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## Menu Map 9

```
<C> Copyright P.C. Support                               Date: 25 Sep 94
MAIN MENU  ROUND RECONCILIATION
          FGS  ROUNDSMAN
          1 ... Calc & Print Daily Requirements
          2 ... Print Input Forms
          3 ... Data Entry
          4 ... Calculate Stock Usage
          5 ... Print Reconciliation Report
          6 ... Print Round Summary Report
          7 ... Maintain Stocks and Balances
          X ... Exit
          USE CURSOR KEYS ↑ ↓ TO SELECT, THEN PRESS <RETURN>
          PRINT SPOOLING
```

This is the main menu of the round reconciliation routines.

## Round Reconciliation

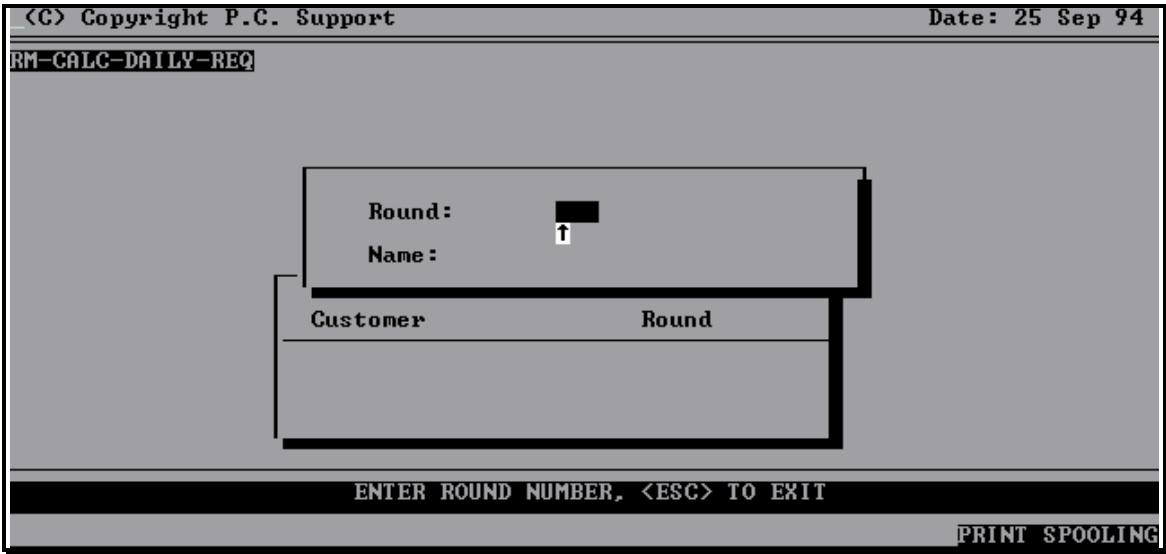
### Menu Map 9,1

```
<C> Copyright P.C. Support                               Date: 25 Sep 94
RM-CALC-DAILY-REQ
          DAY->
          SUN
          MON
          TUE
          WED
          THU
          FRI
          SAT
          SELECT DAY FOR CALCULATING
          PRINT SPOOLING
```

This is the start of option 1 to calculate and print the requirements. This will add up all of the customers orders on the system, as well as any excess stock on the van and give you a print out of the requirements.

Choose the day for which the calculation is to be made.

**Round Reconciliation**



Enter the round number and the message IS THIS CORRECT YES NO will appear at the bottom of the screen.

## Round Reconciliation

```
(C) Copyright P.C. Support                               Date: 25 Sep 94
RM-CALC-DAILY-REQ
Calculating for Tuesday
Customer                               Round
PLEASE ENTER OPTION:
1..Do not Book Out 2..Book Out Requirements  PRINT SPOOLING
```

This option allows you to Book Out or Not to Book out the Daily Requirement for the day chosen.

If the choice is Book Out Requirements the system automatically Books out the Round Quantity required. Further amendments are made on the manual data entry screen.

Menu Map 9,2

```
<C> Copyright P.C. Support                               Date: 25 Sep 94
RM-STOCK-CHECK-LIST
-----
                DATA INPUT FORM
                =====
Week Commencing:  250994
                  ↑
-----
                ENTER THE WEEK COMMENCING DATE IF NOT CURRENT
-----
PRINT SPOOLING
```

You may select the week commencing date for the week that you wish these forms to be printed. These are blank forms that are produced with the correct day and date on them, for each round, with the items that the round takes out normally.

## Round Reconciliation

### Menu Map 9,2

(C) Copyright P.C. Support Date: 25 Sep 94

RM-STOCK-CHECK-LIST

DAY →

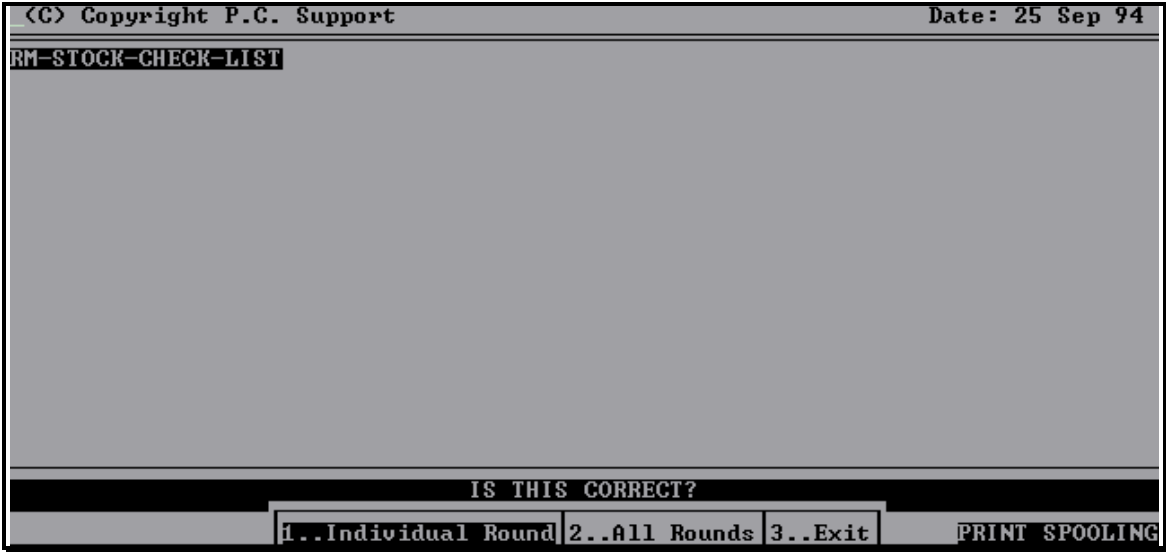
DAYS :

SUN  
MON  
TUE  
WED  
THU  
FRI  
SAT

SELECT DAY FOR CALCULATING

PRINT SPOOLING

Choose the day for which the input forms are required.



You are being given the option of choosing an Individual Round or All Rounds.

Choosing Individual Round takes you to the get round screen.

Choosing All Rounds automatically sends the information to the print spooler ready for printing.

## Round Reconciliation

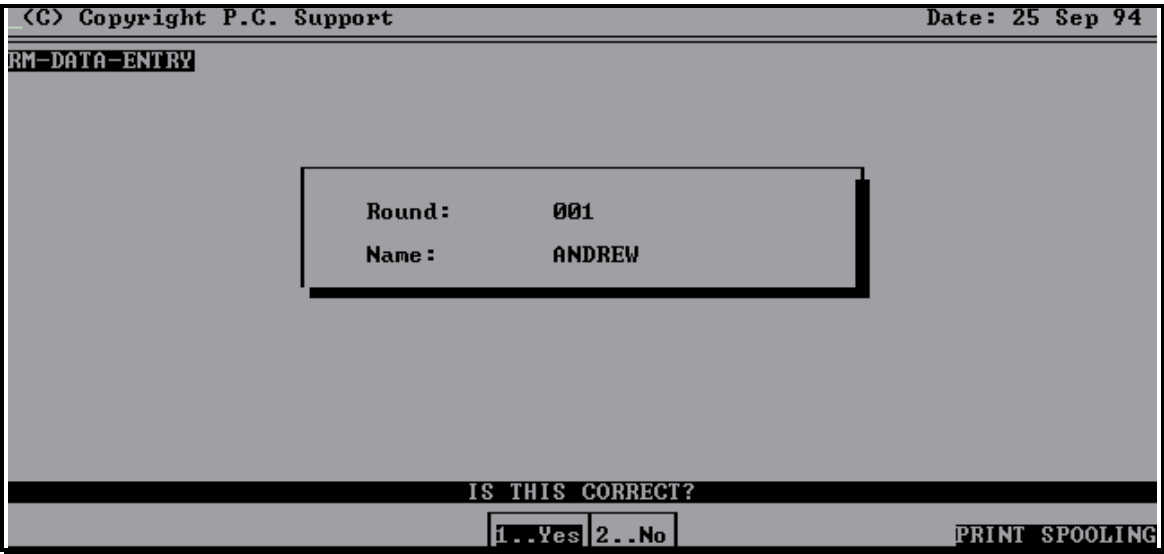
```
(C) Copyright P.C. Support                               Date: 25 Sep 94
RM-STOCK-CHECK-LIST
Round: 001
Name: ANDREW
Stock Item      Round
IS THIS CORRECT?
1..Yes 2..No
PRINT SPOOLING
```

Enter the round number and you will be asked to confirm.

Choosing YES sends the information to the print spooler.

Choosing NO puts you back to the Round field so that you can change your input before accepting.

Menu Map 9,3



This is the main option used to book out goods and returns from the van.  
Enter the round number and confirm by pressing enter to the Yes option.

## Round Reconciliation

<C> Copyright P.C. SupportDate: 25 Sep 94

RM-DATA-ENTRY

DAY →

SUN  
MON  
TUE  
WED  
THU  
PRI  
SAT

SELECT DAY FOR UPDATINGPRINT SPOOLING

Choose the day that you require and press return.



<C> Copyright P.C. Support Date: 25 Sep 94

---

**RM-DATA-ENTRY**

Product	Description	for	Quantity

PLEASE ENTER OPTION:

1. Book out	2. Allowances	3. Transfers	4. Breakages	5. Returns	6. Actual Stock
-------------	---------------	--------------	--------------	------------	-----------------

This screen gives you the option of which data you wish to enter.

The book out is where you book out to the round the total quantities taken out in any given day. Allowances are items that you are allowing the Roundsman to give to customers without charge. Transfers are used to transfer stock from one van to another. Breakage's are to cover any breakage's or losses. Returns are the quantities that are returned to the depot that are in re-saleable condition. Actual stock is stock that is held by the Roundsman, and forms no part of your depot stock.

## Round Reconciliation

### Map Menu 9,3,1

```
(C) Copyright P.C. Support                               Date: 25 Sep 94
RM-DATA-ENTRY
Round: 001          Booking Out for Tuesday
Product  Description          Required  Booked Out
          Description          Quantity   Quantity
Product-> 00001  PAST PINTS                 42.00    0.00
          00002  SEMI PINTS                 29.00    0.00
          00003  SKIM PINTS                 14.00    0.00
          00009  PAST PERGAL 5 G           1.00    0.00
          00010  CLOTTED 2oz               1.00    0.00
          00013  CLOTTED 8oz               0.00    0.00
          00020  EGGS SIZE 2 HAL           1.00    0.00
          00021  COKE PLASTIC 1.           1.00    0.00
          00025  ORANGE JUICE PI           4.00    0.00
USE CURSOR KEYS ↑ ↓ TO SELECT, THEN PRESS <RETURN>
PRINT SPOOLING
```

This screen gives you a list of Product Codes and Descriptions together with a list of Required Quantity and Booked out Quantity. To the left of the Product Description is a box with an flashing arrow inside. Move this box using the up and down arrow keys until it is beside the required product and press return.

When all the changes have been made press Escape.



<C> Copyright P.C. Support Date: 25 Sep 94

RM-DATA-ENTRY

Round: 001      Booking Out for Tuesday

Product	Description	Required Quantity	Booked Out Quantity
00001	PAST PINTS	42.00	0.00
00002	SEMI PINTS	29.00	0.00
00003	SKIM PINTS	14.00	0.00
00009	PAST PERGAL 5 G	1.00	0.00
00010	CLOTTED 2oz	1.00	0.00
00013	CLOTTED 8oz	0.00	0.00
00020	EGGS SIZE 2 HAL	1.00	0.00
00021	COKE PLASTIC 1.	1.00	0.00
00025	ORANGE JUICE PI	4.00	0.00

ADD NEW PRODUCT ?

1..No    2..Yes   PRINT SPOOLING

The message at the bottom of the screen changes to ADD NEW PRODUCT YES NO.

Choosing NO will alter the datafiles according to your changes and then return you to the PLEASE ENTER OPTION screen.

Choosing YES will allow you to choose other items from the stock file for inclusion on this particular round.

## Round Reconciliation

### Menu Map 9,3,2

```
(C) Copyright P.C. Support                               Date: 25 Sep 94
RM-DATA-ENTRY
Round: 001      ALLOWANCES for Tuesday
Product        Description      Quantity
Product-> 00001    PAST PINTS             0.00
          00002    SEMI PINTS             0.00
          00003    SKIM PINTS             0.00
          00009    PAST PERGAL 5 GAL     0.00
          00010    CLOTTED 2oz           0.00
          00013    CLOTTED 8oz           0.00
          00020    EGGS SIZE 2 HALF DOZENS 0.00
          00021    COKE PLASTIC 1.5 LITRE 0.00
          00025    ORANGE JUICE PINTS    0.00
USE CURSOR KEYS ↑ ↓ TO SELECT, THEN PRESS <RETURN>
PRINT SPOOLING
```

This screen permits you to give the selected round allowances.

i.e. extra amounts of products for giving to good customers. This would normally be used for Franchise rounds where the Franchisee is taking large amounts of stock on a regular basis and would be an expression of good faith by the Franchiser.

This allowance can also be used to offset breakage's incurred on normal rounds.

As you enter the figures in the Quantity column the allowances file is automatically updated.

As you exit from the screen the ADD NEW PRODUCT message will appear.

Choosing YES will clear the screen and allow you to select other items from the stock list.

Choosing NO will clear the screen and take you back to the PLEASE ENTER OPTION SCREEN.

## Round Reconciliation

Round: 001		TRANSFER ON for Tuesday	
Product	Description	Quantity	
00001	PAST PINTS	0.00	
00002	SEMI PINTS	0.00	
00003	SKIM PINTS	0.00	
00009	PAST PERGAL 5 GAL	0.00	
00010	CLOTTED 2oz	0.00	
00013	CLOTTED 8oz	0.00	
00020	EGGS SIZE 2 HALF DOSENS	0.00	
00021	COKE PLASTIC 1.5 LITRE	0.00	
00025	ORANGE JUICE PINTS	0.00	

Transfers For Today Equal 0.00

1..Accept 2..Re-Enter 3..Discard PRINT SPOOLING

This screen allows you to transfer products from round to round. It must be remembered that if you transfer onto a round then there must be a corresponding transfer off of another van.

The message line will keep a running total of transfers today, on the selected round.

This is only for information, as the transfers are held against the individual product items on the Round.

## Round Reconciliation

### Menu Map 9,3,4

```
(C) Copyright P.C. Support                               Date: 25 Sep 94
RM-DATA-ENTRY
Round: 001      BREAKAGES for Tuesday
Product        Description      Quantity
Product-> 00001    PAST PINTS                0.00
          00002    SEMI PINTS                0.00
          00003    SKIM PINTS                0.00
          00009    PAST PERGAL 5 GAL        0.00
          00010    CLOTTED 2oz              0.00
          00013    CLOTTED 8oz              0.00
          00020    EGGS SIZE 2 HALF DOSENS  0.00
          00021    COKE PLASTIC 1.5 LITRE   0.00
          00025    ORANGE JUICE PINTS       0.00
USE CURSOR KEYS ↑ ↓ TO SELECT, THEN PRESS <RETURN>
PRINT SPOOLING
```

This screen allows you to enter the quantities of produce allowed as spoilage.

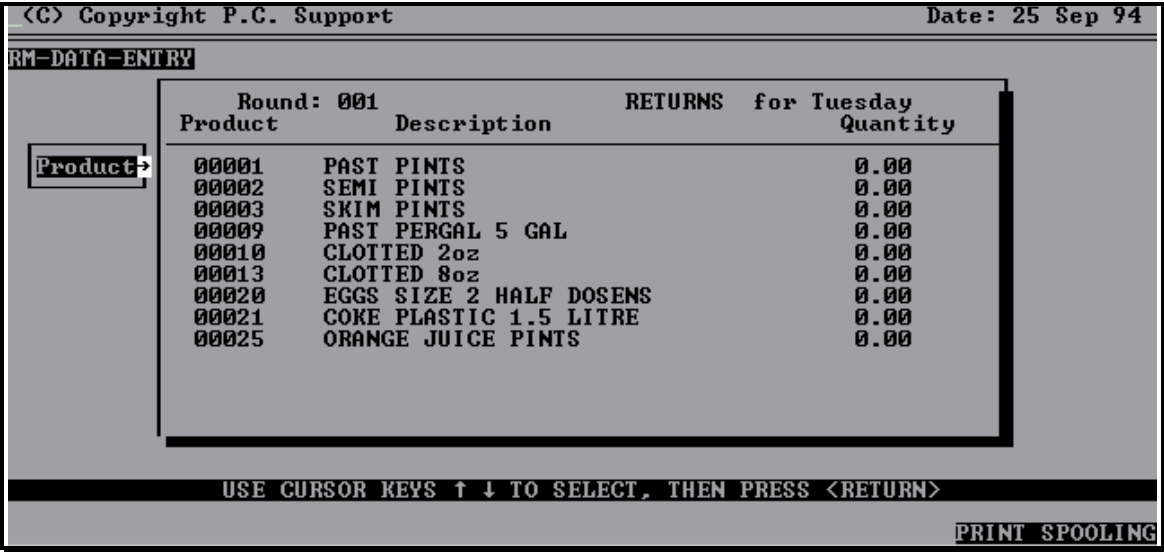
Enter the amounts and press ESCape.

The system will ask you via the message at the bottom of the screen if you wish to add new products.

NO will clear the screen and take you back to the PLEASE ENTER OPTIONS SCREEN.

YES will clear the present screen and allow you to enter the new product code or / and Enter for the pick list of the products held on the system.

Menu Map 9,3,5



This screen is used for entering the amount of produce that the Roundsman returns to the depot., rather than carrying over to the following day. This does put the stock quantity back onto the depot stock.

After entering the quantities being returned press ESCape.

The ADD NEW PRODUCT message will appear at the bottom of the screen.

Choosing NO will take you back to the ENTER OPTIONS screen.

Choosing YES will clear the screen and allow you to enter new product numbers for produce being returned that do not appear on the round products list.

## Round Reconciliation

### Menu Map 9,3,6

```
(C) Copyright P.C. Support                               Date: 25 Sep 94
RM-DATA-ENTRY
Round:
Product      Description      for      Quantity
-----
PLEASE ENTER OPTION:
1..Maintain  2..Browse  3..Print  4..X-Exit  PRINT SPOOLING
```

This option allows the entry of stock that is still held by the Roundsman. It may be physically on the float or in a section of the fridge allocated to the Roundsman, but the ownership of the stock is his, and is not included in your stock figures.

After entering the quantities being returned press ESCape.

The ADD NEW PRODUCT message will appear at the bottom of the screen.

Choosing NO will take you back to the ENTER OPTIONS screen.

Choosing YES will clear the screen and allow you to enter new product numbers for produce being returned that do not appear on the round products list.



## Round Reconciliation

### Menu Map 9,3,6,1,1

```
(C) Copyright P.C. Support                               Date: 25 Sep 94
RM-DATA-ENTRY
Round: 001
Product      Description      ACTUAL for Tuesday
Quantity
f          0.00
ENTER NEW PRODUCT DETAILS
PRINT SPOOLING
```

This screen allows you to add a product to the Round Stock File which is not on the round at the moment. This option is only required as a backup, the act of booking out a new product will add it to the round stock file.

Menu Map 9,3,6,1,2

<C> Copyright P.C. Support Date: 25 Sep 94

RM-DATA-ENTRY

Round: 001		ACTUAL	for Tuesday
Product	Description		Quantity
<input type="text" value="Product"/>	00001 PAST PINTS		0.00
	00002 SEMI PINTS		0.00
	00003 SKIM PINTS		0.00
	00009 PAST PERGAL 5 GAL		0.00
	00010 CLOTTED 2oz		0.00
	00013 CLOTTED 8oz		0.00
	00020 EGGS SIZE 2 HALF DOSENS		0.00
	00021 COKE PLASTIC 1.5 LITRE		0.00
	00025 ORANGE JUICE PINTS		0.00

ENTER NEW PRODUCT DETAILS

PRINT SPOOLING

This screen allows you to see a the list of products that are selected for the Round. No changes can be made on this screen.

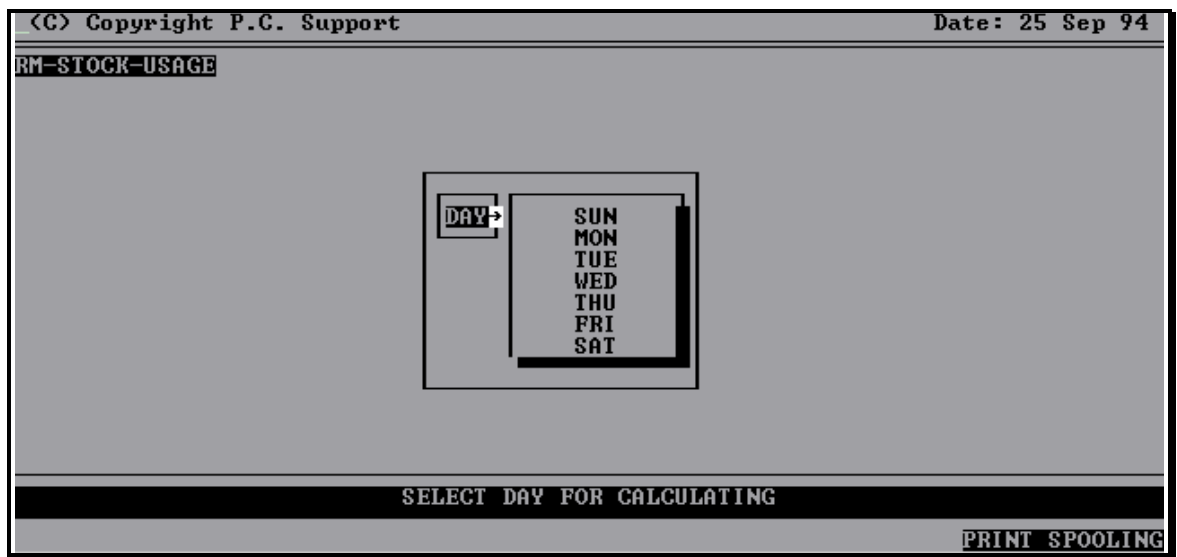
## Round Reconciliation

### Menu Map 9,3,6,1,3

```
<C> Copyright P.C. Support                               Date: 25 Sep 94
RM-DATA-ENTRY
Round:
Product      Description      for      Quantity
Print Stock Items on Selected Round
From Stock Code  █
To Stock Code    ↑
                <Blank To Generalise>
PRINT LIST OF STOCK ITEMS ON ROUND FROM ITEM ..
PRINT SPOOLING
```

Print allows you to print a list of stock items that are on the Round Stock File.

## Menu Map 9,4



This screen allows you to select the day for which the calculation is required.

Make your choice, if you select any day other than the first day of the week then a message will appear at the bottom of the screen asking:

DO YOU WISH TO RUN STOCK USAGE FOR ALL PREVIOUS DAYS  
ALSO.

Choosing YES will run all stock usage as from day 1 to the selected day of the current week.

Stock usage must be run after Data has been entered. This will enter the Booked Out Sales and the Returns to the Round Stock File. If any changes are made then this routine must be re-run.

Choosing NO will take you to the next screen. This will ask you if you wish to calculate for an Individual Round or All Rounds.

Choosing 1 Individual Round will then present you with the Get Round screen, make your round selection and confirm.

Choosing 2 All Rounds will then run the stock usage for all of the rounds.

When you have made your selection then a scroll box will appear showing the day that is being calculated, the Round and the Customers. During this stage the deliveries for the Round are being calculated and a report is being generated on the spooler for you to print at your leisure.

When completed you will be returned to the Round Reconciliation Menu.

## Round Reconciliation

### Menu Map 9,5

---

This section allows you to Print the Round Reconciliation Report on an Individual or All Rounds on a Daily, Weekly, Periodical or Year to Date basis.

This screen allows you to choose Individual or All rounds.

Make your choice. Choosing 1 Individual Round will then present you with the Get Round screen, make your round selection and confirm, you will then be asked if you wish to print the report for 1 Day 2 Week 3 Period 4 YTD.

Choosing 2 All Rounds, you will then be asked if you wish to print the report for 1 Day 2 Week 3 Period 4 YTD.

If you have chosen the report for the day, then you will be prompted to select the day that you wish to generate the report for, the report will then be generated straight to the print spooler.

**Menu Map 9,6**

---

This section gives you the facility to print off the Weekly Round Cash and Stock reports on an Individual Round or All Rounds basis.

If you choose 1 Individual Round, will then present you with the Get Round screen, make your round selection and confirm. The report will then be generated to the print spooler.

If you choose the All rounds option at the foot of the screen the print will be automatically generated to the print spooler.

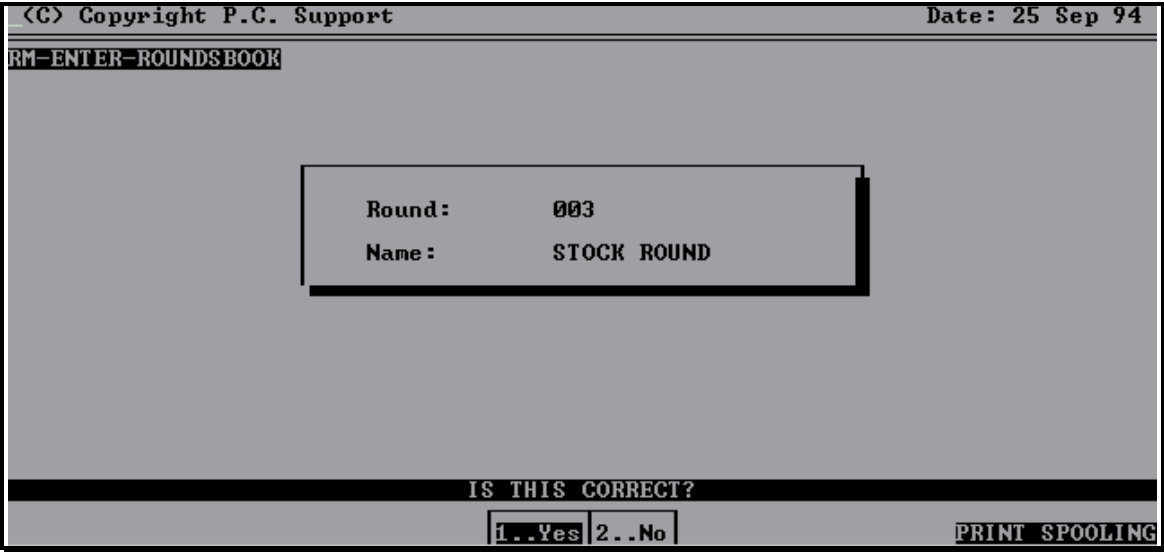
## Round Reconciliation

### Menu Map 9,7

```
(C) Copyright P.C. Support                               Date: 25 Sep 94
MAIN MENU  MAINTAIN STOCKS AND BALANCES
          FGS  ROUNDSMAN
          1 ... Enter Actual Roundsbook Balance
          2 ... Enter Cash for S or F Type Rounds
          3 ... Retail Discounts - S Type Rounds
          4 ... Enter Opening Stock Figures
          5 ... Enter Balance Brought Forward
          6 ... Enter Excess Stock Figures
          7 ... Reconcile Booked Out Amounts
          X ... Exit
          USE CURSOR KEYS ↑ ↓ TO SELECT, THEN PRESS <RETURN>
          PRINT SPOOLING
```

This screen is the Maintain Stocks and Balances Menu. It is from here that the maintenance of the round balances are maintained.

Menu Map 9,7,1



Select the Round that you wish to enter the balance for. This must be a stock type round.

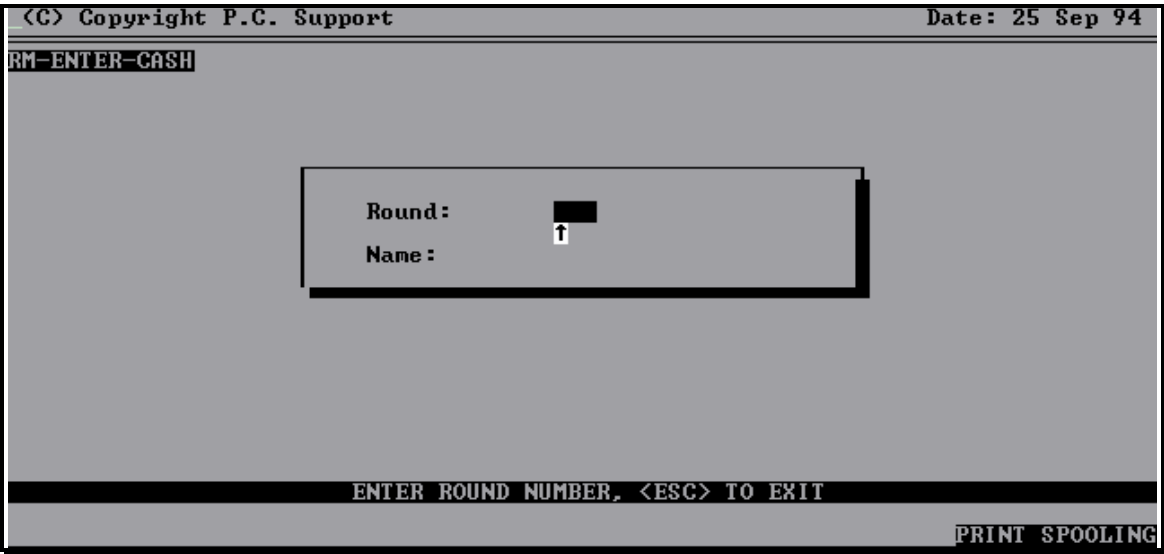
## Round Reconciliation

```
(C) Copyright P.C. Support                               Date: 25 Sep 94
RM-ENTER-ROUNDSBOOK
=====
ENTER ACTUAL ROUNDSBOOK BALANCE FOR ROUND: 003
=====
Calculated Roundsbook Balance:          0.00
Enter Actual Balance:                    [REDACTED]
-----
Difference:                               0.00
-----
ENTER ACTUAL ROUNDSBOOK BALANCE
PRINT SPOOLING
```

The actual Balance is the actual Debt to that Round of its Retail Customers.

Enter the tapped Roundsbook Balance or the Total Arrears from the Arrears List

Menu Map 9,7,2



Select the Round Number you require. After selecting the round you will be prompted to select the day of the week that the money was paid in on.

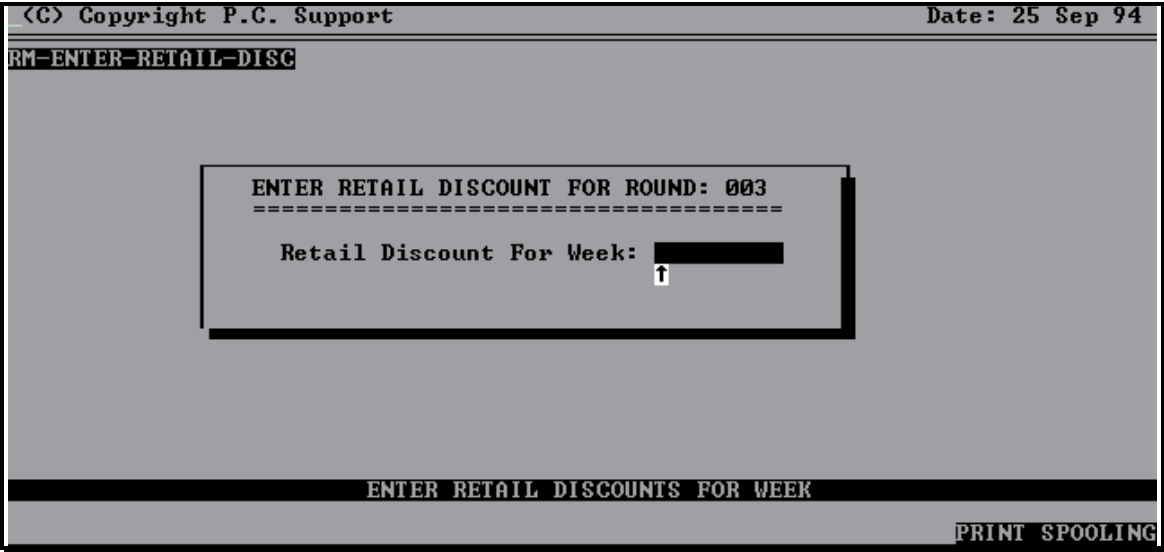
## Round Reconciliation

<b>&lt;C&gt; Copyright P.C. Support</b>		<b>Date: 25 Sep 94</b>	
<b>RM-ENTER-CASH</b>			
<b>ENTER RECEIPTS FOR ROUND: 003 FOR: TUE</b>			
Enter Cash .....			
Enter Tokens .....	↑	0.00	
=====			
Total Receipts ...		0.00	
=====			
<b>WARNING!</b>			
Do NOT enter payments here for DEPOT MANAGED ACCOUNT customers. Cash for this type of customer must be separated out and entered directly to their account.			
<b>ENTER CASH &amp; TOKENS PAID IN</b>			
			<b>PRINT SPOOLING</b>

Enter the amount of cash received from the Retail Customers on the selected Round. Any Account Customers that are billed by the Depot should NOT be included.

You may enter the value of all cash and cheques and then the value of all tokens, this then enables the round summary to show you the value of tokens paid in on this round.

Menu Map 9,7,3



Enter any Discounts that you have allowed the Roundsman to make to the Retail Customers.

The total amount of Discounts for the week is required. This routine can be used to adjust the Roundsmans balance, a positive value will deduct from the balance a negative value will add to the balance.

## Round Reconciliation

### Menu Map 9,7,5

```
(C) Copyright P.C. Support                               Date: 25 Sep 94
RM-ENTER-BALANCE-BF
-----
ENTER BALANCE BROUGHT-FORWARD FOR ROUND: 003
=====
Balance Brought Forward: 999.00
                          ↑
-----
ENTER BALANCE BROUGHT FORWARD
PRINT SPOOLING
```

This screen allows you to enter the balance brought forward from the Roundsbook on a chosen Round, you must enter the actual Roundsbook balance.

This is used to confirm the balance held on the roundsbook at the end of the first week. If the balance need to be changed then you can change it at this point. A warning message will be displayed to point out that there is a balance difference between the round file and the round control account. This can be accepted and any change will be made to both places by the system.

**Menu Map 9,7,6**

<C> Copyright P.C. Support Date: 25 Sep 94

RM-ENTER-EXCESS-STK

ENTER EXCESS STOCK DETAILS FOR ROUND: 001 FOR: TUE

Product	Description	Excess Stock Figure
00001	PAST PINTS	0.00
00002	SEMI PINTS	0.00
00003	SKIM PINTS	0.00
00009	PAST PERGAL 5 GA	0.00
00010	CLOTTED 2oz	0.00
00013	CLOTTED 8oz	0.00
00020	EGGS SIZE 2 HALF	0.00
00021	COKE PLASTIC 1.5	0.00
00025	ORANGE JUICE PIN	0.00

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

PRINT SPOOLING

You will have selected the round required and the day required before reaching this screen.

Enter Excess stock figures. These can be set for all types of round. This like a standing order for the round. It is normally used to give a stock requirement or a booked out quantity that takes into account all of the customers orders and adds the excess stock on to it so that the round will always have extra quantity of stock for extra sales.

## Round Reconciliation

### Menu Map 9,7,7

```
(C) Copyright P.C. Support                               Date: 25 Sep 94
RM-ENTER-ACTUAL-OUT
RECONCILE BOOKED OUT QUANTITIES
ROUND: 001 ANDREW
Product          Actual Out      Actual
Entered
00001 PAST PINTS          0.00          Y
00002 SEMI PINTS      0.00          N
00003 SKIM PINTS      0.00          N
00009 PAST PERGAL 5 GAL 0.00          N
00010 CLOTTED 2oz       0.00          N
00013 CLOTTED 8oz       0.00          N
00020 EGGS SIZE 2 HALF DOS 0.00          N
00021 COKE PLASTIC 1.5 LIT 0.00          N
00025 ORANGE JUICE PINTS 0.00          N
USE CURSOR KEYS ↑ ↓ TO SELECT, THEN PRESS <RETURN>
PRINT SPOOLING
```

This option is to reconcile the actual booked out quantities to the round for the week, so the allowances can be made for any discrepancies that may have occurred during the week.