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This Page is left Blank to allow for correct paging.

Menu Map 3

```
<C> Copyright P.C. Support                               Date: 28 Aug 94
DEPOT TRANSACTIONS
      F G S  R O U N D S M A N
1 ... Customer Payments From Round
2 ... Customer Payments From Depot
3 ... Order Processing
4 ... Enter Tokens
5 ... Reconcile ERB Cash
E ... Print Round Cash Summary Report
X ... Exit
      -
USE CURSOR KEYS ↑ ↓ TO SELECT, THEN PRESS <RETURN>
PRINT SPOOLING
```

This screen is the menu that controls depot transactions.

The Order Processing option will only be displayed if you have purchased the option.

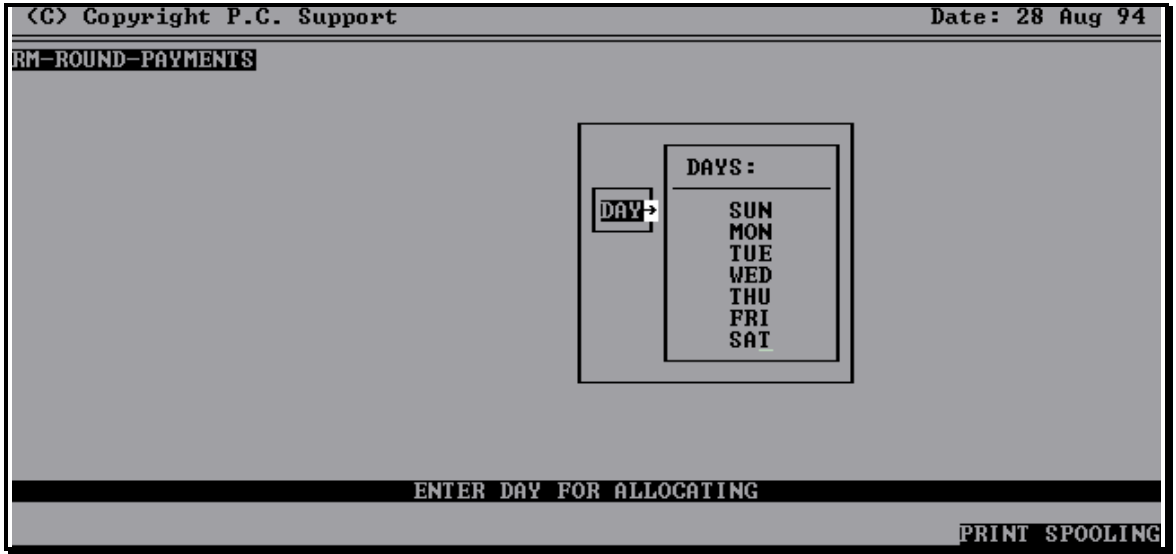
The Reconcile ERB Cash will only be available if you are using ERB's

Menu Map 3,1

```
<C> Copyright P.C. Support                               Date: 28 Aug 94
RM-ROUND-PAYMENTS
Round:  █
Name:   ↑
Sub-Round:
ENTER ROUND NUMBER, <ESC> TO EXIT
PRINT SPOOLING
```

Enter the round and sub round number if known. The / and ENTER, in the round field, will give you a list of all the rounds on the system to make your choice from.

Choose your round and confirm by pressing 1 for Yes.



This screen allows you to choose the day for which the cash allocation is to be made.

Move the highlighted day block using the up and down arrow keys and press return when it is opposite the day required.

If any unallocated cash exists for the selected day, then you will be asked if you wish to allocate a previously entered amount, if you say yes to this, then the amount will be displayed.



<C> Copyright P.C. Support Date: 28 Aug 94

RM-ROUND-PAYMENTS

PAID IN	ALLOCATED	BALANCE
<input type="text"/>	0.00	0.00

ENTER BATCH TOTAL FOR ROUND PRINT SPOOLING

At this stage you can enter the amount of money and tokens value received from the Roundsman for today or leave blank if money and tokens have not been counted.

You will be given the opportunity to reconcile the cash after input.



<C> Copyright P.C. Support Date: 28 Aug 94

RM-ROUND-PAYMENTS

PAID IN	ALLOCATED	BALANCE
400.00	0.00	400.00

IS THIS CORRECT?

1..Yes 2..No PRINT SPOOLING

You have entered received cash as £400.00 as having been paid in my the Roundsman.



<C> Copyright P.C. Support Date: 28 Aug 94

RM-ROUND-PAYMENTS

PAID IN	ALLOCATED	BALANCE
400.00	0.00	400.00

DO YOU WANT TO ALLOCATE IT NOW?

1..Yes 2..No PRINT SPOOLING

You have entered an amount paid in, if you do not wish to allocate it to customers now, then you can place it on suspense and allocate it to customers later. This must be done before the week end routine is run for the current week.



```
<C> Copyright P.C. Support                               Date: 28 Aug 94
RM-ROUND-PAYMENTS

```

PAID IN	ALLOCATED	BALANCE
400.00	0.00	400.00

```
DO YOU WISH TO INCLUDE THIS WEEKS AMOUNT IN PAYMENT AMOUNT ?
1..Yes 2..No PRINT SPOOLING
```

On entering payments do you wish the prompted payment to include the Current Weeks Deliveries, or to present you with the Brought forward balance only.

If entering payments at the start of the week the answer will probably be no, as customers will most likely be paying up to the end of last week. If most payments are to the end of the current week then answer yes.



```
<C> Copyright P.C. Support                               Date: 28 Aug 94
RM-ROUND-PAYMENTS

```

PAID IN	ALLOCATED	BALANCE
400.00	0.00	400.00

```
PLEASE ENTER OPTION:
1..Delivery Sequence 2..Collection Sequence PRINT SPOOLING
```

Having taken the all customers option from the previous screen you will be prompted for the order that you wish customers to be displayed.

Enter payments in Delivery or Collection Sequence.



<C> Copyright P.C. Support Date: 28 Aug 94

RM-ROUND-PAYMENTS

Number	Name	Balance	Payment	L/Payment	Style
000301	Casual Sales,,Casual Sales,STA	0.00	0.00	0.00	1
000401	Excess Stock,,Excess Stock,STA	568.54	568.54	192.57	1
001002	Hill,,21,VICTORIA ROAD	32.22	32.22	10.86	2
001040	Test Account,12	0.00	0.00	0.00	10
001003	Coote,,22,VICTORIA ROAD	65.39	0.00	41.75	3
001005	Spar,,Spar Shop,Brittania Aven	0.00	0.00	0.00	2
001006	Holly,,23,Brittania Avenue	0.00	0.00	0.00	2
001022	Endicott,,37,Brittania Avenue	54.60	54.60	30.24	2
001014	Wilkinson,,8,Bellows Park	102.04	102.04	0.00	2
001015	Johnson,,10,Bellows Park	34.10	34.10	5.50	2
001016	Dawson,,12,Bellows Park	69.84	69.84	0.00	2

PAID IN	ALLOCATED	BALANCE
400.00	0.00	400.00

USE CURSOR KEYS ↑ ↓ TO SELECT, THEN PRESS <RETURN>

PRINT SPOOLING

You are now presented with a scroll list of Customers displaying their Balance, which is the payment Due and the Amount of the last payment entered. The customer style is also displayed. If you are using Credit Limits then, if a customer is over the set limit then a flashing O will be displayed.

If you enter a Customer and do not wish to make a payment then press the ESC key. Pressing ENTER will make the payment. If payment type is being used then you will be prompted to enter a payment type.

If a payment is entered and is incorrect then re-enter a minus amount of the incorrect amount, then enter the correct payment, (This Should Be Done for Retail Customers Only).

At the bottom of the screen a Totals Box displays the Amount Paid In, the Amount Allocated and the Balance. If no money has been paid in then the Balance will display a minus amount.

Menu Map 3,1,2

<C> Copyright P.C. Support		Date: 11 Sep 94	
RM-ROUND-PAYMENTS			
Number	GET CUSTOMER SCREEN =====		Style
	Number: [REDACTED]	Customer Type:	0
	Short Name: ↑		
	Name:		
	Address:		
	Telephone:		
	Round No:	Weeks Non Delivery: [REDACTED]	
	Street No:	Del Seq:	Coll Seq:
ENTER CUSTOMER NUMBER OR / TO SEARCH, <ESC> TO EXIT			
PRINT SPOOLING			

You have selected to enter payments for customers selected by number. This is the normal get customer screen.

Select the required customer by keying the number or by using the usual search methods.



<C> Copyright P.C. Support		Date: 11 Sep 94
RM-ROUND-PAYMENTS		
Number	GET CUSTOMER SCREEN =====	Style
	Number: 001004 Customer Type: Mth	0
	Short Name: 26 VICTORIA ROAD	
	Name: Armstrong	
	Address: 26 Victoria Road 2	
	Telephone:	
	Round No: 001 Weeks Non Delivery: <input type="checkbox"/>	
	Street No: 2 Del Seq: 1.00 Coll Seq: 1.00	
IS THIS CORRECT?		
1..Yes 2..No		PRINT SPOOLING

Customer 1004 has been selected you are being asked to confirm that this is the customer required.



<C> Copyright P.C. Support Date: 11 Sep 94

RM-ROUND-PAYMENTS

Number	Name	Balance	Payment	L/Payment	Style
001004	Armstrong, .26, Victoria Road 2	101.19	101.19	11.40	6

↑

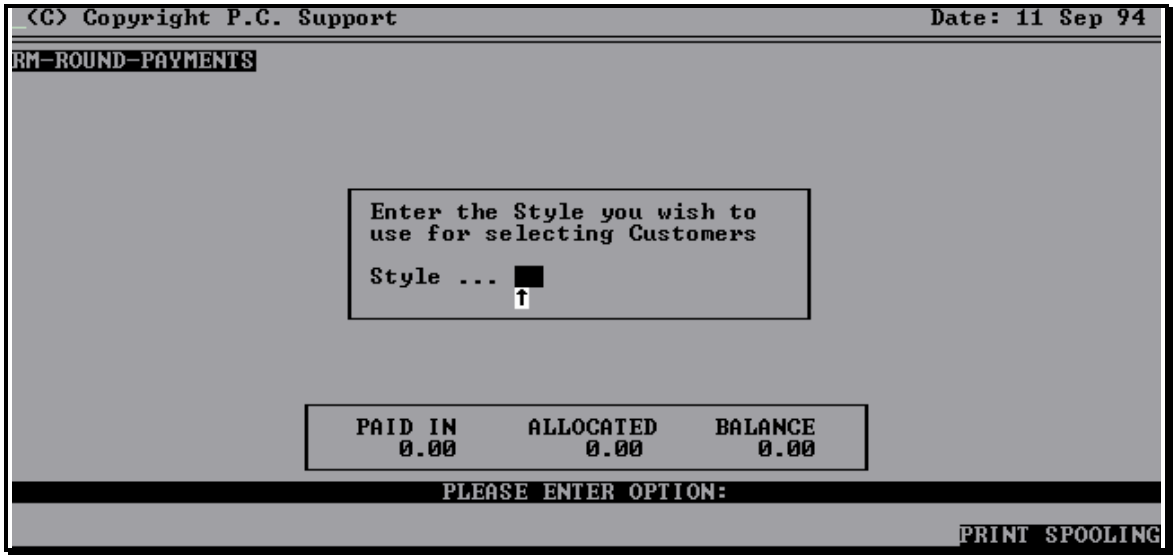
PAID IN	ALLOCATED	BALANCE
0.00	0.00	0.00

IS THIS CORRECT?

PRINT SPOOLING

Enter the payment, again if credit limits are being used then a flashing O will be displayed if the customer is over the set limit. If payment type is in operation then you will be prompted to enter a payment type.

At the bottom of this screen a total of the payments allocated are displayed for your information.



You have made the selection to enter payments for customers by style. Enter the style of customers required.



<C> Copyright P.C. Support Date: 11 Sep 94

RM-ROUND-PAYMENTS

Number	Name	Balance	Payment	L/Payment	Style
001002	Hill,,21,VICTORIA ROAD	39.46	39.46	10.86	2
001005	Spar,,Spar Shop,Brittania Aven	0.00	0.00	0.00	2
001006	Holly,,23,Brittania Avenue	0.00	0.00	0.00	2
001022	Endicott,,37,Brittania Avenue	64.68	64.68	30.24	2
001014	Wilkinson,,8,Bellows Park	116.72	116.72	0.00	2
001015	Johnson,,10,Bellows Park	44.18	44.18	5.50	2
001016	Dawson,,12,Bellows Park	79.92	79.92	0.00	2
001028	Baker,,12,Victoria Road 2	92.48	92.48	27.96	2
001007	Norris,,7,Yealm Avenue	135.72	135.72	18.36	2
001008	Dixon,,63,Yealm Avenue	39.24	39.24	19.80	2
001029	Hill,,23,Yealm Avenue	60.68	60.68	18.42	2

PAID IN	ALLOCATED	BALANCE
0.00	0.00	0.00

USE CURSOR KEYS ↑ ↓ TO SELECT, THEN PRESS <RETURN>

PRINT SPoolING

You are now presented with a scroll list of Customers, of the style selected, displaying their Balance, the Payment Due and the Amount of the last payment entered. The customer style is also displayed. If you are using Credit Limits then, if a customer is over the set limit then a flashing O will be displayed.

If you enter a Customer and do not wish to make a payment then press the ESC key. Pressing ENTER will make the payment. If payment type is being used then you will be prompted to enter a payment type.

If a payment is entered and is incorrect then re-enter a minus amount of the incorrect amount, then enter the correct payment, (This Should Be Done for Retail Customers Only).

At the bottom of the screen a Totals Box displays the Amount Paid In, the Amount Allocated and the Balance. If no money has been paid in then the Balance will display a minus amount.

Menu Map 3,2

```
<C> Copyright P.C. Support                               Date: 28 Aug 94
RM-DEPOT-PAYMENTS
GET CUSTOMER SCREEN
=====
Number: ██████ Customer Type:
Short Name: ↑
Name:
Address:
Telephone:
Round No: Weeks Non Delivery: █
Street No: Del Seq: Coll Seq:
Retail : 0.00 Account : 0.00 Total : 0.00
ENTER CUSTOMER NUMBER OR / TO SEARCH, <ESC> TO EXIT
PRINT SPOOLING
```

You have reached this screen by choosing Option 3...Depot Transactions from the Main Menu and Option 2...Customer Payments From Depot from the Depot Transactions Menu.

Enter the Customer number if known or use the /ENTER for a pick list of all the customers on the system.

Make your choice and confirm by pressing Yes.



<C> Copyright P.C. Support **Date: 28 Aug 94**

RM-DEPOT-PAYMENTS

RETAIL CUSTOMER PAYMENTS
=====

Last Payment Date	16 Jul 94
Last Payment Amount	11.40
Balance	66.99 <input type="checkbox"/>
Payment	66.99 1
New Balance	0.00

Total Payments Received

Retail :	66.99	Account :	0.00	Total :	66.99
----------	-------	-----------	------	---------	-------

IS THIS CORRECT?

1..Yes 2..No **PRINT SPOOLING**

This screen shows the date of the last payment by this customer and the customers current balance. If you are using credit limits, and the customer is over the set limit, then a flashing O will be displayed.

The system is allowing you to enter a payment, when you do this, a new balance will be displayed. If the customer is a semi retail customer then you can enter a discount against the customer.

If you are using payment types then you can enter a number that relates to the type of payment made, in this case 1 for cash payment.

Menu Map 3,4

```
<C> Copyright P.C. Support                               Date: 28 Aug 94
RM-ENTER-TOKENS
Round: [ ]
Name : [↑]
ENTER ROUND NUMBER, <ESC> TO EXIT
PRINT SPOOLING
```

You can allocate the value of tokens taken in as cash by the round in this option. Select the round required.



<C> Copyright P.C. Support		Date: 28 Aug 94					
RM-ENTER-TOKENS							
<table border="1"><tr><td>Round :</td><td>001</td></tr><tr><td>Name :</td><td>ANDREW</td></tr></table>				Round :	001	Name :	ANDREW
Round :	001						
Name :	ANDREW						
IS THIS CORRECT?							
<input type="checkbox"/> 1..Yes		<input type="checkbox"/> 2..No					
PRINT SPOOLING							

Confirm that the round selected is the one required.



<C> Copyright P.C. Support Date: 28 Aug 94

RM-ENTER-TOKENS

ENTER CASH AND TOKENS

Round Number : 001 Round Name : ANDREW

Day	Depot Paid In	Round Paid In	Total Paid In	Cash & Cheques	Tokens
SUN	66.99	0.00	66.99	66.99	0.00
MON	0.00	0.00	0.00	↑ 0.00	0.00
TUE	0.00	400.00	400.00	400.00	0.00
WED	0.00	0.00	0.00	0.00	0.00
THU	0.00	0.00	0.00	0.00	0.00
FRI	0.00	0.00	0.00	0.00	0.00
SAT	0.00	0.00	0.00	0.00	0.00
Totals	66.99	400.00	466.99	476.99	0.00

PRINT SPOOLING

Having accepted the Round you are now shown the Daily Paid In Amounts. You are then able to enter the split between Cash, Cheques and Tokens for each Day that Payments have been entered.

Once Completed you are asked to Accept, Re-enter or Discard the entries made.

Menu Map 3,5

```
<C> Copyright P.C. Support                               Date: 28 Aug 94
DEPOT TRANSACTIONS
  F G S   R O U N D S M A N
1 ... Customer Payments From Round
2 ... Customer Payments From Depot
3 ... Order Processing
4 ... Enter Tokens
5 ... Reconcile ERB Cash
6 ... Print Round Cash Summary Report
X ... Exit
-
USE CURSOR KEYS ↑ ↓ TO SELECT, THEN PRESS <RETURN>
PRINT SPOOLING
```

This Option is only available to those using ERB's.

Select an ERB Round and Confirm.

Menu Map 3,6

```
<C> Copyright P.C. Support                               Date: 28 Aug 94
DEPOT TRANSACTIONS
      F G S  R O U N D S M A N
1 ... Customer Payments From Round
2 ... Customer Payments From Depot
3 ... Order Processing
4 ... Enter Tokens
5 ... Reconcile ERB Cash
6 ... Print Round Cash Summary Report
E ... Exit
      USE CURSOR KEYS ↑ ↓ TO SELECT, THEN PRESS <RETURN>
      PRINT SPOOLING
```

This is a report to show the Round Cash Summary, this is a report to show the break down of cash that has been paid in by the round and the depot against the round.

You may Select it by Round or by All Rounds.

By selecting All Rounds this will give you a totals report, after producing a report for each round.