sea ⊦ TONNES
        0.07 / Road ⌏

CHAPTER 6 - QUOTATION MENU

Potential Customers

This option opens up a menu of its own.:

```
┌─────────────────┐
│ Modify Letter   │
│ Produce Letter  │
│ Follow-up       │
└─────────────────┘
```

Modify Letter

This option allows you to tailor the letter to your own needs.

Produce Letter

This program gives you the ability to send out quickly quotations of your rates to potential customers. The letter can be modified to your requirements by yourself. The system will ask you some basic questions before producing the letter.

```
PARCELTRAK V2.07        ZIPZAP - 01522 526964/0374 675625         01 Jul 96

Zipzap Computer Consultants   Potential Customer Letter

 Prospect Details :-            Quotation Details for Parcel Rate :-

 ZipZap Computer Consultants      Next Day
 Unit 14 Fort Barnes
 Rookery Lane                     ┌─────────┐  upto    0  kgs then    0.00
 Lincoln                          └─────────┘
 LN6 7PW                          ↑
                                   Two Day
 Contact :-  Norman Bailey
      Tel :-  01522 526964           0.00  upto    0  kgs then    0.00

 Quotation Type : P              Three Day
 Follow up Date : 14 Jul 96
                                     0.00  upto    0  kgs then    0.00



Base Price First Parcel
```

CHAPTER 6 - QUOTATION MENU

Firstly you will have to key in the details of who the quote needs to be sent to as well as what type of quote you are giving **K = Kilo, P = Parcel, L = Pallet** and most importantly a date to follow up the quote, ie., 2 weeks after you have sent it out.

The follow up date is very important in the fact that it allows you to be able to keep track of when you need to chase a potential customer regarding the quotation letter you have sent them. Next an entry box will be displayed for you to input the rates that you wish to quote for, See Above. Once inputted a letter will be produced (sample below).

1 July 1996

ZipZap Computer Consultants
Unit 14 Fort Barnes
Rookery Lane
Lincoln
LN6 7PW

Dear Norman

In order to relieve your distribution requirements we can offer your company the services listed below along with the suggested rates applicable to your company.

UK Mainland
24HR = 7.50 upto 20 kilos then 0.25p per kilo.
48HR = 6.50 upto 20 kilos then 0.20p per kilo.
72HR= 5.50 upto 20 kilos then 0.15p per kilo.

AM (Pre 12.30pm)   = 8.00 Surcharge
Timed (At your request)= 13.00 Surcharge
Sat AM (Pre 12.30 pm) = 26.00 Surcharge

Offshore Islands on request.
Pallet rates available.

Our offices are manned 15 hours daily in order to meet our customer requirements.

Yours Sincerely
XXXXXXXXX

CHAPTER 6 - QUOTATION MENU

Follow Ups

This option will open up a menu with the below options:

```
PARCELTRAK V2.07        ZIPZAP - 01522 526964/0374 675625          01 Jul 96
Zipzap Computer Consultants    Contact Follow Up Menu

                    Follow Up Main Menu
                    _____

                    View Follow Ups
                    Delete Finished Items
                    X-Exit
```

View Todays Follow Ups

This option will display, in a scrollable box, all the letters to potential customers that you need to follow up.

Todays Follow ups:-			
Prospect Name	Contact	Telephone	Date
ZipZap Computers	Norman	01522 526964	150796
Press ENTER to follow up ESC to abandon !!!!			

CHAPTER 6 - QUOTATION MENU

You can move up and down the list if more than one prospect appears on it by using the cursor keys, pressing enter will open a screen as below:

From here, if the prospect has already calls made, the history of these calls will be displayed and you may enter another. If not you will be invited to enter a call.

CHAPTER 6 - QUOTATION MENU

Entering a Call

Select **Log a Contact Call** from the displayed menu and a data entry box will be displayed, see below:

Logging a Contact Call

Date	Remarks	Next Contact	Continue
010796			

The current date is automatically inserted for you and the remarks portion is basically a summary of the call.

Next Contact

This is the date to contact the prospect next, even if you may have lost the prospect to another carrier. Most large carriers offer rates which are renewable yearly so it may be a good idea to forward the next contact date by a year.

Continue

This field accepts a simple **Yes** or **No**. If you wish to keep following up the prospect press **Y**, if you do not then press **N**. If **N** is entered the system will ask you if you have **Won** or **Lost**, if you have lost the system will ask **Why**, which you will need to fill in.

CHAPTER 7 - MANIFEST MENU

The Manifest Menu

Consignment Entry

This is the most complex part of the whole system. This is where the system will bring in everything that you have set up, ie., customers, depots, surcharges, towns, contracts, standard rates. An initial screen will be shown with quite a lot of detail, but in use the system is very easy to pick up. The initial screen is shown below:

```
PARCELTRAK V2.07        ZIPZAP - 01522 526964/0374 675625        02 Jul 96

Zipzap Computer Consultants   Automatic Consignment Entry

 Acc No :                Vehicle
 Number : 1              Date
  Order :
    Org :                From Depot
    P/C :
   Town :
     To :
   Cont :
 Service:                Security :          Price :              VAT :
  Items :            Weight/Miles:
                                             Hub  :
 Insurance :         Amt :                                  Sp Ins :
       COD :         Amt :                   Delv :
                                                           N.B. This is not
 Timed Surcharge :                           Manf :        Vatable !!!
 Other Surcharge :
 Remarks:

Account Number or Search Key "/"
```

The fields are individually explained in the following pages:

1. Acc No - Please input a valid account number or use the search key. Once an account has been located the consignor will be displayed in the top right hand box. Pressing **Esc** on this field or **Enter** with a blank account number will return you to the main menu. If the account has been placed on hold through the sales system, the system will display a message to that effect and return you to the main menu. The system will also warn you if the customer has gone over their credit limit but still allow you to enter the consignment, but at this stage you may view their sales ledger details in order to chase the debts.

CHAPTER 7 - MANIFEST MENU

2. Number - This is the docket number. Entering a 1 for example will return a 000001 as this helps the sorting process, entering a duplicate consignment number will flash a warning message, advising you there may well be a duplicate in the system but will still let you manifest if you wish.

3. Order - You may also key in a customer order number that will be recorded with the consignment.

4. Date - The date of the consignment. This is automatically brought from the OS system date although it can be changed.

5. Org - This is the depot code of which the consignment is on behalf of. 99% of the time it will be your depot number, but on third party collections it will not. It will automatically default to your depot code but you can change it.

6. From Depot - Brings in the depot this software belongs to, you can change this for deliveries, third party collections, reverse collections etc.

7. Postcode - You may search on this field or the town field for the destination. If no postcode is found, you may create it online, without exiting the consignment entry program.

8. Town - Enter the town where the consignment is going to. You can abbreviate the town ie., LIN will display all the towns beginning with LIN for you to chose one, if the town does not exist the system will ask you if you wish to create it or proceed with a soundex search which will find gazetteer names that sound like the one you have entered.

9. To - Enter the company or individual the consignment is going to.

10. Cont - Enter the contract or use the search key to display a list of all contracts for that customer that are valid for that town   s pricing region. You may use special contracts or leave blank for the full tariff prices to be used.

11. Service - Enter a valid service ie., A or B or C, A = Next day, B = Two Day, C = Three Day.

12. Security - This will automatically be pulled from the customer record although it may be overidden. All consignments marked as security will also appear on a separate security manifest.

13. Items - Enter the number of items in the consignment. If the contract is a cubic type then you will be prompted for the dimensions of each item in the consignment, and the system will automatically work out the weight for you.

14. Weight/Miles - Enter the weight of the consignment or mileage if you are using a mileage contract. NB., if you are using a parcel contract the system will divide the weight by the items to make sure the result is equal to or less than the parcel limit.

15. Insurance - Entering a **Y** here will allow you to input an insurance amount which will be based on the insurance per thousand field in the parameters section. Remember insurance is not vatable.

16. COD - Entering a **Y** here will allow you to mark the consignment as a COD and will allow you to enter a value (the amount to collect). A consignment marked as a COD will appear on a separate COD manifest to the hub and also COD with the amount will be printed on the consignment note.

17. Timed Surcharge - You can enter a valid surcharge code or use the search key and select a timed surcharge. Please note the system will throw up an error message if you attempt to use a non-timed surcharge in this field or apply a surcharge which is not valid for the particular service of this consignment.

18. Other Surcharge - You can enter a valid surcharge code or use the search key and select a non timed surcharge. As above the system will throw up an error message if you try to enter a timed surcharge in this field or apply a surcharge which is not valid for the particular service of this consignment.

19. Remarks - There are two lines of remarks, each 20 characters long, for comments on the consignment eg., **FRAGILE CONSIGNMENT HANDLE WITH CARE**.

If you have the vehicle costing option set to YES, then when you are manifesting you must specify which vehicle has completed the work. This may be done by entering s vehicle number when you first go into manifesting. The reason is when you receive consignment notes from your drivers they are usually in batches , ie., one driver will hand you all the consignment notes that are related to the vehicle he was driving.

After you save a consignment you may elect to change the vehicle number from the menu. PLEASE NOTE THAT AT THE VERY TOP OF THE SCREEN THE VEHICLE REGISTRATION IS SHOWN ON THE LEFT, MIDDLE AND RIGHT HAND SIDE OF THE SCREENS.

CHAPTER 7 - MANIFEST MENU

If you are maintaining pre-printed consignment note levels for the customer you are currently manifesting, one note number will be deducted from their current level as you save the consignment.

Once all the information is keyed in the screen will look similar to the one below:

```
Acc No : ZS0240   Vehicle :          ZS0240
Number : 123578   Date : 23/06/2000  Zs
 Order :
   Org : 88        From Depot 88
   P/C : LN1
  Town : BRAMPTON             58
    To : Fred Smith
  Cont : 24        Global Kilo
Service: A         Security : No
  Items :    1  Weight/Miles:    10   Price :   11.00      VAT :    1.92

Insurance :Y      Amt : 2000.00         Hub :    8.10
       COD :N     Amt :     0.00                           Sp Ins :     6.00
                                        Delv :    2.10
Timed Surcharge :                                          VAT is chargeable
Other Surcharge :                       Manf  : Y
Remarks: Fragile With Care
```

The options basically speak for themselves only three need mentioning, these are:

1. Change Prices - The system will let you change the prices but not the VAT or SP Ins field. The VAT is calculated by the parameters you set up, ie., is the pricing region Vatable etc. The Sp Ins field derives from whether you have entered a Y in the insurance field. The Manf field means you do wish to manifest this consignment to the hub depot, it will automatically be N if you are sending a consignment to your own depot but Y if it s to anywhere else. The Hub and Delv fields are the fields that show you what the hub and delivery portions of the consignment are.

2. Notes - The system will print a single consignment note and will allow you to fill in the rest of the address.

3. Alternative Sender - This option allows you to enter address details of an alternative collection address, for example your customer does not want the consignee to know where the consignment has come from.

CHAPTER 7 - MANIFEST MENU

If you save the consignment the system will ask you if you wish to continue with the same account, often you will receive a bundle of consignments from the same customer, and it is time consuming entering the same account reference all the time. Alternatively you may select another account or exit the manifesting system.

Amend Consignments

The screen you will be shown is identical to the screen for consignment entry. You will be asked for a consignment number. If you key one in the system will show duplicates for that number if there are any and the customers the consignments belong to for you to chose one. Pressing **Esc** or **Enter** with no consignment number entered will return you to the main menu.

After you have chosen one you will be faced with another menu, amend, delete or exit, if you press amend the cursor will go to the top of the screen and you can move through the consignment and alter anything that may be wrong. This is done in the same way that you normally enter consignments except that all the information will already be there. If you select delete then this consignment will be removed altogether.

One thing that should be pointed out is that you cannot amend the account number so you should take extra care when inputting during consignment entry. The correct procedure if the account has been typed incorrectly is to delete the docket in question and then re-type from scratch.

CHAPTER 7 - MANIFEST MENU

Depot Manifest

This program will print out all the consignments on a particular date either as a bulk manifest or individually to each of the delivering depots. Here is an example of the manifest for each of the delivering depots:

Sample Manifest

From Depot : 1 Depot 1   Date : 01 Jul 96

To Depot : 2 Depot 2   Day : Monday

Acc No/ Date	Destination/ Company Name	Ins	Timed	24	48	Itm	Wgt	Del
ZIP001 000022	Lincoln Ruston Gas Turbines	X		X		1	60	4.80
ZIP001 000023	Lincoln Franks Bikes				X	1	50	2.80
ZIP001 000024	Lincoln Mr Smith		Sat	X		1	60	20.50

As just about every parcel system works differently in the area of manifesting, the manifest printing is very flexible and we can tailor it to your requirements in a matter of seconds.

NB., Any consignment that has **N** in the MANF field on consignment entry will not be printed on the depot manifests.

Also two separate manifests will be printed after the depot manifest, these are to be sent to the hub. One is a full manifest of all security items and the other a manifest of COD items.

Collections will be shown with the remarks ****COLLECTION**** on the line with the consignment, also the delivery portion will be enclosed in brackets and the amount deducted off the total at the bottom.

CHAPTER 7 - MANIFEST MENU

Single Depot Manifest

This program is another option on the manifest menu and will produce a copy of a manifest being sent to a specific depot on a specific date.

Internal Manifest

The internal manifest is a printout of all consignments manifested on a specific date, it will give a very detailed manifest for you to cross reference the prices etc. Below is an example:

Sample Internal Manifest

LINCOLNSHIRE DEPOT

Internal Manifest for 31 May 96

Docket	Dest	To	Items	Wgt	Cont	S	Charge	Hub	Del	In	Tim S/C	Norm S/C	Acc
000022	Lincoln	2	1	60	24	A	23.50	9.30	2.80	Y			ZIP0 01
000024	Lincoln	2	1	50	48	B	18.45	7.00	4.80	N			ZIP0 01
000025	Lincoln	2	1	60	24	A	57.55	16.60	19.30	N	Sat		ZIP 001

Manifest View

This system will allow you to view the manifests to screen rather than print them out.

Combined Security

This program will allow you to produce a manifest of just security items for a given date.

Scottish Manifest

This will allow you to produce a combined manifest just for Scotland. All Scottish freight will still appear on the complete manifest run.

CHAPTER 7 - MANIFEST MENU

COD Administration

The COD administration menu allows you to maintain a tight control over the COD consignments that you send out through a parcel network on behalf of your customers.

A. The First option is **COD Manifest.**

This program allows you to produce a manifest of all consignments that have been sent to your hub requesting a COD for a specific date on plain paper.

B. The Second option is **Transfer CODs**.

This option allows you to transfer COD consignments for a specific date to a COD administration file.

C. The Third option is explained in detail below:

You will be presented with a menu as below:

Select:
1. Receive COD
2. View History for Account
3. View Outstanding
X - Exit

If you have been transferring the COD consignments to the COD administration file as detailed in option **B**, the first option will display all CODs that have not been booked back in on the screen for you to book some more in.

CHAPTER 7 - MANIFEST MENU

Con No	Desp Date	Consignee	Depot	Cod Amt
045656	01 May 96	Mr Norman Bailey	21	145.00
123123	01 May 96	Mr Kevin Jackson	37	125.00

Press **ENTER** to enter details of the returned COD, ESCAPE to abandon!!!!

Despatched from Customer : Mr Frank Smith

Received Date :	Cheque or Money:	Amt:
Actioned By:		
Details:		

Here you would simply move up or down the list, and by pressing ENTER be allowed to enter information for that consignment, regarding the details of the returned COD.

View History For Account

This is where you specify an Account Number and the system will show all CODs that have been manifested for that account and by moving up or down the list, using the cursor keys, you will be able to view the state of each one.

View Outstanding

This is where on-screen you may view just the CODs that have not been returned to your depot.

CHAPTER 7 - MANIFEST MENU

Batched Note Printing

This option allows you to produce printed consignment notes outside of manifesting. The system relies on the fact that the consignments have already been keyed in. There are three ways you can produce the notes, they are shown on the menu below.

1. Single Consignments

This option is for producing consignment notes after they have been manifested. The screen will ask for the consignment note number, the screen will then display the details of the consignment and allow you to make sure the delivery details are correct. See below:

CHAPTER 7 - MANIFEST MENU

From here you will be asked if you wish to print the consignment note, re-enter the address, discard the current note to select another consignment or exit the program and return to the main menu.

2. Single Account

This option is for producing all consignment notes for a single account for a complete day. First key in the account reference or use the search key, then type in the date of the consignments entered for this account.

You will then be asked if you wish to continue, re-enter the information or discard. The system will then go on to print all the consignments for that account that fall on that day.

3. Complete Day

By keying in the date of the consignments to print the system will ask you if you wish to continue, re-enter the information or discard. If continue is selected the system will print out all the consignment notes that have been entered for that day.

Batched Label Printing

The batched label printing option is similar to batched notes printing except that instead of printing a single label per manifest entry it will produce as many labels as there are items per manifest entry and as many as you have set it to per item. There will be a choice of two types of labels and you will also be asked to enter a range of numbers.

```
Select:-

Normal Labels
Barcode Labels
X-Exit
```

```
Account No: ZS0240  Zs                                    Date: 22/06/2000
If you want a range of labels put start here :    1 and end here :    50
```

CHAPTER 7 - MANIFEST MENU

Hub Links

Create Export File

This routine will allow you to create a file of your manifest data or POD Data or both, depending on the options specified within the parameters section. This data can be sent to the hubs computer with the aid of some communications software and a suitable task/script file.

```
PARCELTRAK V2.07        ZIPZAP - 01522 526964/0374 675625            02 Jul 96

Zipzap Computer Consultants    Create Files for Upload to Hub




                   Please input the date of the consignments
                   you wish to transmit : 020796
                                          ↑




Enter the date of the Consignments
```
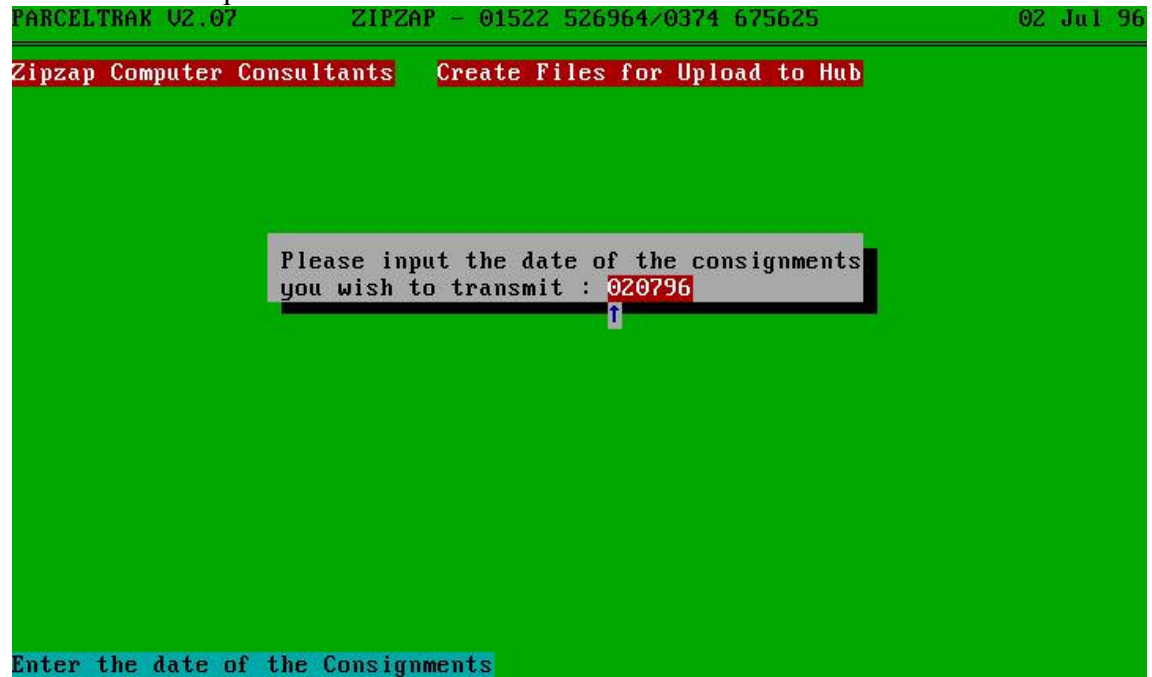
Exporting Data - mixed data from Networks

If you either use HUB LINKS (within ParcelTrak) or one of our export programs and you get data from another network mixed in the export data then it is due to one of a number of setup problems.

Either:-

1. You DO NOT have MULTI-NETWORKS set to YES in PARAMETERS and it is therefore throwing all the data together.

OR

CHAPTER 7 - MANIFEST MENU

2. The depots do not have the correct NETWORK CODE on their DEPOT SCREEN.

You must check PARCEL NETWORKS on the DEPOT MENU. Ensure that you have each network set up AND your depot code in THAT network is displayed. You must create yourself as a depot with that code, set it to AREA 01 and give it the appropriate network code, you can search with the wildcard key   / ..

Run down the depots and check that every one has a value in the NETWORK CODE box.

Provided that you have done this then all the data will be kept apart.

Read Import Data Files

If you are sending data to the hub for Manifests, Pods or both, the hub should be able to transmit the information back to you. This system will read in the data that the hub has sent via modem. Please consult ZipZap regarding Data Formats as every hub will send data back differently.

CHAPTER 7 - MANIFEST MENU

Import Customer File

The customer file has its own small suite of programs and will open up a menu as below:

1. ASCII Parameters
2. ASCII Import

ASCII Parameters

While it is in our best interests to sell copies of the ParcelTrak Customer System our main aim is to give our customers the most flexible options.

Some of your customers will be already keying the despatch data into their sales order systems and some may not want to duplicate this data into a customer system. If they are able, and most large companies should be, they can put basic despatch details onto a disk in a required format and your system will read in that data and create consignments out of it. Firstly you will need to specify , for each account that will do this, parameters relating to the conversion of the data to consignments

The screen will look as follows:

```
                          Account Importation Template
   Account Number :            File Name :
                         ↑
     Import Con No :      Prefix :     Con No Suffix : 00000 Rems :     Depot :

            A-Service                 B-Service                 C-Service
   Area      Area         Area         Area         Area         Area
   01        11           01           11           01           11
   02        12           02           12           02           12
 _ 03        13           03           13           03           13
   04        14           04           14           04           14
   05        15           05           15           05           15
   06        16           06           16           06           16
   07        17           07           17           07           17
   08        18           08           18           08           18
   09        19           09           19           09           19
   10        20           10           20           10           20

     Recode Originating Depot to :
```

CHAPTER 7 - MANIFEST MENU

1. Account Number - Please key in the account number of the account that will be sending you this kind of data.

 2. File Name - The file name, drive and directory where ParcelTrak will pick up the file to convert it into consignments.

3. Con No Prefix and Con No Suffix - Entering an **A** in the Con No Prefix and **1** in the Con No Prefix will give the first consignment a consignment number of **A00001** and the next as **A00002** and so on for converted consignments for this customer.

4. Next simply fill in the contract numbers that you wish to use for the **A,B** and **C** services for each of the pricing zones that you may use.

5. The final field should be your depot code.

CHAPTER 7 - MANIFEST MENU

ASCII Import

Here simply key in the account whose file you are ready to read. If a parameters file has been set up the system will read the file and create consignments for it. For any postcodes that have been sent to you, that are not on your system, you will be able to amend the details on screen.

The file layout that your customer will need to send to you is:

Each field should be separated with a comma and each record terminated with a carriage return line feed.

Order Number	**16 Characters**
Company Name	**20 Characters**
Company Add 1	**40 Characters**
Company Add 2	**40 Characters**
Company Add 3	**40 Characters**
Town	**20 Characters**
Postcode	**8 Characters**
Items	**4 Characters**
Weight	**5 Characters**
Service	**1 Character (Either A,B or C)**
Surcharge Code	**4 Characters (One of your timed**
surcharge codes)	

When you import the customer file you will see a screen as below:

```
Read in Sales Order ASCII File from Account :- ZS0240 dated 22/06/2000
Print report : No   Push contract code : No
```

Enter the account to import for. If you wish to print a manifest type report select Yes and if you wish to mover the service code into the contract filed put yes.
Select Dummy read if you want to validate the data first or import to read the data in.

CHAPTER 7 - MANIFEST MENU

Statistics

This part of the manifest menu is useful for viewing what you are sending out to other depots in your network(s). The system shows two sets of statistical information based on consignments for the current date.

Summary Information Screen
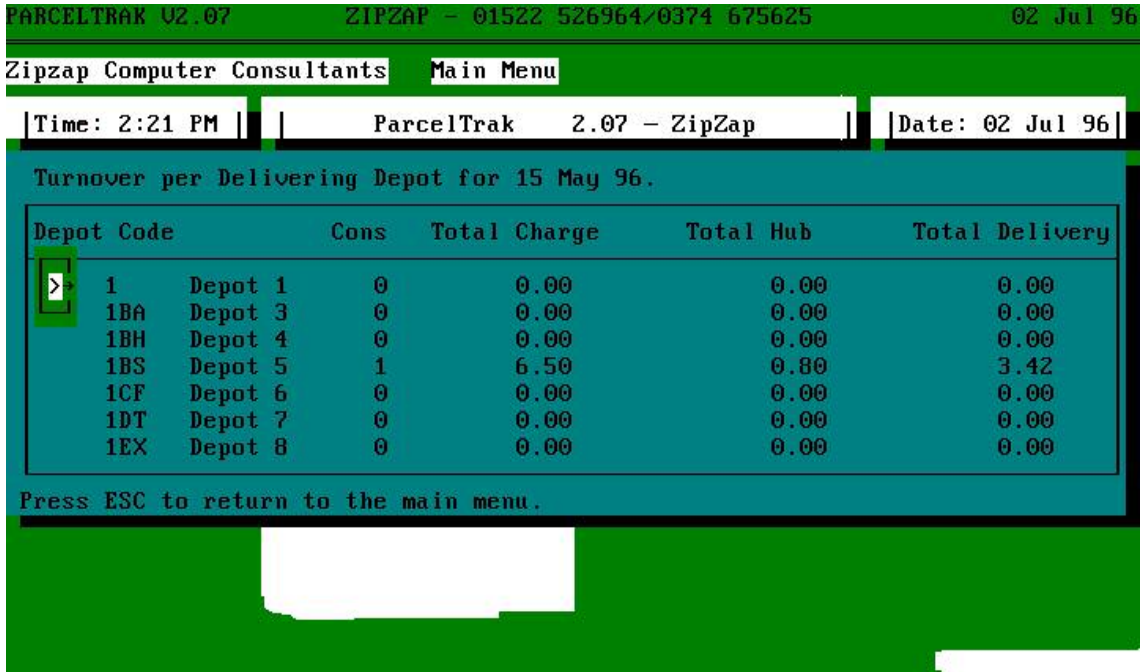
```
PARCELTRAK V2.07        ZIPZAP - 01522 526964/0374 675625        02 Jul 96

Zipzap Computer Consultants    Main Menu

Daily Information for 15 May 96 for consignments to other depots.

No of Cons :-          22              Total Charge :-        252.35
    Weight :-        1243              Total Trunk  :-         17.20
     Items :-          70              Total Delivery :-       75.71

Type of Freight Analysis     No      Items    Weight     Charge

   Kilo Consignments         11        33       852       161.95
   Parcel Consignments        5        31       362        73.60
   Reduced Parcel Cons        6         6        29        16.80
   Pallet Consignments        0         0         0         0.00
   H/Palt Consignments        0         0         0         0.00
Mileage Consignments          0         0         0         0.00
   Cubing Consignments        0         0         0         0.00
                        N/Manifested Cons
No of Cons :-     0       Items :-       0      Weight :-      0
(Does not include Deliveries)                   Charge :-       0.00


                      View Depot Output  X-Exit
```

From here, if required, you may view the second information screen. This screen shows the output to all depots that you have set up based on the consignments entered for the current date.

CHAPTER 7 - MANIFEST MENU

Depot Output Screen

This information screen will scroll up or down using the cursor keys to enable you to

```
PARCELTRAK V2.07          ZIPZAP - 01522 526964/0374 675625          02 Jul 96

Zipzap Computer Consultants    Main Menu

|Time: 2:21 PM |  |        ParcelTrak    2.07 - ZipZap        | |Date: 02 Jul 96|

  Turnover per Delivering Depot for 15 May 96.

 Depot Code            Cons    Total Charge      Total Hub       Total Delivery

   ▶ 1      Depot 1     0         0.00             0.00              0.00
     1BA    Depot 3     0         0.00             0.00              0.00
     1BH    Depot 4     0         0.00             0.00              0.00
     1BS    Depot 5     1         6.50             0.80              3.42
     1CF    Depot 6     0         0.00             0.00              0.00
     1DT    Depot 7     0         0.00             0.00              0.00
     1EX    Depot 8     0         0.00             0.00              0.00

 Press ESC to return to the main menu.
```

view all the depots.

Delivery Addresses

This option is a series of three programs and will open up a menu of its own. The main use of this program is best described in this scenario:

You have a customer that once a month despatches the same goods to the same 200 delivery addresses on the same day. You need something which saves the customer and yourself time. These three programs do just that.

```
1. Setup Addresses
2. Process Addresses
3. Parameters
```

CHAPTER 7 - MANIFEST MENU

Setup Addresses

This is where you may set up the delivery addresses for any of your customers. First simply key in the account number that you wish to create or amend delivery addresses for. Once the account has been located you will then be prompted for the delivery address details or you may search for an existing delivery address for the account to amend it.

Account No:

Delivery Address Details

Del Name	:	
Address	:	
	:	
	:	
Town	:	
Postcode	:	
Depot	:	
Ref	:	Day to Deliver:

Most of the information speaks for itself, however three fields need pointing out:

1. Depot - The system will find the town/postcode combination in the gazetteer and insert the covering depot. If the system can not find the matching entry then you will be able to create the gazetteer entry straight away.

2. Ref - This is the reference of the delivery address your client may use. This will appear in the order number field of the consignment screen.

3. Day to Deliver - Your customer may specify that consignments are sent out to delivery addresses on different days, ie., the first 50 on Monday, 20 on Tuesday and so on. Simply key in the day number of the delivery address, alternatively key in 0 if they are all to go out on the same day.

CHAPTER 7 - MANIFEST MENU

Process Addresses

This is where you may now activate the delivery addresses for a specific customer and make them into outgoing consignments. Simply key in the account number of the customer whose delivery addresses you wish to convert, then fill in the consignment template details.

```
PARCELTRAK V2.07        ZIPZAP - 01522 526964/0374 675625          02 Jul 96

Zipzap Computer Consultants   Despatch to Delivery Addresses

 Account Number : ZIP001 Zipzap

                          Despatch Details

        Despatch Date : 020796          COD ? : No       0.00
          Day Number : 10          Insurance ? : No      0.00

              Items :    0              Remarks :
             Weight :    0                     :

            Service : A No
           Contract : /

    Timed Surcharge :



Date of Despatch
```

This is the template that you will need to fill in after the account number of the customer you are despatching for.

1. Despatch Date - The Date the consignments will be despatched on.

2. Day Number - The Day Number will be automatically generated from the despatch date, although this may be changed.

3. Items - The number of Items for each consignment.

4. Weight - The Weight of each consignment.

5. Service - The Service level of the consignment, A for Next day, B for Two day or C for Three day.

6. Contract - If you wish to use a valid contact number for the consignments.

7. Timed - If you wish to send the consignments out with a Timed surcharge.

8. COD - Enter Y if the consignments are to be Cash on Delivery and enter the amount.

9. Insurance - Enter Y if the consignments are to be specially insured and how much for.

10. Remarks - Enter upto two lines of free text remarks that you would like to be included within the consignments created.

When this information has been entered you will then be asked if you wish to continue, the system will then convert the delivery addresses that match the specification, into consignments by keying in the consignment screen details by itself.

Parameters

This is where you may set the initial note number for the delivery address conversion program to use and increment. In order to avoid a duplicate number you must specify an alpha prefix followed by a five digit numeric code.

CHAPTER 7 - MANIFEST MENU

Consolidation

This report will detail all consignments for a given date that could be merged with one another. The consignments that may be printed need to have the following criteria:

They must be despatched from the same customer and they must be going to the

```
PARCELTRAK V2.07      ZIPZAP - 01522 526964/0374 675625      02 Jul 96

Zipzap Computer Consultants    Consolidation Report



              This report will list any consignments
              that could be sent as one consignment,
              if the two or more consignments have the
              same delivery address, and are from the
              same customer.


                   Please run the Report  X-Exit
```
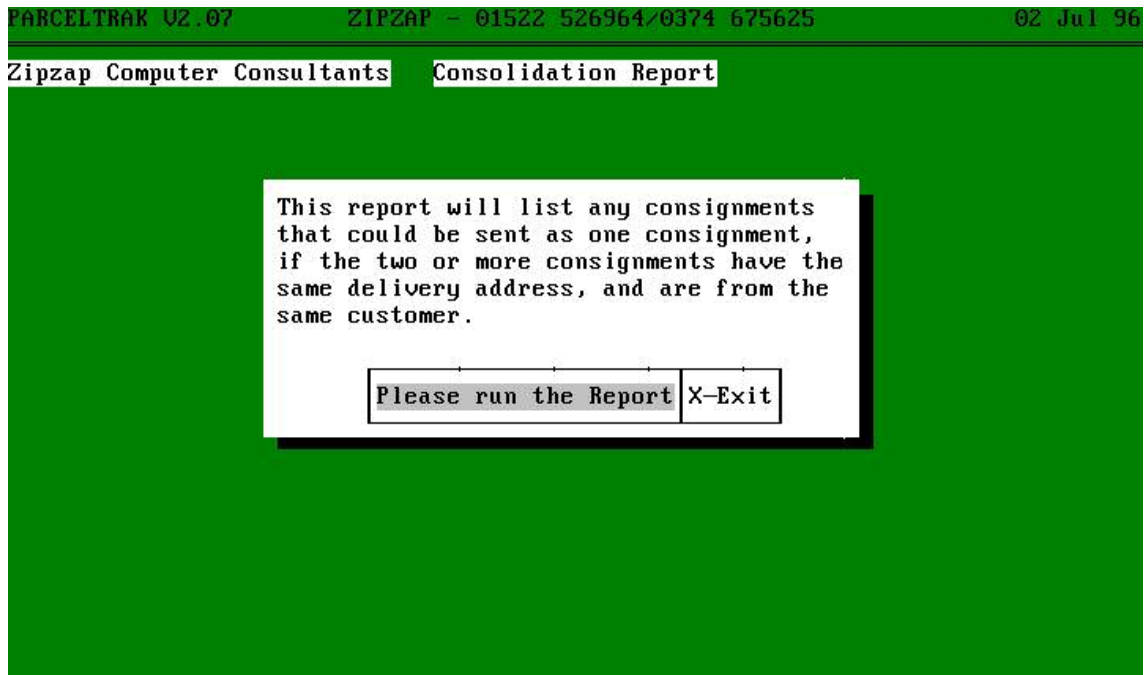
same delivery address.

CHAPTER 8 - DEPOTS MENU

Depots Menu

Create/Amend Depots

```
┌─────────────────────────────────────────────┐
│ Depot Code : ZZZ                              │
└─────────────────────────────────────────────┘
```

```
┌──────────────────────────────────────────────────────────────┐
│ Depot Name: Zipzap Delivery Services          Region: 01       │
│                                              Network: 01       │
│    Address: Unit 14, Fort Barnes             S/L Acc: ZS0240    │
│         : Rookery Lane                  Del Surcharge:    0.00  │
│         : Lincoln                          Security: No        │
│         : Lincs                                Home:           │
│  Post Code: LN6 7PW                           Alias:           │
│  Telephone: 01522 526964                    Scottish: No       │
│        Fax: 01522 546812                                       │
│ Cont Name1: Norman            Areas Covered: Ln 1-end          │
│ Cont Name2: Julie                                             │
│     E-Mail:                                                   │
└──────────────────────────────────────────────────────────────┘
```

This is where you can create a new depot or amend existing depot details. Most of the information speaks for itself. Seven fields need pointing out, these are:

1. Region - This is the pricing region that the depot belongs to.

2. Network - This is for specifying which parcel network this depot belongs to. You may only enter the network number or search for it if you have specified that you wish to use multiple networks in the parameters section.

3. A/C - This field is used for linking the depot to a sales account reference, and is used during the reading of the manifests sent electronically by the Hub if you are using this option.

4. Delivery Surcharge - This field is for inputting an additional delivery surcharge for consignments going to this depot which will be added to the delivery portion, calculated through the rest of the system.

CHAPTER 8 - DEPOTS MENU

5. Security - By entering a Y any items manifested to this depot will default to the security status of Yes.

6. Home - This is they bay code to which the depot belongs.

7. Alias - This is a facility that allows you to give the depot an alternative code to be printed on the manifests.

8. Scottish - This is where you enter Yes if it is a Scottish depot and No if it is not. This is so you may print a separate Scottish manifest if required.

Some advice on setting up depots using Parcel Networks. The depots may belong to more than one network. Therefor it is suggested that you prefix depots with an initial letter of the network, ie., '**A'** for the ABC network.

If you wish to amend a depot but have forgotten their depot code then you may search for it. The search key throughout the system is a / followed by any characters that you wish to search for, ie., /ZIP will display all depots beginning with ZIP.

Within the menu you will be given an option to copy the depot information. This allows you to duplicate the details of the depot on screen to another depot code. This is useful when setting up depots that are in more than one network or cover more than one area.

CHAPTER 8 - DEPOTS MENU

Depot Listings

If you should require one, the software is capable of printing you a complete list of all the depots stored in the files. A typical list would look something like the one below, or you may prefer the more condensed list which is shown as example one.

Example One

Depot Listing   **01 July 96**

Number	Name	Address 1/3/Postcode	Address 2/4
2	Lincolnshire Depot	Unit 14 Fort Barnes	Rookery Lane
			Lincoln
		LN6 7PW	
	Telephone:	01522 526964	
	Facsimile:	01522 546812	
	Contacts:	Norman Bailey	

Example Two

Depot Listing   **01 July 96**

Number	Name/Postcodes Covered	Tel	Fax
2	Lincolnshire Depot	01522 526964	01522
546812			
	LN, DN15-40		

CHAPTER 8 - DEPOTS MENU

Depot Analysis

This procedure will give a summary of all the consignments sent out by the delivering depot to allow you to analyse which depots you are sending the most consignments to etc. The report will look something like the one below:

Depot Analysis for 01 July 96 (This report does not include any for your depot)

Depot Name Del	No A Serv	No B Serv	No C Serv	Items	Weight
DEPOT TWO 6.00	1	1	1	3	20.00

Pod Analysis

Pods Delivered on time:	1				
Pods not Delivered on time:	0				
Pods not signed for:	0				
Pods not Dated:	0				
6.00	1	1	1	3	20.00

The report is also useful in the fact that it will analyse how well the delivering depot has done with the actual delivering of the consignments into their own area.

CHAPTER 8 - DEPOTS MENU

View Consignments

```
PARCELTRAK V2.07        ZIPZAP - 01522 526964/0374 675625        08 Jul 96

Zipzap Computer Consultants   Depot Consignment View

  ┌──────────────────────────────────────────────┐  ┌──────────────────┐
  │ Depot    : P5LN                                │  │ Delivery Total   │
  │    Name  : Zipzap Computer Consultants         │  │                  │
  │          From Date : 01 Jan 96 To Date : 01 Dec 96 │  30.78         │
  └──────────────────────────────────────────────┘  └──────────────────┘

       ┌────────────────────────────────────────────────────────────┐
       │ Number    Date      Depot  S  Cont      Itm      Wght   Charge │
       │                                                                │
    ▶→ │ 001234    28 May 96  P5LN   A             1        33     2.71 │
       │ 123456    28 May 96  P5LN   A             1       350    28.07 │
       └────────────────────────────────────────────────────────────┘

  Note Number : 001234    Date : 28 May 96  To :                    P5LN
     On Number :                             Dest : LINCOLN          LN1
      Contract :             Serv : A        Items :  1     Weight :  33
   Timed Surch :                                        Net Price :  11.59
         Surch :                                   Delivery Charge :  2.71
     Insurance :      0.00                              Hub Charge :  0.80
```

This is where you will be able to key in an existing depot number or use the search key as explained in the create/amend customer section. The system will then list all the live consignments that were manifested to that depot. You will be able to move up and down the consignment list using the cursor keys or pageup and pagedown keys. The bottom box will show in more detail the consignment note you are currently next to. Pressing the Escape key will allow you to Exit the program, Printout, View Sales information or chose another.

Choosing **Delivery Information** will open up a display box with the analysis of consignments that are in the current file for that depot. See below:

```
Depot Analysis based on Current Consignment File : -

           A Service      B Service      C Service      Total
  Cons        2              0              0                2
  Weight     383             0              0              383
  Charge    127.79          0.00           0.00           127.79
  Profit     93.71          0.00           0.00            93.71
  GP (%)     73.3300        0.0000         0.0000          73.3300

          Gross Profit Weight Consignments Profit X-Exit
```

CHAPTER 8 - DEPOTS MENU

You will then be asked to select Gross Profit, Weight, Consignments, Profit or Exit. Selecting any of these options other than Exit will display information in bar graph form:

1. Gross Profit Graph.

```
PARCELTRAK V2.07        ZIPZAP - 01522 526964/0374 675625        08 Jul 96
Zipzap Computer Consultants    Depot Consignment View

Gross Profit based on current consignment file rounded to the nearest 5% for
consignments going to depot  P5LN ,Zipzap Computer Consultants

A Service  ████████████████████████████████████            73.3300

B Service                                                    0.0000

C Service                                                    0.0000

   Total  ████████████████████████████████████            73.3300

          10   20   30   40   50   60   70   80   90   100

                       PRESS SPACE TO CONTINUE
```

2. Weight Graph

```
PARCELTRAK V2.07        ZIPZAP - 01522 526964/0374 675625        08 Jul 96
Zipzap Computer Consultants    Depot Consignment View

Weight based on the current consignment file, to the nearest 100 kilos going
to depot  P5LN , Zipzap Computer Consultants

A
Service   ██                                                  383

B
Service                                                        0

C
Service                                                        0

Total     ██                                                  383

        500 1000 1500 2000 2500 3000 3500 4000 4500 5000 5500 6000+

                       PRESS SPACE TO CONTINUE
```

CHAPTER 8 - DEPOTS MENU

3. Number of Consignments Graph

```
PARCELTRAK V2.07        ZIPZAP - 01522 526964/0374 675625        08 Jul 96

Zipzap Computer Consultants    Depot Consignment View

The total number of consignments based on consignment file rounded to nearest
10 going to depot  P5LN ,Zipzap Computer Consultants

A                                                                        2
Service

B                                                                        0
Service

C                                                                        0
Service

Total                                                                    2


        50   100  150  200  250  300  350  400  450  500  550  600+


                      PRESS SPACE TO CONTINUE
```

4. Value of Profit Graph

```
PARCELTRAK V2.07        ZIPZAP - 01522 526964/0374 675625        08 Jul 96

Zipzap Computer Consultants    Depot Consignment View

Value of profit based on current consignment file to the nearest 20 pounds for
consignments going to depot P5LN , Zipzap Computer Consultants

A                                                                    93.71
Service

B                                                                     0.00
Service

C                                                                     0.00
Service

Total                                                                93.71


        100  200  300  400  500  600  700  800  900  1000 1100 1200+


                      PRESS SPACE TO CONTINUE
```

CHAPTER 8 - DEPOTS MENU

Parcel Networks

```
Parcel Networks :-                                 —— KEY ——
                                                   00000000011111
Code Network Name            Manifest Depot Ext LPI 12345678901234

  01  NCN                    Combined 88    LAB 1 NY
  02  LOCAL NETWORK          Seperate HOME  HEL 1 YN
  03                         Combined US    LAB 0 YY
  04  APEX                   Combined B27   LAB 1 NY
  05  PTOI TEST              Combined PRIME PTI 1 NY
  06  EPS                    Combined E1    LAB 1 YN
  07  APC                    Combined A95   APC 1 NN
  08  TNT                    Combined DUB   TNT 1 NY


ENTER to amend, ESCAPE to exit.
```

The first two items, Code and Network Name speak for themselves. Here are explanations for the others.

Manifest Type - There are generally only two types of printed manifests that are sent to the hub, these are:

1. Separate Manifests to each delivering depot.

2. A combined Manifest with all the consignments on.

Simply press either **C** or **S.**

Depot - This is the depot number by which you are known in this network. This is to be printed on the manifests.

Ext - This is the file extension to use when printing barcode labels using the polling program.

LPI - This is the number of labels generally required per item within this network. For example if it is a pallet network then four labels per item maybe required.

Key - These options are for various flag settings within ParcelTrak. Not all are used yet. Look at the bottom left of the screen for an indication of what the field is for. 1 is for allowing mixed freight during consignment entry. 2 is to print notes for this network.

Delivery Checking

This facility allows you to check the prices on Purchase Invoices and allows you to produce a report requesting credits for any discrepancies.

The consignments that the invoice relates to will need to be transferred to the POD file (See Chapter 9).

Select Depot Menu and Delivery Checking. You will be presented with a screen as shown below:

```
PARCELTRAK V2.10          ZIPZAP - 01522 526964/0374 675625          15 Aug 96

The Lincolnshire Depot    Purchase Invoice Checking

  Depot :  ▓▓▓▓▓              Inv Num/Date :            /
           ↑                  Nett Amount :      0.00
         Consignments from Date :          to date :
```

Fill in the fields as shown and you will be presented with another screen:

```
PARCELTRAK V2.10          ZIPZAP - 01522 526964 0374 6.1625          15 Aug 96

The Lincolnshire Depot    Purchase Invoice Checking
```

As you move through the consignments you will see the box at the bottom changes. You are shown on the left what you should be charged. On the right you would enter the amount that you have been charged on the invoice and you will be told if this is over and above the correct amount. You may also check for late deliveries and request credits as necessary for these. Any items that you require a credit for will be highlighted. Once you have finished checking the invoiced items on pressing Escape you will be presented with a box as illustrated below:

```
 Depot : 5LE                 Inv Num/Date : 1000     /14 Apr 96
      The Leicester Depot          Nett Amount :    1000.00

   Docket Date    Consignee    's  Sur   Itm  Weight   Dated        Timed
  000572 01 Apr 96 S.McG. LTD    C        2   24     02 Apr 96  11:00
  012528 09 Apr 96 MUSIC MERCHANDI A      1   13               00:00
  000632 ...                              7   120              00:00
  012554 10 Apr 96 REVOLUTION PROM A      1   12               00:00
  012804 10 Apr 96 HARIAN,        A       1   1                00:00

         Press ENTER to amend, ESCAPE to abort !

  Should be Charged :      10.00 | Amount Charged :      10.50 Invoiced : Yes
                                 | Request Credit : Yes    Amount :      0.50
                                 |          Rem : Overcharged

                                   Inv No & Date : 1000      /10 Apr 96
```

```
You have requested credits for several
  consignments within this invoice :-

  Total Credit Req :-      1.30
```

This will then produce a report on plain paper which you can send to the depot concerned. See below:

CREDIT NOTE REQUEST REPORT

To:	XXX	From:	XXX
	The Charging Depot		The Paying Depot
	1 The Estate		2 The Park
	Main Street		High Street
	Leicester		Lincoln

Re Your Invoice 100   Dated 15 Apr 96

The below mentioned consignments need credits for the reasons stated.

Con No Amt	Date	Consignee	Reason	Credit
00572	01 Apr 96	Mr F Smith	Overcharged	0.50
			Total Credit Requested (Less VAT) :-	0.50

CHAPTER 9 - POD MENU

Pod Menu

Pod Transfer

This routine will transfer all consignments keyed in during consignment entry on a date you specify to the POD file. It will mark the individual consignments as it transfers so you will not get duplications. As the transfer is taking place a box will appear showing the progress of the transfer as illustrated above.

CHAPTER 9 - POD MENU

Pod Entry

This part of the system will allow you to enter the details of the proof of delivery as you receive it back from the delivering depot. Key in the consignment number and if there are any duplicate numbers they will be displayed in a box for you to chose the correct one.

Once the correct consignment has been chosen you will be shown the full consignment on screen with a menu asking whether you would like to enter the information regarding who signed for the goods or to find another Pod.

```
Consignment No : 123006    Order Number :
    From Depot : 4          To : 58      Service : A
   Destination : BRAMPTON                  Code :
             : LN1                          Sent : 02/02/2000
             :                               Due : 22/06/2000
        Items :     1
       Weight :    10                        Hub :    0.00
    Remarks 1 :                          Delivery:    0.00
    Remarks 2 :
     Customer : Zipzap Computer Consultants

   Signed By :                                   CN: 1
       Dated : 22/06/2000 Timed : 00:00 Discrep : DELY
```

When you have entered the delivery information relating to the Pod details, you will be presented with a menu with two items that need explaining, these are:

1. Add Disc Code - This is for linking a valid discrepancy code to the POD currently on the screen.

2. Clear Disc Code - This is for clearing a discrepancy code that is already linked to a POD, you would only do this if you had made an error.

Also when you save the Pod you will be told who has entered the details and what batch of docket the Pod needs filing with.

CHAPTER 9 - POD MENU

Late Delivery Analysis

This system will ask for a date range to check from. It will then check all Pods between that date range and will report on all Pods that havent been dated, all late deliveries - in days or in cases of timed surcharges, whether they have failed to meet that timed surcharge. A sample is shown below:

PODs not delivered in time.

Cons	Date Sent	Date Delivered	Service	To Depot
000001	01 Jun 96		A	2
ZipZap Computer Consultants			This has not been dated	
000002	04 Jun 96	10 Jun 96	A	2
ZipZap Computer Consultnats			Should have been:-06 Jun 96	
	Time Delivered:-10:00		Time should be:- 09:00	
000003	04 Jun 96		A	2
ZipZap Computer Consultants			This has not been dated	
000004	04 Jun 96		A	2
ZipZap Computer Consultants			This has not been dated	

Analysis By Depot

This program is virtually identical to the above except that it will only check Pods that you have despatched to a specific depot between the date range given.

CHAPTER 9 - POD MENU

Enquire By Number

```
                                    Entered by: NORMAN
                                           on: 06/04/2000 Batch:    24932

Consignment No : 000030     Order Number :
      From Area : 58     To Area : 94     Service : A
    Destination : AYLESTONE              Timed :
       Postcode : LE2                     Date : 03/04/2000
        Going to : FRED JONES
           Items :    1 Dp Name : Mitchell Transport Servic
          Weight :   12     Tel : 01162 604080
      Remarks 1 : 99367000001000004027
      Remarks 2 :
       Customer : SOUTH   Southern Express
     Cust Phone :
      Signed By : K MILES
           Dated : 04/04/2000 Timed : 13:40
        Discrep : DELY DELIVERED
        Remarks : DELIVERED-CLEAN P O D


 Another  Cheque Exchange  Fax  Depot Fax  POD Request  X-Exit
```

This is where a customer would ask for a proof of delivery on a consignment they have sent out usually they would know the consignment number or their own order number, if they can t recall the number use the enquire by customer option. Key in the consignment number and, as in the previous section, the proof of delivery will be displayed hopefully with the signature and date of delivery etc already keyed in.

You will be told the name of the Depot that delivered the consignment and also their phone number, this is to help you with any queries you may wish to make.

You will also be told the batch number that the consignment was filed under and the name of the operator who keyed the information in.

There are several menu options. **Cheque Exchange** will bring up invoice & contra details. **Fax** will produce a report showing the POD details which you can then fax to your customer. **Depot Fax** produces a report which you can fax to a depot who has requested the information. **POD Request** produces a report which you fax to the delivering depot requesting information.

CHAPTER 9 - POD MENU

Enquire by Account

This is where the customer would ask for a proof of delivery for a consignment they have sent out and they can t recall the number but they know roughly the date the consignment was sent. Key in the account reference or use the search key to locate an account and the start date of the search. The system will display a box with all the deliveries relating to that customer. Use the cursor keys or Pageup/Pagedown keys to scroll up and down the list. The bottom box will show the delivery details of the consignment you have the marker against. It will also show the name of the operator who entered the Pod details.

```
PARCELTRAK V2.07          ZIPZAP - 01522 526964/0374 675625          29 Jul 96

Zipzap Computer Consultants    Enquire by Customer


 Acc No : ZIP001  Zipzap Computer Consultants    Start Date : 01 Jul 96
                                                  End Date : 10 Jul 96


      Date        Cons No    To                      Area        S

  →  10 Jul 96   000001     Jack                     5LN         A
     10 Jul 96   000002     Jill                     5DE         A




     Signed By : Jack Frost
           Date : 11 Jul 96        Timed : 00:00  Batch :    23569
                                                  Discrep :

     Remarks :
     Entered : JULIE
```

CHAPTER 9 - POD MENU

Enquire By Company To

This is where a customer would ask for a proof of delivery for a consignment they have sent out and can t recall the number but they know where the consignment was going to. Key in the account reference and the destination. The system will display a box with all the proof of delivery details relating to that customer. Use the cursor keys or pageup/pagedown keys to scroll up and down the list. The bottom box will show the details of the delivery you have the marker against.

```
PARCELTRAK V2.07        ZIPZAP - 01522 526964/0374 675625        29 Jul 96

Zipzap Computer Consultants    Enquire by Customer/Company To

 Acc No : ZIP001  Zipzap Computer Consultants
 Company: jack


        Date       Cons No    To                      Area        S

    →   10 Jul 96  000001     Jack                     5LN         A




        Signed By : Jack Frost
             Date : 11 Jul 96      Timed : 00:00  Batch :    23569
                                              Discrep :
        Remarks :
        Entered : JULIE
```

CHAPTER 9 - POD MENU

Vehicle Run Report

This is for producing a report for each delivery route you have based on the deliveries you have keyed in. The report will look like this:

Route Report for 02 Jun 96

Route No/Name: 01 Delivery Route 1

Note Number	To	Serv	Itms	Weight
000045	Lincoln	A	1	10
	Mr Smith			
000100	Lincoln	A	1	20
	Mr Fred			

Total for ROUTE NO 1

2	30	

The items and weight have been totalled up for a delivery route to enable you to decide how large a delivery van you need to send.

CHAPTER 9 - POD MENU

Route Allocation

This is where you will be allowed to key in a date and see all deliveries to your own depot for that manifest date, and be able to change the route number for any number of them.

Routing File Maint

This is where you may change the routing date or route number for a consignment that you are delivering into your own depots area.

```
Note Number : 000123
```

```
Date Manifested : 01/06/2000 Routing Date <= : 02062000
                                                    ↑
Destination : BRAMPTON

                            Route Number : 02

   Service : A
     Items :    1      Remarks:
    Weight :   10
                        ( Will appear on route report)
```

Depot Holidays

This part of the program is for setting up the days where you and the other depots in your network(s) have a days holiday. Usually these days fall on Bank Holidays. These days have to be setup for the Late Delivery Analysis to work correctly as these days must be skipped when determining whether a Pod is late or not.

```
Depot Holidays : —

Date          Holiday Name

03/05/1999 Bank Holiday Monday
31/05/1999 Bank Holiday Monday
25/12/1999 Christmas Day
28/08/2000 August Bank
25/12/2000 Christmas




ENTER to amend, ESCAPE to exit.
```

CHAPTER 9 - POD MENU

Export to Customer Version

The pod file keeps a record of when the pod delivery details were entered onto the system and by whom. You may export, for a specific date range the Pod details to a customer who you have a link with their version of ParcelTrak. Simply key in the account reference and date range. Insert a disk and continue.

```
Acc Reference : ZS0240   Zs
```

```
Export PODS entered between :            and
```

CHAPTER 9 - POD MENU

Pod Listing for Customer

This program is designed for listing all Pods that fall between a specific date range for a specific customer.

```
PARCELTRAK V2.07         ZIPZAP - 01522 526964/0374 675625          09 Jul 96

Zipzap Computer Consultants    POD Listing for a Customer

Acc Number : ZIP001 Zipzap

              Start Date of Report : 01 Jun 96
                End Date of Report : 01 Jul 96

              Print only with Signature : Yes
                   Include Pod Analysis : No
                 Process on Date Entered : No
```
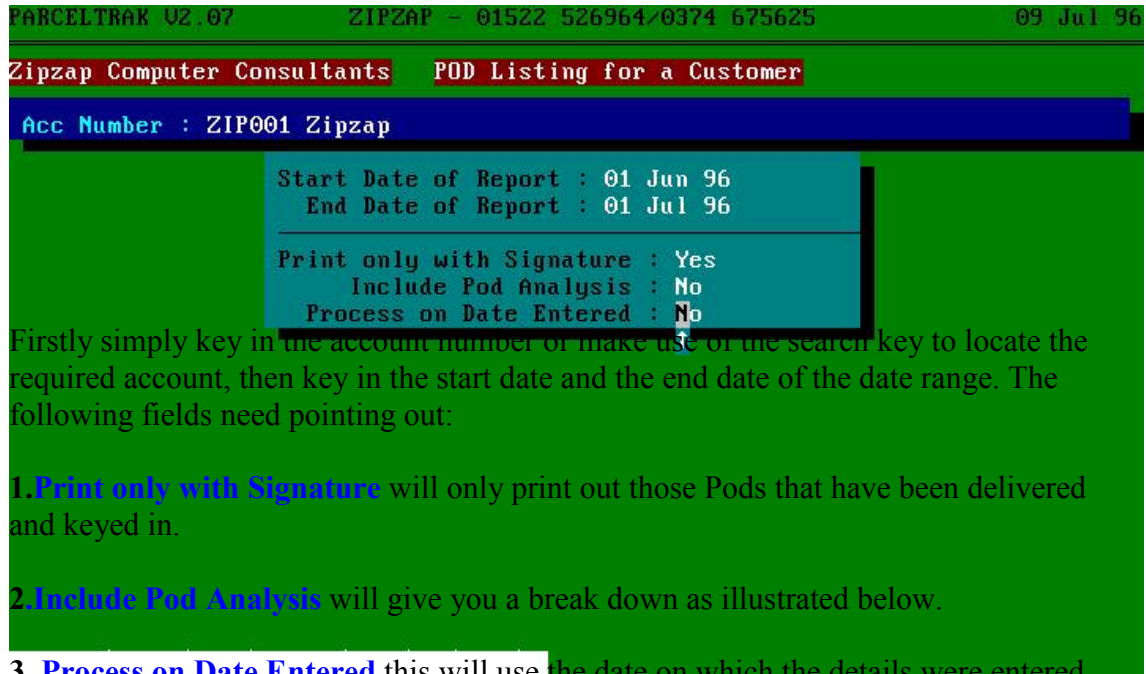
Firstly simply key in the account number or make use of the search key to locate the required account, then key in the start date and the end date of the date range. The following fields need pointing out:

1.Print only with Signature will only print out those Pods that have been delivered and keyed in.

2.Include Pod Analysis will give you a break down as illustrated below.

3. Process on Date Entered this will use the date on which the details were entered when selecting the date range as opposed to the date of despatch.

Pod Listing for ZipZap Computer Consultants

From Date 010696 to 310696

Docket	Date	Consignee	Signed By	Dated	Timed
000001	010696	Mr Jackson	K Jackson	02 Jun 96	10:15
000002	010696	Mr Bailey	N Bailey	02 Jun 96	11:00

Delivery Analysis

		Delivered	Cons	As % of Actual
Total Consignments	:- 2	Day 1	2	100.00
Weight	:- 33	Day 2	0	0.00
Items	:- 2	Day 3	0	0.00
		Day 4 & Over	0	0.00 (*)
		Total	2	100.00

(*) Includes Non Deliveries

CHAPTER 9 - POD MENU

Pod Discrepancy Codes

```
Code    Description              Inc
                                 No
ACCA    ACCESS PROBLEM           No
BINA    Book In Required         Yes
CADY    CHECK ADDRESS            No
CARY    CARDED & LEFT SAFE       No
CSDA    Closed                   Yes
DAMX    DAMAGED                  No
DELY    DELIVERED                No
DMRX    DEPOT MISROUTE           No

Press ENTER to amend, or ESCAPE to exit !
```

This program is for setting up all the titles of the discrepancy codes you require to link to your Pods, your hub depot will usually supply these to you. These codes along with the Pod details, will be sent to the hub when you transmit the Pod details. Enter the code and description. Inc refers to the incrementation of the route date when a delivery has been failed.

CHAPTER 9 - POD MENU

Clear Down Pod File

This program will ask you if you wish to clear down the Pod file upto a specific date, answer **Yes** or **No**. If your answer is **Yes** then you will have to enter a date to clear upto.

This program will take some time to run because as well as deleting the Pods that fall into a category, the system will print them all off in Customer/Date/Consignment order for your history purposes with full delivery details etc.

```
PARCELTRAK V2.07        ZIPZAP - 01522 526964/0374 675625           09 Jul 96

Zipzap Computer Consultants    Clear Down POD File


                    This program will clear down any PODs
                    in the POD file, upto a specific date,
                    the system will list all deleted PODs
                    to the printer, for history purposes.

                    Do you wish to Continue ? Yes

                              Upto Date : 10 Jul 96


                    Please note that this program could
                    take some time to run !!
                     (Press CTRL and A to abort clearing)

                    Account Being Read Currently :-
                    Zipzap
```

The box indicated will show you what account is currently being read to give an indication of how far on the clear down process is.

CHAPTER 10 - UTILITIES MENU

Utilities Menu

Parameters

```
PARCELTRAK V2.07        ZIPZAP - 01522 526964/0374 675625        10 Jul 96

Zipzap Computer Consultants   Set Up Home Depot Parameters

  Vat Rate (%)    : 17.50         Surcharges -      AM Surcharge AM
  This Depot Code : ↑5LN                        10AM Surcharge 10
         FOC Acct : FOC001                       SATAM Surcharge SAM
         Cash Acct : CAS999                      SAT10 Surcharge S10
  Ins Value per Th:    3.00
     Hub Security :    0.00
  Vehicle Option : No                       Sales Reps Option : No
                       Input Full Address Details during Manifesting : Yes
  Remote File Dir :
     Manifest Data : Yes      Out : a:cons
                              In :
          Pod Data : No       Out :
                              In :
           Base Town : LINCOLN           Manifest to Other Networks : Yes

  Use Sage Accounts: No    Sage Drive/Path/File :
     Default Nominal:

This Most Commonly Used VAT Rate
```

The fields need explaining one at a time:

1. Vat Rate - This is where you would set up the Vat rate. As you will be aware Vat rates tend to change, remember any pricing zone set up as non vatable will not use this field.

2. This Depot Code - This is your depot code, as you can see your depot name is shown at the top left hand side of the screen, this is where it will come from so it is important to have this set right. This is where you set up your right to use the software.

3. FOC Account - This is an account which should exist in your customer file where no consignment has a charge. In consignment entry any consignment entered through the FOC (free of charge) account will price as zero.

4. Cash Account - This account is primarily used for cash transactions, ie., where a customer will pay for the consignment straight away and will wish to receive an invoice there and then.

CHAPTER 10 - UTILITIES MENU

5. Insurance (Value per Thousand) - This is used to calculate the insurance aspect during consignment entry.

6. Hub Security - How much does the hub charge for security?

7. Vehicle Costing Option - Set this to **Yes** to use vehicle costing and have vehicle costing appear on the main menu. Set it to **No** to disregard vehicle costing.

8. Sales Option - Should you choose to set this to **Yes** then the sales commission will appear on the main menu, setting it to **No** will turn it off from the main menu.

9. Remote Files Dir - As mentioned previously in this manual we recommend **DATATALK 4 by Datasoft Ltd** as the communications package for communications work. If you wish to use modem links to the customer or hub, then where does the DT4 package reside on the hard disk.

10. Manifest Data - If you transmit your nightly consignments and receive data from the hub set this field to **Yes** and you will be able to fill in the file name of the data to be exported and imported.

11. POD Data - If you transmit your PODs that you have entered today and you receive POD information back set this field to **Yes** and you will be able to fill in the send and receive details.

12. Base Town - During quotations mostly you will be quoting for prices from your base depot. Your Base Town will be automatically inserted in the **From Town** field but it may be over typed in the cases of 3rd party and reverse collections.

13. Manifest To Other Networks - A simple **Yes** or **No** answer. If you use other freight networks you will be able to set these through the depots menu and at the manifest printing stage the system will ask you which network to print the manifests for.

14. Use Sage Accounts - Again a simple **Yes/No** answer. **Yes** will use the Sage Sterling Accounts Package. You will need to specify the nominal code to post to for the Sage Accounts Package and import the file for the Sage Sterling Accounts Package. No will tell the system to use the ParcelTrak Sales and Purchase Ledgers.

15 Surcharges - You may now fill in the surcharge codes which your system uses for **AM, TEN AM, SATURDAY AM** and **SATURDAY TEN AM,** this is to help with the printing of consignment notes etc.

CHAPTER 10 - UTILITIES MENU

 16. Input Full Address During Manifesting - Please specify whether you wish to key in the full delivery address for consignments during manifesting.

Once you have completed this screen you will have another one presented as follows:

```
PARCELTRAK V2.07        ZIPZAP - 01522 526964/0374 675625      10 Jul 96

Zipzap Computer Consultants    Set Up Home Depot Parameters

                         POD Scanning Parameters

Do you wish to scan in POD Images ? No
         Start Scanned Image Number ? ↑000000   Image Dir ?
                       Gazetteer Import/Export Info

Import Info ? c:\imp.gaz
Export Info ? c:\exp.gaz
                             Factoring Info

Use Factoring ? No
Invoice Point ?            0.00

 Factor Lines ?




Use POD Scanned Images from ZipZap
```

Each option is explained below:

1. Do You Wish To Scan In Pod Images - This option is for our product which aids Pod processing. If you wish to use this facility you should contact:
ZipZap on 01522 526964. Meanwhile this should be set to **No**.

2. Start Image Number - This relates to Pod scanning and until you have this set up it will have no effect on the current program.

3. Export Gaz Inf - If you export the changes to your gazetteer this is the file name and directory it will be stored in.

4. Import Gaz Inf - If you read in updates to the gazetteer from your hub, this is the file where it will be found.

5. Use Factoring - Do you have your invoices factored?

CHAPTER 10 - UTILITIES MENU

6. Invoice Point - At what minimum amount do the invoices become viable to factor.

7. Factor Lines - You can enter three lines of free text information here that will appear at the bottom of the invoice if it is factored.

Next another box will appear allowing you to enter the parameters of automatic note generation which can be used during consignment entry. The box will look as below:

```
        Automatic Allocation of Consignment Number Parameters
_____
Prefix Code : 00000A    (e.g. 00000A)
Next Number :  23577
_____
                        Reduced Carton Pricing
_____
       Use : No
  <= Items :    1
 <= Weight :    5
     A Hub :     0.00  B Hub :     0.00  C Hub :     0.00
     A Del :     0.00  B Del :     0.00  C Del :     0.00
    Region : NYYYYYYYYYYYYYYYYYYY       Parcel Network Applies :
_____
   9am surcharge code : 9          Saturday 9am surcharge code : 9S
_____
   Euro exchange rate :            Euros represents one pound
```

Prefix Code - This field needs a six figure code to be keyed in so that when the code is keyed in the consignment note number field during automatic entry, the system generates a sequential note number for the consignment.

Next Number - This is the start sequential number for the system to use. This will be incremented by one each time it is used.

Reduced Carton Pricing

You will notice the lower portion of the above box relates to Reduced Carton Pricing. This facility is for allowing you to give a special rate for small parcels upto a specific rate.
The fields are explained below:

1. Use - If you set this to **Yes** then this facility will become operational.

2. Items - This field is to set the number of items that this program will respond to in a consignment.

CHAPTER 10 - UTILITIES MENU

3. Weight - This field sets the maximum eligible weight for items in this category.

4. The next two lines relate to the hub and delivery charges within each service level for the reduced carton.

 5. Region - This relates to the regions for which the reduced carton price is applicable to. Use the prompts at the bottom left corner of the screen to advise you of the regions and enter **Y** or **N** for each region to accept or decline the reduced charge.

6. Parcel Network Applies - If you have multi networks set you will need to specify which one should respond to the reduce carton rate.

7. 9am Surcharge Code - enter here the surcharge used for 9 ams

7. Saturday 9am Surcharge Code - enter here the surcharge used for Saturday 9 ams

CHAPTER 10 - UTILITIES MENU

Clear Consignments

This is where you would clear down the consignment file after you have finished invoicing for them. If any consignments havn t transferred to the Pod file then the system will automatically transfer them. Just key in **Y** if you wish to clear down the file. Any other reply will return you back to the main menu.

The system will only clear down to a specified date and any consignments that have not been invoiced up to that date, will not be cleared down.

```
PARCELTRAK V2.07        ZIPZAP - 01522 526964/0374 675625         10 Jul 96

Zipzap Computer Consultants    Clear all Consignments

          ┌──────────────────────────────────────┐
          │ This routine should only be run if you │
          │ have completed the invoicing stage and │
          │ account transfer if you use this option│
          │                                        │
          │ Please confirm you wish to run this    │
          │ clearing program :  ▌                  │
          │              Upto : ↑                  │
          └──────────────────────────────────────┘




Y or N
```

CHAPTER 10 - UTILITIES MENU

Resize

This option is for resizing the files within the parcel system and sales ledger. The system will automatically resize them for you if it is full and you are entering data, but it will only extend the file by a couple of records, so if you wish to increase the file by a large amount use this option. Please note none of the files can be expanded beyond 4.3 billion records. A menu will show you which files can be expanded, chose one and the system will show the current settings, just enter how many files you wish the file to be sized to.

You may also shrink the file. The system will never let the file shrink below the number of records it actually uses. You cannot therefore lose any of your live records.

CHAPTER 10 - UTILITIES MENU

Reindex

Sometimes in very rare cases the files can get corrupted. Within this system there is a reindex option which will correct any files to which this may happen. Computers tend not to like power cuts or power surges but with this facility most problems can be resolved. **Please note if any error type messages occur please contact ZipZap straight away with a note of which file you were reindexing and the first error message that occurred.**

CHAPTER 10 - UTILITIES MENU

Modify Notes, Labels Invoices, Pre-printed Notes, Labels and Manifests

These are the programs you will need to use in order to modify your stationery layouts.
It is a little complex but they all work on the same procedure so once you have done one it is quite simple. When you have ParcelTrak installed at least one will be set up for you as an example.

Here is an example for you to follow using Modify Invoices.

1.Select Mod Invoices from the utilities menu.

2. Select Header as indicated below.

```
V4.75 (1 Oct 95)        Retrieve 4GL Report Layouts        12 Jul 96

INVOICE-PRINT-1                        Memory  4464/ Free 61056


                          ┌─────────────────────┐
                          │     Format Names     │
                  ┌──────┐ ├─────────────────────┤
                  │Select│→│  1. HEADER           │
                  └──────┘ │  2. ITEM-LINE        │
                           │  3. SUMMARY-LINE     │
                           │  4. TOTAL            │
                           │                      │
                           │                      │
                           │                      │
                           └─────────────────────┘

                                        ** Press '?' for help **
```
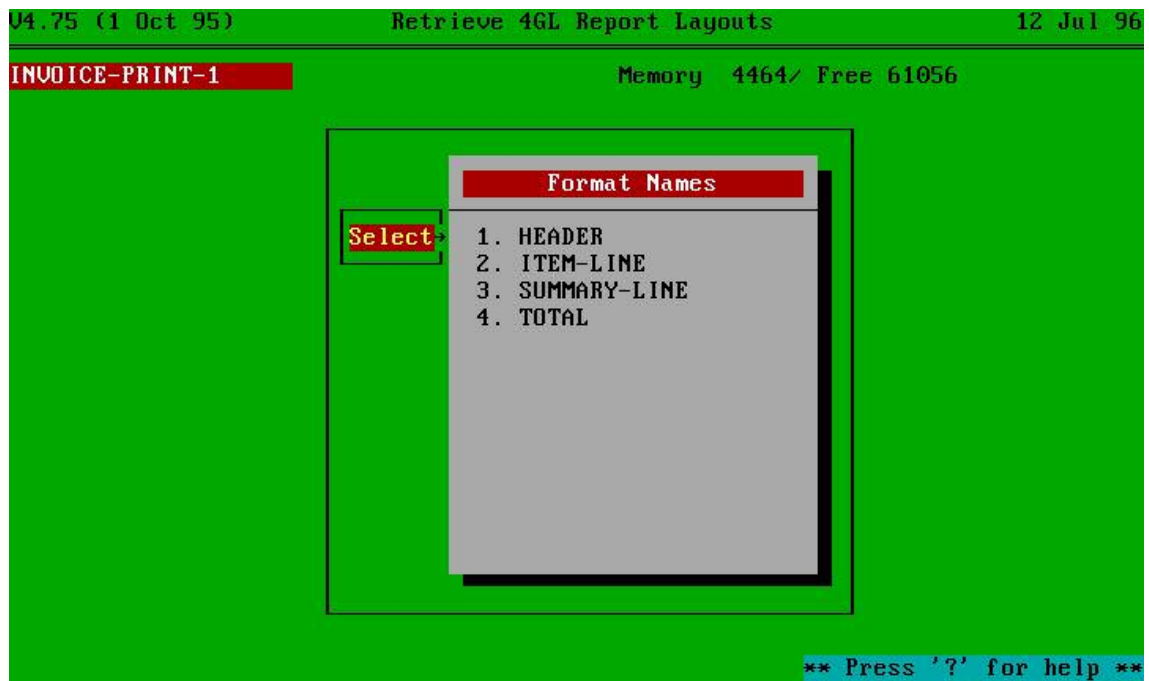
CHAPTER 10 - UTILITIES MENU

You will then be presented with a screen as shown below:

```
V4.75 (1 Oct 95)          Retrieve 4GL Report Layouts           12 Jul 96

INVOICE-PRINT-1


                          Physical Page Size


                          Page Length    66
                                          ↑
                          Lines at Top     0

                       Lines at Bottom     0

                          Line Length     80
```

3. This is basically where you set the size of the paper you wish to print on. You will be given a template to guide you through these and other measurements. The first field will be highlighted by a red cursor, if you wish to amend the details simply key in the required number and press enter through the fields.

CHAPTER 10 - UTILITIES MENU

4. You will then be presented with a screen as shown below:

```
V4.75 (1 Oct 95)          Retrieve 4GL Report Layouts          12 Jul 96

INVOICE-PRINT-1      HEADER              ACCOUNT-NAME            Loc 10/  5



            XXXXXXXXXXXXXXXXXXXXXXXXXXXX
            XXXXXXXXXXXXXXXXXXXXXXXXXXXX
            XXXXXXXXXXXXXXXXXXXXXXXXXXXX
            XXXXXXXXXXXXXXXXXXXXXXXXXXXX
            XXXXXXXXXXXXXXXXXXXXXXXXXXXX
            XXXXXXXXXX

XXXXX                                               DDMMYY    NNNNNN
```

At the bottom of this screen you will be presented with several choices as explained below:

a) Blank - this allows you to type in text just like a word processor. This facility is useful if you are printing your invoices on blank paper and wish to print your Company Name, Address and Vat number on each invoice.

b) Move Fields - this is the selection you will need to make in order to move the fields of text around in order to fit into preprinted boxes on headed invoices or add your own personal touch to blank paper invoices regarding your own preferred layout.

c) Field Names - this is where you may create new fields or turn the print selection on or off for fields that are already set up. For example you may not wish to print the destination postcode for a consignment so you would set   no print field   to - Yes.
This can be explained further by contacting ZipZap direct.

d) Controls - this allows you to set the print/font controls.

e) Next - this moves you to the next part of the layout screen Eg., you are currently in **Header** if you select **Next** you will move to **Item Line**.

f) Previous - this will move you to the previous part of the layout screen.

g) Test Print - this allows you to check the layout you have just set.

5. In order to adapt the layouts to your own requirements you will need to select **Move Fields**. Once selected the first field will be highlighted. The **X   s** represent letter characters and each group represents a field which is already set up in **Field Names**.
At the top of the screen on the left hand side you will see the name of the highlighted field and the X/Y coordinates indicating the position. These coordinates will be taken off your template.

6. Once you have highlighted the first field you will need to either accept its current position by pressing **Enter** or move it by using the cursor arrows. Use the X/Y coordinates to guide you. Once you have positioned the field correctly then select **Enter** to move onto the next one.

7. When you have completed all of the Header Fields you may select **Next** off the bottom menu to go onto the Item Line as shown below these fields are moved around in exactly the same way as above (by selecting Move Fields). Then select **Next** again:

8. You will now be able to amend the summary line by selecting **Blank**. This is done by using the program like a word processor. You may type in what you wish for example: **Total charges for deliveries upto invoice date shown above.** This facility has been designed in order to produce summarised invoices for certain customers/depots set up at your discretion when you set them up as a customer. (See Chapter 3). When you have typed in what you wish to appear in this field select **Next** to go onto the footer.

9. Again you use the same procedures to move the fields around as above.

If you have any fields that you do not require or you want some extra ones contact ZipZap and we will talk you through the procedure of adding/removing them.

10. Once you have completed the movements you may select **Exit** then **Escape,** you will need to **Save** the changes you have made, you will be given this option as you **exit** from the program. As you come out several grey screens will flash before your eyes, this is nothing to worry about. It is just the program refreshing itself and reading in the amendments.

As mentioned previously these procedures are the same for Notes, Labels and Manifests so you will be able to apply the same routines.

CHAPTER 10 - UTILITIES MENU

Rev Summary

This program is designed to completely reverse a just run invoice summary, it will only work correctly on the latest run invoice summary.

The initial screen will look as below:
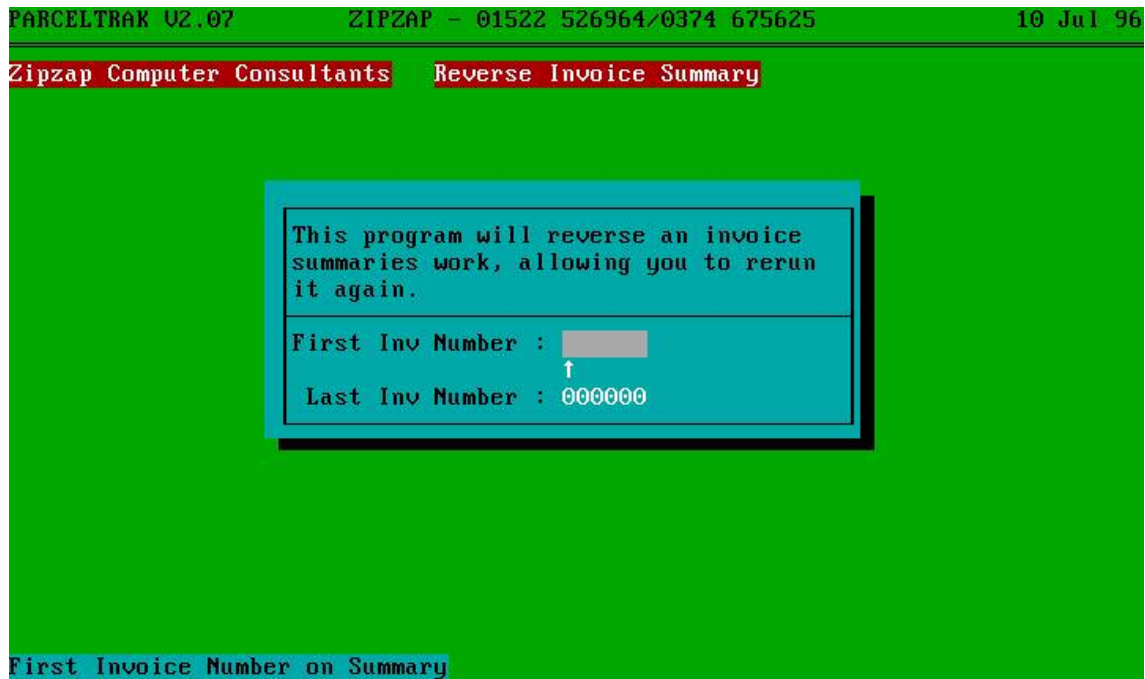
Here from the printout that the invoice summary produced, enter the start invoice number and the end invoice number to reverse the summary.

What the reverse summary does !

1. Clears the **Invoiced** flag from all the consignments that were summarised.

2. Erases all the invoices produced from the DRILL DOWN file.

3. Resets the invoice number.

4. Deletes any awaiting postings to the ParcelTrak Sales Ledger, if you use it.

CHAPTER 10 - UTILITIES MENU

Mod Learnt

You will be presented with a screen similar to the one above.

```
PARCELTRAK V2.07        ZIPZAP - 01522 526964/0374 675625          27 Jun 96

Zipzap Computer Consultants   Trunk and Delivery Price Adjustments




                    Select:-                Select:-

                    Trunk Adjustment        1. Contract K - Kilo Type
                    Delivery Adjustment      2. Contract L - Pallet Type
                    X-Exit                   3. Contract H - H/Palt Type
                                             4. Special  K - Kilo Type
                                             5. Special  L - Pallet Type
                                             6. Special  H - H/Palt Type
                                             X-Exit
```

This facility allows you to delete learnt addresses by highlighting them using the Enter and cursor keys. Pressing Escape will reveal a menu asking if you wish to delete the records or Exit.

CHAPTER 10 - UTILITIES MENU

Mod Char

This facility once set up allows you to print Large Characters on your delivery labels in order to assisit in sortation at your hub.

Select Utilities and Mod Chars. You will be presented with a screen as below:

```
PARCELTRAK V2.07        ZIPZAP - 01522 526964/0374 675625        02 Aug 96

                              Modify Character

    Code
                              CHARACTER CONFIGURATION
     0
     1
     2
     3
     4
     5
     6
     7
     8
     9                        ALT(219) = █
     A                        ALT(220) = ▄
     B                        ALT(221) = ▌
     C                        ALT(222) = ▐
     D                        ALT(223) = ▀

 ESC to
 Exit !
```
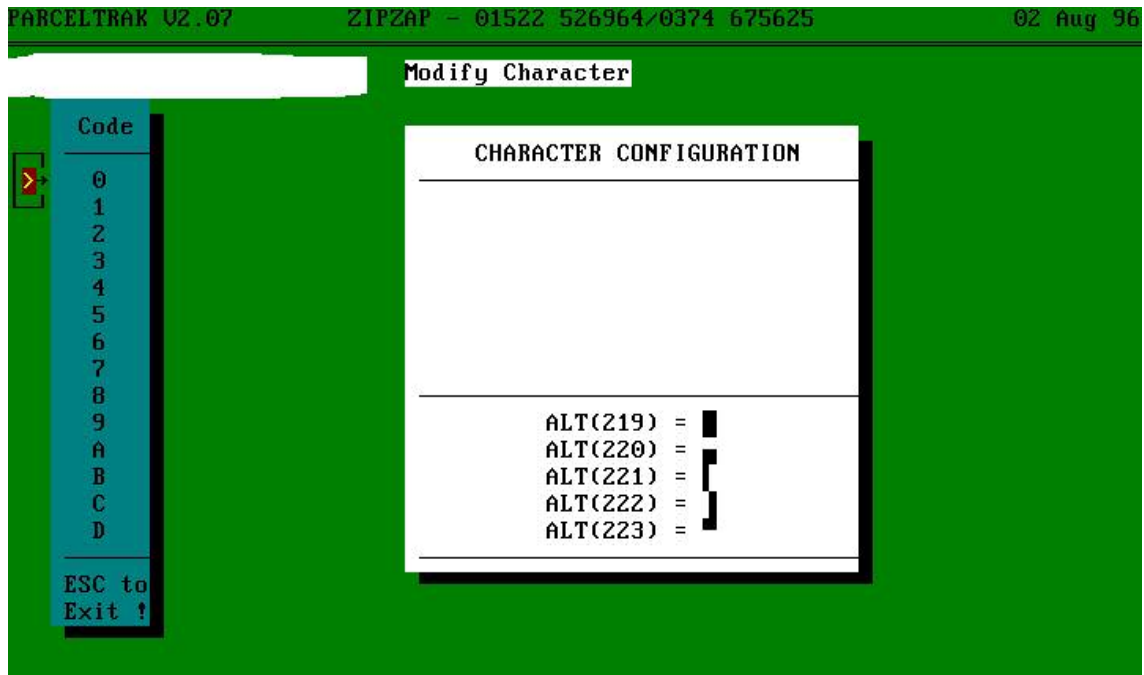
Down the left hand side you will see a list box containing the number characters 0 - 9 and letters A - Z.

Select a number to start with by putting the cursor next to it and pressing enter. You will now have a flashing cursor in the Blue box. You may move the cursor along using the space bar. When you want to   build   the character use the codes as illustrated. Eg., holding down the ALT key and typing 219 will reveal a rectangle. You will need to release the ALT key for it to appear. Continue to build the character until you have a ZERO as illustrated over the page:

CHAPTER 10 - UTILITIES MENU

```
CHARACTER CONFIGURATION



                 ALT(219) = █
                 ALT(220) = ▄
                 ALT(221) = ▌
                 ALT(222) = ▐
                 ALT(223) = ▀
```
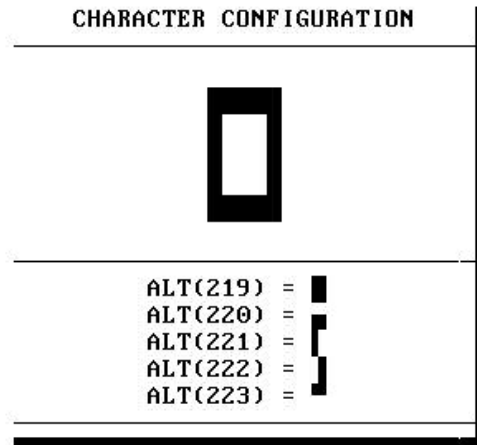
Once completed move on to the number 1, 2, etc.

When you have modified all of the Characters you will need to position them correctly on your notes. This can be done under Mod Notes as explained earlier in this chapter.

One point to note is that the blocks for the characters will need to be kept in groups of 25 **X** s as illustrated below.

XXXXX	XXXXX
XXXXX	XXXXX
XXXXX	XXXXX
XXXXX	XXXXX
XXXXX	XXXXX

CHAPTER 11 - VEHICLE COSTING

If you wish to use this part of the program then you will need to go into parameters as explained in the previous chapter and set the Vehicle Option to **Yes**.

Maintain Vehicles

This routine is for setting up the vehicles that you use and the setting up of servicing information, you may also link the overheads that you have already created to each of the individual vehicles. This is used for producing reports showing the profit/loss situation of each of the vehicles in use.

The initial screen will ask you for a vehicle reference number. Key in a unique number to create a vehicle or an existing one to amend a vehicle, or make use of the search key.

When you have created the vehicle, the screen will show the vehicle information at the top, and the right hand side will show all the available overheads you may choose. When you choose overheads for the vehicle they will be highlighted. See below:

```
PARCELTRAK V2.07        ZIPZAP - 01522 526964/0374 675625              12 Jul 96

Zipzap Computer Consultants   Maintain Vehicles

        Vehicle Code : 0001


        Vehicle Registration : N123 ABC

               Vehicle Make : RENAULT

                      Service Times
        Service every  4 weeks or at every     12000 miles


                      Last Service Info
             Last Service Date 01 Jul 96
        Mileage at Last Service    44000


                      Current Mileage
             Current Mileage    50123

                    Add Overheads  Save  Discard
```

At this stage, you may if you wish to do so, set up the overheads for the vehicle specified.

CHAPTER 11 - VEHICLE COSTING

Overheads

```
PARCELTRAK V2.07        ZIPZAP - 01522 526964/0374 675625        15 Jul 96

Zipzap Computer Consultants    Maintain Overheads

            Overhead Descriptions :-

             Code     Description

              01      Rent
              02      Rates
              03      Wages
              04      Leasing Costs
              05      Mobile Telephone




            ENTER to amend, ESCAPE to exit.
```
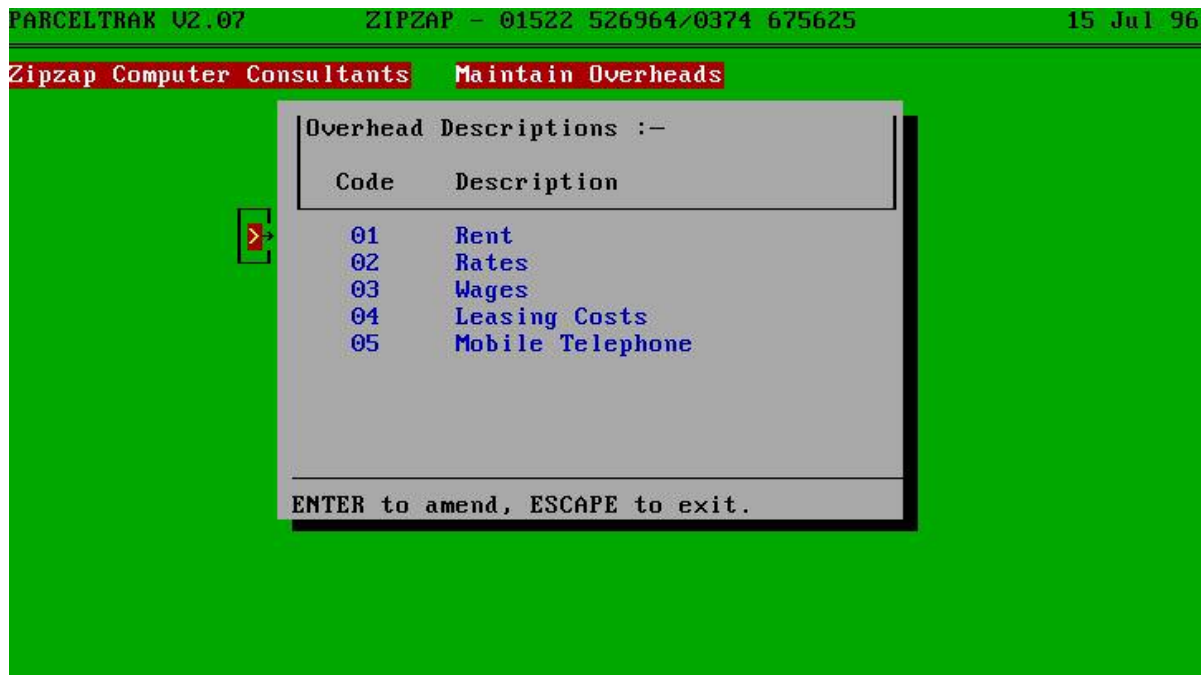
This program is for setting up all the titles of the overheads you require to link to your vehicles. It is similar to setting up nominal code structure because you would need all these headings in your nominal accounts.

CHAPTER 11 - VEHICLE COSTING

Vehicle Analysis

At the very end of your invoicing period, ie., weekly, monthly etc., you should run this report if you have the vehicle costing option set to **Yes**.

This will produce a report of all the vehicles in a type of Profit/Loss layout as illustrated below:

Vehicle Analysation of Turnover vs Costs.   **300696**

Vehicle Code: 0001   **Registration: ZIPZAP1**
                                    Make : ZIPZAP

Sales

Collections & Deliveries   541.65

Cost of Sales

Hub Charges   147.33
Delivery Costs   148.10

Overheads

RENT		50.00
RATES		100.00
WAGES	150.00	
LEASING COSTS		200.00
TELEPHONE		250.00
Total	(	-503.78)

It will list all the vehicles you have set up and print a total line at the bottom of the report. The first three lines with totals against them are pulled from all the consignments you have manifested automatically.

ParcelTrak   ZipZap Computers Limited

CHAPTER 11 - VEHICLE COSTING

View Consignments

```
PARCELTRAK V2.07        ZIPZAP - 01522 526964/0374 675625        15 Jul 96

VEHICLE-VIEW

   Veh Code : 0001
   Reg/Make : N123 ABC   RENAULT


      Number   Date       Area   S  Cont      Itm       Wght       Charge

   >  000123   15 Jul 96  5DE    A             1         10         1.75
      000234   15 Jul 96  5YO    A             1          1         1.75
      000345   15 Jul 96  7L     A             1         34         2.79


   Note Number : 000123      Date : 15 Jul 96  To : DERBY           5DE
      ON Number :                               Dest : Fred
       Contract :             Serv : A          Items :  1          Weight :    10
    Timed Surch :                                         Net Price :         8.95
          Surch :                                    Delivery Charge :         1.75
      Insurance :      0.00                              Trunk Charge :         0.80
```

This is where you will be able to key in an existing vehicle code or use the search key as explained in the create/amend customer section. The system will then list all the live consignments that were manifested for that vehicle. You will then be able to move up and down the consignment list using the cursor keys or pageup/pagedown keys. The bottom box will show in more detail the consignment note you are currently next to. Pressing Esc will allow you to Exit the program, printout, view sales information or choose another.

Choosing **Vehicle Information** will open up a display box with the analysis of consignments that are in the current file for that depot, see below:

```
Vehicle Analysis based on Current Consignment File : -

              A Service      B Service      C Service      Total
   Cons          3              0              0              3
   Weight        45             0              0              45
   Charge        29.82          0.00           0.00           29.82
   Profit        21.13          0.00           0.00           21.13
   GP (%)        70.8600        0.0000         0.0000         70.8600

          Gross Profit Weight Consignments Profit X-Exit
```

CHAPTER 11 - VEHICLE COSTING

At the bottom of the previous screen you will see several options which will display the following information:

1.Gross Profit Graph
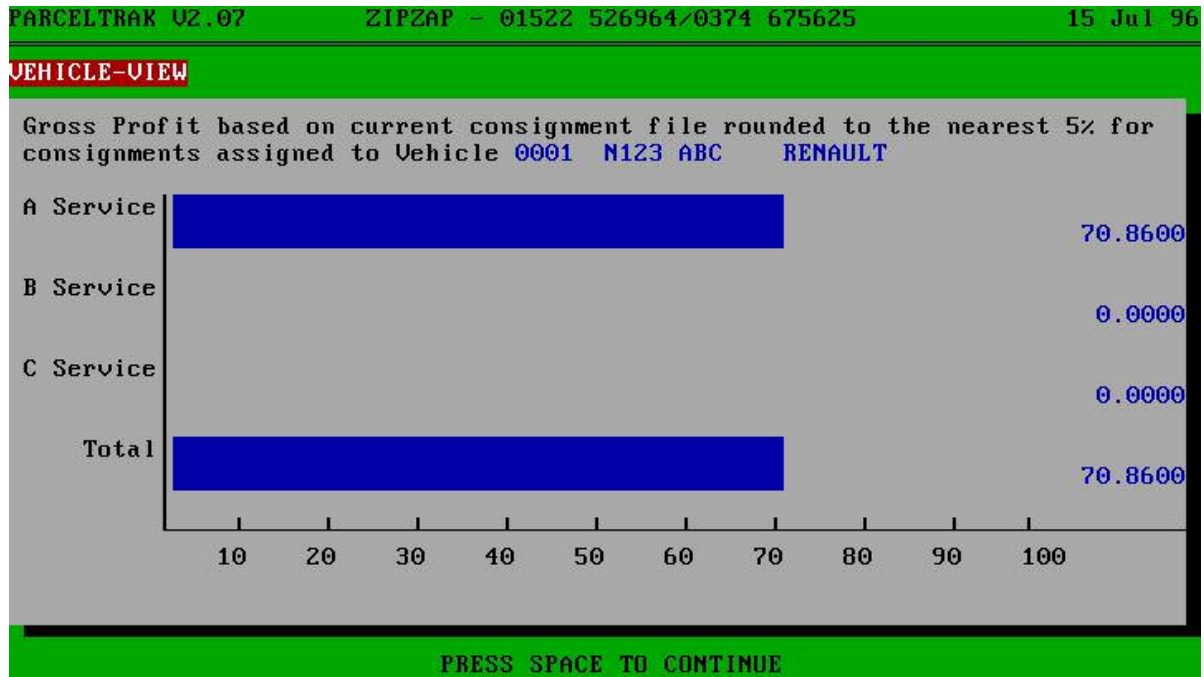
2. Weight Graph
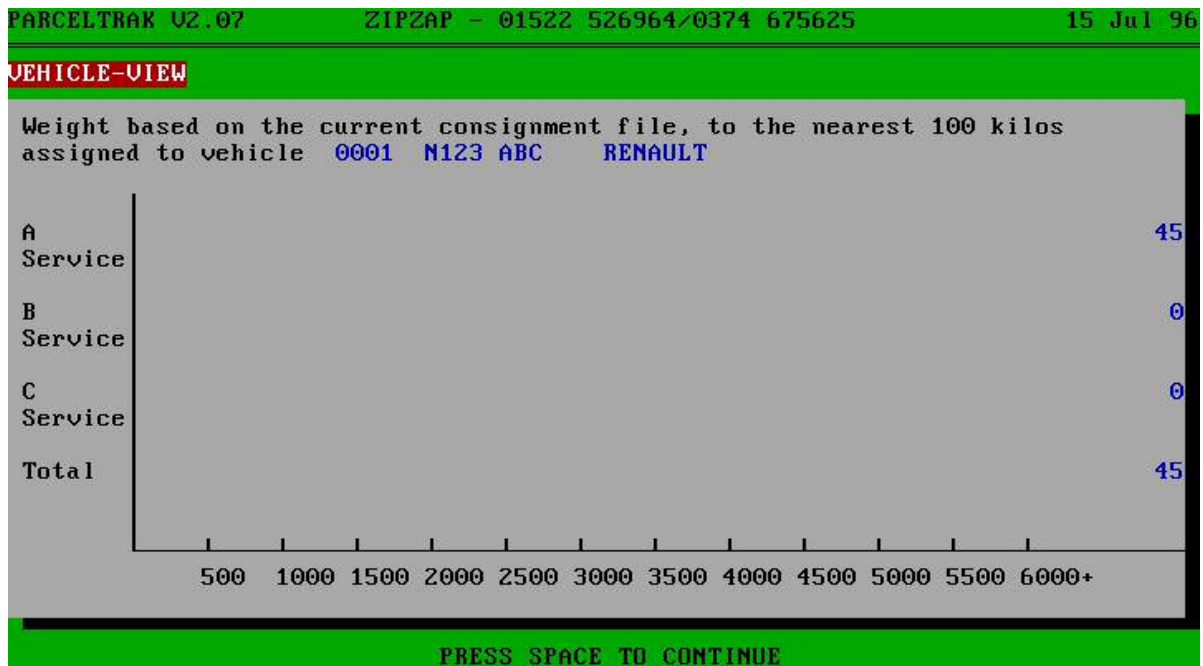
CHAPTER 11 - VEHICLE COSTING

3. Number of Consignments Graph


```
PARCELTRAK V2.07        ZIPZAP - 01522 526964/0374 675625        15 Jul 96

VEHICLE-VIEW

The total number of consignments based on consignment file rounded to nearest
10 assigned to vehicle 0001  N123 ABC    RENAULT

A                                                                          3
Service

B                                                                          0
Service

C                                                                          0
Service

Total                                                                      3

        50   100  150  200  250  300  350  400  450  500  550  600+


              PRESS SPACE TO CONTINUE
```

4. Value of Profit Graph


```
PARCELTRAK V2.07        ZIPZAP - 01522 526964/0374 675625        15 Jul 96

VEHICLE-VIEW

Value of profit based on current consignment file to the nearest 20 pounds for
consignments assigned to vehicle  0001  N123 ABC    RENAULT

A                                                                      21.13
Service

B                                                                       0.00
Service

C                                                                       0.00
Service

Total                                                                  21.13

     100  200  300  400  500  600  700  800  900  1000 1100 1200+


              PRESS SPACE TO CONTINUE
```

ParcelTrak   ZipZap Computers Limited

CHAPTER 11 - VEHICLE COSTING

Maint

This section of the vehicle costing menu opens up a sub menu of its own as shown below:

```
Select:-

1. Maintainance
2. Fuel Issues
3. Purge
X-Exit
```

1. Maintenance

This section allows you to record all the servicing information relating to each vehicle. First of all you must key in either the vehicle code number or use the search key.

```
Vehicle Code : 01          Registration :
                 ↑               Make :

Service every  0 weeks or      0 miles.
Next service due on the        or at        0 miles.

Current Mileage :      0              Date Last Service :
```

If the vehicle has already got servicing information then this history will automatically be displayed and you may add a new servicing record or list the servicing history, which is useful for showing the costs relating to a specific vehicle. If you elect to add a new service record, a data entry box will open up for you to fill in the details as below:

```
Date      Remarks                              Nett Charge

29 Jul 96 Service                                350.00
```

CHAPTER 11 - VEHICLE COSTING

Fuel Issues

This section allows you to record all the fuel issues relating to each specific vehicle. First of all you must key in either the vehicle code number or use the search key.

```
PARCELTRAK V2.07        ZIPZAP - 01522 526964/0374 675625        15 Jul 96

Zipzap Computer Consultants   Vehicle Fueling Details

Vehicle Code : 0001        Registration : N123 ABC
                                   Make : RENAULT

Service every  4 weeks or   12000 miles.
Next service due on the 26 Aug 96 or at   68030 miles.

Current Mileage :   50123              Date Last Service : 29 Jul 96
                                     Mileage Last Service :   56030




                    Create New Fuel Record Relist Print X-Exit
```

If the vehicle has already got a fuel issue then this history will automatically be displayed, you may add a new fuel issue record or print the history, which is useful in showing the fuel consumption of the specified vehicle. If you elect to add a new fuel issue record a data entry box will open for you to fill in the details as below:

```
Fuel Sheet :-

Date of Issue :-
16 Jul 96
Start Mileage :-
   50512

Fuel Drawn in Gallons :-
16
```

CHAPTER 11 - VEHICLE COSTING

Fuel Consumption Report

The fuel consumption report is useful for showing vehicles which may be using too much fuel or that fuel maybe being drawn illegally from the vehicle.

Vehicle: ZIPZAP1

Date	Mileage	Fuel Drawn	Ave Mileage Per
010196	6000	10.00	
060196	6100	20.00	10.00

Purge

This routine will purge all servicing and fuel records upto a specified date. You could easily keep records for ever on each vehicle but if disk space is needed it is useful to be able to free up some space.

CHAPTER 12 - SALES REPS

Sales Reps

In order to use this facility you will need to set the Sales Option to **Yes** in the parameters.

Create/Amend Reps

This is where you actually set up the names of all your Sales Reps. The code field accepts up to 4 digits so in theory you can have up to 9999 different sales reps all working on a commission only basis. The Create/Amend screen looks like the one below:

```
PARCELTRAK V2.07        ZIPZAP - 01522 526964/0374 675625         15 Jul 96

Zipzap Computer Consultants   Maintain Reps

                    Sales Reps : —

                     Code    Name

                     0001    Kevin Jackson
                     0002    Norman Bailey




                    ENTER to amend, ESCAPE to exit.


                 Create a Rep Relist Print Reps X-Exit
```
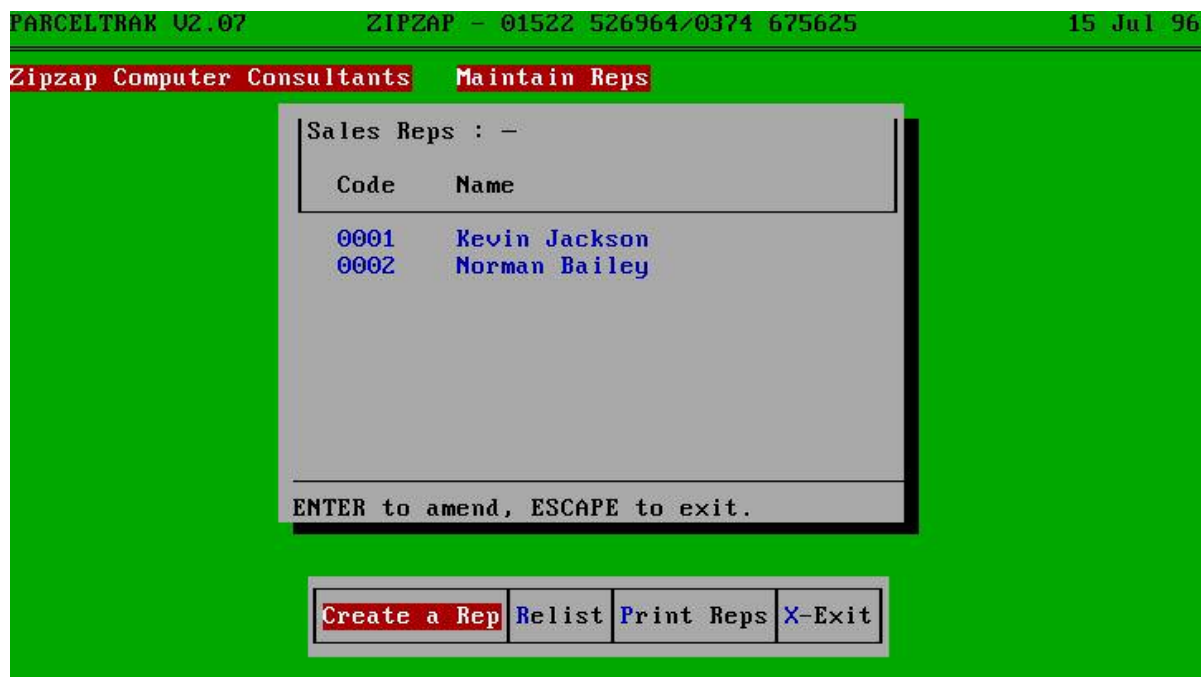
The rep code relates to the customer file where you input a code if you require the commission section of the program to be used. You will need to have a valid rep code in the customer section. If you have selected a rep code that is not valid the system will tell you.

ParcelTrak   ZipZap Computers Limited

CHAPTER 12 - SALES REPS

Commission Report

This menu option allows you to produce a printout of the commission earned by each of your Sales Reps. Calculated from either the Gross Profit made on each of the consignments sent out from the customer or total revenue that the particular Sales Rep has gained. The printout would look something like the one below:

Commission Report	010796

Sales Rep	Commission Earned
Norman Bailey	9.90

Total Commission	9.90

Using this system you can tell exactly how much to pay each of your sales Reps. If they haven't done any work then they don't get paid. If they have done lots of work they will get lots of commission.

CHAPTER 12 - SALES REPS

View Consignments

This section works in much the same way as the other view sections of the program in that it produces bar charts etc., for all the information relating to a particular Sales Rep. The screen layouts are as follows:

```
PARCELTRAK V2.07        ZIPZAP - 01522 526964/0374 675625        15 Jul 96

Zipzap Computer Consultants    Rep Consignment View

    Rep : 0001
   Name : Kevin Jackson


    Number    Date        Area   S  Cont      Itm      Wght       Charge

  > 000123   15 Jul 96   5DE    A  24         1        1          6.00
    000234   15 Jul 96   5YO    A  24         1        2          6.00
    000345   15 Jul 96   7FY    A  24        10       50         11.00
    000456   15 Jul 96   1TA    A  24         1       34          7.80

 Note Number : 000123    Date : 15 Jul 96  To : Fred          5DE
   ON Number :                             Dest : DERBY        DE1
    Contract : 24        Serv : A         Items :  1      Weight :    1
 Timed Surch :                                         Net Price :    6.00
       Surch :                                     Delivery Charge :    1.75
   Insurance :      0.00                                Hub Charge :    0.80
```

If you ask for Sales Information the following information will appear at the bottom of the screen:

You will then be presented with four options for graphs.

```
Rep Analysis based on Current Consignment File : - Comission Earned:    2.94

            A Service      B Service      C Service      Total
 Cons          5              0              0              5
 Weight       187             0              0             187
 Charge       51.80          0.00           0.00          51.80
 Profit       29.37          0.00           0.00          29.37
 GP (%)       56.7000        0.0000         0.0000        56.7000

       Gross Profit Weight Consignments Profit X-Exit
```
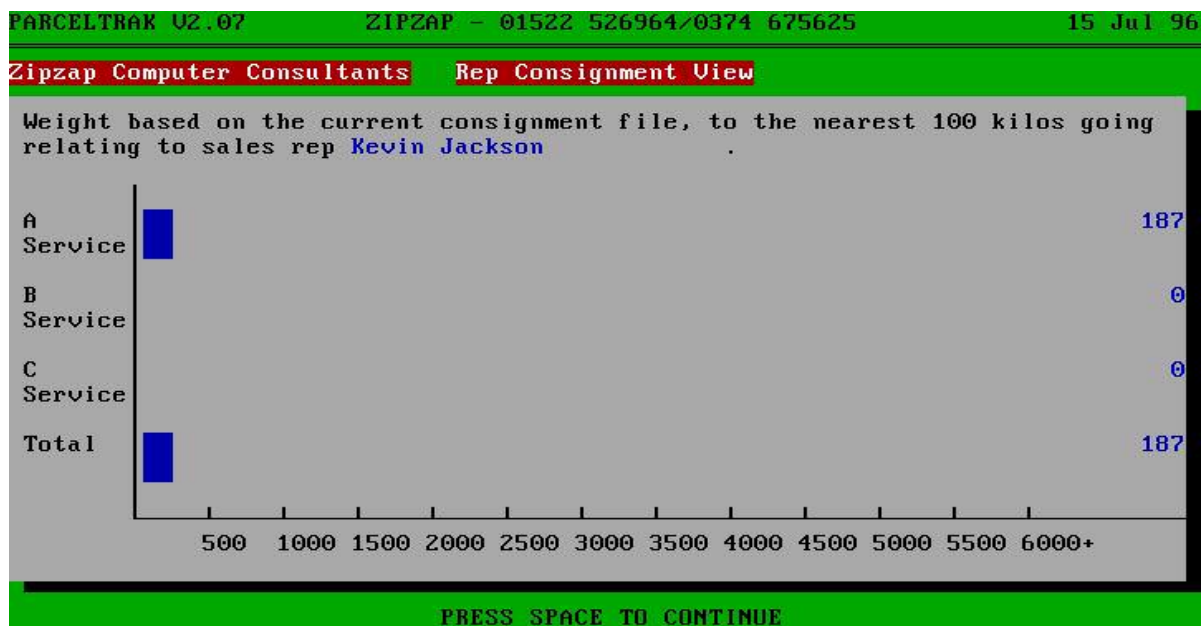
CHAPTER 12 - SALES REPS

1. Gross Profit Graph

Zipzap Computer Consultants   Rep Consignment View

Gross Profit based on current consignment file rounded to the nearest 5% for consignments relating to sales rep Kevin Jackson   .

A Service   56.7000

B Service   0.0000

C Service   0.0000

Total   56.7000

        10   20   30   40   50   60   70   80   90   100

PRESS SPACE TO CONTINUE

2. Weight Graph

Zipzap Computer Consultants   Rep Consignment View

Weight based on the current consignment file, to the nearest 100 kilos going relating to sales rep Kevin Jackson   .

A Service   187

B Service   0

C Service   0

Total   187

        500 1000 1500 2000 2500 3000 3500 4000 4500 5000 5500 6000+

PRESS SPACE TO CONTINUE

ParcelTrak   ZipZap Computers Limited

CHAPTER 12 - SALES REPS

3. Number of Consignments Graph

Zipzap Computer Consultants   Rep Consignment View

The total number of consignments based on consignment file rounded to nearest
10 going to relating to sales rep Kevin Jackson

```
A                                                                    5
Service  █

B                                                                    0
Service

C                                                                    0
Service

Total                                                               5
         █

         50  100  150  200  250  300  350  400  450  500  550  600+
```

PRESS SPACE TO CONTINUE

4. Value of Profit Graph

Zipzap Computer Consultants   Rep Consignment View

Value of profit based on current consignment file to the nearest 20 pounds for
consignments relating to sales rep Kevin Jackson

```
A                                                                29.37
Service  █

B                                                                 0.00
Service

C                                                                 0.00
Service

Total                                                            29.37
         █

         100  200  300  400  500  600  700  800  900  1000 1100 1200+
```

PRESS SPACE TO CONTINUE

CHAPTER 13 - SALES LEDGER

The Sales Ledger

The main menu for the Sales Ledger looks as below:

```
PARCELTRAK V2.07        ZIPZAP - 01522 526964/0374 675625        16 Jul 96

Zipzap Computer Consultants    Sales Ledger Menu



   Select:-

    Enquiries
    Transaction Entry
    Reports
    Links with Other Modules
    Stop Flag Set
    Parameters
    Month/Year End
    Balance Sales Ledger
    ReconFiguration
    X-Exit
```

1. Enquiries - This option will allow you to view the transactions for a certain account or view the complete aged debtors list to the screen.

2. Transaction Entry - This option will allow you to key in batched invoices, credit notes, sales receipts and refunds as well as transaction allocation, for example allocating a previously entered sales receipt against an existing invoice. Opening balances are also catered for.

3. Reports - This option will allow you to produce an aged debtors report along with an overdue report, daybooks for invoices, receipts, credit notes and refunds, statements and debtors letters.

4. Links With Other Modules - This option will allow you to enquire on postings that are awaiting to be brought in from the parcel system, for example completed invoices, also to update the Sales Ledger with the invoices produced by the parcel system.

CHAPTER 13 - SALES LEDGER

5. Stop Flag Set - This option will allow you to put an account on hold for bad payment or remove an existing hold on an account. Please note if an account is on hold the consignment entry stage of the parcel side will not let you manifest for that account. This

is to make sure the bad debt does not increase.

6. Parameters - This option will allow you to set the initial invoice and credit note number, which the system will update as invoices and credit notes are produced. Be warned, once these numbers have been set up you may not change them as the VAT office do not like invoice numbers or credit note numbers out of sequence. You will also have to set up the start Financial month and the current financial month.

7. Month/Year End - This option allows you to Month end or Year end the Sales Ledger. The computer will know whether you need to run a Month end or Year end when you select this option.

8. Prove Ledger Balances - This option allows you to very quickly check or fix mis-balances within the Sales Accounts and Sales Ledger Control.

9. Reconfiguration - This option allows you to clear down fully allocated sales transactions from the system upto a specific date.

CHAPTER 13 - SALES LEDGER

Enquiries

Transaction Display

Please enter the account number of the account whose transactions you wish to view, alternatively you may use the search key. Once the account has been located the screen will look very much like this:

All of the transactions for the account will be displayed in the central box, with outstanding transactions having a figure in either the debit or credit column. Outstanding invoices or refunds will always be shown in the debit column, outstanding sales receipts or refunds will always be shown in the credit column. Please note any invoices which are overdue will be highlighted in reverse colour.

The lower box will show the transaction you currently have your marker against in more detail.

Pressing **ESCAPE** will reveal a menu along the bottom of the screen asking you if you wish to show the aged debtors analysis for this account, printout the transactions, relist or Exit.

CHAPTER 13 - SALES LEDGER

Selecting the Aged debtors will draw a box over the lower box showing the aged debtors for the account as below.

```
PARCELTRAK V2.07          ZIPZAP - 01522 526964/0374 675625          16 Jul 96

Zipzap Computer Consultants   Sales Ledger - Transaction Display

Sales Account : ZIP001        Name : Zipzap
                           Balance :     486.31 Contact    Norman
                      Credit Limit :       0.00    Tel : 01522 526964
                             Terms : 14 days from Date of In


   Reference  Date          Due            Debit        Credit

          1 10 Jun 96    24 Jun 96          150.15
          0 10 Jun 96    24 Jun 96          150.15
          2 16 Jul 96    30 Jul 96          186.01




  ─Future──────Current──────30 Days──────60 Days──────90 Days──────120 Days─
  │            │       │            │            │            │            │
  │            │ 186.01 │    300.30 │            │            │            │


                        PRESS SPACE TO CONTINUE
```

ParcelTrak   ZipZap Computers Limited

CHAPTER 13 - SALES LEDGER

Drill Down

A facility has been built into the Sales Ledger enquiry screen that allows you to press enter next to a non free text invoice and see all the consignments on screen that made up that invoice, in identical format of the invoice but on screen.

From here you may move up and down the list of consignments that make up the invoice and by pressing Enter next to a consignment you will be shown the Pod delivery details for that consignment.

CHAPTER 13 - SALES LEDGER

Aged Debtors

With this option you may view the aged debtors with all accounts which have a balance that is not equal to zero to the screen. The accounts will be displayed one screen at a time with the user being asked if they wish to continue or exit. The totals of the aged debtors periods will be totalled up at the bottom of the screen.

```
PARCELTRAK V2.07        ZIPZAP - 01522 526964/0374 675625        16 Jul 96

Zipzap Computer Consultants    Sales Ledger - Aged Debtors Analysis

                              Every Customer
 Acc No.   Balance   Future    Current   30 Days   60 Days   90 Days   120+ Day

 CAS999      85.15              85.15
 PALL01       5.88               5.88
 ZIP001     486.31             186.01    300.30




          Balance   Future    Current   30 Days   60 Days   90 Days   120+ Day
           577.34              277.04    300.30

                         PRESS SPACE TO CONTINUE
```

CHAPTER 13 - SALES LEDGER

Transaction Entry

Free Text Invoices

This program will allow you to produce an invoice outside of the parcel system using the next invoice number. You must first enter the account number or use the search key, you may then continue. You will be able to enter free text lines that make up the invoice. On each free text line you must specify whether the line is vatable or not.

```
PARCELTRAK V2.07        ZIPZAP - 01522 526964/0374 675625        16 Jul 96

Zipzap Computer Consultants    Sales Ledger - Free Text Invoices

Account No. ZIP001    Account Name. Zipzap

                 Invoice No. 000003       Date. 16 Jul 96

   Text Line 1                                    Nett Amt        Vat

     1000 Consignment Notes                        20.00          Y




 Free Notes : 1000 Consignment Notes



                      Nett Amount :   20.00            Vatable : Y

              Another Item Save All Discard All
```

CHAPTER 13 - SALES LEDGER

Batched Sales Receipts

This is for keying in the cheques that you receive as payments from your customers. The system works in exactly the same way as batched invoices but no vat is invoiced in payments. The cheque is not allocated at this stage it should be allocated using the allocation routine which is mentioned further in this manual.

```
PARCELTRAK V2.07        ZIPZAP - 01522 526964/0374 675625        16 Jul 96

Zipzap Computer Consultants   Batched Data Entry - Receipts

Account Reference : ZIP001   Name : Zipzap

                    Turnover :   434.33
                    Balance  :   409.81


Receipt Transaction Details.

Cheque  :       123                          Amount :    50.00
  Date  : 16 Jul 96
   Due  : 31 Jul 96
Remarks : cheque payment




                    Save Re-Enter Discard
```

CHAPTER 13 - SALES LEDGER

Free Text Credit Notes

These work on the exact same principle as Free Text Invoices.

```
PARCELTRAK V2.07        ZIPZAP - 01522 526964/0374 675625        16 Jul 96

Zipzap Computer Consultants   Sales Ledger - Free Text Credit Notes

Account No. ZIP001   Account Name. Zipzap

            Credit Note No. 000001        Date. 16 Jul 96

    Text Line 1                              Nett Amt        Vat

    1000 Consignment Notes Issued In Error      20.00          Y




Free Notes : 1000 Consignment Notes Issued In Error




                    Nett Amount :   20.00            Vatable : Y

            Another Item Save All Discard All
```

CHAPTER 13 - SALES LEDGER

Batched Refunds

This is for refunding a payment that you have received from a customer, for example the payment you have received has been bounced or you have posted a cheque payment to the wrong account. It is identical to the receipts entry program.

```
PARCELTRAK V2.07         ZIPZAP - 01522 526964/0374 675625          16 Jul 96

Zipzap Computer Consultants    Batched Data Entry - Refunds

 Account Reference : ZIP001   Name : Zipzap

                           Turnover :   414.33
                           Balance  :   336.31


 Refund Transaction Details.

 Refund   :     Refund                        Amount :    50.00
    Date : 16 Jul 96
     Due : 31 Jul 96
 Remarks : Refund




                     Save Re-Enter Discard
```

ParcelTrak   ZipZap Computers Limited

CHAPTER 13 - SALES LEDGER

Batched Contras

Because you have a purchase ledger with ParcelTrak it is very easy to complete a contra entry. First simply key in a valid sales account number in the upper left hand box then a purchase account number in the right hand box. The system will then display all the outstanding invoices below the sales account and purchase account. You can then select an invoice or invoices from the sales account, once selected they are highlighted, you may unselect them if required. The value of the transactions you have selected will be shown in the upper left hand box. Press ESC and you do the same for the purchase account. If you then accept the contra, the system will make a contra posting on the sales account and the purchase account.

```
PARCELTRAK V2.07          ZIPZAP - 01522 526964/0374 675625          16 Jul 96

Zipzap Computer Consultants   Batched Data Entry - Contras

Account Reference : ZIP001            Account Reference : ZIP002
                                                          ↑
Zipzap

Unit 14
Forte Barnes
Rookery Lane
Lincoln
        SALES LEDGER ACCOUNT              PURCHASE LEDGER ACCOUNT
Selected Amount :                     Selected Amount :




PURCHASE Account or Search Key "/"
```

Two more transaction types also exist and these are Credit Adjustments and Debit Adjustments.

ParcelTrak   ZipZap Computers Limited

CHAPTER 13 - SALES LEDGER

Allocations

This part of the system is for allocating the postings that are already on the system for a specific account, ie., allocating payments against invoices. The screen will look like the transaction display screen shown below:

```
PARCELTRAK V2.07          ZIPZAP - 01522 526964/0374 675625          16 Jul 96

Zipzap Computer Consultants   Sales Ledger - Allocation

  Sales Account : ZIP001      Name : Zipzap

                        Balance :      386.31
                                            Cash in Hand :      0.00

    Reference  Date          Due              Debit        Credit

→        3 16 Jul 96   30 Jul 96            23.50
       123 16 Jul 96   16 Jul 96                          100.00
       123 16 Jul 96   31 Jul 96                           50.00
         1 16 Jul 96   16 Jul 96                           23.50
    Refund 16 Jul 96   31 Jul 96            50.00

  Transaction Type : Invoice              Gross Amt :      23.50
               Ref :         3        Outstanding Amt :      23.50
              Date : 16 Jul 96
               Due : 30 Jul 96       Allocate This Time :     0.00
```

Basically you need to pick up any receipts or credit notes that are outstanding first. To do this move next to the transaction and press Enter, you will be asked how much of it you wish to allocate, normally it would be all. The balance of that transaction will be updated and the amount you have picked up will be added to the cash in hand field in the upper box. You will then have to allocate the amount you have picked up against either refunds or invoices, just select the relevant transactions and enter the amount of cash you wish to allocate to it, part payments are allowed. You will now see the cash in hand amount reducing. After you have made all the allocations and your cash in hand is reduced to zero you may press Escape and exit the system.

CHAPTER 13 - SALES LEDGER

Opening Balance

This program is specifically designed for quickly keying in opening balances for all your Sales Accounts when you first set up the system, you may not enter opening balances for accounts that already have a balance or accounts that have live sales ledger transactions associated with them already. The initial screen will display all the account in a box which you may traverse up or down using the cursor keys. The screen will look as below:

<div align="center">Sales Ledger - Opening Balances</div>

Account Name	Balance	Debit	Credit
Mr Kevin Jackson	0.00		
ZipZap	0.00		

To create an opening balance move to the desired account and press enter. Enter the opening balance amount either in the **Debit** field if the customer owes you money or in the **Credit** field if they have over paid etc. When you have finished entering the opening balance for the account you may chose to save, discard or change the amount.

CHAPTER 13 - SALES LEDGER

Aged Debtors

This report will print to the printer the aged debts of all accounts who have a balance not equal to zero in a form that will help you to bring in these debts. The computer will age the transactions against the current system date.

An example of the report is shown below:

Aged Debtors Listing   **31 July 1996**

Account Name					Telephone	Contact
ZipZap					01522 526964	Kevin

Balance	Future	Current	30 Days	60 Days	90 Days	120 Days
99.31		99.31				

Account Name					Telephone	Contact
Norman Bailey					0374 675625	Norman

Balance	Future	Current	30 Days	60 Days	90 Days	120 Days
50.00			50.00			

Balance	Future	Current	30 Days	60 Days	90 Days	120 Days
149.31		**99.31**	**50.00**			

CHAPTER 13 - SALES LEDGER

Overdue Report

This report will list all the outstanding invoice transactions which have passed their due date, based on the current system date, showing how old the transaction is.

An example of the report is shown below:

Invoice Due Report   **30 Sep 95**

Account Name	Invoice	Date	Due	Amount	Days
Mr K Jackson	100	020995	230995	99.31	28
ZipZap	101	020995	260995	119.56	28
ZipZap	102	040995	180995	2437.50	26
				2656.37	

ParcelTrak   ZipZap Computers Limited

CHAPTER 13 - SALES LEDGER

Daybooks

You will be able to print daybooks for invoices, credit notes, receipts, refunds and contras. You will need to enter a start date and an end date for the reporting range of the daybook required. Each daybook is identical but please note VAT is not shown on refunds sales receipts as VAT is not used for these types of postings. An example of a sales invoice daybook is shown below.

Sales Invoice Daybooks   **30 Sep 95**

From : 01 Jan 95 to 31 Dec 95

Acct Ref	Inv No	Date	Nett Amt	VAT Amt	Gross Amt
JAC001	100	02 Sep 95	85.41	13.90	99.31
ZIP001	101	02 Sep 95	101.74	17.82	119.56
ZIP001	102	04 Sep 95	2500.00	437.50	2937.50
			2687.15	469.22	3156.37

ParcelTrak   ZipZap Computers Limited

CHAPTER 13 - SALES LEDGER

Statements

This routine will allow you to run a full statement run for all accounts that have a balance not equal to zero. You will be asked to input a date to age the outstanding items against. Once this is inputted, selecting continue will print the statements. As with all reports in this package, we can fully tailor the system to meet all your business needs so do not be frightened to ask or offer suggestions. You may also print a single statement.

An example Statement is shown below:

From: **Lincolnshire Depot**
             Unit 1
             Allenby Business Village
             Crofton Road
             Lincoln
             LN3 4NL

To: **Mr K Jackson**   **Acc Ref: JAC001**
             133 Larne Road   **Date:**   **30 Sep 95**Brant
Road   **Page No:**   **1**
             Lincoln
             LN5 9TP

Type	Reference	Date	Due	Debit	Credit
Invoice	100*	02 Sep 95	23 Sep 95	99.31	

All items marked with an   *   are now overdue, please pay these immediately.
Balance: 99.31

Future	Current	30 Days	60 Days	90 Days	120 Days
	99.31				

CHAPTER 13 - SALES LEDGER

Free Text Invoices/Credit Notes Print

This is where you may print out any free text invoices/credit notes you have produced through the system. The stationery layouts for these reports will be set up for your stationery at the time of installation. Key in the relevant invoice or credit note number to produce the printout.

CHAPTER 13 - SALES LEDGER

Debt Chasing Letters

Debt chasing letters will be set up to your requirements and also included will be the ability to tailor the letters yourself should your letter style change.

There are four letters, these are for chasing debtors falling into a 30 day period, 60 day, 90 day and 120 day plus.

CHAPTER 13 - SALES LEDGER

Cheque Exchange

If you operate a cheque exchange policy within the parcel network that you use, then you will find this report most useful.

Simply key in the start account number of the first delivering depot with the sales ledger and the end account number of the last delivering depot. These account numbers will need also to be in the purchase ledger (this will have occurred automatically when you set them up in the Sales ledger). It is essential that you group all the depots account numbers together in sequence, ie prefixing that account number with Z when you set them up. Then key in the date range that you wish to report on and the system will produce a report per depot in the form as on the next page:

CHAPTER 13 - SALES LEDGER

194

<u>Contra Report</u>

Lincoln Delivery Depot
1 The Trading Estate
Main Road
Lincoln
LN1 2AB

Tel 01522 123456

To: ZIP001
ZipZap Computer Consultants
Unit 14
Fort Barnes
Rookery Lane
Lincoln
LN6

Sales and Purchases from 01 Feb 96 to 28 Feb 96

Sales from Our Company to Your Company

Type	Reference	Date	Outstanding Amount
Invoice	1	03 Feb 96	232.65
Invoice	2	03 Feb 96	21.15
Cr Note	1	03 Feb 96	11.75
Total Sales From Our Company To Your Company			---------
			242.05

Purchases From Your Company To Our Company

Type	Reference	Date	Outstanding Amount
Invoice	133	03 Feb 96	29.38
Invoice	1234234	03 Feb 96	170.38
Total Purchases From Your Company To Our Company			--------
			199.76

You Owe Our Company			42.29

CHAPTER 13 - SALES LEDGER

Pre-Court Letters

Simply key in an account number and the system will produce a letter that should be sent to that account before you initialise any court proceedings.

Over the page is an example of a court letter:

CHAPTER 13 - SALES LEDGER

FINAL DEMAND
before

LEGAL PROCEEDINGS ARE COMMENCED
UNDER THE COUNTY COURTS ACT

TO	Mr Kevin Jackson
OF	133 Larne Road Brant Road Lincoln LN5 9TP

NOTICE IS HEREBY GIVEN

THAT UNLESS THE SUM OF   0.00 Pounds

Due from you to from: Example Parcel Depot
                                          The High Street
                                          Main Road
                                          Lincoln
                                          LN1

0.00, be paid direct, or a satisfactory arrangement for payment of the same be made
within SEVEN DAYS from this date, we shall issue proceedings against you for recovery
of the same together with all COURT FEES and COSTS incurred, without further notice
WHATSOEVER.

If we have to take this course of action your CREDIT STATUS WILL BE ADVERSELY
AFFECTED.

REMEMBER YOU CAN STILL PAY   0.00 Pounds   NOW!!!

Dated: 20 Jul 96

SUBMISSION DATE FOR LEGAL PROCEEDINGS
Initialised..Date..............................
REF: LEGAL DEPARTMENT
TEL:
ACCOUNT NUMBER: JAC001

CHAPTER 13 - SALES LEDGER

Links With Other Modules

Enquiries

This is for enquiring on postings that are made from the parcel system, in the form of invoices, to be included in the sales ledger side of the package. Selecting continue will allow you to display the postings one screen full at a time. After each screen you may continue or select Exit.

The screen will look as below:

Sales Ledger Awaiting Postings View

Acc Ref	Reference	Date	Nett Amt	Vat Amt	Gross Amt
CUS001	99999	02 Jul 96	45.50	6.91	52.41
ZIP001	100000	02 Jul 96	35.00	5.08	40.08

PRESS SPACE TO CONTINUE

ParcelTrak   ZipZap Computers Limited

CHAPTER 13 - SALES LEDGER

File Updates

This routine will bring in all the awaiting postings from the postings file and update all the account balances for whom there are postings, and also update the sales ledger control value. Please note: make sure that there is a printer connected or that you are spooling to disk as the system will report on how the file update has gone.

CHAPTER 13 - SALES LEDGER

Stop Flag Set

This option is for setting a very bad paying customer on stop. Which means that you wish not to trade with this customer until he has paid you up to date. Once paid the stop can then be easily removed.

Once a customer has been placed on stop the system will not allow you to manifest any

```
PARCELTRAK V2.07          ZIPZAP - 01522 526964/0374 675625          16 Jul 96

Zipzap Computer Consultants    Sales Ledger - Stop Flag Set

 Account Ref : ZIP002      Name : Zipzap



                         On Stop : Y (Y/N)







                         Save Re-Enter Discard
```

consignments for that customer and you may then hold his consignments in lieu of payment.

CHAPTER 13 - SALES LEDGER

Parameters

This is where you may set up the initial invoice and credit note numbers to enable the system to continue from these numbers, also set up the start month of the financial year, ie., if you financial year starts in **APRIL** then you would key in 4. Next the system will ask you for the current financial month you are working in, ie., if you were working in **MAY** then key in 2 if you financial year starts in **APRIL**.

ParcelTrak   ZipZap Computers Limited

CHAPTER 13 - SALES LEDGER

Month/Year End

This is for closing off a certain month or closing off a year. The system will automatically know whether a month end is required or a year end. You will be prompted to answer **Y** to whether you wish to close the period and the system will printout all the control accounts.

Month End

The system will increment the current month by 1 and printout all the previous months totals for nett amounts and Vat amounts.

Year End

The system will reset the current month to 1 and print out the control totals. It will also read through the sales ledger accounts and reset the turnover amount back to 0 to start the year fresh.

CHAPTER 13 - SALES LEDGER

Prove Ledger Balances

There are two parts to this program, one is the ability to report any misbalances and the other is the ability to correct any such imbalances.

The system will:

1. Read each Sales Ledger Account.

2. Add up all the outstanding balance from each transaction for the account that is currently being worked on.

3. Compare what the system calculated the balance to be against the actual account balance itself.

4. The system keeps a running total of the calculated balances and will compare this against the actual Sales Ledger Balance.

Either on the reporting side or the fixing side, a report will be produced showing the balances of all the accounts and where the system has found any imbalances.

CHAPTER 13 - SALES LEDGER

Reconfiguration

Reconfiguration within the Sales Ledger is where you may do one of two things:

1. Clear down all fully allocated Sales Transactions upto a specific date.

2. Clear down the monthly totals that can be displayed when you view the customer details.

Just select the required option from the menu.

ParcelTrak   ZipZap Computers Limited

CHAPTER 13 - SALES LEDGER

When you Exit the Sales Ledger you will be shown on screen some very important statistical details about the Ledger.

```
PARCELTRAK V2.07        ZIPZAP - 01522 526964/0374 675625           16 Jul 96
_____

Zipzap Computer Consultants    Sales Ledger Menu


                    Sales Ledger Control Totals
          _____
          Maximum number of records :      504

                             Used :      110

                        Available :      394

                   Percentage Full :      21.83%

               Sales Ledger Balance :      487.86
          _____
          Current Financial Month :  2 May
             Nett Turnover Month TD :       0.00
              Vat Turnover Month TD :       0.00
          _____




                 Print Controls View Detailed Controls X-Exit
```
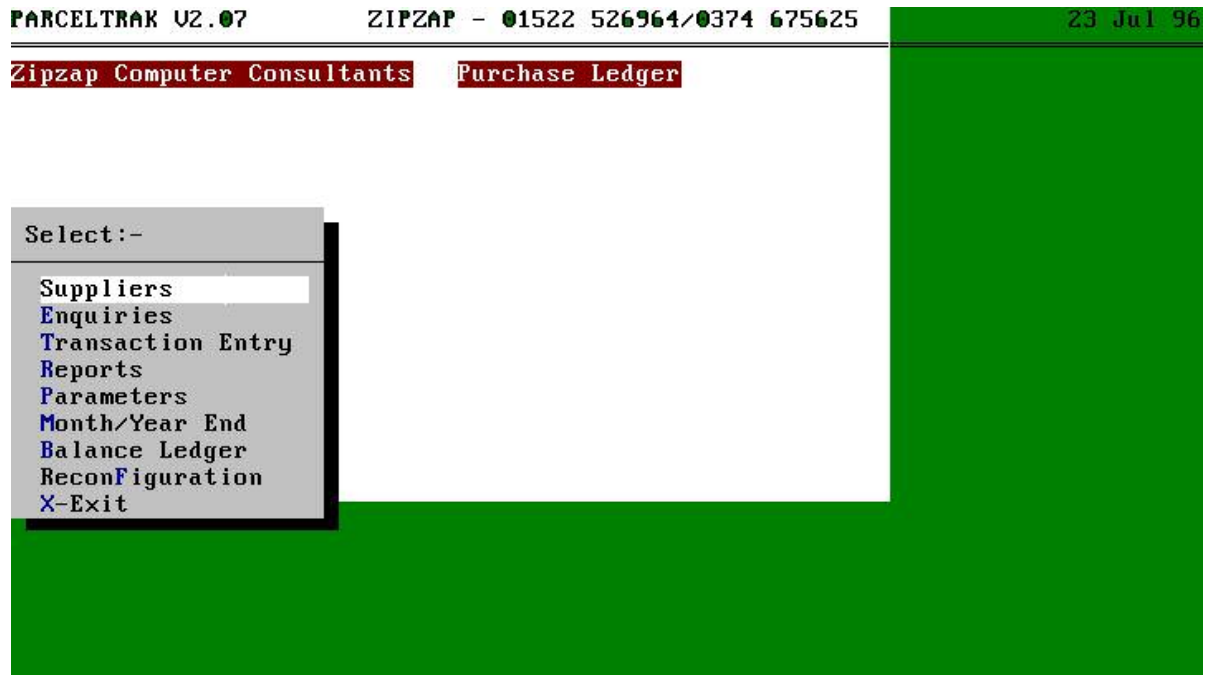
You may also view detailed information, as below, regarding how much each transaction has been used for the current month.

```
PARCELTRAK V2.07        ZIPZAP - 01522 526964/0374 675625           16 Jul 96

Zipzap Computer Consultants    Sales Ledger Menu



              Detailed Sales Transaction Totals M.T.D.

            Invoices Nett Value M.T.D.           0.00
            Invoices  VAT Value M.T.D.           0.00
            Cr. Note Nett Value M.T.D.           0.00
            Cr. Note  VAT Value M.T.D.           0.00

               Sales Receipts M.T.D.             0.00
               Sales Refunds M.T.D.              0.00
               Sales Contras M.T.D.              0.00
            Credit Adjustments M.T.D.            0.00
            Debit Adjustments M.T.D.             0.00



                     PRESS SPACE TO CONTINUE
```

CHAPTER 14 - PURCHASE LEDGER

Purchase Ledger

The main menu for the purchase ledger looks as below:

```
PARCELTRAK V2.07        ZIPZAP - 01522 526964/0374 675625        23 Jul 96
Zipzap Computer Consultants    Purchase Ledger


    Select:-
    Suppliers
    Enquiries
    Transaction Entry
    Reports
    Parameters
    Month/Year End
    Balance Ledger
    ReconFiguration
    X-Exit
```

Suppliers - this option is for creating or amending supplier details.

Screen Enquiries - this option is for viewing the transactions of an account or viewing the aged creditors to screen.

Transaction Entry - this is for entering payments, invoices, refunds, credit notes or allocating.

Reports - this option will allow you to run payments due, aged creditors and daybooks.

Parameters - this option is for setting the month number for the purchase ledger.

Month/Year End - this option is for closing off a month or year, this system will know automatically which you require.

Prove Ledger Balances - this system will report or fix any misbalances within the Purchase Ledger.

Reconfiguration - allows you to clear down fully allocated purchase transactions from the purchase ledger.

CHAPTER 14 - PURCHASE LEDGER

Suppliers

```
PARCELTRAK V2.07        ZIPZAP - 01522 526964/0374 675625        23 Jul 96

Zipzap Computer Consultants   Supplier Maintenance

        ┌──────────────────────────────────────────────┐
        │  Account Reference : ZIP001                   │
        └──────────────────────────────────────────────┘

     Account Name: Zipzap Computer Consultants
         Address: Unit 14 Fort Barnes
                : Rookery Lane
                : Lincoln
                :
       Post Code: LN6 7PW
       Telephone: 01522 526964
        Fasimile: 01522 546812          Contact : Norman

       Terms :   0  from Date of In
     Cr Limit :     0.00
      Balance :     0.00
     Turnover :     0.00

                      Amend Delete X-Exit
```

This is where you may set up new suppliers or amend an existing supplier. The same
rules apply as Creating/Amending a customer.

CHAPTER 14 - PURCHASE LEDGER

Screen Enquiries

Transaction Display

Please note this option is identical to the transaction display in the Sales Ledger.

Aged Creditors To Screen

This option is identical to the Aged Debtors to Screen within the Sales Ledger.

Transaction Entry

All of the transactions you may enter are identical to the transactions you enter in the sales ledger, except the invoices and credits are not in free text and look very similar to creating a refund in the Sales Ledger. There is also no contra entry to enter in the Purchase Ledger as this is handled by the Sales Ledger contra transaction which posts to the Purchase Ledger at the same time.

Reports

All the reports you run in the Purchase Ledger are the same as those in the Sales Ledger.

Parameters

This is where you would set up the month numbers in the Purchase Ledger. Identical to setting up the month numbers in the Sales Ledger.

Month/Year End

Identical to running a month/year end in the Sales Ledger.
When you exit the Purchase Ledger the control totals will be displayed on screen.
Identical to when you exit the Sales Ledger.

Prove Ledger Balances

Identical to the Sales Ledger Version.

Reconfiguration

Identical to the Sales Ledger Version.

CHAPTER 15 - COLLECTION DIARY

Collection Diary

Create Diary Entry

This is for maintaining an up to date list of all your collections as they are requested for all your routes. These are usually written on scraps of paper which can be mislaid and lost.

Simply key in the account number that is requesting that the collection or use the search key.

If the account is on stop or over the credit limit you may view the account transactions and chase the debt at the time of speaking to the client. The system will then automatically put **DRIVER TO COLLECT CHEQUE** in the comments field.

The system will then ask you for a collection date, this will default to todays date but may be changed for forward collections.

Next key in the route number of the vehicle that will make the collection, again you may use the search key. You may then key in some comments about the collection.

Zipzap Computer Consultants   Collection Diary

Account Number : ZIP001 Zipzap Computer Consultants

```
Collection Details :-

Date : 230796          Route No :
       ↑
Comments :-


Time to Collect :- 12:00 AM
```

After you have typed the information in about the diary entry you may save it, re-enter
the information or abandon the entry.

CHAPTER 15 - COLLECTION DIARY

Regular Collections

Most parcel depots have customers whom they collect from nearly every day. This program allows you to set these customers up so that when you view the diary, these collections are automatically inserted into the diary.

```
PARCELTRAK V2.07          ZIPZAP - 01522 526964/0374 675625        23 Jul 96

Zipzap Computer Consultants    Maintain Regular Collections
                        Standard Regular Collections

    A/C    Name of Account              Route  M T W T F S S    Time

 →  ZIP001 Zipzap Computer Consultants   01    Y Y Y Y Y N N   12:30 PM




                Press ENTER to amend/delete, ESC to exit!
```

Simply create each collection by keying in the account reference of the customer and the collecting route number, followed by a **Y** or **N** for each of the seven days. No collection will be automatically entered into the diary for the day if they have had a N set for that day.

CHAPTER 15 - COLLECTION DIARY

View Collection Diary

First key in the date that you wish to view the diary for and the system will display all the entries for that date in route order. The full name of the route will be displayed at the bottom of the screen. Pressing ESC will allow you to access the menu, from here you may select another date or print all of the collections for each route, on separate pages which can then be given to each driver.

```
PARCELTRAK V2.07          ZIPZAP - 01522 526964/0374 675625          23 Jul 96

Zipzap Computer Consultants    View Collection Diary

Date to View Diary : 23 Jul 96


     Rn Account Name                    Remarks               Coll Time

     01 Zipzap Computer Consultants                           12:30 PM






     Press ENTER to amend Route or ESC to exit !!

                         VEHICLE 1

                    Another Date Print for Date X-Exit
```

CHAPTER 15 - COLLECTION DIARY

Purge Diary

The collection diary can hold up to 4.3 billion entries, it is doubtful you would wish to store that many entries. You may key in a date and the system will delete all diary entries up to that.

CHAPTER 15 - COLLECTION DIARY

Collections Not Done

Simply enter the date that you wish to check the collections to see if they have been completed, and a list of collections that have not been completed will be printed out for your perusal.

CHAPTER 16 - TECHNICAL SPECIFICATIONS

Customers   - Unlimited Number

Delivery Depots   - Unlimited Number

Proof of Deliveries   - Unlimited Number

Consignments   - Unlimited Number

Contracts   - Unlimited Number

Special Contracts   - Unlimited Number

Services   - Currently 3 (expandable)

Pricing Regions   - Currently 15 (expandable)

Gazetteer   - Unlimited Number

Surcharges   - Unlimited Number

Vehicle routes   - Unlimited Number

On-Line help through the system, use ALT and H to display.

On-Line Calculator, use ALT and C.

On-Line Diary, use ALT and D.

On-Line Calendar use ALT and Y.

The ability to write your own reports, very easy to use and very powerful.

Please note that this system is not a fixed package and can be tailored very quickly for any specific business needs. Screens can be changed, new data fields added, reports changed and new modules added. Please call for details, we are here to help you.

Hardware platforms supported:

The system can be used with DOS, DOS Networks, XENIX, UNIX and AIX.

CHAPTER 16 - TECHNICAL SPECIFICATIONS

DEPOT TO HUB & HUB TO DEPOT EXPORT FORMAT - CONSIGNMENTS

Standard quote delimited comma separated file. Null fields required. Fields do not have to be full length.

Internal fieldname	Description	
ORGAREA$(5)	ORIGINATING AREA	5 DIGIT TEXT
FROMAREA$(5)	FROM AREA	5 DIGIT TEXT
TOAREA$(5)	TO AREA	5 DIGIT TEXT
NUMBER$(6)	DOCKET NUMBER	6 DIGIT TEXT
DDATE$(8)	DATE DDMMYYYY	8 DIGIT TEXT
ACCOUNTREF$(6)	ACCOUNT REFERENCE	6 DIGIT TEXT
COMPANYNAME$(20)	TO COMPANY	30 DIGIT TEXT
COMPANYADD1$(30)	ADDRESS 1	30 DIGIT TEXT
COMPANYADD2$(30)	ADDRESS 2	30 DIGIT TEXT
COMPANYADD3$(30)	ADDRESS 3	30 DIGIT TEXT
TOWN$(20)	DESTINATION TOWN	20 DIGIT TEXT
POSTCODE$(4)	POSTCODE (SIG.)	4 DIGIT TEXT
ITEMS$(4)	NO OF ITEMS	4 DIGIT TEXT
WIEGHT$(4)	WEIGHT	4 DIGIT TEXT
SERVICE$(1)	SERVICE (A/B/C)	1 DIGIT TEXT
PRICETYPE$(1)*	PRICETYPE	1 DIGIT TEXT
AM$(1)	AM (Y/N)	1 DIGIT TEXT
TEN$(1)	10 AM (Y/N)	1 DIGIT TEXT
SATAM$(1)	SATURDAY AM (Y/N)	1 DIGIT TEXT
SATTEN$(1)	SATURDAY 10 (Y/N) 1 DIGIT TEXT	
SECURITY$(1)	SECURITY	1 DIGIT TEXT
REMARKS1$(20)	REMARKS	20 DIGIT TEXT
SUR$(4)	SURCHARGE CODE	4 DIGIT TEXT
DELIVERYCHARGE$(20)	DELIVERY CHARGE	20 DIGIT TEXT
CODYES$(1)	COD (Y/N)	1 DIGIT TEXT
CODAMOUNT$(18)	COD AMOUNT	18 DIGIT TEXT
ORDERNUMBER$(16)	ORDER NUMBER	16 DIGIT TEXT

CHAPTER 16 - TECHNICAL SPECIFICATIONS

<u>Customer to depot export format</u>

To import data into ParcelTrak as an ASCII file it needs to be fed a quote delimited comma delimited ASCII file. This is a very common format and easy to produce.

The fields should be:-

1. Con note number   (up to 6 characters)
2. Order number   (up to 16 characters and can be blank)
3. Company name   (up to 20 characters)
4. Address 1   (up to 40 characters)
5. Address 2   (up to 40 characters)
6. Address 3   (up to 40 characters)
7. Post town   (up to 20 characters)
8. Postcode   (up to 8 but truncated after main block)
                            (i.e. LN6 7PW truncated to LN6)
9. No. of items   (up to 4 charcters)
10. Weight   (up to 5 characters)
11. Service   (A next day, B two day, C three day)
12. Surcharge code   (up to 4 characters and can be blank)

This format will import into ParcelTrak without any changes.

There are alternative formats:-

1. Where you miss off the consignment number and ParcelTrak will issue one automatically.

2. Where there is an additional remark field at the end of the other 2 formats.

This therefore means there are four formats which ParcelTrak can import.

CHAPTER 17 - TERMS

You the customer own the license to run the program called ParcelTrak, this license is not transferable without the express written permission of ZipZap Computer Consultants.

ParcelTrak is supplied on an AS IS basis and without guarantee. ZipZap shall have no liability or responsibility to a customer or any other person or entity with respect to any type of liability, loss or damage caused or alleged to be caused directly or indirectly by ParcelTrak, the license sold by ZipZap, including but not limited to any interruption of service, loss of business or anticipated profits or any consequential damages resulting from the use or operation of ParcelTrak.

Please note that all good data processing procedures dictate that the user should thoroughly test ParcelTrak with sample sets of data and run the system in parallel with the previous system for a period of time to ensure the results of operation of ParcelTrak are satisfactory.

Appendix 1

Invoicing Procedures

It is of vital importance that care is taken over the proper procedures within ParcelTrak when invoicing.
Many depots keep a book of runs/dates to ensure that problems do not occur. This should not be necessary if you adhere to basic rules.

In particular the following matters should be kept in mind:-

1. The Invoice summary DATE and PERIOD must be IDENTICAL to the last invoice run.

2. You should NOT post invoices through the sales ledger between running the invoices and invoice summary as this may affect the numbering.

3. Reversing an invoice summary is a LAST RESORT procedure and should normally ONLY be done immediately after the invoice run. Where errors are detected after the invoice summary they should be corrected by issuing further invoices or by issuing credit notes.

4. You should only ever reverse the LAST invoice summary as reversing an earlier one WILL affect the NEXT invoice number. This may lead to duplication of invoice numbers and cause other problems.

5. You should run the CLEAR CONSIGNMENTS option on the UTILITY menu prior to invoicing to alleviate any problems with duplicate consignment numbers. The process will NOT clear non-invoiced consignments.

6. If you set INVOICE to NO on the main CUSTOMER SCREEN and later change it to YES then these items will then appear on the next invoice run for the invoice period set on their screen.

7. You should CHECK the VAT amount on the invoice against the TOTAL to ensure that they roughly co-incide. If the VAT amount is too low then it may be set wrong in PARAMETERS. You should correct any problems at this point and not when told by your customer.

8. It is WISE to perform a BACKUP of your data BEFORE an INVOICE SUMMARY. Restoring a backup is a much faster procedure than reversing the summary.

9. If you are having data problems (indicated by CHKSUM errors) then it is wise to resolve any problems prior to performing the invoice summary. Problems may be compounded otherwise.

Indications of problems

1. When VIEWING an invoice it relates to the WRONG customer. This is caused by either running the invoice print and the invoice summary to different dates/ periods OR creating invoices in the SALES LEDGER between invoicing and the invoice summary.

2. Items appearing on an invoice which were in a previous invoice run means that the INVOICE SUMMARY was not run for the first set of invoices.

3. VAT wrong on invoices. This indicates that you are sending items to a PRICING AREA when there is NO FULL TARIFF rate set OR the VAT applicable field is BLANK.

Appendix 2

Creating another depot set and additional gazetteer.

Stage One

Select Utilities from the main menu.
Select Parameters.
Using the Enter key move through the fields on the following screen until you get to 'Manifest to other networks'.
Change this to Yes.
Using the down cursor key continue through this and the next screen until you see Save Re-enter Exit, at the bottom.
Save your changes.
Using the down cursor key and space bar continue through the remaining screens until you return to the main menu.

Stage Two

Select Depot Menu from the main menu.
Select Parcel Networks.
Select Create A Network.
Create the networks as follows.

Code - 01
Network Name - NCN Ltd for example
Manifest - Do you require a Separate or Combined manifest
Depot - Your depot code in the first system

Code - 02
Network Name - EPS Ltd for example
Manifest - as above.
Depot - Your code in the second system

Exit back to the main menu.

Stage Three

You will now have to amend all the depots in the first network to show network 01 on the depot screen

Select Depot Menu.
Select Create/Amend Depot.
Select the first depot to be amended eg. 1BA
Select Amend.
Using the down cursor key move through the fields until you come to Network. For a the first network enter 01.
Continue down and Save your changes.

ParcelTrak   ZipZap Computers Limited

This process needs carrying out for all depots in network one.

Stage Four

You will now have to create the second lot of depots if you haven't already done so. You can use the copy facility to make this easier if some are in both systems.
Select Copy from the bottom of the screen. You will be asked 'Copy this depot code to Dep code _____'.

Eg:
Select 1BS
Select Copy
Enter P1BS
Select Perform Copy

You will now need to go into the second depot account and change the network to read 02. Carry out this procedure by following Stage Three.

Stage Five

The following procedure will take anything up to five hours to run so it is advisable to leave it running overnight (after you have done the Manifest run).

Select Gazetteer from the main menu.
Select Duplicate Gazetteer.
You will be asked to enter a Temporary Export File Name.
Enter the following C:\GAZ.EXP.
You will be asked to enter a Temporary Depot.
Enter the code for any depot in the second network (not your own)!!!

Stage Six

Select Gazetteer from the main menu.
Select Bulk Gazetteer Change - Split.
You will now need to go through the second network depot list and match the depots with the postcodes.

Eg:

From AB1 to AB99 Depot P8AB Region 03

Please note that pricing regions may differ between networks and will need to be set accordingly.