

**CONTENTS**

**16 BILLING**

**A**

Account Customer Billing ..... 10

**B**

Billing Menu ..... 3

**F**

Fortnightly Billing ..... 8

Franchise Billing ..... 11

**M**

Monthly Billing ..... 9

**W**

Weekly ..... 4

Weekly Retail Bill Layouts ..... 7

This Page is left Blank to allow for correct paging.

## Menu Map 6

```
<C> Copyright P.C. Support                               Date: 18 Sep 94
BILLINGS
      F G S  R O U N D S M A N
1 ... Retail Billing Weekly Customers
2 ... Retail Billing Fortnightly Cycle
3 ... Monthly Customer Billing
4 ... Account Customer Billing
5 ... Franchise Rounds Billing
X ... Exit
      USE CURSOR KEYS ↑ ↓ TO SELECT, THEN PRESS <RETURN>
      PRINT SPOOLING
```

This screen shows all the billing options available.

## Menu Map 6,1

```
<C> Copyright P.C. Support                               Date: 18 Sep 94
RM-BILLING-W
PLEASE ENTER OPTION:
1..Individual Round 2..All Rounds 3..Exit          PRINT SPOOLING
```

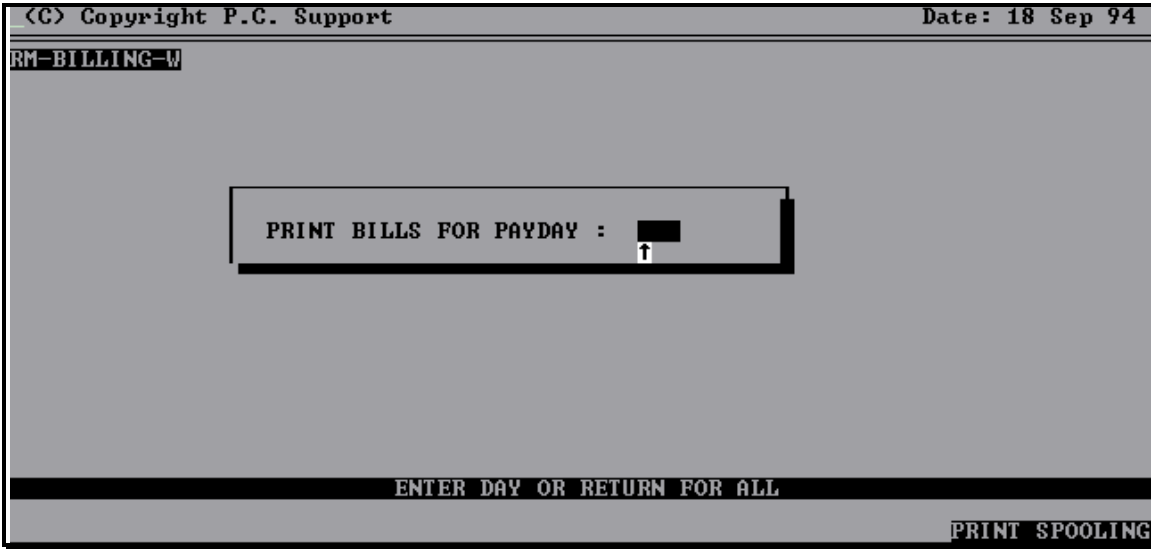
This screen gives you the option of billing by individual rounds or all rounds together.

This screen is asking you to choose which round(s) you want to list.

If you want just an Individual Round, then enter the Round Number via the Individual Round Option.

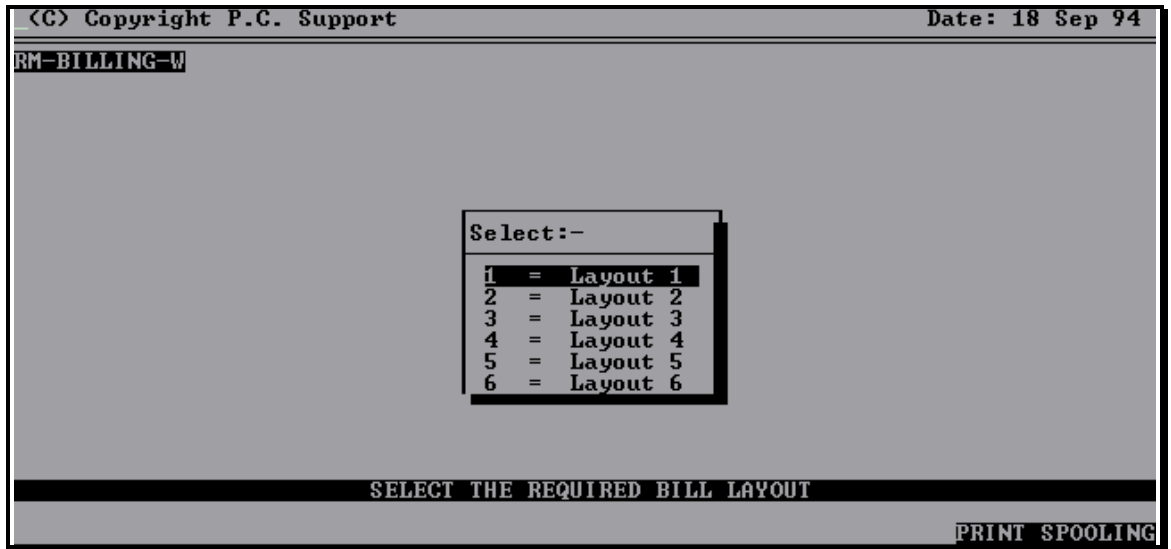
If you want All Rounds choose the All Round Option.





This screen enables you to select customers with a select pay day, if the pay day is selected, by entering the first three letters of the day required, then only customers with that pay day will have their bills printed.

You may leave the pay day blank to allow for no pay day selection.



This screen allows you to choose the layout in which your bills will be printed.

These layouts are user definable and should already be set up.

Choosing the layout automatically sends the file to the print spooler in the layout of your choice. Only customers with the selected bill layout will have their bills printed.

## Menu Map 6,2

```
<C> Copyright P.C. Support                               Date: 18 Sep 94
RM-BILLING-FORTNIGHT

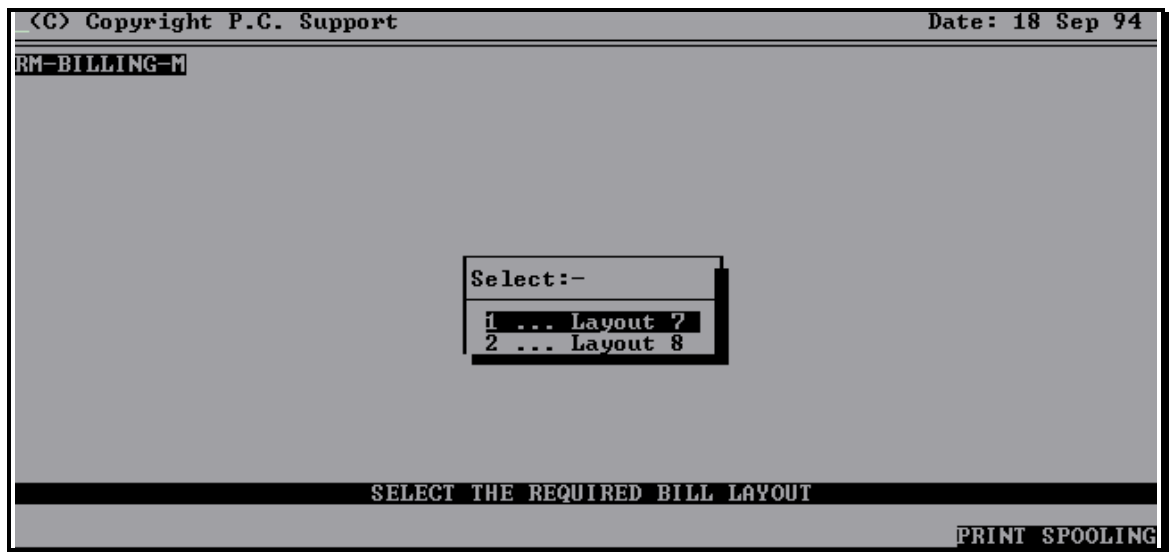
Select:-
? ... Layout ?
8 ... Layout 8

SELECT THE REQUIRED BILL LAYOUT

PRINT SPOOLING
```

Having made the round selection and day selection as per the weekly billing, you can now select the fortnightly bill layout that you wish to use.

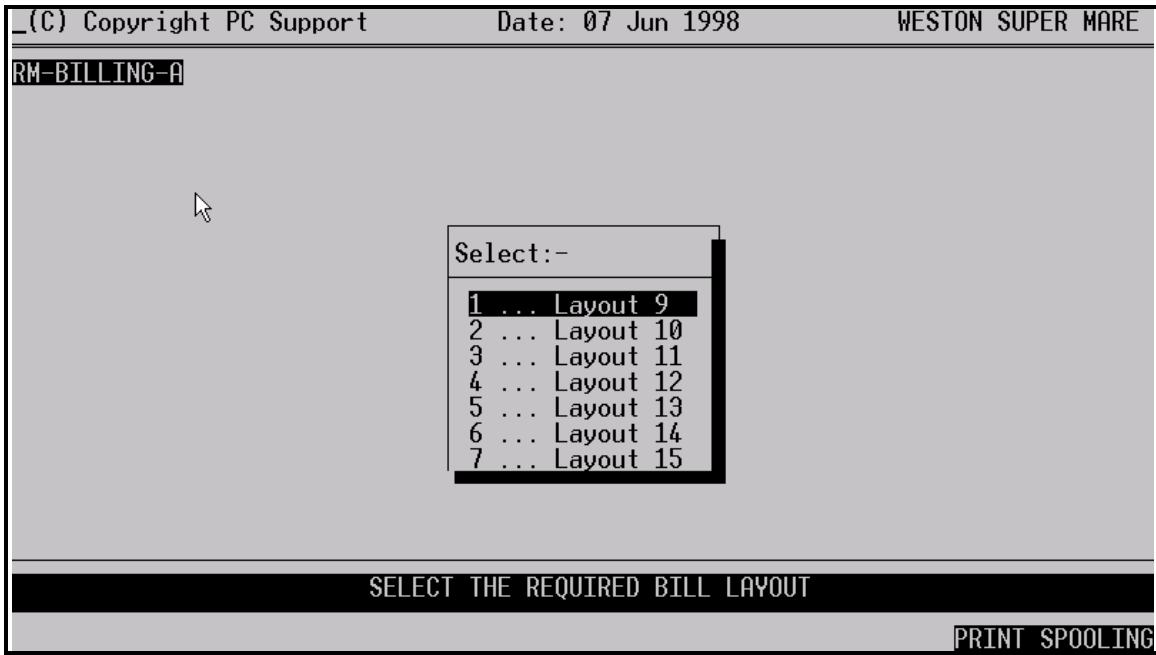
## Menu Map 6,3



Having made the round selection and day selection as per the weekly billing, you can now select the monthly bill layout that you wish to use.

If the billing of account monthly customers is in use then you will be asked if it the retail customers that you wish to process the bills for or the account customers.

## Menu Map 6,4



Having made the round selection and day selection as per the weekly billing, you can now select the account customer bill layout that you wish to use. Layouts from 9 – 14 are normal weekly bill layouts with some very minor changes. Layout 15 is designed for customers that pay daily as it reconciles the value of daily deliveries with the daily payments entered onto the system.

## Menu Map 6,5

```
<C> Copyright P.C. Support                               Date: 18 Sep 94
RM-FRANCHISE-BILL
PLEASE ENTER OPTION:
1..Individual Round 2..All Franchise Rounds 3..Exit PRINT SPOOLING
```

This screen is asking you to choose which round(s) you want to produce bills for.

If you want just an Individual Round, then enter the Round Number via the Individual Round Option.

If you want All Rounds choose the All Round Option.

The system will now automatically generate the franchise bills to the print spooler.